



2024-2025

# Bergen Community College Catalog



2024-2025 Academic Year

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# Bergen Community College Catalog

## (Website: [www.bergen.edu/catalog](http://www.bergen.edu/catalog) )

This comprehensive resource will help you find detailed information on the many programs and hundreds of courses offered at BCC.

Providing Catalog information in this digital format makes the publication more useful and timely.

### *The College Catalog or the College Website - Where to Look*

Both the College Catalog and the College website contain information on a variety of subjects. In general, the best place to start your search will be BCC's website at [bergen.edu](http://bergen.edu).

This catalog lists academic degree requirements, course descriptions, academic policies and procedures as well as information on our student services, transfer options, and financial information. All academic policies and procedures are subject to amendment. Please refer to the College Policy Website (<https://bergen.edu/about-us/college-policies/>) for the official, most recent version.

This catalog does not include information on our noncredit continuing education offerings. The non-credit courses and programs offered by the division of Bergen Community College Continuing Professional and Workforce Development can be found at <https://bergen.edu/ce/>

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

### **Archived Catalog Editions**

The Bergen Community College Catalog is published every year. The Catalog is archived each year, so you are able to access previous editions at the Archived Catalogs page. This feature is particularly useful for returning students.

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

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

# About Bergen Community College

## Vision and Mission Statement

### Vision

**Bergen Community College will be:**

**A first-choice option for its community.**

**A national model for innovation and partnerships.**

**An institution recognized for its ability to meet the needs of an ever-changing student population in a landscape of evolving employers' workforce needs.**

### Mission

**Bergen Community College provides accessible and transformative programs and services to its diverse community. As a comprehensive community college, we are committed to student success, innovation, and inclusivity.**

(Approved by the Board of Trustees on 01/10/23)

*Serving the community at these convenient locations:*

*PARAMUS - HACKENSACK - MEADOWLANDS*

## Values and Institutional Goals

### Values

**Consistent with Bergen Community College and who we are as a community, these core values guide our daily work:**

#### **Commitment**

**We are committed to providing an education in the liberal arts, sciences, technical fields, and a variety of non-credit programs that foster critical thinking, facilitate upward mobility, and instill a sense of purpose.**

#### **Creativity**

**We are imaginative and innovative in promoting success for our students and in accomplishing our goals.**

#### **Collaboration**

**We emphasize teamwork and acknowledge and take pride in the contributions of others.**

#### **Communication**

**We regularly and openly share what we do with both internal and external community members.**

#### **Care**

**We identify, prioritize, and resolve issues by leading with an ethic of care.**

**Challenge**

**We challenge ourselves to improve upon our programs and services.**

**Celebration**

**We acknowledge, honor, and take pride in the quality of our work and the work of others.**

## **Institutional Goals**

**Institutional Goal #1**

**Bergen Community College serves the needs of a diverse college population by creating a welcoming campus environment where all members of the community are valued. The College adheres to the principles of access, equity, and inclusion.**

**Institutional Goal #2**

**Bergen Community College offers educational programs and services that promote success for students of different abilities and economic needs.**

**Institutional Goal #3**

**Bergen Community College provides evidence of effective educational experiences.**

**Institutional Goal #4**

**Bergen Community College offers programs and services which enable community members to engage in lifelong learning opportunities.**

**Institutional Goal #5**

**Bergen Community College cultivates community relationships which support a growing network of partnerships with external organizations.**

**Institutional Goal #6**

**Bergen Community College shares its stories of success as a vital resource in Bergen County and the surrounding region.**

(Approved by the Board of Trustees on 01/10/23)

*Serving the community at these convenient locations:*

*PARAMUS - HACKENSACK – MEADOWLANDS*

## Our Locations

### Main Campus 400 Paramus Road, Paramus

Centrally located in Bergen County, the main campus comprises 167 acres on the former nine holes of Orchard Hills Golf Course.

**Directions to 400 Paramus Road, Paramus, New Jersey 07652. Public Transportation: NJ TRANSIT Bus Routes #756, Paramus - Englewood Cliffs; #755, Edgewater - Paramus; #175 Ridgewood - NY; #163 Ridgewood - NY**

#### 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.

### Bergen Community College at the Meadowlands 1280 Wall Street West, Lyndhurst

Opened in 2008 to provide southern Bergen County with an accessible destination for higher education, Bergen Community College at the Meadowlands offers both complete degree programs and classes.

**Directions to Meadowlands (Lyndhurst) 1280 Wall Street West, Lyndhurst, New Jersey 07071. Public Transportation: NJ TRANSIT Bus Routes #192, Clifton-NY; #76, Hackensack-Newark**

## From the West

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

## From the North

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

## From the South

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

## From the East

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

# **Philip Ciarco Jr. Learning Center**

## **355 Main Street, Hackensack**

**Directions to Ciarco (Hackensack) 355 Main Street, Hackensack, New Jersey 07601.**

## From New York

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

## Garden State Parkway North

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

## New Jersey Turnpike North

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

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

## General information

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

The instructional programs are designed to prepare students for transfer to four-year colleges and universities, or for immediate entry into a career.

There are also non-credit courses offered for those seeking personal enrichment or improvement of specific skills.

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

Detailed information about **Bergen Community College's accreditation** can be found at <https://bergen.edu/about-us/accreditation/>

Visit this BCC **About-Us** page for the full list of members: **Board of Trustees, Executive Team, Officers and Committee Assignments**, and the **College Leadership**.

## History

Since Bergen's establishment in Paramus by the Bergen County Board of Chosen Freeholders in 1963 and its subsequent opening in 1968, eight presidents have led the State of New Jersey's largest community college, prioritizing the hallmarks of a community college education: quality, access and affordability for all who seek lifelong learning opportunities.

The College ranks No. 1 in the state for associate degree graduates; alumni have attended the country's most prestigious universities, including all eight Ivy League institutions. More than 740,000 students have taken classes at Bergen, with countless others visiting for community and cultural events.

Resources include the Henry and Edith Cerullo Learning Assistance Center, which has twice earned recognition as the "tutoring center of the year." The College's Paramus main campus features vast physical resources including the Technology Education Center (opened 2003), the region's only Health Professions Integrated Teaching Center (opened 2016) and the nation-leading STEM Student Research Center (opened 2019).

Finally, Bergen's personnel represent an institutional strength, highlighted by the 2015 U.S. Professor of the Year, as named by the Council for Advancement and Support of Education and the Carnegie Foundation for the Advancement of Teaching.



# Academic Programs (by Degree Type)

## Academic Programs (by Degree Type)

### Associate of Arts

### Fine and Performing Arts AA - General Program

Code: AA.FPA.GEN

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

#### Program Learning Outcomes (PLOs)

- Develop a broad understanding of the studio, historical, theoretical, and economic dimensions of the arts.
- Demonstrate the ability to think critically and creatively.
- Apply analytical reasoning across academic disciplines.
- Demonstrate proficiency in oral and written communication.
- Develop an awareness of and sensitivity to global issues.
- Demonstrate information literacy and technological competency.
- Identify their degree of interest to pursue further study of a specific area of the fine and performing arts while exploring other academic disciplines through the general education requirements of a liberal arts education.

### RECOMMENDED SEMESTER SEQUENCE

#### First Semester

HIS History Elective **3 Credit(s)\***  
Humanities Elective **3 Credit(s)\*\***  
MAT Program Requirements **3 Credit(s)\*†**  
ENG-101 English Composition I

#### Communication Elective:

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

Subtotal: 15 Credits

#### Second Semester

HIS History Elective **3 Credit(s) \***  
Humanities Elective **3 Credit(s) \*\***  
Social Science Elective **3 Credit(s) \***  
Diversity Elective **3 Credit(s) \***  
ENG-201 English Composition II

Subtotal: 15 Credits

#### Third Semester

Humanities Elective **3 Credit(s) \*\***  
Natural Science Elective **4 Credit(s) \***  
Social Science Elective **3 Credit(s) \***  
Free Elective **3 Credit(s) \***  
Program Requirement **3 Credit(s) \*\*\***

Subtotal: 16 Credits

#### Fourth Semester

Natural Science Elective **4 Credit(s) \***  
Mathematics Elective **4 Credit(s)**  
**or**  
Mathematics Elective **3 Credit(s) and**  
INF-102 Introduction to Computing  
  
Program Requirement **3 Credit(s) \*\*\***

Free Elective **3 Credit(s)** ‡

**Subtotal: 14 Credits**

## GENERAL EDUCATION REQUIREMENTS

### Communication

COM-100 Speech Communication

or

COM-102 Public Speaking

ENG-101 English Composition I

ENG-201 English Composition II

**Subtotal: 9 Credits**

### History Electives \*

**Subtotal: 6 Credits**

### Humanities Electives \*\*

Three general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than two courses in any one field

**Subtotal: 9 Credits**

### Social Science Electives \*

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

**Subtotal: 6 Credits**

### Mathematics, Natural Sciences, and Technology

Mathematics Elective **4 Credit(s)** \*

or

Mathematics Elective **3 Credit(s)** AND \*

INF-102 Introduction to Computing

Natural Science Electives - BIO, CHM, PHY

**8 Credit(s)**

**Subtotal: 12 Credits**

### Diversity Elective \*

**Subtotal: 3 Credits**

**Subtotal: 45**

## PROGRAM REQUIREMENTS

Courses in the Arts chosen in consultation with a faculty member.

### Free Electives \*

**Subtotal: 6 Credits**

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s)

\*\*\* Studio Art Electives: ART-123, ART-124, ART-127, ART-129, ART-181, ART-184, ART-192, ART-189, ART-197, ART-223, ART-226, ART-228, ART-229, ART-259, ART-260, ART-281, ART-290, ART-291, ART-293, ART-298.

\* IST-123 will fulfill 3 credits of Free Electives for students who place into the course

# Liberal Arts AA - General Program

Code: AA.LA.GEN

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

## Program Learning Outcomes (PLOs)

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

## Recommended Semester Sequence

### First Semester

- Program Requirement **3 Credit(s)**
- Humanities Elective **3 Credit(s)**
- Free Elective **3 Credit(s)**
- ENG-101 English Composition I

### Communication Elective:

Choose

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

Subtotal: 15 Credits

### Second Semester

- Program Requirement **3 Credit(s)**
- HIS History Elective **3 Credit(s)**
- Social Science Elective **3 Credit(s)**
- ENG-201 English Composition II

### MAT/INF Mathematics:

- Mathematics Elective **4 Credit(s)**
- or
- Mathematics Elective **3 Credit(s)** AND
- INF-102 Introduction to Computing

Subtotal: 16 Credits

### Third Semester

- Program Requirement **3 Credit(s)**
- Humanities Elective **3 Credit(s)**
- Natural Science Elective **4 Credit(s)**
- History Elective **3 Credit(s)**
- Diversity Elective **3 Credit(s)**

Subtotal: 16 Credits

### Fourth Semester

- Humanities Elective **3 Credit(s)**
- Natural Science Elective **4 Credit(s)**
- Social Science Elective **3 Credit(s)**
- Free Elective **3 Credit(s)**

Subtotal: 13 Credits

Subtotal: 9 Credits

## GENERAL EDUCATION REQUIREMENTS

## Communication

COM-100 Speech Communication  
**or**  
COM-102 Public Speaking  
ENG-101 English Composition I  
ENG-201 English Composition II

Subtotal: 9 Credits

## History Electives \*

Subtotal: 6 Credits

## Humanities Electives \*

Three (3) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than two courses in any one field.

Subtotal: 9 Credits

## Social Science Electives \*

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

Subtotal: 6 Credits

## Mathematics, Natural Sciences, and Technology

Mathematics:

One general education course in Mathematics (MAT) **4 Credit(s)**  
**or**  
One general education Mathematics (MAT) **3 Credit(s)** AND  
INF-102 Introduction to Computing

Two Gen Ed courses in the following fields: BIO, CHM, PHY **8 Credit(s)**

Subtotal: 12 Credits

## Diversity Elective \*

Subtotal: 3 Credits

Subtotal: 45 Credits

## PROGRAM REQUIREMENTS

### Core Courses

Nine credits from the following fields: COM, ART, MUS, THR, CIN, HIS, LIT, PHR, LAN, ECO, GEO, POL, PSY, SOC, ANT.

Subtotal: 9 Credits

### Free Electives

Recommended

IST-123 Success 101 (for students who place into the course)

Subtotal: 6 Credits

Total Credit Hours: 60

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s)

# Liberal Arts AA - Cinema Studies Option

Code: AA.LA.CINST

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

## Program Learning Outcomes (PLOs)

- Interpret films through a variety of aesthetic, cultural, historical, and theoretical frameworks.
- Use the terminology and analytic approaches specific to film analysis.
- Articulate thoughts about film in writing and speaking.
- Watch a film properly, in silence and darkness, without interruption.

## RECOMMENDED SEMESTER SEQUENCE

### First Semester

- Humanities Elective **3 Credit(s)**
- Free Elective\* **3 Credit(s)**
- CIN-140 Introduction to Cinema
- ENG-101 English Composition I

### Communication Elective:

- Choose
- COM-100 Speech Communication
  - or**
  - COM-102 Public Speaking

Subtotal: 15 Credits

### Second Semester

- Humanities Elective **3 Credit(s)**
- Social Science Elective\* **3 Credit(s)**
- Diversity Elective: (Required: CIN-160) **3 Credit(s)**

- CIN-170 American Cinema
- ENG-201 English Composition II

Subtotal: 15 Credits

### Third Semester

- HIS History Electives **6 Credit(s)**
- Natural Science Elective **4 Credit(s)**
- Social Science Elective **3 Credit(s)**
- CIN-150 Special Topics in Cinema I

Subtotal: 16 Credits

### Fourth Semester

- Natural Science Elective **4 Credit(s)**
- Free Elective‡ **3 Credit(s)**
- CIN-250 Special Topics in Cinema II

### MAT/ CIS/ INF

Mathematics/ Natural Science/ Technology Elective -

- Mathematics Elective **4 Credit(s)**
- or**
- Mathematics Elective **3 Credit(s)** AND
- INF-102 Introduction to Computing

Subtotal: 14 Credits

## GENERAL EDUCATION REQUIREMENTS

### Communication Electives

- COM-100 Speech Communication
- or**
- COM-102 Public Speaking
- ENG-101 English Composition I
- ENG-201 English Composition II

Subtotal: 9 Credits

### History Electives \*

Subtotal: 6 Credits

## Humanities Electives\*\*

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

**Subtotal: 9 Credits**

## Social Science Electives \*

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

**Subtotal: 6 Credits**

## Mathematics, Natural Sciences, and Technology

Natural Science Electives **8 Credit(s) \***

## Mathematics \*

Mathematics Elective **4 Credit(s)**  
**or**  
Mathematics Elective **3 Credit(s) AND**  
INF-102 Introduction to Computing

**Subtotal: 12 Credits**

## Diversity Elective

Recommended:  
CIN-160 Women in Cinema

**Subtotal: 3 Credits**

**Subtotal: 45 Credits**

## PROGRAM REQUIREMENTS

CIN-150 Special Topics in Cinema I

CIN-170 American Cinema  
CIN-250 Special Topics in Cinema II

**Subtotal: 9 Credits**

## Free Electives

IST-123 Success 101 will fulfill 3 credits of Free Electives for students who place into the course.  
ART-105 History of Animation Recommended

**Subtotal: 6 Credits**

**Total Credit Hours: 60**

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s)

‡ Recommended: IST-123 Success 101.

# Liberal Arts AA - Communication Option

**Code: AA.LA.COMM**

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

## Program Learning Outcomes (PLOs)

- Demonstrate the ability to speak effectively in personal, social, academic, and business situations.
- Apply methods in researching, organizing, delivering, and evaluating formal and informal speeches.
- Understand the body of research in related content areas of COM-100.
- Demonstrate knowledge of theories of communication, analysis of effective speaking, interpersonal and intrapersonal communication.
- Apply effective listening skills.
- Demonstrate the ability to participate effectively in discussion groups.

## RECOMMENDED SEMESTER SEQUENCE

### First Semester

Social Science Elective **3 Credit(s)**  
Humanities Elective **3 Credit(s)**  
ENG-101 English Composition I

### Communication Elective:

Choose  
COM-100 Speech Communication  
**or**  
COM-102 Public Speaking

### Mathematics/ Technology Elective

Mathematics Elective **4 Credit(s)**  
**or**  
Mathematics Elective **3 Credit(s)**  
INF-102 Introduction to Computing

**Subtotal: 16 Credits**

### Second Semester

Humanities Elective **3 Credit(s)**  
Free Elective **3 Credit(s)**  
Social Science Elective **3 Credit(s)**  
Diversity - COM-114 Recommended **3 Credit(s)**  
ENG-201 English Composition II

**Subtotal: 15 Credits**

### Third Semester

Humanities Elective **3 Credit(s)**  
History Elective **3 Credit(s)**  
Natural Science Elective **4 Credit(s)**

### Communications:

choose  
COM-100 Speech Communication  
**or**  
COM-102 Public Speaking

### Communications:

choose  
COM-116 Interpersonal Communication  
**or**  
COM-122 Argumentation and Debate

**Subtotal: 16 Credits**

### Fourth Semester

History Elective **3 Credit(s)**  
Natural Science Elective **4 Credit(s)**  
Free Elective **3 Credit(s)**

### Communications:

COM-116 Interpersonal Communication  
COM-122 Argumentation and Debate  
**or**  
COM-210 Public Relations

**Subtotal: 13 Credits**

## GENERAL EDUCATION REQUIREMENTS

### Communication

COM-100 Speech Communication  
**or**  
COM-102 Public Speaking  
ENG-101 English Composition I  
ENG-201 English Composition II

**Subtotal: 9 Credits**

### History Electives \*

Two gen ed courses in History (HIS)

**Subtotal: 6 Credits**

### Humanities Electives \*\*

Three (3) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than two courses in any one field.

**Subtotal: 9 Credits**

### Social Science Electives \*

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

**Subtotal: 6 Credits**

## Mathematics, Natural Sciences, and Technology

Two Gen Ed courses in the following fields: BIO,  
CHM, PHY **8 Credit(s)**

### Mathematics:

One general education course in Mathematics  
(MAT) **4 Credit(s)**

**or**

One general education Mathematics (MAT) **3 Credit(s)**

**AND**

INF-102 Introduction to Computing

**Subtotal: 12 Credits**

### Diversity Course

Recommended:

COM-114 Intercultural Communication

**Subtotal: 3 Credits**

**Subtotal: 45 Credits**

## PROGRAM REQUIREMENTS

### Core Courses

Choose 3 of the Communication (COM) courses listed  
COM-100 Speech Communication

**or**

COM-102 Public Speaking

COM-116 Interpersonal Communication

COM-122 Argumentation and Debate

COM-210 Public Relations

**Subtotal: 9 Credits**

### Free Electives

**Subtotal: 6 Credits**

**Total Credit Hours: 60**



Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s)

# Liberal Arts AA - Economics Option

Code: AA.LA.ECON

## Program Learning Outcomes (PLOs)

- Use critical thinking skills to analyze, evaluate, state, and support their own views on economic issues in written, oral, and graphical forms.
- Apply problem-solving and quantitative-reasoning skills to address economic and/or policy problems.
- Examine reliable sources of economic data to develop data literacy skills and to understand current as well as historical economic events.
- Demonstrate an understanding of major economic events that have shaped and determined the course of the U.S. economic history.

## Recommended Semester Sequence

### First Semester

- Humanities Elective **3 Credit(s)**
- Free Electives **3 Credit(s)**
- ECO-101 Principles of Macroeconomics
- ENG-101 English Composition I

### Communication Elective:

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

Subtotal: 15 Credits

### Second Semester

- Mathematics, Natural Science, Technology Elective **4 Credit(s)**
- Humanities Elective **3 Credit(s)**
- HIS History Elective **3 Credit(s)**
- ECO-102 Principles of Microeconomics
- ENG-201 English Composition II

Subtotal: 16 Credits

### Third Semester

- HIS History Elective **3 Credit(s)**
- Humanities Elective **3 Credit(s)**
- Social Science Elective **3 Credit(s)**
- Natural Science Elective **4 Credit(s)**
- Free Elective **3 Credit(s)**

Subtotal: 16 Credits

### Fourth Semester

- Social Sciences Elective **3 Credit(s)**
- Natural Science Elective **4 Credit(s)**
- Diversity Elective **3 Credit(s)**
- ECO-202 Intermediate Microeconomics

Subtotal: 13 Credits

## General Education Requirements

### Communication

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

Subtotal: 9 Credits

### History Electives

Two general education courses in History (HIS)

Subtotal: 6 Credits

### Humanities Electives

- Three (3) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than two courses in any one field.

**Subtotal: 9 Credits**

## Social Science Electives

2 general education courses selected from the following fields, with no more than one course in any one field: ECO, GEO, POL, PSY, SOC, ANT

**Subtotal: 6 Credits**

## Mathematics, Natural Sciences, and Technology

One general education course in Mathematics (MAT) **4 Credit(s)**

**or**

One general education Mathematics (MAT) **3 Credit(s)**  
**AND**

INF-102 Introduction to Computing

Two general education courses selected from the following fields: BIO, CHM, PHY **8 Credit(s)**

**Subtotal: 12 Credits**

## Diversity Elective

Select from the list of gen ed diversity courses

**Subtotal: 3 Credits**

**Subtotal: 45 Credits**

## Program Requirements

### Core Courses

ECO-101 Principles of Macroeconomics

ECO-102 Principles of Microeconomics

ECO-202 Intermediate Microeconomics

**Subtotal: 9 Credits**

### Free Electives

Recommended:

IST-123 Success 101

ECO-203 Intermediate Macroeconomics

**Subtotal: 6 Credits**

**Subtotal: 15 Credits**

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s)

# Liberal Arts AA - History Option

Code: AA.LA.HIST

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

## Program Learning Outcomes (PLOs)

- Demonstrate, in both written and oral discussion, the ability to consider a diversity of viewpoints, construct and defend a thesis, and revise it effectively as new evidence demands.
- Read and comprehend a variety of primary and secondary sources, evaluate their perspective and bias, and contextualize them with appropriate detail.
- Apply a methodological practice of identifying, gathering, evaluating, analyzing, synthesizing, interpreting, and citing historical evidence.
- Narrate, in written or oral form, an event from the past in a way that recognizes different perspectives and multiple causation and rejects inevitability.
- Recognize the important political, intellectual, social, and cultural forces that have shaped our past.
- Identify examples of historical change and continuity over time and evaluate their historical significance.
- Temper moral judgment in historical interpretation with an understanding of historical perspective and the significance of changing cultural context.

## Recommended Semester Sequence

First Semester

HIS History Core Survey (HIS-101 or HIS-111) **3 Credit(s)**  
Mathematics - general education course in Mathematics (MAT) **4 Credit(s)**  
**or**  
general education Mathematics (MAT) **3 Credit(s)**  
INF-102 Introduction to Computing  
Free Elective **3 Credit(s)**  
COM-100 Speech Communication  
ENG-101 English Composition I

Subtotal: 16 Credits

## Second Semester

HIS-102 West Civilization since the Reformation  
**or**  
HIS-112 US History since the Reconstruction  
HIS History Elective **3 Credit(s)**  
Humanities Elective (not in History [HIS]) **3 Credit(s)**  
GEO-101 World Geography  
ENG-201 English Composition II

Subtotal: 15 Credits

## Third Semester

HIS History Elective **3 Credit(s)**  
PHR Philosophy or Religion Elective **3 Credit(s)**  
Humanities Elective (not in History [HIS]) **3 Credit(s)**  
Natural Science Elective **4 Credit(s)**  
Social Science Elective **3 Credit(s)**

Subtotal: 16 Credits

## Fourth Semester

HIS History Elective **3 Credit(s)**  
Natural Science Elective **4 Credit(s)**  
Social Science Electives **3 Credit(s)**  
Free Elective **3 Credit(s)**

Subtotal: 13 Credits

General Education Requirements

Communication

COM-100 Speech Communication  
ENG-101 English Composition I  
ENG-201 English Composition II

**Subtotal: 9 Credits**

### History Core Survey \*

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

**Subtotal: 6 Credits**

### Humanities

PHR Philosophy or Religion Elective **3 Credit(s)**  
Humanities Electives (not in History [HIS]) **6 Credit(s)**  
\*\*\*

**Subtotal: 9 Credits**

### Social Science Electives \*\*

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

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

**Subtotal: 6 Credits**

### Mathematics, Natural Sciences, and Technology

Mathematics - general education course in Mathematics (MAT) **4 Credit(s)**  
**or**  
general education Mathematics (MAT) **3 Credit(s)**  
INF-102 Introduction to Computing  
Natural Science Electives **8 Credit(s)**

**Subtotal: 12 Credits**

### Diversity Course:

Recommended:  
GEO-101 World Geography

**Subtotal: 3 Credits**

**Subtotal: 45 Credits**

## PROGRAM REQUIREMENTS

### Free Electives ‡‡

**Subtotal: 6 Credits**

### Total Credit Hours: 60

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

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

\*\*General Education Elective(s)

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

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

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

# Liberal Arts AA - Literature Option

Code: AA.LA.LIT

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

## Program Learning Outcomes (PLOs)

- Identify major literary genres.
- Employ strategies of active reading and close textual analysis to interpret and evaluate literary texts.
- Demonstrate, in discussion and writing, an understanding of literary techniques that writers use in constructing their texts.
- Identify the historical and cultural forces that shape the production of literary works in a global, regional, and/or national/state context.
- Recognize diverse fields of literary theory and criticism, and apply appropriate critical lenses to selected pieces of literature.
- Analyze works of literature in relation to their correlative aesthetic and literary movements.
- Incorporate properly formatted research in support of an argument; and demonstrate competency in evaluating information from a critical source.

## Recommended Semester Sequence

### First Semester

- Humanities Elective (not in Literature and not in History) **3 Credit(s) \***
- HIS History Elective **3 Credit(s) \***
- Mathematics Elective general education course in Mathematics (MAT) **4 Credit(s) \*†**
- or**
- general education Mathematics (MAT) **3 Credit(s)**
- AND**
- INF-102 Introduction to Computing
- ENG-101 English Composition I

### Communication Elective:

- Choose
- COM-100 Speech Communication
- or**
- COM-102 Public Speaking

Subtotal: 16 Credits

### Second Semester

- LIT Literature Sequence Part I **3 Credit(s) \*\***
- Social Science Elective **3 Credit(s) \***
- Diversity Elective **3 Credit(s) \*‡**
- ENG-201 English Composition II

Subtotal: 12 Credits

### Third Semester

- LIT Literature Sequence Part II **3 Credit(s) \*\***
- LIT Genre Course **3 Credit(s) \*\*\***
- HIS History Elective **3 Credit(s)**
- Natural Science Elective **4 Credit(s) \***
- Social Science Elective **3 Credit(s) \***

Subtotal: 16 Credits

### Fourth Semester

- Natural Science Elective **4 Credit(s) \***
- LIT LIT Elective **3 Credit(s)**
- Free Electives **6 Credit(s)**
- LIT-221 Shakespeare

Subtotal: 16 Credits

## General Education Requirements

### Communication

- COM-100 Speech Communication
- or**
- COM-102 Public Speaking
- ENG-101 English Composition I
- ENG-201 English Composition II

Subtotal: 9 Credits

History Electives \*

Subtotal: 6 Credits

Humanities \*

LIT Literature Sequence Part I **3 Credit(s)** \*\*  
LIT Literature Sequence Part II **3 Credit(s)** \*\*  
Humanities Elective (not in Literature & not in History)  
**3 Credit(s)**

Subtotal: 9 Credits

Social Science Electives \*

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

Subtotal: 6 Credits

Mathematics, Natural Sciences, and Technology

Mathematics One 4-cr Mathematics or [One 3 cr Math + One 1-cr INF] **4 Credit(s)** \*  
Natural Science Electives **8 Credit(s)** \*

Subtotal: 12 Credits

Diversity Elective \*

Subtotal: 3 Credits

Subtotal: 45

Program Requirements

LIT LIT Genre Course **3 Credit(s)** \*\*\*  
LIT Literature Elective **3 Credit(s)**  
LIT-221 Shakespeare

Free Electives ††

Subtotal: 6 Credits

Subtotal: 15 Credits

Total Credit Hours: 60

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s)

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

\*\*\* Genre courses include LIT-210, LIT-216, and LIT-227

† If a student's first-semester Mathematics elective is a 3-credit course, then s/he is required to select a one-credit General Education course in Information Technology.

†† Social Sciences recommended

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

# Liberal Arts AA - Philosophy Option

Code: AA.LA.PHIL

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

## Program Learning Outcomes (PLOs)

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

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

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

## Recommended Semester Sequence

### First Semester

Free Elective **3 Credit(s)**  
MAT Mathematics Elective **4 Credit(s)**  
PHR-101 Introduction to Philosophy  
ENG-101 English Composition I

### Communication Elective:

Choose  
COM-100 Speech Communication  
**or**  
COM-102 Public Speaking

Subtotal: 16 Credits

### Second Semester

HIS History Elective **3 Credit(s) \***  
Social Science Elective **3 Credit(s)**

Natural Science Elective **4 Credit(s)**  
PHR-103 Introduction to Logic  
ENG-201 English Composition II

Subtotal: 16 Credits

### Third Semester

PHR Philosophy Requirement Elective **3 Credit(s) \*\*\***  
Humanities Elective (not in Philosophy or Religion and not In History) **3 Credit(s) \***  
Natural Science Elective **4 Credit(s) \***  
History Elective **3 Credit(s) \***

Subtotal: 13 Credits

### Fourth Semester

PHR Humanities Elective **6 Credit(s) \*\*\***  
Diversity Elective **4 Credit(s) \***  
Social Science Elective **3 Credit(s) \*\*\***  
Free Elective **3 Credit(s) ††**

Subtotal: 15 Credits

## General Education Requirements

### Communication

COM-100 Speech Communication  
**or**  
COM-102 Public Speaking  
ENG-101 English Composition I  
ENG-201 English Composition II

Subtotal: 9 Credits

### History Electives \*

Subtotal: 6 Credits

### Humanities

Humanities Elective (not in Philosophy or Religion and not in History) **3 Credit(s) \***

Recommended:



Plus two of the following courses:

PHR-100 Reasoning  
PHR-102 Contemporary Moral Issues  
PHR-107 Introduction to the Philosophy of Art  
PHR-110 Introduction to Ethics  
PHR-111 Social and Political Philosophy

Subtotal: 9 Credits

Social Science Electives \*

Subtotal: 6 Credits

Mathematics, Natural Sciences, and  
Technology

Mathematics: One 4-cr Mathematics or [One 3 cr Math  
+ One 1-cr INF] **4 Credit(s)**  
Two Gen Ed courses in the following fields: BIO,  
CHM, PHY **8 Credit(s)**

Subtotal: 12 Credits

Diversity Elective ‡

Subtotal: 3 Credits

Subtotal: 45

Program Requirements

PHR-101 Introduction to Philosophy  
PHR-103 Introduction to Logic

Plus ONE of the following courses:

PHR-100 Reasoning  
PHR-102 Contemporary Moral Issues  
PHR-107 Introduction to the Philosophy of Art  
PHR-110 Introduction to Ethics  
PHR-111 Social and Political Philosophy

Subtotal: 9 Credits

Free Electives ‡‡

Subtotal: 6 Credits

Total Credit Hours: 60

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Elective(s)

\*\*General Education Elective(s) in Philosophy. PHR-103 recommended.

\*\*\*Need not be General Education courses.

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

‡General Education Diversity Course Elective (p. 16). Recommended: PHR-106, PHR-121, PHR-122, PHR-124, PHR-125, PHR-126, or PHR-127.

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

# Liberal Arts AA - Political Science Option

**Code: AA.LA.POLLSCI**

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

## Program Learning Outcomes (PLOs)

- Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings and historical trends in political science.
- Recognize and apply basic research methods to political science, including research design, data analysis and interpretation.
- Use critical thinking skills to analyze and evaluate the ways in which political scientists examine the world.
- State and support their own views on political issues addressed in their courses, both orally and in writing, with logical rigor and clarity.
- Develop an appreciation for diversity in identifying and achieving political goals.

## Recommended Semester Sequence

### First Semester

ENG-101 English Composition I

### Social Science Elective

Recommended:

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

### Mathematics Elective

Recommended:

MAT-150 Statistics I

### Communication Elective:

Choose

COM-100 Speech Communication  
or  
COM-102 Public Speaking

**Subtotal: 15 Credits**

## Second Semester

HIS History Elective **3 Credit(s)**  
Information Technology Elective - INF-102 **1 Credit(s)**  
Political Science Requirement **3 Credit(s)**  
Humanities Elective **3 Credit(s)**  
POL-101 American Government  
ENG-201 English Composition II

**Subtotal: 13 Credits**

## Third Semester

POL Political Science Electives **6 Credit(s) \*\*\***  
HIS History Elective **3 Credit(s)**  
Humanities Elective **3 Credit(s)**  
Natural Science Elective **4 Credit(s)**

**Subtotal: 16 Credits**

## Fourth Semester

Social Science Elective **3 Credit(s)**  
Natural Science Elective **4 Credit(s) \***  
Humanities Electives **3 Credit(s)**  
Diversity Elective **3 Credit(s)**  
Free Electives **3 Credit(s)**

**Subtotal: 16 Credits**

## General Education Requirements

### Communication

COM-100 Speech Communication

or  
COM-102 Public Speaking  
ENG-101 English Composition I  
ENG-201 English Composition II

Subtotal: 9 Credits

## History Electives

\* General Education Elective(s)

Subtotal: 6 Credits

## Humanities Electives

Three (3) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than two courses in any one field.

Subtotal: 9 Credits

## Social Sciences

One 3-cr Political Science course

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

One 3-cr. course from:

ECO, GEO, PSY, SOC, ANT

Subtotal: 6 Credits

## Mathematics, Natural Sciences, and Technology

Mathematics: One 3-cr gen-ed Mathematics **3 Credit(s)**  
INF-102 Introduction to Computing  
Natural Science Electives **8 Credit(s)**

Subtotal: 12 Credits

## Diversity Elective

Subtotal: 3 Credits

Subtotal: 45 Credits

## Program Requirements

### Political Science

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

Two courses to be selected from:

POL-102 International Relations  
POL-103 Political Ideology  
POL-104 State and Local Government  
POL-106 Themes in U.S. History [Modern American Presidency]  
or co-op courses  
POL-291 Co-Op Work Experience [Political Science]  
POL-293 Co-Op Work Experience [Political Science]

### Free Electives

Subtotal: 6 Credits

**Total Credit Hours: 60**

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s)

# Liberal Arts AA - Psychology Option

**Code: AA.LA.PSY**

The Psychology option will prepare students for further academic study in Psychology at the junior and senior college levels. Through theoretical and experiential based learning, students will develop basic competencies that include knowledge acquisition, critical thinking, and analytical writing skills. This option includes general topics such as research methods, abnormal behavior, educational and developmental theories and practices, psycho-biological topics, topics in sexuality and gender, health and sports psychologies, and social and cultural psychologies.

## Program Learning Outcomes (PLOs)

- Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.
- Apply basic research methods in psychology, including research design, data analysis, and interpretation.
- Demonstrate critical and creative thinking, skeptical inquiry, and use the scientific approach to solving problems related to behavior and mental processes.
- Apply psychological principles to personal, social and organizational issues.
- Demonstrate effective writing skills and oral communication skills in various formats.
- Develop an appreciation for sociocultural diversity.
- Demonstrate insight into their own and others' behavior and mental processes and apply effective strategies for self-management and self-improvement.

## Recommended Semester Sequence

### First Semester

Free Elective - Recommended: IST-123  
ENG-101 English Composition I  
PSY-101 General Psychology

### Communication Elective:

Choose  
COM-100 Speech Communication  
**or**

COM-102 Public Speaking

### Mathematics Elective

Recommended:  
MAT-150 Statistics I

**Subtotal: 15 Credits**

### Second Semester

HIS History Elective **3 Credit(s)**  
Humanities Elective **3 Credit(s)**  
ENG-201 English Composition II  
INF-102 Introduction to Computing

### Social Science Elective

Recommended:  
SOC-101 Sociology

**Subtotal: 13 Credits**

### Third Semester

HIS History Elective **3 Credit(s)**  
Humanities Elective **3 Credit(s)**  
Natural Science Elective **4 Credit(s)**  
PSY-106 Developmental Psychology: Lifespan  
PSY-201 Child Psychology  
**or**  
PSY-202 Psychology of Adolescence  
PSY-102 Introduction to Abnormal Psychology

**Subtotal: 16 Credits**

### Fourth Semester

Natural Science Elective **4 Credit(s)**  
Humanities Elective **3 Credit(s)**

### Diversity Elective

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

## Social Science Electives

Recommended:

ANT-101 Cultural Anthropology

## Free Elective

Recommended:

PHR-103 Introduction to Logic

**Subtotal: 16 Credits**

## General Education Requirements

### Communication

COM-100 Speech Communication

or

COM-102 Public Speaking

ENG-101 English Composition I

ENG-201 English Composition II

**Subtotal: 9 Credits**

### History Electives \*

**Subtotal: 6 Credits**

### Humanities Electives

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

**Subtotal: 9 Credits**

### Social Sciences

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

**Subtotal: 6 Credits**

## Mathematics, Natural Sciences, and Technology

Mathematics: One 4-cr Mathematics or [One 3 cr Math + One 1-cr INF] **4 Credit(s)**

Two general education courses selected from the following fields: BIO, CHM, PHY **8 Credit(s)**

**Subtotal: 12 Credits**

## Diversity Elective

Recommended:

PSY-110 Psychology of Sexuality

PSY-123 Cross-Cultural Psychology

PSY-207 Psychology of Women

PSY-210 Social Psychology

**Subtotal: 3 Credits**

**Subtotal: 45 Credits**

## Program Requirements

Choose one:

PSY-101 General Psychology

PSY-102 Introduction to Abnormal Psychology

Choose one:

PSY-106 Developmental Psychology: Lifespan

PSY-201 Child Psychology

or

PSY-202 Psychology of Adolescence

**Subtotal: 9 Credits**

## Free Electives

**Subtotal: 6 Credits**

**Subtotal: 15 Credits**

**Total Credit Hours: 60**

Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

This program is also offered fully online through the Center for Online Learning. For information click here/visit the **Center for Online Learning** ([www.bergen.edu/col](http://www.bergen.edu/col))

\* General Education Elective(s)

IST-123 will fulfill 3 Free Electives for students who place into the course

# Liberal Arts AA - Religion Option

**Code: AA.LA.REL**

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

## Program Learning Outcomes (PLOs)

- Explain the relationship between religion and culture.
- Apply academic methodologies to the study of religion.
- Analyze sacred texts and traditions recognizing the various hermeneutical approaches.
- Defend positions on religious issues with critical precision, clarity and rigor, both orally and in writing.

## Recommended Semester Sequence

### First Semester

- Free Elective **3 Credit(s) \***
- MAT Mathematics/ INF Elective **4 Credit(s) \*†**
- ENG-101 English Composition I
- PHR-120 Introduction to Religion

### Communication Elective:

Choose

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

**Subtotal: 16 Credits**

### Second Semester

- HIS History Elective **3 Credit(s) \***
- Social Science Elective **3 Credit(s) \***
- Natural Science Elective **3 Credit(s)**
- ENG-201 English Composition II
- PHR-121 Religions of the World

**Subtotal: 16 Credits**

### Third Semester

- PHR Religion Program Requirement Elective **3 Credit(s)**
- Humanities Elective **3 Credit(s) \***
- Natural Science Elective **4 Credit(s) \***
- History Elective **3 Credit(s) \***

**Subtotal: 13 Credits**

### Fourth Semester

- Humanities Elective **6 Credit(s)**
- Social Science Elective **3 Credit(s)**
- Free Elective **3 Credit(s) ‡‡**

### Diversity Course Recommended:

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

**Subtotal: 15 Credits**

## General Education Requirements

### Communication

- COM-100 Speech Communication
- or**
- COM-102 Public Speaking
- ENG-101 English Composition I
- ENG-201 English Composition II

**Subtotal: 9 Credits**

### History Electives \*

**Subtotal: 6 Credits**

### Humanities

Humanities Elective (not in Philosophy or Religion and not in History) **3 Credit(s) \***  
PHR-120 Introduction to Religion  
PHR-121 Religions of the World

**Subtotal: 9 Credits**

**Social Science Electives \***

**Subtotal: 6 Credits**

**Mathematics, Natural Sciences, and Technology**

Mathematics\* **3-4 Credit(s)**  
Mathematics or Computer Science or Information Technology\* **0-3 Credit(s)**  
Natural Science Electives\* **8 Credit(s)**

**Subtotal: 12-14 Credits**

**Diversity Elective \***

**Subtotal: 3 Credits**

**Subtotal: 45**

**Program Requirements**

PHR-120 Introduction to Religion  
PHR-121 Religions of the World

**Plus one of the Following Courses:**

PHR-122 Women and Religion  
PHR-124 The Christian Scriptures  
PHR-125 The Hebrew Scriptures  
PHR-126 The Islamic Scriptures  
PHR-127 The Buddhist Scriptures

**Subtotal: 9 Credits**

**Free Electives ††**

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

**Subtotal: 6 Credits**

**Subtotal: 15 Credits**

**Total Credit Hours: 60**

**Specific Program Notes**

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Elective(s)

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

‡General Education Diversity Course Elective.  
Recommended: PHR-106; PHR-122; PHR-124; PHR-125; PHR-126 or PHR-127.

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



# Liberal Arts AA - Sociology Option

Code: AA.LA.SOC

The Sociology option is designed to be a transfer program and to give students a general foundation in sociological theories and research methods as related to the study of society, social behavior, and contemporary social issues.

## Program Learning Outcomes (PLOs)

- Demonstrate the ability to apply the three major sociological perspectives (i.e., structural functionalism, conflict theory and symbolic interactionism) to social phenomena presented in each of their elective courses.
- Demonstrate their knowledge of cultural diversity and be able to apply the perspective of cultural relativism when viewing the complex social world in which in we all live.
- Utilize the scientific method and the unique quantitative and qualitative tools developed by sociologists to objectively analyze social environments and evaluate and utilize materials found on the internet and other sources.
- Use critical thinking skills to analyze and evaluate the ways in which sociologists examine their social world.
- State and support their own views on sociological issues addressed in their courses, both orally and in writing, with logical rigor and clarity.

## Recommended Semester Sequence

### First Semester

Humanities Elective **3 Credit(s)**  
Free Elective **3 Credit(s)**  
ENG-101 English Composition I  
SOC-101 Sociology

### Communication Elective:

Choose  
COM-100 Speech Communication  
**or**

COM-102 Public Speaking

**Subtotal: 15 Credits**

### Second Semester

HIS History Elective **3 Credit(s)**  
MAT/INF Mathematics : One 4-cr Mathematics or  
[One 3 cr Math + One 1-cr INF] **4 Credit(s)**  
ENG-201 English Composition II

### Sociology Elective

SOC-103 Sociology of the Family  
**or**  
SOC-113 Social Problems

### Social Science Elective -

Recommended:  
PSY-101 General Psychology  
**or**  
ANT-101 Cultural Anthropology

**Subtotal: 16 Credits**

### Third Semester

SOC Sociology Elective **3 Credit(s)**  
HIS History Elective **3 Credit(s)**  
Humanities Elective **3 Credit(s)**  
Natural Science Elective **4 Credit(s)**  
Diversity Elective **3 Credit(s)**

**Subtotal: 16 Credits**

### Fourth Semester

SOC Social Science Elective **3 Credit(s)**  
Natural Science Elective **4 Credit(s)**  
Humanities Electives **3 Credit(s)**  
Free Elective **3 Credit(s)**

**Subtotal: 13 Credits**

## GENERAL EDUCATION REQUIREMENTS

## Communication

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

Subtotal: 9 Credits

## History Electives

Subtotal: 6 Credits

## Humanities Electives

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

Subtotal: 9 Credits

## Social Sciences

Two general education courses selected from the following fields, with no more than one course in any one field: ECO, GEO, POL, PSY, SOC, ANT

Subtotal: 6 Credits

## Mathematics, Natural Sciences, and Technology

One 4-cr Mathematics or [One 3 cr Math + One 1-cr INF] **4 Credit(s)**  
8 credits of gen ed courses from the following fields:  
BIO, CHM, PHY **8 Credit(s)**

Subtotal: 12 Credits

## Diversity Elective ‡

Subtotal: 3 Credits

Subtotal: 45

## PROGRAM REQUIREMENTS

Sociology Courses: Required:  
SOC-101 Sociology  
SOC-103 Sociology of the Family  
SOC-113 Social Problems

## Free Electives \*

Recommended:

SOC-102 Introduction to Human Services  
SOC-121 The Changing Roles of Women **and**  
SOC-222 Ethnic & Minority Group Relations

Subtotal: 6 Credits

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s)

\* Recommended: IST-123 Success 101

\* IST-123 will fulfill 3 Free Electives for students who place into the course

# Liberal Arts AA - Women's and Gender Studies Option

**Code: AA.LA.WMST**

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

## Program Learning Outcomes (PLOs)

Recognize how race, sexuality, class, ethnicity, ability, religion, and location intersect with gender identity in order to use this understanding in dialogue with others. [ACUE 2, Bloom's 2]

Apply feminism as both a concept and an analytical approach to study women and gender in different historical and cultural contexts. [ACUE 3, Bloom's 3]

Examine how diverse identities, cultures, and societies are structured by the intersections of categories including gender, race, sexuality, class, ability, religion, and global location. [ACUE 4, Bloom's 4]

Identify and evaluate core assumptions that are attached to contemporary systems of gender and sexuality. [ACUE 2/5, Bloom's 2/6]

## Recommended Semester Sequence

### First Semester

WGS-110 Introduction to Women's and Gender Studies

ENG-101 English Composition I

Mathematics Elective **4 Credit(s)**

**or**

Mathematics Elective **3 Credit(s) and**

INF-102 Introduction to Computing

### Communication Elective:

Choose

COM-100 Speech Communication

**or**

COM-102 Public Speaking

**Subtotal: 16 Credits**

### Second Semester

ENG-201 English Composition II

HIS-105 Women in History

SOC-106 Intro to LGBTQ Cultures

**or**

SOC-120 Sociology of Gender Roles

Humanities Elective **3 Credit(s) \*\***

WMST Core Course **3 Credit(s)**

**Subtotal: 16 Credits**

### Third Semester

History Elective **3 Credit(s)**

Social Science Elective **3 Credit(s)**

Humanities Electives **6 Credit(s)**

Natural Science Elective **4 Credit(s)**

WMST Core Course **3 Credit(s)**

**Subtotal: 16 Credits**

### Fourth Semester

Natural Science Elective **4 Credit(s)**

Diversity Elective **3 Credit(s)**

WMST Elective **3 Credit(s)**

Free Elective **3 Credit(s) ‡**

**Subtotal: 13 Credits**

## General Education Requirements

### Communication

COM-100 Speech Communication

**or**

COM-102 Public Speaking

ENG-101 English Composition I

ENG-201 English Composition II

**Subtotal: 9 Credits**

### History Electives

## Required:

HIS-105 Women in History

## Recommended:

HIS-116 Women in American History

**Subtotal: 6 Credits**

## Humanities Electives \*\*

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

## Required:

One WMST course - choose either  
CIN-160 Women in Cinema  
or  
LIT-228 Women in Literature

**Subtotal: 9 Credits**

## Social Sciences

### Required:

SOC-120 Sociology of Gender Roles

### Recommended:

PSY-101 General Psychology  
ANT-101 Cultural Anthropology  
SOC-101 Sociology

**Subtotal: 6 Credits**

## Mathematics, Natural Sciences, and Technology

Mathematics 4-credit Mathematics Elective OR (3-credit Mathematics Elective AND 1-credit INF); **4 Credit(s) \***

Natural Science Electives **8 Credit(s) \***

**Subtotal: 12 Credits**

## Diversity Course:

Choose either  
CIN-160 Women in Cinema  
or  
LIT-228 Women in Literature

**Subtotal: 3 Credits**

**Subtotal: 45**

## PROGRAM REQUIREMENTS

### WMST Core Courses

In addition to the WMST courses taken to satisfy General Education requirements, students will take three (3) WMST courses from the list below:

#### Humanities

CIN-160 Women in Cinema  
HIS-116 Women in American History  
LIT-228 Women in Literature  
PHR-122 Women and Religion

#### Social Sciences

PSY-110 Psychology of Sexuality  
PSY-207 Psychology of Women  
SOC-121 The Changing Roles of Women  
SOC-106 Intro to LGBTQ Cultures  
or  
SOC-120 Sociology of Gender Roles

#### Free Electives ‡

**Recommended:** IST-123

Notes: IST-123 will fulfill 3 credits of Free Electives for students who place into the course.

**Subtotal: 6 Credits**

Subtotal: 15 Credits

Total Credit Hours: 60

**Specific Program Notes**

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s)

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

†

‡ Recommended: IST-123

IST-123 will fulfill 3 credits of Free Electives for students who place into the course

# Liberal Arts AA - World Languages and Cultures Option

Code: AA.LA.WLAN

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

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

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

## Program Learning Outcomes (PLOs)

- Demonstrate listening, speaking/signing, reading and writing skills.
- Demonstrate an understanding of traditions, customs and beliefs related to the target language
- Link information about the target language and cultures to other disciplines.
- Compare and contrast language and cultural concepts with one's own language and culture

## RECOMMENDED SEMESTER SEQUENCE

### First Semester

- LAN Language Elective **3 Credit(s)**
- One Mathematics Elective **4 Credit(s)**

- or**
- One Mathematics Elective **3 Credit(s)** and
- INF-102 Introduction to Computing
- ENG-101 English Composition I

### Communication Elective:

- Choose
- COM-100 Speech Communication
- or**
- COM-102 Public Speaking

Subtotal: 16 Credits

### Second Semester

- LAN Language Elective **3 Credit(s)**
- HIS History Elective **3 Credit(s)**
- ENG-201 English Composition II

### Social Science Elective:

- Recommended
- SOC-101 Sociology
- SOC-222 Ethnic & Minority Group Relations
- GEO-101 World Geography
- or**
- ANT-101 Cultural Anthropology

Subtotal: 12 Credits

### Third Semester

- Humanities Elective (ART, MUS, THR, CIN, PHR, or LIT) **3 Credit(s) \*\*\***
- LAN Language Elective **3 Credit(s)**
- Natural Science Elective (BIO, CHM, or PHY) **4 Credit(s)**

### Humanities Elective

- Recommended:
- LIT-203 World Literature to 1650
- LIT-204 World Literature 1650 to Present
- LIT-223 Contemporary Latin American Literature
- or**
- LIT 224

### Social Sciences Elective

Recommended:

SOC-101 Sociology  
SOC-222 Ethnic & Minority Group Relations  
GEO-101 World Geography  
**or**  
ANT-101 Cultural Anthropology

**Subtotal: 16 Credits**

## Fourth Semester

LAN Language Elective **3 Credit(s) \***  
Natural Science Elective (BIO, CHM, or PHY)  
**4 Credit(s) \*\*\***  
HIS History Elective **3 Credit(s)**  
Diversity Requirement **3 Credit(s)**  
Free Elective **3 Credit(s)**

**Subtotal: 16 Credits**

## GENERAL EDUCATION REQUIREMENTS

### Communication

COM-100 Speech Communication  
**or**  
COM-102 Public Speaking  
ENG-101 English Composition I  
ENG-201 English Composition II

**Subtotal: 9 Credits**

### History Electives

Two general education courses in History (HIS)

**Subtotal: 6 Credits**

### Humanities

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

**Subtotal: 9 Credits**

## Social Sciences

Two general education courses selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Anthropology (ANT). Sociology (SOC-101 or SOC-222), Anthropolology (ANT-101)

SOC-101 Sociology

**Subtotal: 6 Credits**

## Mathematics, Natural Science, and Technology \*\*\*

One 4-cr Mathematics or [One 3 cr Math + One 1-cr INF]  
plus Two general education courses selected from: Biology (BIO), Chemistry (CHM), or Physical Sciences (PHY)

**Subtotal: 12 Credits**

## Diversity Course

**Subtotal: 3 Credits**

**Subtotal: 45**

## PROGRAM REQUIREMENTS

4 LAN classes are required: Select 4 of one language or 2 each of 2 different languages

**Subtotal: 9 Credits**

**Free Electives \***

**Subtotal: 6 Credits**

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites.  
Click on each course to view details.

\*\* General Education Electives

\* IST-123 will fulfill 3 Free Electives for students who place  
into the course



# Associate of Fine Arts

## Music AFA

Code: AFA.MUSC

### Concentrations: **Music Performance (Classical/Jazz), Popular Music, Music Production**

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

#### Program Learning Outcomes (PLOs)

- Articulate the aesthetic, historical, cultural, economic and sociological value of music across a wide variety of genres.
- Utilize technology to create, analyze, and market music.
- Demonstrate theoretical and practical musicianship skills to facilitate transfer to a bachelor's program in music.
- Create a focused plan for continued studies in music based on exploration of the various facets of the music ecosystem.

Music Educator (K-12, College, Community)	Sound Engineer: Recording studio, Live events, Television, Film, Radio, Internet and Video Games
Musician (Classical, Jazz, Popular Music)	Music Composer: Television, Film, Radio, Internet and Video Games

Performing Arts Manager	Music Editor: Television, Film, Radio, Internet and Video Games
Music Therapist	

### Recommended Semester Sequence

#### First Semester

- Social Science Elective **3 Credit(s) \*\***
- Free Elective **3 Credit(s) \*\***
- ENG-101 English Composition I
- MUS-103 Fundamentals of Music
- MUS-163 Careers in Music

**Subtotal: 15 Credits**

#### Second Semester

- MUA1 Applied Music I **1 Credit(s) \***
- Humanities Elective **3 Credit(s) \***
- ENG-201 English Composition II
- MUS-131 Class Piano I
- MUS-132 Music Theory I
- MUS-134 Ear Training and Musicianship I

**Subtotal: 15 Credits**

#### Third Semester

- MUS1 Performance Ensemble I **1 Credit(s) \*\*\***
- MUA Applied Music II **1 Credit(s)**
- MUS/MUA Music Elective **1 Credit(s)**
- Natural Science Elective **4 Credit(s)**
- Program Concentration Requirement **3 Credit(s)**
- MUS-231 Class Piano II
- MUS-232 Music Theory II
- MUS-234 Ear Training and Musicianship II

**Subtotal: 15 Credits**

#### Fourth Semester

- MUS2 Performance Ensemble II **1 Credit(s) \*\***
- MUS/MUA Music Elective **1 Credit(s)**

Free Elective **3 Credit(s)**  
Program Concentration Requirement **3 Credit(s)**  
Program Concentration Requirement **3 Credit(s)**

### Gen Ed Math and Technology:

MAT-130 Contemporary Math **and**  
INF-102 Introduction to Computing

**Subtotal: 15 Credits**

### Program Concentrations

After the first semester, students will select a track that aligns with the career they wish to pursue.

### Music Performance (Classical/Jazz)

MUS/MUA Applied Music or Performance Ensemble  
Elective **1 Credit(s)**  
MUS-102 Foundations of Music Education  
MUS-236 Music Theory III  
MUS-235 Ear Training and Musicianship III  
MUS-241 Class Piano III

### Music History

Choose  
MUS-105 History of Jazz in America  
MUS-107 History of Western Music before 1750  
**or**  
MUS-108 History of Western Music after 1750

**Subtotal: 12 Credits**

*For transfer to Bachelor of Arts and Bachelor of Music programs in Music Performance (Classical/Jazz), Music Education, Jazz Studies, Music Management (Classical/Jazz), or Music Technology (Classical/Jazz).*

### Popular Music

MUS-119 Songwriting Workshop  
MUS-151 Music Production Technology  
MUS-152 Introduction to Music Business  
MUS-252 Music in the Marketplace  
**or**  
MUS-262 Concert Promotion and Production

**Subtotal: 12 Credits**

For transfer to Bachelor of Arts and Bachelor of Music programs in Popular Music Studies and Music Industry.

MUS-111 recommended to fulfill Humanities credit.

### Music Production

MUS-151 Music Production Technology  
MUS-251 Studio Record Techniques

**Plus two of the following courses:**

MUS-160 Sound for Visual Media  
**or**  
ART-160 Sound for Visual Media  
**or**  
COM-160 Sound for Visual Media  
MUS-250 Electronic Music Composition  
MUS-261 Advanced Studio Recording

**Subtotal: 12 Credits**

For transfer to Bachelor of Arts, Bachelor of Music and Bachelor of Science programs in Music Production, Recording Arts and Music Technology.

PHY-185 recommended to fulfill Natural Science Elective.

### General Education Requirements

#### Communication

ENG-101 English Composition I  
ENG-201 English Composition II

**Subtotal: 6 Credits**

#### Humanities Electives **\*\*†**

Select from the following:

MUS-101 Introduction to Music  
MUS-105 History of Jazz in America  
MUS-106 World Music  
MUS-107 History of Western Music before 1750  
MUS-108 History of Western Music after 1750  
**or**

MUS-111 History of American Popular Music

**Subtotal: 3 Credits**

## Social Science

Social Science Elective **3 Credit(s)**

**Subtotal: 3 Credits**

## Mathematics, Natural Science, and Technology

Natural Science Elective **4 Credit(s)**  
MAT-130 Contemporary Math  
INF-102 Introduction to Computing

**Subtotal: 8 Credits**

**Subtotal: 20 Credits**

## Program Requirements

MUS/MUA Program Concentration Requirements **12 Credit(s)**

MUA1 Applied Music I **1 Credit(s) \***  
MUA2 Applied Music II **1 Credit(s) \***  
MUS1 Performance Ensemble I **1 Credit(s) \*\***  
MUS2 Performance Ensemble II **1 Credit(s) \*\***  
MUS/MUA Music or Applied Music Electives **2 Credit(s) ‡**  
MUS-103 Fundamentals of Music  
MUS-163 Careers in Music  
MUS-131 Class Piano I  
MUS-231 Class Piano II  
MUS-132 Music Theory I  
MUS-232 Music Theory II  
MUS-134 Ear Training and Musicianship I  
MUS-234 Ear Training and Musicianship II

**Subtotal: 34 Credits**

MUA-1, MUA-2: Applied music courses include half-hour private lessons with an instructor in Bass (MUA-101, MUA-231, MUA-232, MUA-233); Guitar (MUA-102, MUA-234, MUA-235, MUA-236); Percussion (MUA-103, MUA-237, MUA-238, MUA-239); Piano (MUA-104, MUA-240, MUA-241, MUA-242); Strings (MUA-105, MUA-243,

MUA-244, MUA-245); Voice (MUA-106, MUA-246, MUA-247, MUA-248); or Woodwinds/Brass (MUA-107, MUA-249, MUA-250, MUA-251).

MUS-1, MUS-2: Performance ensembles include Chamber Ensemble (MUS-125, MUS-258, MUS-259, MUS-260); Chorus (MUS-121, MUS-255, MUS-256, MUS-257); Jazz Ensemble (MUS-140, MUS-246, MUS-247, MUS-249); and Pop/Rock Ensemble (MUS-120, MUS-220, MUS-221, MUS-222).

## Free Electives

**Subtotal: 6**

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*\*General Education Elective(s).

\*Applied music courses include half-hour private lessons with an instructor in Bass (MUA-101, MUA-231, MUA-232, MUA-233); Guitar (MUA-102, MUA-234, MUA-235, MUA-236); Percussion (MUA-103, MUA-237, MUA-238, MUA-239); Piano (MUA-104, MUA-240, MUA-241, MUA-242); Strings (MUA-105, MUA-243, MUA-244, MUA-245); Voice (MUA-106, MUA-246, MUA-247, MUA-248); or Woodwinds/Brass (MUA-107, MUA-249, MUA-250, MUA-251).

\*\*\*Performance ensembles include Chamber Ensemble (MUS-125, MUS-258, MUS-259, MUS-260); Chorus (MUS-121, MUS-255, MUS-256, MUS-257); Jazz Ensemble (MUS-140, MUS-246, MUS-247, MUS-249); and Pop/Rock Ensemble (MUS-120, MUS-220, MUS-221, MUS-222).

‡Music courses that may fulfill 3 credits of the humanities requirement are: MUS-101; MUS-105; MUS-106; MUS-107; MUS-108; MUS-109; MUS-110; and MUS-111.

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

# Theatre AFA

Code: AFA.THR

## Concentrations: **General Theatre, Acting**

The Associate of Fine Arts (AFA) in Theatre concentrates student learning on theatre skills and knowledge, preparing students for further academic study of Theatre in either performance-based or technical-based areas - or both. The program will prepare them to compete a variety of theatre applications such as acting, directing, producing, stage management, lighting and scenic design and theatre education. Through applied and theoretical courses, students will develop the basic competencies of showmanship, knowledge acquisition, critical thinking, and analytic oral and written communication skills that potentially encompass a wide range of degree possibilities. The theatre course variety potentially includes performance, design, critical thinking and listening, and theoretical skill sets necessary for a pathway toward a bachelor's degree in theatre arts.

### Program Learning Outcomes (PLOs)

- Demonstrates discipline required to work in a professional setting by having experienced the demands of a rehearsal schedule and of maintaining a strong performance during the run of the show.
- Demonstrates proficiency of the technical, backstage, and design elements of theatre by having worked in various technical capacities in the Theatre Department.
- Apply knowledge of the elements required to mount a theatrical production- including budgeting a production by knowing the resources available for rehearsal/performances, building scenery, lighting rental, costume resources, securing rights and residuals, etc.
- Demonstrate understanding of the business of show business, including the various resources available for finding work and, ultimately, joining the unions.

## Recommended Semester Sequence

### First Semester

Free Elective\* - IST-123 will fulfill 3 credits of Free Electives for students who place into the course **3 Credit(s) \***

Humanities Elective **3 Credit(s) \*\***  
ENG-101 English Composition I  
THR-110 Basic Act Techniques  
THR-131 Stagecraft and Lighting

Subtotal: 15 Credits

### Second Semester

Social Science Elective **3 Credit(s)**  
Program Concentration Requirement **2 Credit(s)**  
INF - Technology **1 Credit(s)**  
Program Concentration Requirement **3 Credit(s)**  
THR-101 Introduction to the Theatre  
MAT-130 Contemporary Math

Subtotal: 15 Credits

### Third Semester

Natural Science/Technology Elective **4 Credit(s)**  
Program Concentration Requirement **3 Credit(s)**  
ENG-201 English Composition II  
THR-217 Theatre Performance and Production  
THR-109 History of Musical Theatre  
**or**  
MUS-109 History of Musical Theatre

Subtotal: 15 Credits

### Fourth Semester

DAN/MUA/MUS/COM - Restricted Electives\* - DAN /MUS electives are recommended for musical theatre performers. This will need to be a 3-credit course if THR-215 is selected **2-3 Credit(s)**  
Free Elective **2 Credit(s)**  
Program Concentration Requirement **3 Credit(s)**  
MUS-110 Music, Art, and Drama  
THR-120 Stage Make-Up  
THR-215 Directing for the Stage  
**or**  
THR-216 Theatre Production Workshop

Subtotal: 15 Credits

## Program Concentrations

After the first semester, students will select a track that aligns with the career they wish to pursue.

### Acting

Students will take these courses:

- THR-113 Voice and Movement
- THR-210 Scene Study
- THR-212 Acting for the Camera
- THR-214 Audition Techniques
- THR-217 Theatre Performance and Production

**Subtotal: 12 Credits**

### General Theater

Student will choose 12 credits from the following:

- COM-106 TV Production I
- THR-113 Voice and Movement
- THR-210 Scene Study
- THR-212 Acting for the Camera
- THR-125 Costume Construction I
- THR-212 Acting for the Camera **3 Credit(s)**
- THR-214 Audition Techniques
- THR-232 Stage Management
- THR-134 Set Design I

**Subtotal: 12 Credits**

## General Education Requirements

### Communication

- ENG-101 English Composition I
- ENG-201 English Composition II

**Subtotal: 6 Credits**

### Humanities Electives\*\*

One (1) general education course selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

**Subtotal: 3 Credits**

### Social Science

Social Science Elective **3 Credit(s)**

**Subtotal: 3 Credits**

### Mathematics, Natural Science, and Technology

MAT-130 Contemporary Math  
INF-102 Introduction to Computing  
Natural Science and Technology -choose from the following fields: BIO, CHM, PHY, INF **4 Credit(s)**

**Subtotal: 8 Credits**

**Subtotal: 20 Credits**

## Program Requirements

Restricted Electives: Choose from DAN, MUA, MUS, COM **2-3 Credit(s) \*\***  
THR-215 Directing for the Stage  
**or**  
THR-216 Theatre Production Workshop  
THR-101 Introduction to the Theatre  
THR-109 History of Musical Theatre  
**or**  
MUS-109 History of Musical Theatre  
THR-110 Basic Act Techniques  
THR-120 Stage Make-Up  
THR-131 Stagecraft and Lighting  
MUS-110 Music, Art, and Drama

**Subtotal: 22 Credits**

### Free Electives

IST-123 will fulfill 3 credits of Free Electives for students who place into the course

**Subtotal: 6 Credits**

## Total Credit Hours: 60

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*\*General Education Elective(s).

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

# Associate of Science

## Engineering Science AS Program

**Code: AS.ENGIN.SCI**

Engineering Science is designed for students who enjoy applying their knowledge to the analysis, design, and construction of physical devices. Engineering disciplines draw on the concepts of thermodynamics, fluid flow, stress and strain, electricity and magnetism, mathematics and software modeling, and complex forces.

Students who obtain an AS in Engineering Science will be prepared to continue at a four year college for more advanced content in specialized fields such as Mechanical, Electrical, Biomedical, Chemical and Civil Engineering.

### Program Learning Outcomes (PLOs)

- Demonstrate foundational technical drawing skills.
- Demonstrates the use of structured programming principles for the solution of engineering problems.
- Work in teams to demonstrate proper and safe use of instrumentation and software in performing laboratory measurements and analysis to develop a growing sense of error sources that affect accuracy and precision of experimental results.
- Demonstrate logical reasoning in problem solving by using appropriate mathematics (high level algebra and calculus), diagrams, and the principles of physics and chemistry
- Demonstrate clear scientific writing skills and proper terminology to describe the principles of physics and chemistry.

### Recommended Semester Sequence

#### First Semester

ENG-101 English Composition I  
CHM-140 General Chemistry I  
CHM-141 General Chemistry - Lab  
MAT-280 Calculus I  
PHY-280 Physics I

Subtotal: 15 Credits

#### Second Semester

ENG-201 English Composition II  
MAT-281 Calculus II  
PHY-290 Physics II  
CIS-270 Programming for Science Applications  
**or**  
CIS-265 Advanced Programming Concepts

Subtotal: 14 Credits

#### Third Semester

Humanities Elective **3 Credit(s) \***  
Natural Science or Mathematics restricted  
elective **4 Credit(s)**  
MAT-282 Calculus III

#### Communication Elective:

Choose  
COM-100 Speech Communication  
**or**  
COM-102 Public Speaking

Subtotal: 14 Credits

#### Fourth Semester

Humanities Elective **3 Credit(s) \***  
Social Science Elective **3 Credit(s) \***  
Free Electives **3 Credit(s) \*\*\***  
MAT-283 Differential Equations

#### Natural Science or Mathematics restricted elective:

Choose from:  
PHY-291 Physics III  
PHY-294 Engineering Mechanics: Statics  
CHM-240 General Chemistry II  
DFT-107 Drafting I  
MAT-286 Linear Algebra  
CIS-165 Fundamentals of Programming  
or NSM/CS course in consult with an advisor

Subtotal: 17 Credits

## General Education Requirements

### Communication

COM-100 Speech Communication

or

COM-102 Public Speaking

ENG-101 English Composition I

ENG-201 English Composition II

Subtotal: 9 Credits

### Humanities Electives\*

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than one course in any one field.

Subtotal: 6 Credits

### Social Science Elective

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

Subtotal: 3 Credits

### Mathematics, Natural Science, and Technology

MAT-280 Calculus I

MAT-281 Calculus II

PHY-280 Physics I

Subtotal: 12 Credits

Subtotal: 30

## Program Requirements

MAT-282 Calculus III

MAT-283 Differential Equations

CHM-140 General Chemistry I

CHM-141 General Chemistry - Lab

CIS-270 Programming for Science Applications

CIS-265 Advanced Programming Concepts

PHY-290 Physics II

### Plus ONE of the following courses:

PHY-291 Physics III

PHY-294 Engineering Mechanics: Statics

CHM-240 General Chemistry II

DFT-107 Drafting I

MAT-286 Linear Algebra

CIS-165 Fundamentals of Programming

Natural Science or Mathematics/ Computer Science

course chosen in consultation with an advisor 3-

4 Credit(s)

### Free Elective\*\*

Subtotal: 3 Credits

Subtotal: 27 Credits

Total Credit Hours: 60

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s)

\*\* It is strongly recommended that Free Electives be chosen in consultation with an advisor from the list of Natural Science or Mathematics/Computer Science Electives. IST-123 will fulfill 3 Free Elective credits for students who place into the course.

\*\*\* Students who choose DFT-107 or a CIS course will be required to take additional credits to meet the graduation requirements



# Natural Sciences or Mathematics AS: Aviation Operations Option

Code: AS.NSM.AVT.OPR

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

## Program Learning Outcomes (PLOs)

- Recognize and identify potentially hazardous weather scenarios as they pertain to safety of flight.
- Demonstrate a working knowledge of the aircraft flight manual, performance charts and operating characteristics of the aircraft.
- Explain aircraft systems as applied to normal and emergency situations.
- Demonstrate the ability to conduct safe flight operations through proper preflight planning and risk mitigation analysis.
- Display conduct and communicate in the professional manner necessary in the aviation industry.

## RECOMMENDED SEMESTER SEQUENCE

### First Semester

ENG-101 English Composition I  
AVT-100 Introduction to Aeronautics  
MAT-150 Statistics I

### Communication Elective:

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

### Social Science Elective:

Choose  
GEO-101 World Geography  
or  
GEO-102 Human Geography

Subtotal: 16 Credits

### Second Semester

ENG-201 English Composition II  
LAN-110 French I  
or  
LAN-113 Spanish I  
PHY-114 Meteorology  
MAT-180 Precalculus: College Algebra and  
Trigonometry

Subtotal: 14 Credits

### Third Semester

AVT-115 Aviation Meteorology  
PHY-186 General Physics I  
MAT-280 Calculus I

### Free Elective

Recommended:  
LAN-200 French II  
LAN-230 Spanish II  
ECO-101 Principles of Macroeconomics  
or  
POL-101 American Government

Subtotal: 14 Credits

### Fourth Semester

Free Elective **3 Credit(s)** ‡  
ENG-202 Technical Writing  
AVT-240 Introduction to Aviation Safety  
PHY-286 General Physics II

### Humanities Elective

Recommended:  
HIS-101 West Civilization to the Reformation  
or  
HIS-102 West Civilization since the Reformation

Subtotal: 14 Credits

## GENERAL EDUCATION REQUIREMENTS

### Communication

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

Subtotal: 9 Credits

### Humanities

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).  
With no more than one course in any one field.

### Required:

LAN-110 French I  
or  
LAN-113 Spanish I

### Recommended:

HIS-101 West Civilization to the Reformation  
or  
HIS-102 West Civilization since the Reformation

Subtotal: 6 Credits

### Social Science

#### Required:

GEO-101 World Geography  
or  
GEO-102 Human Geography

Subtotal: 3 Credits

## Mathematics, Natural Science, and Technology

#### Required:

Mathematics: One 4-cr Mathematics or [One 3 cr Math + One 1-cr INF]  
MAT-180 Precalculus: College Algebra and Trigonometry  
PHY-186 General Physics I  
PHY-286 General Physics II

Subtotal: 12 Credits

Subtotal: 30

## PROGRAM REQUIREMENTS

AVT-100 Introduction to Aeronautics  
AVT-115 Aviation Meteorology  
AVT-240 Introduction to Aviation Safety  
ENG-202 Technical Writing  
MAT-150 Statistics I  
MAT-280 Calculus I  
PHY-114 Meteorology

Subtotal: 24 Credits

### Free Elective

IST-123 Success 101 will fulfill 3 Free Electives for students who place into the course

Subtotal: 6 Credits

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s)

‡ Recommended: IST-123 Success 101.



# Natural Sciences or Mathematics AS: Biology Option

Code: AS.NSM.BIO

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

## Program Learning Outcomes (PLOs)

- Express the organization and classification principles employed in biological sciences.
- Demonstrate knowledge of the physiological and biochemical processes in a variety of organisms and the interrelationships of living systems.
- Demonstrate knowledge of the developmental processes which occur in various organisms.
- Demonstrate an understanding of the unity, variety and evolution of life, and recognition of the importance of the stewardship and preservation of biological diversity.
- Acquire laboratory competence by developing and refining technical and analytical skills.
- Critically examine information and discover new knowledge through rigorous scientific reasoning.

## RECOMMENDED SEMESTER SEQUENCE

### First Semester

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

Subtotal: 15 Credits

### Second Semester

ENG-201 English Composition II  
BIO-203 General Biology II  
CHM-240 General Chemistry II  
CHM-241 General Chemistry II - Lab

### MAT Statistics or Calculus:

MAT-268 Statistical Methods  
**or**  
MAT-280 Calculus I

Subtotal: 15 Credits

### Third Semester

BIO Biology Elective **4 Credit(s) \*\*\***  
Natural Science or Mathematics/ Computer Science  
Elective **4 Credit(s)**  
Social Science Elective **3 Credit(s) \*\***  
Free Elective **3 Credit(s) ‡**

Subtotal: 14 Credits

### Fourth Semester

BIO Biology Elective **4 Credit(s) \*\*\***  
Free Elective **3 Credit(s)**  
Humanities Elective **3 Credit(s) \*\***  
Humanities Elective **3 Credit(s) \*\***

### Communication Elective:

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

Subtotal: 16 Credits

## GENERAL EDUCATION REQUIREMENTS

### Communication

COM-100 Speech Communication  
**or**  
COM-102 Public Speaking  
ENG-101 English Composition I

ENG-201 English Composition II

or  
MAT-280 Calculus I

Subtotal: 9 Credits

Subtotal: 24 Credits

### Humanities Electives \*\*

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than one course in any one field.

### Free Electives

Subtotal: 6 Credits

Total Credit Hours: 60

Subtotal: 6 Credits

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

### Social Science Elective \*\*

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

Please note that required courses may have prerequisites. Click on each course to view details.

Subtotal: 3 Credits

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

### Mathematics, Natural Sciences, and Technology

BIO-101 General Biology I  
BIO-203 General Biology II  
MAT-180 Precalculus: College Algebra and Trigonometry

\*\* The Prereq for MAT-180 and MAT-268 is MAT-160

\*\* General Education Elective(s)

\*\*\* Students must choose among the following courses: BIO-221, BIO-222, BIO-224, BIO-225, BIO-227, BIO-228, or BIO-229.

\*\*\*\* General Education Elective(s)

Subtotal: 12 Credits

For students who place into IST-123, it will fulfill 3 Free Elective credits

Subtotal: 30 Credits

## PROGRAM REQUIREMENTS

BIO Biology Elective **4 Credit(s)** \*\*\*  
BIO Biology Elective **4 Credit(s)** \*\*\*  
Natural Science or Mathematics/ Computer Science Elective **4 Credit(s)** \*  
CHM-140 General Chemistry I  
CHM-141 General Chemistry - Lab  
CHM-240 General Chemistry II  
CHM-241 General Chemistry II - Lab  
MAT-268 Statistical Methods

# Natural Sciences or Mathematics AS: Biotechnology Option

Code: AS.NSM.BIOTECH

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

## Program Learning Outcomes (PLOs)

- Demonstrate knowledge of the methodology of biotechnology, including genetic modification, isolation, purification, and analysis of nucleic acids and proteins.
- Acquire the necessary skills to properly handle genetically modified organisms and employ the safeguards necessary when working with such organisms.
- Acquire laboratory competence by developing and refining technical and analytical skills.
- Demonstrate the ability to critically examine information and discover new knowledge through rigorous scientific reasoning.
- Demonstrate knowledge of the practice of proper scientific laboratory record keeping.
- Acquire knowledge of a variety of currently available genomic and proteomic databases.
- Acquire the skills required to analyze biological sequences and interpret the results of their analyses.

## RECOMMENDED SEMESTER SEQUENCE

### First Semester

Humanities Elective **3 Credit(s) \*\*\***  
INF Information Technology Elective **3 Credit(s) \*\***  
ENG-101 English Composition I  
BIO-101 General Biology I  
CHM-140 General Chemistry I  
CHM-141 General Chemistry - Lab

Subtotal: 15 Credits

### Second Semester

ENG-201 English Composition II  
BIO-203 General Biology II  
CHM-240 General Chemistry II  
CHM-241 General Chemistry II - Lab  
MAT-268 Statistical Methods

Subtotal: 15 Credits

### Third Semester

Free Elective **3 Credit(s)**  
Social Science Elective **3 Credit(s) \*\*\***  
BIO-210 Introduction to Biotechnology  
MAT-180 Precalculus: College Algebra and  
Trigonometry

Subtotal: 14 Credits

### Fourth Semester

Free Elective **3 Credit(s)**  
Humanities Elective **3 Credit(s) \*\*\***  
BIO-211 Introduction to Bioinformatics  
MAT-280 Calculus I

### Communication Elective:

Choose  
COM-100 Speech Communication  
**or**  
COM-102 Public Speaking

Subtotal: 16 Credits

## GENERAL EDUCATION REQUIREMENTS

### Communication

COM-100 Speech Communication  
**or**  
COM-102 Public Speaking  
ENG-101 English Composition I

ENG-201 English Composition II

**Subtotal: 9 Credits**

### Humanities Electives\*

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than one course in any one field.

**Subtotal: 6 Credits**

### Social Science Elective\*

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

**Subtotal: 3 Credits**

### Mathematics, Natural Sciences, and Technology

BIO-101 General Biology I  
BIO-203 General Biology II  
MAT-180 Precalculus: College Algebra and Trigonometry

**Subtotal: 12 Credits**

**Subtotal: 30**

## PROGRAM REQUIREMENTS

CHM-140 General Chemistry I  
CHM-240 General Chemistry II  
MAT-268 Statistical Methods  
MAT-280 Calculus I  
BIO-210 Introduction to Biotechnology  
BIO-211 Introduction to Bioinformatics

**Plus ONE of the following courses:**

INF-120 PowerPoint [PowerPoint 2016]  
INF-124 Spreadsheet Excel [Excel 2016]  
INF-151 Database: Access [Access 2016]  
INF-165 Introduction to Linux

**Subtotal: 24 Credits**

### Free Elective

**Subtotal: 6 Credits**

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* If a student needs to complete CHM-100 before registering for CHM-140; CHM-100 can be used as a General Education or Free Elective.

\*\*\* General Education Elective(s)

\*\* Students must choose from INF-115 , INF-120, INF-124, INF-151, INF-161 , or INF-165.

\*\*\*\* The prerequisite for MAT-180 and MAT-268 is MAT-160

# Natural Sciences or Mathematics AS: Chemistry Option

Code: AS.NSM.CHEM

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

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

## Program Learning Outcomes (PLOs)

Students will be able to describe chemistry concepts using proper terminology and nomenclature, create accurate sketches and diagrams, and demonstrate clear scientific writing to illustrate chemistry principles.

Students will be able to employ logical reasoning in problem-solving by using appropriate mathematics to construct chemical representations, translating representations to solve chemistry problems, interpreting solutions both qualitatively and quantitatively, creating accurate diagrams, and performing accurate unit analyses.

Students will be able to collaborate in teams to demonstrate competency and safety while employing various bench top techniques in chemistry, identify reputable sources of information, determine the magnitude and sources of experimental error, and communicate experimental results using clear scientific language, verbally and in writing.

## RECOMMENDED SEMESTER SEQUENCE

### First Semester

Free Elective **3 Credit(s) \***  
ENG-101 English Composition I  
CHM-140 General Chemistry I  
CHM-141 General Chemistry - Lab  
MAT-280 Calculus I

Subtotal: 14 Credits

### Second Semester

Social Science Elective **3 Credit(s) \*\***  
CHM-240 General Chemistry II  
CHM-241 General Chemistry II - Lab  
MAT-281 Calculus II

### Communication Elective:

Choose  
COM-100 Speech Communication  
**or**  
COM-102 Public Speaking

Subtotal: 17 Credits

### Third Semester

Humanities Elective **3 Credit(s) \*\*\***  
Natural Science or Mathematics/ Computer Science  
Elective **4 Credit(s)**  
CHM-260 Organic Chemistry I  
PHY-280 Physics I

Subtotal: 15 Credits

### Fourth Semester

Humanities Elective **3 Credit(s) \*\*\***  
Free Elective **3 Credit(s) \***  
CHM-262 Organic Chemistry II  
PHY-290 Physics II

Subtotal: 14 Credits

## GENERAL EDUCATION REQUIREMENTS

### Communication

COM-100 Speech Communication  
**or**  
COM-102 Public Speaking  
ENG-101 English Composition I  
ENG-201 English Composition II



Subtotal: 9 Credits

### Humanities Electives \*

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than one course in any one field.

Subtotal: 6 Credits

### Social Science Elective \*

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

Subtotal: 3 Credits

### Mathematics, Natural Sciences, and Technology

CHM-140 General Chemistry I  
CHM-141 General Chemistry - Lab  
MAT-280 Calculus I  
MAT-281 Calculus II

Subtotal: 12 Credits

Subtotal: 30

## PROGRAM REQUIREMENTS

CHM-240 General Chemistry II  
CHM-241 General Chemistry II - Lab  
CHM-260 Organic Chemistry I  
CHM-262 Organic Chemistry II  
PHY-280 Physics I  
PHY-290 Physics II

Choose one from the following:

CIS-270 Programming for Science Applications

MAT-282 Calculus III  
MAT-283 Differential Equations  
or a Natural Science or Mathematics/Computer Science Course\* chosen in consultation with an advisor\*\*

Subtotal: 24 Credits

### Free Elective

Subtotal: 6 Credits

Total Credit Hours: 60

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*\* General Education Elective(s)

+ This is a calculus and chemistry ready program. Students must show proficiency in MAT-160, MAT-180 and CHM-100 through testing or completion of the appropriate prerequisite course before registering for MAT-280, PHY-280 and CHM-140/CHM-141.

\* Students who choose CIS-270 or a Computer Science course will be required to take additional credits to meet the graduation requirement.

\*\*\* Any Natural Science or Mathematics/Computer Science Elective chosen in consultation with an advisor from the list provided.

IST-123 can be used to fulfill 3 Free Elective credits for students who place into the course.

# Natural Sciences or Mathematics AS: Computer Science Option

**Code: AS.NSM.COMP.SCI**

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

Computer science occupations include teaching positions at all levels, software developers, database administrators, hardware engineers, systems analysts, network architects, and information security analysts.

## Program Learning Outcomes (PLOs)

- Apply knowledge and skills to create algorithmic solutions to problems.
- Become competent in using a programming language to solve problems.
- Demonstrate the ability to use current techniques, skills, and tools necessary for the practice of the discipline.
- Understand the components of the computer and the way that they work.
- Analyze a problem, and identify and define the computing requirements appropriate to its solution

## Recommended Semester Sequence

### First Semester

Humanities Elective\* - Recommended: PHR-103 **3 Credits**  
ENG-101 English Composition I  
CIS-165 Fundamentals of Programming  
MAT-280 Calculus I

### Communication Elective:

Choose

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

**Subtotal: 16 Credits**

### Second Semester

Humanities Elective **3 Credit(s) \***  
ENG-201 English Composition II  
CIS-265 Advanced Programming Concepts  
CIS-271 Computer Organization and Assembly Language  
MAT-281 Calculus II

**Subtotal: 16 Credits**

### Third Semester

Free Elective **3 Credit(s) ‡**

PHY-280 Physics I  
**or**  
CHM-140 General Chemistry I **AND**  
CHM-141 General Chemistry - Lab  
CIS-277 Data Structures and Algorithms  
CIS-288 Discrete Math [Computer Science]

**Subtotal: 14 Credits**

### Fourth Semester

Free Elective **3 Credit(s) ‡**

PHY-290 Physics II  
**or**  
CHM-240 General Chemistry II **AND**  
CHM-241 General Chemistry II - Lab  
INF-165 Introduction to Linux

### CIS/MAT Computer Sci or Math Elective

-

Choose one of the following:

CIS-289 Systems Analysis and Design [Computer Science]  
CIS-278 Database Systems  
CIS-287 Object-Oriented Programming  
INF-218 Database Programming [Oracle-PL/SQL]

MAT-282 Calculus III  
MAT-283 Differential Equations  
MAT-286 Linear Algebra  
or  
PHY-291 Physics III

### Social Science Elective

Recommended:

ECO-101 Principles of Macroeconomics  
or  
PSY-101 General Psychology

Subtotal: 14 Credits

## General Education Requirements

### Communication

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

Subtotal: 9 Credits

### Humanities Electives\*

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than one course in any one field.

Subtotal: 6 Credits

### Social Science Elective\*

One general education course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT). Recommended: ECO-101 or PSY-101

Subtotal: 3 Credits

## Mathematics, Natural Sciences, and Technology

PHY-280 Physics I  
or  
CHM-140 General Chemistry I AND  
CHM-141 General Chemistry - Lab  
MAT-280 Calculus I  
MAT-281 Calculus II

Subtotal: 12

Subtotal: 30 Credits

## Program Requirements

PHY-290 Physics II  
or  
CHM-240 General Chemistry II AND  
CHM-241 General Chemistry II - Lab  
CIS-165 Fundamentals of Programming  
CIS-265 Advanced Programming Concepts  
CIS-271 Computer Organization and Assembly Language  
CIS-277 Data Structures and Algorithms  
CIS-288 Discrete Math [Computer Science]  
MAT-281 Calculus II  
INF-165 Introduction to Linux

## CIS/MAT Computer Sci. or Math Elective

Recommended:

CIS-289 Systems Analysis and Design [Computer Science]  
CIS-287 Object-Oriented Programming  
CIS-278 Database Systems  
INF-218 Database Programming [Oracle-PL/SQL]  
MAT-282 Calculus III  
MAT-283 Differential Equations  
MAT-286 Linear Algebra

Subtotal: 24 Credits

Free Elective \*\*

Subtotal: 6 Credits

## Total Credit Hours: 60

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s).

\*\* Choose one of the following: CIS-289, CIS-287, CIS-278, INF-218, MAT-282, MAT-283, MAT-286, or PHY-291

‡ Recommended: CIS-289, CIS-287, CIS-278, INF-218, MAT-282, MAT-283, MAT-286, or PHY-291

# Natural Sciences or Mathematics AS: General Program

Code: AS.NSM.GEN

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

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

## Program Learning Outcomes (PLOs)

Students will be able to describe scientific concepts by utilizing proper terminology and nomenclature, creating accurate sketches and diagrams, and demonstrating clear scientific writing to describe the principles of physical science.

Students will be able to demonstrate logical reasoning in problem-solving by using appropriate mathematics to construct models, translate models to solve problems, interpret solutions both qualitatively and quantitatively, create accurate diagrams, and perform accurate unit analyses.

Students will be able to collaborate in teams to demonstrate laboratory technical and analytical skills by employing proper and safe use of laboratory equipment, instrumentation, and software to acquire data, identify reputable sources of information, determine the magnitude and sources of experimental error, and communicate experimental results using clear scientific language.

## RECOMMENDED SEMESTER SEQUENCE

### First Semester

MAT/CIS Mathematics/ Computer Science  
Elective **4 Credit(s)** \*

Natural Science Elective in Biology, Chemistry, or  
Physics **4 Credit(s)** \*\*

Free Elective **3 Credit(s)**

ENG-101 English Composition I

**Subtotal: 14 Credits**

### Second Semester

MAT/CIS Natural Science or Mathematics/ Computer  
Science Elective **4 Credit(s)**

Social Science Elective **3 Credit(s)** \*\*

ENG-201 English Composition II

MAT-280 Calculus I

**Subtotal: 17 Credits**

### Communication Elective:

COM-100 Speech Communication

or

COM-102 Public Speaking

### Third Semester

Natural Science or Mathematics/ Computer Science /  
Information Technology Electives **12 Credit(s)**

Humanities Elective **3 Credit(s)** \*

**Subtotal: 15 Credits**

### Fourth Semester

Natural Science or Mathematics/ Computer Science  
Elective / Information Technology **8 Credit(s)**

Humanities Elective **3 Credit(s)** \*

Free Elective **3 Credit(s)**

**Subtotal: 14 Credits**

## GENERAL EDUCATION REQUIREMENTS

### Communication

COM-100 Speech Communication

or

COM-102 Public Speaking

ENG-101 English Composition I

ENG-201 English Composition II

**Subtotal: 9 Credits**

### **Humanities Electives \***

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than one course in any one field.

**Subtotal: 6 Credits**

### **Social Science Elective \***

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

**Subtotal: 3 Credits**

### **Mathematics, Natural Sciences, and Technology**

1 or 2 General Education courses in Mathematics(MAT), Computer Science(CIS) or Information Technology(INF). One of which must be MAT-280.

1 or 2 General Education courses to be selected from the following fields: Biology (BIO), Chemistry (CHM), Physics and Physical Science (PHY)

**Subtotal: 12 Credits**

**Subtotal: 30**

## **PROGRAM REQUIREMENTS**

To be assigned in accordance with needs of the program

### **Free Electives \***

**Subtotal: 6 Credits**

**Total Credit Hours: 60**

### **Specific Program Notes**

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s)

IST-123 can be used to fulfill 3 Free Elective credits for students who place into the program.

# Natural Sciences or Mathematics AS: Mathematics Option

**Code: AS.NSM.MATH**

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

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

## Program Learning Outcomes (PLOs)

- Demonstrate an understanding of the fundamental concepts of functions and relations, function notation and how functions are used to represent real-world applications.
- Work with formulas, including formula evaluation and solving a formula for any of the variables.
- Construct labeled graphs of functions to accurately convey information.
- Solve equations involving algebraic functions, exponential functions, logarithmic functions, trigonometric functions, and derivatives of functions.
- Apply various mathematical techniques to obtain approximate solutions to problems for which an exact solution is not possible or easily obtained.
- Apply the techniques of both differential calculus and integral calculus to problems involving functions of both one and several variables.
- Construct a mathematical model of a real-world problem
- Apply mathematics to the solution of problems from other disciplines.
- Communicate effectively using mathematics by employing proofs to validate properties and arguments involving various theorems and properties in mathematics.
- Derive other mathematical properties from a given set of mathematical properties or axioms.

## RECOMMENDED SEMESTER SEQUENCE

### First Semester

Natural Science Elective (a) **4 Credit(s)**  
Free Elective (c) **3 Credit(s)**  
ENG-101 English Composition I  
MAT-280 Calculus I

**Subtotal: 14 Credits**

### Second Semester

Humanities Elective **3 Credit(s)**  
Natural Science Elective (a) **4 Credit(s)**  
ENG-201 English Composition II  
MAT-281 Calculus II

**Subtotal: 14 Credits**

### Third Semester

Humanities Elective **3 Credit(s)**  
Social Science Elective **3 Credit(s)**  
MAT-282 Calculus III  
MAT-286 Linear Algebra

### Communication Elective:

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

**Subtotal: 17 Credits**

### Fourth Semester

Mathematics or Natural Science Elective  
(b) **4 Credit(s)**  
Free Elective (c) **3 Credit(s)**  
MAT-283 Differential Equations  
MAT-268 Statistical Methods  
**or**  
MAT-285 Discrete Mathematics

**Subtotal: 15 Credits**

# GENERAL EDUCATION REQUIREMENTS

## Communication

COM-100 Speech Communication  
**or**  
COM-102 Public Speaking  
ENG-101 English Composition I  
ENG-201 English Composition II

Subtotal: 9 Credits

## Humanities Electives\*

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).  
With no more than one course in any one field.

Subtotal: 6 Credits

## Social Science Elective\*

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

Subtotal: 3 Credits

## Mathematics, Natural Science, and Technology

Natural Science Elective (a) **4 Credit(s)**  
MAT-280 Calculus I  
MAT-281 Calculus II

Subtotal: 12 Credits

Subtotal: 30

## PROGRAM REQUIREMENTS

Mathematics or Natural Science Electives  
(b) **4 Credit(s)**  
Natural Science Elective (a) **4 Credit(s)**  
MAT-282 Calculus III  
MAT-283 Differential Equations  
MAT-286 Linear Algebra  
MAT-268 Statistical Methods  
**or**  
MAT-285 Discrete Mathematics

Subtotal: 24 Credits

## Free Electives

Subtotal: 6 Credits

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s)

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

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

(c) Recommended: MAT-155, CIS-270, PHR-103, PHR-203. For students who place into IST-123, it will fulfill 3 elective credits.



# Natural Sciences or Mathematics AS: Physics Option

Code: AS.NSM.PHYSC

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

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

Physics graduates find employment in occupations such as research, medicine, software design, and even finance. Physicists are found in many fields of study including Research and Development, Aerospace and Defense, Design and Production, Medical Physics, Astronomy and Astrophysics, Geophysics, Meteorology, and education.

## Program Learning Outcomes (PLOs)

Students will be able to describe physics concepts by utilizing proper terminology and nomenclature, create accurate sketches and diagrams, and demonstrate clear scientific writing to describe the principles of physics.

Students will be able to employ logical reasoning in physics problem-solving by using appropriate mathematics to create physical models, solve problems, interpret solutions qualitatively and quantitatively, create accurate diagrams, and perform correct unit analyses.

Students will be able to demonstrate technical and analytical skills in the physics laboratory by utilizing proper and safe use of laboratory equipment, instrumentation, and software to acquire data, identify reputable sources of information, determine the magnitude and sources

of error that affect the accuracy and precision of experimental results, and communicate experimental results using clear scientific language, verbally and in writing.

## RECOMMENDED SEMESTER SEQUENCE

### First Semester

Social Science Elective **3 Credit(s)** \*  
ENG-101 English Composition I  
MAT-280 Calculus I  
PHY-280 Physics I

### Communication Elective:

Choose  
COM-100 Speech Communication  
**or**  
COM-102 Public Speaking

**Subtotal: 14 Credits**

### Second Semester

Humanities Elective **3 Credit(s)** \*  
Free Elective **3 Credit(s)** \*\*  
ENG-201 English Composition II  
MAT-281 Calculus II  
PHY-290 Physics II

**Subtotal: 17 Credits**

### Third Semester

Humanities Elective **3 Credit(s)** \*  
Natural Science Elective **4 Credit(s)** \*\*\*  
MAT-282 Calculus III  
PHY-291 Physics III

**Subtotal: 15 Credits**

PHY-291 Offered only in fall semesters.

### Fourth Semester

Natural Science Elective **4 Credit(s) \*\*\***  
Humanities Elective **6 Credit(s) \***  
Social Science Elective **3 Credit(s) \***  
PHY-294 Engineering Mechanics: Statics

Subtotal: 14 Credits

## GENERAL EDUCATION REQUIREMENTS

### Communication

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

Subtotal: 9 Credits

### Humanities Electives

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).  
With no more than one course in any one field.

Subtotal: 6 Credits

### Social Science Elective

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

Subtotal: 3 Credits

### Mathematics, Natural Science, and Technology

MAT-280 Calculus I  
MAT-281 Calculus II  
PHY-280 Physics I

Subtotal: 12 Credits

Subtotal: 30

## PROGRAM REQUIREMENTS

Natural Science or Mathematics/ Comp Sci course  
chosen in consultation with an advisor **4 Credit(s)**  
PHY-290 Physics II  
PHY-291 Physics III  
PHY-294 Engineering Mechanics: Statics  
MAT-282 Calculus III

Choose from the following:

CHM-140 General Chemistry I  
CHM-141 General Chemistry - Lab  
CHM-240 General Chemistry II  
CHM-241 General Chemistry II - Lab  
CIS-270 Programming for Science Applications  
MAT-283 Differential Equations  
MAT-286 Linear Algebra

Subtotal: 24 Credits

### Free Elective

Subtotal: 6 Credits

Total Credit Hours: 60

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s)

# Professional Studies AS - Athletic Training Option

Code: AS.PS.AT

The Athletic Training option is designed to prepare students to transfer to a 4-year CAAHEP (Commission on Accreditation of Allied Health Education Programs) institute to complete a bachelor's degree and subsequently a master's degree in the field of athletic training. The 2-year option encompasses theory and skill based practices including clinical experience through observation with Certified Athletic Trainers in clinical, game and/or practice settings. The option emphasizes the six domains of Athletic Training including prevention, clinical evaluation and diagnosis, immediate care, treatment rehabilitation and reconditioning, organization and administration and professional responsibility.

## Program Learning Outcomes (PLOs)

Graduates will be able to identify scientific, evidence-based, and clinical foundations of athletic training including the six domains of athletic training, nutrition and wellness.

Graduates will acquire the necessary skills for taping and bracing, evaluating and assessing common athletic injuries.

Graduates will acquire the necessary skills to develop treatment, rehabilitation and management plans for athletic injury.

Graduates will become CPR/ AED and first aid certified allowing students to work as first aid responders for game and practice coverage.

Graduates will obtain clinical experience through observation in a clinical, game or practice setting with a Certified Athletic Trainer.

## Recommended Semester Sequence

### First Semester

Free Elective **3 Credit(s) \*\***

Mathematics Elective\* - Recommended: MAT-150 **3 Credit(s)**

Mathematics or Technology Elective\* - Recommended: INF-102 **1 Credit(s)**

Natural Science Elective\* - Recommended: BIO-109 **4 Credit(s)**

ENG-101 English Composition I  
WEX-159 Cardiopulmonary Resuscitation [CPR] and Emergency First Aid

Subtotal: 17 Credits

### Second Semester

Humanities Elective **3 Credit(s) \***

Natural Science Elective - Recommended: BIO-209 **4 Credit(s) \***

ENG-201 English Composition II

WEX-101 Dynamics of Health and Fitness

WEX-184 Sports Medicine - Theory and Practice

Subtotal: 15 Credits

### Third Semester

Humanities Elective **3 Credit(s) \***

Social Science Elective - Recommended: SOC-101 **3 Credit(s) \***

WEX-106 Nutrition, Exercise, and Fitness

WEX-209 Athletic Training Practicum I - Taping and Bracing for Athletic Injury

### Communication Elective:

Choose

COM-100 Speech Communication

or

COM-102 Public Speaking

Subtotal: 15 Credits

### Fourth Semester

Humanities Elective **3 Credit(s) \***

WEX Elective **1 Credit(s)**

Free Elective **3 Credit(s)**

PSY-101 General Psychology

WEX-210 Athletic Training Practicum II-

Evaluation and Treatment of Athletic Injury

Subtotal: 13 Credits

## General Education Requirements

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II

### Communication Elective

\* Choose

COM-100 Speech Communication

or

COM-102 Public Speaking

Subtotal: 9 Credits

### Humanities Electives\*

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than one course in any one field.

Subtotal: 6 Credits

### Social Science Elective\*

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

SOC-101 Sociology

Subtotal: 3 Credits

### Mathematics, Natural Sciences and Technology Electives\*

#### Select

[one 3-credit general education course in Mathematics (MAT) and a 1-credit general education course in Information Technology (INF-102)]

or

one 4-credit general education course in Mathematics (MAT).

Recommended:

MAT-150 Statistics I and  
INF-102 Introduction to Computing

Two general education courses from the following fields: BIO, CHM, PHY

Recommended:

BIO-109 Anatomy and Physiology I  
BIO-209 Anatomy and Physiology II

Subtotal: 12 Credits

Subtotal: 30 Credits

## Program Requirements

WEX Elective **1 Credit(s)** \*

Humanities Elective **3 Credit(s)**

WEX-101 Dynamics of Health and Fitness

WEX-106 Nutrition, Exercise, and Fitness

WEX-159 Cardiopulmonary Resuscitation [CPR]  
and Emergency First Aid

WEX-184 Sports Medicine - Theory and Practice

WEX-209 Athletic Training Practicum I - Taping  
and Bracing for Athletic Injury

WEX-210 Athletic Training Practicum II-  
Evaluation and Treatment of Athletic Injury

PSY-101 General Psychology

### Free Electives\*

Subtotal: 6 Credits

Subtotal: 20

Total Credit Hours: 60

Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites.  
Click on each course to view details.

\* General Education Elective(s)

\*\* IST-123 will fulfill 3 Free Elective credits for students  
who place into the course

# Professional Studies AS - Aviation Administration Option

Code: AS.PS.AVT.ADM

The Aviation Administration option is designed for students interested in completing their associates' degree and then transferring to a Baccalaureate program in Aviation Administration or moving directly into a career at an airline or airport.

Students in the program take a two course sequence in Aviation Technology that includes Aircraft Operations and Aviation Safety along with a strong background in Business Management that will prepare them for further studies and a career in Aviation Administration.

## Program Learning Outcomes (PLOs)

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

Demonstrate an understanding of the fundamental concepts of Aeronautics, their historical development and how they are utilized in current real-world applications.

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

Demonstrate business knowledge and broad-based business theory which positions them for success in a baccalaureate program in aviation management or direct entry into the field

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

Recognize and apply the concepts and techniques of aviation administration in real-world situations to be able to solve operational problems using data driven / analytical decision making.

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

## Recommended Semester Sequence

### First Semester

AVT-100 Introduction to Aeronautics  
BUS-101 Introduction to Business  
ENG-101 English Composition I

### Geology:

Choose

GEO-101 World Geography  
**or**  
GEO-102 Human Geography

### Communication Elective:

Choose

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

**Subtotal: 16 Credits**

## Second Semester

Free Elective **3 Credit(s)**

Social Science Elective **3 Credit(s)**

ENG-201 English Composition II

MAT-223 Calculus for the Managerial and Social Sciences

BUS-110 Transportation Logistics and Supply Chain Management

**or**

BUS-207 Principles of Business Management

**or**

ENG-202 Technical Writing

**Subtotal: 15 Credits**

## Third Semester

Free Elective **3 Credit(s) \*\***

ACC-110 Financial Accounting

PHY-186 General Physics I

LAN-110 French I

**or**

LAN-113 Spanish I

**Subtotal: 13 Credits**

## Fourth Semester

Humanities Elective **3 Credit(s)** ††  
AVT-240 Introduction to Aviation Safety  
INF-101 Introduction to Information Technology  
PHY-286 General Physics II  
LAN-200 French II  
**or**  
LAN-230 Spanish II

**Subtotal: 16 Credits**

## General Education Requirements

### Communication

COM-100 Speech Communication  
**or**  
COM-102 Public Speaking  
ENG-101 English Composition I  
ENG-201 English Composition II

**Subtotal: 9 Credits**

### Humanities

Choose:  
LAN-110 French I  
**or**  
LAN-113 Spanish I

### One general education course

selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR).

Recommended:

HIS-101 West Civilization to the Reformation  
**or**  
HIS-102 West Civilization since the Reformation

**Subtotal: 6 Credits**

### Social Science:

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

Recommended:

ECO-101 Principles of Macroeconomics

**Subtotal: 3 Credits**

### Mathematics, Natural Science, & Technology

MAT-223 Calculus for the Managerial and Social Sciences  
PHY-186 General Physics I  
PHY-286 General Physics II  
INF-101 Introduction to Information Technology

**Subtotal: 12 Credits**

*NOTE: Although INF-101\* is 3 credits, only 1 credit of INF-101 fulfills Gen Ed. requirement here*

**Subtotal: 30**

## Program Requirements

ACC-110 Financial Accounting  
AVT-100 Introduction to Aeronautics  
AVT-240 Introduction to Aviation Safety  
BUS-101 Introduction to Business  
BUS-110 Transportation Logistics and Supply Chain Management  
**or**  
BUS-207 Principles of Business Management  
**or**  
ENG-202 Technical Writing

**Subtotal: 24 Credits**

### Free Elective\*\*

Free Elective **6 Credit(s)**

**Total Credit Hours: 60**

### Specific Program Notes:

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites.  
Click on each course to view details.

\* See courses approved for General Education Electives.

\* INF-101 is a 3-credit course. 1 credit of INF-101 satisfies the Gen Ed requirement ( normally filled by INF-102.) The other 2 credits of INF-101 fulfill a Program Requirement.

\*\* Recommended: AVT-115 and PHY-114. IST-123 will fulfill 3 credits of Free Elective for students who place into the course.

‡ Recommended: ECO-101

‡‡ Recommended HIS-101 or HIS-102



# Professional Studies AS - Broadcasting Option

**Code: AS.PS.BRCAST**

The Broadcasting option prepares students to transfer into the junior year of a baccalaureate program in Broadcasting or a related area such as media, advertising, marketing, and public relations. It provides students with an understanding of the historical, regulatory, technical, and business components that combine to create the media world of today.

Broadcasting career options include work in management or administration, sales, engineering or technical support, production and programming.

## Program Learning Outcomes (PLOs)

- Be able to compare and contrast mass media to other forms of communication.
- Analyze the economic foundation of mass media as well as its function.
- Understand which mass media are government regulated, self-regulated, and protected by the first amendment.
- Identify the political framework of media in other cultures.
- Understand how current trends of conglomeration and technological advances are affecting the mass media.
- Recognize the different formats used to prepare information for print, broadcast and the Internet.
- Describe the various laws and ethics that govern the media.
- Demonstrate writing and critical thinking skills.

Communication Teachers, post secondary	Reporter, Correspondent	Radio or Television Announcer
News Analyst	Editor	Public Relations
Content Specialist	Writer, Author	

## Recommended Semester Sequence

### First Semester

Mathematics / Tech Elective **4 Credit(s)**  
 Humanities Elective **3 Credit(s) \***  
 COM-101 Mass Media Communication  
 ENG-101 English Composition I

### Communication Elective:

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

**Subtotal: 16 Credits**

### Second Semester

Humanities Elective **3 Credit(s) \***  
 Social Science Elective **3 Credit(s) \***  
 Free Elective **3 Credit(s) \*\***  
 COM-111 Video Post-Production  
 ENG-201 English Composition II

**Subtotal: 15 Credits**

### Third Semester

Natural Science Elective **3 Credit(s) \***  
 Humanities Elective **3 Credit(s)**  
 Social Science Elective **3 Credit(s)**  
 COM-105 Radio Production  
 COM-106 TV Production I

**Subtotal: 16 Credits**

### Fourth Semester

Natural Science Elective **4 Credit(s) \***  
 Free Elective **3 Credit(s)**

**Plus two of the following courses:**

COM-207 TV Production II  
 COM-214 Digital Filmmaking

COM-215 Podcasting

**Subtotal: 13 Credits**

## General Education Requirements

### Communication

COM-100 Speech Communication

**or**

COM-102 Public Speaking

ENG-101 English Composition I

ENG-201 English Composition II

**Subtotal: 9 Credits**

### Humanities Electives

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than one course in any one field.

**Subtotal: 6 Credits**

### Social Science Elective

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

**Subtotal: 3 Credits**

### Mathematics, Natural Sciences, & Technology

one general education course in Mathematics (MAT) **3 Credit(s) and**

INF-102 Introduction to Computing

**or**

one general education course in Mathematics (MAT) **4 Credit(s)**

Two general education courses to be selected from the following Natural Science fields: Biology (BIO) Chemistry (CHM) Physics (PHY) **8 Credit(s)**

**Subtotal: 12 Credits**

**Subtotal: 30**

## Program Requirements

COM-101 Mass Media Communication

COM-105 Radio Production

COM-106 TV Production I

COM-111 Video Post-Production

### Humanities:

(Art [ART], Music [MUS], Theatre Arts [THR], Cinema, Studies [CIN], History (HIS), Literature (LIT), Philosophy and Religion (PHR), World Languages and Cultures (LAN)

Recommended:

HIS-114 20th Century US History since WWII

PHR-111 Social and Political Philosophy

### Social Sciences:

Economics (ECO), Geography (GEO), Political Science (POL), Psychology (PSY), Sociology (SOC) and Anthropology (ANT) **3 Credit(s)**

### Plus two of the following courses:

COM-207 TV Production II

COM-214 Digital Filmmaking

COM-215 Podcasting

**Subtotal: 24 Credits**

### Free Electives\*\*

Recommended:

ART-101 Introduction to Art and Visual Culture

MUS-101 Introduction to Music

**Subtotal: 6 Credits**

## Total Credit Hours: 60

### **Specific Program Notes**

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s)

\*\* IST-123 will fulfill 3 credits of Free Electives for students who place into the course

# Professional Studies AS - Business Administration

Code: AS.PS.BUS.ADM

**Concentrations: General Business Administration, Accounting, Banking and Finance, International Trade, Management, Marketing.**

Business Administration is designed for students seeking a career in the following business fields: general business administration, accounting, international trade, management, marketing and banking and finance. This AS provides a solid foundation for transfer to a senior institution for higher-level study. The program offers an integration of accounting, business and liberal arts courses needed to enhance critical thinking, analytical decision-making and communication skills required by contemporary professionals regardless of specialization.

## Program Learning Outcomes (PLOs)

- Describe the external forces that affect the business world and business concepts involved with international commerce.
- Describe the various functions of running a business such as management, marketing, accounting, finance, human resources, information technology, ownership, and production.
- Describe workplace ethics and the benefits of workplace diversity.
- Understand how basic financial information is used in business decision making.

## Recommended Semester Sequence

### First Semester

Mathematics Elective **3 Credit(s) \***  
ACC-110 Financial Accounting  
BUS-101 Introduction to Business  
ENG-101 English Composition I

### Communication Elective:

Choose  
COM-100 Speech Communication  
or

COM-102 Public Speaking

**Subtotal: 15 Credits**

After the first semester, students will select a program concentration that aligns with the career they wish to pursue. This video explains the process.

### Second Semester

Humanities Elective **3 Credit(s) \***  
Program Concentration Requirement **3 Credit(s)**  
ACC-210 Managerial Accounting  
ECO-101 Principles of Macroeconomics  
ENG-201 English Composition II

**Subtotal: 15 Credits**

### Third Semester

Program Concentration Requirement **3 Credit(s)**  
Humanities Elective **3 Credit(s) \***  
Natural Science Elective **4 Credit(s) \***  
ECO-102 Principles of Microeconomics  
or  
PSY-101 General Psychology  
or  
SOC-101 Sociology

### Information Technology:

Choose  
INF-101 Introduction to Information Technology  
or  
INF-114 Microsoft Office [Office 2019]

**Subtotal: 16 Credits**

### Fourth Semester

Program Concentration Requirement **3 Credit(s)**  
Natural Science Elective **4 Credit(s) \***  
General Education or Free Electives **6 Credit(s) \***  
INF-102 Introduction to Computing

**Subtotal: 14 Credits**

## Program Concentrations

Students should select a concentration that aligns with the career they wish to pursue. (business administration, accounting, international trade, management, marketing or banking and finance)

## Business Administration - General

Any three Business Electives **9 Credit(s)**

**Subtotal: 9 Credits**

Before selecting your business electives, check the requirements of the schools you are considering for transfer. If you are uncertain about where you plan to transfer, the following business courses are transferable to business programs at a number of local colleges:

BUS-103 Business Mathematics  
BUS-201 Marketing Principles  
BUS-207 Principles of Business Management  
BUS-233 Business Law I  
BUS-234 Business Law II

## Accounting

ACC-202 Intermediate Accounting I

Plus two of the following courses:

BUS-201 Marketing Principles  
BUS-207 Principles of Business Management  
BUS-233 Business Law I  
BUS-234 Business Law II

**Subtotal: 9 Credits**

## Banking and Finance

BNF-201 Principles of Finance

Plus two of the following courses:

BNF-101 Principles of Banking  
BNF-102 Personal Finance and Money Management  
BNF-202 Asset Management  
BNF-203 Cash Management  
BNF-207 Principles of Investment and Portfolio Management

BNF-208 International Finance  
BUS-262 Fundamentals of International Business

**Subtotal: 9 Credits**

## International Trade

BUS-202 International Marketing  
BUS-207 Principles of Business Management  
BUS-262 Fundamentals of International Business

**Subtotal: 9 Credits**

## Management

BUS-170 Small Business Management  
BUS-201 Marketing Principles  
BUS-207 Principles of Business Management

**Subtotal: 9 Credits**

## Marketing

BUS-201 Marketing Principles  
BUS-202 International Marketing  
BUS-210 e-Marketing

**Subtotal: 9 Credits**

## General Education Requirements

### Communication

COM-100 Speech Communication  
**or**  
COM-102 Public Speaking  
ENG-101 English Composition I  
ENG-201 English Composition II

**Subtotal: 9 Credits**

### Humanities

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature

(LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).  
With no more than one course in any given field.

**Subtotal: 6 Credits**

## Social Science

Recommended:

ECO-102 Principles of Microeconomics

**Subtotal: 3 Credits**

## Mathematics and Natural Sciences

Mathematics **3 Credit(s)**

INF-102 Introduction to Computing

Natural Science Electives **8 Credit(s) \***

**Subtotal: 12 Credits**

**Subtotal: 30**

## Program Requirements

Business Electives **9 Credit(s) \*\***

Humanities course **3 Credit(s)**

ACC-110 Financial Accounting

ACC-210 Managerial Accounting

BUS-101 Introduction to Business

**One of the following Social Science courses:**

ECO-202 Intermediate Microeconomics

PSY-101 General Psychology

SOC-101 Sociology

## Free Electives

**Subtotal: 6 Credits**

**Subtotal: 18**

**Total Credit Hours: 60**

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order. Please note that required courses may have prerequisites. Click on each course to view details.

This program is also offered fully online through the Center for Online Learning. For information click [here](#)/visit the Center for Online Learning ([www.bergen.edu/col](http://www.bergen.edu/col))

\* General Education Elective

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

\*\* Recommended Business electives: BUS-201, BUS-207, BUS-233, BUS-234, or INF-101 .

*Students with the following certifications are awarded credit for the following courses:*

Certified Logistics Professional: BUS-110

Certified Human Resources Professional: BUS-208

National Professional Certification in Customer Service: BUS-104

National Professional Certification in Sales: BUS-102

Series 6/ 7 Securities License: BNF-102

# Professional Studies AS - Criminal Justice Option

**Code: AS.PS.CRIMJ**

The Criminal Justice option prepares students to transfer into the junior year of a baccalaureate program in criminal justice or a related area. It provides a balanced and comprehensive overview of the nature and structure of the criminal justice system. Students will develop competency in interpersonal and group interactions. Career opportunities include Federal, State and Local Law Enforcement agencies, Federal, State Court/Judiciary, Federal, State, County and Private Correctional facilities, Corporate and Private Security firms.

## Program Learning Outcomes (PLOs)

Demonstrate a working knowledge of the functions, interrelationships, and processes of the criminal justice components.

State and support opinions on critical issues and problems facing the criminal justice system.

Demonstrate a working knowledge of the philosophy, history, and application of law related to the criminal justice system.

Describe and analyze the theories of causation and impact of crime.

Private Security Specialist	Criminal Justice/Law Enforcement Administrator	Security And Loss Prevention Specialist
Customs Agent	Parole Officer	Law Enforcement Record Keeper
Law Enforcement: Investigator or Intelligence Analyst		

## Recommended Semester Sequence

### First Semester

Free Elective - Recommended: IST-123\*\*  
 ENG-101 English Composition I  
 CRJ-101 Introduction to Criminal Justice

### Social Science Elective\*

- Recommended:

PSY-101 General Psychology  
 or  
 SOC-101 Sociology

### Communication Elective:

COM-100 Speech Communication  
 or  
 COM-102 Public Speaking

**Subtotal: 15 Credits**

### Second Semester

Natural Science Elective **4 Credit(s) \***  
 ENG-101 English Composition I  
 CRJ-107 Criminology  
 CRJ-113 The Juvenile Justice Process

### Humanities Elective\*

Recommended:

HIS-111 US History to the Reconstruction  
 or  
 HIS-112 US History since the Reconstruction

**Subtotal: 16 Credits**

### Third Semester

Mathematics Elective - Recommended: MAT-150 **3 Credit(s)**  
 Humanities Electives - Recommended: Philosophy and Religion (PHR) **6 Credit(s)**  
 Social Science Elective **3 Credit(s)**  
 CRJ-105 Police Administration  
 or  
 CRJ-110 Basic Supervision [Criminal Justice]

Subtotal: 15 Credits

## Fourth Semester

Natural Science Elective **4 Credit(s) \***  
CRJ-103 Criminal Law  
CRJ-201 Ethics in Criminal Justice  
INF-102 Introduction to Computing

## Free Elective

Recommended:

CRJ-109 Contemporary Issues in Policing  
CRJ-108 Topics in Criminal Justice

Subtotal: 14 Credits

## General Education Requirements

### Communication

COM-100 Speech Communication  
**or**  
COM-102 Public Speaking  
ENG-101 English Composition I  
ENG-201 English Composition II

Subtotal: 9 Credits

### Humanities Electives\*

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).  
With no more than one course in any one field.

Subtotal: 6 Credits

### Social Science Elective\*

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

Subtotal: 3 Credits

## Mathematics, Natural Sciences and Technology Electives\*

one general education course in Mathematics (MAT) **3 Credit(s) and**  
INF-102 Introduction to Computing

**or**

one general education course in Mathematics (MAT) **4 Credit(s)**

Two general education courses from the following fields: BIO, CHM, PHY **8 Credit(s)**

Subtotal: 12 Credits

Subtotal: 30

## Program Requirements

Social Science **3 Credit(s)**  
Humanities **3 Credit(s)**

CRJ-105 Police Administration  
**or**  
CRJ-110 Basic Supervision [Criminal Justice]  
CRJ-101 Introduction to Criminal Justice  
CRJ-113 The Juvenile Justice Process  
CRJ-103 Criminal Law  
CRJ-107 Criminology  
CRJ-201 Ethics in Criminal Justice

Subtotal: 24 Credits

## Free Elective\*\*

Recommended:

CRJ-109 Contemporary Issues in Policing  
**or**  
CRJ-108 Topics in Criminal Justice

Subtotal: 6 Credits

**Total Credit Hours: 60**

### Specific Program Notes



Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s)

\*\* IST-123 will fulfill 3 Free Elective credits for students who place into the course.

## Professional Studies AS - Education Option

**Code: AS.PS.EDUC**

### Concentrations:

**Early Childhood Education (Infant to 3rd Grade)**

**Education (Elementary, Middle School, or Secondary)**

The AS.PS.EDUC option prepares students for transfer to four-year institutions to pursue Teacher Certification in the following areas: Early Childhood Education, Elementary, Middle School or Secondary Education. Students in this option take courses on topics related to educational and developmental theories, developmentally appropriate practices and curriculum, how to professionally conduct classroom observations, evaluate student learning, explore research and evidence-based practices for teaching and caregiving, how to develop engaging and instructional lesson plans and activities, and also have the opportunity to demonstrate lessons and activities to students in field classrooms. Additionally, students are introduced to topics related to: foundations and history of the education system and childcare, the organization and structure of schools systems, the integration of technology in education, teaching students from diverse backgrounds and various skills levels, and multicultural education.

### Program Learning Outcomes (PLOs)

Analyze, through observation and reflection, a variety of educational philosophies and approaches and develop personal learning styles and an individual teaching philosophy.

Compare a variety of instructional strategies and methods that address individual learners and learning styles in order to develop collaborative

critical thinking and creative problem-solving skills in a variety of student populations.

Employ effective interpersonal, instructional and cultural communication techniques in order to foster active learning, dialogue, collaboration, and positive interaction with peers, school officials, parents and learners.

Demonstrate the understanding and knowledge needed to promote cross-cultural understanding and educational equity in the classroom, through the adaptation of curriculum, coupled with instructional strategies, to meet the diverse needs of students.

Design inquiry-based learning experiences that integrate technologies to engage students in individual and collaborative learning.

Describe what it means to be a competent, ethical and professional teacher in a democratic, diverse and technological society in order to develop commitment to professional growth and to the legal and ethical responsibilities of public school teachers.

## Recommended Semester Sequence

### First Semester

MAT Mathematics Elective - Recommended: MAT-130 **3 Credit(s)** \*

Technology Elective\* - Recommended: INF-102 **1 Credit(s)**

Free Elective **3 Credit(s)** \*\*

ENG-101 English Composition I

EDU-101 Introduction to Education

### Communication Elective:

Choose

COM-100 Speech Communication

or

COM-102 Public Speaking

**Subtotal: 16 Credits**

### Second Semester

Humanities Elective - Recommended: HIS-102 **3 Credit(s)**

EDU... Program Concentration  
Requirement **3 Credit(s)**  
ENG-201 English Composition II  
EDU-102 Inclusion and the Exceptional Child  
PSY-101 General Psychology

Subtotal: 15 Credits

### Third Semester

Natural Science Elective\* - Recommended BIO-  
101 **4 Credit(s)**  
Humanities Elective\* - Recommended: LAN Level I  
**3 Credit(s)**  
EDU... Program Concentration Requirement  
**3 Credit(s)**  
Free Elective **3 Credit(s)**

Subtotal: 13 Credits

### Fourth Semester

Natural Science Elective **4 Credit(s) \***  
EDU... Program Concentration Requirement  
**6 Credit(s)**  
Humanities Electives - Recommended: LAN Level II  
**3 Credit(s) \***  
Social Science Elective - Recommended: PSY-  
201 **3 Credit(s) \***

Subtotal: 16 Credits

### Program Concentrations

After the first semester, students will select a track that aligns with the career they wish to pursue.

#### Education

EDU-110 Foundations of Multicultural Education  
EDU-140 Educational Technology  
EDU-201 Principles and Practices in Education  
PSY-103 Educational Psychology

Subtotal: 12 Credits

#### Early Childhood

EDU-130 Infant and Toddler Care and Education  
**or**  
EDU-110 Foundations of Multicultural Education  
EDU-120 Foundations of Early Child Education  
EDU-220 Developmental Theory and Learning  
EDU-226 Supervised Fieldwork Experience

Subtotal: 12 Credits

### General Education Requirements

#### Communication

COM-100 Speech Communication  
**or**  
COM-102 Public Speaking  
ENG-101 English Composition I  
ENG-201 English Composition II

Subtotal: 9 Credits

#### Humanities Electives\*

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than one course in any one field.  
Recommended: LAN I, II in a sequence.

Subtotal: 6 Credits

#### Social Science Elective\*

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

PSY-201 Child Psychology

Subtotal: 3 Credits

#### Mathematics, Natural Sciences and Technology Electives

Mathematics: Select [one 3-credit general education course in Mathematics (MAT) AND a 1-credit general education course in Information Technology (INF-102)] OR

## Mathematics:

Select

one general education course in Mathematics (MAT) **3 Credit(s)** AND  
INF-102 Introduction to Computing  
**or**  
one general education course in Mathematics (MAT): **4 Credit(s)**  
Recommended: MAT-130

## Natural Science:

Two general education courses to be selected from these fields: Biology (BIO); Chem(CHM); Physics(PHY)  
Recommended:

BIO-101 General Biology I

Subtotal: 12 Credits

Subtotal: 30

## Program Requirements

EDU... Program Concentration Requirement  
**12 Credit(s)**  
**Humanities Elective** - Recommended: HIS-102 **3 Credit(s)**  
EDU-101 Introduction to Education  
EDU-102 Inclusion and the Exceptional Child  
PSY-101 General Psychology

Subtotal: 24 Credits

Free Electives\*\*

Subtotal: 6 Credits

Total Credit Hours: 60

**Specific Program Notes**

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s)

\*\* IST-123 will fulfill 3 Free Elective credits for students who place into the course.

The PRAXIS Core Academic Skills for Educators is an exam that measures basic skills in reading, writing, and mathematics. A passing score on the Praxis exam is used to determine entry into teacher preparation programs at 4-year colleges and universities.

# Professional Studies AS - Exercise Science Option

**Code: AS.PS.EXER**

The Exercise Science option provides a comprehensive exposure to courses which are basic to understanding and applying the science of exercise and its effect on the human condition. It provides the opportunity for transfer to a Baccalaureate degree program or for employment in the exercise industry.

Additionally, the program provides preparation for National Certification Examinations such as those offered by the American Council on Exercise.

## Program Learning Outcomes (PLOs)

- Use an appropriate theoretical framework for determining exercise needs and goals for individuals.
- Use appropriate methodology in health/fitness appraisal of specified parameters in lifestyle behavior modification.
- Create an appropriate exercise program design with the aid of software relative to the needs and desires of individuals.
- Implement, when necessary, appropriate knowledge and skill in the treatment of exercise related injury/emergency and nutritional suggestions to individuals.
- Demonstrate command of the knowledge base and skills necessary to seek a variety of employment situations, agency certifications and/or transfer to a four-year institution.

## Recommended Semester Sequence

### First Semester

MAT Mathematics Elective\* - One 4-cr. Mathematics  
or [One 3-cr. Math + One 1-cr. INF] **4 Credit(s)**  
Humanities Elective **3 Credit(s)** \*  
ENG-101 English Composition I  
WEX-159 Cardiopulmonary Resuscitation [CPR]  
and Emergency First Aid  
WEX-164 Exercise Science

**Subtotal: 16 Credits**

### Second Semester

Social Science Elective **3 Credit(s)** \*  
ENG-201 English Composition II  
WEX-182 Fitness Measurement and Interpretation  
WEX-184 Sports Medicine - Theory and Practice

### Communication Elective:

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

**Subtotal: 15 Credits**

### Third Semester

Natural Science Elective **4 Credit(s)** \*  
Humanities Elective **3 Credit(s)** \*  
Social Science Elective **3 Credit(s)**  
Free Elective **3 Credit(s)** \*\*  
WEX-106 Nutrition, Exercise, and Fitness

**Subtotal: 16 Credits**

### Fourth Semester

Natural Science Elective **4 Credit(s)** \*  
Humanities Elective **3 Credit(s)**  
Free Elective **3 Credit(s)**  
WEX-183 Principles of Conditioning

**Subtotal: 13 Credits**

## General Education Requirements

### Communication

COM-100 Speech Communication  
**or**  
COM-102 Public Speaking  
ENG-101 English Composition I  
ENG-201 English Composition II

**Subtotal: 9 Credits**

### Humanities Electives\*

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than one course in any one field.

**Subtotal: 6 Credits**

### **Social Science Elective\***

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

**Subtotal: 3 Credits**

### **Mathematics, Natural Sciences and Technology Electives**

one general education course in Mathematics (MAT) **3 Credit(s) and**

INF-102 Introduction to Computing

**or**

one general education course in Mathematics (MAT) **4 Credit(s)**

Natural Science Electives -Two general education courses selected from the following fields: BIO, CHM, PHY. **8 Credit(s)**

**Subtotal: 12 Credits**

**Subtotal: 30**

### **Program Requirements**

Social Science Elective **3 Credit(s)**

Humanities Elective **3 Credit(s)**

WEX-159 Cardiopulmonary Resuscitation [CPR] and Emergency First Aid

WEX-164 Exercise Science

WEX-182 Fitness Measurement and Interpretation

WEX-184 Sports Medicine - Theory and Practice

WEX-106 Nutrition, Exercise, and Fitness

WEX-183 Principles of Conditioning

**Subtotal: 24 Credits**

**Free Electives\*\***

**Subtotal: 6 Credits**

**Total Credit Hours: 60**

### **Specific Program Notes**

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s)

\*\* IST-123 will fulfill 3 Free Elective credits for students who place into the course.

# Professional Studies AS - Exploratory Option

**Code: AS.PS.EXPL**

The Exploratory Studies program provides the opportunity for undecided students to take courses within a broad range of disciplines. In addition to fulfilling their General Education requirements, students will explore courses in academic and career-track fields. The objective of the program is to help students discover their strengths and interests and to prepare them for a field of concentration.

## Program Learning Outcomes (PLOs)

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

## Recommended Semester Sequence

### First Semester

- Math Elective **3 Credits**
- Exploratory Course **3 Credits**
- Exploratory Course **3 Credits**
- Free Elective: IST-123 **3 Credits**
- ENG-101 English Composition I

**Subtotal: 15 Credits**

### Second Semester

- Science Elective **4 Credits**
- Humanities Elective **3 Credits**
- Exploratory Course **3 Credits**
- ENG-201 English Composition II

**Communication Elective:**

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

**Subtotal: 16 Credits**

### Third Semester

- Natural Science Elective **4 Credits \***
- Humanities Elective **3 Credits \***
- Social Science Elective **3 Credits \***
- Exploratory Course **3 Credits**
- INF Information Technology **1 Credits**

**Subtotal: 14 Credits**

### Fourth Semester

- Social Science Elective **3 Credits**
- Humanities Elective **3 Credits**
- Exploratory Course **3 Credits**
- Exploratory Course **3 Credits**
- Exploratory Course **3 Credits**

**Subtotal: 15 Credits**

## General Education Requirements

### Communication

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

**Subtotal: 9 Credits**

### Humanities

- Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than one course in any one field.

Subtotal: 6 Credits

### Social Science Elective\*

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

Subtotal: 3 Credits

### Mathematics, Natural Sciences and Technology Electives\*

**Mathematics** - [one 3-cr. general education course in Mathematics MAT and a 1-cr. course in Information Technology (INF-102)] or [ a 4-cr. general education course in Mathematics (MAT) ]  
**4 Credits**

**Natural Science:** Two general education courses to be selected from these fields: Biology (BIO); Chem(CHM); Physics(PHY) **8 Credits**

Subtotal: 12 Credits

Subtotal: 30 Credits

### Exploratory Course Requirements

### Humanities and Fine Arts 6-9 Credits

**Arts:** Art (ART), Cinema Studies (CIN), Dance (DAN), Fashion (FAB), Music (MUS, MUA), Theatre Arts (THR),

**Humanities:** Communications (COM), History (HIS), World Languages and Cultures (LAN), Literature (LIT), Philosophy and Religion (PHR), Writing (WRT)

### Business, Education, Law and Social Sciences 6-9 Credits

**Business:** Accounting ACC, Finance BNF, Business BUS, Hospitality (HRM)

**Social Science:** Anthropology (ANT), Economics (ECO), Geography (GEO), Political Science

(POL), Psychology (PSY), Sociology (SOC), Education (EDU)

**Law:** Real Estate (REA), Criminal Justice (CRJ), Homeland Security ( HSE), Legal (LGL)

### STEM Science, Technology, Engineering, Mathematics 6-9 Credits

**Mathematics and Technology:** Mathematics (MAT), Computer Science (CIS), Information Technology (INF), Gaming (GAM)

**Science:** Biology (BIO), Chemistry (CHM), Physics (PHY), Horticulture (HRT), Health (HSC), Legal Nurse (LGN), Exercise (WEX)

**Engineering:** Drafting (DFT) , Electrical (ELC), Fire (FIR), Manufacturing (MFG), Medical Office (MOA), Technology (TEC)

Subtotal: 21

Total Credit Hours: 60

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s).

\*\* IST-123 will fulfill 3 Free Elective credits for students who place into the course.

# Professional Studies AS - General Program

**Code:** AS.PS.GEN

The General Curriculum provides students with a broad and multidisciplinary course of study rather than some of the more specific programs the College offers. The General Curriculum degree prepares students to think critically and analytically across a wide range of disciplines or fields of study. In addition to their General Education requirements, students take courses in a variety of disciplines in the humanities, arts and social sciences.

## Program Learning Outcomes (PLOs)

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

## Recommended Semester Sequence

### First Semester

- Natural Science Elective **4 Credit(s) \***
- Free Elective **3 Credit(s)**
- Program Requirement **3 Credit(s)**
- ENG-101 English Composition I

**Subtotal: 13 Credits**

### Second Semester

- Humanities Elective **3 Credit(s) \***
- Program Requirement **3 Credit(s)**
- ENG-201 English Composition II
- Mathematics **4 Credit(s)**
- or**
- Mathematics **3 Credit(s) AND**
- INF-102 Introduction to Computing

### Communication Elective:

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

**Subtotal: 16 Credits**

### Third Semester

- Natural Science Elective **4 Credit(s) \***
- Humanities Elective **3 Credit(s) \***
- Social Science Elective **3 Credit(s) \***
- Program Requirements **6 Credit(s)**

**Subtotal: 16 Credits**

### Fourth Semester

- Social Science Elective **3 Credit(s)**
- Humanities Elective **3 Credit(s)**
- Program Requirements **6 Credit(s)**
- Free Elective **3 Credit(s)**

**Subtotal: 15 Credits**

## General Education Requirements

### Communication

- COM-100 Speech Communication
- or**
- COM-102 Public Speaking
- ENG-101 English Composition I
- ENG-201 English Composition II

**Subtotal: 9 Credits**

### Humanities

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



Subtotal: 6 Credits

### Social Science Elective\*

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

Subtotal: 3 Credits

### Mathematics, Natural Sciences and Technology Electives\*

**Mathematics** - [one 3-cr. general education course in Mathematics MAT and a 1-cr. course in Information Technology (INF-102)] or [ a 4-cr. general education course in Mathematics (MAT) ]  
**4 Credit(s)**

**Natural Science:** Two general education courses to be selected from these fields: Biology (BIO); Chem(CHM); Physics(PHY) **8 Credit(s)**

Subtotal: 12 Credits

Subtotal: 30 Credits

### Program Requirements

Program Requirements **18 Credit(s)**

**Humanities:** One course selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN)  
**3 Credit(s)**

**Social Science:** One course selected from the following fields: Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT)  
**3 Credit(s)**

Subtotal: 24 Credits

### Free Electives\*\*

Subtotal: 6 Credits

Total Credit Hours: 60

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s)

\*\* IST-123 will fulfill 3 Free Elective credits for students who place into the course.

# Professional Studies AS - Health Science Option

**Code: AS.PS.HSC**

The Health Science option is a study of health care practices for the individual who pursues another track in the healthcare industry other than clinical based careers. Candidates explore business, law, cross cultural health care, health care literacy, and medical terminology. Upon completion of this course of education a community health capstone course enables the student to tie all of the important aspects of the major together. This is a transfer program. Students are encouraged to seek further education by exploring continued graduate studies.

## Program Learning Outcomes (PLOs)

- Apply principles of cultural competence.
- Identify the legal doctrines that affect patient care and legal and ethical decision making.
- Apply basic principles of management to the daily business operations of the medical facility.
- Compare and contrast the healthcare practices and beliefs in diverse populations.
- Comprehend and apply medical terminologies in a variety of settings.
- Compare and contrast healthcare delivery systems.
- Demonstrate knowledge of health care finance and its impact on patient care.
- Explore the fields of medical communication, administration, counseling and education.
- Develop communication skills to be applied in collaborative health settings.
- Apply principles of community health assessment, planning, implementation and evaluation to a variety of settings.

## Recommended Semester Sequence

### First Semester

Humanities Electives **3 Credit(s) \***  
Free Elective **3 Credit(s) \***  
BIO-109 Anatomy and Physiology I  
MOA-140 Medical Terminology  
ENG-101 English Composition I

Subtotal: 16 Credits

### Second Semester

Humanities Elective **3 Credit(s) \***  
BIO-209 Anatomy and Physiology II  
HSC-100 Cross Cultural Healthcare  
PSY-101 General Psychology  
ENG-201 English Composition II  
**or**  
ENG-202 Technical Writing

Subtotal: 16 Credits

### Third Semester

Humanities Elective **3 Credit(s)**  
  
HSC-102 Healthcare Ethics and Law  
**or**  
LGL-104 Healthcare Ethics and Law  
HSC-101 Introduction to Healthcare Administration  
**or**  
BUS-111 Introduction to Healthcare Administration  
MAT-150 Statistics I  
INF-102 Introduction to Computing

Subtotal: 13 Credits

### Fourth Semester

Free Elective **3 Credit(s) \*\***  
HSC-200 Community Health  
SOC-101 Sociology  
WEX-106 Nutrition, Exercise, and Fitness

### Communication Elective:

Choose  
COM-100 Speech Communication  
**or**  
COM-102 Public Speaking

Subtotal: 15 Credits

## General Education Requirements

### Communication

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

**Subtotal: 9 Credits**

### **Humanities Electives \***

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

**Subtotal: 6 Credits**

### **Social Science Elective \***

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

**Subtotal: 3 Credits**

### **Mathematics, Natural Sciences and Technology Electives \***

Mathematics: Select [one 3-credit general education course in Mathematics (MAT) AND a 1-credit general education course in Information Technology (INF-102)]

or

Select one 4-credit general education course in Mathematics (MAT) **4 Credit(s)**

Natural Science - Two general education courses selected from the following fields: BIO, CHM, PHY **8 Credit(s)**

**Subtotal: 12 Credits**

**Subtotal: 30**

## **Program Requirements**

MOA-140 Medical Terminology  
HSC-100 Cross Cultural Healthcare  
HSC-101 Introduction to Healthcare Administration

or

BUS-111 Introduction to Healthcare Administration  
HSC-102 Healthcare Ethics and Law

or

LGL-104 Healthcare Ethics and Law  
HSC-200 Community Health  
WEX-106 Nutrition, Exercise, and Fitness

**Subtotal: 24 Credits**

### **Free Elective \***

**Subtotal: 6 Credits**

**Total Credit Hours: 60**

### **Specific Program Notes**

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Elective(s) .

\*\*IST-123 will fulfill 3 Free Elective credits for students who place into the course. Other Free Elective courses to be chosen in consultation with the Program Director.

# Professional Studies AS - Information Technology Option

Code: AS.PS.INFO

This option is designed for students who wish to transfer to a four-year college or university for continued study in Information Technology or any business computing program. In addition to general studies, students are required to take six degree-specific technical courses which include introductory courses in information technology and networking, two semesters of programming, systems analysis, and a technical elective. Choice of elective and programming language should be determined by requirements at the college to which the student will transfer.

## Program Learning Outcomes (PLOs)

- Write applications in at least two current industry-standard computer languages.
- Perform a complete systems analysis and design for computing technology systems used in the workplace.
- Use standard business productivity software to support electronic projects.

## Recommended Semester Sequence

### First Semester

Humanities Elective **3 Credit(s) \*\***  
ENG-101 English Composition I  
INF-101 Introduction to Information Technology  
INF-103 Introduction to Programming (Python)  
INF-160 Networking Technologies and Data  
Communications

Subtotal: 15 Credits

### Second Semester

INF... Programming Language Fundamentals Elective **3  
Credit(s) \***  
Humanities Elective **3 Credit(s) \*\***  
Free Elective **3 Credit(s) ‡‡**  
ENG-201 English Composition II

### Communication Elective:

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

Subtotal: 15 Credits

### Third Semester

MAT/INF 4-credit Mathematics Elective OR (3-credit  
Mathematics Elective AND 1-credit Restricted  
INF Elective<sup>^</sup>) **4 Credit(s)**  
Natural Science Elective **4 Credit(s) \*\***  
INF Restricted Elective **3 Credit(s) ^^**  
INF-208 Systems Analysis and Design

Subtotal: 14 Credits

### Fourth Semester

Natural Science Elective **4 Credit(s) \*\***  
Humanities Electives **3 Credit(s) \*\***  
Social Science Electives **6 Credit(s) \*\***  
Free Elective **3 Credit(s) ‡‡**

Subtotal: 16 Credits

## General Education Requirements

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II  
COM-100 Speech Communication  
**or**  
COM-102 Public Speaking

Subtotal: 9 Credits

### Humanities Electives

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

**Subtotal: 6 Credits**

## Social Science Elective

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

Recommended:

ECO-101 Principles of Macroeconomics

**Subtotal: 3 Credits**

## Mathematics and Natural Sciences

Mathematics - 4-credit Mathematics Elective OR (3-credit Mathematics Elective AND 1-credit INF elective INF-102); **4 Credit(s)**

Two general education courses in the following fields: BIO, CHM, PHY **8 Credit(s)**

**Subtotal: 12 Credits**

**Subtotal: 30**

## Program Requirements

Humanities Elective **3 Credit(s)**  
Social Science Elective **3 Credit(s)**  
INF Programming Language Fundamentals Elective **3 Credit(s) \***  
INF Restricted INF Elective **3 Credit(s)**  
INF-101 Introduction to Information Technology  
INF-103 Introduction to Programming (Python)  
INF-160 Networking Technologies and Data Communications  
INF-208 Systems Analysis and Design

**Subtotal: 24 Credits**

## Free Electives \*\*

**Subtotal: 6 Credits**

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*Programming Language Fundamentals Elective -Select one: INF-220, INF-221, INF-236.

\*\*General Education Elective(s). For Social Science Elective, ECO-101 is recommended.

†Recommended Mathematics Elective - Select one of the following: MAT-180, MAT-223, or MAT-280.

If a 3-credit Mathematics course is selected, 1-credit INF restricted elective^ is required.

^ 1-credit INF Restricted Elective: INF-115 , INF-120, INF-124, INF-143, INF-144, INF-151, INF-161 , INF-162 , INF-165, INF-228, INF-251, or INF-291.

^^ INF Restricted Elective: [courses cannot duplicate as Restricted Electives when selected as Programming Electives] - Select one: INF-220, INF-221, INF-236; INF-224, INF-246 , INF-268, INF-217, INF-253, INF-263.

‡Free Elective: Recommended: INF-108, INF-218, INF-219, BUS-101 or any other course from INF Restricted Elective list not previously taken.

IST-123 will fulfill 3 Free Elective credits for students who place into the course.

# Professional Studies AS - Journalism Option

**Code: AS.PS.JOUR**

The Journalism option includes courses in introductory journalism, media writing, copy editing and print journalism production, the last of which helps produce The Torch, the student newspaper of Bergen Community College. In addition to teaching students the skills needed to report, write and edit news for print media, broadcast and the Web, it links the students and the wider campus community through the student newspaper.

## Program Learning Outcomes (PLOs)

- Write clear, concise, accurate and interesting news stories, as well as crisp, accurate and compelling advertising and public relations copy.
- Demonstrate basic skills and techniques in news-gathering and news-writing.
- Demonstrate an understanding of major legal and ethical issues in journalism.
- Develop appropriate style through writing, revision and editing.
- Design and lay-out print news publications.

## Recommended Semester Sequence

### First Semester

- Humanities Elective **3 Credit(s) \***
- Mathematics/ Technology Elective 4-credit
  - Mathematics Elective OR (3-credit Mathematics Elective AND 1-credit INF elective INF-102); **4 Credit(s)**
- ENG-101 English Composition I
- COM-101 Mass Media Communication

### Communication Elective:

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

**Subtotal: 16 Credits**

### Second Semester

- Humanities Elective **3 Credit(s) \***
- Social Science Elective **3 Credit(s) \***
- Free Elective - Recommended: IST-123 **3 Credit(s) \*\***
- ENG-201 English Composition II
- COM-201 Introduction to Journalism

**Subtotal: 15 Credits**

### Third Semester

- Natural Science Elective **4 Credit(s) \***
- Humanities Elective **3 Credit(s)**
- Social Science Elective **3 Credit(s)**
- COM-110 Print Journalism Production
- COM-212 Copy Editing

**Subtotal: 16 Credits**

### Fourth Semester

- Natural Science Elective **4 Credit(s) \***
- Free Elective - Recommended; ART-184 **3 Credit(s) \*\***
- COM-206 Writing for the Mass Media
- COM-210 Public Relations

**Subtotal: 13 Credits**

## General Education Requirements

### Communication

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

**Subtotal: 9 Credits**

### Humanities Electives \*

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

Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN)

**Subtotal: 6 Credits**

### **Social Science Elective \***

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

**Subtotal: 3 Credits**

### **Mathematics, Natural Sciences and Technology Electives \***

Mathematics: One 3-credit general education course in Mathematics (MAT) and a 1 cr. course in Information Technology (INF) or a 4 cr. general education course in Mathematics **4 Credit(s)**  
Natural Science Electives: Two general education courses to be selected from the following fields: Biology (BIO), Chemistry (CHM), Physics (PHY) **8 Credit(s)**

**Subtotal: 12 Credits**

**Subtotal: 30**

## **Program Requirements**

One course selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN) **3 Credit(s)**

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

COM-101 Mass Media Communication  
COM-110 Print Journalism Production  
COM-201 Introduction to Journalism  
COM-206 Writing for the Mass Media  
COM-210 Public Relations  
COM-212 Copy Editing

**Subtotal: 24 Credits**

### **Free Electives \*\***

Recommended:

ART-184 Digital Photography (Digital SLR camera required)

**Subtotal: 6 Credits**

**Total Credit Hours: 60**

### **Specific Program Notes**

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Elective(s).

\*\*Recommended: IST-123 Success 101; ART-184 Digital Photography;

# Professional Studies AS - Social Work Option

**Code: AS.PS.SOC.WK**

The Social Work option is designed to train students for entry level positions in a variety of human and social service fields such as gerontology, domestic violence, residential care, developmental disability, child care, substance abuse, and juvenile justice. Through theoretical and experiential based learning, it provides students with competencies for assessment, advocacy, and intervention with individuals, small groups, and community organizations. Such skills are fundamental to the human services field.

## Program Learning Outcomes (PLOs)

Define the roles of the human services and social work professional.

Understand the nature of human systems: individual, groups, organization, community and society, and how these systems interact in producing human problems.

Explain the conditions which promote or limit optimal functioning and types of deviations from desired functioning in the major human systems (i.e., racism, sexism, and classism).

Plan, implement, and evaluate interventions which promote growth and goal attainment.

Apply basic level counseling and advocacy skills, and understand the functions of service agencies to typical problems encountered by a cross-section of populations at risk.

## Recommended Semester Sequence

### First Semester

Free Elective **3 Credit(s)** \*\*  
ENG-101 English Composition I  
SOC-101 Sociology  
SOC-103 Sociology of the Family  
or  
SOC-113 Social Problems

### Communication Elective:

Choose

COM-100 Speech Communication  
or  
COM-102 Public Speaking

**Subtotal: 15 Credits**

### Second Semester

Humanities Elective **3 Credit(s)**  
ENG-201 English Composition II  
PSY-101 General Psychology  
SOC-102 Introduction to Human Services

### Mathematics, Natural Sciences & Tech -

BIO-103 The Human Body  
or  
BIO-107 Introduction to Human Biology

**Subtotal: 16 Credits**

### Third Semester

Humanities Elective **3 Credit(s)**  
Humanities Elective **3 Credit(s)**  
MAT Mathematics NSM Elective - Recommended:  
MAT-150 **3 Credit(s)**  
SOC-104 Intro to Social Work  
PSY-102 Introduction to Abnormal Psychology

**Subtotal: 15 Credits**

### Fourth Semester

Natural Science Elective **4 Credit(s)** \*  
Free Elective: recommended - ECO-101 **3 Credit(s)**  
  
SOC-222 Ethnic & Minority Group Relations  
or  
SOC-121 The Changing Roles of Women  
SOC-293 Co-Op Work Experience [Sociology]  
INF-102 Introduction to Computing

**Subtotal: 14 Credits**

## General Education Requirements

### Communication



ENG-101 English Composition I  
ENG-201 English Composition II  
COM-100 Speech Communication  
**or**  
COM-102 Public Speaking

**Subtotal: 9 Credits**

## Humanities Electives

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).  
With no more than one course in any one field.

**Subtotal: 6 Credits**

## Social Science

Required:

PSY-101 General Psychology

## Mathematics, Natural Sciences & Technology

Natural Science **4 Credit(s)**

BIO-103 The Human Body  
**or**  
BIO-107 Introduction to Human Biology  
MAT-150 Statistics I  
INF-102 Introduction to Computing

**Subtotal: 12 Credits**

## Program Requirements

Humanities Elective **3 Credit(s)**  
SOC-101 Sociology  
SOC-102 Introduction to Human Services  
SOC-104 Intro to Social Work  
SOC-103 Sociology of the Family  
**or**  
SOC-113 Social Problems  
SOC-222 Ethnic & Minority Group Relations

**or**  
SOC-121 The Changing Roles of Women  
SOC-293 Co-Op Work Experience [Sociology]  
PSY-102 Introduction to Abnormal Psychology

**Subtotal: 24 Credits**

**Free Electives \***

**Subtotal: 6 Credits**

**Subtotal: 30**

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Elective(s).

\*\*Recommended: IST-123 Success 101 or another Social Science elective.

# Professional Studies AS - Sports Management Option

**Code: AS.PS.SPORTS.MGMT**

The option in Sports Management is designed for students seeking a career in the sports field and who have not yet decided on an area of concentration or expertise in that field. This option provides a platform for transfer to four year institutions for further study.

The Sports Management option provides a combination of business, liberal arts and sports management courses, which include contemporary and current information and communication skills necessary in today's sports industry.

## Program Learning Outcomes (PLOs)

- Identify the local, domestic and international aspects and trends in sports management.
- Incorporate relevant business practices, information technology and management skills and apply them to sports management.
- Apply the necessary communication skills required to be a successful Sports Administrator and Manager.
- Define, describe and explain basic sports management principles that can apply to the field of sport.

## Recommended Semester Sequence

### First Semester

Free Elective **3 Credit(s)**  
Social Science Elective **3 Credit(s)**  
BUS-101 Introduction to Business  
ENG-101 English Composition I  
WEX-126 Sports Administration

**Subtotal: 15 Credits**

### Second Semester

COM-100 Speech Communication  
ENG-201 English Composition II  
WEX-101 Dynamics of Health and Fitness  
WEX-124 Issues and Trends in Sport  
WEX-128 Sports Fundamentals

**Subtotal: 14 Credits**

### Third Semester

Natural Science Elective **4 Credit(s)**  
Social Science Elective **3 Credit(s)**  
Mathematics: One 4-cr Mathematics **OR** [One 3-cr  
Math **AND** One 1-cr INF] **4 Credit(s)**  
Humanities Electives **6 Credit(s)**

**Subtotal: 17 Credits**

### Fourth Semester

Natural Science Elective **4 Credit(s)**  
Humanities Elective **3 Credit(s)**  
WEX Elective **1 Credit(s)**  
Free Elective **3 Credit(s)**  
WEX-127 Sports Facilities & Events Management

**Subtotal: 14 Credits**

## General Education Requirements

### Communication

COM-100 Speech Communication  
**or**  
COM-102 Public Speaking  
ENG-101 English Composition I  
ENG-201 English Composition II

**Subtotal: 9 Credits**

### Humanities Electives \*

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

**Subtotal: 6 Credits**

### Social Science Elective \*

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

**Subtotal: 3 Credits**

## Mathematics and Natural Sciences

Mathematics Elective - Recommended: MAT-150 **3 Credit(s)**

Technology - Recommended: INF-102 **1 Credit(s)**

## Natural Science Electives

Recommended:

BIO-109 Anatomy and Physiology I **and**  
BIO-209 Anatomy and Physiology II

**Subtotal: 12 Credits**

**Subtotal: 30**

## Program Requirements

WEX Elective **1 Credit(s)**

Humanities Elective **3 Credit(s)**

Social Science Elective **3 Credit(s)**

BUS-101 Introduction to Business

WEX-101 Dynamics of Health and Fitness

WEX-126 Sports Administration

WEX-124 Issues and Trends in Sport

WEX-127 Sports Facilities & Events Management

WEX-128 Sports Fundamentals

## Free Electives \*

**Subtotal: 6 Credits**

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Elective(s).

\*\*Recommended Free Elective: IST-123

# Associate of Applied Science

## Art AAS - Computer Animation Program

Code: AAS.ART.ANIM

This program gives students a strong foundation in the fundamentals of artistic design, story development, project management, digital content creation, and portfolio development. It also offers students an advanced skill set in 3D modeling, character design, animation, and video game simulation. The industries that employ the most multimedia artists and animators include motion picture and video industries, computer systems design, software publishers, advertising, public relations, among others.

### Program Learning Outcomes (PLOs)

- Apply principles of design.
- Demonstrate fundamentals of drawing.
- Demonstrate photographic/graphic image skills
- Demonstrate digital media skills.
- Develop/complete portfolio of time/frame based media.
- Demonstrate knowledge of the animation history and film analysis.

### Recommended Semester Sequence

#### First Semester

- Free Elective **3 Credit(s) \***
- ART-105 History of Animation
- ART-189 Computer 2D Illustration
- ART-197 Computer Imaging
- ENG-101 English Composition I

Subtotal: 15 Credits

ART-105: As an alternative to ART-105 History of Animation, students may take CIN-150 Special Topics in Cinema I whenever the Special Topic is History of Animation.

#### Second Semester

- Math/Computer Science/Natural Science/Technology Elective **4 Credit(s) \*\***
- CIN-150 Special Topics in Cinema I
- or
- MUS-151 Music Production Technology
- or
- ART-160 Sound for Visual Media
- ART-123 Life Drawing I
- or
- ART-124 Drawing Fundamentals
- ART-192 Computer 3D Animation I

### Communication Elective:

Choose

- ENG-201 English Composition II
- or
- ENG-202 Technical Writing

Subtotal: 16 Credits

### Third Semester

- Social Science Elective **3 Credits\*\***
- Humanities Elective **3 Credits\*\***
- ART-290 Computer 2D Animation I
- ART-293 Computer 3D Animation II
- CIN-140 Introduction to Cinema

Subtotal: 15 Credits

### Fourth Semester

- Humanities Elective **3 Credits\*\***
- Free Elective **3 Credits\*\***
- ART-271 Portfolio Presentation
- ART-291 Computer 2D Animation II
- ART-298 Interactive Multimedia

Subtotal: 14 Credits

### General Education Requirements

#### Communication

- ENG-101 English Composition I
- ENG-201 English Composition II
- or

ENG-202 Technical Writing

**Subtotal: 6 Credits**

### Humanities Electives \*\*

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

**Subtotal: 6 Credits**

### Social Science Elective \*\*

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

**Subtotal: 3 Credits**

### Mathematics, Natural Science, and Technology \*\*

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science (CIS) Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY).

**Subtotal: 3-4 Credits**

### Additional General Education Course:

CIN-140 Introduction to Cinema

**Subtotal: 3 Credits**

**Subtotal: 21-22 Credits**

### Program Requirements

ART-105 History of Animation  
ART-123 Life Drawing I

**or**

ART-124 Drawing Fundamentals  
ART-189 Computer 2D Illustration  
ART-192 Computer 3D Animation I  
ART-290 Computer 2D Animation I  
ART-291 Computer 2D Animation II  
ART-293 Computer 3D Animation II  
ART-197 Computer Imaging  
ART-271 Portfolio Presentation  
ART-298 Interactive Multimedia  
CIN-150 Special Topics in Cinema I  
**or**  
MUS-151 Music Production Technology

**Subtotal: 32 Credits**

### Free Electives \*

**Subtotal: 6 Credits**

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*\*General Education Elective(s)

\*IST-123 will fulfill 3 credit Free Electives for students who place into the course

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

# Art AAS - Graphic Design/Computer Graphics Program

Code: AAS.ART.GRPH

This program gives students a strong foundation in the fundamentals of artistic design, digital content creation, and portfolio development. The industries that employ graphic designers include specialized design services, publishing, advertising, public relations, and related service industries.

## Program Learning Outcomes (PLOs)

- Apply principles of design.
- Demonstrate fundamentals of drawing.
- Demonstrate photographic/graphic image skills.
- Demonstrate digital media skills.
- Develop/complete portfolio of print and digital display artworks.
- Demonstrate knowledge of the history of art.

## Recommended Semester Sequence

### First Semester

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

Subtotal: 15 Credits

### Second Semester

- Math/Computer Science/Natural Science/Technology Elective **3-4 Credits \*\***
- Humanities Elective **3 Credits\*\***
- ART-106 History of Graphic Design
- ART-226 Letterform and Type
- ART-259 Computer Graphics Web Developer

Subtotal: 15-16 Credits

### Third Semester

- Social Science Elective **3 Credits\*\***
- ART Studio Art Electives **3 Credits\*\*\***
- ART-220 Computer Layout
- ART-260 Graphic Design I
- ENG-201 English Composition II
- or
- ENG-202 Technical Writing

Subtotal: 15 Credits

### Fourth Semester

- Free Elective **3 Credits\*\***
- Humanities Elective **3 Credits\*\***
- ART Studio Art Electives **3 Credits\*\*\***
- ART-261 Graphic Design II
- ART-271 Portfolio Presentation

Subtotal: 14 Credits

## General Education Requirements

### Communication

- ENG-101 English Composition I
- ENG-201 English Composition II
- or
- ENG-202 Technical Writing

Subtotal: 6 Credits

### Humanities Electives\*\*

- Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than one course in any one field.

Subtotal: 6 Credits

### Social Science Elective\*\*

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

**Subtotal: 3 Credits**

## **Mathematics, Natural Science, and Technology\*\***

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science (CIS) Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY).

**Subtotal: 3-4 Credits**

**Additional General Education Course:**

**Subtotal: 3 Credits**

**Subtotal: 21-22**

## **Program Requirements**

ART-106 History of Graphic Design  
ART-122 Two-Dimensional Design  
ART-189 Computer 2D Illustration  
ART-220 Computer Layout  
ART-226 Letterform and Type  
ART-259 Computer Graphics Web Developer  
ART-260 Graphic Design I  
ART-261 Graphic Design II  
ART-271 Portfolio Presentation  
ART Studio Art Elective **3 Credit(s)**

**Subtotal: 33 Credits**

**Free Electives \***

**Subtotal: 6 Credits**

**Total Credit Hours: 60**

**Specific Program Notes**

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*\*\*Studio Art Electives: ART-123, ART-124, ART-127, ART-129, ART-181, ART-184, ART-192, ART-189, ART-197, ART-220, ART-223, ART-226, ART-228, ART-229, ART-259, ART-260, ART-281, ART-287, ART-290, ART-291, ART-293, ART-298.

\*\*IST-123 will fulfill 3 credit Free Electives

# Business Administration AAS - Accounting Program

Code: AAS.BUS.ACCT

The Accounting program is designed for students seeking a position within the accounting field. This AAS provides a solid foundation for employment in accounting. The program offers an integration of accounting, general business and liberal arts courses needed to enhance critical thinking, analytical, decision-making and communication skills required by many entry and intermediate accounting positions that do not require a baccalaureate degree.

## Program Learning Outcomes (PLOs)

Demonstrate introductory knowledge of the principles of financial accounting and, in particular, the accounting cycle through the recording of financial transactions and the preparation of financial reports in accordance with Generally Accepted Accounting Principles.

Demonstrate introductory knowledge of managerial accounting and its place within business through the preparation of budgets, analysis, of cost behavior and record keeping for manufacturing enterprises.

Demonstrate an introductory knowledge of the field of business and related subject areas.

Demonstrate computer competency in business applications such as accounting and tax preparation software as well as word processing, spreadsheet and presentation software.

## Recommended Semester Sequence

### First Semester

Free Elective **3 Credit(s) \*\*\***  
ACC-110 Financial Accounting  
ACC-120 Computerized Accounting  
BUS-101 Introduction to Business  
ENG-101 English Composition I

Subtotal: 15 Credits

### Second Semester

ACC-210 Managerial Accounting  
ECO-102 Principles of Microeconomics  
INF-101 Introduction to Information Technology  
ENG-201 English Composition II  
**or**  
ENG-202 Technical Writing

Subtotal: 15 Credits

### Third Semester

Restricted Business Elective **3 Credit(s) \*\***  
BUS-233 Business Law I  
ACC-202 Intermediate Accounting I  
BNF-201 Principles of Finance

### Communication Elective:

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

Subtotal: 15 Credits

### Fourth Semester

Free Elective **3 Credit(s)**  
Humanities Elective **3 Credits(s) \***  
ACC-203 Intermediate Accounting II  
ACC-107 Federal Taxation  
**or**  
ACC-293 Co-Op Work Experience [Accounting]

Subtotal: 15 Credits

## General Education Requirements

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II  
**or**  
ENG-202 Technical Writing

Subtotal: 6 Credits

### Humanities Electives \*



Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than one course in any one field.

**Subtotal: 6 Credits**

## Social Science Course

Recommended:

ECO-102 Principles of Microeconomics

**Subtotal: 3 Credits**

## Mathematics, Natural Science, and Technology

INF-101 Introduction to Information Technology

**Subtotal: 3 Credits**

## Additional General Education Course:

COM-100 Speech Communication

or

COM-102 Public Speaking

**Subtotal: 3 Credits**

**Subtotal: 21 Credits**

## Program Requirements

BUS - Restricted Business Electives **6 Credit(s)** \*\*

ACC-107 Federal Taxation

or

ACC-293 Co-Op Work Experience [Accounting]

ACC-110 Financial Accounting

ACC-120 Computerized Accounting

ACC-202 Intermediate Accounting I

ACC-203 Intermediate Accounting II

ACC-210 Managerial Accounting

BNF-201 Principles of Finance

BUS-101 Introduction to Business

BUS-233 Business Law I

**Subtotal: 33 Credits**

**Free Electives**

**Subtotal: 6 Credits**

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Course List.

\*\*Select from BNF-102, BNF-202, BNF-203, BUS-234, BUS-170, BUS-205, BUS-262.

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

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

# **Business Administration AAS - Banking and Finance Program**

**Code: AAS.BUS.BANK**

The Banking and Finance program is designed for students seeking a position in a bank, lending institution or financial firm. The Program offers an integration of career specific banking and finance, general business and liberal arts courses needed to enhance critical thinking, analytical decision-making and communication skills required by many entry and intermediate positions that do not require a baccalaureate degree.

## **Program Learning Outcomes (PLOs)**

- Analyze the financial results of companies.
- Recognize and apply various financial theories.
- Demonstrate an understanding of financial metrics.
- Defend the collected data that will be used to conduct financial analysis.
- Organize and write a financial report.

## **Recommended Semester Sequence**

### **First Semester**

- ACC-110 Financial Accounting
- BNF-101 Principles of Banking
- BUS-101 Introduction to Business
- BUS-103 Business Mathematics
- ENG-101 English Composition I

**Subtotal: 15 Credits**

### **Second Semester**

- ACC-210 Managerial Accounting
- ECO-101 Principles of Macroeconomics
- INF-101 Introduction to Information Technology
- ENG-201 English Composition II
- or**
- ENG-202 Technical Writing

**COM Communication Elective:**

Choose

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

**Subtotal: 15 Credits**

### **Third Semester**

- Humanities Elective **3 Credit(s) \***
- Restricted Business Elective **3 Credit(s)**
- BNF-201 Principles of Finance
- BNF-203 Cash Management
- BUS-233 Business Law I

**Subtotal: 15 Credits**

### **Fourth Semester**

- Restricted Business Elective **3 Credit(s)**
- Humanities Elective **3 Credit(s) \***
- BNF-202 Asset Management
- BNF-208 International Finance

**Subtotal: 15 Credits**

## **General Education Requirements**

### **Communication**

- ENG-101 English Composition I
- ENG-201 English Composition II
- or**
- ENG-202 Technical Writing

**Subtotal: 6 Credits**

### **Humanities Electives \***

- Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than one course in any one field.

**Subtotal: 6 Credits**

## Social Science Course:

Recommended:

ECO-101 Principles of Macroeconomics

## Mathematics, Natural Science, and Technology

INF-101 Introduction to Information Technology

## Additional General Education Course:

Recommended:

COM-100 Speech Communication

or

COM-102 Public Speaking

Subtotal: 21 Credits

## Program Requirements

Restricted Business Elective 3 Credit(s) \*\*

ACC-110 Financial Accounting  
ACC-210 Managerial Accounting  
BNF-101 Principles of Banking  
BNF-201 Principles of Finance  
BNF-202 Asset Management  
BNF-203 Cash Management  
BNF-208 International Finance  
BUS-101 Introduction to Business  
BUS-103 Business Mathematics  
BUS-233 Business Law I

Subtotal: 33 Credits

## Free Electives

Subtotal: 6 Credits

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Course List.

\*\*Select from BNF-102, BNF-201, BUS-234, BUS-237, BUS-207 or BUS-262.

IST-123 will fulfill 3 credit of Free Electives for students who place into the course

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

## Business Technologies AAS - Hotel/Restaurant - Hospitality Management Program

Code: AAS.BT.HR.HOSP

### Concentrations: Culinary, Baking and Pastry Arts, Catering and Event Planning, Hospitality and/or Lodging.

The goal of the Hospitality Management program is to develop 21st century culinary and hospitality professionals through high quality practical, theoretical, and analytical course work. The program emphasizes culinary arts, catering, and hospitality and lodging. Students pursue their studies through active learning and mentoring opportunities with a focus on leadership, critical thinking, personal growth as well as interaction with industry professionals both in class and in their chosen field. Through the externships, the program prepares students to become leaders with the ability to shape the future of the hospitality and culinary industry. The program offers concentrations in the following areas: Culinary Arts, Baking and Pastry Arts, Catering and Event Planning, and Hospitality/Lodging.

### Program Learning Outcomes (PLOs)

Describe and practice the skills that lead to managerial roles in hotels, restaurants, baking, pastry shops, retail and/or catering enterprises.

Implement food production schedules while factoring budgets, sales forecasts, labor skill, equipment and space usage, and customary labor and legal practices.

Demonstrate an ability to address typical challenges in the hospitality and restaurant industry.  
Create menus that reflect marketing, aesthetic, financial, and nutritional needs of the restaurant clientele.  
Earn TIPS Certification and ServSafe Certification for food handling and beverage service

## Recommended Semester Sequence

### First Semester

Free Elective **3 Credit(s) \***  
BUS-101 Introduction to Business  
HRM-101 Introduction to Hospitality Management  
HRM-103 Professional Food Preparation Techniques  
HRM-110 Introduction to Baking

Subtotal: 15 Credits

Those who hold current ServSafe Food Protection Certification will receive credit for HRM-102. Those who hold NOCTI Certification in Culinary will receive credit for HRM-103.

### Second Semester

HRM-102 Food Protection and Safety  
HRM-205 Restaurant Service Management  
ENG-101 English Composition I  
Program Concentration Requirement **3 Credit(s)**

Gen Ed Recommended:

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

Subtotal: 15 Credits

### Third Semester

Humanities Elective **3 Credit(s)**  
Social Science Elective **3 Credit(s)**  
Free Elective - Recommended: Additional HRM Program Concentration Elective **3 Credit(s)**  
Program Concentration Requirement **3 Credit(s)**

ENG-201 English Composition II  
**or**  
ENG-202 Technical Writing

Subtotal: 15 Credits

### Fourth Semester

Mathematics/ Natural Science/ Technology Elective - **4 Credit(s)**  
One 4-cr general education course in 4-cr Mathematics (MAT) or [One 3 cr general education MAT + 1-cr HRM-113]  
Humanities Elective **3 Credit(s)**  
Program Concentration Requirement **3 Credit(s)**  
HRM-206 Commercial Restaurant Operation  
HRM-292 Co-Op Work Experience [Hotel/Restaurant/Hospitality]

Subtotal: 15 Credits

## Program Concentrations

After the first semester, students will select a track that aligns with the career they wish to pursue.

### Culinary Arts

HRM Elective(s) **3 Credit(s) \*\***  
HRM-202 Quantity Food Production and Services  
HRM-212 International Cuisine  
**or**  
HRM-213 Garde-Manger

Subtotal: 9 Credits

### Baking and Pastry Arts

HRM-220 Advanced Baking Techniques **and**  
HRM-132 Barista Fundamentals: Coffee and Teas

HRM PLUS 3 credits of the following course

HRM-208 Confectionery Arts  
HRM-209 Artisan Bread Production  
HRM-210 Specialty Cakes

Subtotal: 9 Credits

## Catering and Event Planning

HRM Elective(s) **3 Credit(s)** \*\*  
HRM-106 Menu Planning and Nutrition  
HRM-129 Event Planning and Management I  
**or**  
BUS-129 Event Planning and Management I  
HRM-203 Beverage Management

Subtotal: 9 Credits

## Hospitality and/or Lodging

HRM Elective(s) **3 Credit(s)** \*\*  
HRM-104 Front Office Operations  
HRM-106 Menu Planning and Nutrition  
HRM-203 Beverage Management

Subtotal: 9 Credits

## General Education Requirements

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II  
**or**  
ENG-202 Technical Writing

Subtotal: 6 Credits

### Humanities Electives \*\*

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).  
With no more than one course in any one field.  
Recommended: 1 Foreign Language LAN course (Italian, French, or Spanish) PLUS 1 additional Humanities elective from a different field

Subtotal: 6 Credits

### Social Science Elective \*\*

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

Recommended:

ECO-101 Principles of Macroeconomics

Subtotal: 3 Credits

### Mathematics, Natural Science, and Technology \*\*

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science (CIS) Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY).

Recommended:

MAT-130 Contemporary Math

**or**

MAT-150 Statistics I

Subtotal: 3-4 Credits

### Unassigned General Education Credits

Recommended:

COM-100 Speech Communication

**or**

COM-102 Public Speaking

Subtotal: 3 Credits

Subtotal: 21-22 Credits

### Program Requirements

HRM Program Concentration requirements **9 Credit(s)**  
BUS-101 Introduction to Business  
HRM-101 Introduction to Hospitality Management  
HRM-102 Food Protection and Safety  
HRM-103 Professional Food Preparation Techniques

HRM-110 Introduction to Baking  
HRM-205 Restaurant Service Management  
HRM-206 Commercial Restaurant Operation  
HRM-292 Co-Op Work Experience  
[Hotel/Restaurant/Hospitality]

REQUIRED to successfully complete a course in basic algebra if indicated by the Accuplacer Test, unless they choose the college math/computer science elective.

**Subtotal: 32-33 Credits**

## Free Electives

IST-123 will fulfill 3 Free Elective credits for students who place into the course;

Recommended: Additional HRM Program Concentration elective

**Subtotal: 38-39 Credits**

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*\*General Education Elective(s)

\*Free Electives: IST-123 Success 101 will fulfill 3 Free Elective credits for students who place into the course  
Recommended: Additional HRM Program Concentration

\*-View the COMPLETE list of ALL HRM courses

\*\*HRM Electives (to fulfill 3 remaining credits needed for Program Concentration Requirements):

HRM-105, HRM-106, HRM-107, HRM-112, HRM-113, HRM-129, HRM-130, HRM-132, HRM-140, HRM-202, HRM-203, HRM-208, HRM-209, HRM-210, HRM-211, HRM-212, HRM-213, HRM-219, HRM-220, HRM-223, HRM-224, HRM-225, HRM-229

Those who hold NOCTI Certification in Culinary Arts will receive credit for HRM-103.

Those who hold current ServSafe Food Protection Manager Certification will receive credit for HRM-102.

Students who enter this program in the spring should reverse the THIRD and FOURTH semesters.  
Students enrolled in this program are NOT

# Business Technologies AAS - Management Information Systems Program

Code: AAS.BT.INFO.SYS

The Management Information Systems (MIS) program is designed for students seeking a position within the data management field. The program offers an integration of career specific computer, software system design, general business and liberal arts courses needed to enhance critical thinking, analytical decision-making and communication skills required by many entry and intermediate MIS positions that do not require a baccalaureate degree.

## Program Learning Outcomes (PLOs)

Demonstrate skills which emphasize information as a resource to be managed, planned, and controlled in much the same way as other organizational resources.

Substantiate their ability for combining information technology with sound business practices and management.

Evaluate and assess a planned and existing MIS system.  
Communicate with stakeholders orally, visually, and in writing to determine stakeholders' business requirements, explain how their requirements will be met, and provide ongoing audience-appropriate information.

## Recommended Semester Sequence

### First Semester

Humanities or Social Science Elective **3 Credit(s) \***  
INF-101 Introduction to Information Technology  
INF-103 Introduction to Programming (Python)  
INF-160 Networking Technologies and Data Communications  
ENG-101 English Composition I

Subtotal: 15 Credits

### Second Semester

INF - Programming Language Fundamentals Elective **3 Credit(s) \***

MAT - Mathematics Elective **3 Credit(s)**

ACC-110 Financial Accounting

BUS-101 Introduction to Business

ENG-201 English Composition II

or

ENG-202 Technical Writing

Subtotal: 15 Credits

### Third Semester

Humanities Elective **3 Credit(s) \*\*\***

Free Elective **3 Credit(s) ‡**

ACC-210 Managerial Accounting

INF-217 Database for Applications [Oracle]

INF-253 Technical Communications

Subtotal: 15 Credits

### Fourth Semester

INF - Advanced Programming Language Elective **3 Credit(s) \*\***

Social Science Elective **3 Credit(s) \*\*\***

Free Elective **3 Credit(s)**

INF-208 Systems Analysis and Design

INF-218 Database Programming [Oracle-PL/SQL]

or

INF-267 Network Security

Subtotal: 15 Credits

INF-208: This course is offered only during the spring semester.

## General Education Requirements

### Communication

ENG-101 English Composition I

ENG-201 English Composition II

or

ENG-202 Technical Writing

Subtotal: 6 Credits

## Humanities Electives \*\*\*

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

**Subtotal: 6 Credits**

## Social Science Course:

Recommended:

ECO-102 Principles of Microeconomics

**Subtotal: 3 Credits**

## Mathematics, Natural Science, and Technology

Mathematics Elective†  
select one:

MAT-150 Statistics I

MAT-155 Finite Mathematics

or

MAT-223 Calculus for the Managerial and Social Sciences

**Subtotal: 3-4 Credits**

## Unassigned General Education Elective

INF-101 Introduction to Information Technology

**Subtotal: 3 Credits**

**Subtotal: 21-22 Credits**

## Program Requirements

INF - Programming Language Fundamentals Elective **3 Credit(s)**

INF - Advanced Programming Language Elective **3 Credit(s)**

Restricted Elective **3 Credit(s)** ‡

INF-103 Introduction to Programming (Python)  
INF-160 Networking Technologies and Data Communications

INF-208 Systems Analysis and Design  
INF-217 Database for Applications [Oracle]  
INF-253 Technical Communications

BUS-101 Introduction to Business  
ACC-110 Financial Accounting  
ACC-210 Managerial Accounting

**Subtotal: 32-33 Credits**

INF-208: This course is offered only during the spring semester.

## Free Electives

**Subtotal: 6 Credits**

**Total Credit Hours: 60**

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*Programming Language Fundamentals Elective: INF-220, INF-224, or INF-236.

\*\*Advanced Programming Language Elective - INF-224, INF-246 , INF-268.

\*\*\*General Education Elective(s). Social Science Recommended Elective: ECO-102.

†Select one of the following: MAT-150, MAT-155, MAT-180, or MAT-223.

‡Free Elective: recommended INF-228, INF-114, BUS-263, ACC-120, ACC-202, BNF-201, BUS-105, BUS-207, BUS-110, BUS-210, BUS-233, BUS-262, BUS-271, COM-100 or COM-102, MAT-150 (if not used to fulfill Mathematics Elective requirement), or any General Education Natural Science course. IST-123 will fulfill 3 Free Elective credits for students who place into the course.



# Career Technologies AAS - Drafting and Design Technology Program

**Code: AAS.IDT.DRFT**

The AAS.IDT.DRFT program will produce qualified design-draftspersons who, in support of architects and designers, civil and MEP engineers, contractors and industrial designers, in diverse technical fields will be able to communicate design information by conventional pencil and sketch drafting, computer aided drafting, and oral communication.

## Program Learning Outcomes (PLOs)

- Read and create multi-view mechanical and architectural drawings compliant to industry standards.
- Demonstrate effective time management responsibility by completing projects with assigned time constraints.
- Develop two-dimensional presentation drawings using computer aided drafting software.
- Communicate graphically and orally in proper technical terminology and in their related systems.

## Recommended Semester Sequence

### First Semester

- Free Elective **3 Credit(s) \***
- ENG-101 English Composition I
- DFT-107 Drafting I
- DFT-210 Computer Aided Drafting I
- MFG-122 Machine Tool Principles I

**Subtotal: 15 Credits**

### Second Semester

- Humanities Elective **3 Credit(s) \***
- ENG-202 Technical Writing
- DFT-207 Drafting II
- DFT-208 Engineering Graphics (Using SOLIDWORKS)
- or**

DFT-209 Civil Engineering Methods

### Chemistry - Recommended:

- CHM-100 Introduction to Chemistry
- or**
- CHM-102 Chemistry in Context

**Subtotal: 16 Credits**

### Third Semester

- Social Science Elective **3 Credit(s)**
- Free Elective **3 Credit(s) \***
- DFT-215 Building Systems
- DFT-262 Architectural Drafting
- DFT-265 Architectural Practice and Planning

**Subtotal: 15 Credits**

### Fourth Semester

- Physics - Recommended: PHY-185 **4 Credit(s)**
- DFT-291 Co-Op Work Experience [Drafting]
- or**
- INF restricted elective **1 Credit(s)**
- DFT-263 Architectural Design
- DFT-266 Materials and Methods of Construction
- DFT-270 Building Information Modeling
- or**
- DFT-282 Technical Illustration

**Subtotal: 14 Credits**

## General Education Requirements

### Communication

- ENG-101 English Composition I
- ENG-202 Technical Writing

**Subtotal: 6 Credits**

### Humanities and Social Sciences \*

Two (2) general education courses selected from the following fields, with no more than one course in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

With no more than one course in any one field.

**Subtotal: 6 Credits**

## Mathematics, Natural Science, and Technology

PHY-185 Introduction to Physics  
CHM-102 Chemistry in Context

**Subtotal: 8 Credits**

**Subtotal: 20 Credits**

## Program Requirements

DFT /INF 1 cr. Restricted Elective **1 Credit(s) \***  
DFT Restricted Elective **3 Credit(s) \*\***  
DFT-107 Drafting I  
DFT-207 Drafting II  
DFT-208 Engineering Graphics (Using SOLIDWORKS)  
DFT-210 Computer Aided Drafting I  
DFT-215 Building Systems  
DFT-262 Architectural Drafting  
DFT-263 Architectural Design  
DFT-265 Architectural Practice and Planning  
DFT-266 Materials and Methods of Construction  
MFG-122 Machine Tool Principles I

**Subtotal: 34 Credits**

**Free Elective**

**Subtotal: 6 Credits**

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Elective(s).

\*Free Electives - Recommended: HRT-104, TEC-180

\*\*Restricted Electives - Recommended: DFT-270 or DFT-282

# Career Technologies AAS - Engineering Technology Program

Code: AAS.IDT.ENGIN.TECH

The Engineering Technology program is intended to prepare students for entry-level positions as support personnel with myriad technological skills for the broad area of engineering & technology.

## Program Learning Outcomes (PLOs)

- Qualify for entry level positions as Engineering Assistants in basic design and development work, and in computer aided drafting and simulation of actual or conceptual systems.
- Adjust and repair electromechanical equipment as entry level service shop technicians.
- Test, troubleshoot, or prototype electromechanical products and systems as entry level lab technicians.
- Service and repair installed electromechanical systems at the user's location as entry level field service technicians.
- Assist in technical writing projects, and for those who excel in oral communications skills, assist in technical marketing or sales.

## Recommended Semester Sequence

### First Semester

ELC-100 Introduction to Electronics Technology  
ELC-101 DC-Circuit Analysis  
DFT-107 Drafting I  
MFG-122 Machine Tool Principles I  
ENG-101 English Composition I

Subtotal: 15 Credits

### Second Semester

ELC-201 AC-Circuit Analysis  
DFT-209 Civil Engineering Methods  
DFT-210 Computer Aided Drafting I  
MFG-124 Applied Metrology

ENG-201 English Composition II  
or  
ENG-202 Technical Writing

Subtotal: 16 Credits

### Third Semester

ELC-203 Digital Electronics Circuits I  
MFG-206 Concepts of Industrial Design  
PHY-185 Introduction to Physics  
CHM-102 Chemistry in Context  
or  
CHM-100 Introduction to Chemistry

Subtotal: 15 Credits

### Fourth Semester

Humanities Elective **3 Credit(s)**  
Social Science **3 Credit(s)**  
Free Elective **4-5 Credit(s) \*+**  
ELC-204 Digital Electronics Circuits II  
or  
INF-108 PC Maintenance

Subtotal: 14-15 Credits

\* Recommended Free Electives: MFG-119, DFT-208

+ 1-Credit Recommended Free Electives: INF-102, INF-115, INF-120, INF-124, INF-143, INF-151, INF-161, INF-162, INF-165

## General Education Requirements

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II  
or  
ENG-202 Technical Writing

Subtotal: 6 Credits

### Humanities and Social Sciences \*

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

With no more than one course in any one field.

**Subtotal: 6 Credits**

## Mathematics, Natural Science, and Technology

CHM-100 Introduction to Chemistry

or

CHM-102 Chemistry in Context

PHY-185 Introduction to Physics

**Subtotal: 8 Credits**

**Subtotal: 20 Credits**

## Program Requirements

DFT-107 Drafting I

DFT-209 Civil Engineering Methods

DFT-210 Computer Aided Drafting I

MFG-122 Machine Tool Principles I

MFG-124 Applied Metrology

MFG-206 Concepts of Industrial Design

ELC-100 Introduction to Electronics Technology

ELC-101 DC-Circuit Analysis

ELC-201 AC-Circuit Analysis

ELC-203 Digital Electronics Circuits I

ELC-204 Digital Electronics Circuits II

or

INF-108 PC Maintenance

**Subtotal: 40 Credits**

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Elective(s).

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

# Career Technologies AAS - Manufacturing Technology Program

**Code: AAS.IDT.MFG.TECH**

The AAS.IDT.MFG.TECH program prepares graduates for entry-level positions in machining, grinding, welding, CNC (computer numerical control) programming/machining, industrial design, fixturing and quality assurance/control positions. Students will have a broad exposure to common manufacturing industry methods, procedures and safety.

## Program Learning Outcomes (PLOs)

- Express and implement all safety rules and procedures across the full scope of machining, welding and fabrication disciplines.
- Recognize the theory and application of precision measurement and be able to apply these skills in a professional work environment.
- Read multi view drawings, specify materials and procedures, and construct machined parts to professional standards using manual and CNC machinery.
- Design, specify materials and construct fabricated mechanisms & structures using various measurements, machining, material-joining and fabrication techniques for application in a professional environment.
- Demonstrate comprehension of various problem solving techniques and demonstrate an ability to apply them to machining, measurement, CNC programming and fabrication disciplines.

## Recommended Semester Sequence

### First Semester

- ENG-101 English Composition I
- MFG-122 Machine Tool Principles I
- MFG-124 Applied Metrology
- DFT-107 Drafting I
- DFT-208 Engineering Graphics (Using SOLIDWORKS)
- or**
- ELC-101 DC-Circuit Analysis

Subtotal: 15-16 Credits

### Second Semester

- Humanities Elective **3 Credit(s) \***
- Free Elective **3 Credit(s) \*\***
- ENG-202 Technical Writing
- MFG-229 Materials Processing and Fabrication
- MFG-222 Machine Tool Principles II  
(MFG-222: Only offered in spring semesters.)

Subtotal: 16 Credits

### Third Semester

- MFG-119 Pro/Creo Design I  
(MFG-119: Offered only in first half of fall semesters.)
- MFG-130 Welding Technology I  
(MFG-130: Offered only in fall semesters.)
- MFG-293 Co-Op Work Experience  
[Manufacturing]
- or**
- MFG-227 CNC Programming I  
(MFG-227: Offered only in fall semesters)
- PHY-185 Introduction to Physics

Subtotal: 13-14 Credits

### Fourth Semester

- Social Science Elective **3 Credit(s) \***
- Free Elective **2 Credit(s) \*\***
- DFT-210 Computer Aided Drafting I
- MFG-206 Concepts of Industrial Design

### CHM Natural Science Elective

- CHM-102 Chemistry in Context
- or**
- CHM-100 Introduction to Chemistry

Subtotal: 16 Credits

MFG-206: Offered only in spring semesters.

## General Education Requirements

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II

Subtotal: 6 Credits

### Humanities and Social Sciences \*

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

Subtotal: 6 Credits

### Mathematics, Natural Science, and Technology

PHY-185 Introduction to Physics  
CHM-102 Chemistry in Context

Subtotal: 8 Credits

Subtotal: 20 Credits

## Program Requirements

ELC/DFT - Restricted Elective **3-4 Credit(s)** \*\*  
MFG - Restricted Elective **3-4 Credit(s)** \*\*  
DFT-107 Drafting I  
DFT-210 Computer Aided Drafting I  
MFG-122 Machine Tool Principles I  
MFG-124 Applied Metrology  
MFG-119 Pro/Creo Design I  
MFG-130 Welding Technology I  
MFG-206 Concepts of Industrial Design  
MFG-222 Machine Tool Principles II  
MFG-229 Materials Processing and Fabrication

Subtotal: 34 Credits

## Free Electives \*\*

Recommended:

MFG-228 CNC Programming II  
TEC-180 Problem Solving using Technology

Subtotal: 6 Credits

Total Credit Hours: 60

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

General Education Elective(s).

\*Recommended Free Electives: HRT-104, TEC-180

\*\* ELC/DFT Recommended Restricted Elective: MFG-293 or MFG-227

## Career Technologies AAS - Science Technology, Horticulture - Landscape/Design/Build Option

Code: AAS.ST.LAND

The two-year Landscape Design/Build option provides students with a set of knowledge, skills and abilities that prepares them for direct employment in the landscape design field. It includes sustainable design and construction, management and development of presentation skills.

### Program Learning Outcomes (PLOs)

Conduct a site analysis of a new or existing landscape and evaluate the removal or transplanting of existing plant materials.

Prepare a conceptual, preliminary and final copy plan complete with a detailed Plant Materials List, Construction Materials to be used and the Order of Occurrence for implementation of the design.

Develop a budget for each phase of project and propose a payment plan for project.  
Explain in detail the materials and methods to be used with both plant and construction materials.

HRT-215 Landscape Design and Building Management  
HRT-236 Horticulture Marketing and Sales  
BIO-217 Sustainable People-Plant Relationships

## Recommended Semester Sequence

Subtotal: 13 Credits

## General Education Requirements

### First Semester

### Communication

Humanities or Social Science Elective **3 Credit(s)**  
ENG-101 English Composition I  
HRT-102 Plant Science  
HRT-104 Landscape Plants and Materials I  
HRT-113 Principles of Landscaping

ENG-101 English Composition I  
ENG-201 English Composition II  
**or**  
ENG-202 Technical Writing

Subtotal: 15 Credits

Subtotal: 6 Credits

### Second Semester

### Humanities and Social Sciences\*

Humanities or Social Science Elective **3 Credit(s)**  
ENG-201 English Composition II  
HRT-204 Landscape Graphics  
HRT-233 Landscape Plants and Materials II  
HRT-235 Landscape Analysis

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

With no more than one course in any one field.

Subtotal: 15 Credits

Subtotal: 6 Credits

### Summer Semester

HRT-130 Landscape Contracting  
HRT-292 Co-Op Work Experience [Horticulture]

### Mathematics, Natural Science, and Technology

Subtotal: 3 Credits

BIO-130 People-Plant Relationships  
BIO-217 Sustainable People-Plant Relationships

### Third Semester

Free Elective **3 Credit(s)**  
HRT-103 Turf and Grounds Management  
HRT-112 Pests and the Ornamental Plant  
BIO-130 People-Plant Relationships

Subtotal: 8 Credits

Subtotal: 14 Credits

Subtotal: 20 Credits

### Fourth Semester

Free Elective **3 Credit(s)**

### Program Requirements

HRT-102 Plant Science  
HRT-103 Turf and Grounds Management

HRT-104 Landscape Plants and Materials I  
HRT-112 Pests and the Ornamental Plant  
HRT-113 Principles of Landscaping  
HRT-130 Landscape Contracting  
HRT-204 Landscape Graphics  
HRT-215 Landscape Design and Building  
Management  
HRT-233 Landscape Plants and Materials II  
HRT-235 Landscape Analysis  
HRT-236 Horticulture Marketing and Sales  
HRT-292 Co-Op Work Experience [Horticulture]

**Subtotal: 45 Credits**

## Free Electives

Recommended IST-123 (for students who place into the course)

**Subtotal: 6 Credits**

**Total Credit Hours: 60**

### **Specific Program Notes**

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Elective(s).

†Restricted HRT Elective: HRT-115, HRT-119, HRT-237.

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



# Career Technologies AAS - Science Technology, Horticulture Program

Code: AAS.ST.HORT

The two-year Horticulture program prepares students with hands-on training in a wide range of topics that can lead directly to employment in horticulture or to a four-year program. Student will have a broad exposure to the science, art and business of horticulture.

## Program Learning Outcomes (PLOs)

- Describe and demonstrate the elements and principles of design utilized for a landscape site.
- Conduct an analysis of the environment for good plant growth at an interior and/or exterior landscaped site.
- Coordinate the process of preparing a plan, specifying materials to be used and the installation of those materials on a landscaped site.
- Prescribe the "Best Horticultural Practices" for a wide variety of interior and exterior plant materials used in the ornamental industries.
- Demonstrate the methods used for the propagation of a wide variety of ornamental crops.
- Discuss the anatomy and physiology of a plant at an industry-needs level.
- Identify the biotic and abiotic problems associated with the maintenance of a wide range of interior and exterior plant materials used in the ornamental industries.
- Collect a soil sample for analysis of the structure, texture, pH and nutrient content so a determination can be made to add amendments to the soil or to apply a chemical treatment.
- Discuss the marketing and sale of the aesthetic and environmentally achieved results of a design.

## Recommended Semester Sequence

### First Semester

Free Elective **3 Credit(s)**  
ENG-101 English Composition I  
HRT-101 Fundamentals of Horticulture  
HRT-102 Plant Science

HRT-104 Landscape Plants and Materials I

Subtotal: 15 Credits

### Second Semester

ENG-201 English Composition II  
HRT-232 Plant Propagation  
HRT-233 Landscape Plants and Materials II

Subtotal: 15 Credits

### Third Semester

Free Elective **3 Credit(s)**  
Humanities or Social Science Elective **3 Credit(s)**  
HRT-103 Turf and Grounds Management  
**or**  
HRT-120 Interior Plantscaping  
HRT-112 Pests and the Ornamental Plant  
HRT-204 Landscape Graphics

Subtotal: 15 Credits

### Fourth Semester

Humanities or Social Science Elective **3 Credit(s)**  
BIO-217 Sustainable People-Plant Relationships  
HRT-113 Principles of Landscaping  
HRT-236 Horticulture Marketing and Sales  
HRT-292 Co-Op Work Experience [Horticulture]

Subtotal: 15 Credits

## General Education Requirements

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II

Subtotal: 6 Credits

### Humanities and Social Sciences \*

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

(Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN); Economics (ECO); Geography (GEO); Political Science (POL); Psychology (PSY); Sociology (SOC) and Anthropology (ANT).

**Subtotal: 6 Credits**

## Mathematics, Natural Science, and Technology

Recommended:

BIO-130 People-Plant Relationships  
BIO-217 Sustainable People-Plant Relationships

**Subtotal: 8 Credits**

**Subtotal: 20 Credits**

## Program Requirements

HRT-101 Fundamentals of Horticulture  
HRT-102 Plant Science  
HRT-103 Turf and Grounds Management  
**or**  
HRT-120 Interior Landscaping  
HRT-104 Landscape Plants and Materials I  
HRT-232 Plant Propagation  
HRT-233 Landscape Plants and Materials II  
HRT-112 Pests and the Ornamental Plant  
HRT-113 Principles of Landscaping  
HRT-204 Landscape Graphics  
HRT-236 Horticulture Marketing and Sales  
HRT-292 Co-Op Work Experience [Horticulture]

**Subtotal: 34 Credits**

## Free Electives

Recommended IST-123 (for students who place into the course)

**Subtotal: 6 Credits**

**Total Credit Hours: 60**

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Elective(s).

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

# Fashion AAS - Apparel Design Program

**Code: AAS.FD.APR**

The Fashion Apparel Design program is designed for those students who desire a comprehensive, two-year, women's apparel design curriculum. The program encompasses fashion milestones and current trends, textile science, conceptual design, sewing and garment construction, and collection development. In their final semester, students will participate in a capstone course that includes construction of garments from start to finish and the creation of a design e-portfolio. Graduates of the program will be prepared to further their academic studies. An associate's degree in Fashion Apparel Design prepares students for careers as designers, technical designers and stylists.

## Program Learning Outcomes (PLOs)

- Communicate their ideas through various formats, including oral and visual presentations, written work and design.
- Identify the milestones of fashion design and how to apply this knowledge, along with consumer behaviors, current trends and future forecasting, to product and line development.
- Classify the materials of fashion design, and identify the unique attributes of natural and manmade fibers and textiles, within the context of design and sustainability.
- Construct a garment from start to finish, using techniques such as illustration, flat patternmaking and draping.
- Employ technology and computer applications to develop their designs from concept to reality.

## Recommended Semester Sequence

### First Semester

- Free Elective **3 Credit(s) \*\***
- ENG-101 English Composition I
- FAB-101 Introduction to Fashion Systems
- FAB-110 Sewing Techniques I
- MAT-130 Contemporary Math

**Subtotal: 15 Credits**

### Second Semester

- FAB-102 Textile Science and Construction
- FAB-112 Flat Pattern Design I
- FAB-113 Draping I
- FAB-210 Sewing Techniques II
- ENG-201 English Composition II
- or**
- ENG-202 Technical Writing

**Subtotal: 15 Credits**

### Third Semester

- Humanities Elective **3 Credit(s) \*\*\***
- FAB-212 Flat Pattern Design II
- FAB-213 Draping II
- FAB-200 Fundamentals of Fashion Sketching and Presentation

### COM Speech:

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

**Subtotal: 15 Credits**

### Fourth Semester

- Humanities Elective **3 Credit(s) \***
- Free Elective **3 Credit(s) \*\***
- ANT-101 Cultural Anthropology
- FAB-231 Tech Packs: Digital Flats and Specs
- FAB-220 Fashion Design Capstone/E-Portfolio

**Subtotal: 15 Credits**

## General Education Requirements

### Communication

- ENG-101 English Composition I
- ENG-201 English Composition II
- or**
- ENG-202 Technical Writing

**Subtotal: 6 Credits**

## Humanities Electives \*

Two (2) general education courses selected from the following Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than two courses in one field.

Subtotal: 6 Credits

## Social Sciences

One general education course from the following fields:  
ECO, GEO, POL, PSY, SOC, ANT Recommended:

ANT-101 Cultural Anthropology

Subtotal: 3 Credits

## Mathematics, Natural Sciences, and Technology \*

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science (CIS), Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY).

Recommended:

MAT-130 Contemporary Math

Subtotal: 3-4 Credits

## Additional General Education Course

COM-100 Speech Communication

or

COM-102 Public Speaking

Subtotal: 3 Credits

Subtotal: 21-22

## Program Requirements

FAB-101 Introduction to Fashion Systems

FAB-102 Textile Science and Construction  
FAB-110 Sewing Techniques I  
FAB-112 Flat Pattern Design I  
FAB-113 Draping I  
FAB-200 Fundamentals of Fashion Sketching and Presentation  
FAB-210 Sewing Techniques II  
FAB-212 Flat Pattern Design II  
FAB-213 Draping II  
FAB-231 Tech Packs: Digital Flats and Specs  
FAB-220 Fashion Design Capstone/E-Portfolio

Subtotal: 33 Credits

## Free Electives

Subtotal: 6 Credits

Total Credit Hours: 60

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* General Education Elective(s).

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

\*\*IST-123 will fulfill 3 Free Electives for students who place into the course/

\*\*Recommended Free Electives: ART-123 or ART-197

\*\*\*Recommended Humanities Arts courses include: ART-102, ART-103, ART-104, ART-107, ART-110

# Health Professions AAS - Dental Hygiene Program

**Code:** AAS.HP.DENTL

The Dental Hygiene Program is designed to provide the student with both an academic and clinical education that prepares them for employment opportunities in the field of dental hygiene. The curriculum provides a variety of student activities and community outreach which enhances professional development and access to care. The program incorporates didactic, clinical, technological, and laboratory teaching approaches throughout the curriculum. The program prepares the student to meet national, regional, and state licensing requirements and fulfills requirements for an Associate in Applied Sciences degree.

**Program Length:** 24 months;

**Preadmission Test:** Dental Hygiene Admissions Exam;

**GPA for admissions eligibility:** 2.50;

**High school applicants** must attain the age of 18 by the first day of the first semester of the program;

**High School prerequisite courses:** Chemistry, with lab; Biology, with lab; Algebra;

**College requirements:** BIO-109, CHM-112, and MAT-040 (if indicated by Placement Testing);

**Application Deadline:** January 15;

**Program Admits:** Fall semester.

Eligible candidates are invited to sit for the Dental Hygiene Admissions Examination.

If a high school student is going to apply to the DHY program, they must complete CHM-112, College Chemistry, before the application deadline, Feb 1. A junior or senior high school student, 16 years of age or older, may apply for the *College Experience*, with their guidance counselor's or principal's permission/endorsement. Then they can register for CHM-112 during the fall semester and successfully complete prior to the application deadline.

All core DHY courses MUST be taken in sequential order within the Bergen Community College Dental Hygiene Program. NO DHY courses may be transferred or taken at any other dental hygiene program. All core DHY courses are co-requisites for each other during every semester of the dental hygiene program.

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

## Program Learning Outcomes (PLOs)

Demonstrate the skills and knowledge to competently, legally, and ethically access, plan, implement, and evaluate dental hygiene services and promote access to care.

Implement the skills and knowledge to provide dental hygiene services which meet professional standards and licensure eligibility.

Formulate the skill set for lifelong learning and professional development.

Support students to develop evidence-based decisions by acquiring, analyzing and documenting data utilizing current scientific research.

## Recommended Semester Sequence

### First Semester

BIO-104 Microbiology  
BIO-109 Anatomy and Physiology I  
DHY-101 Oral Hygiene I  
DHY-108 Dental and Oral Anatomy and Physiology  
DHY-109 Oral Embryology and Histology

**Subtotal: 15 Credits**

### Second Semester

Humanities Elective **3 Credit(s)**  
BIO-209 Anatomy and Physiology II  
DHY-201 Oral Hygiene II  
DHY-205 Dental Radiology  
DHY-209 Periodontology I  
ENG-101 English Composition I

**Subtotal: 17 Credits**

### Summer Session

DHY-200 Pharmacology for Dental Hygiene  
DHY-220 Local Anesthesia for Dental Hygienists  
DHY-208 Oral Hygiene Summer Clinical Techniques  
ENG-201 English Composition II

**Subtotal: 7 Credits**

## Third Semester

DHY-202 Oral Hygiene III  
DHY-204 Dental Materials  
DHY-206 Community Oral Health I  
DHY-207 General and Oral Pathology  
DHY-219 Periodontology II  
COM-100 Speech Communication

**Subtotal: 14 Credits**

## Fourth Semester

DHY-203 Oral Hygiene IV  
DHY-214 Nutrition Dental Health  
DHY-216 Community Oral Health II  
PSY-101 General Psychology  
SOC-101 Sociology

**Subtotal: 13 Credits**

## General Education Requirements

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II

**Subtotal: 6 Credits**

### Humanities\* and Social Sciences

One (1) general education course selected from the following fields: Anthropology (ANT); Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Economics (ECO); Geography (GEO); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); Political Science (POL); Sociology (SOC); World Languages and Cultures (LAN).

PSY-101 General Psychology

**Subtotal: 6 Credits**

### Mathematics, Natural Sciences, and Technology

BIO-109 Anatomy and Physiology I  
BIO-209 Anatomy and Physiology II

**Subtotal: 8 Credits**

**Subtotal: 20 Credits**

## Program Requirements

DHY-101 Oral Hygiene I  
DHY-201 Oral Hygiene II  
DHY-202 Oral Hygiene III  
DHY-203 Oral Hygiene IV  
DHY-108 Dental and Oral Anatomy and Physiology  
DHY-109 Oral Embryology and Histology  
DHY-200 Pharmacology for Dental Hygiene  
DHY-204 Dental Materials  
DHY-205 Dental Radiology  
DHY-206 Community Oral Health I  
DHY-216 Community Oral Health II  
DHY-207 General and Oral Pathology  
DHY-208 Oral Hygiene Summer Clinical Techniques  
DHY-209 Periodontology I  
DHY-219 Periodontology II  
DHY-214 Nutrition Dental Health  
DHY-220 Local Anesthesia for Dental Hygienists

**Subtotal: 36 Credits**

## Program Support Requirements

BIO-104 Microbiology  
SOC-101 Sociology  
COM-100 Speech Communication

**Subtotal: 10 Credits**

**Total Credit Hours: 66**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Course List.

**The Basic Skills requirements must be completed and all Developmental English and Developmental Math courses must be completed PRIOR to the application deadline, January 15.**

# Health Professions AAS - Diagnostic Medical Sonography Program

**Code:** AAS.HP.DMS

The Diagnostic Medical Sonography program specializes in abdomen, obstetrics/gynecology and cardiac sonography. Diagnostic Medical Sonographers work in close association with radiologists and physicians to provide quality images to aid in diagnostic interpretation. Students are required to complete all three specialties upon completion of the program. The program is a competency-based education and provides a curriculum sequence in order for the students to correlate didactic, lab and clinical skills sufficiently.

**Program length:** 24 months;

**GPA for admissions eligibility:** 2.50;

**Pre-Admissions Test:** Diagnostic Medical Sonography Admissions Exam;

**Application Prerequisites:** High school students are required to have taken advanced placement Biological Science (AP test documentation required), high school advanced placement Physics (AP test documentation required), and high school Algebra. If you have not taken these courses in high school, you need to take BIO-109 Anatomy and Physiology I, PHY-185 Introduction to Physics, and MAT-040 Algebra for Liberal Arts;

**Application Deadline:** January 15;

**Program Admits:** Fall semester.

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

The Diagnostic Medical Sonography Program is accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography, a Committee of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in these three areas and students are eligible to take the American Registry of Diagnostic Medical Sonography (ARDMS) exam upon completion of the program.

## Program Learning Outcomes (PLOs)

Identify sonographic appearance of normal and pathologic anatomical structures.

Demonstrate the ability to efficiently perform basic abdominal (extended), pelvic, obstetrical, and

cardiac ultrasound examinations at an acceptable level of competence.

Recognize the roles, responsibilities, and limitations of a sonographer.

Correlate ultrasound images with clinical findings, patient history, and pertinent pathophysiology.

Interpret and document sonographic findings to aid the radiologist in their diagnosis.

## Recommended Semester Sequence

### First Semester

BIO-109 Anatomy and Physiology I

DMS-101 Ultrasound Physics and Instrumentation I [Fall Only]

DMS-102 Clinical Medicine and Patient Care [Fall Only]

DMS-113 Abdominal Sonography I [Fall Only]

DMS-115 Cross-Sectional Anatomy [Fall Only]

ENG-101 English Composition I

### Subtotal: 18 Credits

DMS-101, DMS-102, DMS-113, DMS-115: Offered only in fall semesters.

### Second Semester

BIO-209 Anatomy and Physiology II

DMS-201 Ultrasound Physics and Instrumentation II [Spring Only]

DMS-204 Introduction to Medical Imaging [Spring Only]

DMS-205 Obstetric and Gynecological Sonography I [Spring Only]

DMS-213 Abdominal Sonography II [Spring Only]

DMS-218 Ultrasound Clinic I [Spring Only]

ENG-201 English Composition II

### Subtotal: 17 Credits

DMS-201, DMS-204, DMS-205, DMS-213, DMS-218: Offered only in spring semesters.

### Summer Semester

DMS-219 Ultrasound Clinic II - Abdomen



Subtotal: 2 Credits

### Third Semester

Humanities Elective **3 Credit(s) \***  
DMS-214 Echocardiography I [Fall Only]  
DMS-220 Ultrasound Clinic III - Obstetric and  
Gynecological Sonography [Fall Only]  
DMS-226 Obstetric and Gynecological  
Sonography II [Fall Only]  
DMS-229 Vascular Imaging [Fall Only]

Subtotal: 13 Credits

DMS-214, DMS-220, DMS-226, DMS-229: Offered only in  
fall semesters.

### Fourth Semester

Free Elective **3 Credit(s) \***  
DMS-221 Ultrasound Clinic IV - Echocardiography  
[Spring Only]  
DMS-227 Echocardiography II [Spring Only]  
DMS-228 Advanced Ultrasound Practices [Spring  
Only]  
PSY-101 General Psychology

Subtotal: 12 Credits

DMS-221, DMS-227, DMS-228: Offered only in spring  
semesters.

### 2nd Summer Semester

DMS-222 Ultrasound Clinic V - Vascular [Summer  
Only]  
DMS-230 Comprehensive Review [Summer Only]

Subtotal: 4 Credits

### General Education Requirements

#### Communication

ENG-101 English Composition I  
ENG-201 English Composition II  
**or**  
ENG-202 Technical Writing

Subtotal: 6 Credits

### Humanities\* and Social Sciences

One 3-credit general education Humanities elective to  
be selected from the following fields: Arts (Art  
[ART], Music [MUS], Theatre Arts [THR],  
Cinema Studies [CIN]); History (HIS);  
Interdisciplinary (WGS); Literature (LIT);  
Philosophy and Religion (PHR); World Languages  
and Cultures (LAN).

### Social Science Course:

PSY-101 General Psychology

Subtotal: 6 Credits

### Mathematics, Natural Sciences, and Technology

BIO-109 Anatomy and Physiology I  
BIO-209 Anatomy and Physiology II

Subtotal: 8 Credits

Subtotal: 20-22 Credits

### Program Requirements

DMS-101 Ultrasound Physics and Instrumentation  
I [Fall Only]  
DMS-201 Ultrasound Physics and Instrumentation  
II [Spring Only]  
DMS-102 Clinical Medicine and Patient Care [Fall  
Only]  
DMS-113 Abdominal Sonography I [Fall Only]  
DMS-213 Abdominal Sonography II [Spring Only]  
DMS-115 Cross-Sectional Anatomy [Fall Only]  
DMS-204 Introduction to Medical Imaging [Spring  
Only]  
DMS-205 Obstetric and Gynecological  
Sonography I [Spring Only]  
DMS-214 Echocardiography I [Fall Only]  
DMS-227 Echocardiography II [Spring Only]  
DMS-218 Ultrasound Clinic I [Spring Only]  
DMS-219 Ultrasound Clinic II - Abdomen

DMS-220 Ultrasound Clinic III - Obstetric and  
Gynecological Sonography [Fall Only]  
DMS-221 Ultrasound Clinic IV - Echocardiography  
[Spring Only]  
DMS-222 Ultrasound Clinic V - Vascular [Summer  
Only]  
DMS-226 Obstetric and Gynecological  
Sonography II [Fall Only]  
DMS-228 Advanced Ultrasound Practices [Spring  
Only]  
DMS-229 Vascular Imaging [Fall Only]  
DMS-230 Comprehensive Review [Summer Only]

## Free Elective

Subtotal: 3 Credits

Subtotal: 43 Credits

DMS-101, DMS-102, DMS-113, DMS-115, DMS-214,  
DMS-220, DMS-226, DMS-229: Offered only in fall  
semesters.

DMS-201, DMS-204, DMS-205, DMS-213, DMS-218,  
DMS-221, DMS-227, DMS-228 : Offered only in spring  
semesters.

**Total Credit Hours: 66**

### **Specific Program Notes**

Students are encouraged to take their courses in semester  
sequence order.

Please note that required courses may have prerequisites.  
Click on each course to view details.

\*General Education Course List.

**All DMS courses must be taken in the specified sequence.**

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

**See the Course Descriptions section for course pre- and  
co-requisites.**

# Health Professions AAS - Health Science Program

**Code:** AAS.HP.HSC

This is a post certification course of study to earn an associate's degree for those individuals who have received education in a hospital sponsored program and are certified (or registered professionals) and are seeking degrees. The specific certification/ registration and the accreditation of program attended of the discipline MUST be the same bodies that accredit and certify programs at Bergen Community College. Bergen Community College awards thirty credits for the certification/ accreditation after the completion of the coursework in the general education courses required for an Associate's Degree.

**GPA for admissions eligibility:** 2.50;

**Application Deadline:** January 15;

**Program Admits:** Fall and Spring semester.

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

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

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

## Program Learning Outcomes (PLOs)

- Explain the impact of the economy on ability to deliver health care.
- Identify the legal doctrines that affect the patient, his or her care and ethical decision making.
- Apply basic principles of management to the daily business operations of the medical facility.
- Explain methods to manage diverse cultural populations.
- State the meaning of different pathologies using medical terminology principles.
- Compare and contrast socialized from non-socialized medical practices.

Explain the impact of third party payment, or lack thereof, on health care.

Identify the fields of medical communication, administration, counseling and education.

Listen and respond to points and replies of the patient, their families, the community, faculty, and students.

## Recommended Semester Sequence

### First Semester

Natural Science Elective **4 Credit(s)**

Humanities Elective **3 Credit(s) \***

BIO-104 Microbiology

ENG-101 English Composition I

**Subtotal: 14 Credits**

### Second Semester

Free Electives (2) **6 Credit(s)**

Social Science Elective **3 Credit(s)**

Natural Science Elective **4 Credit(s)**

ENG-201 English Composition II

**or**

ENG-202 Technical Writing

**Subtotal: 16 Credits**

**Subtotal: 30 Credits**

## General Education Requirements

### Communication

ENG-101 English Composition I

ENG-201 English Composition II

**or**

ENG-202 Technical Writing

**Subtotal: 6 Credits**

### Humanities and Social Sciences\*†

Two (2) general education courses selected from the following fields: Anthropology (ANT), Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Economics (ECO); Geography (GEO); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); Political Science (POL); Psychology (PSY); Sociology (SOC); World Languages and Cultures (LAN).

With no more than one course in any one field.

**Subtotal: 6 Credits**

## Mathematics, Natural Sciences, and Technology\*

Natural Science Electives **8 Credit(s)** \*‡

**Subtotal: 8 Credits**

**Subtotal: 20 Credits**

## Program Requirements

*30 credits are to be transferred into this program* **30 Credit(s)**

Natural Science Electives **8 Credit(s)**

Humanities Elective **3 Credit(s)**

Social Science Elective **3 Credit(s)** \*†

Mathematics/Computer Science Elective **3 Credit(s)** \*

BIO-104 Microbiology

## Communications:

ENG-101 English Composition I

ENG-201 English Composition II

or

ENG-202 Technical Writing

## Free Elective

see footnotes

**Subtotal: 6 Credits**

**Total Credit Hours: 60**

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Course List.

†Recommended Social Science Electives: PSY-101 General Psychology, PSY-102 Introduction to Abnormal Psychology, SOC-101 Sociology, SOC-103 Sociology of the Family, SOC-113 Social Problems.

‡Recommended Natural Science Electives: BIO-103 The Human Body, BIO-104 Microbiology, BIO-109 Anatomy and Physiology I, BIO-203 General Biology II, BIO-209 Anatomy and Physiology II,

CHM-100 Introduction to Chemistry, CHM-112 College Chemistry, PHY-185 Introduction to Physics.

\*\*Recommended Free electives: HSC-100, HSC-101, HSC-102

\*\*IST-123 will fulfill 3 credits of Free Electives for students who place into the course

Upon completion of the first and second semester courses, the 30 credits accepted for licensure/certificate will be granted. Students will have earned 65 credits necessary to complete the degree requirements.

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

# Health Professions AAS - Medical Informatics

Code: AAS.MED.INFO

Medical Informatics involves the ability to update and retrieve medical data as well as design and manage medical information systems. This program is a joint effort of the Information Technology (INF) and Medical Office Administration (MOA) programs at BCC, and the BS Engineering Technology, Computer Technology program at NJIT. It addresses the need for individuals with both medical and technical knowledge. This AAS degree will currently transfer to the NJIT Bachelor of Science in Engineering Technology (BSET) program where students can concentrate in Medical Informatics.

## Program Learning Outcomes (PLOs)

- Use standard industry tools to design, create, delete and update electronic databases.
- Use technology resources that help to transform analog (paper-based) records into searchable electronic records.
- Use standard medical and pharmacology terminology, and coding, medical and ethical practices.
- Use standard business productivity software to support electronic projects.

## Recommended Semester Sequence

### First Semester

BIO-109 Anatomy and Physiology I  
INF-101 Introduction to Information Technology  
INF-103 Introduction to Programming (Python)  
MOA-140 Medical Terminology  
ENG-101 English Composition I

Subtotal: 16 Credits

### Second Semester

INF - Programming Language Fundamentals Elective **3 Credit(s) \*\***  
BIO-209 Anatomy and Physiology II  
MOA-201 Diagnostic and Procedural Coding  
ENG-201 English Composition II

or  
ENG-202 Technical Writing

Subtotal: 14 Credits

### Third Semester

MAT - Mathematics Elective **3 Credit(s) \*\*^**  
Humanities Elective/Social Science **3 Credit(s)^**  
Free Elective **3 Credit(s) ^^**  
INF-217 Database for Applications [Oracle]  
MOA-141 Introduction to Medical Office Assisting

Subtotal: 15 Credits

### Fourth Semester

Humanities/Social Science Elective **3 Credit(s) ^**  
INF - Advanced Programming Language Elective **3 Credit(s) \*\*\***  
Free Elective **3 Credit(s) ^^**  
INF-218 Database Programming [Oracle-PL/SQL]  
MOA-200 Pharmacology for Medical Office Assistants

Subtotal: 15 Credits

## General Education Requirements

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II  
or  
ENG-202 Technical Writing

Subtotal: 6 Credits

### Humanities and Social Sciences \*\*\*

Two (2) general education course selected from the following fields: Anthropology (ANT); Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Economics (ECO); Geography (GEO); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); Political Science

(POL); Sociology (SOC); and World Languages and Cultures (LAN).  
With no more than one course in any one field.

**Subtotal: 6 Credits**

## Mathematics, Natural Science, and Technology

BIO-109 Anatomy and Physiology I  
BIO-209 Anatomy and Physiology II

**Subtotal: 8 Credits**

**Subtotal: 20 Credits**

## Program Requirements

INF Programming Language Fundamentals Elective **3 Credit(s) \***  
INF Advanced Programming Language Elective **3 Credit(s) \*\***  
INF-101 Introduction to Information Technology  
INF-103 Introduction to Programming (Python)  
INF-217 Database for Applications [Oracle]  
INF-218 Database Programming [Oracle-PL/SQL]  
INF-219 Database Administration  
MOA-140 Medical Terminology  
MOA-141 Introduction to Medical Office Assisting  
MOA-200 Pharmacology for Medical Office Assistants  
MOA-201 Diagnostic and Procedural Coding  
MOA-218 Medical Economics  
BUS-101 Introduction to Business

**Free Electives \*\***

**Subtotal: 6 Credits**

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*Programming Language Fundamentals Elective - INF-220, INF-221, or INF-236.

\*\*Advanced Programming Language Elective - INF-224, INF-246, or INF-268.

^General Education Elective(s).

^^Free Electives: Recommended: INF-219, INF-160, INF-267, MAT-150, MOA-218 and any 1-credit INF Restricted Elective, or WEX-101 and any 1-credit INF Restricted Elective.

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

# Health Professions AAS - Medical Office Assistant Program

Code: AAS.HP.MOA

Medical Office Assistants are multi-skilled practitioners who perform administrative and clinical as well as management duties. Graduates may work in physicians' offices, clinics, HMO's, billing companies, or other ambulatory care facilities, such as freestanding emergency centers and hospitals. Clinical responsibilities include: performing laboratory tests, taking electrocardiograms, injections, vein punctures, sterilization techniques, vital signs, and assisting with minor surgery. Administrative responsibilities include scheduling appointments, billing and collecting, coding diagnoses and procedures, insurance claim forms, medical records, performing computer applications, and providing patient instructions. Graduates are prepared to take the Certified Medical Assistant examination by the American Association of Medical Assistants.

## Program Learning Outcomes (PLOs)

- Demonstrates entry-level competency in performing administrative medical office assistant skills.
- Demonstrates technical proficiency in all clinical skills. Assess disease symptoms and diagnostic treatments to determine patient care.
- Apply medical terminology when communicating in a health care setting with patients, physicians, and all members of the health care team.
- Apply critical thinking skills to construct, evaluate, and measure administrative tasks to operate the office efficiently.
- Demonstrate ethical and professional behavior in the workplace.
- Adhere to state, federal and local regulations and laws that apply to health care.
- Communicate effectively with diverse populations.

## Recommended Semester Sequence

### First Semester

3 credit Free Elective plus ....  
BIO-109 Anatomy and Physiology I  
MOA-140 Medical Terminology

MOA-141 Introduction to Medical Office Assisting  
ENG-101 English Composition I

Subtotal: 16 Credits

### Second Semester

Humanities Science Elective **3 Credit(s)**  
BIO-209 Anatomy and Physiology II  
MOA-240 Clinical Office Practice  
ENG-201 English Composition II

Subtotal: 14 Credits

### Third Semester

Free Elective **3 Credit(s)**  
MOA-203 Medical Office Assistant Administrative  
Procedures I  
MOA-218 Medical Economics  
MOA-241 Clinical Laboratory Technology  
MOA-243 Medical Office Assistant Externship I

Subtotal: 13 Credits

### Fourth Semester

Social Science Elective - Recommended: PSY-101 **3  
Credit(s)**  
MOA-145 Medical Office Assistant: Overview  
MOA-200 Pharmacology for Medical Office  
Assistants  
MOA-201 Diagnostic and Procedural Coding  
MOA-204 Medical Office Assistant Administrative  
Procedures II  
MOA-244 Medical Office Assistant Externship II

Subtotal: 17 Credits

## General Education Requirements

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II  
**or**  
ENG-202 Technical Writing

Subtotal: 6 Credits

Total Credit Hours: 60

## Humanities and Social Sciences

One (1) general education course selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).  
PSY-101 General Psychology

Subtotal: 6 Credits

## Mathematics, Natural Sciences, and Technology

BIO-109 Anatomy and Physiology I  
BIO-209 Anatomy and Physiology II

Subtotal: 8 Credits

Subtotal: 20 Credits

## Program Requirements

MOA-140 Medical Terminology  
MOA-141 Introduction to Medical Office Assisting  
MOA-145 Medical Office Assistant: Overview  
MOA-200 Pharmacology for Medical Office Assistants  
MOA-201 Diagnostic and Procedural Coding  
MOA-203 Medical Office Assistant Administrative Procedures I  
MOA-204 Medical Office Assistant Administrative Procedures II  
MOA-218 Medical Economics  
MOA-240 Clinical Office Practice  
MOA-241 Clinical Laboratory Technology  
MOA-243 Medical Office Assistant Externship I  
MOA-244 Medical Office Assistant Externship II

Subtotal: 34 Credits

## Free Elective

Subtotal: 6 Credits

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Course List.

IST-123 will fulfill 3 credits of Free Electives for students who place into the course

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



# Health Professions AAS - Paramedic Science Program

**Code: AAS.HP.PAR**

An emergency medical technician (EMT) provides basic life support to patients in the pre-hospital environment. Paramedics bring the emergency department to the field by providing critical treatment and advanced life support - equivalent to treatments offered in the first 15-20 minutes of care in the emergency room. Paramedics and EMTs, both EMS practitioners, work cohesively to stabilize the patient's condition during emergency transport and transfer.

The program's curriculum employs a workforce development model. Students complete all general education courses in the first year followed by core courses in the second year. Students can also easily transfer completed general education courses that meet transfer guideline criteria. During field assignments, students fulfill externship hours on paramedic units three days per week in varied geographic response areas. Through integrated instruction, laboratory and clinical experience, students strengthen skills and bridge knowledge gaps.

**Program Length:** 24 months;

**Preadmissions:** Program Admissions Exam and EMT skills screening, Active NJ EMT License;

**GPA for admissions eligibility:** 2.50;

**Required General Education prerequisite courses:**

BIO-109, BIO-209, MAT-100 elective, PSY-101, PSY-201, SOC-101, ENG-101, ENG-201 or ENG-202 ;

**Application Deadline:** January 15;

**Program Admits:** Fall Semester.

**Note:** This regional program utilizes clinical education sites throughout the state of NJ. Students will be required to travel to distant sites and provide their own transportation.

## Program Learning Outcomes (PLOs)

Exhibit a professional code of conduct.

Provide compassionate care to all populations while respecting cultural differences.

Comply with all state and federal regulation/laws for an entry-level paramedic.

Utilize a systematic assessment to determine appropriate modalities for medical and trauma patients of all ages.

Demonstrate skill proficiency in all entry-level psychomotor skills, utilizing them when clinically

appropriate and at the correct time to improve patient outcomes.

Function as a member of the paramedic team by using effective communication and proper behavior that promotes customer service and efficient care.

Correctly identify potential hazards to promote a safe environment for self, coworkers, patients and bystanders.

Use critical thinking skills to properly manage and diffuse stressful environments.

Identify personal stress and utilize stress management techniques to ensure physical and emotional health.

## Recommended Semester Sequence - Full Time Track

### First Semester

MAT-... Mathematics Elective **3 Credit(s) \***  
BIO-109 Anatomy and Physiology I  
PSY-101 General Psychology  
ENG-101 English Composition I

**Subtotal: 13 Credits**

### Second Semester

BIO-209 Anatomy and Physiology II  
PSY-201 Child Psychology  
SOC-101 Sociology  
ENG-201 English Composition II  
**or**  
ENG-202 Technical Writing

**Subtotal: 13 Credits**

### Third Semester

PAR-101 Principles of Paramedic Science I  
PAR-102 Paramedic Patient Care Techniques I  
PAR-103 Paramedic Diagnostic Methods I  
PAR-104 Paramedic Clinical Concepts I

**Subtotal: 14 Credits**

### Winter Term

PAR-200 Paramedic Cardiac and Trauma Care

**Subtotal: 2 Credits**

## Fourth Semester

PAR-201 Principles of Paramedic Science II  
PAR-202 Paramedic Patient Care Techniques II  
PAR-203 Paramedic Diagnostic Methods II  
PAR-204 Paramedic Clinical Concepts II

**Subtotal: 14 Credits**

## Summer Session

PAR-205 Paramedic Clinical Concepts III  
PAR-206 Paramedic Field Externship I  
PAR-207 Paramedic Field Externship II

**Subtotal: 10 Credits**

## Recommended Semester Sequence - Part Time Track

### First Semester

MAT - Mathematics Elective **3 Credit(s) \***  
BIO-109 Anatomy and Physiology I  
PSY-101 General Psychology  
ENG-101 English Composition I

**Subtotal: 13 Credits**

### Second Semester

BIO-209 Anatomy and Physiology II  
PSY-201 Child Psychology  
SOC-101 Sociology  
ENG-201 English Composition II  
**or**  
ENG-202 Technical Writing

**Subtotal: 13 Credits**

### Third Semester

PAR-101 Principles of Paramedic Science I  
PAR-102 Paramedic Patient Care Techniques I  
PAR-103 Paramedic Diagnostic Methods I

**Subtotal: 11 Credits**

## Winter Term

PAR-200 Paramedic Cardiac and Trauma Care

**Subtotal: 2 Credits**

## Fourth Semester

PAR-201 Principles of Paramedic Science II  
PAR-202 Paramedic Patient Care Techniques II  
PAR-203 Paramedic Diagnostic Methods II

**Subtotal: 11 Credits**

## Summer Session

PAR-104 Paramedic Clinical Concepts I  
PAR-204 Paramedic Clinical Concepts II

**Subtotal: 7 Credits**

## Fifth Semester

PAR-206 Paramedic Field Externship I

**Subtotal: 4 Credits**

## Sixth Semester

PAR-205 Paramedic Clinical Concepts III  
PAR-206 Paramedic Field Externship I

**Subtotal: 5 Credits**

## General Education Requirements

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II

or  
ENG-202 Technical Writing

Subtotal: 6 Credits

## Humanities and Social Sciences

PSY-101 General Psychology  
SOC-101 Sociology

Subtotal: 6 Credits

## Mathematics, Natural Sciences, and Technology

BIO-109 Anatomy and Physiology I  
BIO-209 Anatomy and Physiology II

Subtotal: 8 Credits

Subtotal: 20 Credits

## Program Requirements

PAR-101 Principles of Paramedic Science I  
PAR-102 Paramedic Patient Care Techniques I  
PAR-103 Paramedic Diagnostic Methods I  
PAR-104 Paramedic Clinical Concepts I  
PAR-200 Paramedic Cardiac and Trauma Care  
PAR-201 Principles of Paramedic Science II  
PAR-202 Paramedic Patient Care Techniques II  
PAR-203 Paramedic Diagnostic Methods II  
PAR-204 Paramedic Clinical Concepts II  
PAR-205 Paramedic Clinical Concepts III  
PAR-206 Paramedic Field Externship I  
PAR-207 Paramedic Field Externship II

Subtotal: 40 Credits

## Program Support Requirements

MAT - Mathematics Elective **3 Credit(s)** \*  
PSY-201 Child Psychology

Subtotal: 6 Credits

**Total Credit Hours: 66**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*Mathematics Elective: select MAT-130 Contemporary Mathematics, MAT-150 Statistics I, or MAT-155 Finite Mathematics.

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

# Health Professions AAS - Radiography Program

**Code: AAS.HP.RAD**

The radiography program is a 24 month course of study that is designed to prepare the graduate for employment in the medical imaging profession. Radiographers use radiation to create radiographs of the human body for the medical doctor to diagnose disease. A study of anatomy, patient care, imaging equipment, technique, and radiation biology are integrated into each course. Students learn principles related to medical imaging and apply these to practice in clinical. The program has three components- classroom, laboratory, and off site clinical education. Students spend approximately 1700 hours in clinical practice. Upon completion of the program students are eligible to apply for certification examination with the American Registry of Radiologic Technologists (ARRT) and apply for state licensure (if a license is required for that particular state).

**Program Length:** 24 months;

**Preadmission Test:** Radiography Admissions Exam;

**GPA for admissions eligibility:** 2.50;

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

**College substitutions:** BIO-109; MAT-040;

**Application Deadline:** January 15;

**Program Admits:** Fall semester.

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

## Program Learning Outcomes (PLOs)

Perform all clinical responsibilities in a competent and professional manner.

Use principles of critical thinking for problem solving.

Demonstrate competent written and oral communication skills.

Accomplish all technical tasks and pursue all such actions in a professional manner in the field of diagnostic imaging.

## Recommended Semester Sequence

### First Semester

BIO-109 Anatomy and Physiology I

RAD-180 Introduction to Radiography

RAD-181 Radiography I

RAD-182 Radiography Practicum I

ENG-101 English Composition I

**Subtotal: 14**

### Second Semester

BIO-209 Anatomy and Physiology II

RAD-276 Principles of Imaging Equipment

RAD-281 Radiography II

RAD-282 Radiography Practicum II

ENG-201 English Composition II

**or**

ENG-202 Technical Writing

**Subtotal: 15 Credits**

### Summer Semester

RAD-280 Principles of Image Production and Acquisition

RAD-283 Summer Radiography Practicum

**Subtotal: 5 Credits**

### Third Semester

Free Semester **3 Credit(s)**

MAT-150 Statistics I

RAD-183 Radiographic Pathology

RAD-285 Radiography III

RAD-286 Radiography Practicum III

**Subtotal: 12 Credits**

### Fourth Semester

Humanities Elective **3 Credit(s)**

Social Science Elective **3 Credit(s)**

RAD-288 Radiography IV

RAD-289 Radiography Practicum IV

**Subtotal: 11 Credits**

### Summer Semester

RAD-290 Advanced Radiography Practicum

Subtotal: 3 Credits

## General Education Requirements

### Communication

ENG-101 English Composition I

ENG-201 English Composition II

or

ENG-202 Technical Writing

Subtotal: 6 Credits

### Humanities and Social Sciences \*

Two (2) general education courses selected from the following fields: Anthropology (ANT); Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Economics (ECO); Geography (GEO); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); Political Science (POL); Psychology (PSY); Sociology (SOC); World Languages and Cultures (LAN).

With no more than one course in any one field.

Subtotal: 6 Credits

### Mathematics, Natural Sciences, and Technology

BIO-109 Anatomy and Physiology I

BIO-209 Anatomy and Physiology II

Subtotal: 8 Credits

Subtotal: 20-22 Credits

## Program Requirements

RAD-180 Introduction to Radiography

RAD-181 Radiography I

RAD-182 Radiography Practicum I

RAD-281 Radiography II

RAD-282 Radiography Practicum II

RAD-285 Radiography III

RAD-286 Radiography Practicum III

RAD-288 Radiography IV

RAD-289 Radiography Practicum IV

RAD-183 Radiographic Pathology

RAD-276 Principles of Imaging Equipment

RAD-283 Summer Radiography Practicum

RAD-280 Principles of Image Production and Acquisition

RAD-290 Advanced Radiography Practicum

Subtotal: 37 Credits

### Free Elective

Subtotal: 3 Credits

Total Credit Hours: 60

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Course List.

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

# Health Professions AAS - Respiratory Care Program

**Code:** AAS.HP.RESP

The Respiratory Care Program prepares graduates to perform competently in providing all phases of respiratory care therapies and modalities. The respiratory care curriculum is a challenging one that provides a "hands-on" approach and incorporates a variety of educational experiences and environments from the traditional classroom to the laboratory and clinical settings. The program is a competency-based education and provides a curriculum sequence in order for the students to correlate didactic, lab and clinical skills sufficiently. After graduation, students take the national certification and registry exams administered by the NBRC National Board for Respiratory Care and obtain a license to work in the desired state.

**Program Length:** 24 months;

**GPA for admissions eligibility:** 2.50;

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

**College substitutions:** BIO-109; CHM-112; MAT-040;

**Application Deadline:** January 15;

**Program Admits:** Fall semester;

**Pre-admission Test:** Respiratory Care Admissions  
Examination.

**Note:** High school Biology is waived if college Biology, preferably BIO-109, is completed successfully. The Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care.

## Program Learning Outcomes (PLOs)

Identify, verify, and interpret cardiopulmonary dysfunction.

Review, collect and interpret data, and recommend appropriate diagnostic and therapeutic procedures to evaluate the cardiopulmonary status.

Initiate, conduct, and modify the respiratory care plan and determine the appropriateness of the prescribed therapy.

Document necessary information in the patient's medical record and communicate that information to members of the health care team.

Obtain, assemble, calibrate, and use problem solving to identify and correct malfunctions of respiratory care equipment.

Demonstrate appropriate interpersonal skills to work productively with patients, families, staff, and co-workers.

## Recommended Semester Sequence

### First Semester

BIO-109 Anatomy and Physiology I  
ENG-101 English Composition I  
RSP-110 Respiratory Care Pharmacology  
RSP-119 Introduction to Respiratory Care  
RSP-121 Respiratory Care Clinical Externship I  
[RSP-121 Respiratory Care Clinical Externship I (16 hrs/wk x 9 wks = 144 hrs)]

**Subtotal: 14 Credits**

### Second Semester

BIO-209 Anatomy and Physiology II  
CHM-112 College Chemistry  
RSP-210 Cardiopulmonary Diseases and Disorder  
RSP-220 Fundamentals of Respiratory Critical Care  
RSP-222 Cardiopulmonary Anatomy and Physiology  
RSP-225 Respiratory Care Clinical Externship II  
[RSP-225 Respiratory Care Clinical Externship II (16 hrs/wk = 240 hrs)]

**Subtotal: 18 Credits**

### Summer Session

RSP-226 Respiratory Care Clinical Externship III  
[RSP-226 Respiratory Care Clinical Externship III (40 hrs/wk = 240 hrs - Based on 6 weeks)]

**Subtotal: 2 Credits**

### Third Semester

BIO-104 Microbiology  
ENG-201 English Composition II  
RSP-240 Diagnostic Monitoring and Patient Assessment  
RSP-250 Respiratory Critical Care  
RSP-231 Respiratory Care Clinical External IV  
[ RSP-231 Respiratory Care Clinical External IV (16 hrs/wk = 240 hrs) ]

Subtotal: 17 Credits

## Fourth Semester

Humanities Elective **3 Credit(s) \***  
Social Science Elective **3 Credit(s) \***  
RSP-241 Neonatal and Pediatric Respiratory Care  
RSP-260 Special Topics Respiratory Care  
RSP-235 Respiratory Care Clinical Externship V  
[ RSP-235 Respiratory Care Clinical Externship  
V (16 hrs/wk = 240 hrs)]

Subtotal: 14 Credits

## General Education Requirements

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II

Subtotal: 6 Credits

### Humanities and Social Sciences \*

Two (2) general education courses selected from the following fields: Anthropology (ANT); Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Economics (ECO); Geography (GEO); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); Political Science (POL); Psychology (PSY); Sociology (SOC); World Languages and Cultures (LAN).  
With no more than one course in any one field.

Subtotal: 6 Credits

### Mathematics, Natural Sciences, and Technology

BIO-109 Anatomy and Physiology I  
BIO-209 Anatomy and Physiology II

Subtotal: 8 Credits

Subtotal: 20 Credits

## Program Requirements

BIO-104 Microbiology  
CHM-112 College Chemistry  
RSP-110 Respiratory Care Pharmacology  
RSP-119 Introduction to Respiratory Care  
RSP-210 Cardiopulmonary Diseases and Disorder  
RSP-220 Fundamentals of Respiratory Critical Care  
RSP-222 Cardiopulmonary Anatomy and Physiology  
RSP-240 Diagnostic Monitoring and Patient Assessment  
RSP-241 Neonatal and Pediatric Respiratory Care  
RSP-250 Respiratory Critical Care  
RSP-260 Special Topics Respiratory Care

## Clinical Externship Courses

RSP-121 Respiratory Care Clinical Externship I  
RSP-225 Respiratory Care Clinical Externship II  
RSP-226 Respiratory Care Clinical Externship III  
RSP-231 Respiratory Care Clinical External IV  
RSP-235 Respiratory Care Clinical Externship V

Subtotal: 45 Credits

Total Credit Hours: 65

**Specific Program Notes:** Students are encouraged to take their courses in semester sequence order. Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Course List.

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

Successful completion of program and exit examinations are required for graduation.

# Health Professions AAS - Veterinary Technology Program

Code: AAS.HP.VET

The Veterinary Technology program has been designed to develop personnel capable of assisting veterinarians in large animal practices, small animal practices, laboratory animal situations, and related veterinary medical activities. The curriculum provides a sound foundation in basic veterinary technology. Through coursework, skill acquisition, and meaningful clinical experiences, the graduate will be a productive employee at the entry level and will have the capabilities to perform satisfactorily in positions of increasing responsibility.

**Program Length:** 24 months;

**Preadmission Test:** Veterinary Technology  
Admissions Exam;

**GPA for admissions eligibility:** 2.00;

**Prerequisites:** VET-115; VET-102; VET-103; CHM-112; ENG-101; MAT-040;

**Application Deadline:** September 15;

**Program Admits:** Spring semester.

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

The program is accredited by the American Medical Association (AVMA), and the Committee on Veterinary Technician Education and Activities (CVTEA). Veterinary Technology is not designed as a preparatory program for those students who wish to pursue a career in Veterinary Medicine.

## Program Learning Outcomes (PLOs)

Demonstrate knowledge of the care and handling of domestic animals.

Demonstrate didactic proficiency in medical and surgical nursing, diagnostic imaging, and clinical laboratory procedures.

Demonstrate competency in psychomotor skills in all the areas of clinical practice of veterinary technology.

Develop a concern for public health and safety.

Demonstrate compliance with federal, state, and local laws relevant to the practice of veterinary technology

## Recommended Semester Sequence

### First Semester

CHM-112 College Chemistry  
ENG-101 English Composition I  
VET-102 Introduction to Veterinary Technology  
VET-103 Veterinary Medical Terminology  
VET-115 Vertebrate Anatomy and Physiology I

Subtotal: 12 Credits

### Second Semester

ENG-201 English Composition II  
VET-104 Research Animal Technology  
VET-110 Nutrition and Principles of Feeding  
VET-112 Veterinary Pharmacology [Spring Only]  
VET-215 Vertebrate Anatomy and Physiology II

Subtotal: 12 Credits

### Summer Session

Humanities Elective **3 Credit(s)** \*  
BIO-104 Microbiology

Subtotal: 7 Credits

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

### Third Semester

VET-203 Veterinary Nursing I [Fall Only]  
VET-207 Diagnostic Imaging [Fall Only]  
VET-205 Clinical Laboratory Procedures I [Fall Only]  
VET-204 Veterinary Dental Techniques  
VET-220 Veterinary Technology Externship I



## Subtotal: 16 Credits

VET-203, VET-204, VET-205, VET-207: Offered only in fall semesters.

## Fourth Semester

Social Science Elective **3 Credit(s) \***

VET-214 Veterinary Nursing II [Spring Only]

VET-219 Surgical Assist and Anesthesia [Spring Only]

VET-217 Clinical Laboratory Procedures II [Spring Only]

VET-218 Large Animal Nursing [Summer Only]

VET-221 Veterinary Technology Externship II

## Subtotal: 13 Credits

VET-214, VET-217, VET-219: Offered only in spring semesters.

## General Education Requirements

### Communication

ENG-101 English Composition I

ENG-201 English Composition II

## Subtotal: 6 Credits

### Humanities and Social Sciences \*

Two (2) general education courses selected from the following fields: Anthropology (ANT); Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Economics (ECO); Geography (GEO); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); Political Science (POL); Psychology (PSY); Sociology (SOC); World Languages and Cultures (LAN).

With no more than one course in any one field.

## Subtotal: 6 Credits

## Mathematics, Natural Science, and Technology

BIO-104 Microbiology

CHM-112 College Chemistry

## Subtotal: 8 Credits

## Subtotal: 20 Credits

## Program Requirements

VET-102 Introduction to Veterinary Technology

VET-103 Veterinary Medical Terminology

VET-104 Research Animal Technology

VET-110 Nutrition and Principles of Feeding

VET-112 Veterinary Pharmacology [Spring Only]

VET-115 Vertebrate Anatomy and Physiology I

VET-203 Veterinary Nursing I [Fall Only]

VET-204 Veterinary Dental Techniques

VET-205 Clinical Laboratory Procedures I [Fall Only]

VET-207 Diagnostic Imaging [Fall Only]

VET-214 Veterinary Nursing II [Spring Only]

VET-215 Vertebrate Anatomy and Physiology II

VET-217 Clinical Laboratory Procedures II [Spring Only]

VET-218 Large Animal Nursing [Summer Only]

VET-219 Surgical Assist and Anesthesia [Spring Only]

VET-220 Veterinary Technology Externship I

VET-221 Veterinary Technology Externship II

## Subtotal: 40 Credits

## Total Credit Hours: 60

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Elective(s).

**NOTE:** VET-115, CHM-112, WRT-101, VET-102, and VET-103 are prerequisite courses that each student must take in order to be eligible for program admission.

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



# Human Services AAS - Law Enforcement Studies Program

Code: AAS.HS.LAWENF

This program is intended for students seeking to pursue a career in law enforcement at both local and federal levels. This program will provide the fundamental knowledge of the functions and process of the criminal justice system as well as philosophy, history, and legal principles guiding law enforcement practices and procedures. Career opportunities include Federal, State and Local Law Enforcement agencies, Federal, State Court/Judiciary, Federal, State and County Correctional facilities, Corporate and Private Security firms.

## Program Learning Outcomes (PLOs)

- Demonstrate a working knowledge of the functions, interrelationships and processes of the criminal justice components.
- State and support the opinions on critical issues and problems facing the criminal justice system.
- Demonstrate a sound working knowledge of the philosophy, history and application of law related to the criminal justice system.
- Describe and analyze the theories of causation and impact of crime.

## Recommended Semester Sequence

### First Semester

- Humanities Elective - Recommended: HIS/PHR 3 **Credit(s)**
- Social Science Elective 3 **Credit(s)** ‡
- Free Elective 3 **Credit(s)**
- CRJ-101 Introduction to Criminal Justice
- ENG-101 English Composition I

Subtotal: 15 Credits

### Second Semester

- CRJ... Program Concentration Requirement 3 **Credit(s)**
- Humanities Elective - Recommended HIS or PHR 3 **Credit(s)**

- CRJ-107 Criminology
- CRJ-108 Topics in Criminal Justice
- or
- CRJ-109 Contemporary Issues in Policing
- ENG-201 English Composition II
- or
- ENG-202 Technical Writing

Subtotal: 15 Credits

### Third Semester

- Math/Computer Science/Natural Science/Technology Elective 3 **Credit(s)** \*\*\*
- Program Concentration Requirement 3 **Credit(s)**
- Free Elective 3 **Credit(s)**
- CRJ-111 Criminal Investigation
- CRJ-105 Police Administration
- or
- CRJ-110 Basic Supervision [Criminal Justice]

Subtotal: 15 Credits

### Fourth Semester

- Free Elective 3 **Credit(s)**
- Program Concentration Requirement 3 **Credit(s)**
- CRJ-103 Criminal Law
- CRJ-113 The Juvenile Justice Process
- CRJ-201 Ethics in Criminal Justice

Subtotal: 15 Credits

## Program Concentrations

After the first semester, students will select a track that aligns with the career they wish to pursue.

### General Education:

- SOC-103 Sociology of the Family
- PSY-102 Introduction to Abnormal Psychology
- SOC-113 Social Problems

### Corrections:

- CRJ-102 Introduction to Corrections
- CRJ-115 Correctional Law

CRJ-114 Correctional Administration

Recommended: SOC, PSY, POL

## Forensics:

CRJ-108 Topics in Criminal Justice  
CRJ-120 Practical Criminal Evidence  
CRJ-108 Topics in Criminal Justice **3 Credit(s)**

Subtotal: 3 Credits

## Mathematics, Natural Science, and Technology\*\*\*

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science (CIS) Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY). Recommended:

## Homeland Security:

HSE-101 Introduction to Homeland Security  
HSE-102 Introduction to Emergency Management  
HSE-103 Legal Aspects of Homeland Security and Emergency Management

MAT-150 Statistics I

or

CIS-158 Introduction to Computer Science

Subtotal: 9 Credits

Subtotal: 3 Credits

## General Education Requirements

## Unassigned General Education Course:

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II  
or  
ENG-202 Technical Writing

Recommended:

POL-104 State and Local Government

COM-100 Speech Communication

or

COM-102 Public Speaking

Subtotal: 6 Credits

Subtotal: 3 Credits

## Humanities Electives

Subtotal: 21-22 Credits

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than one course in any one field.  
HIS or PHR recommended.

## Program Requirements

Highly recommended: take SOC 101 before taking CRJ 107.

Program Concentration Requirements **9 Credit(s)**

CRJ-101 Introduction to Criminal Justice

CRJ-103 Criminal Law

CRJ-105 Police Administration

CRJ-107 Criminology

CRJ-109 Contemporary Issues in Policing

CRJ-111 Criminal Investigation

Subtotal: 6 Credits

## Social Science Elective

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

## Free Electives

Subtotal: 6 Credits

## Total Credit Hours: 60

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*\*\*General Education Elective(s).

‡Highly recommended: PSY-101, PHR-102, HIS-112.

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

# Human Services AAS - Legal Studies - Paralegal Program

Code: AAS.LS.PARALGL

Approved by the American Bar Association, the Bergen Community College Paralegal Studies program offers an Associate's Degree in Applied Science. The program combines a general education background with law related specialty courses to provide the graduate with communication skills, knowledge of the legal system, and practical hands-on-experience immediately applicable to the legal workplace. The student will receive instruction on the basic principles of the law, along with the analytical, technical, and communication skills necessary for a career in the legal field. Topics of instruction include ethics and professional responsibilities of the legal profession, effective legal research and writing, and practical aspects of varied legal subject matters such as estates and trusts, commercial transactions, criminal and civil litigation, family law, real estate, legal accounting and business law.

Paralegals may not provide legal services directly to the public or give legal advice, except as permitted by law.

## Program Learning Outcomes (PLOs)

Demonstrate knowledge in a range of substantive legal fields and practical skills that are necessary to enter the work force as a paralegal or legal nurse consultant.

Demonstrate techniques of legal research, practice and procedure, investigation, interviewing, drafting of documents, motions and pleadings and other practical skills needed for an array of positions in the public, private and corporate law sectors.

Practice ethical behavior and professional responsibility as a paralegal and legal nurse consultant.

Demonstrate an understanding of the legal environment and work under the supervision of lawyers in the private, public and corporate sector.

Respond to the needs of the legal community and promote the economical and efficient delivery of legal services through paralegals and legal nurse consultants working under the supervision of attorneys.

## Recommended Semester Sequence

### First Semester

Free Elective **3 Credit(s)** \*\*  
ENG-101 English Composition I  
LGL-101 Fundamentals of Law  
LGL-103 Legal Search and Writing  
LGL-110 Legal Ethics

**Subtotal: 15 Credits**

### Second Semester

Humanities Elective **3 Credit(s)** \*  
ENG-201 English Composition II  
LGL-200 Business Communication for Paralegals  
LGL-203 Paralegalism  
LGL-220 Computer Assisted Legal Research and  
Technology

**Subtotal: 15 Credits**

### Third Semester

MAT/CIS Math/Computer Science Elective\* **3-4  
Credit(s)**  
**or**  
Natural Science Elective\*  
COM-100 Speech Communication  
LGL-202 New Jersey and Federal Courts: Rules  
and Procedure  
LGL-207 Wills and Administrations  
REA-101 Principles of Real Estate I  
**or**  
LGL-205 Mechanics of Property Transactions

**Subtotal: 15-16 Credits**

### Fourth Semester

Social Science Elective **3 Credit(s)**  
Humanities Elective **3 Credit(s)**  
LGL-206 Mechanics of Commercial Transactions  
**or**  
LGL-210 Legal Aspects of Accounting  
LGL-208 Mechanics of Family Law  
**or**  
LGL-234 Personal Injury and Product Liability  
LGL-292 Co-Op Work Experience [Paralegal]

Subtotal: 15 Credits

## General Education Requirements

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II  
**or**  
ENG-202 Technical Writing

Subtotal: 6 Credits

### Humanities Electives \*

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).  
With no more than one course in any one field.

Subtotal: 6 Credits

### Social Science Elective \*

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

Subtotal: 3 Credits

### Mathematics, Natural Science, and Technology \*

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science (CIS) Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY).

Subtotal: 3-4 Credits

### Additional General Education Course

COM-100 Speech Communication

Subtotal: 3 Credits

Subtotal: 21-22 Credits

## Program Requirements

LGL-101 Fundamentals of Law  
LGL-103 Legal Search and Writing  
LGL-110 Legal Ethics  
LGL-200 Business Communication for Paralegals  
LGL-202 New Jersey and Federal Courts: Rules and Procedure  
LGL-203 Paralegalism  
LGL-205 Mechanics of Property Transactions  
**or**  
REA-101 Principles of Real Estate I  
LGL-206 Mechanics of Commercial Transactions  
**or**  
LGL-210 Legal Aspects of Accounting  
LGL-207 Wills and Administrations  
LGL-220 Computer Assisted Legal Research and Technology  
LGL-208 Mechanics of Family Law  
**or**  
LGL-234 Personal Injury and Product Liability  
LGL-292 Co-Op Work Experience [Paralegal]

Subtotal: 32-33 Credits

## Free Electives

Subtotal: 6 Credits

Total Credit Hours: 60

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Elective(s).

\*\*IST-123 will fulfill 3 credit Free Electives for students who place into the course

*Specialized LGL courses may only be offered in the evening or in alternating semesters*

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

-THIS IS AN ABA APPROVED PARALEGAL PROGRAM

Program completion does not authorize the graduate to practice law.

The practice of law is limited to attorneys admitted to practice within the jurisdiction.

Program Goals and Legal Course Transfer Policy are published on Department Website (<https://bergen.edu/legalstudies>).

**Paralegals may not provide legal services directly to the public, except as permitted by law (ABA guideline G-501.A.3).**



# Information Technology AAS - Cybersecurity Program

Code: AAS.IT.CYBER

This program provides in-depth instruction on information security. Students will learn techniques, methods and policies that help ensure the accuracy, integrity and reliability of information and data in workplace environments and will learn how to protect those systems from malicious attacks and misinformation.

## Program Learning Outcomes (PLOs)

- Describe technical communication protocols
- Employ appropriate techniques to manage a computer network, including access, hardware, and software
- Describe types of issues that can affect computer security including human and technical issues
- Categorize types of network vulnerabilities and their implications in maintaining a secure network
- Inspect evidence of a security breach to locate, preserve, maintain, and document computer evidence that can be used by legal authorities when a computer crime has been committed.
- Identify and employ tools used to detect a security vulnerability
- Analyze a computer network to locate and document potential and existing network vulnerabilities
- Work in a team to develop solutions to vulnerabilities and choose the appropriate solutions.

## Recommended Semester Sequence

### First Semester

- Humanities or Social Science Elective **3 Credit(s)** †
- INF-101 Introduction to Information Technology
- INF-103 Introduction to Programming (Python)
- INF-160 Networking Technologies and Data Communications
- ENG-101 English Composition I

Subtotal: 15 Credits

### Second Semester

- Humanities or Social Sciences Elective **3 Credit(s)** †
- INF-108 PC Maintenance
- INF-165 Introduction to Linux
- INF-252 Windows Server
- INF-267 Network Security
- ENG-201 English Composition II
- or
- ENG-202 Technical Writing

Subtotal: 16 Credits

### Third Semester

- MAT /INF 3-credit Mathematics Elective AND 1-credit INF Restricted Elective †\*); **4 Credit(s)**
- Free Elective **3 Credit(s)** \*\*
- INF-254 Unix/Linux Network Administration
- INF-271 Ethical Hacking
- INF-273 Intrusion Detection and Prevention

Subtotal: 16 Credits

### Fourth Semester

- INF Free Elective **3 Credit(s)** \*\*
- Natural Science Elective **4 Credit(s)**
- INF-257 Network Troubleshooting
- INF-270 Digital Forensics

Subtotal: 13 Credits

## General Education Requirements

### Communication

- ENG-101 English Composition I
- ENG-201 English Composition II
- or
- ENG-202 Technical Writing

Subtotal: 6 Credits

### Humanities and Social Sciences \*

- Two (2) general education courses selected from the following fields: Anthropology (ANT), Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Economics (ECO);

Geography (GEO); History (HIS);  
Interdisciplinary (WGS); Literature (LIT);  
Philosophy and Religion (PHR); Political Science  
(POL); Psychology (PSY); Sociology (SOC);  
World Languages and Cultures (LAN).

With no more than one course in any one field.

**Subtotal: 6 Credits**

## Mathematics, Natural Science, and Technology

Mathematics Elective **4 Credit(s) \***  
Natural Science Elective **4 Credit(s) \***

**Subtotal: 8 Credits**

**Subtotal: 20 Credits**

## Program Requirements

INF Restricted Elective **1 Credit(s)**  
INF-101 Introduction to Information Technology  
INF-103 Introduction to Programming (Python)  
INF-108 PC Maintenance  
INF-160 Networking Technologies and Data  
Communications  
INF-165 Introduction to Linux  
INF-252 Windows Server  
INF-254 Unix/Linux Network Administration  
INF-257 Network Troubleshooting  
INF-267 Network Security  
INF-270 Digital Forensics  
INF-271 Ethical Hacking  
INF-273 Intrusion Detection and Prevention

**Free Electives\*\***

**Subtotal: 6 Credits**

**Subtotal: 40**

**Total Credit Hours: 60**

### Specific Program Notes

Please note that required courses may have prerequisites.  
Click on each course to view details.

†General Education Elective(s). Recommended Mathematics  
elective: MAT-180, MAT-280, or MAT-223. If a 3-credit  
Mathematics course is selected, 1-credit INF restricted  
elective is required.

\*1-credit INF restricted elective: INF-115 , INF-120, INF-  
124, INF-143, INF-151, INF-161 , INF-162 , INF-165, INF-  
228, INF-251, or INF-291.

\*\*Recommended Elective - INF-146, INF-217, INF-219,  
INF-236, INF-273, INF-274, CRJ-103

# Information Technology AAS - Database Programming and Administration Program

Code: AAS.IT.DB

This program emphasizes computer programming skills and database management. Three semesters of programming language courses, three semesters of database courses, and systems analysis courses help prepare the student to actively participate in real-world software development projects.

## Program Learning Outcomes (PLOs)

- Design, implement and administer databases.
- Design a normalized database, create a conceptual model, create the physical model and manipulate the database using structured query language (SQL), data definition language (DDL), data manipulation language (DML), transaction control language (TCL) and data control language (DCL).
- Analyze a business situation and develop a database application that meets customer requirements.
- Create database applications using a procedural language extension to SQL. Include procedural language constructs, exception handling as well as using, creating and managing subprograms, packages, and triggers.
- Install, configure, deploy and administer database servers. Resolve basic installation and configuration issues, data management, backup, recovery, transfer of data between databases, user administration and network configuration.

## Recommended Semester Sequence

### First Semester

- Humanities or Social Science Elective **3 Credit(s)** †
- INF-101 Introduction to Information Technology
- INF-103 Introduction to Programming (Python)
- INF-160 Networking Technologies and Data Communications
- ENG-101 English Composition I

Subtotal: 15 Credits

### Second Semester

- INF Programming Language Fundamentals Elective **3 Credit(s)** \*\*
- Humanities or Social Sciences Elective **3 Credit(s)** †
- INF-146 Web Development
- INF-267 Network Security
- ENG-201 English Composition II
- or
- ENG-202 Technical Writing

Subtotal: 15 Credits

### Third Semester

- MAT/INF Mathematics Elective † 4-credit Mathematics Elective † OR ( 3-credit Mathematics Elective AND 1-credit INF restricted elective\* ) **4 Credit(s)**
- INF 1-credit INF Restricted Elective **1 Credit(s)** \*
- Free Elective **3 Credit(s)** ^^
- INF-208 Systems Analysis and Design
- INF-217 Database for Applications [Oracle]

Subtotal: 14 Credits

### Fourth Semester

- Free Elective **3 Credit(s)** ^^
- Natural Science Elective **4 Credit(s)** †
- INF Advanced Programming Language Elective **3 Credit(s)** \*\*\*
- INF-218 Database Programming [Oracle-PL/SQL]
- INF-219 Database Administration

Subtotal: 16 Credits

## General Education Requirements

### Communication

- ENG-101 English Composition I
- ENG-201 English Composition II
- or
- ENG-202 Technical Writing

Subtotal: 6 Credits

Subtotal: 6

### Humanities and Social Sciences †

Subtotal: 45

Two (2) general education courses selected from the following fields: Anthropology (ANT), Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Economics (ECO); Geography (GEO); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); Political Science (POL); Psychology (PSY); Sociology (SOC); World Languages and Cultures (LAN).

With no more than one course in any one field.

Total Credit Hours: 60

#### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*\*Programming Language Fundamentals Elective - INF-220, INF-221, INF-236.

\*\*\*Advanced Programming Language Elective - INF-224, INF-246 , INF-268.

\*1-credit INF Restricted Elective: INF-115 , INF-120, INF-124, INF-143, INF-151, INF-161 , INF-162 , INF-165, INF-228, INF-251, or INF-291.

†General Education Elective(s). Recommended Mathematics elective: MAT-180, MAT-280, or MAT-223. (If a 3-credit Mathematics course is selected, a 1-credit INF restricted elective^ is required.)

^^ Recommended Free Electives: INF-130, INF-140, INF-239, INF-253, INF-254, INF-263, INF-271, BUS-101

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

Subtotal: 6 Credits

### Mathematics, Natural Science, and Technology

MAT Mathematics Elective† 4-credit Mathematics Elective OR (3-credit Mathematics Elective AND 1-credit INF restricted elective); **4 Credit(s)** † Natural Science Elective† select from the following fields: BIO, CHM, PHY **4 Credit(s)** †

Subtotal: 8 Credits

Subtotal: 20-22

### Program Requirements

- INF Programming Language Fundamentals Elective **3 Credit(s)** \*\*
- INF Advanced Programming Language Elective **3 Credit(s)** \*\*\*
- INF 1-credit INF Restricted Elective **1 Credit(s)** \*
- INF-101 Introduction to Information Technology
- INF-103 Introduction to Programming (Python)
- INF-146 Web Development
- INF-160 Networking Technologies and Data Communications
- INF-208 Systems Analysis and Design
- INF-217 Database for Applications [Oracle]
- INF-218 Database Programming [Oracle-PL/SQL]
- INF-219 Database Administration

Free Elective ^^

# Information Technology AAS - Networking Administration Program

Code: AAS.IT.NET

This program emphasizes planning, designing, managing, and maintaining computer networks. Operating systems studied include Windows and UNIX/Linux. Current topics in networking are presented. This program assists with preparation towards several professional IT certifications.

## Program Learning Outcomes (PLOs)

- Design, implement and administer a LAN, MAN and WAN.
- Install, configure and maintain server and client Operating Systems including Windows and Unix and effectively conduct management responsibility of network resources, including users, printers, file shares and multiple network related objects.
- Analyze and troubleshoot an existing network to enhance performance.
- Use standard business productivity software to support electronic projects.
- Perform a security assessment on an existing network to harden it by closing security vulnerabilities.

## Recommended Semester Sequence

### First Semester

- Humanities or Social Science Elective **3 Credit(s)** †
- INF-101 Introduction to Information Technology
- INF-103 Introduction to Programming (Python)
- INF-160 Networking Technologies and Data Communications
- ENG-101 English Composition I

Subtotal: 15 Credits

### Second Semester

- Humanities or Social Sciences Elective **3 Credit(s)** †
- INF-108 PC Maintenance
- INF-252 Windows Server
- INF-267 Network Security

- ENG-201 English Composition II
- or
- ENG-202 Technical Writing

Subtotal: 15 Credits

### Third Semester

- MAT /INF 4-credit Mathematics Elective **OR** (3-credit Mathematics Elective **AND** 1-credit INF Restricted Elective\*); **4 Credit(s)**
- Free Elective **3 Credit(s)**
- INF-253 Technical Communications
- INF-254 Unix/Linux Network Administration
- INF-265 Network Configuration I

Subtotal: 16 Credits

### Fourth Semester

- INF Restricted Elective **1 Credit(s)** \*\*
- Natural Science Elective **4 Credit(s)**
- Free Elective **3 Credit(s)** \*\*
- INF-219 Database Administration
- or
- INF-256 Topics in Networking
- INF-257 Network Troubleshooting

Subtotal: 14 Credits

## General Education Requirements

### Communication

- ENG-101 English Composition I
- ENG-201 English Composition II
- or
- ENG-202 Technical Writing

Subtotal: 6 Credits

### Humanities and Social Sciences \*

- Two (2) general education courses selected from the following fields: Anthropology (ANT), Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Economics (ECO); Geography (GEO); History (HIS);

Interdisciplinary (WGS); Literature (LIT);  
Philosophy and Religion (PHR); Political Science  
(POL); Psychology (PSY); Sociology (SOC);  
World Languages and Cultures (LAN).  
With no more than one course in any one field.

**Subtotal: 6 Credits**

## Mathematics, Natural Science, and Technology

Mathematics Elective **4 Credit(s) \***  
Natural Science Elective **4 Credit(s) \***

**Subtotal: 8 Credits**

**Subtotal: 20 Credits**

## Program Requirements

Restricted Elective **3 Credit(s) ‡**  
INF-101 Introduction to Information Technology  
INF-108 PC Maintenance  
INF-114 Microsoft Office [Office 2019]  
INF-160 Networking Technologies and Data  
Communications  
INF-252 Windows Server  
INF-253 Technical Communications  
INF-254 Unix/Linux Network Administration  
INF-256 Topics in Networking  
INF-257 Network Troubleshooting  
INF-265 Network Configuration I  
INF-267 Network Security  
INF-274 Wireless Networking  
BUS-101 Introduction to Business

**Free Electives \*\***

**Subtotal: 6 Credits**

**Subtotal: 45 Credits**

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester  
sequence order.

Please note that required courses may have prerequisites.  
Click on each course to view details.

†General Education Elective(s). Recommended Mathematics  
elective: MAT-180, MAT-280, or MAT-223. If a 3-credit  
Mathematics course is selected, 1-credit INF restricted  
elective is required.

\*1-credit INF restricted elective: INF-115 , INF-120, INF-  
124, INF-143, INF-151, INF-161 , INF-162 , INF-165, INF-  
228, INF-251, or INF-291.

\*\*Recommended Elective - INF-146, INF-217, INF-270,  
INF-271, INF-273, INF-274, BUS-101

# Information Technology AAS - Office Technology Program

Code: AAS.IT.OFF.TECH

This program focuses on preparing students to meet the demands of the current office environment with specific emphasis on the resourceful use of computers in day-to-day activities. Today's modern office requires knowledge in a wide variety of technologies including word processing, spreadsheet applications, database skills, presentation ability, use of the Internet, electronic scheduling and communications, computerized accounting, web design and publishing, and multimedia including graphics, audio, and video. This program will assist with preparation towards the Microsoft Office Specialist (MOS) exams.

## Program Learning Outcomes (PLOS)

- Demonstrate proficiency using standard business productivity software.
- Make informed decisions regarding the appropriate use of productivity software to solve a variety of technology-related workplace problems.

## Recommended Semester Sequence

### First Semester

Humanities or Social Science Elective **3 Credit(s)** \*  
INF-101 Introduction to Information Technology  
INF-103 Introduction to Programming (Python)  
INF-160 Networking Technologies and Data  
Communications  
ENG-101 English Composition I

Subtotal: 15 Credits

### Second Semester

Humanities Elective **3 Credit(s)** \*\*  
INF-114 Microsoft Office [Office 2019]  
INF-119 Document Processing [Word 2016]  
COM-100 Speech Communication  
ENG-201 English Composition II  
or

ENG-202 Technical Writing

Subtotal: 15 Credits

### Third Semester

Free Elective **3 Credit(s)** ^^  
Social Science Elective **3 Credit(s)** ^  
INF-217 Database for Applications [Oracle]  
BUS-101 Introduction to Business  
BUS-103 Business Mathematics

Subtotal: 15 Credits

### Fourth Semester

Free Elective **3 Credit(s)** ^^  
INF-146 Web Development  
INF-253 Technical Communications  
INF-267 Network Security  
INF-140 Introduction to Multimedia  
or  
COM-140 Introduction to Multimedia

Subtotal: 15 Credits

## General Education Requirements

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II  
or  
ENG-202 Technical Writing

Subtotal: 6 Credits

### Humanities Electives

Two general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

With no more than one course in any one field.

Subtotal: 6 Credits

## Social Science Elective

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

Subtotal: 3 Credits

## Mathematics, Natural Science, and Technology

One general education INF course:  
INF-101 Introduction to Information Technology

Subtotal: 3 Credits

## Unassigned General Education Elective

COM-100 Speech Communication

Subtotal: 3 Credits

Subtotal: 21 Credits

## Program Requirements

Free Electives\*\*

Subtotal: 6 Credits

## Restricted Electives\*\*\*

INF-103 Introduction to Programming (Python)  
INF-160 Networking Technologies and Data Communications  
INF-114 Microsoft Office [Office 2019]  
INF-119 Document Processing [Word 2016]  
INF-140 Introduction to Multimedia  
**or**  
COM-140 Introduction to Multimedia  
INF-146 Web Development  
INF-217 Database for Applications [Oracle]  
INF-253 Technical Communications  
INF-267 Network Security

BUS-101 Introduction to Business  
BUS-103 Business Mathematics

Subtotal: 39

Total Credit Hours: 60

### Specific Program Notes

† General Education Elective(s).

^^ Recommended Free Electives: BUS-105, MAT-150, ACC-120, INF-108, any three one-credit INF courses

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



# Information Technology AAS - Web Development and Management Program

Code: AAS.IT.WEB

This program emphasizes web skills. Students delve into all facets of web page preparation. Current topics include web page design and development, client and server side scripting, programming, multimedia, and database and networking concepts.

## Program Learning Outcomes (PLOs)

- Code static and active web pages that meet web compliance standards, using standard mark-up and style-sheet tools.
- Integrate the use of at least one scripting language to make web documents interactive.
- Use standard web productivity tools in the creation of enterprise-level websites.

## Recommended Semester Sequence

### First Semester

Humanities or Social Science Elective **3 Credit(s)** †  
INF-101 Introduction to Information Technology  
INF-103 Introduction to Programming (Python)  
INF-160 Networking Technologies and Data Communications  
ENG-101 English Composition I

Subtotal: 15 Credits

### Second Semester

INF Programming Language Fundamentals Elective **3 Credit(s)** \*\*  
INF-140 Introduction to Multimedia  
**or**  
COM-140 Introduction to Multimedia  
INF-146 Web Development  
INF-267 Network Security  
ENG-201 English Composition II  
**or**  
ENG-202 Technical Writing

Subtotal: 15 Credits

### Third Semester

MAT/INF Mathematics Elective † - 4-credit  
Mathematics Elective **OR** (3-credit Mathematics Elective **AND** 1-credit INF Restricted Elective\*) **4 Credit(s)**  
INF INF Restricted Elective **1 Credit(s)** \*  
Free Elective **3 Credit(s)** ^^  
INF-208 Systems Analysis and Design  
INF-217 Database for Applications [Oracle]

Subtotal: 14 Credits

### Fourth Semester

Free Elective **3 Credit(s)** ^^  
Natural Science Electives **4 Credit(s)** †  
Humanities or Social Sciences Elective **3 Credit(s)** †  
INF Advanced Programming Language Elective **3 Credit(s)** \*\*\*  
INF-263 Advanced Web Development

Subtotal: 16 Credits

## General Education Requirements

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II  
**or**  
ENG-202 Technical Writing

Subtotal: 6 Credits

### Humanities and Social Sciences †

Two (2) general education courses selected from the following fields: Anthropology (ANT), Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); Economics (ECO); Geography (GEO); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); Political Science (POL); Psychology (PSY); Sociology (SOC); World Languages and Cultures (LAN).

With no more than one course in any one field.

**Subtotal: 6 Credits**

## Mathematics, Natural Science, and Technology

MAT Mathematics Elective† - 4-credit Mathematics Elective **OR** (3-credit Mathematics Elective **AND** 1-credit INF Restricted elective) **4 Credit(s)**  
Natural Science Elective† **4 Credit(s)**

**Subtotal: 8 Credits**

**Subtotal: 20 Credits**

## Program Requirements

INF Programming Language Electives: Fundamentals **3 Credit(s)** \*\*  
INF Advanced Programming Language Elective **3 Credit(s)** \*\*\*  
INF 1-credit INF Restricted Elective **1 Credit(s)** \*  
INF-101 Introduction to Information Technology  
INF-103 Introduction to Programming (Python)  
INF-140 Introduction to Multimedia  
**or**  
COM-140 Introduction to Multimedia  
INF-146 Web Development  
INF-160 Networking Technologies and Data Communications  
INF-208 Systems Analysis and Design  
INF-217 Database for Applications [Oracle]  
INF-263 Advanced Web Development  
INF-267 Network Security

**Subtotal: 34 Credits**

**Free Elective \*\*\***

**Subtotal: 6 Credits**

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites.

Click on each course to view details.

† General Education Elective(s). Recommended

Mathematics elective: MAT-180, MAT-280, or MAT-223. If a 3-credit Mathematics course is selected, 1-credit INF restricted elective is required. (INF-101 will fulfill the remaining required General Education credits in this category).

\*1-credit INF restricted elective: INF-115 , INF-120, INF-124, INF-143, INF-151, INF-161 , INF-162 , INF-165, INF-228, INF-251, or INF-291.

\*\*Programming Language Fundamentals Elective: INF-220, INF-221, INF-236,

\*\*\*Advanced Programming Language Elective: INF-224, INF-246 , or INF-268

^^ Recommended Free Electives: INF-130, INF-230, INF-218, INF-219, INF-239, INF-253, INF-254, BUS-101, or BUS-271

# Music AAS - Music Business Program

Code: AAS.MUSC.MUS.BUS

This Music Business program is recommended for students who wish to pursue a variety of careers utilizing music business knowledge upon completion of the degree. Unlike the AFA in Music Business, this program does not require the core musicianship or general education coursework recommended for transfer to a bachelor's degree in music, but rather focuses specifically on classes covering business, copyright, music publishing, record companies, artist management, concert promotion, marketing, economics, and career opportunities in the music industry. All AAS Music Business students engage in industry internships as part of their coursework.

## Program Learning Outcomes (PLOs)

- Explain the contemporary structure of the music industry, including legal issues, music publishing, record production, and concert promotion.
- Apply music business knowledge to facilitate the marketing and promotion of live music events and recorded music.
- Demonstrate an understanding of accounting, business management, communication, and technology as it applies to the music industry.
- Evaluate and research career options in the music industry and develop a portfolio to enhance employment opportunities.

## Recommended Semester Sequence

### First Semester

BUS-101 Introduction to Business  
ENG-101 English Composition I  
MUS-152 Introduction to Music Business  
MUS-163 Careers in Music  
MUS-101 Introduction to Music

Subtotal: 15 Credits

### Second Semester

MUS Humanities Elective in Music **3 Credit(s)**

BUS/INF/COM Business, Information Technology, or Communication Elective **3 Credit(s)**  
MUS-252 Music in the Marketplace  
COM-101 Mass Media Communication  
ENG-201 English Composition II  
**or**  
ENG-202 Technical Writing

Subtotal: 15 Credits

### Third Semester

Mathematics - 3-credit Mathematics Elective AND 1-credit INF elective INF-102 **4 Credit(s)**  
Free Elective **3 Credit(s) \***  
MUS-262 Concert Promotion and Production  
BUS-105 Business Communications  
ECO-101 Principles of Macroeconomics

Subtotal: 16 Credits

### Fourth Semester

Free Elective **3 Credit(s)**  
MUS Music Elective **3 Credit(s)**  
General Education Elective **3 Credit(s) \***  
MUS-292 Co-Op Work Experience [Music]  
ACC-110 Financial Accounting

Subtotal: 14 Credits

## General Education Requirements

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II  
**or**  
ENG-202 Technical Writing

Subtotal: 6 Credits

### Humanities Electives \*

Two (2) general education courses selected from the following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Interdisciplinary (WGS); Literature

(LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).  
With no more than one course in any one field.

Subtotal: 6 Credits

### Social Science Course

ECO-102 Principles of Microeconomics

Subtotal: 3 Credits

### Mathematics, Natural Science, and Technology \*

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science (CIS) Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY).

Subtotal: 3-4 Credits

### Additional General Education Elective: \*

Subtotal: 3 Credits

Subtotal: 21-22 Credits

### Program Requirements

Music Elective **3 Credit(s)**  
Business, Information Technology Elective or  
Communication Elective **3 Credit(s)**  
ACC-110 Financial Accounting  
COM-101 Mass Media Communication  
BUS-101 Introduction to Business  
BUS-105 Business Communications  
MUS-152 Introduction to Music Business  
MUS-163 Careers in Music  
MUS-252 Music in the Marketplace  
MUS-262 Concert Promotion and Production  
MUS-292 Co-Op Work Experience [Music]

Subtotal: 32 Credits

### Free Electives

Subtotal: 6 Credits

Total Credit Hours: 60

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Elective(s).

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

# Music AAS - Recording Technology Program

**Code: AAS.MUSC.REC.TECH**

The Recording Technology program is recommended for students who wish to pursue a variety of careers utilizing audio production skills. Unlike the AFA in Music Technology, this program does not require the musicianship or general education coursework recommended for transfer to a bachelor's degree in music, but rather focuses specifically on audio production for the music and film/video industries with opportunities to explore radio and TV production through courses in the college's Broadcasting program. All AAS Recording Technology students engage in industry internships as part of their coursework.

## Program Learning Outcomes (PLOs)

- Use the tools of music production including microphones, signal processors, mixing consoles, sequencers and Digital Audio Workstations to effectively engineer and produce music across a broad range of acoustic and electronic based genres.
- Apply critical listening skills and the concepts of audio theory and acoustics to record, edit, mix and master music and audiovisual media.
- Demonstrate a solid knowledge of audio signal flow to facilitate the setup, use, and troubleshooting of audio equipment.
- Design and optimize workstations and spaces for both music production and audiovisual media applications.

## Recommended Semester Sequence

### First Semester

- Free Elective - IST-123 will fulfill 3 credits of Free Electives for students who place into the course **3 Credit(s)**
- PHY-185 Introduction to Physics
- or
- PHY-100 Energy and Society
- MUS-103 Fundamentals of Music
- MUS-131 Class Piano I
- MUS-151 Music Production Technology
- INF-102 Introduction to Computing

Subtotal: 15 Credits

### Second Semester

- MUS Humanities Music Elective **3 Credit(s)** \*\*
- ENG-101 English Composition I
- MUS-163 Careers in Music
- MUS-250 Electronic Music Composition
- MUS-251 Studio Record Techniques

Subtotal: 15 Credits

### Third Semester

- Social Science Elective **3 Credit(s)**
- Humanities Elective **3 Credit(s)**
- MUS/COM Music or Mass Comm Elective - restricted **3 Credit(s)** \*\*
- ENG-201 English Composition II
- or
- ENG-202 Technical Writing
- MUS-261 Advanced Studio Recording

Subtotal: 15 Credits

MUS-261: Offered only in fall semesters.

### Fourth Semester

- Gen Ed Elective **3 Credit(s)**
- Free Elective **3 Credit(s)**
- MUS /COM Music or Mass Comm Elective - restricted **3 Credit(s)** \*\*
- MUS-160 Sound for Visual Media
- or
- ART-160 Sound for Visual Media
- or
- COM-160 Sound for Visual Media
- MUS-262 Concert Promotion and Production

Subtotal: 15 Credits

MUS-261: Offered only in fall semesters.

## General Education Requirements

## Communication

ENG-101 English Composition I  
ENG-201 English Composition II  
or  
ENG-202 Technical Writing

Subtotal: 6 Credits

## Humanities

Two courses selected from the following list:

MUS-101 Introduction to Music  
MUS-105 History of Jazz in America  
MUS-106 World Music  
MUS-107 History of Western Music before 1750  
MUS-111 History of American Popular Music

Subtotal: 6 Credits

## Social Sciences \*

One 3 credit general education courses selected from the following fields: ECO, GEO, POL, PSY, SOC, ANT

Subtotal: 3 Credits

## Mathematics, Natural Science, and Technology

PHY-185 Introduction to Physics  
or  
PHY-100 Energy and Society

## Additional General Education Elective

\*

Subtotal: 3 Credits

Subtotal: 22 Credits

## Program Requirements

MUS/ COM Music or Mass Comm Elective: Restricted  
**3 Credit(s) \*\***  
MUS-160 Sound for Visual Media

MUS-103 Fundamentals of Music  
MUS-131 Class Piano I  
MUS-151 Music Production Technology  
MUS-163 Careers in Music  
MUS-231 Class Piano II  
MUS-250 Electronic Music Composition  
MUS-251 Studio Record Techniques  
MUS-261 Advanced Studio Recording  
MUS-262 Concert Promotion and Production  
INF-101 Introduction to Information Technology

Subtotal: 32 Credits

MUS-261: Offered only in fall semesters.

## Free Elective

Subtotal: 6 Credits

Total Credit Hours: 60

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Elective(s).

\*\*Music Electives: any Music [MUS] courses.

\*\*\*Mass Communication electives: COM-105, COM-106, COM-111, COM-140, COM-205, COM-207.

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

# Nursing AAS, Day Session

**Code: AAS.NURS.DAY**

The Bergen Community College Nursing Program prepares its graduates to assume an entry-level position as a registered nurse.

Nursing students are actively involved as self-directed, responsible partners in the learning process. Students are educated in the classroom, in the nursing skills and simulation laboratories and in a variety of clinical settings.

The program uses technology such as Computer Assisted Instruction (CAI) and the Human Child and Adult Patient Simulators to enhance learning, skills mastery and critical thinking in the application of the nursing process.

**Program Length:** 2 academic years.

**Preadmission Test:** Nursing Program Admissions Exam.

**GPA for admissions eligibility:** 2.50

**High School prerequisite courses:** Chemistry and Biology with labs and Algebra.

**College substitutions:** CHM-112; BIO-109; MAT-040.

**Application Deadline:** January 15th for fall admission.

**Program Admits:** Fall semester.

**Notes:** The day nursing program accepts students for fall only.

The Nursing Program is approved by the New Jersey State Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing.

## Program Learning Outcomes (PLOs)

Applies the Nursing Process while modeling clinical judgement to assist culturally diverse individuals, families, and groups in the promotion, maintenance and restoration of optimum health.

Communicates effectively with individuals, families and other health team members.

Practices within the legal and ethical framework of nursing.

Incorporates technical resources for the improvement of nursing practice.

Demonstrates quantitative reasoning skills in nursing practice.

Integrates teaching and learning principles into nursing practice.

## Recommended Semester Sequence

### Fall Semester Level I

BIO-109 Anatomy and Physiology I  
ENG-101 English Composition I  
NUR-181 Physical Assessment  
NUR-182 Pharmacology for Nurses  
NUR-183 Basic Concepts and Skills of Nursing

**Subtotal: 15 Credits**

### Spring Semester Level II

BIO-209 Anatomy and Physiology II  
ENG-201 English Composition II  
NUR-281 Adult Health Nursing A  
NUR-282 Adult Health Nursing B  
PSY-106 Developmental Psychology: Lifespan

**Subtotal: 18 Credits**

### Fall Semester Level III

BIO-104 Microbiology  
NUR-284 Maternal-Child Health Nursing  
NUR-285 Mental Health Nursing  
SOC-101 Sociology

**Subtotal: 16 Credits**

### Spring Semester Level IV

Humanities Elective **3 Credit(s) \***  
NUR-290 Adult Health Nursing C  
NUR-291 Adult Health Nursing D

**Subtotal: 11 Credits**

## General Education Requirements

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II

**Subtotal: 6 Credits**

## Humanities

One general education course selected from the Following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 3 Credits

## Social Sciences\*

SOC-101 Sociology

## Mathematics, Natural Sciences, and Technology

BIO-109 Anatomy and Physiology I  
BIO-209 Anatomy and Physiology II

Subtotal: 8 Credits

Subtotal: 20 Credits

## Program Requirements

BIO-104 Microbiology  
PSY-106 Developmental Psychology: Lifespan  
NUR-181 Physical Assessment  
NUR-182 Pharmacology for Nurses  
NUR-183 Basic Concepts and Skills of Nursing  
NUR-281 Adult Health Nursing A  
NUR-282 Adult Health Nursing B  
NUR-290 Adult Health Nursing C  
NUR-291 Adult Health Nursing D  
NUR-284 Maternal-Child Health Nursing  
NUR-285 Mental Health Nursing

Total Credit Hours: 60

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Course List.

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



# Nursing AAS, Evening Session

**Code:** AAS.NURS.EVE

The Bergen Community College Nursing Program prepares its graduates to assume an entry-level position as a registered nurse. Nursing students are actively involved as self-directed, responsible partners in the learning process. Students are educated in the classroom, in the nursing skills and simulation laboratories and in a variety of clinical settings. The program uses technology such as Computer Assisted Instruction (CAI) and the Human Child and Adult Patient Simulators to enhance learning, skills mastery and critical thinking in the application of the nursing process.

**Program Length:** 2 academic years;

**Preadmission Test:** Nursing Program Admissions Exam;

**GPA for admissions eligibility:** 2.50;

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

**College substitutions:** CHM-112; BIO-109; MAT-040;

**College prerequisite courses:** BIO-109 and BIO-209; ENG-101 and ENG-201; PSY-106; SOC-101;

**Application Deadline:** September 15th for spring admission;

**Program Admits:** Spring semester.

The Nursing Program is approved by the New Jersey State Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing

## Program Learning Outcomes (PLOs)

Applies the Nursing Process while modeling clinical judgement to assist culturally diverse individuals, families and groups in the promotion, maintenance and restoration of optimum health.

Communicates and collaborates effectively with individuals, families and other health team members.

Practices within the legal and ethical framework of nursing.

Incorporates technical resources for the improvement of nursing practice.

Demonstrates quantitative reasoning skills in nursing practice.

Integrates teaching and learning principles into nursing practice.

## Recommended Semester Sequence

### Spring Semester

BIO-109 Anatomy and Physiology I  
ENG-101 English Composition I  
SOC-101 Sociology

**Subtotal: 10 Credits**

Evening nursing applicants cannot be accepted until general co-requisites (6 courses) have been completed. The Evening nursing program accepts students for spring only.

### Fall Semester

BIO-209 Anatomy and Physiology II  
ENG-201 English Composition II  
PSY-106 Developmental Psychology: Lifespan

**Subtotal: 10 Credits**

### Spring Semester Level I

NUR-181 Physical Assessment  
NUR-182 Pharmacology for Nurses  
NUR-183 Basic Concepts and Skills of Nursing

**Subtotal: 8 Credits**

### Fall Semester Level II

NUR-281 Adult Health Nursing A  
NUR-282 Adult Health Nursing B

**Subtotal: 8 Credits**

### Summer prior to Level III

BIO-104 Microbiology

**Subtotal: 4 Credits**

### Spring Semester Level III

NUR-284 Maternal-Child Health Nursing  
NUR-285 Mental Health Nursing

Subtotal: 9 Credits

### Summer prior to Level IV

Humanities Elective **3 Credit(s)** \*

Subtotal: 3 Credits

### Fall Semester Level IV

NUR-290 Adult Health Nursing C  
NUR-291 Adult Health Nursing D

Subtotal: 8 Credits

## General Education Requirements

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II

Subtotal: 6 Credits

### Humanities

One general education course selected from the Following fields: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]); History (HIS); Literature (LIT); Philosophy and Religion (PHR); World Languages and Cultures (LAN).

Subtotal: 3 Credits

### Social Sciences \*

SOC-101 Sociology

### Mathematics, Natural Sciences, and Technology

BIO-109 Anatomy and Physiology I  
BIO-209 Anatomy and Physiology II

Subtotal: 8 Credits

Subtotal: 20 Credits

## Program Requirements

BIO-104 Microbiology  
NUR-181 Physical Assessment  
NUR-182 Pharmacology for Nurses  
NUR-183 Basic Concepts and Skills of Nursing  
NUR-281 Adult Health Nursing A  
NUR-282 Adult Health Nursing B  
NUR-290 Adult Health Nursing C  
NUR-291 Adult Health Nursing D  
NUR-284 Maternal-Child Health Nursing  
NUR-285 Mental Health Nursing  
PSY-106 Developmental Psychology: Lifespan

Total Credit Hours: 60

**Specific Program Notes:** Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Course List. Students enrolled in this program **ARE REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

## Software Development AAS - Game Programming Program

**Code:** AAS.SD.GAME.PGMG

This program focuses on designing games, writing the program code, and testing that the game works as expected. Emphasis is on computer programming in C++ and algorithms.

### Program Learning Outcomes (PLOs)

Complete pre-production planning and design documents needed for video-game development.  
Design and develop video-game applications using standard commercial and open-source development products.

Design and develop audio-visual assets for video-games using standard commercial and open-source development products.  
Use standard business productivity software to support electronic projects.

## Recommended Semester Sequence

### First Semester

Humanities or Social Sciences Elective **3 Credit(s)** \*  
ENG-101 English Composition I  
GAM-110 Introduction Game Architecture and Design  
INF-101 Introduction to Information Technology  
INF-103 Introduction to Programming (Python)

Subtotal: 15 Credits

### Second Semester

MAT Mathematics Elective\* **4 Credit(s)**  
[4-credit Mathematics Elective **OR** (3-credit Mathematics Elective **and** 1-credit INF Restricted Elective)]  
CIS-165 Fundamentals of Programming  
**or**  
INF-236 Java Programming  
GAM-211 Game Development 2D  
INF-140 Introduction to Multimedia  
**or**  
COM-140 Introduction to Multimedia  
ENG-201 English Composition II  
**or**  
ENG-202 Technical Writing

Subtotal: 15 Credits

### Third Semester

Free Elective **3 Credit(s)** \*\*  
Humanities or Social Science Elective **3 Credit(s)** ^  
GAM-218 Game Development 3D I  
INF-130 Testing and Quality Assurance  
ART-192 Computer 3D Animation I

Subtotal: 15 Credits

### Fourth Semester

Free Elective **3 Credit(s)** \*\*  
INF-165 Introduction to Linux  
GAM-230 Game Programming 3D II  
PHY-186 General Physics I

### Programming Course:

choose

CIS-265 Advanced Programming Concepts  
**or**  
INF-268 Advanced Java Programming

Subtotal: 14 Credits

## General Education Requirements

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II  
**or**  
ENG-202 Technical Writing

Subtotal: 6 Credits

### Humanities and Social Sciences \*

Two (2) general education courses selected from the following fields: Anthropology (ANT); Arts (Art [ART], Cinema Studies [CIN]), Music [MUS]); Economics (ECO); Geography (GEO); History (HIS); Interdisciplinary (WGS); Literature (LIT); Philosophy and Religion (PHR); Political Science (POL); Psychology (PSY); Sociology (SOC); Theatre Arts [THR], and World Languages and Cultures (LAN).

With no more than one course in any one field.

Subtotal: 6 Credits

### Mathematics, Natural Science, and Technology

MAT Mathematics Elective\* 4-credit Mathematics Elective OR (3-credit Mathematics Elective AND 1-credit INF Restricted elective\*\*); **4 Credit(s)**  
PHY-186 General Physics I

**Subtotal: 8 Credits**

**Subtotal: 20 Credits**

## Program Requirements

INF Restricted Elective **3 Credit(s)** \*\*\*  
MAT/CIS Restricted Elective **4 Credit(s)** \*\*  
GAM-110 Introduction Game Architecture and Design  
GAM-211 Game Development 2D  
GAM-218 Game Development 3D I  
GAM-230 Game Programming 3D II  
ART-192 Computer 3D Animation I  
INF-101 Introduction to Information Technology  
INF-103 Introduction to Programming (Python)  
INF-130 Testing and Quality Assurance  
INF-140 Introduction to Multimedia  
**or**  
COM-140 Introduction to Multimedia

**Subtotal: 34 Credits**

**Free Elective \*\*\***

**Subtotal: 6 Credits**

**Subtotal: 43**

**Total Credit Hours: 60**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Elective(s). Recommended Mathematics elective: MAT-180, MAT-280, or MAT-223. If a 3-credit Mathematics course is selected, 1-credit INF restricted elective is required. (INF-101 will fulfill the remaining required General Education credits in this category).

\*1-credit INF restricted elective: INF-115 , INF-120, INF-124, INF-143, INF-151, INF-161 , INF-162 , INF-165, INF-228, INF-251, or INF-291.

^ General Education Elective(s) Recommended

Humanities electives: MUS-101, MUS-110, or ART-110.  
Recommended Social Science electives: Psychology (PSY) courses.

\*\* Recommended Free Electives: INF-146, INF-160, INF-217, INF-230, INF-267, CIS-288 or MAT-285, ART-122, ART-293, WRT-204 , MUS-151, MUS-160, IST-123 will fulfill 3 Free Elective credits for students who place into the course.

# Theatre AAS - Technical Theatre Production

**Code: AAS.THEATRE.TECH**

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

## Program Learning Outcomes (PLOs)

- Demonstrate a basic, hands-on knowledge of a variety of technical aspects in the theatre. Read and comprehend a ground plan and demonstrate an understanding of working in different theatrical spaces; arena, thrust, black box, proscenium, etc.
- Demonstrate a working knowledge of the fundamentals of stage lighting, including how to wire lighting instruments and the basics of electricity; watts, volts and amps. Read and comprehend a light plot and how to hang, focus and gel instruments according to designers.
- Operate a fly system, follow spot-video projections, lighting board and sound board.
- Demonstrate knowledge of the business of show business, including the various resources available for finding work and joining the unions.
- Gain the experience, both hands-on and in the classroom, to be able to assimilate easily to compete in this field and to continue their training in a professional technical theatre program either at a college or apprenticeship program.

## Recommended Semester Sequence

### First Semester

- Free Elective: IST-123 Recommended **3 Credit(s)**
- ENG-101 English Composition I
- THR-101 Introduction to the Theatre
- THR-131 Stagecraft and Lighting

### Program Concentration Requirement:

- Choose
- DFT-107 Drafting I
- or**
- COM-106 TV Production I

**Subtotal: 15 Credits**

### Second Semester

- Humanities Elective **3 Credit(s)**
- Social Science Elective **3 Credit(s)**
- ENG-201 English Composition II
- THR-134 Set Design I

### Program Concentration Requirement:

- Choose
- ART-127 Painting I
- or**
- COM-111 Video Post-Production

**Subtotal: 15 Credits**

### Third Semester

- 4-cr. Mathematics or [3-cr. Mathematics and INF-102 ]
- 4 Credit(s) \***
- or**
- One general education course to be selected from the following fields: Computer Science (CIS); Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY).

- Humanities Elective **3 Credit(s)**
- History Elective **3 Credit(s)**
- THR-125 Costume Construction I
- or**
- THR-232 Stage Management
- THR-217 Theatre Performance and Production

**Subtotal: 13-14 Credits**

### Fourth Semester

- History Elective **3 Credit(s)**
- THR-215 Directing for the Stage
- or**
- THR-216 Theatre Production Workshop
- THR-109 History of Musical Theatre

**or**  
MUS-109 History of Musical Theatre  
THR-231 Stage Electrics  
THR-294 Co-Op Work Experience [Stage  
Technology]

**Subtotal: 16-17 Credits**

## Program Concentrations

After the first semester, students will select a track that aligns with the career they wish to pursue.

### Art and Drafting Design

ART-127 Painting I  
DFT-107 Drafting I

**Subtotal: 6 Credits**

### Television Production

COM-106 TV Production I  
COM-111 Video Post-Production

**Subtotal: 6 Credits**

## General Education Requirements

### Communication

ENG-101 English Composition I  
ENG-201 English Composition II

**Subtotal: 6 Credits**

### History Electives

**Subtotal: 6 Credits**

### Humanities Electives\*\*

Two (2) general education courses selected from the following fields, with no more than two courses in any one field: Arts (Art [ART], Music [MUS], Theatre Arts [THR], Cinema Studies [CIN]);

Interdisciplinary (WGS); Literature (LIT);  
Philosophy and Religion (PHR); World Languages  
and Cultures (LAN).

With no more than two courses in any one field.

**Subtotal: 6 Credits**

### Social Science Electives\*

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

**Subtotal: 3 Credits**

### Mathematics, Natural Sciences, and Technology

Mathematics\* - 4-credit Mathematics Elective OR (3-credit Mathematics Elective AND 1-credit INF elective INF-102 );

**or**

One general education course to be selected from the following fields: Mathematics (MAT); Computer Science (CIS) Information Technology (INF); Biology (BIO); Chemistry (CHM); Physics (PHY).

**Subtotal: 4 Credits**

### Unassigned

Choose any General Education elective

**Subtotal: 3 Credits**

**Subtotal: 21-22 Credits**

## Program Requirements

THR-134 Set Design I  
THR-131 Stagecraft and Lighting  
THR-217 Theatre Performance and Production  
THR-101 Introduction to the Theatre  
THR-109 History of Musical Theatre

**or**

MUS-109 History of Musical Theatre  
THR-231 Stage Electrics

THR-125 Costume Construction I  
or  
THR-232 Stage Management  
THR-215 Directing for the Stage  
or  
THR-216 Theatre Production Workshop  
THR-294 Co-Op Work Experience [Stage  
Technology]

## Free Electives ‡

Subtotal: 4 Credits

Total Credit Hours: 60

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Elective(s).

\*\* IST-123 will fulfill 3 credits of Free Electives for students who place into the course

# Certificate

## Baking and Pastry Arts Certificate

**Code:** CERT.BAKE.PSTRY

The Baking and Pastry Arts Certificate Program is designed to prepare entry-level or working food service professionals to increase their job marketability by building proficiency in quality baking and pastry preparation skills. Typically, students can complete the certificate program in two semesters. This certificate program is embedded into the AAS degree program. Students who wish to advance to a two-year degree can transfer all 30 credits into the 60-credit AAS degree at Bergen Community College.

### Program Learning Outcomes (PLOs)

- Use the earned industry-approved ServSafe Certification.
- Demonstrate proficiency in specialized baking, production, and decorating.
- Execute events that integrate baking, pastry and culinary preparation in a high volume setting
- Innovate bakery and pastry shop menus according to the needs of various clientele
- Identify and describe various facets of the food service and hospitality industry

### Recommended Semester Sequence

#### First Semester

- HRM-101 Introduction to Hospitality Management
- HRM-102 Food Protection and Safety
- HRM-103 Professional Food Preparation Techniques
- HRM-110 Introduction to Baking
- ENG-101 English Composition I

**Subtotal: 15 Credits**

#### Second Semester

- General Education Elective **3 Credit(s) \***

- HRM-202 Quantity Food Production and Services
- or**
- HRM-206 Commercial Restaurant Operation
- HRM-220 Advanced Baking Techniques

**Plus two of the following courses:**

- HRM-208 Confectionery Arts
- HRM-209 Artisan Bread Production
- HRM-210 Specialty Cakes

**Subtotal: 15 Credits**

### General Education Requirements

- General Education Elective **3 Credit(s) \***
- ENG-101 English Composition I

**Subtotal: 6 Credits**

### Restricted Program Requirements

- General Education Elective **3 Credit(s) \***
- HRM-101 Introduction to Hospitality Management
- HRM-102 Food Protection and Safety
- HRM-103 Professional Food Preparation Techniques
- HRM-110 Introduction to Baking
- HRM-202 Quantity Food Production and Services
- or**
- HRM-206 Commercial Restaurant Operation

**Plus two of the following courses:**

- HRM-208 Confectionery Arts
- HRM-209 Artisan Bread Production
- HRM-210 Specialty Cakes

**Subtotal: 24 Credits**

**Total Credit Hours: 30**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.



\*General Education Elective(s)

Students enrolled in this program are NOT  
**REQUIRED** to successfully complete a course in  
basic algebra if indicated by the Accuplacer  
Test, unless they choose the college  
math/computer science elective.

Those who hold current ServSafe Food Protection  
Certification will receive credit for HRM-102.

Those who hold NOCTI Certification in Culinary will  
receive credit for HRM-103.

Students who choose this certificate will be able to  
transfer all 30 credits into the 60-credit AAS  
program at Bergen Community College.

# Computer Aided Drafting Certificate

**Code: CERT.CAD**

The Certificate in Computer Aided Drafting is designed to produce qualified CAD-draftspersons in diverse technical fields. Students will be able to communicate design information beginning from an early concept pencil sketch to an industry standard digital design using CAD, visualization, and animation software. The program will also inspire characteristics of professionalism designed to help students achieve their career goals.

## Program Learning Outcomes (PLOs)

- Read and create multi view mechanical drawings compliant to industry standards.
- Demonstrate effective time management responsibility by completing projects with assigned time constraints.
- Develop three-dimensional rendered drawings using CAD software and add-on software packages.  
Produce portfolio drawings from final project assignments.
- Identify methods of design technology such as rapid-prototyping, reverse engineering and model making.
- Implement common presentation software used to further enhance CAD rendered images.

## Recommended Semester Sequence

### First Semester

ENG-101 English Composition I  
DFT-107 Drafting I  
DFT-210 Computer Aided Drafting I  
MFG-122 Machine Tool Principles I

**Subtotal: 11 Credits**

### Second Semester

DFT-207 Drafting II  
DFT-211 Computer Aided Drafting II  
DFT-208 Engineering Graphics (Using SOLIDWORKS)

**Subtotal: 11 Credits**

DFT-211: Offered only in spring semesters.

### Third Semester

General Education Elective **3 Credit(s) \***  
DFT-212 Computer Aided Drafting III  
DFT-282 Technical Illustration  
**or**  
TEC-180 Problem Solving using Technology

**Subtotal: 9-10 Credits**

DFT-212: Offered only in fall semesters.

DFT-282: Offered only in spring semesters.

## General Education Requirements

### Requirements

General Education Elective **3 Credit(s) \***  
ENG-101 English Composition I

**Subtotal: 6 Credits**

## Restricted Program Requirements

DFT-107 Drafting I  
DFT-207 Drafting II  
DFT-208 Engineering Graphics (Using SOLIDWORKS)  
DFT-210 Computer Aided Drafting I  
DFT-211 Computer Aided Drafting II  
DFT-212 Computer Aided Drafting III  
DFT-282 Technical Illustration  
**or**  
TEC-180 Problem Solving using Technology  
MFG-122 Machine Tool Principles I

**Subtotal: 30 Credits**

DFT-211, DFT-282: Offered only in spring semesters.

DFT-212: Offered only in fall semesters.

**Total Credit Hours: 31-32**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Course List.

\*\*Offered only in fall semesters.

\*\*\*Offered only in spring semesters.

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

## Computer Animation Certificate

**Code: CERT.COMP.ANIM**

The **Computer Animation** and **Computer Graphics** certificates are designed for practicing professionals in these fields or for students who have already completed substantial college level work. Entry-level commercial art students should consider one of the Associate of Applied Science art programs. Students may choose only those courses for which prerequisites have been met.

Returning professionals may request that prerequisites be waived by submitting a portfolio for review by a member of the Art faculty. To request a portfolio review, please contact the Department of Visual Arts at 201-447-7143. To avoid registration problems, please contact the department prior to registering for classes for which you have not taken the required prerequisites.

The certificate in Computer Animation is designed for practicing professionals in this field who may need to update their skills or for students who have already completed substantial college level work. Students may choose only those courses for which prerequisites have been met. Returning professionals may request that prerequisites be waived by submitting a portfolio for review by a member of the Art faculty.

### Program Learning Outcomes (PLOs)

- Apply principles of design.
- Demonstrate fundamentals of drawing.
- Demonstrate photographic /graphic image skills.

- Demonstrate digital media skills.
- Develop/complete portfolio of print and digital display art work.
- Demonstrate knowledge of animation history and film analysis.

## Recommended Semester Sequence

### First Semester

- ART Restricted Electives **3 Credit(s)**
- General Education Elective **3 Credit(s)** \*\*
- ART-192 Computer 3D Animation I
- ART-197 Computer Imaging
- ENG-101 English Composition I

**Subtotal: 15 Credits**

ART-192: Course uses Windows OS workstations.

ART-197: Course uses Macintosh computers.

### Second Semester

- ART Restricted Electives **6 Credit(s)**
- General Education Elective **3 Credit(s)** \*\*
- ART-290 Computer 2D Animation I
- ART-291 Computer 2D Animation II
- ART-293 Computer 3D Animation II

**Subtotal: 18 Credits**

ART-290, ART-291, ART-293: Course uses Windows OS workstations.

## General Education Requirements

- General Education Elective **3 Credit(s)** \*\*
- ENG-101 English Composition I

**Subtotal: 6 Credits**

## Restricted Program Requirements

- ART Restricted Electives **9 Credit(s)**
- ART-192 Computer 3D Animation I
- ART-197 Computer Imaging

ART-290 Computer 2D Animation I  
ART-291 Computer 2D Animation II  
ART-293 Computer 3D Animation II  
ART-181 Photography I  
ART-184 Digital Photography  
ART-226 Letterform and Type  
ART-259 Computer Graphics Web Developer  
ART-271 Portfolio Presentation  
ART-281 Photography II  
ART-298 Interactive Multimedia

**Subtotal: 24 Credits**

ART-192, ART-290, ART-291, ART-293, ART-259, ART-271, ART-298: Courses use Windows OS workstations.

ART-197, ART-184, ART-226: Course uses Macintosh computers.

**Program Support Requirement:**

General Education Elective **3 Credit(s)** \*\*

**Subtotal: 3 Credits**

**Subtotal: 33 Credits**

**Total Credit Hours: 33**

**Specific Program Notes**

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*Course uses Windows OS workstations.

\*\*General Education Course List.

\*\*\*Course uses Macintosh computers.

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

# Computer Graphics Certificate

**Code: CERT.COMP.GRAPH**

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

The **Computer Animation** and the **Computer Graphics** certificates are designed for practicing professionals in these fields or for students who have already completed substantial college level work. Entry-level commercial art students should consider one of the Associate of Applied Science art programs. Students may choose only those courses for which prerequisites have been met.

Returning professionals may request that prerequisites be waived by submitting a portfolio for review by a member of the art faculty. To request a portfolio review, please contact the Department of Visual Arts. To avoid registration problems, please contact the department prior to registering for classes for which you have not taken the required prerequisites.

The certificate in Computer Graphics is designed for practicing professionals in this field who may need to update their skills or for students who have already completed substantial college level work. Students may choose only those courses for which prerequisites have been met. Returning professionals may request that prerequisites be waived by submitting a portfolio for review by a member of the Art faculty.

## Program Learning Outcomes (PLOs)

- Apply principles of design.
- Demonstrate photographic /graphic image skills.
- Demonstrate digital media skills.
- Develop/complete portfolio of print and digital display art work.
- Demonstrate knowledge of the history of art.
- Demonstrate fundamentals of drawing.

## Recommended Semester Sequence

### First Semester

- ART 2XX - Computer Layout **3 Credit(s) \*\***
- ART Restricted Electives **3 Credit(s)**

- ART-189 Computer 2D Illustration
- ART-197 Computer Imaging
- ENG-101 English Composition I

**Subtotal: 15 Credits**

- ART-189: Course uses Windows OS workstations.
- ART-197: Course uses Macintosh computers.

### Second Semester

- ART Restricted Electives **9 Credit(s)**
- General Education Elective **3 Credit(s) \*\*\***
- ART-259 Computer Graphics Web Developer

**Subtotal: 15 Credits**

- ART-259: Course uses Windows OS workstations.

### General Education Requirements

- General Education Elective **3 Credit(s) \*\*\***
- ENG-101 English Composition I

**Subtotal: 6 Credits**

### Restricted Program Requirements

- ART2XX - Computer Layout **3 Credit(s)**
- ART Restricted Electives **12 Credit(s)**
- ART-189 Computer 2D Illustration
- ART-197 Computer Imaging
- ART-259 Computer Graphics Web Developer
- ART-181 Photography I
- ART-184 Digital Photography
- ART-192 Computer 3D Animation I
- ART-226 Letterform and Type
- ART-259 Computer Graphics Web Developer 3 Credit(s)
- ART-260 Graphic Design I
- ART-261 Graphic Design II
- ART-271 Portfolio Presentation
- ART-281 Photography II
- ART-298 Interactive Multimedia

**Subtotal: 27 Credits**

- ART-189, ART-259, ART-192, ART-259, ART-260: Course uses Windows OS workstations.

ART-197, ART-184, ART-226, ART-261, ART-271, ART-298: Course uses Macintosh computers.

## Total Credit Hours: 30

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*Course uses Windows OS workstations.

\*\*Course uses Macintosh computers.

\*\*\*General Education Course List.

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

# Computer Technical Support Certificate

**Code:** CERT.COMP.SUPPORT

This certificate program emphasizes troubleshooting and diagnostic skills for both hardware and software issues encountered at a Help Desk. Preparation includes computer support, upgrade and repair functions. This program assists with preparation toward the CompTIA A+ Certification.

## Program Learning Outcomes (PLOs)

- Troubleshoot and solve a variety of equipment-related issues in a workplace environment.
- Make recommendations regarding appropriate equipment acquisition, maintenance, upgrade and life-cycling in the workplace.
- Use standard business productivity software to support electronic projects.

## Recommended Semester Sequence

### First Semester

ENG-101 English Composition I  
INF-101 Introduction to Information Technology  
INF-103 Introduction to Programming (Python)  
INF-108 PC Maintenance  
INF-114 Microsoft Office [Office 2019]  
INF-160 Networking Technologies and Data Communications

**Subtotal: 18 Credits**

### Second Semester

General Education Elective **3 Credit(s)** \*\*  
INF-219 Database Administration  
INF-253 Technical Communications  
INF-254 Unix/Linux Network Administration  
INF-267 Network Security

**Subtotal: 15 Credits**

## General Education Requirements

General Education Elective **3 Credit(s)** \*\*  
ENG-101 English Composition I

**Subtotal: 6 Credits**

## Restricted Program Requirements

INF Operating System Restricted Elective **3 Credit(s)** \*  
INF-101 Introduction to Information Technology  
INF-108 PC Maintenance  
INF-114 Microsoft Office [Office 2019]  
INF-160 Networking Technologies and Data Communications  
INF-253 Technical Communications  
INF-267 Network Security  
BUS-101 Introduction to Business

**Subtotal: 27 Credits**

**Total Credit Hours: 33**

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*\*General Education Course List.

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

# Culinary Arts Certificate

**Code: CERT.CULN.ARTS**

The Culinary Arts Certificate Program is designed to prepare entry-level or working food service professionals to increase their job value or refresh their culinary preparation and leadership skills in the introductory kitchens and the on-campus student-run full-service restaurant. Typically, students can complete the certificate program in two semesters. This certificate program is embedded into the AAS degree program. Students who wish to advance to a two-year degree can transfer all 30 credits into the 60-credit AAS degree at Bergen Community College.

## Program Learning Outcomes (PLOs)

- Advance proficiency in all stages of food and bakery preparation including budgeting, purchasing, receiving, storage, preparation, presentation and service
- Earn TIPS Certification and ServSafe Certification for food handling and beverage service
- Produce high-quality menus that are nutritionally adequate and maintain variety, balance and appeal to different clientele in a full-service student-run restaurant
- Hold a leadership role in high volume food preparation and production in diverse food and bakery production settings
- Evaluate methods to maintain quality and cost effective measures.

## Recommended Semester Sequence

### First Semester

- ENG-101 English Composition I
- HRM-101 Introduction to Hospitality Management
- HRM-102 Food Protection and Safety
- HRM-103 Professional Food Preparation Techniques
- HRM-106 Menu Planning and Nutrition
- HRM-110 Introduction to Baking

**Subtotal: 16 Credits**

### Second Semester

- General Education Elective **3 Credit(s) \***
- HRM-202 Quantity Food Production and Services
- or**
- HRM-206 Commercial Restaurant Operation
- HRM-203 Beverage Management
- HRM-205 Restaurant Service Management

**Plus ONE of the following courses:**

- HRM-211 American Regional Cuisine
- HRM-212 International Cuisine
- HRM-213 Garde-Manger
- HRM-223 Asian Cuisine
- HRM-105 Culinary Nutrition
- HRM-112 Charcuterie and Butchering

**Subtotal: 14 Credits**

## General Education Requirements

- General Education Elective **3 Credit(s) \***
- ENG-101 English Composition I

**Subtotal: 6 Credits**

## Restricted Program Requirements

- Gen Ed General Education Elective **3 Credit(s) \***
- HRM-101 Introduction to Hospitality Management
- HRM-102 Food Protection and Safety
- HRM-103 Professional Food Preparation Techniques
- HRM-110 Introduction to Baking
- HRM-202 Quantity Food Production and Services
- or**
- HRM-206 Commercial Restaurant Operation

**Plus ONE of the following courses:**

- HRM-105 Culinary Nutrition
- HRM-211 American Regional Cuisine
- HRM-212 International Cuisine
- HRM-213 Garde-Manger
- HRM-223 Asian Cuisine

**Subtotal: 24 Credits**

**Total Credit Hours: 30**



### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

#### \*General Education Electives

Students enrolled in this program are NOT **REQUIRED** to successfully complete a course in basic algebra if indicated by the Accuplacer Test, unless they choose the college math/computer science elective.

Those who hold current ServSafe Food Protection Certification will receive credit for HRM-102.

Those who hold NOCTI Certification in Culinary will receive credit for HRM-103.

Students who choose this certificate will be able to transfer all 30 credits into the 60-credit AAS program at Bergen Community College.

## Database Programming and Administration Certificate

**Code: CERT.DB**

This certificate program prepares a student to design, develop, deploy and administer current industry-standard databases, both as an end-user and as a database administrator. The program assists with preparation for Oracle certification exams.

#### Program Learning Outcomes (PLOs)

Write application programs that use standard industry tools to create, delete and update information in enterprise databases.

Use standard business productivity software to support electronic projects.

### Recommended Semester Sequence

#### First Semester

INF-103 Introduction to Programming (Python)

**Subtotal: 3 Credits**

INF-144: Credit -by-exam tests are available.

### Second Semester

INF Programming Language Electives: Fundamentals **3 Credit(s) \*\***

INF-101 Introduction to Information Technology

INF-144 Windows Desktop Operations [Vista] **1 Credit(s)**

**or**

INF-165 Introduction to Linux

INF-160 Networking Technologies and Data Communications

INF-217 Database for Applications [Oracle]

ENG-101 English Composition I

**Subtotal: 16 Credits**

### Third Semester

INF Programming Language Electives: Advanced **3 Credit(s) \*\*\***

General Education Elective **3 Credit(s) \*\*\*\***

INF-218 Database Programming [Oracle-PL/SQL]

INF-219 Database Administration

INF-228 Excel Problem Solving [Excel 2016]

INF-267 Network Security

**Subtotal: 16 Credits**

### General Education Requirements

General Education Elective **3 Credit(s) \*\*\*\***

ENG-101 English Composition I

**Subtotal: 6 Credits**

### Restricted Program Requirements

INF Programming Language Electives: Fundamentals **3 Credit(s) \*\***

INF-101 Introduction to Information Technology

INF-103 Introduction to Programming (Python)

INF-165 Introduction to Linux

INF-160 Networking Technologies and Data Communications

INF-217 Database for Applications [Oracle]

INF-218 Database Programming [Oracle-PL/SQL]

INF-219 Database Administration

INF-228 Excel Problem Solving [Excel 2016]  
INF-267 Network Security

**Subtotal: 29 Credits**

INF-144: Credit -by-exam tests are available.

**Subtotal: 35**

**Specific Program Notes**

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*Credit -by-exam tests are available.

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

INF-220 Visual Basic Programming  
INF-221 C/C++ Programming  
INF-236 Java Programming

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

INF-224 Advanced C++ Programming  
INF-246 Advanced Visual Basic Programming  
INF-268 Advanced Java Programming

\*\*\*\*General Education Course List.

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

# Exercise Science Certificate

Code: CERT.EXER.SCI

The certificate program in Exercise Science will provide students with the knowledge and expertise to develop and manage fitness programs, as personal trainers and work in fitness related businesses. Students will demonstrate effective techniques in assessing clients' fitness levels, design and instruct fitness programs and evaluate progress and goal achievement.

Preparation for certification is included.

## Program Learning Outcomes (PLOs)

- Use an appropriate theoretical framework for determining exercise needs and goals for individuals.
- Use appropriate methodology in health/fitness appraisal of specified parameters in lifestyle behavior modification.
- Create an appropriate exercise program design with the aid of software relative to the needs and desires of individuals.
- Implement appropriate knowledge and skill in the treatment of exercise related injury/emergency and nutritional suggestion to individuals.

## Recommended Semester Sequence

### First Semester

BIO-103 The Human Body  
BUS-101 Introduction to Business  
ENG-101 English Composition I  
WEX-159 Cardiopulmonary Resuscitation [CPR] and Emergency First Aid  
WEX-164 Exercise Science

Subtotal: 16 Credits

### Second Semester

PSY-101 General Psychology  
WEX-106 Nutrition, Exercise, and Fitness  
WEX-182 Fitness Measurement and Interpretation  
WEX-183 Principles of Conditioning

WEX-184 Sports Medicine - Theory and Practice

Subtotal: 15 Credits

## General Education Requirements

ENG-101 English Composition I

## General Education Course:

BIO-103 The Human Body

Subtotal: 7 Credits

## Restricted Program Requirements

BUS-101 Introduction to Business  
PSY-101 General Psychology  
WEX-159 Cardiopulmonary Resuscitation [CPR] and Emergency First Aid  
WEX-164 Exercise Science  
WEX-106 Nutrition, Exercise, and Fitness  
WEX-182 Fitness Measurement and Interpretation  
WEX-184 Sports Medicine - Theory and Practice

Subtotal: 21 Credits

Total Credit Hours: 31

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

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

# Floral Design Certificate

**Code: CERT.FLORAL**

Students taking the Floral Design Certificate are exposed to the materials and creative processes of the florist and interior landscaping industries. The role that both the physical and environmental setting has on the elements of design (color, texture and form) and aesthetic considerations are dealt with in laboratory and lecture projects.

## Program Learning Outcomes (PLOs)

- Identify the commonly used cut flowers, greens and supplies used in the floral industry.
- Identify the common tropical plants and holiday plants used in the floral industry.
- Construct the basic designs (e.g. centerpieces, arrangements, corsages etc.) for holiday and special events.
- Discuss and demonstrate the elements and principles of design used by the floral industry.
- Handle and process cut flowers and greens under accepted industry practices.

## Recommended Semester Sequence

### First Semester

General Education Elective **3 Credit(s) \***  
ENG-101 English Composition I  
HRT-102 Plant Science  
HRT-115 Floral Design  
HRT-232 Plant Propagation

**Subtotal: 17 Credits**

### Second Semester

Business Elective **3 Credit(s) \*\***  
General Education Elective **3 Credit(s) \***  
HRT-119 Greenhouse Operations and Production  
HRT-120 Interior Landscaping  
HRT-234 Commercial Floral Design Management  
HRT-292 Co-Op Work Experience [Horticulture]

**Subtotal: 18 Credits**

## General Education Requirements

General Education Elective **3 Credit(s) \***  
ENG-101 English Composition I

**Subtotal: 6 Credits**

## Restricted Program Requirements

Business Elective **3 Credit(s) \*\***  
HRT-102 Plant Science  
HRT-115 Floral Design  
HRT-119 Greenhouse Operations and Production  
HRT-120 Interior Landscaping  
HRT-232 Plant Propagation  
HRT-234 Commercial Floral Design Management  
HRT-292 Co-Op Work Experience [Horticulture]

**Subtotal: 26 Credits**

## Program Support Requirement:

General Education Elective **3 Credit(s) \***

**Subtotal: 3 Credits**

**Total Credit Hours: 35**

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Course List.

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

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

# Grounds Management Certificate

Code: CERT.GRND.MGT

Students taking the Grounds Management Certificate understand the function of various plant types (e.g. grasses, shrubs, trees, herbaceous plants) and the cultural needs of these for sustainably dealing with soils, water, fertilizer, pruning, pest control, planting and more. A hands-on educational approach is given to each student with designed projects for them to fulfill on campus.

## Program Learning Outcomes (PLOs)

- Identify the major insect, disease, nutritional and physiological disorders that affect plant growth.
- Conduct a site analysis of the existing and potential problems to the plants and surrounding items and areas.
- Take a soil sample and remedy any deficiencies, abnormal pH levels or nutritional concerns
- Manage the turf area for weeds, insects, diseases and nutrient needs.
- Consult on pruning practices appropriate for shrub and tree care.
- Coordinate sub contracted services necessary to the site.

## Recommended Semester Sequence

### First Semester

ENG-101 English Composition I  
HRT-102 Plant Science  
HRT-103 Turf and Grounds Management  
HRT-104 Landscape Plants and Materials I  
HRT-112 Pests and the Ornamental Plant  
HRT-130 Landscape Contracting

Subtotal: 17 Credits

### Second Semester

Restricted Elective **2-4 Credit(s) \***  
General Education Elective **3 Credit(s) \*\***  
HRT-124 Irrigation Technology  
HRT-125 Equipment Management  
HRT-235 Landscape Analysis

HRT-237 Arboriculture and Plant Healthcare

Subtotal: 15-17 Credits

## General Education Requirements

General Education Elective **3 Credit(s) \***  
ENG-101 English Composition I

Subtotal: 6 Credits

## Restricted Program Requirements

Restricted Elective **2-4 Credit(s) \***  
HRT-102 Plant Science  
HRT-103 Turf and Grounds Management  
HRT-104 Landscape Plants and Materials I  
HRT-112 Pests and the Ornamental Plant  
HRT-124 Irrigation Technology  
HRT-125 Equipment Management  
HRT-130 Landscape Contracting  
HRT-235 Landscape Analysis  
HRT-237 Arboriculture and Plant Healthcare

Subtotal: 26-28 Credits

Subtotal: 34 Credits

Total Credit Hours: 32-34

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

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

\*\*General Education Course List.

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

# Hospitality Management and Event Planning Certificate

Code: CERT.HOSP.MGMT

The Hospitality Management and Event Planning Certificate Program provides students with a comprehensive foundation for a career in event planning, catering, foodservice and hospitality through high quality practical coursework. This program reflects the changes that the hospitality industry has undergone and prepares students for employment in hospitality careers (hotels, restaurants, beverage, catering, event planning, travel, and lodging).

It is designed also to aid working professionals who wish to increase their job value by refreshing their customer service and leadership skills. Additionally, basic food preparation, menu planning, food purchasing, budgeting and beverage management are introduced. Typically, students can complete the certificate program in two semesters. This certificate program is embedded into the AAS degree program. Students who wish to advance to a two-year degree can transfer all 30 credits into the 60-credit AAS degree at Bergen Community College.

## Program Learning Outcomes (PLOs)

- Create menus that reflect marketing, aesthetic, financial, and nutritional needs of the hospitality industry
- Differentiate the varieties of beverages and assess their affinity to foods.
- Design and execute events that align with the needs of various clients
- Develop the skills that lead to managerial roles in event planning, hotels, foodservice, tourism, retail and/or catering enterprises.

## Program Content

The program begins with an introduction to various facets of the hospitality and event industry where students identify the key areas that base different types of events and other hospitality venues.

After learning classroom theory, students then apply their knowledge by planning, preparing, budgeting, execution in various settings.

Additionally, menu planning, purchasing, forecasting and leadership are applied and analyzed, thereby increasing marketability in hospitality and event planning.

## Recommended Semester Sequence

### First Semester

HRM-101 Introduction to Hospitality Management  
HRM-102 Food Protection and Safety  
HRM-106 Menu Planning and Nutrition  
HRM-129 Event Planning and Management I  
**or**  
BUS-129 Event Planning and Management I  
ENG-101 English Composition I  
HRM-PLUS 3 credits of the following course 3  
**Credit(s)**

**Subtotal: 16 Credits**

### Second Semester

General Education Elective 3 **Credit(s) \***  
HRM-203 Beverage Management  
HRM-205 Restaurant Service Management  
HRM-225 Purchasing and Cost Control  
HRM-224 Hospitality Entrepreneurship  
**or**  
HRM-229 Event Planning and Management II  
**or**  
BUS-229 Event Planning and Management II

**Subtotal: 14 Credits**

## General Education Requirements

General Education Elective 3 **Credit(s) \***  
ENG-101 English Composition I

**Subtotal: 6 Credits**

## Program Support Requirement:

General Education Elective 3 **Credit(s) \***

**Subtotal: 3 Credits**

## Restricted Program Requirements

HRM-101 Introduction to Hospitality Management  
HRM-102 Food Protection and Safety  
HRM-103 Professional Food Preparation  
Techniques  
HRM-104 Front Office Operations  
HRM-203 Beverage Management  
HRM-205 Restaurant Service Management  
HRM-292 Co-Op Work Experience  
[Hotel/Restaurant/Hospitality]

Subtotal: 27 Credits

Total Credit Hours: 30

### Specific Program Notes

Students enrolled in this program are NOT REQUIRED to successfully complete a course in basic algebra if indicated by the Accuplacer Test, unless they choose the college math/computer science elective.

Those who hold current ServSafe Food Protection Manager Certification will receive credit for HRM-102.

Those who hold NOCTI Certification in Culinary Arts will receive credit for HRM-103.

Students earn ServSafe Food Protection Manager and Alcohol Service Certifications upon successful passing of the nationally recognized ServSafe certification examinations.

Students who choose this certificate will be able to transfer all 30 credits into the 60-credit 2-YEAR AAS DEGREE program at Bergen Community College.

# Landscaping Certificate

Code: CERT.LAND

Students enrolled in the Landscape Certificate are exposed to the plants and construction materials utilized to transform a new or existing site for functional and/or aesthetic needs. Students study a site, prepare a plan, and implement a project on campus as one of the laboratory components. They demonstrate the design principles they have learned to resolve problems in the everyday world of landscaping (drainage, topography, exposure, sustainability, etc.).

## Program Learning Outcomes (PLOs)

- Conduct a site analysis and family inventory analysis for a residential landscape site.
- Identify and propose solutions to the drainage and site problems that need to be rectified by the design.
- Develop conceptual, preliminary and final copy plans for the site.
- Formulate a functional and/or aesthetic group of plants and materials that best suits the environment and the client's needs.
- Organize the various phases of implementing the design, from permits to final inspections.

## Recommended Semester Sequence

### First Semester

HRT Restricted HRT Elective **3-4 Credit(s) †**  
BUS-101 Introduction to Business  
DFT-107 Drafting I  
ENG-101 English Composition I  
HRT-103 Turf and Grounds Management  
HRT-130 Landscape Contracting

Subtotal: 17-18 Credits

### Second Semester

General Education Elective **3 Credit(s) \***  
HRT-113 Principles of Landscaping  
HRT-204 Landscape Graphics  
HRT-233 Landscape Plants and Materials II  
HRT-235 Landscape Analysis  
INF-101 Introduction to Information Technology

Subtotal: 18 Credits

## General Education Requirements

General Education Elective **3 Credit(s) \***  
ENG-101 English Composition I

Subtotal: 6 Credits

## Restricted Program Requirements

HRT - Restricted HRT Elective **3-4 Credit(s) †**  
BUS-101 Introduction to Business  
DFT-107 Drafting I  
HRT-103 Turf and Grounds Management  
HRT-113 Principles of Landscaping  
HRT-103 Turf and Grounds Management **3 Credit(s)**  
HRT-204 Landscape Graphics  
HRT-233 Landscape Plants and Materials II  
HRT-235 Landscape Analysis  
INF-101 Introduction to Information Technology

Subtotal: 29-30 Credits

Total Credit Hours: 35-36

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Course List.

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

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



# Legal Nurse Consultant Certificate

**Code:** CERT.LGN.CON5

The Legal Nurse Consultant (LNC) Certificate Program is an American Bar Association approved 30-credit program. The program is one of only a handful of ABA-approved legal nurse consultant programs in the country.

The LNC program is open to registered nurses who hold an AAS or BS in science degree, current licensure in New Jersey and have a minimum of 2,000 hours of nursing experience. The curriculum prepares nurses for paralegal nurse consultant positions in law firms, hospitals, insurance companies, health maintenance organizations, government offices, and risk management companies, either as an independent contractor while remaining active in traditional nursing or through full-time employment as a legal nurse consultant. By combining health care expertise with basic legal knowledge the Bergen Community College LNC Graduate will be prepared to deal with the medical aspects of a lawsuit, offer expert opinion and testimony and act as liaison between the attorney, the health care provider, and the client.

## Program Learning Outcomes (PLOs)

Apply practical skills including the techniques of legal research, practice and procedure, investigation, interviewing, drafting of documents, motions and pleadings and other practical skills needed for an array of potential positions in the public, private and corporate law sectors.

Promote the adherence to ethical practice and professional responsibility as a paralegal and legal nurse consultant.

Demonstrate an understanding of the legal environment and work under the supervision of lawyers in the private and public sector.

Develop an understanding of the needs of the legal community and the economical and efficient delivery of legal services through paralegals and legal nurse consultants working under the supervision of attorneys.

Attain up-to-date skills in law office technology including the use of computers for word processors and computer assisted legal and non-legal research.

## Recommended Semester Sequence

### First Semester

ENG-101 English Composition I  
LGL-101 Fundamentals of Law  
LGL-103 Legal Search and Writing  
LGL-104 Healthcare Ethics and Law

**or**

HSC-102 Healthcare Ethics and Law  
LGL-202 New Jersey and Federal Courts: Rules and Procedure

**Subtotal: 15 Credits**

### Second Semester

ENG-201 English Composition II  
LGL-200 Business Communication for Paralegals  
LGL-203 Paralegalism  
LGL-220 Computer Assisted Legal Research and Technology  
LGL-234 Personal Injury and Product Liability

**Subtotal: 15 Credits**

## General Education Requirements

ENG-101 English Composition I  
ENG-201 English Composition II

**Subtotal: 6 Credits**

## Restricted Program Requirements

LGL-101 Fundamentals of Law  
LGL-103 Legal Search and Writing  
LGL-104 Healthcare Ethics and Law

**or**

HSC-102 Healthcare Ethics and Law  
LGL-202 New Jersey and Federal Courts: Rules and Procedure  
LGL-200 Business Communication for Paralegals  
LGL-203 Paralegalism  
LGL-220 Computer Assisted Legal Research and Technology  
LGL-234 Personal Injury and Product Liability

## Subtotal: 24 Credits

LGL-202, LGL-234: Course may be offered only in the evening and only in either the Spring or Fall semesters.

## Total Credit Hours: 30

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

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

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

### **This is an ABA APPROVED PARALEGAL PROGRAM**

Please note: The practice of law is limited to attorneys admitted to practice within the jurisdiction. Completion of the Paralegal Studies or Legal Nurse Consultant Programs do not authorize the graduate to practice law.

**Program Goal:** It is the goal of the Paralegal Studies and Legal Nurse Consultant Programs to provide students with knowledge in a wide range of substantive legal fields and to provide practical skills necessary for the legal workplace environment. The program shall promote adherence to ethical practice and professional responsibility as legal professionals working in cooperation with and under the supervision of attorneys. The programs shall respond to the needs of the legal community and promote the economical and efficient delivery of legal services through the use of quality instruction and modern technology.

# Medical Office Administrative Assistant Certificate

Code: CERT.MOAA

Medical Office Administrative Assistants are multi-skilled practitioners who perform administrative and management duties. Graduates may work in physicians' offices, clinics, HMO's, billing companies, or other ambulatory care facilities, such as freestanding emergency centers and hospitals. Administrative responsibilities include: scheduling appointments, billing and collecting, coding diagnoses and procedures, insurance claim forms, medical records, performing computer applications, and providing patient instructions.

## Program Learning Outcomes (PLOs)

- Demonstrate entry-level competence in performing administrative medical office assistant skills.
- Demonstrate technical proficiency in all administrative skills
- Apply medical terminology when communicating professionally in a health care setting with patients, physicians, and all members of the health care team.
- Apply critical thinking skills to construct, evaluate, and measure administrative tasks to operate the office efficiently.
- Demonstrate computer literacy to retrieve, organize, and analyze information using skills from medical simulations and information technology classes.
- Demonstrate ethical and professional behavior in the workplace.
- Adhere to state, federal and local regulations and laws that apply to health care.
- Communicate effectively with diverse populations.

## Recommended Semester Sequence

### First Semester

MOA-140 Medical Terminology  
MOA-141 Introduction to Medical Office Assisting  
MOA-203 Medical Office Assistant Administrative  
Procedures I  
MOA-218 Medical Economics

ENG-101 English Composition I

Subtotal: 15 Credits

### Second Semester

MOA-200 Pharmacology for Medical Office  
Assistants  
MOA-201 Diagnostic and Procedural Coding  
MOA-204 Medical Office Assistant Administrative  
Procedures II  
PSY-101 General Psychology  
WEX-159 Cardiopulmonary Resuscitation [CPR]  
and Emergency First Aid

Subtotal: 15 Credits

## General Education Requirements

ENG-101 English Composition I

### General Education Course:

PSY-101 General Psychology

Subtotal: 6 Credits

## Restricted Program Requirements

MOA-140 Medical Terminology  
MOA-141 Introduction to Medical Office Assisting  
MOA-200 Pharmacology for Medical Office  
Assistants  
MOA-201 Diagnostic and Procedural Coding  
MOA-203 Medical Office Assistant Administrative  
Procedures I  
MOA-204 Medical Office Assistant Administrative  
Procedures II  
MOA-218 Medical Economics  
WEX-159 Cardiopulmonary Resuscitation [CPR]  
and Emergency First Aid

Subtotal: 26 Credits

**Total Credit Hours: 30**

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

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

# Office Technology Certificate

**Code: CERT.OFF.TECH**

This certificate prepares a student to effectively use software in a modern office environment. Word processing, spreadsheet applications, database skills, presentation ability, use of the Internet, electronic scheduling and communications, and web design and publishing are investigated. This program will assist with preparation towards the Microsoft Office Specialist (MOS) exams.

## Program Learning Outcomes (PLOs)

- Demonstrate proficiency using standard business productivity software.
- Use standard business productivity software to support electronic projects.

## Recommended Semester Sequence

### First Semester

- General Education Elective **3 Credit(s)** \*\*
- ENG-101 English Composition I
- BUS-101 Introduction to Business
- INF-101 Introduction to Information Technology
- INF-114 Microsoft Office [Office 2019]

**Subtotal: 16 Credits**

INF-114: Credit by Exam Tests may be available.

### Second Semester

- INF Restricted Elective **3 Credit(s)** †
- BUS-103 Business Mathematics
- INF-119 Document Processing [Word 2016]
- INF-146 Web Development
- or**
- INF-253 Technical Communications
- INF-228 Excel Problem Solving [Excel 2016]

**Subtotal: 16 Credits**

## General Education Requirements

- General Education Elective **3 Credit(s)** \*\*
- ENG-101 English Composition I

**Subtotal: 6 Credits**

## Restricted Program Requirements

- INF Restricted Elective **3 Credit(s)** †
- BUS-101 Introduction to Business
- BUS-103 Business Mathematics
- INF-101 Introduction to Information Technology
- INF-114 Microsoft Office [Office 2019]
- INF-119 Document Processing [Word 2016]
- INF-146 Web Development
- or**
- INF-253 Technical Communications
- INF-228 Excel Problem Solving [Excel 2016]

**Subtotal: 26 Credits**

INF-114: Credit by Exam Tests may be available.

**Total Credit Hours: 32**

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*Credit by Exam Tests may be available.

\*\*\*General Education Course List.

†Restricted INF Electives: INF-103, INF-108, INF-160, INF-217, INF-230.

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

# Radiation Therapy Technology Certificate

**Code:** CERT.RAD.THERAPY

Radiation therapy is one of the most common treatments for cancer and is prescribed in more than half of all cancer cases. The Radiation Therapist works with a team of oncology professionals to effectively design and administer a therapeutic dose of radiation to a targeted area. They use advanced computer systems to operate sophisticated radiation therapy equipment. Additionally, the Radiation Therapist assists in managing the patient's well-being by providing care and support for patients throughout their course of radiotherapy treatment.

The Radiation Therapy Program is a one year advanced certificate program. Didactic courses are incorporated with formalized lectures and laboratory training followed by clinical experience.

## Program Learning Outcomes (PLOs)

Students will perform the tasks and responsibilities of a radiation therapist in a competent and knowledgeable manner.

Students will demonstrate effective communication skills and participate as a collaborative team member with other medical professionals.

Students will demonstrate problem solving and critical thinking skills essential to the practice of state-of-the-art radiation therapy.

Students will demonstrate professional development and growth, and professional ethics in the clinical setting.

**Program Length:** 12 months.

## Prerequisites for admission:

GPA for admissions eligibility: 2.50.

An applicant must be a Registered or registry-eligible Radiologic Technologist possessing an Associate Degree or higher from an accredited college.

*Prerequisite courses:* BIO-109, BIO-209, MAT-160, MAT-180, PHY-185, MAT-150, ENG-201, and COM-100.

Successful completion of all eight prerequisite general education courses is required by the American Registry of Radiologic Technologists and the NJ Department of Environmental Protection.

**Application Deadline:** January 15 for fall admission.

**Program Admits:** Fall semester only.

Note: Students who are interested in the program should make an appointment to meet with the Program Director regarding admission.

## Recommended Semester Sequence

### First Semester

ENG-201 English Composition II  
RTT-110 Introduction to Radiation Therapy and Patient Care Management  
RTT-120 Radiation Therapy Practices I  
RTT-130 Radiation Biology and Safety  
RTT-150 Principles of Diagnostic Radiation Physics  
RTT-121 Radiation Therapy Clinical Practicum I

**Subtotal: 17 Credits**

### Second Semester

COM-100 Speech Communication  
**or**  
MAT-150 Statistics I  
RTT-200 Survey of Diseases  
RTT-210 Dosimetry and Treatment Practices  
RTT-220 Radiation Therapy Practices II  
RTT-230 Advanced Procedures  
RTT-221 Radiation Therapy Clinical Practicum II

**Subtotal: 17 Credits**

### Third Semester

RTT-222 Radiation Therapy Clinical Practicum III

**Subtotal: 2 Credits**

## General Education Requirements

General Education Course **3 Credit(s)**  
ENG-201 English Composition II  
COM-100 Speech Communication  
**or**  
MAT-150 Statistics I

Subtotal: 6 Credits

## Restricted Program Requirements

RTT-110 Introduction to Radiation Therapy and  
Patient Care Management

RTT-120 Radiation Therapy Practices I

RTT-130 Radiation Biology and Safety

RTT-150 Principles of Diagnostic Radiation  
Physics

RTT-121 Radiation Therapy Clinical Practicum I

RTT-200 Survey of Diseases

RTT-210 Dosimetry and Treatment Practices

RTT-220 Radiation Therapy Practices II

RTT-230 Advanced Procedures

RTT-221 Radiation Therapy Clinical Practicum II

RTT-222 Radiation Therapy Clinical Practicum III

Subtotal: 30 Credits

**Total Credit Hours: 36**

### Specific Program Notes

Students are encouraged to take their courses in  
semester sequence order.

Please note that required courses may have  
prerequisites. Click on each course to view details.

ENG-201 has a prerequisite of ENG-101.

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

# Surgical Technology Certificate

**Code: CERT.SURG**

The Surgical Technology program at Bergen Community College is the only community college program in the state of New Jersey and the first program to be nationally accredited. Major hospitals throughout New Jersey and the entire Eastern seaboard seek graduates of the Surgical Technology Program, often months before graduation. New facilities include an integrated three room suite incorporating a state-of-the-art classroom, fully equipped "mock" operating room reflective of a real hospital OR, and a sterilization/prep room. Students learning in this type of environment are better prepared to enter their clinical externship because of the hands-on practice and real life situations taught here.

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

## Program Learning Outcomes (PLOs)

- Deliver professional and compassionate care for all patients.
- Communicate professionally.
- Use learned critical skills for problem solving.
- Perform as a Level 1 surgical technologist.
- Practice using the legal and ethical framework of the profession.
- Seek continued activities for the pursuit of professional development.
- Meet the needs of the diverse community.

**Program Length:** 12 months.

**GPA for admissions eligibility:** 2.00.

**High School prerequisite courses:** High school graduate or GED.

**College substitutions:** None.

**Application Deadline:** January 15 for fall admission.

**Program Admits:** Fall semester.

## Recommended Semester Sequence

## First Semester

BIO-109 Anatomy and Physiology I  
ENG-101 English Composition I  
SUR-101 Surgical Technology I [Fall Only]  
SUR-102 Surgical Technology Practicum I  
SUR-103 Surgical Terminology [Fall Only]  
SUR-104 Microbiological Applications in Surgery [Fall Only]

**Subtotal: 18 Credits**

SUR-102: (16 hrs/wk x 15 weeks)

## Second Semester

General Education Elective **3 Credit(s) \***  
BIO-209 Anatomy and Physiology II  
SUR-201 Surgical Technology II [Spring Only]  
SUR-202 Surgical Technology Externship II [Spring Only]

**Subtotal: 14 Credits**

SUR-202: (16 hrs/wk x 15 weeks)

## Third Semester

SUR-203 Surgical Technology Externship III [Summer]

**Subtotal: 1 Credits**

SUR-202: (40 hrs/wk x 4 weeks)

## General Education Requirements

General Education Elective **3 Credit(s) \***  
ENG-101 English Composition I

**Subtotal: 6 Credits**

## Restricted Program Requirements

BIO-109 Anatomy and Physiology I  
BIO-209 Anatomy and Physiology II  
SUR-101 Surgical Technology I [Fall Only]



SUR-102 Surgical Technology Practicum I  
SUR-103 Surgical Terminology [Fall Only]  
SUR-104 Microbiological Applications in Surgery  
[Fall Only]  
SUR-201 Surgical Technology II [Spring Only]  
SUR-202 Surgical Technology Externship II  
[Spring Only]  
SUR-203 Surgical Technology Externship III  
[Summer]

Subtotal: 27 Credits

**Total Credit Hours: 33**

**Specific Program Notes**

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Course List.

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

# Transfer Studies: Science, Technology, Professional Studies Certificate

Code: CERT.TRAN.STP.GEN

The transfer certificate allows science, technology or professional studies students, who may only be attending BCC for one year before transferring to a 4 year school, to transfer with a college certificate.

## Program Learning Outcomes (PLOs)

- Demonstrate the ability to think critically and creatively.
- Apply analytical reasoning across academic disciplines.
- Demonstrate proficiency in oral and written communication.
- Demonstrate the ability to critically examine information and discover new knowledge through rigorous meaning in a science, technology or professional studies field.

## Recommended Semester Sequence

### First Semester

Mathematics/Computer Science/Natural Science/Technology Elective **3-4 Credit(s)** \*  
Natural Science Elective **4 Credit(s)** \*†  
Select introductory courses required in the proposed major **6 Credit(s)**  
ENG-101 English Composition I

Subtotal: 16-17 Credits

### Second Semester

COM-100 Speech Communication  
or  
COM-102 Public Speaking  
Humanities Elective **3 Credit(s)** \*‡  
Social Science Elective **3 Credit(s)** \*‡  
Select introductory courses required in the proposed major **6 Credit(s)**  
ENG-201 English Composition II

Subtotal: 18 Credits

## General Education Requirements

ENG-101 English Composition I  
ENG-201 English Composition II

Subtotal: 6 Credits

## Restricted Program Requirements

Humanities Elective **3 Credit(s)** \*‡  
Mathematics/Computer Science/Natural Science Elective **3-4 Credit(s)**  
Natural Science Elective **4 Credit(s)** \*†  
Social Science Elective **3 Credit(s)** \*‡  
Introductory courses required in the proposed major **12 Credit(s)**  
COM-100 Speech Communication  
or  
COM-102 Public Speaking

Subtotal: 28-29 Credits

Subtotal: 34-35

Total Credit Hours: 34-35

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\*General Education Course List.

†Select from Biology, Chemistry, or Physics

‡It is recommended that you select (at least) one General Education Humanities or Social Science elective which is also a Diversity Course.

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

# Certificate of Achievement

## Baking Certificate of Achievement

Code: COA.BAKING

The Certificate of Achievement in Baking introduces the student to hands-on quality baked products which include yeast breads, puff pastry, quick breads, cakes, pies, as well as decorating techniques. Obtaining these skills, the student becomes eligible to work in various settings where high quality freshly baked products are prepared both small and large scale. Graduates are eligible for positions in retail, lodging, catering and in restaurants.

### Program Learning Outcomes (PLOs)

- Learn the complexities of weighing and measuring accurately; in both metric and customary USA units.
- Use the earned industry-approved ServSafe Certification.
- Demonstrate proficiency in specialized baking, production, and decorating.
- Prepare baked products according to type of venues small and large scale
- Innovate bakery and pastry shop menus according to the needs of various clientele

## Recommended Semester Sequence

### First Semester

- HRM-102 Food Protection and Safety
- HRM-103 Professional Food Preparation Techniques
- HRM-110 Introduction to Baking

Subtotal: 9 Credits

### Second Semester

- HRM-220 Advanced Baking Techniques

Plus two of the following courses:

- HRM-208 Confectionery Arts
- HRM-209 Artisan Bread Production
- HRM-210 Specialty Cakes

Subtotal: 9 Credits

Total Credit Hours: 18

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

- Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Accuplacer Test.
- Those who completed this certificate in Continuing Education will receive credit for HRM-103 and HRM-110.
- Students in this Certificate of Achievement program can apply all 18 credits if they wish to advance to a 30-credit Certificate and/or a 60-credit AAS degree program at Bergen Community College.

# Biotechnology Certificate of Achievement

**Code:** COA.BIOTECH

The Certificate of Achievement in Biotechnology prepares students interested in gaining the working knowledge and skills used in modern Biotechnology laboratories without necessarily earning a degree. Very well suited for students who already have a college degree but are considering a career in Biotechnology. Students in the program take a year of General Biology, a two semester sequence in Biotechnology and Bioinformatics plus a foundation of supporting Mathematics, Science and General Education courses.

## Program Learning Outcomes (PLOs)

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

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

## Recommended Semester Sequence

### First Semester

BIO-101 General Biology I  
CHM-140 General Chemistry I  
CHM-141 General Chemistry - Lab

**Subtotal: 8 Credits**

### Second Semester

BIO-210 Introduction to Biotechnology  
MAT-268 Statistical Methods

**Subtotal: 8 Credits**

### Third Semester

BIO-211 Introduction to Bioinformatics

**Subtotal: 3 Credits**

**Total Credit Hours: 19**

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

Students enrolled in this program **ARE REQUIRED** to successfully complete MAT-160 if indicated by Placement Testing.

# Cannabis Certificate of Achievement

**Code:** COA.CANN

The Certificate of Achievement in Medicinal and Industrial Cannabis prepares students for careers in cannabis plant clinical research, product development and commercialization. Medicinal and industrial uses of this plant are expected to grow as the cannabis industry expands plant production and processing of active plant ingredients, new product development, human welfare and economic sustainability initiatives as well as global marketing and sales.

Students will interact with potential employers and survey a variety of employment options. Additionally, students wishing to continue to study plant sciences or medicinal plants may continue with courses offered by the Biology/Horticulture department and then transfer to a four-year institution offering an advanced degree.

## Program Learning Outcomes (PLOs)

Describe plant culture in general and the specific role the cannabis plant has in medicine and industry in today's society.

Describe the terms and technologies used in all aspects of growing, harvesting and processing commercial cannabinoid products.

Identify the persons and organizations that have a proven record of accomplishment in both the medicinal and industrial uses of cannabis species.

Explore personal ethics relative to clinical uses of medical marijuana.

Describe the physiological effects of medical marijuana in humans.  
Identify the cultural needs for the production of medical and industrial cannabis species.

## Recommended Semester Sequence

### First Semester

BIO-250 Physiological Actions Of Cannabinoids In Humans  
HRT-102 Plant Science

Subtotal: 7 Credits

### Second Semester

HRT-232 Plant Propagation  
BIO-130 People-Plant Relationships

Subtotal: 8 Credits

### Third Semester

BIO-251 Commercial Practices Used In the Cultivation of Cannabis Species

Total Credit Hours: 18

**Specific Program Notes:** Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites.  
Click on each course to view details.

## CNC Programming Certificate of Achievement

**Code:** COA.CNC.PROG

The COA.CNC.PROG certificate prepares graduates for entry-level positions in CNC machining, programming, machine operator, machine set-up, quality control/inspection, safety practices, print reading and associated machine shop tasks.

### Program Learning Outcomes (PLOs)

Express and implement all safety rules and procedures across the full scope of machining, welding and fabrication disciplines.  
Demonstrate various problem solving techniques and apply them to machining, measurement, CNC programming and fabrication disciplines.  
Specify materials, develop an order of operations and determine appropriate use of machinery for the construction of CNC produced mechanical parts.  
Develop CNC programs using G and M-code programming language, load programs to the machine, troubleshoot problems and produce parts using professional techniques and equipment.

## Recommended Semester Sequence

### First Semester

MFG-122 Machine Tool Principles I  
MFG-227 CNC Programming I

Subtotal: 7 Credits

MFG-227: Offered only in fall semesters.

### Second Semester

MFG-228 CNC Programming II  
DFT-107 Drafting I

Subtotal: 5 Credits

MFG-228: Offered only in spring semesters.

Total Credit Hours: 12

### Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites.

Click on each course to view details.

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

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

# Fashion Design Fundamentals COA

**Code: COA.FD.DESIGN**

## Program Learning Outcomes

Identify the milestones of fashion design and how to apply this knowledge, along with consumer behaviors, current trends and future forecasting, to product and line development.

Sketch and sew a simple garment understanding the differences between natural and man-made fibers and textiles.

## Recommended Semester Sequence

### First Semester

ART-124 Drawing Fundamentals  
FAB-110 Sewing Techniques I  
FAB-112 Flat Pattern Design I

**Subtotal: 9 Credits**

### Second Semester

FAB-113 Draping I  
FAB-210 Sewing Techniques II

**Subtotal: 6 Credits**

**Total Credit Hours: 15**

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

# Fashion Product Development COA

Code: COA.FD.PROD

## Program Learning Outcomes (PLOs)

Identify the milestones of fashion design and how to apply this knowledge, along with consumer behaviors, current trends and future forecasting, to product and line development.

Sketch and sew a simple garment understanding the differences between natural and man-made fibers and textiles.

## First Semester

ART-124 Drawing Fundamentals  
FAB-101 Introduction to Fashion Systems  
FAB-110 Sewing Techniques I

Subtotal: 9 Credits

## Second Semester

FAB-102 Textile Science and Construction  
FAB-230 Trend Analysis and Product  
Development

Subtotal: 6 Credits

Total Credit Hours: 15

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

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

# Fire Science Certificate of Achievement

**Code: COA.FIR.SCI**

This program prepares students for careers in the field of fire science and enhances the working knowledge of practitioners. The program provides the fundamental concepts and practices needed for fire prevention, protection and suppression. Career opportunities include Federal, State, and Municipal Fire Services, Federal and Local Forest and Park Fire Services, Arson Investigators, and Corporate and Private Security firms.

## Program Learning Outcomes (PLOs)

Students will be able to describe the history and evolution of the fire service.

Students will be able to explain and apply the principles relevant to hazard control, structural design, fire detection, suppression, and limitation of loss.

Analyze the basic components of fire as a chemical reaction, the major phases of fire, and examine the main factors that influence fire spread and fire behavior.

Demonstrate an understanding of fire ground strategy and tactics, the occupational risks firefighters face and management strategies available to manage resources and reduce injuries/fatalities of firefighters and civilians.

## First Semester

FIR-101: Students with Firefighter I certification will have this course waived and receive 3 credits. Students with Firefighter II Certification will have this course waived and receive 4 credits.

FIR-102: First part of the ninety-hour course required for certification.

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

**Total Credit Hours: 15**

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

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



# Forensic Science Certificate of Achievement

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

**Code: COA.FORENSIC**

This program provides a broad view of forensics as it pertains to investigations, adjudication and evidentiary matters. This program explores the fundamental scientific and mathematical concepts of investigative practices, evidence collection, and the guiding legal principles. Career opportunities: Federal, State, County, and Municipal Crime Scene Units, Forensics laboratories, and Medical Examiner's Office.

## Program Learning Outcomes (PLOs)

State and explain the fundamental concepts of chemistry, biology, geometry, and physics as these pertain to forensic investigations.

Demonstrate a working knowledge of the Federal Rules of Evidence guidelines for the presentation of expert testimony, forensic evidence and lay witnesses.

Describe the role of laboratories and other scientific and medical services including chemistry, toxicology, serology, biology, odontology, ballistics, and psychiatry in forensic investigations.

Apply appropriate investigative procedures and techniques in collecting analyzing and preserving physical evidence from a crime scene.

## First Semester

CRJ-108: Special Topics Course: Introduction to Forensics.

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

**Total Credit Hours: 16**

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

# Homeland Security Certificate of Achievement

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

**Code:** COA.HOME.SEC

This program is designed to expand the knowledge of practitioners in the field, as well as to introduce students to homeland security and emergency management. Students explore issues pertaining to domestic and international terrorism, counter terrorism strategies, best practices for security planning and threat assessment. Students are also introduced to key principles of an all hazards approach to emergency management, disaster planning, and man-made or natural threats. Career opportunities: Federal, State, and County Homeland Security agencies, Federal, State, and Municipal Offices of Emergency Management, and Corporate and Private Security firms.

## Program Learning Outcomes (PLOs)

- Develop the knowledge, experience, and critical decision-making skills needed to respond appropriately to emergency and disaster situations.
- Develop operational plans to respond to natural and man-made disasters and terrorist incidents.
- Analyze risk, vulnerabilities, and formulate strategic plans to respond to disasters and implement recovery and mitigation operations.

## First Semester

- CRJ-108 Topics in Criminal Justice
- HSE-101 Introduction to Homeland Security
- HSE-102 Introduction to Emergency Management
- HSE-103 Legal Aspects of Homeland Security and Emergency Management
- HSE-104 Disaster Management, Risk Assessment, and Mitigation

**Total Credit Hours: 15**

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

# Machine Tooling Certificate of Achievement

**Code: COA.MACH.TOOL**

The COA.MACH.TOOL certificate prepares graduates for entry-level positions in manual machining, grinding, machine set-up, quality control/inspection, print reading, safety practices and associated machine shop tasks.

## Program Learning Outcomes (PLOs)

- Express and implement all safety rules and procedures across the full scope of machining, welding and fabrication disciplines.
- Recognize the theory and application of precision measurement and be able to apply these skills in a professional work environment.
- Design, specify materials and construct fabricated mechanisms & structures using various measurements, machining, material-joining and fabrication techniques for application in a professional environment.

## First Semester

DFT-107 Drafting I  
MFG-119 Pro/Creo Design I  
MFG-122 Machine Tool Principles I

**Subtotal: 8 Credits**

MFG-119: Offered only in first half of fall semesters.

## Second Semester

MFG-222 Machine Tool Principles II  
DFT-210 Computer Aided Drafting I

**Subtotal: 6 Credits**

MFG-222: Offered only in spring semesters.

**Total Credit Hours: 14**

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

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

# Manufacturing Design using Pro/CREO® Certificate of Achievement

**Code: COA.MFG.PROENG**

The Certificate of Achievement in Manufacturing Design prepares graduates for entry-level positions using Pro/CREO® software at an engineering or architectural firm.

Students can also earn a nationally recognized certification.

## Program Learning Outcomes (PLOs)

- Demonstrate competency with the basic design skills used within Pro/CREO® software, and comfortably navigate through the graphical user interface.
- Recognize the design techniques available within the Pro/CREO® software critical to creating a flexible parametric design necessary for a more streamlined manufacturing process.
- Communicate with their peers a comprehensive knowledge of their Pro/CREO® software design process in order to prepare for real world situations.
- Develop and complete all necessary electronic and hardcopy deliverables required for typical design process utilizing Pro/CREO® software.

## First Semester

Offered sequentially, only in fall semesters.

MFG-119 Pro/Creo Design I

MFG-219 Pro/Creo Design II

## Second Semester

Offered sequentially, only in spring semesters.

MFG-220 Pro/Creo Design III

MFG-221 Pro/Creo Design IV

**Total Credit Hours: 12**

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

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

# Network Security Certificate of Achievement

**Code: COA.NET.SECURITY**

The five courses in this Certificate of Achievement provide in-depth instruction in securing a network. Prior coursework in networking or professional experience required prior to matriculation.

## **Program Learning Outcomes (PLOs)**

Troubleshoot and solve a variety of security-related issues in a workplace environment.

Make recommendations regarding overall security strategies and implementations for workplace environments.

## **Pre Admission requirement**

Completion of INF-170 Networking Experience, 3-credits - Credit by exam (CBE) is awarded for

extensive professional experience and/or sufficient coursework. Review of credentials by INF faculty required.

degree in networking. Contact the department chair for additional information.

## **First Semester**

INF-267 Network Security  
INF-270 Digital Forensics  
INF-271 Ethical Hacking  
INF-254 Unix/Linux Network Administration  
INF-273 Intrusion Detection and Prevention

**Total Credit Hours: 15**

## **Specific Program Notes**

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

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

# Nonprofit Management Certificate of Achievement

**Code:** COA.NONPRF.MGT

The Certificate of Achievement (COA) in Nonprofit Management is designed for students seeking either (1) an entry level position in the nonprofit sector, or (2) an added nonprofit education credential to an existing degree or skills-set. This COA provides a solid core of specific not-for-profit coursework. The COA is designed whereby all courses can seamless move to the College's AS degree program.

## Program Learning Outcomes (PLOs)

Create a well-written "Case for Support" that attracts volunteers, increases stakeholder commitment, builds community awareness and draws in support for their initiative.

Resolve a scenario of a "controversial" problem within the nonprofit sector and compare three different techniques for handling the situation.

Develop a "SWOT" analysis, presenting strengths, weaknesses, opportunities and threats of a nonprofit organization.

Communicate orally in proper nonprofit terminology potential funding sources and contacts to donors.

Demonstrate an understanding of the various financial statements and guidelines for nonprofit organizations.

## First Semester

ACC-115 Government and Not-for-Profit  
Accounting

BUS-115 Introduction to Nonprofit Organizations

BUS-116 Funding and Grant Management

**Subtotal: 9 Credits**

## Second Semester

BUS-201 Marketing Principles

BUS-207 Principles of Business Management

LGL-209 Nonprofit Law

**Subtotal: 9 Credits**

**Total Credit Hours: 18**

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

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

# Private Security Certificate of Achievement

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

**Code: COA.PRIV.SECURITY**

This program prepares students to enter the field of private and corporate security. It provides students with fundamental knowledge and practices of crime prevention, protection and investigations. Students will also explore the contemporary development of security approaches, systems, and security management as well as the complex relationship between the criminal justice system and private security. Career opportunities: Corporate and Private Security firms in areas including, but not limited to, banking and financial services, commercial and residential properties, museums/cultural properties, athletic and entertainment arenas, manufacturing, agriculture, and pharmaceutical industries, private and public educational and medical institutions, and loss prevention for retail companies.

## Program Learning Outcomes (PLOs)

- Demonstrate a working knowledge of the functions and processes of the criminal justice system.
- Demonstrate a sound working knowledge of the nature, roles, functions and contributions of private security to overall crime reduction.
- State and support opinions on issues of the conflicts between public and private security.
- Describe the lessons learned that influence crime prevention programs.

## First Semester

- CRJ-101 Introduction to Criminal Justice
- CRJ-111 Criminal Investigation
- CRJ-112 Crime Prevention
- CRJ-125 Introduction to Security
- CRJ-127 Principles of Loss Prevention

**Total Credit Hours: 15**

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

# Professional Cooking Certificate of Achievement

**Code: COA.PROF.COOK**

The Certificate of Achievement in Professional Cooking prepares the student to make high quality foods and baked products for various food service settings in restaurants, hotels, country clubs, retail markets, contract dining, tourism and other types of establishments. Students and graduates are eligible for positions in the culinary and banquet departments of hotels, restaurants, food service companies and other related areas of the hospitality industry.

## Program Learning Outcomes (PLOs)

- Demonstrate an understanding of the complexities of weighing and measuring accurately; in both metric and customary USA units.
- Earn TIPS Certification and ServSafe Certification for food handling and beverage service
- Prepare and present dishes that maintain nutritional variety, balance and product appeal to different clientele.
- Demonstrate the techniques for presentation and decoration of food and pastry platters and individual plates in a high-volume establishment
- Evaluate methods to maintain quality and cost effective measures.

## First Semester

HRM-101 Introduction to Hospitality Management  
HRM-102 Food Protection and Safety  
HRM-103 Professional Food Preparation  
Techniques

**Subtotal: 9 Credits**

## Second Semester

HRM-202 Quantity Food Production and Services  
or  
HRM-206 Commercial Restaurant Operation  
HRM-106 Menu Planning and Nutrition  
HRM-203 Beverage Management  
HRM-110 Introduction to Baking

**Subtotal: 9 Credits**

**Total Credit Hours: 18**

**Specific Program Notes:** Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Accuplacer Test. Those who completed this certificate in Continuing Education will receive credit for HRM-103 and HRM-110.

Students in this Certificate of Achievement program can apply all 18 credits if they wish to advance to a 30-credit Certificate and/or a 60-credit AAS degree program at Bergen Community College.

# Sports Management Certificate of Achievement

**Code: COA.SPORT.MGMT**

The COA in Sports Management offers students the opportunity to acquire professional business skills, understand the scope of Sports Management and the job opportunities available.

Areas such as Sports Agency, Sport Law, Facility and Event Management, Personal Training as well as Sports Marketing and International Sports are explored. Upon successful completion of the program, students will have experienced networking and job interviewing skills through internships.

## Program Learning Outcomes

- List and explain the various career opportunities in Sports Management.
- Use critical analysis in solving sports related problems and issues.
- Analyze current and relevant information as it relates to sports management.
- Work effectively in a sport business environment through a co-op internship experience.
- Explain business practices and legal aspects related to sports management.
- Plan, develop and manage a sports related event or activity.

## First Semester



BUS-101 Introduction to Business  
WEX-101 Dynamics of Health and Fitness  
WEX-126 Sports Administration

**Subtotal: 8 Credits**

## **Second Semester**

BUS-203 Sports Marketing  
WEX-127 Sports Facilities & Events Management  
WEX-283 Co-Op Work Experience [Sports  
Management]  
or  
WEX-128 Sports Fundamentals

**Subtotal: 9 Credits**

**Total Credit Hours: 17**

### **Specific Program Notes**

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

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

# Sports Merchandising Certificate of Achievement

**Code: COA.SPORT.MERCH**

The Certificate of Achievement (COA) in Sports Merchandising is designed for students seeking either (1) an entry level position in the sports merchandising field, or (2) an added sports merchandising credential to an existing degree or skills-set. This COA provides a solid core of specific sports merchandising coursework.

## Program Learning Outcomes

- Analyze trends in sports merchandise and apparel.
- Make buying decisions based on season, fashion, and demand for sports products.
- Perform operational activities relative to merchandising sports products within a sports-driven or retail organization.

## First Semester

BUS-101 Introduction to Business  
BNF-103 Sports Finance  
BUS-150 Sport and Team Branding

**Subtotal: 9 Credits**

## Second Semester

Restricted Elective **3 Credit(s)** \*  
BUS-203 Sports Marketing  
BUS-251 Sports Merchandising and Promotion

**Subtotal: 9 Credits**

**Total Credit Hours: 18**

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

\* Restricted Elective: select one of the following:

BUS-293 Co-Op Work Experience [Business Administration]  
PSY-111 Sport Psychology  
WEX-127 Sports Facilities & Events Management

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

# Welding Technology Certificate of Achievement

**Code:** COA.WELD

The Certificate of Achievement in Welding is designed for students wishing to gain the working knowledge and skills related to basic welding for either professional or personal gain. This certificate can be taken alone or be used to complement a degree in Manufacturing Technology. Students in the program take a two semester sequence in welding plus a drafting course and a course in Materials Processing & Fabrication.

## Program Learning Outcomes (PLOs)

- Express and implement all safety rules and procedures across the full scope of machining, welding and fabrication disciplines.
- Recognize the theory and application of precision measurement and be able to apply these skills in a professional work environment.
- Demonstrate an understanding and application of safety rules and procedures related to the use of electrical equipment, welding gases and arc/gas welding procedures.
- Demonstrate an understanding of electrical and gas and arc welding theory
- Apply appropriate processes and demonstrate proficiency to create welded joints in various ferrous and nonferrous metals.

## First Semester

DFT-107 Drafting I  
MFG-130 Welding Technology I

**Subtotal: 6 Credits**

MFG-130: Offered only in fall semesters.

## Second Semester

MFG-230 Welding Technology II  
MFG-229 Materials Processing and Fabrication

**Subtotal: 7 Credits**

MFG-230: Offered only in spring semesters.

**Total Credit Hours: 13**

## Specific Program Notes

Students are encouraged to take their courses in semester sequence order.

Please note that required courses may have prerequisites. Click on each course to view details.

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

## 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](http://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. Computer Science

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

### II. Communication

COM-100 Speech Communication  
COM-102 Public Speaking  
ENG-101 English Composition I  
ENG-201 English Composition II  
ENG-202 Technical Writing *for AAS degree programs only*

### III. Humanities: Arts and Media

ART-101 Introduction to Art and Visual Culture  
ART-102 History of Art and Visual Culture to 1400

ART-103 History of Art and Visual Culture 1400-1900

ART-104 Modern ART-1890-1940

ART-107 History of Photography

ART-110 Contemporary Art 1940-Present

MUS-101 Introduction to Music

MUS-105 History of Jazz in America

MUS-106 World Music

MUS-107 History of Western Music before 1750

MUS-108 History of Western Music after 1750

MUS-109 History of Musical Theatre

or

THR-109 History of Musical Theatre

MUS-110 Music, Art, and Drama

MUS-111 History of American Popular Music

THR-101 Introduction to the Theatre

THR-140 Introduction to Cinema

or

CIN-140 Introduction to Cinema

### III. Humanities: History

HIS-101 West Civilization to the Reformation

HIS-102 West Civilization since the Reformation

HIS-105 Women in History

HIS-106 Modern Europe to the French Revolution

HIS-107 Modern Europe since the French Revolution

HIS-111 US History to the Reconstruction

HIS-112 US History since the Reconstruction

HIS-113 20th Century US History to WWII

HIS-114 20th Century US History since WWII

HIS-116 Women in American History

HIS-121 Modern Asian History

HIS-124 African American History [1877-Present]

HIS-126 Modern African History

HIS-130 Latin American History to the Independence

HIS-131 Latin American History since the Independence

HIS-132 The Spanish Speaking Caribbean and Central America since 1898

### III. Humanities: Interdisciplinary

WGS-110 Introduction to Women's and Gender Studies

### III. Humanities: Literature

LIT-107 Science Fiction  
LIT-110 Introduction to the Short Story  
LIT-127 Introduction to Poetry  
LIT-201 American Literature to 1880  
LIT-202 American Literature 1880 to Present  
LIT-203 World Literature to 1650  
LIT-204 World Literature 1650 to Present  
LIT-205 English Literature to 1800  
LIT-206 English Literature 1800 to Present  
LIT-215 Black Literature in America  
LIT-218 American Ethnic Literature  
LIT-221 Shakespeare  
LIT-226 Introduction to the Novel  
LIT-228 Women in Literature  
LIT-229 Myth and Literature

### **III. Humanities: Philosophy and Religion**

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

### **III. Humanities: World Languages and Cultures**

LAN-170 American Sign Language I  
LAN-270 American Sign Language II  
LAN-271 Intermediate American Sign Language I  
LAN-272 Intermediate American Sign Language II  
LAN-115 Arabic I  
LAN-255 Arabic II  
LAN-256 Intermediate Arabic I  
LAN-116 Chinese [Mandarin] I  
LAN-276 Chinese [Mandarin] II  
LAN-277 Intermediate Chinese [Mandarin] I  
LAN-278 Intermediate Chinese [Mandarin] II  
LAN-110 French I  
LAN-200 French II  
LAN-201 Intermediate French I  
LAN-111 German I  
LAN-210 German II  
LAN-180 Hebrew I  
LAN-112 Italian I  
LAN-220 Italian II

LAN-221 Intermediate Italian I  
LAN-222 Intermediate Italian II  
LAN-120 Japanese I  
LAN-260 Japanese II  
LAN-261 Intermediate Japanese I  
LAN-262 Intermediate Japanese II  
LAN-165 Korean I  
LAN-265 Korean II  
LAN-266 Intermediate Korean I  
LAN-240 Russian II  
LAN-113 Spanish I  
LAN-230 Spanish II  
LAN-231 Intermediate Spanish I  
LAN-232 Intermediate Spanish II  
LAN-233 Spanish Conversation  
LAN-228 Elementary Spanish for Heritage Speakers  
LAN-229 Intermediate Spanish for Heritage Speakers

### **IV. - V. Technological Competency and Mathematics**

#### **IV. Technology Competency**

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

#### **V. Mathematics**

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

#### **VI. Natural Sciences**

##### **Biology**

*†BIO-109 and BIO-209 are recommended for Health Career students only; some colleges may require both courses to be completed at BCC before transfer credit is awarded.*

BIO-101 General Biology I  
BIO-103 The Human Body  
BIO-104 Microbiology  
BIO-107 Introduction to Human Biology  
BIO-108 Introduction to Environmental Biology  
BIO-109 Anatomy and Physiology I  
BIO-209 Anatomy and Physiology II  
BIO-130 People-Plant Relationships  
BIO-131 General Botany  
BIO-203 General Biology II  
BIO-217 Sustainable People-Plant Relationships

## Chemistry

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

## Physics and Physical Science

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

## Lab Science Elective.

To receive full gen ed credit for CHM-140, a student must also take CHM-141, and for CHM-240, a student must also take CHM-241

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

BIO-209 Anatomy and Physiology II  
BIO-131 General Botany  
BIO-203 General Biology II  
CHM-100 Introduction to Chemistry  
CHM-102 Chemistry in Context  
CHM-112 College Chemistry  
CHM-140 General Chemistry I  
CHM-141 General Chemistry - Lab  
CHM-240 General Chemistry II  
CHM-241 General Chemistry II - Lab  
PHY-111 Astronomy  
PHY-112 Climatology  
PHY-113 Geology  
PHY-185 Introduction to Physics  
PHY-186 General Physics I  
PHY-280 Physics I  
PHY-286 General Physics II  
PHY-290 Physics II  
PHY-291 Physics III

## VII. Social Sciences

### Anthropology

ANT-100 Introduction to Anthropology  
ANT-101 Cultural Anthropology

### Economics

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

### Geography

GEO-101 World Geography  
GEO-102 Human Geography

### Political Science

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

### Psychology

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

## Sociology

SOC-101 Sociology  
SOC-103 Sociology of the Family  
SOC-106 Intro to LGBTQ Cultures  
SOC-113 Social Problems  
SOC-120 Sociology of Gender Roles  
SOC-222 Ethnic & Minority Group Relations

## VIII. Diversity Courses

### Anthropology

ANT-100 Introduction to Anthropology  
ANT-101 Cultural Anthropology

### Arts and media

CIN-160 Women in Cinema  
MUS-105 History of Jazz in America  
MUS-106 World Music  
MUS-111 History of American Popular Music

### Communication

COM-114 Intercultural Communication

### Geography

GEO-101 World Geography  
GEO-102 Human Geography

### History

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

HIS-146 Genocide and Holocaust

### Interdisciplinary

WGS-110 Introduction to Women's and Gender  
Studies

### Literature

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

### Philosophy and Religion

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

### Political Science

POL-103 Political Ideology

### Psychology

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

### Sociology

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

# Academic and Student Support Services

## Bookstore

BergenStore.com  
(201) 445-7174

Required textbooks, course materials, student supplies and Bergen Community College apparel may be obtained in the College bookstore, located on the main floor of the Pitkin Education Center. The BCC Bookstore offers a variety of course material options for students, including new and used\* textbooks, textbook rentals\* and digital books\*.

Students may find out the cost of textbooks and order books online at BergenStore.com

The books can be picked up in store or 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.

The bookstore accepts personal checks. Visa, MasterCard, American Express, Discover, money orders and book voucher funds\*\* are accepted for payment. The BCC bookstore also offers a book buyback program for non-rented textbooks on a year round basis except the first two weeks of classes. Prices paid during the book buyback process depend on whether books will be used for the current or following terms.

The most current store hour information can be located at BergenStore.com

\*when applicable, not all books are eligible in used condition, eligible for rental or available digitally.

\*\*if eligible

## Center for Health, Wellness, and Personal Counseling

The Center for Health, Wellness, & Personal Counseling is committed to serving the needs of the "whole" student. We are located in HS-100 in the Pitkin Education Center on the Paramus campus. The department provides services to address each student's physical health and psychological well-being. Licensed registered nurses provide medical care and physician referrals. Licensed personal counselors provide short-term mental health counseling for the full spectrum of mental health issues, as well as community referrals and on-campus workshops. Wellness staff hosts numerous workshops and programs open to the wider community each academic year. Recent Wellness offerings have focused on mental health stigma, substance abuse, stress management, and violence awareness.

Medical care and health-related services are provided on a walk-in or emergency response basis. Among the services offered are first aid, physician referrals, blood pressure and blood sugar screening, over-the-counter medications, emergency medical response, one-on-one support with health concerns, and tracking state-mandated immunizations. Any illness which a student is experiencing should be reported to the college nurse in HS-100. Injuries sustained on campus or during a college-connected activity, must be reported immediately to the college nurse or Public Safety. If it is not possible to make an immediate report, a report must be made within 48 hours.

**To contact Health Services, speed dial #2 if you are on campus; from off-campus locations, call 201-447-9257.**

**To contact Public Safety, speed dial #6 if you are on campus; from off-campus locations, call 201-447-9200.**



Personal Counseling services are scheduled by appointment for the full spectrum of mental health issues, including, but not limited to: depression, stress, anxiety and panic symptoms, sexual abuse or misconduct, substance/alcohol abuse, and thoughts of suicide. Mental health emergencies are handled on a walk-in or emergency referral basis. **To make an appointment with a Personal Counselor, call 201-447-9257.**

The purpose of The Wellness Center is to promote total wellness in the College Community of students, staff and faculty. It combines all aspects of health - physical, social, emotional, spiritual, and mental. The Wellness Center Committee is composed of interested students, staff and faculty who meet to develop and present programs on current issues. **For additional information, call The Wellness Center at 201-612-5365.**

The Center for Health, Wellness & Personal Counseling strives to assist students in achieving their health and wellness goals, enabling them to make lifestyle choices that help them achieve optimal physical, emotional, and behavioral health. All of our services are provided at no cost to the student in a culturally sensitive, accessible, and confidential environment. Our facility is ADA compliant.

In addition, students are welcome to visit HS-100 in order to access the resources of the campus Food Pantry. All needs will be met with respect and confidentiality.

Additional Contact Information: Fax: 201-447-0327

Email addresses:

healthservices@bergen.edu  
personalcounseling@bergen.edu  
wellness@bergen.edu

## Alcohol and Drug Resources and Services

The Counseling and Health Services Offices are available to assist Bergen Community College students with education, information, and counseling services for alcohol and drugs. Counselors are available to provide students with confidential, nonjudgmental individual counseling, and to help students understand and identify factors that may point to substance abuse in themselves, their family, or friends. Counseling is offered as a first step in acknowledging the presence of a related problem. Counselors provide referrals to treatment programs, and support to students as they make the transition to outside agencies. The counselors maintain a list of agencies which provide assistance with drugs and alcohol concerns in the Bergen County area.

## Center for Student Success

**Center for Student Success (Academic Counseling, Academic Advising, Transfer Services, Career Counseling)**

**Website:** <https://bergen.edu/current-students/student-services-departments/center-for-student-success-counseling-transfer-and-careers/>

Room: OS-102, One Stop Center, Pitkin Education Center (1st Floor)

Phone: 201-447-7211

E-mail: [aacenter@bergen.edu](mailto:aacenter@bergen.edu)

The Center for Student Success 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.

Online counseling services are also available at <https://bergen.edu/current-students/student-support-services/online-student-services/online-counseling-orientation/>

### **Transfer Central**

Room: T-111A op Center, Pitkin Education Center (1st Floor)

The College has entered into several partnerships that expand opportunities through articulation agreements. Our 4-year partners have staff on campus to assist students with completing their degree and streamlining the transfer process upon graduation. Students are able to work directly with these representatives to take advantage of opportunities and events at the 4-year school and apply with ease. Many of these schools offer instant admission events and scholarship opportunities to our graduates.

**Transfer Counselors** assist students by providing information about the transferability of courses taken at Bergen Community College, 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 Room os.

**Personal Counselors** provide students with a safe and confidential setting where they have an opportunity to talk about their individual concerns. Personal Counselors help students understand themselves, explore alternatives, reach a decision, or feel more empowered about coping with problems. When appropriate, a student may be referred to outside agencies. Personal Counselors provide personal enrichment literature and coordinate personal development workshops. For further information, please visit the Center, located in Room HS-100 on the main campus in Paramus.

**Career Counselors** help students develop an understanding of themselves; they guide students in selecting an academic program, choosing a career path, and preparing for employment. The Counselors also offer interest assessments and vocational inventories, which are easy to use and provide students with a realistic view of educational and career options for their future success. Throughout the year, there are many workshops and special events designed to help students to move forward by transferring to a four-year school or into a career. For further information, please call (201) 447-7171 or visit the Center, located in Room OS-102 on the main campus in Paramus

## **Center for the Study of Intercultural Understanding (CSIU)**

The Center for the Study of Intercultural Understanding (CSIU) promotes a greater understanding and appreciation of diverse cultures through better communication and critical thinking skills. Originally introduced at the College as the Center of International Study in 1979, the CSIU is committed to the study of diversity and global issues. Current CSIU initiatives include a research study on the United Nations' Millennium Development Goals, a diversity seminar on human rights, citizenship and liberal education and the promotion of intercultural awareness with students and professors through dialogue. Dozens of Bergen faculty participate in the CSIU committee charged with shaping the organization's scope and programs.

## **Veteran and Military Affairs Center**

**Website:** <http://www.bergen.edu/new-students/veterans-military-affairs-center/>

**E-mail:** [veterans@bergen.edu](mailto:veterans@bergen.edu)

**Room:** Pitkin Education Center, Room L-113

**Phone:** (201) 447-7997

# 1. The Veterans Connection

The Veteran and Military Affairs Center ensures that service members and veterans can focus on their reintegration into civilian and student life as well as their academic success.

The College's faculty and staff are committed to working with student veterans to make their college experience both rewarding and productive.

Veterans Student veterans are encouraged to take advantage of a variety of programs, services and resources at the College that support veteran student their success.

The Veterans Connection at Bergen:

- Works with veterans to assess their military experience in relation to their academic goals.

- Helps veterans in learning about VA benefits and how to access them, as well as a variety of programs and services available.

- Assists veterans with reintegration into civilian and academic life.

- Introduces veterans to other students at Bergen who share common experiences.

- Serves as a conduit for raising understanding on issues that impact veteran students.

Veterans should check-in with the Veteran and Military Affairs Center at the beginning of each semester to verify enrollment information and during the semester to report any changes in semester hour loads. Failure to do so may result in interruption of VA benefits.

# 2. Veteran Affairs

Contact the Veteran and Military Affairs Center for specific information concerning veterans' benefits.

Veterans are requested to contact the Veteran and Military Center at the beginning of each semester to verify enrollment information and during the semester to report any changes in semester hour loads.

Failure to do so may result in interruption of VA benefits.

# 3. Veterans

Students planning to utilize VA Educational Benefits should report to the Veteran and Military Affairs Center, Room L-113, in the Pitkin Education Center or call (201) 447-7997, before the beginning of **each semester of attendance**, including summer session.

It is the student's responsibility to notify the Veteran and Military Affairs Center immediately of any changes in enrollment during the semester.

Changes to the schedule post the add/drop period will result in debt to the student.

Veterans should **check-in with the Center for Veteran and Military Affairs at the beginning of each semester** to verify enrollment information and during the semester to report any changes in semester hour loads. Failure to do so may result in interruption of VA benefits.

# 4. New Jersey National Guard

A New Jersey resident who is currently an active member of the New Jersey National Guard, 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 and materials must be paid by the student as they are not covered by the National Guard Waiver Program.

Students must be in good standing in order to utilize the National Guard Waiver.

## 5. Priority Registration

Bergen Community College is proud to offer priority registration to current military and student Veterans. Those interested in utilizing priority registration must report to the Veteran and Military Affairs Center for priority registration assistance.

## 6. VA Pending Payment Compliance Statement

In compliance with federal law, Bergen Community College will not penalize student Veterans utilizing the **Post 9/11 GI Bill®** (Chapter 33) or Vocational Rehabilitation & Employment benefit programs, while awaiting tuition payment from the Veterans Administration.

Furthermore, Bergen Community College will not prevent the students' enrollment in subsequent semesters, will not charge a late fee, or require student to provide funding for a given semester in lieu of Veteran Administration's payment.

**Notes: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).**

## Child Development Center

### Child Development Center

**Website:** <https://bergen.edu/community/child-development-center/>

**Room/Building:** Ender Hall

**Phone:** 201-447-7165

The Child Development Center (CDC), located in Ender Hall, is a state of the art facility that opened in 1982. Licensed by the Department of Children and Families (DCF), the CDC can accommodate up to 45 children ages 2 ½- 6 years of age.

The CDC is available to Bergen students and employees, as well as the community.

The center is open from 7:30am to 5:30 pm, Monday through Friday.

Children can be enrolled on a full time, part time or on an hourly schedule.

An application process must be completed before a child can be enrolled.

# Library - The Sidney Silverman Library

## Library Contact Information

Web: [library.homepagebergen.edu/library](http://library.homepagebergen.edu/library)  
Main Building/Pitkin Education Center, L-Wing, 2nd Floor (L-226)  
Paramus Library Hours: [visitbergen.edu/library](http://visitbergen.edu/library)  
Paramus Service Desk: (201) 879-7970  
Reference Desk: (201) 879-7436  
Media Services (201) 879-7972  
Interlibrary Loan (201) 879-7982  
Meadowlands Location: 1280 Wall Street, Lyndhurst, 2nd Floor  
Meadowlands Library Hours: [bergen.edu/library](http://bergen.edu/library)  
Meadowlands Service Desk: (201) 301-9692

## Computer Services

The Library offers networked computers with high-speed internet access, wireless access (current students and employees), and specialized student computers.

Priority on Library computers is given to Bergen Community College students engaged in course-related work. Printers and photocopiers are available.

Scanners are available at the Paramus and Meadowlands locations

## Help for Students

Experienced library staff is available during regularly scheduled hours or via email, telephone, and online chat 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 teaching faculty to provide students with instruction in basic research techniques and database searching.

## Library Collection

Library materials are selected with consideration for the diverse educational needs and interests of students, faculty and staff. The collection contains books, eBooks, streaming video, newspapers, journals, and extensive electronic holdings available 24/7, via the Library's website. The Library collection also includes a full range of DVDs and CDs on a variety of subjects. Textbooks and other course-related materials and multimedia materials are available on reserve at the Service Desk.

## Course Reserves

Textbooks and other course-related materials and multimedia materials are available on reserve at the Service Desk.

## Media Services

Students are encouraged to visit Media Services for mobile devices and other equipment to support academic pursuits.

## Other Services

Computers with adaptive software, including screen magnifiers, screen reading software, and CCTV, are available for students with special needs.

The Library also has an extensive collection of close-captioned videos.

A microfilm/fiche reader/printer is available for use by students, staff, faculty and members of the public.

## Services for Students with Disabilities (OSS)

Room: Pitkin Education Center, Room L-115

Phone: 201-612-5269

Website: [bergen.edu/oss](http://bergen.edu/oss)

The Office of Specialized Services/ Deaf Services (OSS) provides accommodations and auxiliary services to students with disabilities attending Bergen Community College. The mission is to offer all students with disabilities an equal opportunity for success in their college experience.

Determining eligibility for services and/or accommodations is a separate process and done independently of Enrollment Services. Students are encouraged to submit documentation to OSS during the early stages of the admission process in order to ensure timely delivery of all eligible accommodations. The suggested deadlines for submitting documentation are as follows: August 1st for fall semesters, December 1st for spring semesters.

For more information regarding the documentation submission process or services OSS offers please contact the OSS office or visit the website.

## Special Accommodations Testing

The Office of Testing Services provides reasonable testing accommodations for students who have submitted their documentation to the Office of Specialized Services (OSS).

Further details about testing accommodations can be found at [bergen.edu/testing](http://bergen.edu/testing)

## Assistive Technology Laboratory

The Assistive Technology Training Lab is located next to the Office of Specialized Services. The lab provides training and access to hardware and software applications that facilitate access for individuals with disabilities. For more information, please visit our website at [bergen.edu/oss](http://bergen.edu/oss)

## Student Center

The Student Center is the community center of the College, a place for all members of its family (students, faculty, administration, alumni, and guests) to meet and interact. The Student Center hosts various activities which the Student Activities Board (SAB), and the Student Government Association (SGA) sponsor throughout the year including daytime musicians, film festivals, entertainment, and other social activities. These activities give all members of the Bergen community a chance to come together and interact.

The Student Center is currently under renovation and is expected to be completed in May 2011. The \$5.2 million renovation project will encompass 24, 294 square feet. It features an expanded lower-level Café, with a new seating area, and renovated Dunkin Donuts space with upgraded equipment. The Student Center also features a new space for students to gather and attend meetings and a new welcome center. In addition, upgrades include a new large vestibule, multiple automatic doors and a wider handicapped ramp.

The Student Center will utilize green technologies and conservation practices including a green roof, energy-efficient light fixtures and water-saving devices in the restrooms, as well as energy-saving concepts from Leadership in Energy and Environment Design (LEED).

## Testing Services

### Testing Services

**Room:** One Stop Center, Room OS-102, Pitkin Education Center (1st Floor)

**Phone:** (201) 447-7203

**E-mail:** [testingoffice@bergen.edu](mailto:testingoffice@bergen.edu)

The Bergen Community College Office of Testing Services (OTS) 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 issued photo identification.**

Acceptable identification is a Bergen Community College student identification card, a US issued driver's license, a Bergen County photo identification card, a valid government issued passport, alien registration card (Green Card) or a high school identification.

If you do not possess any of the mentioned valid photo identifications, please call the Office of Testing Services.

### **Student Identification Number.**

A student identification number is either a social security number or a Bergen Community College student identification number issued by the Office of Admissions and Recruitment, Room SC-110, Pitkin Education Center.

## Basic Skills Placement Testing

The College requires that **all students enrolled in a degree or certificate program AND all non-degree-seeking students who reach their 11th attempted credit** take a Basic Skills Placement Test in reading, writing, computation, and algebra. The results of this test determine a student's required entry-level in both English and Mathematics courses.

Under specific conditions, a student may have the placement test requirement waived. There is no fee for this examination if taken in-person. Virtual/Remote testing is available for a fee. For information about waivers as well as placement test information and subject matter review sheets, visit the **Office of Testing Services**.

## **ALP/ESL Placement Test - for ESL (English as a Second Language) Students**

International students or students for whom English is not their native language may be required to take the Levels of ALP/ESL Placement Test.

This test measures proficiency in reading, writing, and listening and may place students in the American Language Program (ALP).

Students who complete the ALP or who have tested out of the program through the ALP/ESL Placement Test are then required to take the mathematics portion of the Basic Skills Placement Test. Under specific conditions, a student may have the ALP/ESL Placement Test and/or mathematics test requirement waived. There is no fee for this examination if taken in-person. Virtual/Remote testing is available for a fee. Further information about waivers, the ALP/ESL Placement Test, and the ALP is available at the **Office of Testing Services**.

## **Challenge Testing**

Due to a variety of circumstances, students may not perform to the best of their abilities on the Basic Skills Placement test or ALP/ESL Placement Test.

To assess basic skills proficiency, Challenge Tests are offered in English, Arithmetic, Quantitative Reasoning, Algebra, and Statistics (QAS), American Language Program (ALP/ESL) and Speech.

Challenge tests are offered continuously throughout the year. There is no fee for this examination if taken in-person. Virtual/Remote testing is available for a fee.

The Challenge Test policies and procedures and testing options can be obtained on the Office of Testing Services website at [www.bergen.edu/testing](http://www.bergen.edu/testing), at the office on the Paramus campus, One Stop Center, Room OS-102, Pitkin Education Center (1st Floor), by email at [testingoffice@bergen.edu](mailto:testingoffice@bergen.edu) or by phone at (201) 447-7203.

## **Proficiency Testing**

Proficiency tests are offered as a means of placement for a variety of college-level courses. Successful scores on the proficiency tests allow students to register for a higher level course within the same discipline sequence.

However, a successful proficiency test carries no course credit. Proficiency test policies, procedures, and review materials can be obtained at [www.bergen.edu/testing](http://www.bergen.edu/testing).

Registration for the Proficiency Tests must be completed in person in One Stop Center, Room OS-102, Pitkin Education Center (1st Floor).

There is a \$30.50 fee for each proficiency test taken.

## **Instructional Make-up Testing**

The Office of Testing Services (OTS) administers very limited make-up 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 arrange with their course instructors to take these examinations.

Students may take their required examinations during posted proctored testing office hours and must follow the Office of Testing Services Policies and Procedures.

Additional information can be found at [www.bergen.edu/testing](http://www.bergen.edu/testing).

## Testing for Online Courses

The Office of Testing Services (OTS) administers very limited testing to students who are enrolled in online courses originating at the College.

Students may take their required examinations during posted proctored testing hours and must follow the Office of Testing Services Policies and Procedures.

Additional information can be found at [bergen.edu/testing](http://bergen.edu/testing).

## The Henry and Edith Cerullo Learning Assistance Center

The Cerullo Learning Assistance Center (CLAC) comprises the Tutoring Center, Ender Math & Science Walk-In Center, Writing Center, the English Language Resource Center, the Supplemental Instruction (SI) Center, and the Tutoring Center at the Meadowlands Campus.

Peer and Professional Tutors are employed in all divisions of the CLAC.

Below are some of support services offered by CLAC:

- One-on-One Tutoring Appointments
- Online Tutoring
- Math & Science Walk-In
- Writing Walk-In
- WriteNow (asynchronous writing assistance)
- Academic Coaching
- College Transfer Essay Program
- Reading Comprehension
- Supplemental Instruction (SI)
- In-Class Tutoring
- In-Lab Tutoring
- Permanent Appointments
- Workshops
- Intercultural Conversation Partners (ICP)

### **Tutoring Center**

Room L-125, Pitkin Education Center, 1st Floor  
Email: [tutoring@bergen.edu](mailto:tutoring@bergen.edu)  
Phone: 201-447-7489  
Website: [www.bergen.edu/tutoring](http://www.bergen.edu/tutoring)

The Tutoring Center, staffed with peer and professional tutors, offers free individual and group tutoring, supplemental instruction, and online support for subjects offered at BCC.

The Tutoring Center provides alternative approaches to problem solving and organization skills.

### **Ender Math & Science Walk-In Center**

Room L-131, Pitkin Education Center, 1st Floor

Phone: 201-447-7489

Website: [www.bergen.edu/tutoring/math-science-walk-in-center](http://www.bergen.edu/tutoring/math-science-walk-in-center)

The Math & Science Walk-In Center (MSWIN) strives to provide tutoring in a nurturing and collaborative setting. The MSWIN is available to all registered students, and no previous appointment is required.

Just walk in, swipe your student ID and start taking advantage of this great opportunity.

### **Writing Center**

Room L-125, Pitkin Education Center, 1st Floor

Phone: 201-447-7489

Website: [www.bergen.edu/owl](http://www.bergen.edu/owl)

The Writing Center is designed to serve the writing needs of the BCC community.

Peer tutors, professional tutors, and our faculty liaison serve as writing consultants who work with visitors to the Center in individualized sessions.

Each session is organized to address the specific needs of the writer.

Areas of support include help with research papers, written class assignments, college application essays, grammar review, and reading comprehension.

### **English Language Resource Center**

Room C-212, Pitkin Education Center, 2nd Floor

Phone: 201-612-5292

Website: [www.bergen.edu/elrc](http://www.bergen.edu/elrc)

The English Language Resource Center provides help to students whose native language is not English. The center assists students to become proficient in English through individual tutoring, computer programs, web pages, and a lending library.

### **Tutoring Center at the Meadowlands**

Room LYN-202

Phone: 201-493-4096

Website: [www.bergen.edu/tutoring/testing-and-tutoring-at-the-meadowlands](http://www.bergen.edu/tutoring/testing-and-tutoring-at-the-meadowlands)

The Meadowlands Testing Center administers instructional make-up tests, online course tests, and special accommodations tests.

The Accuplacer placement exam is also offered during select times of the year.

The Meadowlands Tutoring Center offers individual and group tutoring for students on a walk-in or appointment basis for a wide variety of classes.

In addition, in-class tutoring, final review sessions, study groups, and Supplemental Instruction (SI) are available for students to utilize.

### **Supplemental Instruction Center**

Room S-119, Pitkin Education Center, 1st Floor

Phone: 201-879-3559

Website: [www.bergen.edu/tutoring/supplemental-instruction-center](http://www.bergen.edu/tutoring/supplemental-instruction-center) Supplemental Instruction (SI) is a learning-enhancement program based on the Socratic Method.

The SI Leader, a specially trained tutor, attends every class of the participating course/section.

SI Leaders are model students; they take notes while planning their weekly SI sessions and follow the faculty member's methodology.

SI sessions are scheduled in the CLAC based on the availability of the students from the participating course/section.

Each session is designed to help students review course material while developing effective study habits.

## Transfer from Bergen

Transferring successfully takes planning and preparation

Recently, the Governor and state legislature created a law that established a statewide transfer agreement for students transferring from a New Jersey community college to a New Jersey public four-year college or university.

Bergen students can now seamlessly transfer their academic credits from a completed community college Associate of Arts (A.A.) or Associate of Science (A.S.) degree program to a Bachelor's degree program at New Jersey's public four-year colleges and universities. Associate in Applied Sciences (A.A.S.) degrees, which typically prepare students to enter a career, are not covered by the new transfer law.

While the law does not cover New Jersey's private colleges and universities, many of those institutions have established similar policies that allow community college graduates to transfer with full junior standing.

### Transfer to other institutions

What colleges do students attend after Bergen? Many of them transfer to New Jersey colleges. Bergen sends the largest number of its students to Montclair State University, William Paterson University, Ramapo College, Rutgers University (all campuses), and the New Jersey Institute of Technology. In addition, Bergen students have been accepted to and attended the following schools:

American University  
Arizona State University  
Baruch College (CUNY)  
Boston College  
Boston University  
Brown University  
Cornell University  
East Stroudsburg University  
Fashion Institute of Technology  
Florida International University  
Fordham University  
Georgetown University  
Hampton University  
Harvard University  
James Madison University  
John Jay College (CUNY)  
Johnson and Wales University  
Lehigh University  
Long Island University  
Manhattan College  
New York University  
New Paltz, Stony Brook  
Pace University

Parsons School of Design Penn State University  
Rensselaer Polytechnic Institute  
School of Visual Arts  
Smith College  
SUNY: Albany, Binghamton  
The New School  
University of Connecticut  
University of Delaware  
University of Maryland  
University of Massachusetts  
University of Michigan  
University of Rochester  
University of Vermont  
University of Virginia  
Washington University  
Yale University

### **Transfer Agreements with Other Schools**

Bergen Community College has formal transfer agreements for one or more degrees or programs with the following colleges. In addition, Bergen's general education courses and transfer degrees are generally accepted at most colleges without formalized articulation agreements. For a complete list of transfer agreements pick up a copy of the Artifacts booklet in the counseling center.

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

### **NJ Transfer**

Given the rigorous academic standards set by the state's community colleges, New Jersey colleges now maintain a statewide transfer agreement, which permits a seamless transfer of credits earned at Bergen Community College to any public four-year institution in the state. The law reduces the amount of time (and cost) a student commits to a four-year institution, and simplifies the process of graduating from a community college and moving on to a baccalaureate program. Please note, students must still submit for acceptance into four-year institutions. Additionally, some required prerequisite courses for specific baccalaureate degree programs may need to be taken once the student enrolls at a four-year institution, since they are not offered at the community colleges.

### **Transferring with an Associate in Arts or Associate in Science Degree**

An Associate in Arts (A.A.) degree will be applied to a Bachelor of Arts (B.A.) degree, and an Associate in Science (A.S.) degree will be applied to a Bachelor of Science (B.S.) degree as half of the credits required for that basic four-year degree.

To transfer most effectively, community college students should select an associate degree program that aligns with their anticipated bachelor degree major. Five-year degree programs will require transfer students to complete all credits required for the bachelor's degree beyond the initial 60-64 credits that will transfer with the associate degree.

The A.A. and A.S. degrees will satisfy all lower-level General Education requirements, unless there are graduation requirements or major-specific prerequisites that were not completed within the associate degree.

Students should use NJ Transfer [www.NJTransfer.org](http://www.NJTransfer.org) when choosing courses so that they can be sure to complete any prerequisites required by the four-year college or university for their major. Consult with a transfer counselor for additional information.

The statewide transfer agreement does not guarantee admission to any four-year institution. Admission requirements vary by college, and many majors have a competitive admission process. It is a student's responsibility to research and fulfill all admission requirements, and complete the application process for each institution he/she applies to.

After a student has been admitted, the four-year institution will identify the remaining courses a student will need to take to earn a bachelor's degree.

Each New Jersey public four-year college or university has a minimum grade requirement for community college courses to count as transfer credit. In most cases, the minimum grade requirement is the same for transfer students as it is for students who attended the four-year institution during their freshmen and sophomore years. However, it is a student's responsibility to check with the four-year college or university that he/she is interested in to find out the minimum transfer grade requirement.

### **Transfer Scholarships**

Many colleges offer scholarships to students who graduate with an A.A. or an A.S. degree. These scholarships vary in terms of grade point averages and the amount of money awarded.

Scholarships also are available for graduates who are members of Phi Theta Kappa (The International Honor Society of the Two-year College). These awards usually cover full tuition. A helpful Website for the Phi Theta Kappa awards is [g](http://g), which lists all of the New Jersey colleges offering Phi Theta Kappa scholarships and the person to contact for additional information.

Scholarships also are available for graduates who are members of Phi Theta Kappa (the official Honor Society for community colleges). These awards vary in terms of grade point average and the amount of money awarded. A helpful website for the Phi Theta Kappa awards is [www.njccc.org](http://www.njccc.org), which lists all of the New Jersey colleges offering Phi Theta Kappa scholarships and the person to contact for additional information.

For further information, please contact a Phi Theta Kappa advisor by emailing [ptk@bergen.edu](mailto:ptk@bergen.edu) or calling (201) 879 - 8997.

### **Transcript Request Forms**

The College offers Electronic Transcript Ordering Service provided through the National Student Clearinghouse at [www.getmytranscript.com](http://www.getmytranscript.com) for official and unofficial transcripts. An e-Transcript is a certified .PDF delivered version of your transcript that is retrieved through the National Student Clearinghouse secure website. The College is not obligated to furnish a transcript to any student or alumnus who has not satisfied all obligations with the College. The National Student Clearinghouse charges a \$4 non-refundable fee for each transcript. Transcripts do not include non-credit courses or courses in progress.

Step-by-step instructions on how to request an official academic transcript from Bergen Community College can be found at <https://bergen.edu/registration/request-transcripts/>

### **Welcome Center**

The Welcome Center, located in the Student Center, offers weekly tours of the Pitkin Education Center, and has a variety of brochures and pamphlets available about the College; it also has bus schedules and information about the diverse activities available at the College.

# Academic Matters

## Academic Records

The Office of Registration and Student Records/Registrar's Office 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.

Students can verify the enrollment and order academic transcripts using the Bergen portal login information. Detailed information about the enrollment verification process is accessible at [www.bergen.edu/enrollmentverification](http://www.bergen.edu/enrollmentverification). Instructions on how to order an official academic transcript can be found at [www.bergen.edu/transcripts](http://www.bergen.edu/transcripts).

## Grading Policy

Students are responsible for their individual academic progress and standing, for preparing and participating in those classes in which they are enrolled, and for attaining the best possible academic record.

The instructors assign a grade based on a composite of course elements, which represents an evaluation of performance, scholarship, and competence of the student.

## Mid-Semester Grades

At the mid-semester point, students may confer with their instructors regarding individual academic performance. Formal mid-semester grades are not issued.

### Final Grades

Final grades are assigned by instructors at the end of each semester or session. Final grades may be viewed through the **Bergen Portal/Self Service** at [my.bergen.edu](http://my.bergen.edu). Students may also request an academic report/transcript reflecting their final grades from the Registration Office.

## Incomplete Grades

The grade incomplete "N" (formerly known as "INC") indicates that a portion of required course work has not been completed and evaluated by the end of the semester due to unforeseen, but fully justified reasons, and that there is still a possibility of earning credit.

It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied.

With the exception of missing the final exam due to an emergency, the instructor may not issue the "N" grade **unless** it is requested by the student **and** the conditions for resolving the incomplete are agreed upon in a contract.

All grades of "N" 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 "N" 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 **Registrar's Office** and the degree awarded if appropriate.

## Repeating of Courses

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.

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. More information on "repeating a class" can be found at

**<https://bergen.edu/center-for-student-success/repeating-a-course/>**

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.

A student may not repeat a course in which a grade of "A," "CBE" (credit by exam), "TR" (transfer credit), or "INC" (incomplete) was received.

## Course Grade Appeal Policy

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.

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.

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.

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.

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.

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.

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.

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.

Students seeking to register for a course as "Audit" must do so in-person. Online registration does not include Audit as an option.

Auditors are subject to the same tuition and fee structure as credit students.

Once enrolled as an auditor, a student may not change to credit status, nor may a student who is enrolled for credit change to audit, unless such a change is requested prior to the end of the third week of instruction.

The "AU" grade will be recorded on college transcripts for an audited course. This is an administratively assigned grade, which indicates a student has purchased a seat for a particular class. It does not denote mastery of subject material.

Audited courses do not satisfy prerequisites, or count towards the student's load for financial aid or sports eligibility purposes.

## Grades Assignment Process

The following grades may be assigned by instructors:

Grade	Point Value	Description	Included in Attempted Credits	Included in Earned Credits	Included in Cumulative Average
A	= 4.0	Excellent	Yes	Yes	Yes
B+	= 3.5	Very Good	Yes	Yes	Yes
B	= 3.0	Good	Yes	Yes	Yes
C+	= 2.5	Above Average	Yes	Yes	Yes
C	= 2.0	Average	Yes	Yes	Yes
D	= 1.0	Below Average	Yes	Yes	Yes
N	= None	Incomplete	Yes	No	No
F	= 0.0	Course must be	Yes	No	Yes

Note: An "@" preceding any of these grades indicate that Academic Forgiveness has been granted, in which case the grade will be excluded from the GPA calculation.

The following grades are administratively assigned, and are not assigned by instructors:

Grade	Point Value	Description	Included in Attempted Credits	Included in Earned Credits	Included in Cumulative Average
AU	= None	Auditor	Yes	No	No

TR	= None	Transfer credit from another institution	No	Yes	No
W	= None	Official withdrawal	Yes	No	No
CBE/PLA	= None	Credit by examination/Prior learning assessment	No	Yes	No

**Notes:**

Grades of **A, N, TR,** and **CBE/PLA** cannot be repeated.

Third attempts must be approved by the appropriate department chair/coordinator/counselor or, in cases wherein there is no chair/coordinator/counselor, administrator.

The higher grade is retained and the lower grade is marked "R" and is not used in calculating GPA.

Grade of E cannot be assigned effective Fall 2023 (Ref. *Grade Assignment Process: Deletion of E grade/BOT Action E/S A* of May 9, 2023).

## Grade Point Average (GPA) Calculation

Grades of A, B, C, D 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, F = 0 points).

GPA is calculated by multiplying the point value of the grade received in each course by the number of credits offered for the course. The resulting number is called "quality points."

Next, add up the total quality points and divide by the number of graded credits. Include only the grades of A, B, C, D, E, and F; other grades do not affect the GPA.

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

Semester I	Grade	Point value of grade	Credits for course	Total Quality Points
U.S. History	C	2	3	= 6
Foundations of Phys. Ed.	B	3	2	= 6
Speech Communication	A	4	3	= 12
Statistics	C	2	3	= 6
English Composition I	D	1	3	= 3
			14 Total GPA Credits	33 Total Quality Points

This student earned a semester GPA of 2.36 for Semester I. This was arrived at by dividing the total quality points (33) by the total GPA credits (14). The student's semester GPA was 2.36.

Semester II	Grade	Point value of grade	Credits for course	Total Quality Points
English Composition	F	0	3	= 0

U.S. History II	B	3	3	=	9
General Biology I	A	4	4	=	16
Music Appreciation	C	2	3	=	6

13 Total GPA Credits    31 Total Quality Points

The student earned a semester GPA of 2.38 for Semester II (31 divided by 13).

A "Cumulative GPA" for this student is arrived at by adding the "Semester I Total Quality Points" (33) to the "Semester II Total Quality Points" (31). The resulting figure is called the "Cumulative Quality Points." In the example, the Cumulative Quality Points add up to "64." Add the Semester I Total GPA Credits (14) to the Semester II Total GPA Credits (13). The resulting figure is called "Cumulative GPA Credits." Divide the Cumulative Quality Points by the Cumulative GPA Credits. The resulting figure is called the "Cumulative GPA" as it reflects all of the grades earned at Bergen. Therefore, for the purpose of the example, this student has a Cumulative GPA of 2.37: 64 Cumulative

Quality Points divided by 27 Cumulative Credits = 2.37 Cumulative GPA.

Students wishing further assistance in understanding their grade point average should contact the Academic Advising Center in Room A-101, on the College's main campus in Paramus.

## Academic Honors

### Alpha Mu Gamma - The National Collegiate Foreign Language Honor Society

Alpha Mu Gamma is a nationally recognized, collegiate, world language honor society with more than 300 chapters in both state and private universities and colleges across the United States and Puerto Rico.

The purpose is to honor students for outstanding achievement during their first year of world language study in college. However, students may be admitted into Alpha Mu Gamma at any stage in their college careers.

Nu Pi is Bergen Community College's chapter of Alpha Mu Gamma. It was chartered in the Spring Semester of 2006. Students are eligible to join Nu Pi as full members or as associate members depending on the requirements they meet. To qualify for full membership, students need to have a minimum cumulative GPA of 3.0 in college level work and have earned a Final Grade of "A" in two college level courses of the same world language.

Membership dues are also required. For additional information, please contact Professor Magali Jerez at (201) 447-7167.

### Chi Alpha Epsilon

Membership in Chi Alpha Epsilon is offered through local campus chapters to eligible students and alumni. Students who hold a 3.0 cumulative GPA for two consecutive full-time semesters and who were admitted to the College through the Educational Opportunity Fund Program are eligible for membership.

Alumni who graduate with a 3.0 or better cumulative average prior to the formation of a campus chapter may, once a chapter is founded, be organized into graduate chapters.

The first 14 members of Chi Alpha Epsilon were inducted at Bergen Community College in 2003.

This honor society recognizes the academic achievements of students admitted to the College through non-traditional criteria.

Its purposes are to promote continued high academic standards, to foster increased communication among its members, and to honor academic excellence achieved by students admitted to College via developmental programs.

## **Dean's List**

The Dean's List is official recognition by the faculty of outstanding academic accomplishment.

Any degree-seeking student who has maintained a cumulative scholastic average of 3.5 or better (minimum 24 credits) qualifies for this honor.

The Dean's List is compiled each semester several weeks after grades are processed. (Students with unresolved "INC" grades at the time of compilation are ineligible).

## **Delta Psi Omega - the National Theatre Honor Society for Two-Year Colleges**

The two-year college division of the Alpha Psi Omega National Theatre Honor Society, the honor society for participants in collegiate theatre. Membership is open to students (primarily undergraduates) who are active in collegiate/ university/theatre. Members are inducted solely on merit, where theatre experience/ participation is considered in the induction process. Honorary membership is conferred by the Bergen Community College theatre faculty after permission is granted by the National Officers of Alpha Psi Omega/Delta Psi Omega.

## **Honors List**

The Honors List is an official recognition by the faculty of outstanding academic achievement during the course of one semester.

Any degree-seeking student who has attained a scholastic average of 3.5 or better (minimum 12 credits) qualifies for this honor.

The Honor's List is compiled each semester several weeks after grades are processed. Students with unresolved incomplete grades ("N" grades - formerly known as "INC" grades) at the time of compilation are ineligible.

## **Phi Theta Kappa Honor Society**

The Alpha Epsilon Phi Chapter of Phi Theta Kappa was established at Bergen Community College in 1979. Members of our Chapter participate in a variety of activities inspired by the Society's Hallmarks: Scholarship, Leadership, Service, and Fellowship. Our goal is to provide our members with the resources and opportunities which will make their transition to four-year institutions easier. They also gain access to exclusive scholarships and receive preferential attention in their college transfer applications.

Phi Theta Kappa is the official honor society for two-year colleges. Founded in 1918, the Society's mission is:

Recognize and encourage academic achievement of two-year college students and;

Provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming.

## Eligibility

To qualify for membership, students must meet the following criteria:

Credits Category Credits Earned Qualifying GPA \*

1	12 - 15	3.75 - 4.0
2	16 - 31	3.70 - 4.0
3	32 - 48	3.65 - 4.0
4	48+	3.60 - 4.0

\* Grades in all degree and non-degree courses taken while the student was actively enrolled at Bergen Community College will be considered in determining the qualifying cumulative GPA of new members and the retention of continuing members.

## Additional Qualifications

Qualified students are selected from those who are registered for the Fall or Spring semesters. Membership is not open during the Summer and Winter sessions.

**Eligible Degree Programs** - Students in the following degree programs are eligible for continued and new membership: A.A. Degree, A.S. Degree, A.A.S. Degree.

**Good Moral Character** - Students must be of good moral character and must adhere to the Student Code of Conduct of Bergen Community College.

**Transfer Students** - Students who have transferred to Bergen Community College may apply for consideration for membership based on credits earned and academic standing. Each student must be assessed on a case-by-case basis through an appointment with a Phi Theta Kappa Advisor.

## Continued Membership

Once inducted into Alpha Epsilon Phi, members must maintain a cumulative GPA of at least 3.50 and continue to follow Bergen Community College's Student Code of Conduct. If a student's cumulative GPA falls below a 3.50, the student will be placed on probation for one semester immediately following GPA drop. If the student fails to raise their cumulative GPA to 3.50 after a semester of probation, he/she will lose his/her Phi Theta Kappa status through the national headquarters.

## Additional membership opportunities

**Provisional Member:** A provisional member of Phi Theta Kappa shall be a student who, in according to the Chapter's constitution, has shown an active interest in the affairs of Phi Theta Kappa. These members serve Phi Theta Kappa in some special capacity, but do not meet the full requirements for active membership as

aforementioned. A provisional member must be actively enrolled at Bergen Community College and adhere to the Student Code of Conduct.

Alumni Member: An alumnus member shall be a former member of the Society who terminated active membership in good standing and who was enrolled for at least one year in a two-year college. Alumni members have full privileges of active members except the right to vote or the right to hold office.

## Benefits

- Access to over \$246 million in scholarship opportunities
- Increased competitiveness for admission to transfer colleges and universities
- Transcript notation upon graduation
- Gold membership seal on diploma
- Opportunity to wear PTK regalia at graduation
- Resume building and personal development through the PTK Edge program
- Networking opportunities
- Special benefits and offers from Phi Theta Kappa corporate partners.

**For further information, please contact:**  
The Phi Theta Kappa Honor Society Office  
Phone: (201) 879 - 8997  
E-mail: [ptk@bergen.edu](mailto:ptk@bergen.edu)  
Website: [www.bergen.edu/phithetakappa](http://www.bergen.edu/phithetakappa)

## Sigma Chi Eta - National Honorary Society for Undergraduates in Two-Year Communication Programs

Sigma Chi Eta (SCH) is the official community college honor society of the National Communication Association (NCA) with more than 45 chapters across the United States. Sigma Chi Eta, which is represented by the Greek letters S, C, and H, symbolize "Students in Communication with Honors." The purpose is to recognize the work of outstanding communication students and explore options for community college students to transfer to a four-year college or university or enter the workforce.

The six goals of Sigma Chi Eta are:

- Recognize, foster and reward outstanding scholastic achievement in communication Studies
- Stimulate interest in the field of communication
- Promote and encourage professional development among communication majors
- Provide an opportunity to discuss and exchange ideas in the field of communication
- Establish and maintain closer relationships between faculty and students
- Explore options for graduate education in communication studies

Alpha Mu is Bergen Community College's chapter of Sigma Chi Eta. **Alpha** means "strength and foundation in a society." **Mu** means "stability and protection." Alpha Mu was chartered December 2012.

Students are eligible to join Alpha Mu as full lifetime members. To qualify for full lifetime membership, students must meet the following requirements:

Complete 12 semester credit hours (18 quarter credit-hours) at their current institution or the equivalent number of hours at a transfer institution or the equivalent number of hours through life-long learning credit

Have a minimum cumulative GPA of 3.0 for all courses taken

Complete the equivalent of 3 courses or 9 semester credit hours (12 quarter credit-hours) in communication studies

Have a minimum GPA of 3.25 for all communication studies courses taken

Currently be enrolled as a student in good standing, as determined by the institution's Policies

One-time membership dues include lifetime membership in Sigma Chi Eta.

For additional information, please visit the Communication Department in West Hall, W-225, or contact by phone at 201-447-7143.

## Degree Requirements

Bergen Community College offers degree programs leading to Associate in Arts (A.A.), Associate in Science (A.S.), Associate in Applied Science (A.A.S.), Associate in Fine Arts (A.F.A.) degrees. A student is required to complete a minimum of 60 degree credits for graduation. The College also offers a number of one-year certificate programs and short-term certificates of achievement.

Students may be required to take courses in English, Mathematics, and/or Elementary Algebra, which are not part of their curricula to remove deficiencies or to upgrade skills as indicated by the results of the Basic Skills Placement Test. Students in all A.A. and A.S. degree programs and in certain A.A.S. and Certificate programs are required to successfully complete a course in basic algebra if indicated by the placement test. Students in A.A.S. and Certificate programs should refer to the catalog curriculum guides for their specific programs to determine whether they must successfully complete a course in basic algebra.

To be eligible for an Associate Degree (A.A., A.S., A.A.S.) or a certificate, a student must be degree-seeking and in good standing, and have completed the number of degree credits specified for the particular curriculum with a 2.0 or better cumulative grade point average. The student also must have satisfied or waived any course requirements resulting from the Basic Skills Placement Test.

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

## Catalog Under Which a Student Graduates

Students maintaining continuous enrollment at Bergen Community College may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment.

## Graduation

Degrees are awarded three times during the academic year: **August, December, and May.**

Each term, the College identifies and informs potential graduates that they will be graduated upon successful completion of their courses, unless they opt out by a given date.

Students who have made arrangements to finish their programs outside of BCC, for example, CLEP exam, transferring credits from another institution, etc., should confirm/apply for graduation online, under **Graduation Overview** in the **Bergen Student Portal/Self-Service**, **before the end of the semester of completion**.

Students must resolve any **holds or tickets** in order for their diplomas to be released.

The annual **Commencement ceremony** takes place in **May**.

Students wishing to participate in the Commencement ceremony will be sent information regarding how to sign up on the BCC website.

Students' names must be on the graduation list maintained by the **Registration Office by April 1** in order to be included in the Commencement Program.

## 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:

Arrange an appointment with a counselor in the **Division of Student Affairs / Center for Student Success/OneStop**.

Obtain the approval of the counselor on the appropriate form for the curriculum change he or she wishes to make.

Complete and submit the approved appropriate form/paperwork

## Honorary Degrees

An honorary degree is the highest accolade that a community college can award. By bestowing this honor on individuals who have achieved great accomplishments in their profession/ academic area, in the field of community/public service or in their personal lives, the College demonstrates to its students the possible heights that they can achieve in their own lives.



The President, or his/her designee, shall establish an Honorary Degree Committee that will solicit and review nominations for honorary degrees from the college community.

Individuals are not eligible for this award if they are currently employed by the College, serving on the Bergen Community College Foundation Board or serving on the Board of Trustees at any time between the date of the local College Board approval and the actual receipt of this award.

Honorary degrees may not be awarded to Board of Trustee members, Foundation Board members, administrators or faculty members until at least two years after their association with the College. The number of honorary degrees that may be awarded at one time or in one academic year should be strictly limited. Honorary degrees are generally conferred at Commencement.

The Honorary Degree Committee will send its recommendations to the Education and Student Affairs Committee of the Board of Trustees. The Committee will review the recommendations on behalf of the full Board. The Committee shall make recommendations to the Board for consideration.

## Posthumous Degrees

To recognize the achievement of its students who have died, the College will award degrees posthumously where the student has completed enough of the planned degree program.

When the College becomes aware of a student's death and first considers the possibility of recommending the student for a posthumous degree, the dean's office should notify the Office of the Vice President of Academic Affairs. If the death occurs near the end of the academic year, the Vice President of academic Affairs' office should notify the President, Vice President of Student Affairs, the Dean of Student Life and the Dean of Enrollment Services.

Once the College has completed its approval processes and decided to recommend a student for a posthumous degree, the Vice President of Academic Affairs' office will arrange for notification of the family to inform them of the degree conferral. In most cases, family notification will be made by a faculty member or dean who knew the student. The Office of Student Life will provide information regarding commencement to the parent(s) (or spouse/partner if applicable).

The Dean of Enrollment Services and the Dean of Student Life will ensure that all applicable arrangements are made for the presentation of the diploma and that the student's name is included in the school's graduation materials. They will also to ensure that all arrangements have been made regarding the diploma and commencement.

## Academic Regulations

### Academic Integrity/Discipline

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

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

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

- 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
- 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
- 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
- Inappropriately or unethically uses technological means to gain academic advantage
  - inappropriately or unethically acquires material via the Internet or by any other means
  - uses any devices (electronic or hidden) for communication or unauthorized retrieval of information during an exam

## Plagiarism

Plagiarism is a form of academic dishonesty and may be a violation of U.S. Copyright laws. Plagiarism is defined as the act of taking someone else's words, opinions, or ideas and claiming them as one's own.

Examples of plagiarism include instances in which a student:

- knowingly represents the work of others as his/her own
- represents previously completed academic work as current
- submits a paper or other academic work for credit, which includes words, ideas, data or creative work of others without acknowledging the source
- uses another author's exact words without enclosing them in quotation marks and citing them appropriately
- paraphrases or summarizes another author's words without citing the source appropriately

**\*Note :** An instructor may establish other guidelines regarding academic integrity consistent with the College policy.

## Sanctions Against a Student for a Classroom Violation

The faculty member must report all incidents to the chair of the department.

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

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.

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

# Satisfactory Academic Standing

Any student who maintains a cumulative grade point average (GPA) based upon the following scale shall be classified as a student with satisfactory academic standing:

## GPA Credits Cumulative GPA

12-28 credits 1.8

29-47 credits 1.9

48+ 2.0

**Notes:** In cases where a satisfactory academic standing cannot be determined, the standing status will be marked "**TBD - To be determined**" until certain academic conditions are met .

## Academic Warning

### Students on Academic Warning

#### Satisfactory Academic Standing

Any student who maintains a cumulative grade point average (GPA) based upon the following scale shall be classified as a student with satisfactory academic standing:

#### Credits GPA Cumulative GPA

12-28 credits 1.8

29-47 credits 1.9

48+ 2.0

Cumulative credits are the quality point credits attempted which exclude "W" grades.  
The academic standing report will be run at the conclusion of the Fall, Spring and Summer I semesters.

**Notes:** In cases where a satisfactory academic standing cannot be determined, the standing status will be marked "**TBD - To be determined**" until certain academic conditions are met .

#### Academic Warning

Any degree-seeking or non-degree-seeking student, whether full-or part-time, who fails to achieve the minimum GPA as stated above, shall be classified as a student on academic warning and will be sent a letter to that effect by the Registration Office.

Academic warning means that a student's cumulative GPA is unsatisfactory and that the student will be placed on academic probation unless a minimum GPA is met at the end of the next semester.  
Students on academic warning are recommended to meet with a counselor in the Counseling Center (Center for Student

Success)/One-Stop Center.

Students will be required to meet with an academic counselor prior to the next time they register. Students registered with the Educational Opportunity Fund (EOF) Office, Office of Specialized Services (OSS) or International students should meet with the appropriate counselor.

#### **Removal of Academic Warning Status**

Any student who, after the end of the conditional semester, meets the GPA for credits attempted as specified by the College policies (refer to the GPA scale above) shall be classified as a student with satisfactory academic standing and will be notified of such standing by the Registration Office.

## **Academic Probation**

### **Students on Academic Probation**

#### **Satisfactory Academic Standing**

Any student who maintains a cumulative grade point average (GPA) based upon the following scale shall be classified as a student with satisfactory academic standing:

#### **GPA Credits Cumulative GPA**

12-28 credits 1.8

29-47 credits 1.9

48+ 2.0

Cumulative credits are the quality point credits attempted which exclude "W" grades.

The academic standing report will be run at the conclusion of the Fall, Spring and Summer I semesters.

**Notes:** In cases where a satisfactory academic standing cannot be determined, the standing status will be marked "**TBD - To be determined**" until certain academic conditions are met .

#### **Academic Probation**

Any degree-seeking or non-degree-seeking student, whether full-or part-time, who fails to achieve the minimum GPA after receiving an academic warning as stated above, shall be classified as a student on academic probation and will be sent a letter to that effect by the Registration Office.

Academic probation indicates that a student's cumulative GPA is unsatisfactory and that the student will be academically suspended unless a minimum GPA is met during the next semester.

Students on academic probation will not be permitted to register until they meet with a counselor in the **Counseling Center (Center for Student Success)/One-Stop Center**. Students registered with the Educational Opportunity Fund (EOF) Office, Office of Specialized Services (OSS) or International students should meet with the appropriate counselor.

### Removal of Academic Probation Status

Any student who, after the end of the conditional semester, meets the grade point average for credits attempted as specified by the College policies (refer to the GPA scale above) shall be classified as a student with satisfactory academic standing and will be notified of such standing by the **Registration Office**.

## Academic Suspension

### Students on Academic Suspension

#### Satisfactory Academic Standing

Any student who maintains a minimum cumulative grade point average (GPA) based upon the following scale shall be classified as a student with satisfactory academic standing:

#### Credits GPA Cumulative GPA

12-28 credits 1.8

29-47 credits 1.9

48+ 2.0

Cumulative credits are the quality point credits attempted which exclude "W" grades. The academic standing report will be run at the conclusion of the Fall, Spring and Summer I semesters.

**Notes:** In cases where a satisfactory academic standing cannot be determined, the standing status will be marked "**TBD - To be determined**" until certain academic conditions are met .

#### Academic Suspension

A student who is on academic probation has one semester to bring their cumulative GPA up to the minimum GPA required as stated above. Students who fail to meet the minimum will be placed on academic suspension

#### Reinstatement after Academic Suspension

Once the student's academic standing has been changed to reflect suspension, the student will be notified by the Office of Registration and be instructed to complete the reinstatement application.

The student will need to hand in the completed form to the Counseling Center (Center for Student Success)/One-Stop Center, on the main campus.

The application will be reviewed by members of the academic standing committee or delegated counseling faculty. Once reviewed, the student will be notified of the committee's decision.

If the student has been approved for reinstatement, they will need to come in person and speak to an academic counselor who will review the details of the reinstatement.

Reinstated students must earn a minimum TERM GPA of a 2.0 or higher.

As long as this is achieved, they will continue with a reinstated conditional standing (even if their overall cumulative GPA is still below the requirement as stated above), which requires an academic counselor's permission for all registration transactions.

If the student's overall GPA is not at the minimum as stated above and did not earn a minimum TERM GPA of a 2.0 or higher, the student will be academically dismissed and returning to BCC may not be permitted for at least one semester.

There is a fee for the reinstatement application.

## Academic Dismissal

### Students on Academic Dismissal

#### Students on Academic Dismissal

Any student who maintains a minimum cumulative grade point average (GPA) based upon the following scale shall be classified as a student with satisfactory academic standing:

#### Credits GPA Cumulative GPA

12-28 credits 1.8

29-47 credits 1.9

48+ 2.0

Cumulative credits are the quality point credits attempted which exclude "W" grades. The academic standing report will be run at the conclusion of the Fall, Spring and Summer I semesters.

**Notes:** In cases where a satisfactory academic standing cannot be determined, the standing status will be marked "**TBD - To be determined**" until certain academic conditions are met .

#### Academic Dismissal

Students who fail to meet the academic requirements after being suspended will then be academically dismissed from the college.

#### Reinstatement after Academic Dismissal

A student who is dismissed has one semester to bring their GPA up to the minimum GPA required as stated above.

Once the student's academic standing has been changed to reflect dismissal, the student will be notified by the Office of Registration and be instructed to complete the reinstatement application.

The student will need to hand in the completed form to the Counseling Center (Center for Student Success)/One-Stop Center, on the main campus.

The application will be reviewed by members of the academic standing committee or delegated counseling faculty.

Once reviewed, the student will be notified of the committee's decision.

If the student has been approved for reinstatement, they will need to come in person and speak to an academic counselor who will review the details of the reinstatement.

Reinstated students must earn a minimum TERM GPA of a 2.0 or higher. As long as this is achieved, they will continue with a reinstated conditional standing (even if their overall cumulative GPA is still below the requirement as stated above) which requires an academic counselor's permission for all registration transactions.

If the student's overall GPA is not at the minimum as stated above and did not earn a minimum TERM GPA of a 2.0 or higher, the student will be academically dismissed for a second time and returning to BCC may not be permitted for at least one semester.

There is a fee for the reinstatement application.

## **Appeals of Academic Standing Status.**

A student who desires to appeal his/her status may do so by making an application for reinstatement in the Counseling Center (Center for Student Success)/One-Stop Center, on the College's main campus in Paramus.

Students registered with the Educational Opportunity Fund (EOF) Office, Office of Specialized Services (OSS) or International students should meet with the appropriate counselor.

## **Academic Forgiveness Policy**

Academic Forgiveness is designed to allow students who have gotten off to a bad start a chance to get poor grades removed from their GPA. The Academic Forgiveness Policy at Bergen Community College contains two options:

Option I - Academic Forgiveness based upon past academic performance.

Option II - Academic Forgiveness based upon change of curriculum.

A student may request Academic Forgiveness once under Option I and once under Option II.

### **Option I: Past Performance**

After three consecutive years of non-attendance, a student may request Academic Forgiveness based upon past academic performance. The request will be reviewed after the student has completed at least one semester. The student must complete 9 credits and earn a GPA of 2.5 for the request to be approved. When the student's request is approved, grades of "F," "E," "R," and optionally "D" for the courses from the prior attendance period will be removed from the student's GPA. However, the courses will remain on the student's official transcript designated with a special code for Academic Forgiveness.

### **Option II: Change of Curriculum**

A student may request Academic Forgiveness based upon a change of curriculum at any time after matriculation and after credits have been attempted. If a student's request is approved, grades of "F," "E," "R," and optionally "D" in courses that were required by the student's former program, but are not required by the new program, will be removed from the student's GPA. However, the courses will remain on the student's official transcript designated with a special code for Academic Forgiveness.

## **Committee on Academic Standing**

The Committee on Academic Standing is comprised of faculty members from each of the divisions within the College and student government representatives.

It is chaired by the Vice President of the Division of Student Services.

The committee reviews all reinstatement applications and special appeals and renders decisions.

Appeals to the committee will be considered only if initiated within a two-year period of the end of the semester, in which the appeal issue occurred.

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

## **Class Attendance**

All students are expected to attend punctually every scheduled meeting of each course in which they are registered.

Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course.

These will be established in writing on the individual course outline.

Attendance will be kept by the instructor for administrative and counseling purposes.

## **Suspension of Classes**

Students should listen to local broadcast stations or check Bergen's Website at [www.bergen.edu](http://www.bergen.edu) in the event of emergencies when classes may have to be suspended; they should not telephone College offices or broadcast stations for information.

(See Emergencies in the Student Life section).

## **Absence of Instructor**

Students are expected to wait twenty minutes for a faculty member to come to class.

If at the end of twenty minutes, the faculty member does not come, the students should sign an attendance sheet, which indicates the course, date, and time.

A student should deliver the attendance sheet to the divisional office if between 9:00 a.m. and 5:00 p.m. or to the Evening Office if before 9:00 a.m. or after 5:00 p.m.

Students cannot be penalized by faculty for not waiting longer than twenty minutes.

## **Procedure for Student Complaints About Faculty**

A student raising a complaint or concern about an individual faculty member should discuss the matter with the involved faculty member.

If it is not resolved, the student should then bring the matter to the appropriate department head.

The department head will hear both sides orally and attempt to resolve the issue as expeditiously as is possible (usually within one week).

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.

The matter then becomes a formal complaint or concern and will be dealt with as such.

Other faculty in the discipline may be consulted by the involved faculty member and divisional dean.



Counselors from the Counseling Center may be consulted by any involved party.

A meeting of all concerned may be set up.

Recommendations may be solicited orally or in writing from each participant. The student will be informed by the divisional dean as to the outcome.

If the student is still not satisfied, the student should refer the matter to the Academic Vice President in writing.

## Acceptable Use of Information Technology Resources

Bergen Community College provides a rich information technology environment to support its educational activities and administrative functions.

These resources, including computing systems and software, as well as internal and external data, voice, and video networks, are shared resources.

To preserve them for the common good, the College expects all users, including students, faculty, staff, administrators, other employees, and members of the general public using the College's information technology resources to comply in all respects to institutional and external standards for their appropriate use.

Although incidental personal use is permitted, these resources should be used primarily for College educational and administrative purposes, and such incidental personal use must conform to these same standards of appropriate use. By using College information technology resources, users agree to abide by all College acceptable use and related policies and procedures, as well as applicable federal, state, and local laws.

The College reserves the right to bar access to its network or other information technology resources to those who violate its acceptable use and related policies and procedures.

Further, violations may result in disciplinary action, including suspension, dismissal, and legal proceedings.

## Administrative Guidelines, Regulations, and Procedures

Bergen Community College reserves the right to monitor its information technology resources and telecommunications network to protect the integrity of its computing systems, workstations, and lab facilities, and to ensure compliance with all acceptable use and related policies and procedures.

To this end, the College reserves the right to inspect any and all computer systems or data that reside on its telecommunications network for violations of any acceptable use and related policies and procedures.

## Acceptable and Unacceptable Use

Because of the richness of the Internet and the College's information technology resources, it is not possible to catalog exhaustively all acceptable and unacceptable uses. The lists below are meant to be illustrative. Employees and students should consult with their supervisors or classroom instructors, respectively, about the appropriateness of other uses. In free time areas, users should address questions to lab supervisors or other responsible parties.

In deciding what is and is not an acceptable use, there are two overriding principles: (1) the College's information technology and telecommunication resources exist to support the College's mission, and (2) the College is committed to ensuring a positive learning environment for all members of its community. Thus, all users are obliged to demonstrate civility in any and all exchanges and postings, including the content of Web pages, both official and unofficial. The College reserves the right to remove from its telecommunications networks any content judged to be racist, pornographic, cyber bullying, or designed to denigrate members of the College community.

## Acceptable Use

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

## Unacceptable Use

- Using the network for gambling, any other illegal activity, or any activity prohibited by the College's acceptable use and related policies and procedures, including but not limited to violations of copyrights, software agreements and other contracts.
- Using the College systems for commercial or profit-making purposes.
- Altering system software or hacking in any form.
- Gaining unauthorized access to resource entities, including use of others' passwords.
- Invading the privacy of individuals.
- Posting anonymous messages.
- Creating and displaying threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted mail.
- Disobeying lab and system policies, procedures, and protocols (e.g., time limits on workstation usage).
- Using the network in support of groups outside the College when such use is not in keeping with the mission of the College.
- Creating and using individual Web pages not primarily focused on the mission of the College.
- Using WebAdvisor to access information about someone other than oneself.
- Accessing data or making use of data in Datatel's Colleague or other administrative systems software not relevant to the scope of one's job responsibilities.
- Attaching any network devices not specifically authorized in writing by the Office of Information Technology.

## Security Breaches

Attempts to alter system software, to bypass security protocols, to introduce viruses, worms, or other malicious or destructive programs, or otherwise "to hack" are expressly forbidden.

Any member of the College community, including a student, who intentionally breaches security, will be subject to disciplinary action, including suspension and dismissal.

## E-mail

E-mail is defined as all technologies used to transfer messages, including e-mail, instant messaging and peer-to-peer file exchange.

E-mail is a tool for business purposes.

Users have a responsibility to use this resource in an efficient, effective, ethical and lawful manner.

In general, e-mail communications should follow the same standards expected in written business communications and public meetings.

## Accounts

It is the intention of the College to have on file e-mail addresses for all full-time faculty, administrators, adjuncts, and students.

E-mail accounts are also provided for staff, whose job responsibilities include regular computer access.

Generally, e-mail accounts are closed when employment ends.

Upon request, the College will keep active e-mail accounts for Professors Emeriti and retired full-time faculty.

## Students' Emails: Broadcast Guidelines, Strictly Prohibited Practices

All students enrolled in credit courses are required to have a valid e-mail address on file in Colleague. Students are required to enter a preferred e-mail address in Colleague using WebAdvisor. This e-mail address is required to allow the student to administer their WebAdvisor password.

### Broadcast E-mail

Authority to send e-mail to all students using the Colleague system rests with the Vice President of Administrative Services and the Vice President of Student Services. Such e-mail is strictly limited to the official conduct of College business, and is not to be used for promotion or marketing purposes. All Colleague broadcast e-mail must include the following footer: "You have received this e-mail because you are or have been a student at Bergen Community College. If you do not wish to be contacted by e-mail, please reply to noemail@bergen.edu."

Student Clubs and other groups wishing to use e-mail to promote events or other activities should maintain separate distribution lists, targeting only those who have indicated interest in receiving such communication.

### Strictly Prohibited Practices

The following use of e-mail is strictly prohibited. Employees receiving such material should immediately report it to their immediate supervisor. Students with Bergen e-mail accounts should contact the Coordinator of Judicial Affairs.

- The creation and exchange of messages that is offensive, harassing, obscene or threatening.

- The exchange of privileged, confidential or sensitive information to inappropriate persons.

- The creation and exchange of advertisements, solicitations, chain letters, or other spam.

- Use of e-mail for commercial purposes.

- The creation, storage or exchange of information in violation of copyright laws.

- Reading or sending messages from another person's account, except under proper delegate arrangements.

- Copying or forwarding messages belonging to another user, which have been altered in such a way as to change the intent of the author.

## Guidelines

Users should follow these guidelines and conventions:

- 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).

## Accounts Logons and Passwords

Account logons and passwords, including e-mail, are issued to individuals for their sole use and are non-transferable. Owners are responsible for all usage of their assigned accounts, logons, and passwords.

## Bergen Portal

(<http://my.bergen.edu>)

The Bergen Portal / Self Service (formerly known as WebAdvisor) is a Web interface that allows students to access information contained in Ellucian's Colleague, the administrative database used by Bergen Community College. The Self Service tool is accessible directly from **my.bergen.edu** (Student Portal)

Students may use the Student Portal / Self Service 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 Self Service in the future. Self Service accounts are available for all students enrolled in credit programs.

The Step-by-step instructions on how to use different features can be found under <https://bergen.edu/self-service/>

New students are strongly encouraged to attend an in-person registration or advisement session before using the Self Service account.

Eligible students without Bergen Portal user names and passwords may access their account by going to [my.bergen.edu](http://my.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.

Step-by step instructions on how to use *Email First Time Login*, *Logging into Portal for the First Time*, *Online Moodle Course Portal Access*, ... can be found under <https://bergen.edu/portalhelp/>

## Violations of Acceptable Use and Related Policies and Procedures

Users are expected to notify the Office of Information Technology, classroom instructor, free time lab supervisor, or other responsible party, as appropriate, of intentional or unintentional breaches in access and data security of which they become aware.

In addition, employees aware of serious violations of acceptable use or related policies and procedures (including malicious tampering, virus infection, or "hacking") are required to report such activity to their immediate supervisors.

In the case of complaints about materials believed to be offensive or otherwise inappropriate, users are encouraged to express their concerns directly to those believed to be misusing the systems and/or to lab supervisors.

If the situation persists, users should bring the matter to the attention of Public Safety or other responsible parties. Individuals who violate acceptable use and related policies and procedures will be subject to appropriate sanctions, including suspension, dismissal, and legal proceedings.

According to the U.S. Copyright Act, illegal reproduction of software or other material is an offense which will subject the violating individual to civil and monetary damages.

The use of e-mail or any college system for harassment or criminal activity may result in criminal penalties, including fines and imprisonment.

## **Bergen Website Guidelines**

Bergen encourages the use of the Internet by faculty, staff, and students as both an information resource and as a method of communication. In keeping with this, members of the college community may have Web pages on the Bergen servers.

All Web page developers are expected to act responsibly and to adhere to both the Bergen Acceptable Technology Use Guidelines and to the procedures established by the College for Web pages. In particular, the College expects that all members of the college community will

- obey all applicable federal, state, and local laws, including copy right law;
- adhere to fair use guidelines;
- give proper attribution of any sources;
- not use College hardware, software, or communications for personal profit; and
- not place any information on the Web pages, which reflects negatively on the College or any member of its community.

Further, all Web page developers are expected to make every effort to ensure that the Bergen Website, and all pages contained within it, is accessible to students with disabilities.

The College has the right to monitor all Web pages placed on its servers and remove any that violate the College's guidelines or procedures.

Further, the College has the right to prohibit access to its computing resources to anyone who violates either the guidelines or subsequently established procedures.

### **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.

### **Individual Student Home Pages**

Individual students may only have Web pages on the Bergen server when required as part of a course. The faculty member for the course is responsible for establishing standards for student Web pages and for

ensuring that students have adhered to these standards before the pages are uploaded to the Bergen servers. Student Web pages will be limited by available resources and will be deleted when the course is complete.

## Wireless Access

Wireless access is available in many areas of the campus, including the Library, Ender Hall, the Student Center, Cafeteria, West Hall, and the TEC Building, as well as outdoors in front of the Pitkin Education Center to allow students and faculty to access Bergen's collection of computers, software, and their Internet connections.

The Bergen OIT Website provides details on the continually expanding wireless coverage.

All wireless users are required to authenticate and are subject to the College's Acceptable Use Policy.

## Academic Year

The College offers a flexible, accessible schedule for its students.

A year-round slate of courses, including winter and summer sessions, enables students to begin (or continue) their educational advancement at their own pace - and on their own schedule:

**Fall Semester** - September to December;

**Spring Semester** - January to May;

**Summer sessions** - May to August;

**Winter Term** - January;

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

# Admissions- Becoming a Student

## Contact:

The Office of Admissions and Recruitment

**Website:** <https://bergen.edu/admissions>

Pitkin Education Center, Room SC-110

**Tel:** 201-447-7200

**Fax:** 201-447-8923

**E-mail:** [admissions@bergen.edu](mailto:admissions@bergen.edu)

## Admissions Process, Minimum Entrance Requirements and Documentation

Bergen Community College maintains an open door policy for degree and non-degree seeking students.

All applicants are required to complete and submit the form of application prescribed by the College. In addition, the following guidelines for records and transcripts apply:

Applicants, including financial aid applications, may self-certify high school graduation or recognized equivalency;

Official College transcripts are required to receive transfer credit;

High school transcripts, college transcripts, and other documentation may be required for specific program acceptance.

## Verification of High School Completion

Bergen Community College does not require a high school diploma for admissions purposes to the college.

Students can self-report their high school diploma for purposes of placement or potential scholarship opportunities or for eligibility requirements for certain programs, including state or federal-funded scholarships or grant programs.

**HOWEVER**, students are hereby advised to be prepared for an evaluation of the validity of a student's high school completion IF the College or the Department of Education has a reason to believe that the high school diploma is not valid or was not obtained from an entity approved to provide secondary education (ref. *High Education Act regulations effective July 1, 2011 (Sec.668.16(p))*).

## Checking the Validity of a Student's High School Completion

Below is a process to follow when evaluating the validity of high school completion and diploma:

If there's reason to believe the student's high school completion is not valid, the Office of Registration and Student Records (Registrar's Office) will contact the Department of Education in the state the student has claimed to have graduated.

If the secondary school is not a valid institution the Registrar's Office will remove the high school information from the student record and notify the Office of Financial Aid. The student's record will be maintained accordingly upon receiving the official documentation from the relevant secondary school, department or agency

## High School Transcripts

Bergen Community College allows students to self-certify high school graduation or recognized equivalency.

Official final High School transcripts or College transcripts or other documentation may be required for specific program acceptance.

Official high school transcripts should be sent to Bergen electronically directly from the High School.

## Foreign Transcripts

Students that wish to have their credits from a foreign college evaluated for equivalent credit at Bergen must submit an official foreign credential evaluation from a NACES approved organization.

Please visit [www.naces.org](http://www.naces.org) for a list of current members.

The foreign credential evaluation will attest that the foreign diploma or credit is equivalent to U.S. coursework or a U.S. degree.

Students with foreign post-secondary credentials should request course-by-course evaluations.

Students should have the document mailed to the:

**Office of Admissions and Recruitment**  
**Room SC-110, Pitkin Education Center**  
**400 Paramus Rd**  
**Paramus, NJ 07652**

## Degree-Seeking Students

Students seeking admission to the Health Professions or Nursing programs should refer to minimum entrance requirements and application deadlines. Space in these programs is limited.

Students seeking admission on an F-1 visa must apply no later than March 1 for fall admissions or October 1 for spring admissions.

Official high school transcripts are required for Health Professions candidates, International F-1 visa-holders, those with foreign credentials and NJ STARS applicants.

Students with foreign secondary school credentials must submit officially evaluated copies from World Education Services ([www.wes.org](http://www.wes.org)) or another member of the NACES association. Please visit [www.naces.org](http://www.naces.org) for a list of members.

Prior to registering for classes, students must complete the Basic Skills Placement Test requirement.

Those with foreign post-secondary credentials should submit course-by-course evaluations.

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



# High School Equivalency (HSE) for Adults

Students ages 16 years of age or older who do not have a high school diploma may qualify for a high school degree by passing the official HSE exam.

Bergen Community College at the Ciarco Learning Center in Hackensack offers High School Equivalency (HSE) courses that give adults the opportunity to complete their high school degree by preparing for and passing an HSE exam. Beginning with a placement test, students will refresh their foundational skills or they can begin practicing the content areas of the HSE exam.

For HSE courses offering or schedule, **Email:** [bcchackensack@bergen.edu](mailto:bcchackensack@bergen.edu), **Call:** (201) 489-1551, or visit <https://bergen.edu/ce/courses-programs/hse-high-school-equivalency-for-adults/>

The New Jersey Adult Education/High School Equivalency (HSE) testing centers information can be found at <https://www.nj.gov/education/adulted/centers/>

## 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.

## Non-Degree-Seeking Students

**Non-Degree Students are those who do not intend to pursue a degree or certificate at Bergen Community College.**

**Non degree seekers plan to:**

- Take courses at BCC and transfer the credits to another institution (Visiting Students)
- Take courses for personal or professional development

## Non-Degree Students Application Process

Must complete the Admissions Application and choose "Non-Degree" option

May need to provide proof of required prerequisites, an unofficial transcript and course descriptions of completed prerequisites.

Those registering for Math or Science courses may be required to obtain a departmental signature.

For those registering for a remedial Math or English course, it may be necessary to take the Basic Skills placement test. For testing options and times, and testing waiver eligibility, please visit [www.bergen.edu/testing](http://www.bergen.edu/testing)

## Steps for Non-Degree Students:

Determine which classes you would like to register for by searching through the Bergen student portal ([my.bergen.edu](http://my.bergen.edu)).

**Notes:**

- It is possible to search for Course and Course Sections as "**Guest**" by visiting <https://selfservice.bergen.edu/Student/Courses>.
- To register for any open course section, however, you will need log on your Bergen portal.
- Step-by-step instructions, hints or tips on how to use Self-Service/Bergen portal can be found at <https://bergen.edu/self-service/>

If the course you desire requires a prerequisite, you will need to obtain an unofficial transcript from your home institution or take a BCC placement test to satisfy the requirement. (Note: Some Math and Science courses do require a more detailed review by the Department.)

Complete the **Remote Registration Form** and upload any proof of prerequisites needed, then submit it for review and consideration.

Upon successful submission, an email confirming your registration, or advising the processing time, or notifying you of any problems will be sent to your BCC Student email.

For assistance in completing the online Remote Registration form, please contact The One Stop Registration Area (Room OS-110) in the Pitkin Education Center, 400 Paramus Road, Paramus, NJ 07652 or email [visitor@bergen.edu](mailto:visitor@bergen.edu).

Pay for classes upon completion of registration. Detailed payment deadlines information can be found at <https://bergen.edu/bursar/payment-deadlines/>.

Visit <https://my.bergen.edu> to look up your BCC username by clicking the "What's my Bergen Username?" link

**Tips:**

It is the responsibility of the Visiting Student to ensure that classes will transfer to their home institution

It is the responsibility of the Visiting Student to request an official transcript be sent from Bergen Community College to the home institution upon completion of the course.

This can be done at: [www.getmytranscripts.com](http://www.getmytranscripts.com)

Detailed information regarding transcripts requests can be found at [www.bergen.edu/transcripts](http://www.bergen.edu/transcripts)

It's the student's responsible to plan ahead and make tuition & fees payment arrangements. Non degree seekers are not eligible for Financial Aid.

If someone else is registering on your behalf, that person **MUST** bring the Registration Form, a copy of your ID and a signed letter from you stating the name of the person registering on your behalf. Your designee must also have a government-issued ID.

## Examples of Non-Degree Seeking Students

### Visiting Students

Bergen Community College welcomes visiting students from other institutions to register for winter and summer courses.

If you have taken BCC classes as a visiting student in the past you still need to re-apply as a visiting student to re-activate your account.

Enrollment instructions for visiting students can be found at <https://bergen.edu/visiting-students/>

### Early College

For high achieving students who seek to earn an AssociatesDegree while still in high school.

Enrollment instructions can be found at <https://bergen.edu/academics/k12partnerships/early-college-program/>

### Bergen Experience

For high achieving students who want to take courses on a college campus while still attending high school during the school year or summer.  
Enrollment instructions can be found at <https://bergen.edu/academics/k12partnerships/bergen-experience/>

## Dual Enrollment

For motivated students who wish to take college level courses in their high school with their high school teacher.  
Detailed enrollment instructions can be found at <https://bergen.edu/academics/k12partnerships/dual-enrollment/>

## Early Career

For students who have not decided if they want to go straight to work after high school or attend college so they are going to prepare for a career while simultaneously earning college credit.  
Enrollment instructions can be found at <https://bergen.edu/academics/k12partnerships/early-career/>

## Kids And Teens

For K-12 students who want to take "New Work for Credit or Credit Recovery" courses or SAT Prep .  
Detailed registration information can be found at <https://bergen.edu/ce/courses-programs/kids-and-teens/>

## Readmit Students

Readmitted students enrolled in deactivated academic programs will be required to change their program and follow the degree requirements that are in effect at the time.

Matriculated students pursuing a degree or certificate, who have no attempted credits on record for the previous two years (six consecutive semesters which includes fall, spring, and summer), who would like to return and continue their studies are considered "**Readmits**".

A readmitted student may re-apply by submitting a readmission application to the **Admissions Office**.  
Students have the option of returning to their original program, if available, or choosing a new program.

**Notes:** Academic programs that have a **Leave of Absence** policy, as determined by accrediting bodies, supersede this policy.

## A student classified as Readmit, follows the process below:

All Readmits must fill out an application for Admission.

Readmits should provide an official academic transcript from any college or university attended since living if desiring Transfer Credit.

Students who did not complete college-level English or mathematics may be required to prove college readiness per the College's placement standards.

## Who is a Readmit Applicant?

Readmits are former students who were enrolled in academic program at Bergen Community College and have not enrolled for two years (six consecutive semesters which includes fall, spring, and summer).

A readmitted student may include students who left on academic or conduct action, such as probation and/o suspension and would seek to return to the College.

Students separated from the College for at least two years (six consecutive semesters which includes fall, spring, and summer) and seeking to re-enroll may be eligible for **Academic Forgiveness**.

## Students NOT considered a readmit:

Those that have applied for admission and have never registered for classes

Those that registered and officially Dropped registration during the Add/Drop period.

Those who attended as Visiting students and/or took courses as non-degree seeking (non-matriculated).

(Reference: Readmission Policy- BOT Resolution Approval Date: October 13, 2022)

## 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. Transcripts are accepted. For additional information, go to <https://bergen.edu/current-students/student-support-services/registration/visitingstudents/>.

## International Students

Bergen Community College is enriched by the diverse population it serves. The College is authorized by the United States Citizenship and Immigration Services (USCIS) to host those who have obtained the F-1 visa, a special document used by foreign born students to study full time in the US. On average, Bergen Community College hosts 520 F-1 visa holders.

## International Student Center

The International Student Center (ISC) assists international students with admission to the College, immigration and academic counseling, and visa compliance. The ISC also promotes intercultural learning through workshops and quality programming. The ISC strives to serve as a "home away from home" for those international students who have chosen to earn a degree/certificate or study English at Bergen Community College.

Bergen Community College is a Student and Exchange Visitor Information System (SEVIS) approved school. The College is authorized by the USCIS to endorse I-20 forms, travel documents, and other immigration documents related to F-1 student employment. The form I-20 will be issued by a Designated School Official (DSO) at the College for those international applicants seeking admission to the College or a change of status/ reinstatement to F-1 status only when all requirements are fulfilled by the applicant.

The International Student Center is located in the Pitkin Education Center in Room SC-110 on the College's main campus in Paramus.

## International Student Admissions

Applicants residing outside of the U.S. may apply for admission to Bergen Community College. For those who must obtain an F-1 student visa to study full time in the US, documentation proving completion of high school and sufficient

financial sponsorship (\$22,000 USD to cover tuition, housing, food, books and incidentals for the first year) is required. All required documentation must be translated into English by a certified translator. Although not required, F-1 students are encouraged to travel to the US with their own health insurance to cover any US hospital or doctor visits.

The complete list of items necessary for admission as an F-1 student is available in the International Student Center or at [www.bergen.edu/isc](http://www.bergen.edu/isc).

Depending upon the applicant's present immigration status, certain forms may need to be completed and submitted to USCIS. Upon admission to Bergen Community College, the applicant will be issued the proper immigration documents necessary for obtaining or maintaining F-1 visa status. Local F-1 visa holders (those studying at other US institutions) are welcome to visit the International Student Center to meet with an international admissions counselor to discuss the process of transferring to Bergen Community College.

In general, non-immigrants maintaining legal status can apply for the change of status to F-1, but there are some exceptions which should be discussed with an International admissions counselor. Prospective international students may contact the International Student Center to make an appointment with an International Student Counselor at (201) 689-7601.

The ISC also handles the admission process for other non-immigrant visa holders including J-1 visa holders (au pairs).

**Recommended deadlines for submitting applications and supporting documents:**

For the Fall (September - December) semester, the recommended deadline is July 1; for the Spring semester (January-May) the recommended deadline is November 1.

The change of status deadline for Fall is July 1 and October 1 for the Spring semester.

The deadline for transfer F-1 students is generally three weeks before the semester start date. However, all deadlines (except for a change of status) are flexible.

## International Student Counseling

An International Student Counselor is available to assist current F-1 visa holders with academic advisement, cultural adjustment and orientation to Bergen Community College. The International Counselors and ISC staff facilitates an orientation program for all incoming international students in F-1 visa status. Students must attend this mandatory orientation to receive valuable information about the College as well as their immigration status and life in the U.S. Students are required to submit copies of their immigration documents before orientation to satisfy reporting regulations implemented by the United States Citizenship and Immigration Services. Current international students may contact the International Student Center to inquire about walk-in counseling hours or to make an appointment with the International Student Counselor at (201) 689-7601.

## Special Notes/International Students

International applicants cannot apply for Health Professions and/or Nursing upon initial application to the college. They can later apply for these programs once they are enrolled at Bergen Community College through a change of curriculum. There are some prerequisites that must be completed prior to admissions to these curricula. Note: F-1 students should contact the International Student Center prior to applying for a health profession to discuss requirements, such as a Social Security Number.

Students placed in the American Language Program (ESL courses) cannot take college-level courses until they have successfully completed all the required levels of the program as well as having passed the required exit examination. Certain exceptions apply for students in Level 3. After completion of the American Language Program, students must take a mathematics placement test or be granted a waiver.

# 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.

## Transfer into Bergen Community College

### Transcript Requirements

A student must be admitted to a degree or certificate program in order for his/her official transcript to be reviewed, evaluated and have credits transferred.

Only official transcripts in a sealed envelope are accepted for transfer of credits.

Please submit an official college/university transcript from every institution attended to the

**Bergen Community College**

**Office of Enrollment Services**

**ATN: Transcript Evaluator**

**Paramus Campus, Pitkin Education Center**

**400 Paramus Road, Paramus, NJ 07652.**

Transcripts also may be hand delivered as long as they are in a sealed envelope.

To send electronic transcripts, use the following email address: [transfertobcc@bergen.edu](mailto:transfertobcc@bergen.edu)

Transcripts from other institutions will not be released to the students or a third party.

An email will be sent to the student's address on file when a transcript is received and will be logged in to the student's academic record.

Once the transcript is evaluated and transfer credits posted, a transfer equivalency report will be mailed to the student's address.

### Transfer Requirements

## Transfer Evaluation of Credit from Other Post-Secondary Institutions

Bergen Community College will accept credits for courses taken at institutionally accredited colleges and universities provided that the course is compatible with the curriculum of Bergen Community College, as approved by the faculty, and the course is applicable to the requested program of study. Bergen Community College also accepts transfer credits based on statewide agreements and will consider awarding credits based on established articulation agreements. Only those courses that have received a grade of "C" or better are accepted for transfer.

Transfer credits are not included in computing the grade point average and are recorded as "TR" grades.

It is the student's responsibility to provide, in a timely manner, all the transcripts and documents needed to evaluate any previous educational experience.

No more than 45 transferred credits will be applied toward earning an associate degree, and no more than 18 transferred credits will be applied toward earning an academic certificate. These credits may be earned from a prior Bergen Community College degree/certificate, transfer credits from other institutions, and proficiency and/or CLEP examinations. The list of approved subject examinations for CLEP credits may be obtained in the college catalog. The balance of credits required for any degree or certificate must be earned through actual course enrollment at Bergen Community College.

## 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/chart below).

The official Advanced Placement®(AP®) scores report must be received directly from the College Entrance Examination Board (CEEB) before credit is awarded.

The **Bergen Community College CEEB Code is 2032.**

**Credits By Exam chart/Courses and Minimum Score Requirements for Credit** at Bergen Community College.

<b>CREDIT</b>	<b>REQUIRED SCORE</b>	<b>BERGEN COURSE CREDIT</b>	<b>CREDITS GRANTED</b>
History of Art	3, 4, 5	ART-102 and ART-103	6 credits
Biology	3, 4, 5	BIO-101 and BIO-203	8 credits
Environmental Sciences	3, 4, 5	BIO-108	4 credits
Chemistry	3, 4, 5	CHM-140, CHM-141, CHM-240, and CHM-241	8 credits
Computer Science, Principles	3, 4, 5	CIS-158	3 credits
Economics	3, 4, 5	ECO-101 and ECO-102	6 credits
Macroeconomics	3, 4, 5	ECO-101	3 credits
Microeconomics	3, 4, 5	ECO-102	3 credits
Geography, Human	3, 4, 5	GEO-102	3 credits
History, European	3, 4, 5	HIS-101 and HIS-102	6 credits
History, Modern World	3, 4, 5	HIS-102	3 credits
History, U.S.	3, 4, 5	HIS-111 and HIS-112	6 credits
Computer Science A	4, 5	INF-236	3 credits

Chinese	3	LAN-116 and LAN-276	6 credits
Chinese	3, 4, 5	LAN-116, LAN-276, LAN-277, and LAN-278	12 credits
French	4, 5	LAN-110, LAN-200, LAN-201, and LAN-202	12 credits
French	3	LAN-110 and LAN-200	6 credits
German	4, 5	LAN-111, LAN-210, LAN-211, and LAN-112	12 credits
German	3	LAN-111 and LAN-210	6 credits
Italian	3	LAN-112 and LAN-220	6 credits
Italian	4, 5	LAN-112, LAN-220, LAN-221, and LAN-222	12 credits
Spanish	4, 5	LAN-113, LAN-230, LAN-231, and LAN-232	12 credits
Spanish	3	LAN-113 and LAN-230	6 credits
Statistics	4, 5	MAT-150	3 credits
Precalculus	3, 4, 5	MAT-180	4 credits
Calculus AB	3, 4, 5	MAT-280	4 credits
Calculus BC	3, 4, 5	MAT-280 and MAT-281	8 credits
Music Theory/Composite Score(*)	3	MUS-103	3 credits
Music Theory/Non-Aural Subscore(*)	3	MUS-132	3 credits
Music Theory/Aural Subscore(*)	3	MUS-134	1 credit
Music Theory/Non-Aural Subscore(*)	4, 5	MUS-132 and MUS-232	6 credits
Music Theory/Aural Subscore(*)	4, 5	MUS-134 and MUS-234	2 credit
Physics I	3, 4, 5	PHY-186	4 credits
Physics II	3, 4, 5	PHY-286	4 credits
Physics C: Mechanics	3, 4, 5	PHY-280	4 credits



Physics C: Electricity & Magnetism	3, 4, 5	PHY-290	4 credits
Government and Politics: Comparative	4,5	POL-101	3 credits
Government and Politics: United States	4,5	POL-101	3 credits
Psychology	4,5	PSY-101	3 credits
Language and Composition	3, 4, 5	WRT-101	3 credits
Literature and Composition	3, 4, 5	WRT-101 and WRT-201	6 credits

**(\*NOTES / Music Theory -**

- (1)- For the Music Theory tests taken during the pandemic period when only composite scores were given, the composite scores will be used in lieu of subscores.  
(2)- **A total of 11 credits is possible.** For example, if the students have a composite score of 4 or better and both subscores are 4 or better, they would receive the **3 credits** exempting them from MUS-103, **PLUS** the **6 credits** for the non-aural subscore, **AND** the **2 credits** from the aural subscore.

## 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	CREDITS GRANTED	BERGEN CURSE CREDIT
Financial Accounting	50	3	ACC-110
Principles of Marketing	50	3	BUS-201
Principles of Management	50	3	BUS-207
Introductory Business Law	50	3	BUS-233
Biology	50	8	BIO-101 and BIO-203
Chemistry	50	6	CHM-140 and CHM-240
Principles of Macroeconomics	50	3	ECO-101
Principles of Microeconomics	50	3	ECO-102
Western Civilization I: Ancient Near East -1648	50	3	HIS-101

Western Civilization II: 1648 - Present	50	3	HIS-102
History of the US I: Early Colon. 1877	50	3	HIS-111
History of the US II: 1865 - Present	50	3	HIS-112
Information Systems	50	3	INF-101
French Language Level 1	50	6	LAN-110 and LAN-200
French Language Level 2	59	3	LAN-201
German Language Level 1	50	6	LAN-111 and LAN-210
German Language Level 2	60	3	LAN-211
Spanish Language Level 1 w/Writing*	50	6	LAN-113 and LAN-230
Spanish Language Level 2 w/Writing*	65	6	LAN-231 and LAN-232
American Literature	50	3	LIT-201
English Literature	50	3	LIT-206
College Mathematics	50	3	MAT-130
College Algebra	50	0*	MAT-160 <i>*Waiver entered</i>
Precalculus	50	4	MAT-180
Calculus	50	4	MAT-280
American Government	50	3	POL-101
Introductory Psychology	50	3	PSY-101
Introductory Educational Psychology	50	3	PSY-103
Human Growth and Development	50	3	PSY-106
Introductory Sociology	50	3	SOC-101
College Composition	50	3	WRT-101
Analyzing and Interpreting Literature	50	3	WRT-201
<b>GENERAL SUBJECT EXAMINATIONS ACCEPTED</b>			

HUMANITIES (Choice of 2*)	50	6* (2 courses only)	MUS-101, ART-101, LIT-203
NATURAL SCIENCES	50	8	BIO-101 and PHY-185
SOCIAL SCIENCES AND HISTORY	50	6	SOC-101 and HIS-101

**\*NOTES:**

Bergen Community College **CEEB CODE: 2032**

Official CLEP scores report required directly from CollegeBoard.

As of January 1, 2020, BCC will only accept the Spanish with Writing CLEP exam. Students can now receive up to 12 credits based on their scores on the Spanish with writing Exam depending on their scores.

For more information, current testing locations, or study guides, please go to: [www.clep.org](http://www.clep.org)

For questions/concerns about your CLEP scores equivalency evaluation, please email : [transfertobcc@bergen.edu](mailto:transfertobcc@bergen.edu)

## International Baccalaureate (IB)

Students who have taken one or more of the following International Baccalaureate® (IB) subjects completed may receive course credit with a score of five or above (see table/chart below).

The official **International Baccalaureate**(IB) Transcript of Grades is required.

**Courses and Minimum Score Requirements for Credit** at Bergen Community College.

IB COURSE	REQUIRED SCORE	BERGEN COURSE CREDIT	CREDITS GRANTED
Social and Cultural Anthropology	5, 6, 7	ANT-101	3 credits
Business Management	5, 6, 7	BUS-101	3 credits
Chemistry	5, 6, 7	CHM-140 and CHM-141	4 credits
Computer Science	5, 6, 7	CIS-158	3 credits
Economics	5, 6, 7	ECO-101 and ECO-102	6 credits
Philosophy	5, 6, 7	PHR-101	3 credits
World religions	5, 6, 7	PHR-121	3 credits
Physics	5, 6, 7	PHY-185	3 credits
Global Politics	5, 6, 7	POL-102	3 credits
Psychology	5, 6, 7	PSY-101	3 credits
Language A	5, 6, 7	WRT-101	3 credits

# Assessment of Prior Learning (PLA)

Students may receive credit for nontraditional learning by demonstrating competency via **Credit by Exam (CBE)**.

If you are a BCC student and would like additional information on how your prior learning can be assessed via the PLA process, please email [ikleinman@bergen.edu](mailto:ikleinman@bergen.edu).

## World Language Testing

Bergen Community College awards credit for World Languages through the New York University Proficiency Testing in Foreign Languages Program, and the College Level Examination Program (CLEP).

Students whom wish to take the New York University Proficiency Testing students must complete the 16-point examination, and are awarded 3 college credits. More information about the New York University Proficiency Testing can be found at: [scps.nyu.edu/academics/departments/foreign-languages/testing/process.html](http://scps.nyu.edu/academics/departments/foreign-languages/testing/process.html).

For detailed information about the World Languages examinations offered through the College Level Examination Program (CLEP) please visit the College Board website at: [collegeboard.com/clep](http://collegeboard.com/clep).

## Entrance Requirements for Health Professions Programs

**Website:** [www.bergen.edu/hp](http://www.bergen.edu/hp)

Information Session can be found at <https://bergen.edu/hpinfo>

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 has been developed by the Division of Health Professions and Student Affairs.

These criteria will be utilized in determining the candidates who will be offered admission.

Admission will have a step process: academic eligibility will be determined, as well as a criminal history background check, and admissions examination for the Dental Hygiene, Diagnostic Medical Sonography, Nursing, Paramedic Science, Radiography, Respiratory Care and Veterinary Technology programs.

## Criminal History Background Check Requirement

Clinical agencies mandate criminal history background checks for all individuals engaged in patient care, and all students must undergo criminal history background checks before admission may be offered. These checks are conducted by an external company, and the information is sent to the Dean of Health Professions. All background reports must be clear to be eligible for admission and to be invited to take any Admissions Examination. Any applicant with a background report that is NOT clear will not be eligible for consideration.

## Minimum Entrance Requirements for Health Professions Degree and Certificate Programs

*Students who enter into this program must be aware of the Bergen Community College policy on the number of credits that must be taken at this college. Students enrolled in the AAS degree in health sciences must satisfy the English, Mathematics and algebra basic skills requirements. Applicant graduated from a program that has acceptable accreditation agencies that is comparable to the College's Health Professions disciplines. Transcripts and credentials will be evaluated by an appointed admissions committee.*

## **Degree Programs**

### **Dental Hygiene Program AAS.HP.DENTL**

Program length: 24 months

Preadmission Test: Dental Hygiene Admissions Exam

GPA for admissions eligibility: 2.50

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

College substitutions: BIO-109; MAT-040; CHM-112

Application Deadline: February 1 of the current year

Program Admits: Fall semester

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

Preadmission Test: Dental Hygiene Admissions Exam.

### **Diagnostic Medical Sonography AAS.HP.DMS**

Program length: 24 months

Preadmission Test: Diagnostic Medical Sonography Admissions Exam

GPA for admissions eligibility: 2.50

Preadmission Test: Diagnostic Sonog Admissions Exam

High School prerequisite courses: AP level science; AP level physics; Algebra

College substitutions: BIO-109 (recommended); PHY-185; MAT-040 Algebra for Liberal Arts.

Application Deadline: February 1 of the current year

Program Admits: Fall semester

Please Note: This is a regional program that utilizes clinical education centers throughout the state of New Jersey.

Students might be required to travel to distant sites and provide their own transportation.

### **Medical Office Assistant Program AAS.HP.MOA**

Program length: 24 months

GPA for admissions eligibility: 2.00

High School prerequisite courses: None

Application Deadline: There is no deadline date for admission.

Program Admits: Fall/Spring semester

### **Paramedic Science Program AAS.HP.PAR**

Program length: 24 months

Preadmission Test: Paramedic Science Admissions Exam and EMT skills screening, Active NJ EMT License

GPA for admissions eligibility: 2.50

High School prerequisite courses: 1 year science (College Placement Bio and Lab); 1 year Algebra;

College substitutions: BIO-109

Application Deadline: February 1 of the current year

Program Admits: Fall semester

Please Note: This regional program utilizes clinical education sites throughout the state of NJ. Students will be required to travel to distant sites and provide their own transportation.

### **Radiography Program AAS.HP.RAD**

Program length: 24 months

Preadmission Test: Radiography Admissions Exam

GPA for admissions eligibility: 2.50

High School prerequisite courses: 1 year science (College Placement Bio and Lab); 1 year algebra (Algebra II);  
College substitutions: BIO-109; BIO-209; MAT-035  
Application Deadline: February 1 of the current year  
Program Admits: Fall semester  
Please Note: High school Biology is waived if college Biology, preferably BIO-109 is successfully completed.

**Respiratory Therapy Technology AAS.HP.RESP**

Program length: 24 months

**Preadmission Test: Respiratory Therapy Admissions Exam**

GPA for admissions eligibility: 2.00

High School prerequisite courses: Chemistry with lab; Biology with lab; Math

College substitutions: BIO-109; CHM-100; MAT-035

Application Deadline: February 1 of the current year

Program Admits: Fall semester

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

**Veterinary Technology AAS.HP.VET**

Program length: 24 months

Preadmission Test: Veterinary Technology Admissions Exam

GPA for admissions eligibility: 2.00

Prerequisites: VET-102; VET-103; VET-112; VET-115, BIO-115; MAT-040, WRT-101

Application Deadline: October 1 of the current year

Program Admits: Spring semester.

Please Note: Applicants will only be accepted once the pre-requisites stated above have been successfully completed.

Applicants are strongly encouraged to meet with a program official regarding application procedures. Travel is required for all students enrolled in this program.

**Nursing AAS.NURS.DAY**

Program Length: 2 academic years

Preadmission Test: Nursing Program Admission Exam

GPA Requirement: 2.5

High School prerequisite courses: Chemistry and Biology with Lab; Algebra.

College substitutions: CHM-100, BIO-109 and MAT-040.

Application Deadline: February 1 for Fall admission

Program Admits: Fall semester.

**Nursing Evening Program AAS.NURS.EVE**

Program Length: 2 academic years

Preadmission Test: HESI Admission Exam

GPA Requirement: 2.5

High School prerequisite courses: Chemistry with Lab;

College substitutions: CHM-100.

College prerequisite courses: BIO-109 and BIO-209; WRT-101 and WRT-201; PSY-101 and PSY-106; SOC-101

Application Deadline: October 1 for Spring admission

Program Admits: Spring semester

## Certificate Programs

**Medical Office Assistant Program CERT.MOAA**

Program length: 12 months

GPA for admissions eligibility: 2.00

High School prerequisite courses: None

Application Deadline: There is no deadline date for admission.

Program Admits: Fall/Spring semester.

#### **Radiation Therapy Technology Program CERT.RAD.THERAPY**

Program length: 12 months

GPA for admissions eligibility: 2.50

Prerequisite courses: Registered or registry eligible Radiologic Technologist; two biology, with labs (BIO-109 and BIO-209); Algebra/MAT-160; PHY-185 Introduction to Physics. 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: MAT-180, MAT-250, CIS-158, WRT-201, COM-100. Three of the above listed general education courses may be taken concurrent with the program. Successful completion of all 5 courses is required by the American Registry of Radiologic Technologists and the NJ Department of Environmental Protection.

Application Deadline: February 1 of the current year.

Program Admits: Fall semester only.

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

#### **Surgical Technology Program CERT.SURG**

Program length: 12 months

GPA for admissions eligibility: 2.00

High School prerequisite courses: High school graduate, or GED

College substitutions: none

Application Deadline: February 1 of the current year

Program Admits: Fall semester only.

#### **Health Science Program AAS.HP.HLTH.SCI**

Program length: 12 months

GPA for admissions eligibility: 2.50

Application Deadline: February 1 of the current year.

Program Admits: Fall and Spring Semester

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

## **Educational Opportunity Fund (EOF) Program**

(<http://www.bergen.edu/eof>)

The Educational Opportunity Fund Program was instituted by the New Jersey State Legislature in 1968 for the purpose of helping economically and educationally disadvantaged students obtain a college education. Students who are accepted into the program are provided with a grant and comprehensive support services. The program is designed to enhance their college experience and to insure the success of each participant by offering them counseling, priority registration, financial aid information, workshops, permanent tutoring times, and additional summer funding.

All students who are deemed eligible for admission to the EOF Program and who are entering college for the first-time are encouraged to attend a six-week Pre-Freshman Summer program immediately prior to the fall semester of their freshman year. The summer program offers the opportunity for students to strengthen their Mathematic and English placements for the fall semester while preparing for the transition into college.

To be eligible for an Educational Opportunity Fund grant, a student must:

- Be a New Jersey Resident for at least one (1) year,
- Be a United States citizen or Permanent Resident,
- Be recipient of High School Diploma or GED,

- Intend to have full-Time enrollment, in the first semester,
- Have only completed 32 College-level credits or less,
- Be eligible for the TAG ( as determined by completing the FAFSA), and
- Meet the income Eligibility Guidelines based on the household income.

Initial EOF eligibility is determined on the basis of both economic and educational criteria as the EOF Program is not an entitlement program. Although students may qualify for the program, admission criteria would give priority to first-time, fulltime freshmen and to EOF transfer students in good standing from another EOF Program.

Those interested in the EOF Program should contact the EOF office in Room C-100, or call (201) 447-7139.

## **Placement in English and Mathematics**

All students who reach their 11th attempted credit must take a placement test in both English and Mathematics unless they qualify for a waiver. Students placed into Developmental English must enroll in these courses in their first semester at the College and continue to enroll in them until the requirements are completed. Students matriculated in degree programs must begin their required Developmental Mathematics courses by their 16th attempted credit.

These preparatory courses emphasize the development of basic reading, writing, computation, and algebra skills, which will help students perform successfully in college-level courses. Students are urged to seek academic advisement in choosing these and other courses.

## **Developmental English Requirements**

Based on the results of the English Placement Test, native speakers of English or those who have resided in the U.S. for eight or more years may be placed into one of five entry-level English courses. EBS-011 Developmental Skills I and EBS-021 English Skills are taken before Composition I. Two other courses enable students to take Composition I with an EBS support course: EBS-033 Directed Studies in Writing II or EBS-041 Directed Studies in Writing I). The final possibility is Composition I alone.

Students placed in EBS-011 or EBS-021 must enroll in their required course in their first semester at the College and remain in these courses in order to take other College credit-bearing courses.

## **Developmental Mathematics Requirements**

Based on the results of the Mathematics portion of the Placement Test, a student may be placed into developmental math courses: MAT-011 Basic Mathematics with or without MAT-010 Basic Mathematics Support or MAT-012 Basic Mathematics Accelerated [Computer Assisted], and/or MAT-040 Algebra for Liberal Arts or Algebra (MAT-048) depending upon your major.

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 designed to support first semester students with Accuplacer scores under 59 in combined Mathematics and under 159 in combined English as they adjust to the demands of college. The program includes a community of peers, instructors, tutors, and advisers who work together to help students build their reading, writing, and math skills while guiding them as they create plans for academic and professional success.

All AIMS learning communities include EBS-011 Developmental Skills I, Basic Mathematics (MAT-010/MAT-011), and IST-123 Success 101. Certain AIMS Communities add a general education course such as PSY-101 General Psychology or a career concentration course such as CRJ-101 Introduction to Criminal Justice.

The AIMS program offers full-time, first semester students the following advantages:

- Special orientation and registration session.
- Prescheduled patterns of courses.
- Small classes, averaging 15-18 students.
- In-class tutors and/or supplemental instruction.
- Individualized attention from both classroom instructors and counselors.

## ESL / ALP American Language Program

**Office:** Pitkin Education Center, Room A333

**Phone:** (201) 447-7168

**Website:** <https://bergen.edu/academics/academic-divisions-departments/esl-world-languages/esl/program-information-foresl-students/>

The ESL/American Language Program (ALP) is a comprehensive English as a second language (ESL) program for academically or professionally oriented students. The ESL/ALP provides English language learners with the language skills needed to reach their academic, professional, and personal goals.

Students' starting levels are determined by the results of a language placement test. Acceleration through the levels is possible by exam and/or teacher recommendation. Successful completion of required ESL courses qualifies students for entrance into college-level courses. Students with high placement test scores may qualify to take some college-level courses while completing their required ESL courses.

The ESL/ALP consists of four levels: Foundations (beginner), Level 1 (low intermediate), Level 2 (intermediate), and Level 3 (advanced).

ESL/ALP courses carry 3 non-degree credits; ESL/SPE courses are also non-degree credits except for SPE-100 Advanced Oral Communication for Non-Native Speakers, which is a college-level 3-credit course.

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.

## College Experience Program (CEP)

The College Experience Program is intended as a mechanism for talented high school juniors and seniors to pursue advanced education at an early stage in their academic life. Students completing their sophomore year of high school at the time of application for any summer session will be considered. Courses should represent an advanced experience and reflect an accelerated academic interest. This program is not intended to compensate for high school course failures or remedial work.

Approved applicants will be permitted to take:

- Up to two courses or six credits in the fall or spring semesters.

One course or four credits in any summer session.

Students who participate in the College Experience Program should note that all grades earned as a result of courses attempted or completed serve to establish a permanent record at Bergen Community College.

## Dual Enrollment (High School)

**Website:** <https://bergen.edu/academics/college-high-school-partnership-programs/dual-enrollment/>

**Office:** Pitkin Education Center, Room A-221

**Phone:** 201-447-7617

As part of the dual enrollment agreement, students will continue to take college-level courses at their high schools while they are completing the necessary coursework to earn their high school diplomas.

As part of this program, students can earn up to 18 college credits prior to high school graduation.

## Judith K. Winn School of Honors

**Office:** Pitkin Education Center, Room S-347

**Website:** <https://bergen.edu/honors/jkw/>

**Office:** Pitkin Education Center, Room S-347,

**Phone:** 201-493-3567

The Honors Program committee named the School after Dr. Judith K. Winn, in recognition of her contributions during 12 years as the College's president. Honors sections of General Education courses including those in the Humanities, the Social Sciences, Business, Science, and Math are offered during the fall and spring semesters. A complete list of all honors courses offered (only) during the spring and fall semesters is available on WebAdvisor (check the Honors box below the days of the week) on the College website, [www.bergen.edu](http://www.bergen.edu).

Honors students enjoy smaller and more challenging classes. Students 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 they are eligible to take honors courses. Participation in the Honors Program also enhances students' prospects for transferring to colleges and universities, often with scholarships.

## Study Abroad

Through Bergen Community College's membership in the College Consortium for International Studies (CCIS) and through other study abroad providers.

Bergen students have access to programs in Africa, Asia, Europe, and Latin America.

Destinations include, but are not limited to, **Argentina, Australia, Austria, Canada, China, Costa Rica, Czech Republic, Denmark, England, France, Greece, Ireland, Italy, Morocco, New Zealand, Peru, and Spain.**

Study abroad experiences range from a summer, a semester or an academic year.

The programs are, for the most part, designed for undergraduate credit. Academic studies may include the language and culture of the host country, as well as business, art, and more. Study abroad programs are designed for cultural

immersion and many sites offer a chance to live with a family in the host country.

Students must have completed one semester of college level courses at Bergen, be a full-time student, and be in good academic standing in order to participate.

At least a 2.5 cumulative grade point average on a 4.0 scale is required. Certain programs require a 3.0 grade point average.

It is a good idea to begin the application process a year in advance, if possible, in order to apply for federally funded study abroad scholarships such as the Gilman Scholarship and the Critical Language Program Scholarship.

Financial aid may be used for study abroad programs.

Early application allows the **Financial Aid Office** to complete the review of eligibility for financial aid and to get all of the paperwork done.

Be sure to apply no later than fifteen weeks prior to departure.

Special scholarships are also available through the **Bergen Community College Foundation**.

Application deadlines for special scholarships are March 1, for summer and fall programs, and October for spring programs.

To find out more about this opportunity, visit the **International Student Center (SC-110)** and speak with Prof Amparo Codding or call (201) 689-7601 to make an appointment.

## Summer Intensive Program

E-mail Contact: [siprogram@bergen.edu](mailto:siprogram@bergen.edu)

The Summer Intensive College-Readiness Program identifies students in the 11th and 12th grades who are not likely to be college ready at the end of high school. For students who do not achieve a college ready score in English/Language Arts and/or Mathematics, the Summer Intensive Program provides a diagnostic assessment that identifies those areas of weakness that students must address to develop the necessary skills to be considered college ready. In addition, a transition program is provided, based on the results of the diagnostic assessment, to address those learning outcomes necessary for a student to achieve college ready skills. Students will be enrolled in a Math or English developmental education course and begin their accelerated developmental course sequence taught by Bergen Community College Math and English faculty. In addition to the accelerated course, the Summer Intensive Program also will engage students in a holistic curriculum designed to enhance the students' academic and intellectual achievements, career and professional growth, leadership maturation, and civic engagement skills.

The Summer Intensive Program offers a college-level College Success course for students to earn college credit taught by Bergen Community College faculty and instructors who assume the same level of commitment and involvement from Summer Intensive students that they do from all college students. The College Success class is a six-week intensive 3-credit course that the student takes over the summer before they begin college. The credits students earn will count towards the student's degree at Bergen Community College and can be transferred to undergraduate programs at many other universities. The College Success course is of no cost to the student. The grade students earn will be placed on their official transcript and provide students the ability to establish a cumulative grade point average before their first semester at Bergen and the opportunity for a strong beginning to their academic career.

## Prior Learning Assessment (PLA)

Bergen Community College (BCC) recognizes the vast knowledge and skills of its diverse student population through prior learning assessment.

The Prior Learning Assessment (PLA) Program gives students an opportunity to apply for course credit for experiential learning, non-credit course completion, and various forms of professional development, licensure/certification and credit-by-exam.

Course credit is awarded when content mastered through demonstrated knowledge and/or learning experiences iscomparable to the student learning outcomes of a BCC course. Participants benefit from reduced time toward degree completion thereby saving money.

## **Prior Learning Assessment Options**

There are multiple approaches to the assessment of prior learning. PLA options for college credit include individualized evaluations of a student's learning via portfolio review.

Portfolio review allows students to request college credit for knowledge and skills acquired through employment, non-traditional education and/or training.

Experiences must be verifiable and demonstrate achievement of learning outcomes for a BCC academic course. BCC will not award credit based solely on years of employment.

Currently approved articulations information can be found at <https://bergen.edu/academics/pla/currently-approved-articulations/>

In addition to documentation, students may be asked to display specific skills via demonstration or hands-on testing, take an oral or written problem-solving exam and/or complete an interview to assess content knowledge.

Students interested in credit via portfolio review are required to take CD 134 Prior Learning Assessment Portfolio Workshop Series, a noncredit course offered by the Division of Continuing Education. This course is designed to provide an introduction to Prior Learning Assessment (PLA) portfolio development.

For more information on credit via portfolio review, please see Dr. Ilene Kleinman, Associate Dean of Curriculum, on the main campus in Paramus, NJ or email: [ikleinman@bergen.edu](mailto:ikleinman@bergen.edu)

## **Assessment of Prior Learning via Credit by Exam**

Students may receive credit for nontraditional learning by demonstrating competency via Credit by Exam.

If you are a BCC student and would like additional information on how your prior learning can be assessed via the CBE process, please email: [ikleinman@bergen.edu](mailto:ikleinman@bergen.edu)

## **Basic Skills Placement Testing - Testing Services**

([bergen.edu/testing](http://bergen.edu/testing))

The Bergen Community College Office of Testing Services (OTS), is located in Room S-127.

OTS serves the college community by identifying, developing, procuring, administering, processing, and/or evaluating examinations, which meet a variety of administrative and instructional needs.

To contact the OTS, please call (201) 447-7202.

### **General Test Taking Requirements**

The Office of Testing Services will not administer examinations to test takers unless they provide the following:

**Valid government issued photo identification.**

Acceptable identification is a Bergen Community College student identification card, a US issued driver's license, a Bergen County photo identification card, a valid government issued passport, alien registration card (Green Card) or a high school identification.

If you do not possess any of the mentioned valid photo identifications, please call the Office of Testing Services at (201) 447-7203.

**Student Identification Number.**

A student identification number is either a social security number or a Bergen Community College student identification number issued by the Office of Admissions and Recruitment, Room SC-110, Student Center, at the College's main campus in Paramus, NJ.

## Basic Skills Placement Testing

Bergen Community College requires that **all students enrolled in a degree or certificate program AND all non-degree-seeking students who reach their 11th attempted credit** take a Basic Skills Placement Test in reading, writing, computation, and algebra.

The results of this test determine a student's required entry-level in both English and Mathematics courses.

Under specific conditions, a student may have the placement test requirement waived.

There is no fee for this examination. Virtual/remote online testing is available for a fee.

For information about waivers as well as placement test information and subject matter review sheets, visit the **Office of Testing Services**, Room S-127.

## ALP/ESL Placement Test - for ESL (English as a Second Language) Students

International students or students for whom English is not their native language may be required to take the ALP/ESL Placement Test.

This test measures proficiency in reading, writing, and listening and may place students in the American Language Program (ALP).

Students who complete the ALP or who have tested out of the program through the ALP/ESL Placement Test are then required to take the mathematics portion of the Basic Skills Placement Test. Under specific conditions, a student may have the ALP/ESL Placement Test, and/or mathematics test requirement waived.

There is no fee for this examination if taken in-person. Virtual/Remote testing is available for a fee.

Further information about waivers, the ALP/ESL Placement is available at <https://bergen.edu/testing/english-languageproficiency-test-alp-esl/>.

## Challenge Testing

Due to a variety of circumstances students may not perform to the best of their abilities on the Basic Skills Placement test or ALP/ESL placement test.

To assess basic skills proficiency, Challenge Tests are offered in English, Arithmetic, Quantitative Reasoning, Algebra, and Statistics (QAS), American Language Program (ALP/ESL) and Speech.

Challenge tests are offered continuously throughout the year.

There is no fee for this examination if taken in-person. Virtual/Remote online testing is available for a fee.

The Challenge Test policies and procedures and testing options can be obtained on the Office of Testing Services website at [bergen.edu/testing](http://bergen.edu/testing), at the office on the Paramus campus, Pitkin Education Center room S-127, by email at [testingoffice@bergen.edu](mailto:testingoffice@bergen.edu) or by phone at (201) 447-7203.

More information on Challenge Tests can be found at <https://bergen.edu/testing/challenge-tests/>

## **Proficiency Testing**

Proficiency tests are offered as a means of placement for a variety of college-level courses.

Successful scores on the proficiency tests allow students to register for a higher level course within the same discipline sequence.

However, a successful proficiency test carries no course credit.

Proficiency test policies and procedures and review materials can be obtained at [www.bergen.edu/testing](http://www.bergen.edu/testing).

Registration for the Proficiency Tests must be completed in person in room S-127.

There is a \$30.50 fee for each proficiency test taken.

## **Special Accommodations Testing**

The Office of Testing Services provides reasonable testing accommodations for students who have submitted their documentation to the Office of Specialized Services (OSS).

Details about testing accommodations can be found at <https://bergen.edu/testing/special-accommodations-testing/>

Additional information about the accommodations process and the Office of Specialized Services (OSS) can be found at [www.bergen.edu/oss](http://www.bergen.edu/oss)

## **Instructional Makeup Testing**

The Office of Testing Services (OTS) administers very limited 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 OTS, Room S-127.

Students may take their required examinations during posted proctored testing hours and must follow the Testing Center Policies and Procedures.

Details can be found at <https://bergen.edu/testing/courses-required-testing/>

## **Testing for Online Courses**

The Office of Testing Services (OTS) administers very limited test taking to students who are enrolled in online courses originating at Bergen Community College.

Students may take their required examinations during posted proctored testing hours and must follow the Testing Center Policies and Procedures.  
Additional information can be found at [www.bergen.edu/testing](http://www.bergen.edu/testing).

## Courses (by Discipline)

### **ACC-100 Introduction to Accounting**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course explores the need and use of accounting information in the business world, as well as provides an overview of accounting careers. The course is designed to give students a user's perspective of accounting and also to provide them with the necessary communication and analytical skills needed to succeed in future accounting courses.

### **ACC-107 Federal Taxation**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course reviews the history and background of federal taxation. Students learn the tax definitions of gross income, deductions, and gains and losses, and they examine accounting methods approved by the IRS. The preparation of federal income tax returns is also covered.

### **ACC-110 Financial Accounting**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is an introduction to the theory of accounting and the procedures necessary to produce financial statements. This course focuses on the classification, valuation and communication of financial information. An emphasis will be placed on the usefulness of financial accounting concepts.

### **ACC-115 Government and Not-for-Profit Accounting**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course provides the student with the foundations of accounting for governmental and not-for-profit organizations. It introduces students to accounting standards and those applications germane to governmental and not-for-profit entities. Emphasis is

placed on fund accounting, budgeting, financial reporting, and accounting procedures.

### **ACC-120 Computerized Accounting**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course provides the student with the skills necessary to use popular computerized accounting packages such as QuickBooks or Peachtree for Windows. The student will obtain a theoretical accounting background. The student, using basic accounting concepts, will prepare and analyze various accounting documents, reports and statements. It is recommended that this course be taken concurrently with ACC-110 Financial Accounting.

### **ACC-202 Intermediate Accounting I**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is an in-depth study of accounting principles and their application to the preparation of financial statements. Students participate in a detailed study of current assets and current liabilities. The analysis and preparation of cash flow statement is also taught.

**Prerequisite(s):** ACC-210; Minimum grade C

### **ACC-203 Intermediate Accounting II**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is an in-depth study of accounting principles as they relate to non-current assets, long-term liabilities, paid-in capital, retained earnings, accounting changes, and error analysis. Earnings per share and financial statement analysis are also covered in this course.

**Prerequisite(s):** ACC-202

### **ACC-206 Hospitality Accounting**



**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is an introduction to basic accounting principles and procedures, which includes the preparation of financial statements, specifically designed for the hospitality industry.

**Prerequisite(s):** HRM-101**ACC-210 Managerial Accounting****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course explores accounting information as a tool used in decision making by management. Emphasis will be placed on cost behaviors as they relate to the planning, control and evaluation of a business entity.

**Prerequisite(s):** ACC-110**ACC-215 Topics in Accounting****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a study of current issues in the accounting profession and specialized areas of accounting. Topics will be varied and based upon an examination of recent cases and issues. Coverage will include new developments in accounting theory and practice and the pronouncements of various accounting bodies. The student will examine individual topics in greater depth than possible in traditional accounting courses. This course is not intended for students enrolled in an A.S. transfer program.

**Prerequisite(s):** ACC-202**ACC-292 Co-Op Work Experience  
[Accounting]****2 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 12

This course requires part-time student employment in a business organization in order to permit the student to gain knowledge of accounting practices. Co-Op job placement assistance is available through the Co-Op

Office. 1 lecture, 2 credits; plus 179 minimum hours work experience distributed over the semester.

**Prerequisite(s):** ACC-210**ACC-293 Co-Op Work Experience  
[Accounting]****3 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 12

This course provides the student with practical, supervised experience in accounting. Through on-the-job experience, students acquire some of the practical expertise and knowledge needed to pursue a career in these fields. Students are supervised by a faculty member and job placement assistance is available through the Co-Op Office. 1 lecture, 3 credits; plus 225 minimum hours work experience distributed over the semester.

**Prerequisite(s):** ACC-210**ANT-100 Introduction to Anthropology****3 Credit(s)**

3 Lecture Hour(s)

This course offers a comprehensive approach to the study of cultural diversity. The course introduces students to the four fields of anthropology: socio/cultural anthropology, archaeology, linguistics, and physical/biological anthropology. Introduction to Anthropology emphasizes behaviors, similarities and differences in adaptations, and variations in current and past human populations.

**General Education Course** > Social Sciences;  
Diversity**ANT-101 Cultural Anthropology****3 Credit(s)**

3 Lecture Hour(s)

This course is a comparative study of human cultures. Attention is given to the various ways in which people cope with their natural settings and their social environments and to the ways in which customs are learned and handed down from one generation to the next. Topics of discussion include the family, social change, religion and magic, economic and political

systems, the arts, and urban anthropology.

**General Education Course** > Social Sciences;  
Diversity

### **ANT-102 Introduction to Archaeology**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course will study past human cultures and societies as evidenced by material remains. This course provides information on the basic theories, methods, and techniques used in archaeology. Important topics include archaeological survey and excavation, artifact analysis, dating techniques, conservation and display of artifacts, dietary reconstruction, the analysis of prehistoric social and political organization, and the evolution of cities and ancient civilizations.

### **ART-101 Introduction to Art and Visual Culture**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course trains students in the analysis of images and aesthetic objects and considers issues regarding art production, viewer response, and art in society. A spectrum of fine art, decorative arts, and commercial design from diverse cultures is presented in a non-chronological format through illustrated lectures, discussions, and independent visits to exhibitions. Techniques of visual and thematic analysis are applied to exemplary works from world cultural history and contemporary life.

**General Education Course** > Humanities

### **ART-102 History of Art and Visual Culture to 1400**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a chronological survey of art and visual culture, western and non-western, from the Mesopotamian period through the Middle Ages. In a lecture and discussion format, selected works of sculpture, architecture, and painting, as well as decorative utilitarian objects made by peoples in Europe, the Middle East, India, Asia, and Africa are studied both for their styles and materials and their relation to politics, religion and patronage.

**General Education Course** > Humanities

### **ART-103 History of Art and Visual Culture 1400-1900**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a chronological survey of art and visual culture, western, and non-western. Selected works of painting, sculpture, architecture, drawing, printmaking, and decorative utilitarian objects made by peoples in Europe (Renaissance to Post-Impressionism), Asia, North and South America, India and Africa are studied both for their styles, materials, and techniques and their relation to history, society, religion, patronage, politics and modernity.

**General Education Course** > Humanities

### **ART-104 Modern ART-1890-1940**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a chronological survey of selected works of European and American painting, sculpture and architecture. These demonstrate both individual artists' innovative thinking and visual art's prominent role in the formation of culture, society, and the idea of modernity in relation to historical art, urbanism, spiritualism and war.

**General Education Course** > Humanities

### **ART-105 History of Animation**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course focuses on the history and development of animation as an art form, with particular attention to works of significant innovation and expression. Topics include: the earliest cinematic practices; the first animated films, 1898-1928; sociological trends such as censorship and blacklisting of American animators; Japanese animation; the commerce of animation, including discussion of the studio system; involvement of the avant-garde with animation; animation from Europe; and the development of computer animation techniques.

### **ART-106 History of Graphic Design**

**3 Credit(s)**

3 Lecture Hour(s)

This course covers the history of communication from its origins through the industrial revolution, the invention of the printing press, major European and Asian movements, contemporary graphic design, and advertising. Computer and internet-driven influences are addressed. This course acquaints students who are considering the graphic design field as to the depth, influence, and impact of graphic design on culture and vice versa.

**ART-107 History of Photography****3 Credit(s)**

3 Lecture Hour(s)

This course is a chronological survey of the aesthetic, historical and technical development of still photography as a major medium of artistic expression from its invention in the early 19th century to its present prominence in contemporary art.

General Education Course &gt; Humanities

**ART-108 Sculpture 1****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This studio course offers an introduction and practical experience in developing sculptural work. Hands-on experimentation with several media and differing approaches to three dimensional form are referenced with respect to historical and cultural influences. Students use clay, cardboard, papier mache, wire or other materials. Web-enhanced presentations regarding relevant artists, their works, and their techniques, will be followed by in-class studio work.

**ART-110 Contemporary Art 1940-Present****3 Credit(s)**

3 Lecture Hour(s)

This course is a chronological survey of the expansion of forms, media, issues, and participants in the art made in industrial nations since World War II. Selected works of painting, sculpture, photography, architecture, performance, and video are examined as stylistic and historical objects addressing art history and theory, popular culture, politics, gender, race, and a truly global culture.

General Education Course &gt; Humanities

**ART-122 Two-Dimensional Design****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is an introduction to the studio skills, concepts, and language applicable to the problems of two-dimensional design as related to the visual arts.

**ART-123 Life Drawing I****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is an intensive study of the anatomy and structure of the human figure as rendered in pencil, brush, charcoal, and ink. Emphasis is placed upon line perspective, form, value, and space relationships.

**ART-124 Drawing Fundamentals****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course teaches free and schematic drawing skills necessary for advanced studio applications in the visual arts.

**ART-125 Illustration****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is designed to develop skills in illustration based in drawing, printing, and digital media in order to create visual interpretations of a text or idea. Different media, styles, and creative solutions are explored along with strategies for visual problem solving. Examples of projects are editorial illustration, comics, and illustrations for objects and clothing.

**ART-126 Introduction Computer Graphic****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a class in the use of the computer as a

visual tool. Emphasis is placed on creative visual output. No knowledge of mathematics or programming is required.

### **ART-127 Painting I**

#### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is an introduction to the techniques and aesthetic considerations of painting. The thread of study is two-fold: a. traditional oil painting: formal, academic study of structure, spatial relationships, value, composition, color, temperature, and texture; b. contemporary: unique, creative expression in oil and/or other media in pursuit of contemporary approaches grounded in sound design and concept. In both threads, student painting may include portraiture/life model, still life, interiors/exterior, landscapes, and/or non-objective.

### **ART-128 Watercolor**

#### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is an introduction to the techniques and aesthetic considerations of watercolor media. This course addresses a formal, academic study of structure, spatial relationships, value, composition, color, temperature, and texture as well as contemporary approaches unique to water color. Subjects might include portraiture/life model, still life, interiors, landscapes, and abstract and nonobjective subject matter.

### **ART-129 Collage: Materials and Techniques**

#### **3 Credit(s)**

3 Lecture Hour(s)

This studio course takes a hands on approach to exploring the techniques, materials, and history of collage through in-class exercises and lectures. Students will examine the role of collage in a variety of art movements, including Cubism, Surrealism, and Pop Art. Students will explore the profound impact of collage on modern and contemporary design culture.

### **ART-160 Sound for Visual Media**

#### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

Sound for Visual Media is a hands-on course exploring the ways dialogue, sound effects and music intertwine with various forms of visual media including film, video, and multimedia content. Topics include diegetic vs. non-diegetic sound, Foley, location sound, automated dialogue replacement, voiceover recording, recording techniques, mixing, and signal processing. Students will study how sound has been used historically in visual media, as well as create their own soundscapes.

**Cross Listed Course(s):** COM-160; MUS-160

### **ART-181 Photography I**

#### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course introduces camera handling and basic black and white darkroom techniques. Topics covered include camera operations, principles of exposures, basic understanding of light, film development, printing, picture content and compositional design. Technical and aesthetic possibilities of photography are explored through hands-on visual shooting assignments, photo exhibitions, slide presentations and critiques. A 35mm SLR camera with manual override is required.

### **ART-184 Digital Photography**

#### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is designed for students with a basic understanding of computer graphics to gain knowledge of digital photography and photographic manipulation. Students will create art using a variety of photographic processes. Through hands-on assignments, slide presentations, critiques, readings, and exhibitions, students will engage with and build upon the artistic and technical possibilities created by extending photography into the digital realm. Scanners, printers, and computers will be available for classroom use. Digital SLR camera required for the course.

### **ART-189 Computer 2D Illustration**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course explores the essential techniques for creating two-dimensional illustrations, logos and charts using the drawing tools and functions. This course emphasizes the basic operations and functions of object-oriented computer graphics using both spot and process color on the computer.

**ART-192 Computer 3D Animation I****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course concentrates on the use of state-of-the-art 3D animation software. Students become familiar with animation in a 3D environment using proper lighting, camera setup, and design and rendering capabilities. Recording peripherals are also introduced. Class discussion and direct application of techniques focus on the use of desktop animation workstations in today's working environment.

**ART-197 Computer Imaging****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course teaches the basic principles of digital image processing and manipulation, including scanning, editing, color correction, color separations, special effects and transformation techniques. This course emphasizes the methods used to scan images from photographs, to retouch and alter these images, and to create bit-mapped illustrations.

**ART-220 Computer Layout****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is designed for students knowledgeable in typography wishing to expand their skills in a hands-on creative manner. Students design and set type for advertising, publishing and corporate business problems. This course familiarizes students with the basics of layout and design including various implications of two-dimensional designs in print. Layout software such as InDesign is used to develop basic skills in creating layout and design on Macintosh computers. 2 lectures, 2 labs

**Prerequisite(s):** ART-226**ART-223 Life Drawing II****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course further advances the study of the human figure by refining the studio skills and ideas explored in Life Drawing I.

**Prerequisite(s):** ART-123**ART-226 Letterform and Type****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is the study of typographic design, history, and function, and appropriate usage.

**Prerequisite(s):** ART-122**ART-228 Painting II****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course continues the studio practice introduced in ART-127 in which students explore and develop technical and aesthetic considerations in painting. The thread of study is two-fold: a. traditional, academic study in oil painting; and b. contemporary painting experimentation and exploration in oil and/or other media. As in ART-127, student painting may include portraiture/life model, still life, interiors/exterior, landscapes, and/or nonobjective work.

**Prerequisite(s):** ART-127**ART-229 Painting III****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course continues the studio experience introduced in ART-127 and further explored in ART-228. Students develop more advanced technical competencies, and more refined personal, aesthetic considerations, than in the previous two courses. The thread of study is two-fold: a. traditional, academic

study in oil painting; and b. contemporary painting experimentation and exploration in oil and/or other media. Student painting may include portraiture/life model, still life, interiors/exterior, landscapes, and/or non-objective work.

**Prerequisite(s):** ART-228

### **ART-230 Painting IV**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course furthers the studio experience of the previous courses. The thread of study is two-fold: a. traditional, academic study in oil painting; and b. contemporary experimentation and exploration in oil and/or other media. In this advanced course, students work toward greater technical competency than achieved in ART-229, and an increasingly refined personal aesthetic that includes both their work and a written statement. Painting may include portraiture/life model, still life, interiors/exterior, landscapes, and/or non-objective work.

**Prerequisite(s):** ART-229

### **ART-259 Computer Graphics Web Developer**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is an introduction to select software packages that increase a Web developer's ability to refine electronic images and text. Areas covered include aesthetic application; creating graphics in JPEG and GIF formats; using fonts; working with animations and video for the Web utilizing GIF, QuickTime and Flash animations; and troubleshooting technical problems.

**Prerequisite(s):** ART-189 or ART-197

### **ART-260 Graphic Design I**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course enables students to develop proficiency in the graphic communication processes. Emphasis is on creative design solutions for commercial art problems.

Students apply their knowledge in preparing graphics for publication and sales promotion.

**Prerequisite(s):** ART-226

### **ART-261 Graphic Design II**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a continuation of the problem solving approach to design previously explored in Graphic Design I.

**Prerequisite(s):** ART-260

### **ART-271 Portfolio Presentation**

**2 Credit(s)**

2 Lab Hour(s)

1 Lecture Hour(s)

This course is a class in the selection, arrangement, and presentation of visual communication material. From designing a how to get your foot in the door resume/cover letter to a how-to in visual arts business practices., this class is a must for freelancers and transfer/graduate aspirants alike. Topics covered include: current portfolio and presentation types, interview techniques, writing resume and cover letters, how artwork is priced, business and legal practices for commissioned artwork, employment issues, salaries and freelance prices.

**Prerequisite(s):** ART-122; ART-189; ART-197; and any 3 courses from the following: ART-127; ART-192; ART-226; ART-260; ART-287; ART-290; ART-298; MUS-151

### **ART-272 Co-Op Work Experience [Visual Art]**

**2 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 8

This course places students as assistants in commercial art establishments. Students must work a minimum number of hours for the semester and will also attend a weekly one-hour seminar at Bergen. Student's work experiences are supervised by Bergen faculty members. Co-op job-placement assistance is available through the Co-op office. 1 lecture, plus 120

minimum hours work experience distributed over the semester.

**Prerequisite(s):** ART-260

### **ART-273 Co-Op Work Experience [Visual Art]**

**3 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 12

This course places students as assistants in commercial art establishments. Students must work a minimum number of hours for the semester and will also attend a weekly one-hour seminar at Bergen. Student's work experiences are supervised by Bergen faculty members. Co-op job-placement assistance is available through the Co-op office. 1 lecture, plus 180 minimum hours work experience distributed over the semester.

**Prerequisite(s):** ART-260

### **ART-281 Photography II**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course refines and further explores techniques and ideas presented in Photography I. Emphasis is on the relationship between exposure, film development and the finished print. Course work focuses on enhanced darkroom skills and experimentation with toners, different photographic papers, advanced lighting situations, and exposure techniques. A 35mm SLR camera with manual override is required.

**Prerequisite(s):** ART-181

### **ART-290 Computer 2D Animation I**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course introduces the fundamental skills and concepts of 2D computer animation, motion graphics, and digital video. The focus is two fold: 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.

**Prerequisite(s):** ART-226; [ART-189 or ART-197]

### **ART-291 Computer 2D Animation II**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is an advanced level studio experience in computer animation design and production. Technical and aesthetic issues in masking, keyframing, interlacing, and compression are explored. Students learn to incorporate illustrations, photographs, video, and audio into their animations, as works progress from storyboard to completion. For students familiar with 3D animation techniques explored in ART-292 and/or ART-293, the possibilities for incorporating 3D animations into their projects are presented.

**Prerequisite(s):** ART-290

### **ART-293 Computer 3D Animation II**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course continues the study of state-of-the-art 3D animation, while concentrating on advanced technique and the integration of other computer graphic hardware/software in producing student work. Course work emphasizes the development of realistic and/or stylized visuals, as well as eye-catching special effects. Demo reels and business practices are included in the class work and discussion.

**Prerequisite(s):** ART-192

### **ART-298 Interactive Multimedia**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course teaches the principles of building illustrations and photographs into time-based computer visuals with sound. Students will create, assemble, and animate interactive media for distribution on CD-ROM and the Web.

**Prerequisite(s):** ART-189 or ART-197

## **AVT-100 Introduction to Aeronautics**

### **4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is a study of the science, theory, and practice of designing, building, and operating aircraft. Topics considered include a brief history of the evolution of aviation and aircraft, basic aircraft design and flight controls, aircraft systems, navigation, air law, airport operations, and weather. Aeronautical decision-making, concept application, and practical applications will be stressed.

## **AVT-115 Aviation Meteorology**

### **3 Credit(s)**

3 Lecture Hour(s)

This course is a study of current aviation weather concepts and modeling as applied to the aviation industry. Topics considered include a brief history of the evolution of weather theory, the impact of computer modeling systems, and advances in weather data collection. Weather Systems concept application and practical Aviation Weather as used in an operational environment will be stressed.

## **AVT-210 Introduction to Aircraft Avionics I**

### **4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

Introduction to Aircraft Avionics I is the first in a two course sequence. It is a study of the electronics and computer technologies that have revolutionized the aircraft industry.

## **AVT-240 Introduction to Aviation Safety**

### **3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the developments in Human Factors, Accident Investigations and Risk Management as applied to the aviation industry. The impact of automation systems and practical Aircraft Accident Investigation will be studied. Familiarity with aviation safety regulations and best practices will be stressed. Students will gain factual and conceptual knowledge which will help them conduct current and future aviation operation in a professional and safe manner.

**Prerequisite(s):** AVT-100

## **BNF-101 Principles of Banking**

### **3 Credit(s)**

3 Lecture Hour(s)

This course presents the fundamentals of bank and financial services functions in a descriptive fashion so that the beginner banker may acquire a broad and operational perspective. Topics considered include fundamentals of negotiable instruments, contemporary banking issues, and developments within the banking industry.

## **BNF-102 Personal Finance and Money Management**

### **3 Credit(s)**

3 Lecture Hour(s)

This course provides students with a basic understanding of personal finance so that they may properly manage their own financial affairs. Topics include: financial planning, budgeting and income taxes; managing savings plans, credit cards and debt problems; renting vs. buying; health, disability and life insurance; investing in stocks, bonds and mutual funds; and retirement planning, wills and estate planning.

## **BNF-103 Sports Finance**

### **3 Credit(s)**

3 Lecture Hour(s)

This course provides students with a foundation of financial practices associated with the sports industry. Analysis of financial statements, risk, time value of money, financial ratios, budgeting, debt and equity financing, facility financing, park and recreation agencies, feasibility studies, and other relevant financial matters associated with college athletics and professional sports.

## **BNF-201 Principles of Finance**

### **3 Credit(s)**

3 Lecture Hour(s)

This course 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.

**Prerequisite(s):** ACC-110; BUS-101

### **BNF-202 Asset Management**

**3 Credit(s)**

3 Lecture Hour(s)

This course provides an overview of the asset management industry, the products and services it provides, and how assets management professionals can help potential and existing customers. Principal topics covered are: types of assets, investment vehicles, agencies, wills and the probate process, customer relationships, guardianships and Powers of Attorney, personal trusts and selling, hedge funds, marketing and competition.

**Prerequisite(s):** BNF-101 or BUS-101

### **BNF-203 Cash Management**

**3 Credit(s)**

3 Lecture Hour(s)

This course introduces the student to the importance of cash management in business and the basic concepts of cash, credit and collection. Topics include cash management tools, the payments system, international cash management, general uses of credit, use of financial statements and financial ratios to make credit-related decisions, and policies and procedures for handling collections. Other topics, such as technology, customer relationship, banking relationship, and finance companies, may be included.

**Prerequisite(s):** ACC-110; BUS-101

### **BNF-207 Principles of Investment and Portfolio Management**

**3 Credit(s)**

3 Lecture Hour(s)

This course examines investment instruments, the investment process and markets and investment strategies. Students will explore the characteristics of stocks, bonds, options, futures, and other investment vehicles. Portfolio theory will be studied.

**Prerequisite(s):** BUS-101; ACC-110

### **BNF-208 International Finance**

**3 Credit(s)**

3 Lecture Hour(s)

This course provides students with an understanding of international financial transactions. Topics covered included balance of payment problems with their attendant trade barriers and restrictions, methods of payment and their inherent risks, and strategies to optimize export financing and foreign capital investment yields.

**Prerequisite(s):** ACC-110; [BUS-201 or BUS-262]

### **BNF-292 Co-Op Work Experience [Banking and Finance]**

**2 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 8

This course is a recommended elective for all students who are pursuing an Associate in Applied Science degree in the Banking, Credit and Finance curriculum. It is designed to provide practical banking and/or credit management experience in a college-approved work environment. All job situations are monitored by the college for their conformity to established guidelines for such courses. Job placement assistance is available through the Co-Op Office. 1 lecture, 2 credits plus 120 minimum hours work experience distributed over the semester.

**Prerequisite(s):** BNF-101

### **BNF-293 Co-Op Work Experience [Banking and Finance]**

**3 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 12

This course provides the student with practical, supervised experience in various areas of finance and banking. Through on-the-job experience, students acquire some of the practical expertise and knowledge needed to pursue a career in these fields. Students are supervised by a faculty member and job placement assistance is available through the Co-Op Office. 1 lecture, 3 credits plus 225 minimum hours work experience distributed over the semester.

**Prerequisite(s):** BNF-101; BNF-102; BNF-203

## **BIO-101 General Biology I**

### **4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This is the first course in a two-semester sequence in general biology. The course introduces the fundamental principles of biology and their relationships to society. Lecture topics include: an introduction to science, basic chemistry, cell biology, metabolism, genetics, and a survey of the Prokaryotae, Protists, and Fungi. Laboratory exercises develop a proficiency in the use of laboratory equipment and guide students in investigations of biochemistry, cell biology and metabolism, genetics, microbiology, protists, and fungi.

**General Education Course** > Natural Sciences

## **BIO-103 The Human Body**

### **4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This is a one-semester course that is concerned with basic chemistry, the human cell, tissues, and the musculoskeletal, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. The course includes a survey of metabolism and fluid/electrolyte balance. Lectures are supplemented by writing assignments and discussions. Laboratory exercises include microscopy, dissection, and anatomical and physiological experiments that complement the lecture.

**General Education Course** > Natural Sciences

## **BIO-104 Microbiology**

### **4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This is a laboratory science course that emphasizes the principles of biology as they apply to microorganisms. The morphology, anatomy, physiology, growth, metabolism, nutrition, control, and identification of the various microbes, genetics including recombination technology, industrial and clinical case studies in microbiology are discussed. Representative laboratory exercises include staining procedures, media preparation, pure culture techniques, culture identification, and serology.

**General Education Course** > Natural Sciences

## **BIO-107 Introduction to Human Biology**

### **4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is a human anatomy and physiology course intended for the non-biology major. Biological principles are taught by examining human body systems, homeostasis, and disease. This information, relevant because it applies to their own bodies, will help students understand medical issues, appreciate the importance of exercise and nutrition in maintaining health, and consider environmental concerns including the health effects of pollution and overpopulation. Laboratory exercises include experimentation, microscopy, and dissection.

**General Education Course** > Natural Sciences

## **BIO-108 Introduction to Environmental Biology**

### **4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course investigates humans and their interactions with the environment. Topics covered include fundamental aquatic and terrestrial ecology, air and water pollution, world population problems, loss of biodiversity, pesticides, solid waste problems and an extensive review of energy problems and their solutions. Laboratories include measurements of various environmental pollutants, analysis of environmental parameters and descriptive and practical reinforcement of lecture material.

**General Education Course** > Natural Sciences

## **BIO-109 Anatomy and Physiology I**

### **4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is an introduction to the basic principles of human anatomy and physiology that emphasizes some common diseases in relation to the various body systems. Among the topics considered are the basic plan of the body, tissues, the skeletal system, the muscular system, articulations, cardiovascular system,

and the respiratory system. Lectures are supplemented by writing assignments, discussion, and laboratory sessions that include dissection and elementary physiology experiments.

**General Education Course** > Natural Sciences

### **BIO-119 Intense Wolf Study**

**3 Credit(s)**

6 Lab Hour(s)

1 Lecture Hour(s)

This course focuses on wolves and explores the conflicts between humans and wildlife management. 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.

### **BIO-130 People-Plant Relationships**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course explores the effects of plants on biological organisms that influence human economic, social and psychological behavior. The course will focus on two major themes: 1) plants as sources of food, shelter, clothing, drugs, and industrial raw material; and 2) the influence of plant life on human cultural diversity, biotechnology, medicine, and conservation efforts.

**General Education Course** > Natural Sciences

### **BIO-131 General Botany**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is an introduction to the biology of plants. The course includes an analysis of plant structure and function, an explanation of the principles of plant genetics, an exploration of plant evolution, and an examination of plant ecology. The importance of plants to people will be illustrated through discussions of people's ecological and economic dependence upon plants. The course content will be presented through lectures, demonstrations, and laboratory exercises.

**General Education Course** > Natural Sciences

### **BIO-203 General Biology II**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course explores the evolution and biodiversity of representative organisms in the plant and animal kingdoms. Studies of plants investigate diversity, structure, and the physiology of absorption, transport, and photosynthesis. Students will examine the structure and life cycles of invertebrate and vertebrate animals. In a unit on Ecology, students will learn how living organisms interact with their environment. Laboratory exercises utilizing observation, experimentation, microscopy, and dissections provide practical demonstrations of the topics covered in lecture.

**General Education Course** > Natural Sciences

**Prerequisite(s):** BIO-101

### **BIO-209 Anatomy and Physiology II**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course continues the study of human anatomy and physiology. Among the topics considered are the digestive system, metabolism, urinary system, fluid and electrolyte balance, the nervous system, the endocrine system, and the reproductive system. Lectures are supplemented by writing assignments, discussion and laboratory sessions that include dissection and elementary physiology experiments.

**General Education Course** > Natural Sciences

**Prerequisite(s):** BIO-109; Minimum grade C

### **BIO-210 Introduction to Biotechnology**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is designed to give students both a theoretical background and a working knowledge of the instrumentation and techniques employed in a biotechnology laboratory. Emphasis will be placed on

the introduction of foreign DNA into bacterial cells, as well as the analysis of nucleic acids (DNA and RNA) and proteins.

**Prerequisite(s):** BIO-101

### **BIO-211 Introduction to Bioinformatics**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is designed to give students both a theoretical background and a working knowledge of the techniques employed in bioinformatics. Emphasis will be placed on biological sequence (DNA, RNA, protein) analysis and its applications.

**Prerequisite(s):** BIO-101; BIO-210

### **BIO-217 Sustainable People-Plant Relationships**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

Our Earth's systems, natural and human, are experiencing sudden and dramatic changes that challenge their sustainability. The principles and practices of sustainability need to be interdisciplinary so that current needs are met without compromising the needs of future generations. This course provides a fundamental knowledge of these topics and the balance of multiple interactions. Discussions will include responsible environmental stewardship through the actions of individuals of private and public sectors.

**General Education Course** > Natural Sciences

**Prerequisite(s):** Any college science course in BIO, HRT, CHM or PHY

### **BIO-221 Comparative Anatomy**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is a study of the body structures of some representative vertebrate animals and of their functional and evolutionary relationships. Laboratory exercises include detailed dissection of the lamprey eel, the dogfish shark, the mud puppy, the cat, and

other animals.

**Prerequisite(s):** BIO-101; BIO-203

### **BIO-222 Embryology**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is the study of vertebrate embryonic development from gametogenesis and fertilization to the development of the body organs. Laboratory exercises include experiments with living sea urchins, Japanese medaka fish, frogs, and chick embryos, as well as microscopic examination of the various sections of the embryos.

**Prerequisite(s):** BIO-101; BIO-203

### **BIO-224 Environmental Microbiology**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This is a course concerning bacteria and other microorganisms and their role in the environment. Topics will include an introduction to the main groups of microorganisms and their physiology, soil microbiology, cycles of the elements, aquatic microbiology, sewage treatment, bioremediation, and applied microbiology encompassing food microbiology, industrial microbiology and biotechnology.

**Prerequisite(s):** BIO-101; BIO-203

### **BIO-225 Invertebrate Zoology**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This is a survey of the organisms without backbones, the invertebrates. Topics include the taxonomic concepts of cladistics versus the Linnaean phylogenetic study of these organisms. Concepts such as protostomes vs. deuterostomes, the development of the coelom, metamorphosis, etc., will be discussed. Laboratory sessions include external and internal examinations [dissections] of these organisms and descriptive and practical reinforcement of lecture materials.

**Prerequisite(s):** BIO-101; BIO-203

### **BIO-227 Principles of Ecology**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course introduces students to 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.

**Prerequisite(s):** BIO-101; BIO-203

### **BIO-228 Introduction to Marine Biology**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course provides 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.

**Prerequisite(s):** BIO-101; BIO-203

### **BIO-229 Tropical Marine Ecology**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course covers characteristics of populations, communities, and ecosystems found in tropical regions. Taught at the Keys Marine Laboratory in Long Key, Florida, during the spring semester break, students will study coral reef, structure and ecology, the intertidal zone, mangrove and terrestrial

communities, interstitial organisms, and trophic relationships. Lab sessions will include field experiences, group projects and report writing.

**Prerequisite(s):** BIO-101; BIO-203

### **BIO-250 Physiological Actions Of Cannabinoids In Humans**

**3 Credit(s)**

3 Lecture Hour(s)

This course focuses on the medical uses of the active compounds THC and CBD found in cannabis. Health issues responsive to treatment with cannabis-derived compounds are discussed in non-technical terms, along with explanations of how clinically positive outcomes employing these treatments have been achieved. Side effects associated with the use of these substances are also addressed. Projects assigned to students supplement the material covered in lecture.

**Prerequisite(s):** BIO-101

### **BIO-251 Commercial Practices Used In the Cultivation of Cannabis Species**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course will explore the controlled atmosphere production facilities for medical cannabis (greenhouse and Growth Chamber) and field production of industrial hemp. The environmental, biological, chemical and cultural practices used in cannabis cultivation will be discussed and demonstrated under greenhouse and field conditions. Student projects and hands on research will be a significant portion of the laboratory sessions

**Prerequisite(s):** HRT-102; HRT-232

### **BUS-101 Introduction to Business**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the activities that make up the field of business. Some of the topics covered are the ownership, organization, and management of business; finance; marketing; unions; and government regulations.

### **BUS-102 Retailing**

**3 Credit(s)**

3 Lecture Hour(s)

This course provides the student with the fundamental principles of retailing and their application in small, medium-sized, and large stores. Topics include store location, layout, and organization; consumer behavior and customer relationships; employee training and motivation; sales forecasting, and inventory management; information flow; merchandising; and strategies to gain a competitive edge in the local and global marketplace.

**BUS-103 Business Mathematics****3 Credit(s)**

3 Lecture Hour(s)

This course provides a background in the principles and problems related to banking, interest, depreciation, and the pricing of merchandise. Attention is also given to commercial paper, consumer credit, and various taxes.

**Prerequisite(s):** MAT-011; MAT-012

**BUS-104 Customer Service****3 Credit(s)**

3 Lecture Hour(s)

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.

**BUS-105 Business Communications****3 Credit(s)**

3 Lecture Hour(s)

This course covers the communications skills of writing, speaking and listening, with particular application to the field of business. Emphasis is placed on effective techniques to be used in interviews and meetings. Students learn how to prepare business letters, memos, and reports. Oral presentations are included.

**BUS-106 Effective Selling****3 Credit(s)**

3 Lecture Hour(s)

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.

**BUS-107 e-Tailing****3 Credit(s)**

3 Lecture Hour(s)

This course covers the key critical success factors and business concepts serving as the foundation of the fastest growing segment of the overall total retailing area. The course covers the unique approaches of B2B, B2C, and C2B organizations. Web hosting alternatives, search engine optimization, legal/ethical considerations, and supply chain factors are emphasized for their importance.

**BUS-110 Transportation Logistics and Supply Chain Management****3 Credit(s)**

3 Lecture Hour(s)

This course covers the basic concepts and processes in distributing goods and services within a supply chain environment. The course covers trends in globalization, technology, and supply/demand planning. Specific topics include demand forecasting, collaborative planning procurement, inventory fundamentals, transportation alternatives, warehousing logistics, materials handling, and packaging. The course also addresses strategic and operational aspects of transport management, information systems architecture, e-Commerce, and third party logistics.

**BUS-111 Introduction to Healthcare Administration****3 Credit(s)**

3 Lecture Hour(s)

This course is designed to introduce the student to health care delivery systems around the world and to apply management principles to the medical industry. Topics covered in this course are health care delivery systems, finance, management models, collective bargaining, budgets, marketing strategies, and leadership.

## **BUS-115 Introduction to Nonprofit Organizations**

### **3 Credit(s)**

3 Lecture Hour(s)

This course examines the principles, techniques, and administration of the not-for-profit sector. Topics include the history, missions, and distinctions of nonprofits, as well as their governance, funding and development, financial framework, accountability, management, marketing, as well as their relationships with government and profit sectors.

## **BUS-116 Funding and Grant Management**

### **3 Credit(s)**

3 Lecture Hour(s)

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.

## **BUS-117 Fundraising for Nonprofit Organizations**

### **3 Credit(s)**

3 Lecture Hour(s)

This course is a study that examines the principles, techniques, and art of fundraising within the not-for-profit sector. Topics include the funding and development, technology choices, legal and ethical issues of nonprofits, financial framework, accountability, and relationships with donors.

## **BUS-118 Principles of Publishing Operations**

### **3 Credit(s)**

3 Lecture Hour(s)

This course provides the student with the fundamental principles of the publishing industry. Topics include the industry's organizational structure and subdivisions, operations management, the economics of publishing, technological impacts on publishing, global publishing using electronic resources, legal

considerations and standardization, producers, suppliers, and transportation logistics.

## **BUS-120 Social Networking for Business**

### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is designed to provide the student with both the theory and application of social networking as it relates to the field of business. Topics include the social media as a marketing tool, using social networking for customer tracking and data analysis, establishing media entries and presence for effective advertising, gauging customer satisfaction by surveys, pages and BLOGs, establishing and maintaining customer loyalty, and building an electronic newsletter.

## **BUS-129 Event Planning and Management I**

### **3 Credit(s)**

4 Lab Hour(s)

1 Lecture Hour(s)

This introductory event planning course will provide the information and tools needed to meet the operational requirements and to exceed 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. Various types of events will be planned, implemented, and executed

## **BUS-150 Sport and Team Branding**

### **3 Credit(s)**

3 Lecture Hour(s)

This course examines brand management as it applies to sports and sport merchandising. Study includes the impact, desire, and profitability of branding; developing and executing a successful brand strategy; building, measuring, and managing brand equity; as well as leveraging the marketing mix to build a high-demand brand platform with a strong customer focus by integrating merchandise items with creative sponsorships.

## **BUS-170 Small Business Management**

### **3 Credit(s)**

3 Lecture Hour(s)

This course introduces the student to the basic knowledge and skills necessary for managing or owning a small business. Topics include getting started, planning and managerial skills, inventory, finance, risk management, marketing, taxation, and community responsibility. Students will analyze a variety of cases.

### **BUS-201 Marketing Principles**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course introduces the student to the principles, functions, and tools of modern marketing practices. The interrelationship among product, price, promotion, and distribution decisions on the success of an organization is emphasized. The impact of the economic, competitive, socio-cultural, technological, and legal-regulatory forces in the marketing environment are explored. The similarities and differences in the marketing of goods, services, and ideas are considered.

**Prerequisite(s):** BUS-101; BUS-115

### **BUS-202 International Marketing**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course introduces the student to the global marketing environment and to the diverse factors which shape it. Topics of discussion include product, pricing, promotion, and distribution decisions as they relate to the international marketplace for goods and services.

**Prerequisite(s):** BUS-101

### **BUS-203 Sports Marketing**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course applies a marketing focus on the sports industry. Study includes target marketing and segmentation, sponsorship, promotions, events, and the creation of an optimum marketing mix for sport products. This course also examines the pricing dynamics of sport, sports franchising and managing controversial issues, for example, those surrounding celebrities.

**Prerequisite(s):** BUS-101

### **BUS-205 Entrepreneurship**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is an overview of the concepts and principles of business development and management. The use of case study analysis facilitates practical understanding and appreciation of business concepts. In addition, students gain further practical knowledge through the use of the Internet. The course provides a comprehensive perspective of ownership and management of a small business or new venture

**Prerequisite(s):** BUS-101

### **BUS-207 Principles of Business Management**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course introduces the student to the management process through which an organization utilizes human, financial, physical, information and entrepreneurial resources effectively and efficiently to accomplish the organization's objectives. The managerial functions of planning, organizing, staffing, communicating, leading, and controlling are explored within the context of a rapidly changing and increasingly diverse global society. The ethical implications of management decisions are emphasized.

**Prerequisite(s):** BUS-101; BUS-115

### **BUS-208 Human Resources Management**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course examines procedures to be followed in supervising workers under applicable legal and contractual agreements. Techniques of hiring, training, evaluation, promotion, remedial action, and dismissal are examined. Special attention is devoted to relations with unions. Case studies are emphasized, and student participation is encouraged through role playing, visual aids, and personal projects.

**Prerequisite(s):** BUS-101 or BUS-115

### **BUS-210 e-Marketing**

#### **3 Credit(s)**

3 Lecture Hour(s)



This course explores the use of the Internet, World Wide Web, and online social networking on the marketing of goods, services, and ideas. Topics include identification of web-based marketing goals; selection of the appropriate Web-based marketing strategy; conducting primary and secondary marketing research; Web-design criteria; Web-based advertising techniques; and revenue streams. Students will develop and integrated Internet marketing plan, including development of a Web presence, for an organization.

**Prerequisite(s):** BUS-101 or BUS-115 or BUS-170 or BUS-201

### **BUS-211 Internet Law**

**3 Credit(s)**

3 Lecture Hour(s)

This course introduces the student to the complexities of the legal environment in the information age with a special focus on E-commerce. Topics covered include: basic contract law; current and future contract law for E-commerce; contracting and licensing software; torts and cybertorts; privacy and government regulations; intellectual property laws including patents, trade secrets, copyrights and trademarks; and Internet agreements. Students will review and analyze actual cases.

**Prerequisite(s):** [BUS-101 or BUS-170]; INF-163

### **BUS-229 Event Planning and Management II**

**3 Credit(s)**

3 Lecture Hour(s)

This course introduces students to the fundamentals of event planning and management and advances the comprehension of project management and implementation. The course prepares students to take an entrepreneurial approach to plan events while incorporating administrative, fundraising, merchandising, marketing social media, and personnel factors to successfully organize them from conception to event execution.

**Prerequisite(s):** BUS-129 or HRM-129

### **BUS-233 Business Law I**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a survey of the law as it applies to business. It covers the law of contracts, torts, crimes, and commercial paper and analyzes the New Jersey Court System.

**Prerequisite(s):** BUS-101

### **BUS-234 Business Law II**

**3 Credit(s)**

3 Lecture Hour(s)

This course continues the survey of business law and covers sales, consumers rights, bailments, insurance, partnerships, and corporations.

**Prerequisite(s):** BUS-233

### **BUS-250 Advertising**

**3 Credit(s)**

3 Lecture Hour(s)

This course is designed to give the student a broad view of advertising principles and their relationship to marketing. The student will select and use different media, conduct market research, write copy, and prepare advertising layouts. An advertising campaign will be completed as a term project.

**Prerequisite(s):** BUS-201

### **BUS-251 Sports Merchandising and Promotion**

**3 Credit(s)**

3 Lecture Hour(s)

This course examines merchandising management as it relates to the sports industry. Study includes theories of successful sport merchandising; examination of the planning, implementation and control of sport sales and promotion; use of technology, such as holograms, to protect brand validity; licensing; outlet venues for merchandise; organizing a sports promotion and sales campaign; as well as e-commerce merchandising as a strategic resource of a sports team website.

**Prerequisite(s):** BUS-101 or BUS-150 or BUS-203 or PSY-111 or WEX-127

### **BUS-262 Fundamentals of International Business**

**3 Credit(s)**

3 Lecture Hour(s)

This course is designed to familiarize the student with the institutional and practical aspects of international business. Principal topics presented include global business environments, strategies for international management, marketing, finance, and relevant legal and political considerations.

**Prerequisite(s):** BUS-101**BUS-271 e-Commerce****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course explores how small and large businesses use the Internet to increase or create their market presence. Students will design and develop a prototype of an electronic enterprise suitable for the Web.

**Prerequisite(s):** BUS-101**BUS-284 Co-Op Work Experience [Food Marketing]****4 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 15

This course enables the student to learn and practice food marketing skills under professional guidance in a college approved work environment. The student's work is supervised by a trained faculty member. Students must work a minimum number of hours for the semester and attend the weekly seminar. 1 lecture plus 240 minimum hours work experience distributed over the semester.

**Prerequisite(s):** BUS-268**BUS-293 Co-Op Work Experience [Business Administration]****3 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 14

This course provides the student with practical, supervised experience in various areas of business management, marketing, or international business. Through on the job experience, students acquire some

of the practical expertise and knowledge needed to pursue a career in these fields. Students are supervised by a faculty member and job placement assistance is available through the Co-Op Office. 1 lecture, 3 credits plus 225 minimum hours work experience distributed over the semester.

**Prerequisite(s):** BUS-201 or BUS-202 or BUS-207 or BUS-208**CHM-100 Introduction to Chemistry****4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is designed to give non-science majors awareness and an understanding of the fundamental concepts of modern chemistry. Topics covered include measurement, atomic theory, chemical bonding, the periodic table, chemical reactions, and stoichiometry. The course includes a writing and communications requirement that relates the topics covered to a broad historical, social, and cultural context.

**General Education Course** > Natural Sciences**Prerequisite(s):** MAT-011**CHM-102 Chemistry in Context****4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is a student-centered approach for non-science majors to learn fundamental chemistry and its linkage to consumer issues, public policy, business and international affairs. Core topics taught include chemistry terminology, formulas, reactions, scientific measurements, shapes of molecules, chemical toxicity, green chemistry, consumer chemistry and energy sources. Laboratory activities emphasize fundamental concepts and measurements. Use of scientific and governmental Web sites, papers, poster presentations and discussion groups draw on students' major fields of study.

**General Education Course** > Natural Sciences**Prerequisite(s):** MAT-011**CHM-112 College Chemistry**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is a survey of the fundamentals of inorganic chemistry, organic chemistry, and biochemistry. Topics taught in organic chemistry include atomic theory, chemical bonding, chemical reactions, nomenclature, gas laws, and acid-base buffers. The structure and function of the major classes of organic compounds are studied. Topics in biochemistry covered include proteins, carbohydrates, lipids, nucleic acids, and enzymes. The course includes a writing and communications requirement that relates the topics covered to a broad historical, social, and cultural context.

**General Education Course** > Natural Sciences**Prerequisite(s):** MAT-011; Minimum grade C**CHM-140 General Chemistry I****3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the fundamental laws and theories of chemistry. Topics covered include units of measurement, dimensional analysis, stoichiometry, aqueous reactions, thermochemistry, electronic structure of the atom, periodicity, chemical bonding, molecular geometry and properties of gases.

**General Education Course** > Natural Sciences**Prerequisite(s):** CHM-100**Corequisite(s):** CHM-141**CHM-141 General Chemistry - Lab****1 Credit(s)**

3 Lab Hour(s)

This course is designed to familiarize the student with chemical laboratory techniques through problem solving experiments. It complements material covered in CHM-140. Written lab reports are required.

**General Education Course** > Natural Sciences**Corequisite(s):** CHM-140**CHM-212 Organic and Biochemistry  
[Spring Only]****4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is designed to give students an understanding of the principles of Organic Chemistry and of Biochemistry. The study of Organic Chemistry will emphasize a functional group approach. Topics studied will include hydrocarbons, alcohols, carbonyl compounds, and amines. Topics taught in Biochemistry will include carbohydrates, proteins, lipids, nucleic acids, bioenergetics, enzymes, and biosynthetic pathways.

**Prerequisite(s):** [CHM-140 or CHM-112]; MAT-011**CHM-240 General Chemistry II****3 Credit(s)**

3 Lecture Hour(s)

This is the second course of a two-semester sequence of general chemistry. Topics covered include intermolecular forces, properties of solutions, chemical kinetics, equilibrium, thermodynamics, acids and bases, and electrochemistry.

**General Education Course** > Natural Sciences**Prerequisite(s):** CHM-140; MAT-160; Minimum grade C**Corequisite(s):** CHM-241**CHM-241 General Chemistry II - Lab****1 Credit(s)**

3 Lab Hour(s)

This course is a continuation of CHM-141, with greater emphasis on more sophisticated experiments and equipment. It complements the material covered in CHM-240. Written lab reports are required.

**General Education Course** > Natural Sciences**Prerequisite(s):** CHM-140; CHM-141; Minimum grade C**Corequisite(s):** CHM-240**CHM-260 Organic Chemistry I****4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is a study of the fundamental classes of

organic compounds, with emphasis on the relationship of structure and reactivity. Electronic theory, energy relationships, stereochemistry, and reaction mechanisms are used to explain reactivity. Molecular modeling is emphasized, particularly with respect to electrostatic potential maps. Practical applications, including syntheses, are studied and carried out in the laboratory. Instrumentation such as UV, IR, NMR, HPLC, and GC/MS are routinely used as qualitative and quantitative tools.

**Prerequisite(s):** CHM-240; CHM-241

## **CHM-262 Organic Chemistry II**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is a continuation of CHM-260 and includes the study of aromatic and organometallic compounds, spectroscopy, and the chemistry of carbonyl compounds. Topics presented include the theoretical basis for molecular reactivity, molecular modeling, determination of structure with emphasis on spectroscopic methods, mechanisms of chemical reactions, and synthesis of organic compounds. The microscale laboratory emphasizes preparation, purification, and identification of organic compounds. Analysis by IR, GC, GC/MS, NMR, and UV/VIS are integral to experiments.

**Prerequisite(s):** CHM-260

## **CIN-140 Introduction to Cinema**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a study of film as an art form. The course is designed to awaken a more sensitive and critical response to the cinema through an understanding of its form, content, development, and criticism. Films are screened to demonstrate these elements.

**General Education Course >** Humanities

## **CIN-150 Special Topics in Cinema I**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course permits specialized topics to be studied in depth. Topics offered have included, but are not limited: Hollywood in the 1970's, film genres, horror film, science fiction film, and Latin American cinema.

## **CIN-160 Women in Cinema**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a study of how the images, stories, and formal constructions in film can frame female identities. The course is not only about the representation of women in film history, it is also a study of cinema by women [such as Maya Deren, Su Friedrich, and Chantal Akerman.] Specific topics addressed over the span of the semester may include the history of the "weepies;" the biographies of certain actors and filmmakers; feminist film theory; the formal aspects of film; the depiction of women across film genres; and the role of filmmaking in the American and international feminist movements.

**General Education Course >** Diversity

## **CIN-170 American Cinema**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a study of the language, history, and cultural impact of the American Film Industry. It explores the technology and aesthetics of Hollywood and non-Hollywood films. It also deals with how these films reflect the changing images Americans have had of themselves. Through in-class screenings, students will gain an understanding of each film's form, content, development, and criticism. Some specific areas covered include film production and language, the Studio System, and film genres.

## **CIN-250 Special Topics in Cinema II**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course permits specialized topics in cinema to be studied in depth. The course allows for more advanced topics and builds upon material from 100 level cinema studies courses. Topics offered have included, but not limited to: film noir, documentary, and film as art.

**Prerequisite(s):** CIN-140 or THR-140 or CIN-150 or ART-105

### **COM-100 Speech Communication**

**3 Credit(s)**

3 Lecture Hour(s)

This course guides students through the methods of organizing, delivering, and evaluating the spoken word in various speech situations. Intrapersonal and interpersonal communication in conjunction with public address is studied.

**General Education Course** >Communication

### **COM-101 Mass Media Communication**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the print and broadcast media. The roles of media in society, a history of media, and the legal control of media are explored.

### **COM-102 Public Speaking**

**3 Credit(s)**

3 Lecture Hour(s)

This is a course in effective speaking in academic, workplace, and public environments which stresses organization, effective delivery, and critical listening skills. A strong emphasis is placed on student performance to help the student gain speaking practice and develop self-confidence in a variety of speaking situations.

**General Education Course** > Communication

### **COM-103 Introduction Radio and Television Broadcasting**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of American broadcasting and its historical antecedents. This course is designed to survey the technical, economic, regulatory, aesthetic, and philosophical bases of broadcasting. Current production techniques utilized in radio and television are examined.

### **COM-105 Radio Production**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This hands-on course is designed to give the student experience in writing, directing and producing a variety of radio formats. Radio commercials, dramas, musical programs, and actualities are considered in this course.

### **COM-106 TV Production I**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a hands-on introduction to video and television production. Students work with broadcast cameras in the television studio and with electronic news gathering technology in the field. Topics include digital image creation, lighting, camera operation, audio production, basic editing, and script-writing in order to produce short videos and television programs.

### **COM-110 Print Journalism Production**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This is a hands-on course in which students write for, edit, and produce "The Torch," the student newspaper of Bergen Community College. This course covers such topics as reporting, news story editing, ethical and legal issues for student newspapers, news photography and photo editing, formatting, layout, and design.

### **COM-111 Video Post-Production**

**3 Credit(s)**

3 Lecture Hour(s)

This is a hands-on course designed to train students in advanced post-production techniques utilizing non-linear computer based editing. Audio sweetening, computer graphics, and animation will be discussed.

### **COM-114 Intercultural Communication**

**3 Credit(s)**

3 Lecture Hour(s)

This course provides the student with practical information regarding the problems present in communicating with people of other cultures. It also explores cross-cultural differences in the

communication process in order to learn how to communicate effectively with one another across cultural boundaries.

**General Education Course** > Diversity

### **COM-116 Interpersonal Communication**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the way people communicate in the process of developing and maintaining relationships. Class activities include the analysis of communication in dyadic and small group situations. The following topics are examined with respect to their effects on interpersonal communication: self-awareness, shyness and assertiveness, listening, attraction, conflict, loneliness, and love.

### **COM-122 Argumentation and Debate**

**3 Credit(s)**

3 Lecture Hour(s)

This is a course in the methods of effective argumentation, persuasion, and educational debate, with emphasis on rational decision-making. This course is designed for students who want preparation for participation in a democratic society.

### **COM-140 Introduction to Multimedia**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a course that introduces the student to the various applications of computer-based Multimedia in industry, government, education, and entertainment. Hardware systems, videodisc design, flow charts, software tools, scripts, and production will be covered. Students will work in groups to design and prepare a multimedia presentation.

**Cross Listed Course(s):** INF-140

### **COM-160 Sound for Visual Media**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

Sound for Visual Media is a hands-on course exploring the ways dialogue, sound effects and music intertwine with various forms of visual media

including film, video, and multimedia content. Topics include diegetic vs. non-diegetic sound, Foley, location sound, automated dialogue replacement, voiceover recording, recording techniques, mixing, and signal processing. Students will study how sound has been used historically in visual media, as well as create their own soundscapes.

**Cross Listed Course(s):** ART-160; MUS-160

### **COM-201 Introduction to Journalism**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the fundamentals of reporting with emphasis on the modern news story. Elements of news style, structure of news stories, news sources, ethics, and the mechanics of newspaper production are considered.

**Prerequisite(s):** WRT-101; Minimum grade C

### **COM-205 Advanced Radio Production**

**3 Credit(s)**

3 Lecture Hour(s)

This is a hands-on course designed to produce broadcast quality programs. Directing, writing, technical, editing and voice utilization skills will be emphasized.

**Prerequisite(s):** COM-105

### **COM-206 Writing for the Mass Media**

**3 Credit(s)**

3 Lecture Hour(s)

This course provides a survey of provides a survey of media formats and writing techniques for print and broadcast. Students are introduced to the forms and methods used to prepare information for the various mass media including magazines, newspapers, radio, television and the Web. Public relations writing and preparing advertising copy are also covered.

**Prerequisite(s):** WRT-101; COM-101

### **COM-207 TV Production II**

**3 Credit(s)**

3 Lecture Hour(s)

This is a course that provides the student with an

opportunity to refine existing skills through the production of a regularly scheduled public affairs program. A functional awareness of all factors involved in the production of a series on a regular basis is developed.

**Prerequisite(s):** COM-106

### **COM-208 Directing for Television**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to television directing and to the preproduction 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.

**Prerequisite(s):** COM-106

### **COM-210 Public Relations**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the basic principles and practices of promotion including history, development, ethics, and media selection. Emphasis will be placed on preparing news releases, advisement for coverage, and press kits for target audiences.

**Prerequisite(s):** WRT-101

### **COM-212 Copy Editing**

**3 Credit(s)**

3 Lecture Hour(s)

This course provides hands-on training in all phases of editing and preparing news copy for publication in various print and online media, and the writing of headlines and photo captions and cutlines. It covers local news, wire copy, assembling and shaping the various elements of news stories, the requirements of news style and safeguards against errors.

**Prerequisite(s):** WRT-101; Minimum grade C

### **COM-214 Digital Filmmaking**

**3 Credit(s)**

3 Lecture Hour(s)

In this course, students learn the basics of digital filmmaking. Working in small groups, students write, produce, direct, and edit a short narrative film. Students learn digital cinematography, lens selection, lighting, and sound recording. The 3-Act narrative-structure is emphasized.

**Prerequisite(s):** COM-106

### **COM-215 Podcasting**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to podcast production. The course addresses various types of commercial and documentary-style audio podcasts. Students will develop their own personal voice and styles while acquiring the practical skills necessary to produce their own broadcast-quality podcasts. The course also covers topics related to podcast production such as media ethics, marketing, music, distribution, and various legal issues.

**Prerequisite(s):** COM-105

### **COM-281 Co-Op Work Experience [Journalism]**

**1 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 3

This course gives students work experience in a newspaper office and provides the opportunity to acquire and apply skills in news writing, photojournalism, layout and/or newspaper production. Work sites must be approved by the faculty coordinator. Co-op job placement assistance is available through the Co-op office. Requires 60 minimum hours work experience distributed over the semester.

**Prerequisite(s):** COM-201

### **COM-282 Co-Op Work Experience [Journalism]**

**2 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 7

This course gives students work experience in a

newspaper office and provides the opportunity to acquire and apply skills in news writing, photojournalism, layout and/or newspaper production. Work sites must be approved by the faculty coordinator. Co-op job placement assistance is available through the Co-op office. Requires 120 minimum hours work experience distributed over the semester.

**Prerequisite(s):** COM-201

### **COM-283 Co-Op Work Experience [Journalism]**

**3 Credit(s)**

3 Lecture Hour(s)

This course gives students work experience in a newspaper office and provides the opportunity to acquire and apply skills in news writing, photojournalism, layout and/or newspaper production. Work sites must be approved by the faculty coordinator. Co-op job placement assistance is available through the Co-op office. 180 minimum hours work experience distributed over the semester.

**Prerequisite(s):** COM-201

### **COM-291 Co-Op Work Experience [Media]**

**1 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 3

This is a field work course in media production, planning, or programming on an individual basis. The student must attend weekly seminars and/or prepare reports or other projects as required by the departmental staff. Credit is based on work with an approved broadcast or non-broadcast organization, including television and radio stations, networks, production houses, and cable TV operations. Available for 1 to 4 credits. Job placement assistance is available through the Co-op office. Requires 60 minimum hours work experience distributed over the semester.

**Prerequisite(s):** COM-105 or COM-106

### **COM-292 Co-Op Work Experience [Media]**

**2 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 8

This course is a field work course in media production, planning, or programming on an individual basis. The student must attend weekly seminars and/or prepare reports or other projects as required by the departmental staff. Credit is based on work with an approved broadcast or non-broadcast organization, including television and radio stations, networks, production houses, and cable TV operations. Available for 1 to 4 credits. Job placement assistance is available through the Co-Op Office. Requires 120 minimum hours work experience distributed over the semester.

**Prerequisite(s):** COM-105 or COM-106

### **COM-293 Co-Op Work Experience [Media]**

**3 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 12

This is a field work course in media production, planning, or programming on an individual basis. The student must attend weekly seminars and/or prepare reports or other projects as required by the departmental staff. Credit is based on work with an approved broadcast or non-broadcast organization, including television and radio stations, networks, production houses, and cable TV operations. Available for 1 to 4 credits. Job placement assistance is available through the Co-Op Office. 180 minimum hours work experience distributed over the semester.

**Prerequisite(s):** COM-105 or COM-106

### **COM-294 Co-Op Work Experience [Media]**

**4 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 16

This is a field work course in media production, planning, or programming on an individual basis. The student must attend weekly seminars and/or prepare reports or other projects as required by the departmental staff. Credit is based on work with an



approved broadcast or non-broadcast organization, including television and radio stations, networks, production houses, and cable TV operations. Available for 1 to 4 credits. Job placement assistance is available through the Co-op office. Requires 240 minimum hours work experience distributed over the semester.

**Prerequisite(s):** COM-105 or COM-106

### **WRT-101 English Composition I**

**3 Credit(s)**

3 Lecture Hour(s)

This course provides students with extensive practice in critical reading and thinking, and academic essay writing. This course emphasizes the writing process and concentrates on the organization and development of ideas. Students will develop their reading and writing skills, and learn how to integrate primary and secondary sources into their writing for the purpose of supporting a thesis.

**General Education Course** > Communication

**Prerequisite(s):** EBS-011; EBS-012; EBS-021 or ALP-063 or by placement exam

### **WRT-201 English Composition II**

**3 Credit(s)**

3 Lecture Hour(s)

This course continues the emphasis of English Composition I on the writing process, and on critical reading and thinking skills. Particular attention is devoted to writing with sources and to argumentative writing. Emphasis is placed on correct language usage and on research and the techniques of MLA documentation.

**General Education Course** > Communication

**Prerequisite(s):** WRT-101

### **WRT-202 Technical Writing**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to the theory and practice of expository writing in the business, scientific, and industrial fields. Special attention is given to the writing of progress reports, sales and statistical reports, and other types of office, clinical,

and scientific material.

**General Education Course** > Communication

**Prerequisite(s):** WRT-101

### **WRT-204 Creative Writing**

**3 Credit(s)**

3 Lecture Hour(s)

This is a course in which students write in such forms as poetry, fiction, and drama. Students read and discuss each other's work as well as that of published authors.

**Prerequisite(s):** WRT-101

### **WRT-205 Creative Writing Workshop - Fiction**

**3 Credit(s)**

3 Lecture Hour(s)

This course gives students the opportunity to focus on the elements of fiction writing. Students read and discuss each other's work.

**Prerequisite(s):** WRT-101

### **WRT-206 Memoir/Creative Non-Fiction**

**3 Credit(s)**

3 Lecture Hour(s)

This is a course in which students write memoir and creative non-fiction using such forms as essay, narrative, and poetry. Students read and discuss each other's work as well as that of published authors; they utilize blogs to store and share their writings.

**Prerequisite(s):** WRT-101

### **WRT-207 Creative Writing - Poetry**

**3 Credit(s)**

3 Lecture Hour(s)

This is a course in which students write poetry using both lyric and narrative styles. The course will focus on a study of contemporary poetry, but students will also gain an understanding of traditional poetic forms such as the sonnet, villanelle, sestina, ode, and elegy. In addition to producing a portfolio of original poems, students will read and discuss each other's work as well as that of published authors.

**Prerequisite(s):** WRT-101

## **WRT-208 Creative Writing - Playwriting**

### **3 Credit(s)**

3 Lecture Hour(s)

This is a workshop-style course that allows students to experience and practice the creative process involved in writing. This course provides students with an understanding of dramatic text, the skills necessary to create character, relationship, dialogue, and dramatic action. In addition, the course introduces students to the process of stage performance and managing their scripts for this medium.

**Prerequisite(s):** WRT-101

## **WRT-216 Writing for Professional Purposes**

### **3 Credit(s)**

3 Lecture Hour(s)

This course gives students a background in the fundamentals of professional, edited English. It is designed to build upon basic competency in writing and provide a basis for students seeking careers in fields in which a command of the technical and stylistic terminology of writing is essential.

**Prerequisite(s):** WRT-101

## **CIS-158 Introduction to Computer Science**

### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is intended for students who are interested in an algorithmic approach to problem solving using computers and their applications. Topics presented include terminology used in the computer field, introduction to computer systems and their applications. Students will work with various software packages on a microcomputer.

**Prerequisite(s):** MAT-040 or MAT-048 or equivalent by testing

## **CIS-163 Computer Programming QBasic**

### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is an introduction to programming techniques using the QBASIC language. Students learn how to develop programs for various applications, and they obtain extensive hands-on experience in the operation and use of a microcomputer. The course is intended for students in the liberal arts and sciences. Students with prior programming experience should take CIS-266 Computer Programming: Visual BASIC.

**Prerequisite(s):** MAT-040 or MAT-048 or MAT-160

## **CIS-165 Fundamentals of Programming**

### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is an introduction to computer systems and structured programming techniques. Topics considered include an introduction to the components of a computer system; problem solving and algorithm design; standard data types and declarations; input and output techniques; operators; library functions; fundamental control statements; arrays and strings; data sorting; and files. Applications are selected from various fields of study.

**General Education Course** > Computer Science

**Prerequisite(s):** MAT-048 or MAT-160 or equivalent by testing

## **CIS-265 Advanced Programming Concepts**

### **3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course 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 run-time behavior of programs.

**Prerequisite(s):** CIS-165

## **CIS-266 Computer Programming: Visual Basic**

### **3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course is an introduction to a programming tool for developing userfriendly 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.

**Prerequisite(s):** CIS-163 or CIS-165

## **CIS-270 Programming for Science Applications**

### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a computer programming language course with emphasis on mathematical, scientific, and engineering applications using structured programming principles. Topics covered include data types, specifications, fixed and floating point arithmetic, input and output techniques, multidimensional arrays, external functions and subroutines.

**Prerequisite(s):** MAT-180

## **CIS-271 Computer Organization and Assembly Language**

### **3 Credit(s)**

3 Lecture Hour(s)

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.

**Prerequisite(s):** CIS-165

## **CIS-277 Data Structures and Algorithms**

### **3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course is a study of the representation and implementation of abstract data types and related algorithms that are used in computer science. Topics considered include lists, strings, stacks, queues, trees, graphs, networks, file structures, recursive functions, sorting techniques, searching techniques, hashing, and analysis of algorithms.

**Prerequisite(s):** CIS-265; Minimum grade C

## **CIS-278 Database Systems**

### **3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course is an introduction to the design and implementation of database systems. Topics considered include database architecture, physical data organization, the Entity-Relationship model, the hierarchical, network, and relational models of data, normalization theory, data definition languages and query facilities, data integrity and security, and programming language interfaces. Students use a DBMS to develop an actual database.

**Prerequisite(s):** CIS-265 or CIS-266

## **CIS-287 Object-Oriented Programming**

### **3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course is an introduction to the object-oriented approach to program development. Topics considered include classes and their implementation, static members, friend functions, composite classes, functions and operator overloading, inheritance, polymorphism and an introduction to object-oriented analysis and design.

**Prerequisite(s):** CIS-265

## **CIS-288 Discrete Math [Computer Science]**

### **4 Credit(s)**

4 Lecture Hour(s)

This course is a study of the mathematical theory and techniques that underlie computer science. Topics considered include set theory, induction, counting techniques, relations and functions, recurrence relations, trees, graphs, Boolean algebra and circuits, grammars and an introduction to automata theory. Applications of these topics in computer science are included in the course.

**Prerequisite(s):** CIS-265

### **CIS-289 Systems Analysis and Design [Computer Science]**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to the terminology, concepts, and tools for these two phases of the system development life cycle. Topics considered include preliminary investigation, information requirements analysis, project management, data specification, data flow diagrams, logical data modeling, process specification, structure charts, design techniques, design criteria, and packaging.

**Prerequisite(s):** CIS-277

### **CRJ-101 Introduction to Criminal Justice**

**3 Credit(s)**

3 Lecture Hour(s)

This course analyzes the history, development, and function of the police in a free society. A primary concern in the course is the relationship between the various components of the criminal justice system and the effectiveness of the system as a mechanism for social control.

### **CRJ-102 Introduction to Corrections**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an overview of the history and philosophical foundations of the American correctional system. This course examines the organization and operation of the correctional system and correctional treatment programs ranging from pre-trial diversion to post-incarceration procedures. The course analyzes current issues and problems in corrections such as social control within prisons, legal rights of prisoners, and alternatives to imprisonment.

### **CRJ-103 Criminal Law**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the philosophy and development of the law and development of law of criminal procedure and its constitutional provisions. Topics included in the course are principles of criminal law and the adversary system, police authority, relative to the laws of arrest, search and seizure, and a review of relevant U.S. Supreme Court decisions. CRJ-101 Introduction to Criminal Justice is highly recommended before taking this course.

### **CRJ-105 Police Administration**

**3 Credit(s)**

3 Lecture Hour(s)

This course provides a review, analysis, and synthesis of the proactive, traditional scientific and human relations approaches to police management. The basics of administering a police organization such as recruitment and selection of personnel, training, fiscal and planning operations, and auxiliary and staff functions are reviewed. Changes relative to socioeconomic, political, and technological realities are explored. CRJ-101 Introduction to Criminal Justice is highly recommended before taking this course.

### **CRJ-107 Criminology**

**3 Credit(s)**

3 Lecture Hour(s)

This course the criminal justice system with an emphasis on the structure and operation of its components and on the modes of societal responses to crime and criminals. It reviews the development, philosophy, and concepts of criminal law and analyzes the leading theoretical perspectives on criminal behavior and criminal typologies. SOC-101 Sociology is highly recommended before taking this course.

### **CRJ-108 Topics in Criminal Justice**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introductory study of major topics in policing, corrections, and the courts, including but not limited to such topics as judicial misconduct, law enforcement stress management, terrorism,

criminalistics, prison gangs, sex offenders, domestic violence, and suicide by police.

### **CRJ-109 Contemporary Issues in Policing**

#### **3 Credit(s)**

3 Lecture Hour(s)

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.

### **CRJ-110 Basic Supervision [Criminal Justice]**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course examines the first line supervisor as an integral part of the total management team and as one of the cornerstones upon which successful operations rest. The course analyzes the role of the supervisor as a problem solver and as a key link in the communication process. Topics explored in the course are the supervisor's expanded responsibilities for planning, training, developing, and motivating employees; counseling, performance appraisal; decision making; and leadership

### **CRJ-111 Criminal Investigation**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course analyzes the essential elements of investigation as a science of inquiry with an emphasis on the legal significance of evidence. Methods of searching for, collecting, preserving, and evaluating physical evidence and the techniques for locating and interviewing witnesses are explored. Organizational investigative functions and the development of an understanding of the crime laboratory and its role in a criminal investigation are also discussed.

### **CRJ-112 Crime Prevention**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course examines opportunity reduction strategy as a predictable and controllable variable in addressing the crime problem. The course emphasizes the role of police as community leaders and explores practical concepts and methods through which community involvement can deter crime. The limitations of the criminal justice system are analyzed and a variety of professional, occupational, and voluntary roles in crime prevention are explored.

### **CRJ-113 The Juvenile Justice Process**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course examines the history, philosophy, and structure of the juvenile justice system with emphasis on changes fostered by US Supreme Court decisions. The course includes an analysis of the nature and the scope of delinquency in terms of causal theories; issues affecting dependent, neglected, and abused children; juvenile crime prevention programs; and the strategic role of the police in developing community resources to serve as alternatives to formal court referral.

### **CRJ-114 Correctional Administration**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to the organization and administration of correctional institutions. The course examines both theoretical and practical aspects of correctional administration and focuses on such issues as decision-making, ethical values, human relations, and authority. CRJ-102 Introduction to Corrections is highly recommended before taking this course.

### **CRJ-115 Correctional Law**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is an overview of the policies and practices that govern correctional institutions. The course examines current legal issues and many court cases that directly impact on prisons and prisoners. CRJ-102 Introduction to Corrections is highly recommended before taking this course.

### **CRJ-120 Practical Criminal Evidence**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course focuses on a comprehensive, up-to-date overview of the study of the origin, development, philosophy, and constitutional basis of evidence, constitutional and procedural considerations affecting arrest, search and seizure, kinds and degrees of evidence, and rules governing admissibility, judicial decisions interpreting individual rights, and case studies.

### **CRJ-125 Introduction to Security**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is an examination of the historical, philosophical, and legal bases of security. The course analyzes the role of security in today's society, the concept of professionalism, and the relationship between security and law enforcement functions. Such security concerns as unlawful intrusion, retail theft, internal theft, and other crimes, which seriously threaten the business community, are also discussed. The scope and nature of fire prevention and safety are reviewed in a non-technical manner.

### **CRJ-127 Principles of Loss Prevention**

#### **3 Credit(s)**

3 Lecture Hour(s)

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.

### **CRJ-201 Ethics in Criminal Justice**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is an examination of the ethical dimensions of criminal justice administration. Specific attention will be paid to the application of moral theories and the ethical development of criminal justice officials. Topics include: ethics and law enforcement, ethics and the courts, ethics and corrections, the ethics of punishment, policy and management issues, professionalism, and pride and ethics for criminal justice practitioners.

**Prerequisite(s):** CRJ-101

### **CRJ-283 Co-Op Work Experience [Security]**

#### **3 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 3

This course provides the student with practical, supervised experience in various areas of business and institutional security work. Through on-the-job experience, students acquire some of the practical expertise and knowledge needed to pursue a career in this field. Students are supervised by a faculty member, and job placement assistance is available through the Cooperative Education Office. 1 lecture plus 180 minimum hours work experience distributed over the semester.

**Prerequisite(s):** CRJ-125

### **CRJ-291 Co-Op Work Experience [Criminal Justice]**

#### **1 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 3

This course provides the student with practical, supervised work experience in the various areas of criminal justice work: police agencies, prosecutors' offices, courts, sheriff's offices, and the correction field. Through on-the-job experience, students can acquire the practical expertise and knowledge needed to pursue a career in this field. Students are supervised by a faculty member, and job placement assistance is available through the Cooperative Education Office. 1 lecture, 1 credit plus 60 minimum hours work experience distributed over the semester.

**Prerequisite(s):** CRJ-101

### **CRJ-292 Co-Op Work Experience [Criminal Justice]**

#### **2 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 8

This course provides the student with practical, supervised work experience in the various areas of criminal justice work: police agencies, prosecutors' offices, courts, sheriff's offices, and the correction

field. Through on-the-job experience, students can acquire the practical expertise and knowledge needed to pursue a career in this field. Students are supervised by a faculty member, and job placement assistance is available through the Cooperative Education Office. 1 lecture, 2 credits plus 120 minimum hours work experience distributed over the semester.

**Prerequisite(s):** CRJ-101

### **CRJ-293 Co-Op Work Experience [Criminal Justice]**

**3 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 12

This course provides the student with practical, supervised work experience in the various areas of criminal justice work: police agencies, prosecutors' offices, courts, sheriff's offices, and the correction field. Through on-the-job experience, students can acquire the practical expertise and knowledge needed to pursue a career in this field. Students are supervised by a faculty member, and job placement assistance is available through the Cooperative Education Office. 1 lecture, 3 credits plus 180 minimum hours work experience distributed over the semester.

**Prerequisite(s):** CRJ-101

### **DAN-102 Ballet**

**1 Credit(s)**

3 Lab Hour(s)

This course is a study of the language of ballet as an art form with emphasis on traditional, academic, and technical steps and vocabulary.

### **DAN-103 Modern Dance**

**1 Credit(s)**

2 Lab Hour(s)

This course is a study of the technical and choreographic skills of modern dance. Students are assisted in being individually creative through movement.

### **DAN-104 Tap Dance**

**1 Credit(s)**

2 Lab Hour(s)

This course is an introduction to elementary tap skills, terminology and rotation, and beginning combinations and simple routines. Purchase of tap shoes is required.

### **DAN-105 Jazz Dance**

**1 Credit(s)**

2 Lab Hour(s)

This course is a study of various styles, techniques, and vocabulary in the idiom of jazz dance.

### **DAN-108 Dance Improvisation**

**1 Credit(s)**

2 Lab Hour(s)

This course is a guided discovery of the freedom of movement in a medium for the expression and development of ideas. Through the emphasis of space, rhythm, and quality, pieces of choreography are designed.

### **DAN-110 Ballroom Dance**

**1 Credit(s)**

1 Lab Hour(s)

This course introduces students to the art and styles of social ballroom dancing and provides the necessary skills and understanding for an appreciation of the artistic, social qualities, and etiquette needed for each of the dances. Throughout the course, students will be introduced to the most popular dances in ballroom: waltz, American tango, swing, cha-cha, foxtrot, and rumba.

### **DAN-124 Dance Appreciation**

**3 Credit(s)**

3 Lecture Hour(s)

This course is designed to inform the student about dance as a performing art form. Focus is on developing a critical framework for viewing various styles of dance performance. By attending performances, tracing the development of the particular form, studying the demands the art form makes upon its performers, and discussing critics' views and evaluating the experience, students are exposed to a broad representation of dance experiences.

**Cross Listed Course(s):** THR-124

## **DHY-101 Oral Hygiene I**

**3 Credit(s)**

6 Lab Hour(s)

1 Lecture Hour(s)

This is the foundation course for clinical dental hygiene practice. Students are introduced to assessment, treatment planning, instrumentation and documentation skills utilizing interactive clinical laboratory sessions and computer assisted learning.

## **DHY-108 Dental and Oral Anatomy and Physiology**

**2 Credit(s)**

4 Lab Hour(s)

1 Lecture Hour(s)

This course examines the anatomy and physiology of the teeth and oral structures. Emphasis is on identification of primary and permanent teeth, classification of occlusion, and description and location of anatomical structures of the head and neck. Dental terminology is defined and related to oral structures through the utilization of dental model devices; computer assisted learning and interactive laboratory sessions.

## **DHY-109 Oral Embryology and Histology**

**2 Credit(s)**

2 Lecture Hour(s)

This course is a comprehensive study of orofacial embryology and the cellular structure of dental and associated glandular and mucosal issues. Emphasis is on clinical considerations of the developmental process so as to be relevant to dental hygiene practice. The relationship between structure and function will be stressed using microscopic and clinical visuals.

## **DHY-200 Pharmacology for Dental Hygiene**

**2 Credit(s)**

2 Lecture Hour(s)

This course examines medications routinely prescribed for medical and dental conditions and the role of the dental hygienist in patient assessment and treatment planning. Systemic medications, complementary medicine, anesthesia, and oral pharmacotherapy will be included. Local anesthetic

agents will be emphasized.

**Prerequisite(s):** DHY-201; DHY-205; DHY-207; DHY-209; BIO-209

## **DHY-201 Oral Hygiene II**

**3 Credit(s)**

8 Lab Hour(s)

1 Lecture Hour(s)

This course focuses on providing clinical dental hygiene care to patients throughout the lifespan. The course incorporates age targeted prevention, culture competence, preventive therapies, clinical technologies and an introduction to soft tissue management. Opportunities for community oral health education are included.

**Prerequisite(s):** DHY-101; DHY-108; DHY-109

## **DHY-202 Oral Hygiene III**

**4 Credit(s)**

12 Lab Hour(s)

1 Lecture Hour(s)

This course is a continuation and refinement of the clinical therapies integrated in Oral Hygiene II. Special needs patients, oral rehabilitation and clinical technologies are the focus of this course. Both on-campus and offcampus clinical experiences are incorporated.

**Prerequisite(s):** DHY-200; DHY-201; DHY-208; DHY-220

## **DHY-203 Oral Hygiene IV**

**4 Credit(s)**

12 Lab Hour(s)

1 Lecture Hour(s)

This course is an advanced study of the clinical therapies introduced in Oral Hygiene III. Practice management, clinical technologies, ethics, community outreach, and preparation for dental hygiene licensing are incorporated into this course.

**Prerequisite(s):** DHY-202; DHY-204; DHY-206; DHY-207; DHY-219

## **DHY-204 Dental Materials**



**2 Credit(s)**

4 Lab Hour(s)

1 Lecture Hour(s)

This course is a comprehensive study of the science, technology, and application of dental materials incorporating reality based dental environment treatment modality scenarios to enhance and compliment both classroom and clinical setting course content. Particular emphasis is placed on various dental material and their specific uses, along with related fundamental and specialty clinical dental hygiene skills. Specific dental materials are stressed and utilized throughout the didactic, laboratory, and clinical components of the course.

**Prerequisite(s):** DHY-201; DHY-208**DHY-205 Dental Radiology****3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course provides the dental hygiene student with an introduction to the principles and practices of dental radiology. Emphasis is placed on radiographic imaging techniques, film processing procedures, identification of anatomical landmarks and radiographic interpretation. Course content includes an overview of radiation history, physics, biology, protection, quality assurance and risk management.

**Prerequisite(s):** DHY-101; DHY-108; DHY-109**DHY-206 Community Oral Health I****2 Credit(s)**

2 Lecture Hour(s)

This partially online course will examine public health/community health issues. It will focus on the role of the dental hygienist in community -based oral health care initiatives. This will include assessment, planning, implementation, and evaluation of public health/community issues. Health care delivery at local, national, and global levels will be discussed including agencies involved in the delivery and finance of oral health services.

**Prerequisite(s):** DHY-201; DHY-208**DHY-207 General and Oral Pathology****2 Credit(s)**

2 Lab Hour(s)

1 Lecture Hour(s)

This course is designed to facilitate the identification and treatment of oral diseases including 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. Hybrid format utilizing computer assisted learning and clinical case studies will be integrated.

**Prerequisite(s):** DHY-200; DHY-205; DHY-208; DHY-209; DHY-220**DHY-208 Oral Hygiene Summer Clinical Techniques****1 Credit(s)****4 Clinical Hour(s)**

This course is designed to provide additional clinical experience for all first year students. Further development of debridement skills, patient treatment plans, special needs populations, and patient management will be the focus. Additional experience will be gained in the use of EMR (electronic medical records), digital intraoral photography, and digital radiography.

**Prerequisite(s):** DHY-201; DHY-205; DHY-209**DHY-209 Periodontology I****1 Credit(s)**

1 Lecture Hour(s)

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.

**Prerequisite(s):** BIO-104; DHY-101; DHY-108; DHY-109**DHY-210 Oral Hygiene Enhanced Clinical Techniques****1 Credit(s)****3 Clinical Hour(s)**

This course is designed to provide clinical experience for either the student returning to the program after an extended absence or the student in need of further clinical skill development. Permission from the Dental Hygiene Academic Department Chair. This course is for students in need of additional clinical skill development and is not a requirement for all dental hygiene students.

**Prerequisite(s):** DHY-101; DHY-108; DHY-109; DHY-201; DHY-205; DHY-207; BIO-109

### **DHY-214 Nutrition Dental Health**

#### **2 Credit(s)**

2 Lecture Hour(s)

This course explores basic nutrition as it applies to general and oral health. Students learn to identify patients with dietary and nutritional deficiencies, provide nutritional counseling treatment plans, and adapt behavioral modification techniques.

**Prerequisite(s):** DHY-202

### **DHY-216 Community Oral Health II**

#### **1 Credit(s)**

2 Lab Hour(s)

This partially online course will provide students with an opportunity to engage in a community health experience over the course of the semester and apply the principles of Community Oral Health I to a practicum project.

**Prerequisite(s):** DHY-202; DHY-204; DHY-206; DHY-207; DHY-219

### **DHY-219 Periodontology II**

#### **1 Credit(s)**

1 Lecture Hour(s)

This course is an advanced study of the disease process and treatment modalities for periodontal disease. Emphasis is placed on the dental hygienist's role in developing soft tissue management programs including initial therapy, maintenance and evaluation of oral health. Implants, periodontal surgery and oral rehabilitation are also integrated. Case studies, integration of clinical therapies and computer assisted learning are used.

**Prerequisite(s):** DHY-200; DHY-201; DHY-205; DHY-208; DHY-209

### **DHY-220 Local Anesthesia for Dental Hygienists**

#### **1 Credit(s)**

1 Lecture Hour(s)

This course is designed to provide the student with the necessary knowledge and skills to administer local anesthesia properly to patients who require pain management during dental hygiene treatment. Special emphasis will be given to the pharmacology of local anesthetic and pain control, injection fundamentals, and the clinical administration of local anesthesia. Local and systemic complications along with legal considerations will also be presented.

**Prerequisite(s):** DHY-201; DHY-205; DHY-209; BIO-209

### **DMS-101 Ultrasound Physics and Instrumentation I [Fall Only]**

#### **2 Credit(s)**

3 Lab Hour(s)

1 Lecture Hour(s)

This course will provide the student with the relevant fundamental physical principles as well as the basic instrumentation used in diagnostic ultrasound. Modes of operation, imaging and display techniques that relate to high-frequency sound production will be stressed.

**Prerequisite(s):** DMS-102; DMS-113; DMS-115

### **DMS-102 Clinical Medicine and Patient Care [Fall Only]**

#### **2 Credit(s)**

2 Lecture Hour(s)

This course will enable the student to provide quality patient care while demonstrating the application of technical skills needed to perform ultrasound procedures. Medical term definitions will also be presented and practical applications of medical terminology will be covered. An understanding of pertinent emergency care, patient psychology, medical ethics and management skills will be presented.

**Prerequisite(s):** DMS-101; DMS-113; DMS-115

### **DMS-113 Abdominal Sonography I [Fall Only]**

#### **3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course is a comprehensive study of abdominal structures with an emphasis on specialty organ examinations. Knowledge of the diagnosis, history and physical findings, as they pertain to the pathophysiology of abdominal organs and systems are presented. Normal and abnormal tissue patterns are included within the discussions. Students will practice scanning in the lab in preparation for objectives required in Ultrasound Clinic I.

**Prerequisite(s):** BIO-109; DMS-101; DMS-102; DMS-115

### **DMS-115 Cross-Sectional Anatomy [Fall Only]**

#### **4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course involves the study of the structure and function of human anatomy in the cross sectional mode. Topics will include the circulatory system, abdomen, thorax, cranium, pelvis, reproductive system and retroperitoneum. Fetal cross-sectional anatomy will also be presented. The course content will be presented through lectures, discussion, and laboratory exercises.

**Prerequisite(s):** BIO-109; DMS-101; DMS-102; DMS-113

### **DMS-201 Ultrasound Physics and Instrumentation II [Spring Only]**

#### **2 Credit(s)**

3 Lab Hour(s)

1 Lecture Hour(s)

This course is a continuance of the study of the physical principles of diagnostic ultrasound. Emphasis will be placed on hemodynamics, Doppler ultrasound, image artifacts, bioeffects, safety, and quality assurance. Advanced instrumentation will also be presented.

**Prerequisite(s):** DMS-101; DMS-102; DMS-113; DMS-115

**Corequisite(s):** DMS-204; DMS-205; DMS-213; DMS-218

### **DMS-204 Introduction to Medical Imaging [Spring Only]**

#### **1 Credit(s)**

1 Lecture Hour(s)

This course is a comprehensive course pertaining to different procedures that exist in the Radiology Department. It is an introduction to different modalities and how they interrelate to one another. Special tests will be introduced in each modality with strong emphasis on correlation with ultrasound exams. The course will be divided into certain organ systems and the 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.

**Prerequisite(s):** DMS-102; DMS-113; DMS-115; DMS-218

**Corequisite(s):** DMS-201; DMS-205; DMS-213; DMS-218

### **DMS-205 Obstetric and Gynecological Sonography I [Spring Only]**

#### **3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course is designed to familiarize students with the pathophysiology of the female reproductive system, gynecological anomalies and normal and abnormal first trimester pregnancy. Pelvic scanning protocol will also be discussed and sonographic interpretation will be utilized. Recognizing the normal and abnormal sonographic patterns in gynecology and first trimester pregnancy will be covered. Pathological and/or physiological data for the interpretation by physicians is stressed. The sonographic criteria for evaluation of the gravid uterus and fetus will be demonstrated.

**Prerequisite(s):** BIO-109; DMS-102; DMS-113; DMS-115

**Corequisite(s):** DMS-201; DMS-204; DMS-213; DMS-218

### **DMS-213 Abdominal Sonography II [Spring Only]**

**3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course is a continuance of Abdominal Sonography I in studying abdominal structures where an emphasis is placed on specialty organ examinations. Knowledge of the diagnosis, history, and physical findings as they pertain to the pathophysiology of abdominal and small organs are presented. Normal and abnormal tissue patterns are included within this course. Students will practice and master a full abdominal procedure in the lab to prepare them for Ultrasound Clinic II-Abdomen rotation.

**Prerequisite(s):** BIO-109; DMS-102; DMS-113; DMS-115

**Corequisite(s):** DMS-201; DMS-204; DMS-205; DMS-218

**DMS-214 Echocardiography I [Fall Only]****3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course is an introduction to cardiovascular principles. Topics covered will be anatomy and physiology, pathophysiology, patient assessment that includes palpation and auscultation of the heart and arteries, cardiovascular medications, surgical intervention and interpretation of electrocardiograms. Students will also learn how to perform a limited echo procedure in an attempt to prepare them for Vascular Practicum IV.

**Prerequisite(s):** BIO-209; DMS-201; DMS-219

**Corequisite(s):** DMS-220; DMS-229

**DMS-218 Ultrasound Clinic I [Spring Only]****1 Credit(s)****16 Clinical Hour(s)**

This course requires the student to spend two days a week in an approved hospital Ultrasound Department. Students will perform limited abdominal and pelvic procedures under the direct supervision of the supervising sonographer. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system.

**Prerequisite(s):** DMS-101; DMS-102; DMS-113;

DMS-115

**Corequisite(s):** DMS-201; DMS-204; DMS-205; DMS-213

**DMS-219 Ultrasound Clinic II - Abdomen****2 Credit(s)****40 Clinical Hour(s)**

This course requires the student to spend five days a week in an approved hospital Ultrasound Department. Students will perform complete abdomen procedures under the direct supervision of the supervising sonographer. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system.

**Prerequisite(s):** DMS-204; DMS-205; DMS-213; DMS-218

**DMS-220 Ultrasound Clinic III - Obstetric and Gynecological Sonography [Fall Only]****2 Credit(s)****16 Clinical Hour(s)**

This course requires the student to spend two days a week in an approved hospital Ultrasound Department. Students will perform pelvic and obstetrical procedures under the direct supervision of the supervising sonographer. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system.

**Prerequisite(s):** DMS-205; DMS-219

**Corequisite(s):** DMS-226

**DMS-221 Ultrasound Clinic IV - Echocardiography [Spring Only]****2 Credit(s)****16 Clinical Hour(s)**

This course requires the student to spend two days a week in an approved ultrasound department. Students will perform venous and arterial procedures under the direct supervision of the supervising sonographer. Students are given specific learning objectives for the rotation. Progress is evaluated according to a

competency-based clinical education system.

**Prerequisite(s):** DMS-214; DMS-220; DMS-226; DMS-229

**Corequisite(s):** DMS-227

### **DMS-222 Ultrasound Clinic V - Vascular [Summer Only]**

#### **1 Credit(s)**

This course requires the student to spend five days a week in an approved ultrasound department. Students will perform venous and arterial procedures under the supervision of the designated clinical instructor. Students are given specific learning objectives for the rotation. Progress is evaluated according to a competency-based clinical education system.

**Prerequisite(s):** DMS-221; DMS-227

**Corequisite(s):** DMS-230

### **DMS-226 Obstetric and Gynecological Sonography II [Fall Only]**

#### **3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course is a continuance of OB/GYN Sonography designed to familiarize the students with the pathophysiology of the female reproductive pelvic scanning protocol will also be discussed and sonographic interpretation will be utilized in the labs. Normal and abnormal obstetrical patterns will be taught, and emphasis is placed on recognizing the essential sonographic appearance when doing an obstetrical exam in 2nd and 3rd trimester. Chromosomal and congenital anomalies are discussed and the importance of the differential diagnosis. Level II and high risk OB ultrasound are presented. Pathological and/or physiological data for the interpretation by physicians is stressed. The sonographic criteria for evaluation of the gravid uterus, postpartum uterus and the fetus will be demonstrated.

**Prerequisite(s):** BIO-209; DMS-205; DMS-219

**Corequisite(s):** DMS-214; DMS-220

### **DMS-227 Echocardiography II [Spring Only]**

#### **3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course is a continuance of Echocardiography, explaining the normal anatomy and physiology of the adult heart. A more in-depth analysis of the physiology/hemodynamics of the heart chambers and muscles are emphasized. Doppler flow patterns and sonographic evaluation of the abnormal heart will be stressed. New techniques as an adjunct tool to Echocardiography will be discussed. Students will perform a complete echo exam in lab in preparation for Vascular Practicum IV. Cardiac measurements of the chambers and muscles will be covered.

**Prerequisite(s):** DMS-226; DMS-229

**Corequisite(s):** DMS-221; DMS-228

### **DMS-228 Advanced Ultrasound Practices [Spring Only]**

#### **1 Credit(s)**

3 Lab Hour(s)

This course is designed to explore new specialty techniques in the areas of Abdomen, Obstetrics and Gynecology, and Echocardiography. Intraoperative procedures will be discussed in all specialties. Specialized equipment will also be emphasized. The course will also focus on legal and ethical issues in sonography. Review of case presentations will be discussed. Independent learning assignments and various lecture formats will enhance the course. Journal articles will be introduced. Neurosonography will be stressed to include normal and abnormal sonographic findings.

**Prerequisite(s):** DMS-226; DMS-229

**Corequisite(s):** DMS-221; DMS-227

### **DMS-229 Vascular Imaging [Fall Only]**

#### **2 Credit(s)**

3 Lab Hour(s)

1 Lecture Hour(s)

This course introduces the use of diagnostic imaging with the use of Doppler for examining the vasculature of the human body. In this class the student will learn about diseases that affect the circulatory system. The course provides a history of diagnosis and treatment of vascular conditions. In addition, the course gives the student an awareness of alternative diagnostic tools used in conjunction with ultrasound. The student will learn how to perform vascular tests commonly

performed in vascular laboratories and develop an awareness of tests that are routinely performed.

**Prerequisite(s):** BIO-209; DMS-201; DMS-213  
**Corequisite(s):** DMS-220; DMS-214

### **DMS-230 Comprehensive Review [Summer Only]**

**3 Credit(s)**

3 Lecture Hour(s)

This course will review specialty areas pertinent to sonography in preparation for the ARDMS exam. Emphasis will be placed on ultrasound physics, general and cardiac concentrations. Upon completion of the program, students are eligible to take the ARDMS exams in Abdomen, Ob/Gyn, and Adult Echocardiography. The matrix of ARDMS exams for Abdomen, Obstetrics and Gynecology, and Adult Echocardiography will be followed. Seventy percent of the matrix on all specialties will be reviewed. The remaining 30% will be presented in the program courses specifically focused on the specialties mentioned. Students are required to pass the exit examination in all three specialties as a requirement for program eligibility to take the ARDMS exams.

**Prerequisite(s):** DMS-227; DMS-228  
**Corequisite(s):** DMS-222

### **DFT-107 Drafting I**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a study of drafting theory and development of drafting skills with an emphasis placed on terminology and procedures used in multi-view projection, sectional views, dimensioning, and pictorial drawing, and computer aided drafting, and architectural drawing.

### **DFT-207 Drafting II**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course introduces the student to basic theory and design techniques used in a semester 'Reverse Engineering' project in which the student produces dimensioned CAD drawings [CAD], tolerance, assembly, perspectives and advanced isometrics.

**Prerequisite(s):** DFT-107

### **DFT-208 Engineering Graphics (Using SOLIDWORKS)**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is designed to acquaint the student with various types of graphic solutions used in solving engineering and drafting problems. Particular attention is given to orthographic projection. Methods of visualization relating to auxiliary views, lines and planes, and points are explored in detail to help prepare the student for advanced drafting and CAD. This course will utilize SOLIDWORKS parametric design software which allows you to create parts, assemblies and drawings.

**Prerequisite(s):** DFT-107

### **DFT-209 Civil Engineering Methods**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course builds on the skills obtained in Drafting II and Engineering Graphics. This course will look at business applications of Computer Aided Drafting in the fields of Civil Engineering and Land Surveying. Preparation of site plans for land development, land surveying, and civil engineering documents used in construction will be explored. The course is designed to expose the student to the requirements and opportunities in Civil Engineering and Land Surveying.

**Prerequisite(s):** DFT-207; DFT-208

### **DFT-210 Computer Aided Drafting I**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course introduces the use of computer-aided drafting [CAD] on a PC computer using AutoCAD software. Topics include drawing setup, line drawing, editing, layer creation, display features, and dimensioning.

**Prerequisite(s):** DFT-107

**Corequisite(s):** DFT-107

## **DFT-211 Computer Aided Drafting II**

**5 Credit(s)**

5 Lab Hour(s)

3 Lecture Hour(s)

This course continues the work of CAD I and covers intermediate level and advanced CAD skills. Included in this course will be file management, blocks, attributes, dynamic blocks, external references, parametric drafting, 3D surfaces and solids, rendering and architectural drawings using AutoCAD Architecture.

**Prerequisite(s):** DFT-210

## **DFT-212 Computer Aided Drafting III**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a hands-on experience where students will develop still or animated photo realistic presentations from 2D or 3D CAD drawings. The course includes a study of light and shading techniques, assigning materials to surfaces, graphics file formats, motion techniques used in animations, and output to both video and hard copy devices.

**Prerequisite(s):** DFT-211

## **DFT-215 Building Systems**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course provides an understanding of the basic principles and appropriate application of building service and environmental systems, incorporating thermal exposure, climate modification, environmental systems and energy use with a focus on sustainability as these relate to the building envelope. The course also introduces aspects of plumbing, vertical transportation systems, and life safety in building design. An HVAC project will be assigned.

**Prerequisite(s):** DFT-107; DFT-207

## **DFT-262 Architectural Drafting**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course will provide the student with a basic comprehensive study of the field of Residential Architectural Drafting with emphasis on residential construction principles, planning, and specifications. Students will design a residential structure and will prepare a complete set of specifications and construction drawings.

**Prerequisite(s):** DFT-207; DFT-208

**Corequisite(s):** DFT-265

## **DFT-263 Architectural Design**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course explores the relationships among the environmental, functional, formal and technological dimensions of architecture.

**Prerequisite(s):** DFT-262

## **DFT-265 Architectural Practice and Planning**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is designed to provide a student with basic practical, technical, and contractual guidelines for working in a professional architectural environment. Among the topics covered are building codes, zoning, plot and site planning, accessible facilities, construction materials, and architectural presentations.

**Prerequisite(s):** DFT-207; DFT-208

**Corequisite(s):** DFT-262

## **DFT-266 Materials and Methods of Construction**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course introduces and discusses the construction process and its role in architecture and design. The course discusses major building component systems and methods. Structural theory is also explored.

**Prerequisite(s):** DFT-262

### **DFT-270 Building Information Modeling**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course will introduce students to the principles and practice of Building Information Modeling. Course exercises and projects are designed to enrich the students' understanding of the potential of this emerging technology on both a practical and theoretical level. The principal software that we will be currently using for this course is Autodesk Revit Architecture. Many of the terms and concepts covered will be common to other commercial products characterized as Building Information Modelers.

**Prerequisite(s):** DFT-262

### **DFT-282 Technical Illustration**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course details the techniques used in the preparation of pictorial technical material for illustration and publication. Advanced drawing techniques in axonometric, oblique, and perspectives are covered, as well as basic shading methods used in illustration. Illustration techniques on CAD are also explored.

**Prerequisite(s):** DFT-207

### **DFT-291 Co-Op Work Experience [Drafting]**

**1 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 3

This course is designed to provide drafting and design students with parttime work experiences so that they may learn and practice under professional guidance in college approved work environments. In addition, weekly seminars are conducted by a college faculty member. Students must apply for these courses through the Co-Op Office, which offers job placement assistance; this application must precede registration for Co-Op courses. 1 lecture, 1 credit plus 60

minimum hours work experience distributed over the semester.

**Prerequisite(s):** DFT-207

### **DFT-292 Co-Op Work Experience [Drafting]**

**2 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 8

This course is designed to provide drafting and design students with parttime work experiences so that they may learn and practice under professional guidance in college approved work environments. In addition, weekly seminars are conducted by a college faculty member. Students must apply for these courses through the Co-Op Office, which offers job placement assistance; this application must precede registration for Co-Op courses. 1 lecture, 2 credits plus 120 minimum hours work experience distributed over the semester.

**Prerequisite(s):** DFT-207

### **DFT-293 Co-Op Work Experience [Drafting]**

**3 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 12

This course is designed to provide drafting and design students with parttime work experiences so that they may learn and practice under professional guidance in college approved work environments. In addition, weekly seminars are conducted by a college faculty member. Students must apply for these courses through the Co-Op Office, which offers job placement assistance; this application must precede registration for Co-Op courses. 1 lecture, 3 credits plus 180 minimum hours work experience distributed over the semester.

**Prerequisite(s):** DFT-207

### **ECO-101 Principles of Macroeconomics**

**3 Credit(s)**

3 Lecture Hour(s)

This course provides an analytical and institutional



study of the American economy. This course explores issues such as inflation, recession, unemployment, financial markets, money and banking, and the role of government spending and taxation to achieve an optimal allocation of resources, price stability, full-employment level of national income, and long-term growth under the modern market economy.

**General Education Course** > Social Sciences

### **ECO-102 Principles of Microeconomics**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is the study of the organization and operation of the American economy for the production and distribution of goods and services. This course explores pricing of products and resources in market situations varying from competition to monopoly, as well as behavior of the firm in determining quantity of output and hiring of factors of production. He course introduces dynamics of resource allocation, price determination and the importance of elasticity in different market structures.

**General Education Course** > Social Sciences

### **ECO-110 Environmental Economics**

#### **3 Credit(s)**

This course is an introduction to contemporary problems of environmental quality. Topics include economic analysis of the institutions and practices leading to pollution of air, water, and land resources; analysis of incentives that lead to environmental degradation; the valuation of environmental quality; and the design and evaluation of regulations that seek to improve environmental quality including issues associated with global climate change.

### **ECO-202 Intermediate Microeconomics**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is designed to deepen your understanding and knowledge of theoretical and empirical microeconomic theory. Topics covered in the course include consumer utility and choice; production functions and cost; pricint of output and inputs under various market structures such as perfect competition, monopoly, monopolistic competition and oligopoly, as well as externalities and public goods.

**Prerequisite(s):** ECO-102

### **ECO-203 Intermediate Macroeconomics**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is designed to deepen your understanding and knowledge of theoretical and empirical macroeconomic theory. Topics covered in the course include economic fluctuations; the role of fiscal and monetary policies in stabilizing the economy; the relationship between inflation and unemployment; the role of government policy in promoting long-term economic growth; and dynamics of exchange rate determination in an open economy.

**Prerequisite(s):** ECO-101

### **ECO-291 Co-Op Work Experience [Economics]**

#### **1 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 3

This course provides the student with practical work experience in the area of economics. Students are supervised by a faculty member, and job placement assistance is available through the Cooperative Education Office. 1 credit, plus 60 minimum hours work experience distributed over the semester. Cooperative [3.00]

**Prerequisite(s):** ECO-101

### **ECO-292 Co-Op Work Experience [Economics]**

#### **2 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 8

This course provides the student with practical work experience in the area of economics. Students are supervised by a faculty member, and job placement assistance is available through the Cooperative Education Office. 2 credits, plus 120 minimum hours work experience distributed over the semester. Cooperative [8.00]

**Prerequisite(s):** ECO-101

## **ECO-293 Co-Op Work Experience [Economics]**

**3 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours 12**

This course provides the student with practical work experience in the area of economics. Students are supervised by a faculty member, and job placement assistance is available through the Cooperative Education Office. Requires 180 minimum hours work experience distributed over the semester.

**Prerequisite(s):** ECO-101

## **EDU-101 Introduction to Education**

**3 Credit(s)**

3 Lecture Hour(s)

This course is focused on the presentation of the realities of teaching and the role of education in society. Issues of social justice and equity are focal points, integrated into discussion about diversity, the purpose of schools, student life, law and ethics, and teacher effectiveness. This course presents information on teacher dispositions, national/state standards differentiated teaching strategies, family/school connections, learning environment, and classroom management. There is a 10- hour classroom observation component in P-12 classrooms.

## **EDU-102 Inclusion and the Exceptional Child**

**3 Credit(s)**

3 Lecture Hour(s)

This course provides an overview of the curriculum, practices, and legislation pertaining to education in inclusive classroom settings. Topics presented will relate to students who have a variety of special needs, English language learners and other diverse learners. a special feature of this course includes five hours of classroom observation in an inclusive classroom setting

## **EDU-110 Foundations of Multicultural Education**

**3 Credit(s)**

3 Lecture Hour(s)

This course develops knowledge, skills, and attitudes required for teaching students from diverse cultural and linguistic backgrounds. This course further defines concepts presented in social science courses, such as World Geography, Sociology, Anthropology, Economics, and Political Science from the perspective of diverse societies.

## **EDU-120 Foundations of Early Child Education**

**3 Credit(s)**

3 Lecture Hour(s)

This course provides an overview of the basic principles and concepts of early childhood education and development. The needs and abilities of young children are analyzed, and directed observations are made in early childhood education programs. Students learn about the Child Development Associate Credentialing Process.

## **EDU-130 Infant and Toddler Care and Education**

**3 Credit(s)**

3 Lecture Hour(s)

The purposes of this course are (1) to apply the principles of developmentally appropriate practice to planning, implementing, and evaluating curriculum experiences for infants and toddlers; and (2) to develop strategies for integrating a range of developmental needs and disabilities within the planned curriculum.

## **EDU-140 Educational Technology**

**3 Credit(s)**

4 Lab Hour(s)

1 Lecture Hour(s)

This course provides students as well as educators from various fields with best practices of utilizing educational technology to enhance the learning experiences of students from preschool to high school.

## **EDU-201 Principles and Practices in Education**

**3 Credit(s)**

3 Lecture Hour(s)

This course examines various educational theories, methods of instructional planning, student evaluation,

and principles of classroom questioning. The nature of cognitive, affective, and skills lessons is also explored. The course instructs students in a broad range of competencies required for state certification, focusing on how to improve the practice of teaching, and equipping students with the skills and strategies to succeed as practitioners. This course includes a required fieldwork component.

**Prerequisite(s):** EDU-101

### **EDU-220 Developmental Theory and Learning**

**3 Credit(s)**

3 Lecture Hour(s)

This course examines the emergent processes of early childhood development and the best practices for meeting children's education, physical and social/emotional needs for students aged 0-8 years old. This course presents research-based theoretical perspectives for guiding teaching and effectively serving diverse student populations. A special feature of this course is five hours of observation/active participation in an early childhood classroom setting.

**Prerequisite(s):** EDU-120

### **EDU-226 Supervised Fieldwork Experience**

**3 Credit(s)**

4 Lab Hour(s)

1 Lecture Hour(s)

This course was designed to expand and challenge personal and professional attitudes while providing supervised growth opportunities for prospective teachers. As the capstone course of the Early Childhood course sequence, this fieldwork course features guided experiences with professionals in classrooms that serve students in preschool through third grade. Students will create and demonstrate developmentally-appropriate lessons, as they develop pedagogical skills and the dispositions necessary for effective teaching. Students will create a professional teaching portfolio.

**Prerequisite(s):** EDU-120; EDU-220

### **ELC-100 Introduction to Electronics Technology**

**2 Credit(s)**

2 Lab Hour(s)

1 Lecture Hour(s)

This course presents an orientation to the various subspecialties within the field, their interrelationships, and their range of applications. The course also covers introductory topics in electrical and electronics drafting, computer-aided circuit analysis, and electronic fabrication.

### **ELC-101 DC-Circuit Analysis**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course includes Ohm's and Kirchoff's laws for analysis of series, parallel, and series/parallel circuits, and Thevenin's and Norton's theorems for multiple-loop circuits. Capacitance and inductance transient behavior is also studied, as well as branch, mesh, and node analysis.

### **ELC-110 Electric Power Technology**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course covers the basics of power systems for residential, commercial, and industrial applications from a practical viewpoint.

### **ELC-120 Photovoltaic [PV] Systems Technology**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

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.]

### **ELC-201 AC-Circuit Analysis**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course introduces sinusoidal inputs and time response of RL, RC, and RLC circuits. Network theorems for AC-circuits are covered, as well as resonance, filters, and pulse response of reactive circuits.

**Prerequisite(s):** ELC-101

### **ELC-203 Digital Electronics Circuits I**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is an introduction to the fundamental concepts and applications of solid-state devices.

**Prerequisite(s):** ELC-201

### **ELC-204 Digital Electronics Circuits II**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is the second course in a two-course sequence in electronics. It builds upon the first course with a study of solid-state voltage and power amplifiers, emitter followers, field-effect transistors and circuits, thyristors, frequency effects, and op-amps.

**Prerequisite(s):** ELC-203

### **ELC-214 Communication Systems I**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course emphasizes the application of electronic communication theory to practical systems. This first course of a two-course sequence covers AM and FM systems, television, and telephone. Digital and data communication will be introduced, and continued in Communication Systems II.

**Prerequisite(s):** ELC-204

### **ELC-215 Communication Systems II**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course follows the first course in this sequence, continuing work in digital and data communication, and then covers transmission lines, radiowave propagation, antennas, microwave systems, satellite communications, fiber-optic systems, and cellular communication systems.

**Prerequisite(s):** ELC-214

### **ELC-292 Co-Op Work Experience [Electronics]**

**2 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 8

This course provides the student with practical, supervised work experience in the field of electronic engineering technology. Through on-the-job experience, students can acquire valuable practical knowledge and skills to pursue a related career. Students are supervised by a faculty member and job placement assistance is available through the Co-Op Office. Requires 120 minimum hours work experience distributed over the semester.

**Prerequisite(s):** ELC-214

### **ENG-011 Development Skills I**

**5 Credit(s)**

5 Lecture Hour(s)

This course is the first part of a two-course basic skills sequence designed to improve fundamental academic skills in the areas of reading, writing, and critical thinking. Class instruction emphasizes the development of writing skills, literal and interpretive comprehension of reading texts, sentence structure, grammar and punctuation, and vocabulary. At least 50 minutes per week of this five-hour course meets in a computer lab where there is opportunity for individualized instruction.

**Corequisite(s):** IST-123

### **ENG-021 English Skills**

**5 Credit(s)**

5 Lecture Hour(s)

This course is a one-semester course designed to improve fundamental academic skills in reading, writing, and critical thinking. Class instruction

emphasizes the development of paragraph and essay writing skills, reading comprehension, sentence structure, grammar and punctuation, and vocabulary. At least 50 minutes per week of this five-hour course meets in a computer lab where there is opportunity for individualized instruction.

**Prerequisite(s):** IST-123; ENG-011

**Corequisite(s):** IST-123

## **ENG-033 Directed Studies in Writing II**

### **2 Credit(s)**

2 Lecture Hour(s)

This course provides the opportunity for students who qualify to accelerate and who are co-enrolled in ENG-101 to learn various strategies and specific skills that will help them to succeed in their ENG-101 course. Students enrolled in the course will receive instruction in critical thinking strategies, critical reading strategies, close reading, summary, paraphrase, direct quote, essay organization, essay coherence, grammar, proper documentation, and word processing

**Prerequisite(s):** Placement Exam **OR** Acceleration from ENG-011

## **ENG-101 English Composition I**

### **3 Credit(s)**

3 Lecture Hour(s)

This course provides students with extensive practice in critical reading and thinking, and academic essay writing. This course emphasizes the writing process and concentrates on the organization and development of ideas. Students will develop their reading and writing skills, and learn how to integrate primary and secondary sources into their writing for the purpose of supporting a thesis.

**General Education Course** >Communication

**Prerequisite(s):** Acceleration from ENG-011 **OR** Completion of ENG-021 **OR** ALP-063 and ALP-064 **OR** Direct placement exam into ENG-101

## **ENG-201 English Composition II**

### **3 Credit(s)**

3 Lecture Hour(s)

This course continues the emphasis of English Composition I on the writing process, and on critical

reading and thinking skills. Particular attention is devoted to writing with sources and to argumentative writing. Emphasis is placed on correct language usage and on research and the techniques of MLA documentation.

**General Education Course** >Communication

**Prerequisite(s):** ENG-101

## **ENG-202 Technical Writing**

### **3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to the theory and practice of expository writing in the business, scientific, and industrial fields. Special attention is given to the writing of progress reports, sales and statistical reports, and other types of office, clinical, and scientific material.

**Prerequisite(s):** ENG-101

## **ENG-204 Creative Writing**

### **3 Credit(s)**

3 Lecture Hour(s)

This is a course in which students write in such forms as poetry, fiction, and drama. Students read and discuss each other's work as well as that of published authors.

**Prerequisite(s):** ENG-101

## **ENG-205 Creative Writing in Fiction**

### **3 Credit(s)**

3 Lecture Hour(s)

This course gives students the opportunity to focus on the elements of fiction writing. Students read and discuss each other's work.

**Prerequisite(s):** ENG-101

## **ENG-206 Memoir/Creative Non-Fiction**

### **3 Credit(s)**

3 Lecture Hour(s)

This is a course in which students write memoir and creative non-fiction using such forms as essay, narrative, and poetry. Students read and discuss each

other's work as well as that of published authors; they utilize blogs to store and share their writings.

**Prerequisite(s):** ENG-101

### **ENG-207 Creative Writing - Poetry**

**3 Credit(s)**

3 Lecture Hour(s)

This is a course in which students write poetry using both lyric and narrative styles. The course will focus on a study of contemporary poetry, but students will also gain an understanding of traditional poetic forms such as the sonnet, villanelle, sestina, ode, and elegy. In addition to producing a portfolio of original poems, students will read and discuss each other's work as well as that of published authors.

**Prerequisite(s):** ENG-101

### **ENG-208 The Elements of Playwriting**

**3 Credit(s)**

3 Lecture Hour(s)

This is a workshop-style course that allows students to experience and practice the creative process involved in writing. This course provides students with an understanding of dramatic text, the skills necessary to create character, relationship, dialogue, and dramatic action. In addition, the course introduces students to the process of stage performance and managing their scripts for this medium.

**Prerequisite(s):** ENG-101

### **ENG-216 Writing-Professional Purposes**

**3 Credit(s)**

3 Lecture Hour(s)

This course gives students a background in the fundamentals of professional, edited English. It is designed to build upon basic competency in writing and provide a basis for students seeking careers in fields in which a command of the technical and stylistic terminology of writing is essential.

**Prerequisite(s):** ENG-101

### **EBS-011 Developmental Skills I**

**5 Credit(s)**

5 Lecture Hour(s)

This course is the first part of a two-course basic skills sequence designed to improve fundamental academic skills in the areas of reading, writing, and critical thinking. Class instruction emphasizes the development of writing skills, literal and interpretive comprehension of reading texts, sentence structure, grammar and punctuation, and vocabulary. At least 50 minutes per week of this five-hour course meets in a computer lab where there is opportunity for individualized instruction.

### **EBS-012 Developmental Skills II**

**5 Credit(s)**

5 Lecture Hour(s)

This course is the second part of a two-course basic skills sequence designed to improve fundamental academic skills in reading, writing, and critical thinking for students who have not demonstrated mastery in all skill areas introduced in Developmental Skills I. Class instruction emphasizes the development of paragraph and essay writing skills, reading comprehension, sentence structure, grammar and punctuation, and vocabulary. At least 50 minutes per week of this five-hour course meets in a computer lab where there is opportunity for individualized instruction.

**Prerequisite(s):** EBS-011

### **EBS-021 English Skills**

**5 Credit(s)**

5 Lecture Hour(s)

This course is a one-semester course designed to improve fundamental academic skills in reading, writing, and critical thinking. Class instruction emphasizes the development of paragraph and essay writing skills, reading comprehension, sentence structure, grammar and punctuation, and vocabulary. At least 50 minutes per week of this five-hour course meets in a computer lab where there is opportunity for individualized instruction.

### **EBS-033 Directed Studies in Writing II**

**2 Credit(s)**

1 Lab Hour(s)

2 Lecture Hour(s)

This course provides the opportunity for students who qualify to accelerate and who are co-enrolled in WRT-101 to learn various strategies and specific skills that

will help them to succeed in their WRT-101 course. Students enrolled in the course will receive instruction in critical thinking strategies, critical reading strategies, close reading, summary, paraphrase, direct quote, essay organization, essay coherence, grammar, proper documentation, and word processing

**Prerequisite(s):** EBS-011 or by placement testing  
**Corequisite(s):** WRT-101

### **EBS-041 Directed Studies in Writing I**

#### **1 Credit(s)**

1 Lecture Hour(s)

This course provides individual prescriptive programs to support and develop language skills necessary for college level performance. As a supplement to English Composition I, this course offers computer-assisted, interactive practice in designated areas of English grammar and punctuation, research writing, critical reading skills to reinforce classroom instruction.

**Corequisite(s):** WRT-101

### **ALP-004 American Language Foundations Grammar A**

#### **3 Credit(s)**

3 Lecture Hour(s)

This is a two-part course for English language learners with little or no prior exposure to English. It introduces students to the most basic grammar of English needed for academic purposes.

**Corequisite(s):** ALP-005

### **ALP-006 American Language Foundations Reading**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is for English language learners with little or no prior exposure to English. This course 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.

**Prerequisite(s):** Pre- or Co-Reqs: ALP-004/ALP-005

### **ALP-007 American Language Foundations: Writing**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a course in writing for academic purposes for English language learners with little or no prior exposure to English. It provides students with instruction in the spelling of English and practice in writing sentences and paragraphs.

**Prerequisite(s): Pre- or Co-Reqs:** ALP-004; ALP-005

### **ALP-041 American Language I: Grammar A**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a two prt course in English grammar for high beginner English language learners. This course strengthens and expands grammatical competency needed for English academic purposes.

**Prerequisite(s):** ALP-004/ALP-005 ;  
**Pre- or Co-Reqs:** ALP-006; ALP-007  
**Corequisite(s):** ALP-042

### **ALP-043 American Language I: Writing**

#### **3 Credit(s)**

3 Lecture Hour(s)

This is a course in writing for academic purposes for high beginner English language learners. This course provides students with an introduction to academic writing including paragraphs and short essays.

**Prerequisite(s):** ALP-007;  
**Pre- or Co-Reqs:** ALP-041/ALP-042 ;

### **ALP-044 American Language I: Reading**

#### **3 Credit(s)**

3 Lecture Hour(s)

This is course a course for high beginner English language learners. It introduces reading strategies and thinking skills and develops vocabulary to increase reading comprehension.

**Prerequisite(s):** ALP-006;  
**Pre- or Co-Reqs:** ALP-041/ALP-042

## **ALP-051 American Language II: Grammar A**

### **3 Credit(s)**

3 Lecture Hour(s)

This is a two-part course in English grammar for intermediate English language learners. This course reinforces basic grammar and builds grammatical awareness and proficiency needed to for college-level reading, writing, speaking and listening.

**Prerequisite(s):** ALP-041/ALP-042 ;

**Pre- or Co-Reqs:** ALP-043; ALP-044

**Corequisite(s):** ALP-052

## **ALP-053 American Language II: Writing**

### **3 Credit(s)**

3 Lecture Hour(s)

This is a course in writing for academic purposes for intermediate English language learners. This course prepares students for writing in college level courses by reinforcing and building on the fundamentals of essay structure and organization.

**Prerequisite(s):** ALP-043

**Pre- or Co-Reqs:** ALP-051/ALP-052

## **ALP-054 American Language II: Reading**

### **3 Credit(s)**

3 Lecture Hour(s)

This is a course in reading for academic purposes for intermediate English language learners. it develops reading strategies, critical thinking skills and vocabulary enabling students to understand and interpret texts.

**Prerequisite(s):** ALP-044

**Pre- or Co-Reqs:** ALP-051/ALP-052

## **ALP-055 Direct Studies American Language II**

### **1 Credit(s)**

1 Lecture Hour(s)

This course is for students in the American Language Program who need intensive, supplemental instruction in grammar and writing skills. This computer-assisted learning program is provided on an individual, prescriptive basis.

## **ALP-061 American Language III: Grammar A**

### **3 Credit(s)**

3 Lecture Hour(s)

This is a two-part course in English grammar for advanced English language learners. This course includes the study of linguistic structures needed for college-level reading, writing, speaking and listening. The course completes the study of English sentence structure and correct verb usage.

**Prerequisite(s):** ALP-051/ALP-052

**Pre- or Co-Reqs:** ALP-053; ALP-054

**Corequisite(s):** ALP-062

## **ALP-063 American Language III: Writing**

### **3 Credit(s)**

3 Lecture Hour(s)

This course emphasizes writing for academic purposes and provides advanced English language learners with intensive practice using critical thinking to analyze, and interpret text in order to write cause/effect, compare/contrast and argumentative essays.

**Prerequisite(s):** ALP-053

**Pre- or Co-Reqs:** ALP-061/ALP-062

## **ALP-064 American Language III: Reading**

### **3 Credit(s)**

3 Lecture Hour(s)

This course emphasizes reading for academic purposes and prepares advanced English language learners for reading in college-level courses enabling students to understand and evaluate academic reading materials.

**Prerequisite(s):** ALP-054

**Pre- or Co-Reqs:** ALP-061/ALP-062

## **ALP-065 Direct Studies American Language III**

### **1 Credit(s)**

1 Lecture Hour(s)

This course is for students in the American Language Program who need intensive, supplemental instruction in grammar and writing skills. This computer-assisted



learning program is provided on an individual, prescriptive basis.

### **ALP-068 TOEFL iBT Preparation**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course aims to improve students' ability to integrate the skills of reading, listening, speaking, and writing in English as required for the TOEFL iBT test. Students will learn to recognize the types of questions on this test and to develop skills and strategies to answer the questions. This course emphasizes reading and listening comprehension and includes activities to improve speaking and writing.

### **SPE-001 Speaking/Listening I for International Students**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course for International Students is designed for beginning students whose native language is not English. The course aims at developing comprehension of the spoken language, greater fluency, and intelligibility in speaking American English. This course should be taken in conjunction with American Language I.

**Prerequisite(s):** SPE-009 or Placement Test

### **SPE-002 Speaking/Listening II for International Students**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is designed for intermediate students whose native language is not English. The course aims at extending and reinforcing students skills in listening comprehension, pronunciation, and fluency through extensive practice in using spoken American English. This course should be taken in conjunction with American Language II.

**Prerequisite(s):** SPE-001

### **SPE-006 American Language Pronunciation**

#### **1 Credit(s)**

2 Lab Hour(s)

This is a course designed to help the nonnative speakers of English improve their American pronunciation. Basic drill material on all the individual sounds, the more important combinations of the English sound system, and the study of intonations and stress in ordinary speech patterns will be provided for practice.

### **SPE-007 Advanced Pronunciation for English Language Learners**

#### **1 Credit(s)**

2 Lab Hour(s)

This course is designed to help the advanced nonnative speakers of English to polish their American pronunciation. The primary goals of pronunciation training are clarity of speech and effective communication. Emphasis of this course is placed on rhythm, phraseology, intonation, thought groups, and linking. Individual challenging vowels and consonant blends are addressed. This course offers ample opportunities to help students internalize and use their new skills through interactive activities.

**Prerequisite(s):** SPE-006

### **SPE-008 Advanced Listening for English Language Learners**

#### **1 Credit(s)**

2 Lab Hour(s)

This course is a one-credit listening course that aims to develop listening strategies and improve listening comprehension skills in high intermediate and advanced English language learners. In this course students will practice listening to college lectures, understanding main ideas and details, making inferences, and taking effective notes. Students will increase their ability to understand academic listening passages by studying lecture organization, recognizing language cues, noting numbers and statistics, and learning academic vocabulary.

**Prerequisite(s):** SPE-002

### **SPE-009 American Language Foundations: Speaking and Listening**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is for international students with little or no exposure to English. It provides them with

instruction in basic expression and understanding simple oral language, including following instructions. They will learn to use vocabulary in everyday speaking situations.

### **SPE-010 Idioms, Conversation, and American Culture (Home and School)**

**1 Credit(s)**

2 Lab Hour(s)

This course aims to develop cultural awareness and improve conversation skills in high intermediate and advanced English language learners through the understanding of idioms. Students will recognize and produce the high-frequency idioms and expressions needed in a range of conversational and academic situations. Students will increase their ability to understand spoken and written discourse through structured and communicative activities. This one-credit elective provides training for students who want to build their idiomatic vocabulary and cultural fluency for communicative success in a variety of situations.

**Prerequisite(s):** SPE-002

**Corequisite(s):** SPE-002

### **SPE-011 Idioms, Conversation and American Culture (Life and Work)**

**1 Credit(s)**

2 Lab Hour(s)

This course aims to develop cultural awareness and improve conversation skills through the understanding of idioms. Students will recognize and produce the high-frequency idioms and expressions needed in a range of speech acts, focusing on idioms related to their daily life and work life. Students will increase their ability to understand conversations through structured and communicative activities. This course will help learners to build their idiomatic vocabulary and cultural fluency for increased communicative success.

### **SPE-100 Advanced Oral Communication for Non-Native Speakers**

**3 Credit(s)**

3 Lecture Hour(s)

This course is designed to help advanced English language learners master the oral/aural skills necessary to succeed in college and professional settings.

Students will learn to speak confidently and effectively while focusing on academic presentations, group discussions, and extemporaneous oral communication. This course will address pronunciation and intelligibility issues, teach vocabulary for clear presentations, examine cultural differences, and reduce speech anxiety. Students will improve their ability to comprehend college lectures, academic speeches, and conversational discourse.

**Prerequisite(s):** SPE-002 or Accuplacer placement into SPE-100

### **FAB-101 Introduction to Fashion Systems**

**3 Credit(s)**

3 Lecture Hour(s)

This course provides students an overview of the multifaceted, global fashion industry, including sourcing, production, sustainability, wholesale and retail, marketing, calendar and technology. Students will also be introduced to major fashion milestones with a focus on the 19th through 21st centuries.

### **FAB-102 Textile Science and Construction**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to textile science, including natural and synthetic fiber sourcing, and the variety of construction techniques. Emphasis is placed on identifying and evaluating fiber and fabric construction characteristics, correct use of terminology and determining appropriate uses in the design and construction of garments.

**Prerequisite(s):** FAB-101

### **FAB-110 Sewing Techniques I**

**3 Credit(s)**

This course teaches the fundamentals of professional sewing and apparel construction techniques. Students learn basic cutting, sewing and finishing by hand and by machine.

### **FAB-112 Flat Pattern Design I**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course focuses on garment design through flat pattern manipulation, including basic slash and spread, and pivot methods of design development. Students use the basic slopers to create original designs.

**Prerequisite(s):** FAB-110

**Corequisite(s):** FAB-113

### **FAB-113 Draping I**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course focuses on garment design through draping on a dress form using muslin. Students learn the basics of grain, line and silhouette to create their own designs.

**Prerequisite(s):** FAB-110

**Corequisite(s):** FAB-112

### **FAB-200 Fundamentals of Fashion Sketching and Presentation**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course covers basic principles and elements of fashion design with a focus on line, color, form, space and texture. Basic body types and sketching techniques are emphasized. Students will apply the knowledge learned in Life Drawing 1 and Introduction to Fashion Systems to create fashion sketch presentations. Students will learn basic fashion proportions; develop a library of fashion croquis, basic rendering for various fabrics and textures, flat technical sketching skills and presentation techniques.

**Prerequisite(s):** FAB-101

### **FAB-210 Sewing Techniques II**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course builds on Sewing Techniques 1, providing students with more advanced construction and finishing techniques, including sleeve insertion, pockets and closures.

**Prerequisite(s):** FAB-110

**Corequisite(s):** FAB-112; FAB-113

### **FAB-212 Flat Pattern Design II**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course builds on FAB-112, providing students with more advanced flat patternmaking techniques. Students develop sloper variations including the two-piece sleeve, jacket and pleated pant slopers.

**Prerequisite(s):** FAB-112

**Corequisite(s):** FAB-113

### **FAB-213 Draping II**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course builds on FAB-113, providing students with more advanced draping techniques. Students develop design variations including the two-piece sleeve, jacket and pleated pant designs.

**Prerequisite(s):** FAB-113

**Corequisite(s):** FAB-112

### **FAB-220 Fashion Design Capstone/E-Portfolio**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course integrates all previous coursework into a final capstone project. Students will design and present two completed garments as part of a final 10-piece women's apparel collection based on current trends, including the technical specifications needed for production. In addition, students will prepare an e-portfolio of their collection.

**Prerequisite(s):** FAB-212; FAB-213; FAB-230

**Corequisite(s):** ART-197; FAB-231

### **FAB-230 Trend Analysis and Product Development**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course enables students to understand, analyze and forecast fashion trends in order to successfully develop products from concept to consumer, with

focus on sustainability. Students examine the fashion merchandising and marketing process, including product, price, place and promotion.

**Prerequisite(s):** FAB-102

### **FAB-231 Tech Packs: Digital Flats and Specs**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course teaches students how to develop "tech packs" and garment specification sheets using manual and digital techniques such as flat garment measurement to communicate style development. An emphasis is placed on the accurate collection and communication of data for the development of first patterns, fittings, grading and production.

**Prerequisite(s):** FAB-230

**Corequisite(s):** ART-107

### **FIR-101 Introduction to Fire Protection**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to the field of fire science, and such will provide an overview of fire protection, fire prevention, fire suppression and the scientific nature of fire. Students will learn the principles relevant to hazard control, structural design, fire detection, extinguishment, and limitation of loss.

### **FIR-102 Fundamentals of Fire Prevention and Inspection I**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to the study of the basic principles of fire prevention and inspection. Students will learn to utilize the tools necessary to perform inspections, properly make citations, and oversee corrective action. Emphasis of the course is to develop competency in basic fire code enforcement through proficient use of the New Jersey Uniform Fire Code and referenced standards.

### **FIR-103 Building Codes and Standards**

**3 Credit(s)**

3 Lecture Hour(s)

This course covers the basic principles of building codes and standards. The focus of the course is the nexus between building construction and design, and contemporary problems faced by fire organizations.

### **FIR-104 Fire Tactics and Strategy**

**3 Credit(s)**

3 Lecture Hour(s)

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.

### **FIR-105 Fire Administration**

**3 Credit(s)**

3 Lecture Hour(s)

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.

### **GAM-110 Introduction Game Architecture and Design**

**3 Credit(s)**

3 Lecture Hour(s)

This course introduces the student to the fundamentals of game architecture and design through critique of game play, interactive assignments, and culminating with the creation of an original game design document. Game design concepts include storytelling and narrative, game worlds and settings, game play, character development, audio, game art, level design and the user interface. Also covered are video game history, status of the game development industry and associated careers and the game development process.

### **GAM-211 Game Development 2D**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course allows students to continue to develop

their game programming knowledge and skills by planning, designing, implementing and testing complete games. Student knowledge of 2D scripting languages will be expanded to include high score storage techniques, timers, physics, player inputs and additional GUI controls and components. Topics for a 2D game engine include tile maps, more particle effects, camera management, inventory management, game state, and artificial intelligence.

**Prerequisite(s):** INF-103

### **GAM-218 Game Development 3D I**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course provides the student with game programming knowledge and skills required for making 3D games. A professional game development platform will be investigated along with object-oriented programming concepts that include arrays, classes, properties, delegates, interfaces, and event handling. Students will also learn techniques for using a platformintegrated game engine to create game levels using terrain, material, object, and other level editing tools.

**Prerequisite(s):** INF-103

### **GAM-230 Game Programming 3D II**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course provides the student with game programming knowledge and skills required for making 3D games. A professional game development platform will be investigated along with object-oriented programming concepts that include arrays, classes, properties, delegates, interfaces, and event handling. Students will also learn techniques for using a platformintegrated game engine to create game levels using terrain, material, object, and other level editing tools.

**Prerequisite(s):** GAM-218

### **GEO-101 World Geography**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a detailed study of topography, land usage, and natural resources as they directly and indirectly affect human, economic, historical and political interaction.

**General Education Course** > Social Sciences; Diversity

### **GEO-102 Human Geography**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to the spatial patterning of human activities and the role of human affairs. This course explores some of the main issues in human/cultural geography including: economic development, industrialization, population distribution, organization of urban and non-urban societies, agriculture, nationalism, meaning of new spaces, and cultural expressions in order to better understand the contemporary world. In addition, the class provides an introduction to various concepts and techniques used by geographers.

**General Education Course** > Social Sciences; Diversity

### **HSC-100 Cross Cultural Healthcare**

**3 Credit(s)**

3 Lecture Hour(s)

This course will examine the impact of an increasingly diverse population on the healthcare system. Students will develop an understanding for diversity as a concept that includes many different types of racial, ethnic, religious, and socioeconomic categories. Case studies and discussions will provide students with opportunities to understand and acquire "cultural competence" for implementation in healthcare settings, and the impact it can have on quality of care and organization management.

### **HSC-101 Introduction to Healthcare Administration**

**3 Credit(s)**

3 Lecture Hour(s)

This course is designed to introduce the student to health care delivery systems around the world and to apply management principles to the medical industry. Topics covered in this course are health care delivery systems, finance, management models, collective

bargaining, budgets, marketing strategies, and leadership.

### **HSC-102 Healthcare Ethics and Law**

#### **3 Credit(s)**

3 Lecture Hour(s)

This is a survey course dedicated to the analysis and application of Healthcare Ethics and Law. Emphasis is placed on analysis of the legal and healthcare environment and its relationship to medical ethics. Students will examine case studies and will learn to identify and respond to legal and ethical issues.

### **HSC-200 Community Health**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course will provide students with an opportunity to gain knowledge of public health issues and initiatives. Students will also focus on local, state, and federal health resources for health promotion and disease prevention. The course will serve as the capstone integrating concepts studied throughout the Health Science degree program.

**Prerequisite(s):** HSC-100; [HSC-101 or BUS-111]; [HSC-102 or LGL-104]

### **HIS-101 West Civilization to the Reformation**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the Western world from ancient times to the Renaissance and Reformation. Major cultural, social, economic, political, and religious developments in the history of the West are surveyed.

**General Education Course** > Humanities

### **HIS-102 West Civilization since the Reformation**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the Western world from the sixteenth century to the contemporary period. Major cultural, social, economic, political, and religious developments in modern Western history are

surveyed.

**General Education Course** > Humanities

### **HIS-103 Global Environmental History**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is an historical overview of the interaction between humans and the environment from prehistory to the present. Students will explore historical events from the microbial level to the planetary scale. We will examine changing relationships among humans and nonhuman nature (plants, animals, germs, climate, topography) to understand the cultural, political, economic, and environmental processes and patterns that have shaped human history and continue to do so today.

### **HIS-105 Women in History**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a study of women's roles from the classical age to the present. Various past societies are examined to determine their attitudes towards women as well as the causes and consequences of these attitudes. Particular attention is placed on studying women's roles in 19th and 20th century Europe and America.

**General Education Course** > Humanities; Diversity

### **HIS-106 Modern Europe to the French Revolution**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is an analysis of western European history from the late Middle Ages to 1815. The course provides an overview of the major political, economic, and cultural developments which molded early modern Europe and culminates with an intensive examination of the French Revolution and the Napoleonic era.

**General Education Course** > Humanities

### **HIS-107 Modern Europe since the French Revolution**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an analysis of western European history from 1815 to present. The course provides an overview of the major political, economic, and cultural developments which characterize modern Europe and concludes with a comparative study of postwar Europe and America.

**General Education Course** > Humanities

**HIS-111 US History to the Reconstruction****3 Credit(s)**

3 Lecture Hour(s)

This course is a survey of the history of America from the colonial era to the Civil War and Reconstruction period. Emphasis is placed on the origins of American political system and on the social, cultural, economic, and diplomatic development of the United States.

**General Education Course** > Humanities

**HIS-112 US History since the Reconstruction****3 Credit(s)**

3 Lecture Hour(s)

This course is a survey of the history of the United States from the Reconstruction period to the present. Emphasis is placed on the American political system and on the social, economic, and diplomatic development of the United States.

**General Education Course** > Humanities

**HIS-113 20th Century US History to WWII****3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the United States from the beginning of the 20th Century through the New Deal Era of the 1930's. Topics covered include Industrialism, Progressivism, the Great Depression, the New Deal, United States involvement in world affairs, World War I, and the political, social, economic, and cultural development of the United States during this period.

**General Education Course** > Humanities

**HIS-114 20th Century US History since WWII****3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the United States from the Second World War to the present. Topics covered include World War II diplomacy, the Cold War, containment, the Vietnam era, 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.

**General Education Course** > Humanities

**HIS-116 Women in American History****3 Credit(s)**

3 Lecture Hour(s)

This course is a survey of the history of women from the colonial period to the present. Feminism, women's suffrage, and the advocacy of social and economic equality are the unifying themes of the course.

**General Education Course** > Humanities; Diversity

**HIS-121 Modern Asian History****3 Credit(s)**

3 Lecture Hour(s)

This course is a study of modern China, India, and Japan. The course focuses on these societies' traditional cultures and world views and on the alterations and disruptions in these societies as a result of the introduction of Western values and ideas in the 19th and 20th centuries..

**General Education Course** > Humanities; Diversity

**HIS-124 African American History [1877-Present]****3 Credit(s)**

3 Lecture Hour(s)

The content of this course spans from the end of the Reconstruction Era to the present day. Its aim is to write into the historical discourse of all Americans the contributions of African Americans which shaped this country through their distinctive struggles and experiences.

**General Education Course** > Humanities; Diversity

### **HIS-126 Modern African History**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a survey of African History from 1750 to the present. Emphasis is placed on the impact of slavery and western imperialism, the emergence of the new African states since the Second World War, and the social, cultural, political, and economic development of Africa.

**General Education Course** > Humanities; Diversity

### **HIS-130 Latin American History to the Independence**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the European and Indian heritage of Latin American civilization. The course examines the development of colonial culture, with special emphasis on its government and economy, and concludes with an analysis of the wars of independence.

**General Education Course** > Humanities; Diversity

### **HIS-131 Latin American History since the Independence**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of Latin America since 1850. The course analyzes the development of the region's principal countries: Argentina, Brazil, Chile, Colombia, Cuba, and Mexico. Regionalism, cultural development, the impact of American and world politics, dictatorships, land reforms, and constitutional issues relative to these countries are considered.

**General Education Course** > Humanities; Diversity

### **HIS-132 The Spanish Speaking Caribbean and Central America since 1898**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the Spanish Speaking Caribbean and Central America since 1898. The course analyzes the development of the region's principal countries, including Cuba, the Dominican Republic, Guatemala, El Salvador, Nicaragua, Costa Rica, and Panama. Cultural development, the impact of the United States and Cold War politics, dictatorships, land reforms and constitutional issues relative to these countries are considered.

**General Education Course** > Diversity

### **HIS-135 History of the Middle East**

**3 Credit(s)**

3 Lecture Hour(s)

This course analyzes the rise of Islam with an emphasis on its cultural, intellectual, and scientific contributions to Middle Eastern civilization. Islam is examined as a religion, as a vast imperial political system, and as an advanced culture. Special attention is given to current Mideast conflicts and to the role of the United Nations in the region. International confrontation and collaboration in the region are examined.

### **HIS-144 Contemporary American Issues and Problems**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study in a historical context of selected political, social, economic, and diplomatic issues and problems facing the United States in the contemporary world.

### **HIS-145 Anatomy of Peace**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study in a historical context of peace and war, particularly in the 20th century. Topics considered include diplomacy and peacemaking, arms control, world organizations, nonviolence, conflict, and conflict resolution. Relevant ethical, economic, biological, social, political, and psychological issues are examined.

### **HIS-146 Genocide and Holocaust**

**3 Credit(s)**

3 Lecture Hour(s)



This course is an introduction to the history of 20th and 21st century genocide and violent conflict. Areas of focus include the Armenian, Ukrainian, Cambodian, Rwandan, Bosnian, and Darfurian genocides with special attention given to the Holocaust (Shoah). The course approaches these genocides as products of distinct historical contexts and changing international responses while developing a generic model for recognizing genocide drawn from historiographical debates.

**General Education Course** > Diversity

### **HIS-195 Vietnam**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a 13-hour television course on the history of American and French involvement in Indochina. Interviews with major figures and ordinary individuals are interspersed with the film footage from a dozen countries (including France and Vietnam) as well as from US news and government archives.

### **HIS-201 American Civil War and Reconstruction Era, 1845-1877**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course explores the causes, course and consequence of the Civil War Era. Broad political, social, military, and economic aspects of this period will be covered. Substantial attention will also be paid to the challenges and failures of Reconstruction. Students will learn historical facts and interpretation while building on their understanding of the broad scope of history as a discipline.

**Prerequisite(s):** WRT-101

### **HIS-291 Co-Op Work Experience [History]**

#### **1 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 3

This course offers students an opportunity for supervised work in the field of history. Job assistance is available through the Co-op office. 1 credit, plus 60 minimum hours work experience distributed over the semester.

**Prerequisite(s):** 1 course from HIS

### **HIS-292 Co-Op Work Experience [History]**

#### **2 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 8

This course offers students an opportunity for supervised work in the field of history. Job assistance is available through the Co-op office. Requires 120 minimum hours work experience distributed over the semester.

**Prerequisite(s):** Take 1 course from HIS

### **HIS-293 Co-Op Work Experience [History]**

#### **3 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 12

This course offers students an opportunity for supervised work in the field of history. Job assistance is available through the Co-op office. 3 credits, plus 180 minimum hours work experience distributed over the semester.

**Prerequisite(s):** Take 1 course from HIS

### **HSE-101 Introduction to Homeland Security**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course focuses on a comprehensive, up-to-date overview of homeland security, from an all-hazards perspective. Students examine threats to homeland security, including natural and technological disasters, as well as intentional threats of domestic and international terrorism, including weapons of mass destruction. Students review the roles and responsibilities of government agencies, non-government organizations, and individual citizens in homeland security.

### **HSE-102 Introduction to Emergency Management**

**3 Credit(s)**

3 Lecture Hour(s)

This course offers an in depth analysis of planning and administration of Emergency Management. The course addresses natural and manmade disasters, FEMA and state agencies, OSHA, National Incident Management System [NIMS,] Incident Command procedure, National Response Plan and safety in the working environment.

**HSE-103 Legal Aspects of Homeland Security and Emergency Management****3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to the legal and policy framework for emergency management and response to natural and technological hazards and disasters. The course addresses the role of local, state, and federal governments in an emergency or disaster response. The duty to act, liability and negligence, the use of volunteer resources and the role of counsel in emergency management is examined.

**HSE-104 Disaster Management, Risk Assessment, and Mitigation****3 Credit(s)**

3 Lecture Hour(s)

This course covers the basic principles of disaster management due to natural or manmade events, the identification, and assessment and monitoring of risks and the mitigation of risks using available technological, human, and organizational resources.

**HRT-101 Fundamentals of Horticulture****3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course is designed to acquaint the student with the multifaceted field of ornamental horticulture. Topics for examination include the historical role of horticulture from 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.

**HRT-102 Plant Science****4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is designed to familiarize the student with the horticultural relationship of plants to botanical anatomy and function, including the limiting factors that influence plant growth such as light, temperature, water and nutrients. The characteristics of soils, soil nutrient deficiencies, fertilizers and soil amendments, as well as their relationship to plant growth will be covered.

**HRT-103 Turf and Grounds Management****3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course is the study of turf and plant practices on the residential and commercial sites. Emphasis is placed on the structure and growth habits of commonly used species and cultivars including installation, renovation and maintenance practices. Exposure to grounds maintenance equipment commonly utilized in the installation and maintenance of the landscape is included.

**HRT-104 Landscape Plants and Materials I****2 Credit(s)**

2 Lab Hour(s)

1 Lecture Hour(s)

This course is an introduction to the basic genera of the most commonly utilized trees, shrubs and ground covers in the landscape. In addition to identification, growth form, color, texture and habitat requirements, and their uses in the residential and commercial sites will be studied.

**HRT-112 Pests and the Ornamental Plant****4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course introduces the student to the insects, diseases, and environmental disorders that affect plants. Identification of pests and methods of controlling them are emphasized.

**HRT-113 Principles of Landscaping**

**3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course is a study of the design and development of landscape plans from plot plans and site analysis studies. Instruction in drafting and mechanical skills is included.

**Prerequisite(s):** HRT-104**Corequisite(s):** HRT-104**HRT-114 Computer Applications for Landscape Design****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

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.

**HRT-115 Floral Design****3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course is a study of the plants, supplies, and design skills used in flower arranging. Laboratory experiences include seasonal and non-seasonal arrangements for a variety of occasions

**HRT-119 Greenhouse Operations and Production****3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course is a study of the management practices of field and greenhouse production of foliage and floral crops. Emphasis is placed on the commercial practices of purchasing, programming, cultural production, storage, handling, and sales of cut flowers and potted plant crops. The chain-of-life concept is discussed as it relates to the consumer's aesthetic use of cut flowers and plants.

**HRT-120 Interior Plantscaping****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course acquaints the student with interior plant materials, with emphasis on their cultural requirements, maintenance practices and key ornamental aspects. Basic business applications regarding installation and maintenance contracts are covered. Emphasis will be placed on selection of appropriate plants in environments calling for a balance of human needs and plant culture.

**HRT-124 Irrigation Technology****2 Credit(s)**

2 Lab Hour(s)

1 Lecture Hour(s)

This is a course designed to expose students to landscape and turf equipment technology, system designs, installation and maintenance of a variety of irrigation types. Students will be involved with reading irrigation blueprints, troubleshooting potential problems and repair techniques

**HRT-125 Equipment Management****2 Credit(s)**

2 Lab Hour(s)

1 Lecture Hour(s)

This course introduces the student to the selection, proper use, maintenance and repair of power tools that are used in the lawn and tree care industries. Lecture topics will focus on the necessary information needed to make purchasing decisions as well as safety and proper use practices. The lab section provides the student with a hands-on approach to troubleshooting engine problems and a variety of repair options. Students will be required to present projects relating to their industry's equipment needs.

**HRT-130 Landscape Contracting****1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course is a study of the basic requirements for developing landscape contracts and the writing of detailed specifications. Ethical practices and professional relationships among the client, consultant, contractor, other allied professions, and employees are also studied. Project costs and fee

determination procedures are represented and simulated in the labs.

### **HRT-204 Landscape Graphics**

**2 Credit(s)**

2 Lab Hour(s)

1 Lecture Hour(s)

This course emphasizes the techniques for formulating, presenting, and drafting landscape designs. In addition, the basic design elements of planting, including form, texture, color, sequence of bloom, and ecological associations will be studied.

**Prerequisite(s):** HRT-113

### **HRT-213 Sustainable Design and Construction**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a continuation of the advancement of the student's design skills and practices. This course will place special emphasis on the ecological association of the land and plants. Students will develop landscape plans utilizing green technology while addressing the environment and topographical concerns of a site.

**Prerequisite(s):** HRT-113

### **HRT-214 Landscape Design and Building Capstone**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course will continue improving the student's design skills with a series of group projects using a variety of sites. Students will polish their presentation skills while solving problems and business management issues of increasing complexity. Off-campus visitations to design/build facilities and project sites will offer students additional insight into the day-to-day experience of working in the green industry.

**Prerequisite(s):** HRT-213

### **HRT-215 Landscape Design and Building Management**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course brings together the student's knowledge of both horticulture and business. Students will take a residential design and a project of their own choosing from start to finish, combining design with construction. Emphasis is on design and construction details, estimating, specifications, and contract documents.

**Prerequisite(s):** HRT-213

### **HRT-232 Plant Propagation**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is designed to familiarize the student with the techniques, facilities and materials needed for plant propagation in the greenhouse. Techniques of both vegetative and sexual reproduction of herbaceous and woody plants, as well as greenhouse crops and crops for the interior landscape are covered.

**Prerequisite(s):** HRT-102

### **HRT-233 Landscape Plants and Materials II**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course places emphasis on the identification, culture and use of both native and cultivated herbaceous materials used in the landscape and further continues with the identification and use of more specialized and unique woody plant materials. Laboratory and field exercises include studies and demonstrations of their applications and uses in both natural and designed settings.

**Prerequisite(s):** HRT-104

### **HRT-234 Commercial Floral Design Management**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course introduces the student to the production methods encountered in a commercial floral operation. Flower selection, basic and specialized supplies and their uses in all phases of the commercial operation will be discussed and demonstrated. In addition to designs of special occasion arrangements, students will be exposed to various marketing aspects of the floral industry including purchasing, sales and profitability.

**Prerequisite(s):** HRT-115**HRT-235 Landscape Analysis****3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course acquaints the student with the different sites encountered by the landscape contractor, emphasizing appropriate planning in the development of both residential and commercial properties. Construction considerations will include drainage, irrigation, structures and the selection of materials. The integration of site analysis and construction materials in student projects will be stressed.

**Prerequisite(s):** HRT-104**HRT-236 Horticulture Marketing and Sales****3 Credit(s)**

3 Lecture Hour(s)

This course introduces the student to concepts relating to preparation for a career in horticulture. Field studies into horticultural businesses, group discussions and consultations with industry professionals assist in formulating effective strategies and planning for a profitable business. Included are discussions of basic principles of marketing, current industry trends and sales.

**Prerequisite(s):** HRT-101**HRT-237 Arboriculture and Plant Healthcare****3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course is the study of the care of trees and woody plants. Emphasis is placed on pruning, pest control and proper cultural practices including planting procedures and fertilization schedules. Other important topics to be covered are the safety practices involved with tree climbing, pesticide application, and tree removal. The course will provide an understanding of the basic functions of woody plant systems.

**HRT-292 Co-Op Work Experience [Horticulture]****2 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 11

This course is a supervised work experience program which includes paid employment at an approved horticultural establishment and attendance at a weekly seminar. The course is designed to provide students with opportunities to learn and to practice skills under professional guidance. The area of placement will depend upon the students backgrounds and interests. Job assistance is available through the Co-op office. Requires 120 minimum hours work experience distributed over the semester.

**Prerequisite(s):** 1 course from HRT**HRM-101 Introduction to Hospitality Management****3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the fundamental principles of hotel, restaurant, and food service operations. Basic managerial and operating functions prevalent in the industry are considered in conjunction with the various job opportunities available.

**HRM-102 Food Protection and Safety****3 Credit(s)**

3 Lecture Hour(s)

This course introduces the principles involved in identification and prevention of food contamination; the role of state, federal and local Public Health regulations; accident prevention; and the food safety practices and control measures used in the various food service operations. This course prepares students

to sit the ServSafe Food Protection Manager certification examination.

### **HRM-103 Professional Food Preparation Techniques**

#### **3 Credit(s)**

4 Lab Hour(s)

1 Lecture Hour(s)

This course is an introduction to preparation techniques of foods including vegetables, starches, dairy, eggs, fish, soups, sauces, shellfish, poultry, and meats. Knife skills, cooking methods, food presentation, butchering, kitchen organization, recipe conversion, weights and measures, equipment usage, and product evaluation are introduced. Demonstration and practice of various cooking methods while adhering to safe sanitary foods handling procedures will be incorporated daily.

### **HRM-104 Front Office Operations**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course identifies the principles of the organization and operation of public lodging facilities. It covers in detail various management systems at the front desk and behind the scenes. It examines the types of communications between the front office and other departments. Managerial reporting, budgeting, modern technology, customer service skills and future trend discussions are incorporated each session. The course examines the symbiotic relationship between the front office and the rest of the hotel.

### **HRM-105 Culinary Nutrition**

#### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course covers the fundamental principles of contemporary nutrition in the context of diet and food preference. It examines food that adhere to various types of dietary requirements based on medical, allergic, religious, and moral criteria. The course addresses the necessary information for nutritional guidelines and standards. It delves into the nuances of healthy menu planning and culinary techniques that chefs must factor in regarding food technology, dieting, maintenance, sourcing, production and presentation.

### **HRM-106 Menu Planning and Nutrition**

#### **1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course is a study of the principles of menu planning for a variety of food service operations. The preparation of balanced menus to meet differing nutritional needs, the human digestive system, the importance of food and diet to health, and the values of nutrients and calories in maintaining good health are some of the subjects covered in the course

### **HRM-107 Housekeeping**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course explores the managerial function of the housekeeping department. It covers maintaining a high-quality trained staff, planning and organizing the major logistics of performing all relevant duties including cleaning a room, managing the laundry area and controlling housekeeping supplies and equipment.

### **HRM-110 Introduction to Baking**

#### **3 Credit(s)**

4 Lab Hour(s)

1 Lecture Hour(s)

This course is a study of the basic theory of baking and proper tool and equipment use. The content of the course includes types of flour, leavening agents, scaling, and icings. Hands-on baking in a laboratory setting includes the production of dough, quick breads, pies, cakes, cookies, tarts and fundamental items made in a pastry shop or bakery.

### **HRM-112 Charcuterie and Butchering**

#### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course covers a broad range of cold foods typically prepared at upscale hotels, restaurants, retail shops and catered functions. This class covers cured and smoked meats for seafood, sausage and forcemeat preparation. Proper methods will be examined. Cooking and smoking at various temperatures with appropriate use of brines and cures will be explored. Terrine, sausage, pate and galantine preparation and presentation will be emphasized for both small and large-scale production.

## **HRM-113 Food History and Culture**

**1 Credit(s)**

2 Lab Hour(s)

This course explores the history of Foods from a cultural perspective. The evolution of food from a primal need to a means of affluence for modern society will be researched and examined. Connections to present day practices and preference will be developed. Roles of taboo in food consumption and etiquette will be discussed. This course involves ongoing research, field notes and interviews to identify foodways.

## **HRM-129 Event Planning and Management I**

**3 Credit(s)**

4 Lab Hour(s)

1 Lecture Hour(s)

This introductory event planning course will provide the information and tools needed to meet the operational requirements and to exceed 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. Various types of events will be planned, implemented, and executed

## **HRM-130 Introduction to Wine, Beer and Spirits**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is an introduction to the history, sources and methods of wine, beer and spirit production. Climatic and topographical impact of alcoholic beverage production will be explored. Beverage tasting, sensory analysis, product use, label interpretation and sales and service techniques are incorporated in all facets of alcoholic beverages. Students must be at least 21 years old.

## **HRM-132 Barista Fundamentals: Coffee and Teas**

**3 Credit(s)**

4 Lab Hour(s)

1 Lecture Hour(s)

This course explores the history and cultural roots of

coffee and tea production, connecting them to marketing and cafe operations. Students complete regular tasting of coffee and tea beverages in order to identify and compare quality, then prepare them in a cafe setting. All areas of production from harvest to consumption are explored. The course also identifies the current trends of coffee and tea sales and service, and introduces chocolate beverages.

## **HRM-140 Special Topics in the Foodservice and Hospitality Industry**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course focuses on a current topic in the practice and application of specified aspect of culinary, pastry and/or hospitality management. This course permits specialized topics to be studied as part of more general courses or on its own. Topics may include, but not limited to, culinary and pastry arts, restaurant management, beverages and hospitality.

## **HRM-202 Quantity Food Production and Services**

**3 Credit(s)**

4 Lab Hour(s)

1 Lecture Hour(s)

This course concentrates on the preparation and service of complete modified-buffet menus by students under the direction of a culinary instructor. Students experience all phases of an institutional food service operation through rotating laboratory assignments which include menu preparation, cooking and service for a restaurant with a buffet catering focus.

**Prerequisite(s):** HRM-103

## **HRM-203 Beverage Management**

**2 Credit(s)**

2 Lab Hour(s)

1 Lecture Hour(s)

This course is a study of beverage service in the hospitality industry, and covers the history, sources, production, uses, marketing, control, and legislation pertaining to alcoholic and non-alcoholic beverages. Bartending skills, mixology, tasting and beverage service in hands-on setting are studied. Food and beverage pairing are explored. This course prepares

students for TIPS and ServSafe Alcohol certification examinations.

**Prerequisite(s):** HRM-101

### **HRM-205 Restaurant Service Management**

**3 Credit(s)**

4 Lab Hour(s)

1 Lecture Hour(s)

This dining room service laboratory course introduces the principles and techniques of waiting tables and doing table setups, and the course includes an analysis of the service management responsibilities associated with the operation of restaurants.

**Prerequisite(s):** HRM-101

### **HRM-206 Commercial Restaurant Operation**

**3 Credit(s)**

4 Lab Hour(s)

1 Lecture Hour(s)

This course concentrates upon the preparation and service of complete multi-course menus by students under the direction of culinary instructor. Students work on rotating stations as they participate fully in the kitchen operation of an a la carte full-service formal restaurant.

**Prerequisite(s):** HRM-103

### **HRM-208 Confectionery Arts**

**3 Credit(s)**

4 Lab Hour(s)

1 Lecture Hour(s)

This course introduces the student to the main concepts, skills, and techniques used in preparing petite fours and candies, this course advances to creating decorations, centerpieces, and chocolates. It will enable students to assess the characteristics of quality products and to take corrective action on common baking faults. Students will meet small-scale and high volume production schedules for various types of venues.

**Prerequisite(s):** HRM-110

### **HRM-209 Artisan Bread Production**

**3 Credit(s)**

4 Lab Hour(s)

1 Lecture Hour(s)

This course prepares the student to increase proficiency in the preparation and production of various sweet and savory artisan breads. Students will ferment, shape, bake and then store artisan-crafted breads. The course will introduce the scientific principles behind the ingredients, and then apply them through the use of varieties of grains and seeds along with their alternatives. Baking quality breads to meet high-volume production deadlines is further achieved to prepare students for industry demands.

**Prerequisite(s):** HRM-110

### **HRM-210 Specialty Cakes**

**3 Credit(s)**

4 Lab Hour(s)

1 Lecture Hour(s)

This course builds on the fundamental techniques of baking to create classical international and American-style cakes. Students will design and prepare cakes representing various occasions, from single layers to multi-tiers of different sizes and shapes. Further, each student will develop a menu, feasibility analysis, and marketing plan for a specific specialty cake business.

**Prerequisite(s):** HRM-110

### **HRM-211 American Regional Cuisine**

**3 Credit(s)**

4 Lab Hour(s)

1 Lecture Hour(s)

This course is an introduction to American regional cuisine. Students apply their introductory culinary skills to develop menus as they follow recipes and adhere to production standards. Dishes prepared in this course reflect foods commonly associated with culinary regions throughout the United States.

**Prerequisite(s):** HRM-103

### **HRM-212 International Cuisine**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a study of the recipes for the preparation of foods from various countries around the world.



French, Italian, German, Chinese, Japanese, Mexican, and American cuisine are considered.

**Prerequisite(s):** HRM-103

### **HRM-213 Garde-Manger**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a study of a wide variety of food decorating and garnishing techniques. Laboratory work includes preparation of classic and contemporary salads, dressings, appetizers, canapes, charcuterie, vegetable/fruit carving and hors d'oeuvres.

**Prerequisite(s):** HRM-103

### **HRM-219 Hospitality Law**

**3 Credit(s)**

3 Lecture Hour(s)

This provides industry specific legal fundamentals to students and practicing professionals in the hospitality industry. It introduces basic foundations and principles of the law affecting the hospitality industry and introduces guidelines and techniques that show managers how to manage preventively and apply a practical legal awareness to their actions.

**Cross Listed Course(s):** LGL-219

**Prerequisite(s):** HRM-101

### **HRM-220 Advanced Baking Techniques**

**3 Credit(s)**

4 Lab Hour(s)

1 Lecture Hour(s)

This course continues the basic theory of baking and pastry arts. Units of the course will consist primarily of hands-on preparation of quality baked products, especially suited to a commercial application. Demonstrations will be given for the most practical and detailed professional preparation methods and techniques as well as presentation will be emphasized. Laboratory work includes production of artisan breads, chocolate bonbons, and tempered chocolate decorations, basic sugar work and marzipan.

**Prerequisite(s):** HRM-110

### **HRM-223 Asian Cuisine**

**3 Credit(s)**

4 Lab Hour(s)

1 Lecture Hour(s)

This course is an introduction to Asian Regional cuisine. Students research, plan and prepare menus based on authentic Asian recipes and commercial styles of preparation. Students will apply their introductory culinary skills to prepare Asian dishes using regional ingredients and cooking equipment. Dishes prepared in this course reflect foods commonly associated with culinary regions through Asia.

**Prerequisite(s):** HRM-103

### **HRM-224 Hospitality Entrepreneurship**

**3 Credit(s)**

3 Lecture Hour(s)

This course begins with an overview of the principles of business development and marketing management. It covers research methodology needed for the design and delivery of a hospitality business. The course then assesses the viability of various sized of hospitality business ventures vis-a-vis the planning process, management of small enterprises, feasibility studies, and formation of business plans. Risk management, record keeping and entrepreneurial characteristics are explored.

**Prerequisite(s):** HRM-101

### **HRM-225 Purchasing and Cost Control**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a detailed study of cost control and purchasing procedures found within the hospitality industry. Factors affecting purchasing, receiving, storage, issuing, preparation, service and sales are examined. Students execute requisitioning, ordering, purchasing for various kitchens. Computer technology and practical applications are implemented throughout the course.

**Prerequisite(s):** HRM-101 or HRM-103

### **HRM-229 Event Planning and Management II**

**3 Credit(s)**

3 Lecture Hour(s)

This course introduces students to the fundamentals of event planning and management and advances the comprehension of project management and implementation. The course prepares students to take an entrepreneurial approach to plan events while incorporating administrative, fundraising, merchandising, marketing, social media, and personnel factors to successfully organize them from conception to event execution.

**Prerequisite(s):** HRM-129 or BUS-129**Corequisite(s):** BUS-129**HRM-292 Co-Op Work Experience  
[Hotel/Restaurant/Hospitality]****2 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 12

This course requires part-time employment by the student in a college-approved business organization to help the student gain insight into marketing and administrative practices of the industry. This paid work experience is supervised and coordinated by a faculty member. Hospitality industry related jobs are required and must be approved by a faculty coordinator. Job assistance is available through the Co-op office. Requires 120 minimum hours work experience distributed over the semester.

**Prerequisite(s):** HRM-101**INF-101 Introduction to Information  
Technology****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course examines computing tools, processes, and applications and their appropriate use in society. Topics include hardware, software, the Internet and web, communications and networking, and the effective use of related tools. Labs will provide hands-on activities relating to the course content. Students will work in an online learning system.

**General Education Course** > Technological Competency**INF-102 Introduction to Computing****1 Credit(s)**

2 Lab Hour(s)

This course focuses on the fundamental topics of modern computing and their security implications. Topics include current and emerging technologies across a broad spectrum of computing environments. Labs will provide hands-on activities relating to the course content.

**General Education Course** > Technological Competency**INF-103 Introduction to Programming  
(Python)****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course introduces computer programming using a hands-on-approach. Topics explored include programming logic, data types, input and output of data, computations, control structures, modular design, object-oriented concepts, and quality assurance.

**INF-107 Mini Computer Operations****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course prepares the student to use the IBM AS/400 System. Topics include database concepts, display files control language commands, and source entry utility.

**INF-108 PC Maintenance****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course provides instruction in the infrastructure, configuration, upgrade, troubleshooting and repair of PC systems. Students will partially assemble and upgrade a PC. Topics include diagnosing problems; preventive maintenance; safety and environmental issues; motherboards (components and architecture); computer memory; input/output (I/O) interfaces; printer classes; basic networking and data communications concepts and components. This course assists with preparation for the CompTIA A+ Certification.

### **INF-114 Microsoft Office [Office 2019]**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

(Office 2019) This course uses project based exercises to teach the fundamentals of the Microsoft Office Suite - specifically, Word (word processing), Excel (spreadsheet), Access (database), PowerPoint (presentation), and Outlook (e-mail and calendar). Labs will include exposure to web development using the suite.

### **INF-115 Desktop Publishing [Publisher 2016]**

**1 Credit(s)**

2 Lab Hour(s)

This course is a hands-on experience integrating text and graphics to design, edit, and produce a variety of business documents. Knowledge of word processing is helpful.

### **INF-119 Document Processing [Word 2016]**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

(Word 2016) This course uses project-based exercises to teach document production using word processing software. The touch typing method of keyboarding is introduced and used to aid productivity. Labs will provide hands-on activities relating to the course content.

### **INF-120 PowerPoint [PowerPoint 2016]**

**1 Credit(s)**

2 Lab Hour(s)

(PowerPoint 2010) This course is an introduction to electronic presentations. Students will learn to create professional looking, computer-generated presentations that include use of design templates, graphics, sounds, animations, OLE and web links. Students will work in outline and slide views.

### **INF-124 Spreadsheet Excel [Excel 2016]**

**1 Credit(s)**

2 Lab Hour(s)

(Excel 2016) 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.

### **INF-130 Testing and Quality Assurance**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course introduces methodologies associated with quality assurance testing. Students will learn about the role of testing in the software development life cycle and will develop systematic approaches to facilitate thorough testing. Issues specific to multi-platform environments will be investigated. Students will document their testing procedure and results using both verbal and written communication methods. The relationship between testing, product marketing, and customer service will be explored. Projects may include testing for game programming.

### **INF-140 Introduction to Multimedia**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course introduces the student to the various applications of computer-based multimedia in industry, government, education, and entertainment. Hardware systems, distribution media, flowcharts, software tools, scripts, and production will be covered. Students will work in groups to design and prepare a multimedia presentation.

**Cross Listed Course(s):** COM-140

### **INF-143 Web Publishing**

**1 Credit(s)**

2 Lab Hour(s)

Web Publishing introduces the student to the principles involved in creating dynamic web sites. Students learn to use a variety of tools to make compelling and informative web pages applying current web productivity software. Exercises are given that allow students to design, develop and upload their web pages onto the Internet without web-based

programming. Web site management strategy is also discussed

### **INF-146 Web Development**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course provides instruction in the development and composition of Web pages. Students will author pages that meet current professional standards as specified by the World Wide Web consortium. They will write HTML and CSS using a text editor and will be introduced to web authoring productivity software. Objects such as graphics and sound, style sheets, JavaScript, and issues surrounding cross-platform viewing will be discussed. The students will develop and publish a completed Web site. Recommended corequisite: INF-101. (To be successful in this course, students should adhere to the recommendation.)

**Corequisite(s):** Recommended: INF-101

### **INF-147 Web Development using Dreamweaver**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course introduces students to Web page authoring using a What-You-See-Is-What-You-Get editing environment. This course will focus on technical mastery of the software tools and techniques used to create Web pages with Dreamweaver, and on an understanding of the technical and environmental issues that affect Web page design, performance, and effectiveness. Graphic design issues will be addressed in this context

### **INF-150 Business Programming Logic**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course develops and reinforces the student's logical thought processes using proper design techniques and tools, especially flowcharting. Topics presented include exploration of business programming considerations, such as input of data, output of information, accuracy and reliability, the use of objects and object-oriented programming, as well as data structures. Topics under data structures include

linked-lists, hyperlinking, stacks, queues, trees, and traditional file structures.

**Prerequisite(s):** MAT-040 or MAT-048

### **INF-151 Database: Access [Access 2016]**

**1 Credit(s)**

2 Lab Hour(s)

(Access 2010) This course is a hands-on experience of a relational database management system. The course entails developing database management projects starting with the design of the structure of a database, entering and editing data, designing multitable 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.

### **INF-160 Networking Technologies and Data Communications**

**3 Credit(s)**

3 Lecture Hour(s)

This course offers comprehensive coverage of networking and data transmission key terms, concepts, and development strategies. Topics presented include: the history of network development; network media; network protocols; network/data transmission theory (OSI layers and IEEE standards); network types; network design; server/client configuration; network administration; network remote access; wide area networks; and network troubleshooting. The course assists in preparing the student for the MCSE certification exams offered by Microsoft and the Foundations Level CIW certification.

### **INF-161 Internet Research and Data Handling**

**1 Credit(s)**

2 Lab Hour(s)

This course provides an in-depth view of the Internet and is designed to meet both professional and research needs. Topics covered include advanced searching strategies and techniques, data mining, information integrity and intellectual property, FTP sites, downloads, file types and their integration into applications, and connectivity issues.

### **INF-162 Introduction to the Internet**

**1 Credit(s)**

2 Lab Hour(s)

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.

**INF-163 Internet Concepts and Applications****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course provides comprehensive coverage of the Internet. Topics presented include the Internet's history; its composition and technologies; protocols; electronic mail systems; browser and Web concepts; source integrity; searching the Web for research and gaining market intelligence; commanding FTP, newsgroups, gopher, and Telnet; and objects, plug-ins and viewers. This course assists in preparation for Foundations Level CIW certification.

**INF-164 Networking Fundamentals I****4 Credit(s)**

2 Lab Hour(s)

3 Lecture Hour(s)

This course exposes students to the skills needed to design, build, and maintain small to medium-sized networks. Students are provided with classroom and laboratory experience in current and emerging networking technology. Focus is on the theory behind LANs. Topics include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol addressing, network standards, safety and environment issues. This course assists in preparation towards the CISCO CCNA certification. 3 lectures, 2 labs, 4 credits Prerequisites: None; Helpful: A+ Certification; Microsoft Office Skills; introductory programming or multimedia courses; introductory electronics

**INF-165 Introduction to Linux****1 Credit(s)**

2 Lab Hour(s)

This course provides a hands-on introduction to this open-source operating system. Students learn to configure a graphical desktop environment, install and configure office-suite applications, create a Linux server environment, configure basic services, and use Linux commands.

**INF-170 Networking Experience****3 Credit(s)**

3 Lecture Hour(s)

This course awards transfer credit, based upon proven extensive professional experience in Network Administration or completion of sufficient networking coursework, to students wishing to enter the Network Security Certificate of Achievement. New students also may satisfy this requirement by enrolling in INF-160.

**INF-208 Systems Analysis and Design****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course addresses the effective use of equipment and management techniques in meeting the information needs of the contemporary business world. The techniques of analysis, specifications, selection, and implementation lead to the design of an optimal information system. A variety of hands-on tools will be used to complement the covered concepts.

**Prerequisite(s):** BUS-101 or INF-220 or INF-221 or INF-236

**INF-214 Administration Simulation****2 Credit(s)**

2 Lab Hour(s)

1 Lecture Hour(s)

This course requires students to apply software products to perform general office functions. Students will prepare a variety of documents integrating multiple office software applications. Critical thinking and personal time management will be used to organize work and make effective decisions.

**Prerequisite(s):** INF-101; INF-114; INF-119

## **INF-217 Database for Applications [Oracle]**

### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

Database for Applications [Oracle] 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.

**Prerequisite(s):** INF-101 or CIS-158 or INF-103 or CIS-165 or INF-220 or INF-221 or INF-236

## **INF-218 Database Programming [Oracle-PL/SQL]**

### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

(Oracle-PL/SQL) This course covers the creation of database applications using a procedural language extension to SQL. Students learn some of the limitations of SQL and explore procedural logic constructs such as variables, constants, conditional statements, iterative controls, functions, and procedures. Students will use exception handlers to make their programs more robust. They will gain experience using, creating, and managing packages. The concepts will be explored using database software in a hands-on project-based environment.

**Prerequisite(s):** INF-217

## **INF-219 Database Administration**

### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course covers the installation, configuration, deployment and administration of database servers. Beyond basic installation and configuration issues, students will learn how to back up and recover data, administer users, transport data between databases, manage data, and configure networks for database

access. These concepts and skills will be explored using database software in a hands-on project-based environment.

**Prerequisite(s):** INF-101

## **INF-220 Visual Basic Programming**

### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course provides effective hands-on instruction in an event-driven, high level programming language, using a series of tools to design and control object-oriented graphical user interfaces in an integrated development environment. Course content builds on the concepts presented in Introduction to Programming. All lab work is done on a Microsoft Windows processing platform.

**Prerequisite(s):** INF-103

## **INF-221 C/C++ Programming**

### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course provides the foundations for programming in the C and C++ programming languages, building on the concepts presented in Introduction to Programming. Students code programs applying C/C++ operators, constructs, and functions. Topics covered include language version differences; definition of variables; math, relational, and logical operators; decisions; while and for loops; C/C++ functions, user written functions, and scope and passing values.

**Prerequisite(s):** INF-103

## **INF-224 Advanced C++ Programming**

### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a continuation of C/C++ Programming. Students code application programs in a complete object-oriented environment applying advanced concepts such as templates, inheritance, polymorphism, C style input/output streams, object-pointers, functions, the persistence of object, and attributes.

**Prerequisite(s):** INF-221

### **INF-228 Excel Problem Solving [Excel 2016]**

**1 Credit(s)**

2 Lab Hour(s)

This course focuses on the practical applications of Excel across multiple professions. Applications will be analyzed and developed. Topics may include linking among worksheets and between files, importing and exporting, databases, graphics, advanced functions, and other advanced spreadsheet topics as needed to develop applications.

**Prerequisite(s):** INF-101 or INF-114 or INF-124

### **INF-230 Advanced Multimedia**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This project-based course investigates selected areas of digital multimedia in depth. Students will work singly and collaboratively on projects that include subsets of the following: text as a visual design element, 2D bitmap and vector graphics, 3D modeling and animation, audio production, and video production. Open-source and commercial software tools will be used. Emphasis will be on mastery of underlying technologies, processes, techniques, and standards to achieve efficiency and optimization. Some projects may also involve the use of scripting.

**Prerequisite(s):** INF-140

**Corequisite(s):** INF-150

### **INF-236 Java Programming**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course provides effective hands-on instruction in the Java language, building upon the concepts presented in Introduction to Programming. Topics explored include Java syntax, data types, arrays, conditions, loops, methods, classes, and objects.

**Prerequisite(s):** INF-103

### **INF-237 Introduction to Business Expert Systems**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is an overview of the concepts and business applications of expert systems. Topics presented include expert systems' characteristics, components of expert systems, and methods of knowledge acquisition. Emphasis is placed on business applications and implementation issues. One or more microcomputer-based expert system shells are demonstrated and used by students to create an expert system prototype(s) in the labs.

**Prerequisite(s):** INF-208

### **INF-239 Applications Development**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This is a capstone course using the case study approach in the design and implementation of application software. Students design, code, test, and document a contemporary computer application[s].

**Prerequisite(s):** INF-217; [INF-224 or INF-268 or INF-248 or INF-246 ]

### **INF-240 ClientSide Scripting using JavaScript**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course provides experience in building interactive and dynamic Web pages. Topics taught include variables, data types, objects, operators, control structures, functions, cookies, and browser issues. Examples will include interactive forms and visual effects such as animation.

**Prerequisite(s):** INF-101; [INF-141 or INF-146]

### **INF-246 Advanced Visual Basic Programming**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course continues effective hands-on instruction in the event-driven, high level programming language Visual Basic. Emphasis is on programming, using object-oriented graphical user interfaces in an integrated development environment. All work is done on a Microsoft Windows processing platform.

**Prerequisite(s):** INF-220

### **INF-248 ActiveX Control Development using Visual Basic**

**1 Credit(s)**

2 Lab Hour(s)

This course provides the Visual Basic programmer with effective hands-on instruction in developing ActiveX controls and programming them for Web page applications and active documents. Topics presented in class include creating ActiveX clients, ActiveX code components and controls

**Prerequisite(s):** [INF-161 or INF-162 or INF-163]; INF-246

### **INF-249 Visual C++ for Windows with MFC**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course provides the C++ programmer with effective hands-on instruction in developing Visual C++ applications using Microsoft Foundation Class Library (MFC). This course introduces Windows programming concepts using Windows resource identifiers, dialog boxes, and controls. In addition, the course covers the use of Visual C++ for developing stand-alone interactive applications.

**Prerequisite(s):** INF-224

### **INF-251 Advanced Access [Access 2016]**

**1 Credit(s)**

2 Lab Hour(s)

(Access 2010) This course will focus on using the more powerful features of Microsoft Access including the organization of multiple databases, advanced methods of query, programming, and data manipulation. All work will be done on a Microsoft Windows processing platform.

**Prerequisite(s):** INF-114 or INF-151

### **INF-252 Windows Server**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

Windows Server 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.]

**Prerequisite(s):** INF-101; INF-160

### **INF-253 Technical Communications**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course employs computer-assisted methods for planning and presenting technical information in a clear and concise manner. Emphasis is placed on designing effective methods for determining the structure of oral, written, and graphic communications in a technical environment. Topics presented include preparation of end-user documentation; presenting technical information to non-technical individuals; reporting, extracting, charting, and summarizing data.

**Prerequisite(s):** INF-101

### **INF-254 Unix/Linux Network Administration**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

UNIX/Linux provides comprehensive coverage of the UNIX/Linux operating system. Topics covered include all key aspects of the operating system including installation procedures, command line usage, shell scripting and customization, commonly used tools and utilities, process control, Regular



Expression [RE] pattern matching, and the X Windows system. The objective is to enable network administrators to effectively utilize the operating system and the tools it provides to automate their day-to-day activities.

**Prerequisite(s):** INF-160

## **INF-256 Topics in Networking**

### **3 Credit(s)**

3 Lecture Hour(s)

This course focuses on the latest advances in networking theory and administration. Students study topics that are of current relevance within this dynamic and fast-growing field. As the topics will change each semester, emphasis will be on identifying changes in networking standards and protocols; media, architecture and hardware; network security; shifts in vendor product and market share; and future technologies. Students are expected to use the Internet as a key fact-finding resource.

**Prerequisite(s):** INF-160; [INF-161 or INF-162 or INF-163]

## **INF-257 Network Troubleshooting**

### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course establishes the methodologies and tools necessary to proactively troubleshoot computer networks. Topics covered include: methods for identification and repair strategies for network faults caused by user, hardware, and software problems; disaster recovery and backup plans; network management record keeping; configuration management; and patch/service release installation procedures

**Prerequisite(s):** INF-252

## **INF-258 TCP/IP**

### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course examines Transmission Control Protocol/Internet Protocol (TCP/IP) concepts with emphasis on planning, deploying and managing a TCP/IP network. Topics include the configuration and

logistics of TCP/IP networks; IP addressing and subnetting; Multicast IP; Mobile IP; IPv6; FTP and Remote Access Protocol (PPP and SLIP). Students will learn how to troubleshoot and manage TCP/IP networks using a packet sniffer, TCP/IP utilities, and protocols such as Internet Control Message Protocol (ICMP).

**Prerequisite(s):** INF-160

## **INF-260 Technical Support Operations**

### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course introduces students to both the methodological and hands-on customer service-related world of end user support. Course topics examined include understanding the support profession and models; customer service; mission statements and service level agreements; implementing a help desk; troubleshooting; procurement; outsourcing; evaluation measurements; help desk certification. Lab topics studied include application installation; software and virus troubleshooting; call tracking; remote support; and support documentation. Students complete an individual support project with documentation.

**Prerequisite(s):** INF-108; INF-144; [INF-161 or INF-162 or INF-163]

## **INF-263 Advanced Web Development**

### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course investigates a broad spectrum of web tools and technologies that are required to build and maintain client and server sites on the Web. Both client-side and server-side technologies will be discussed including the deployment of web sites.

**Prerequisite(s):** INF-146; [INF 220 or INF-221 ]

## **INF-264 Networking Fundamentals II**

### **4 Credit(s)**

2 Lab Hour(s)

3 Lecture Hour(s)

This course continues to build skills needed to design, build, and maintain small to medium-sized networks. The combination of laboratory and lectures focus on a

more detailed understanding of the Open System Interconnection (OSI) models, Wide Area Networks (WANs), routers and using the routers and associated router components. Students learn how to start and set up routers while developing configurations consistent with the various operating systems and topologies. This course assists in preparation towards the CISCO CCNA certification.

**Prerequisite(s):** INF-164

### **INF-265 Network Configuration I**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course provides students the skills required to design, build and configure small to medium sized networks using Cisco routers. Students are provided with classroom and laboratory experience using the latest networking technology. Topics include networking concepts, LAN and WAN implementation, wireless networking and custom subnet masking. The course assists in preparation towards the Cisco CCNA certification.

**Prerequisite(s):** INF-160

### **INF-266 Network Configuration II**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course continues to build skills need to design, build and maintain small to medium sized networks. Topics include advanced switching, routing, Frame Relay, troubleshooting and network security. This student will gain these skills through hands on laboratory exercises configuring routers and switches. This course assists in preparation towards the Cisco CCNA certification.

**Prerequisite(s):** INF-265

### **INF-267 Network Security**

**3 Credit(s)**

3 Lecture Hour(s)

This course provides a foundation-level course that focuses on securing an enterprise's systems and networks. Topics presented include email security; web security; system hardening; incident response;

public key infrastructure; disaster recovery; basics of cryptography; and methods for combating spam, securing a server, and preventing denial of service attacks.

**Prerequisite(s):** INF-160 or INF-170

### **INF-268 Advanced Java Programming**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course continues effective hands on instruction in the Java object-oriented, high-level programming language. Topics may include advanced array manipulation, object-oriented design solutions, exception handling, manipulating files and databases, Swing and graphical user interfaces, multimedia based programming, and Applets. Students will create programming project[s] that demonstrates their mastery of Java programming principles and concepts.

**Prerequisite(s):** INF-236

### **INF-270 Digital Forensics**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course explores the use of networks as a tool of criminals. Our networked world has become a place of criminal activity that threatens our national security. This course discusses how a "networked" world has bred new crimes and new responses to those crimes and addresses the ways in which emerging technologies challenge existing laws and criminal procedures. Detecting and remediating national network security breaches will be explored.

**Prerequisite(s):** INF-267 or INF-170

**Corequisite(s):** INF-267

### **INF-271 Ethical Hacking**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course investigates the techniques used by malicious black-hat hackers to attack and penetrate a network. Students will learn to use these same hacking techniques to perform a white-hat ethical hack on the organization. Quantitative assessment and

measurement of threats to information assets to determine where the organization is most vulnerable to hacking will be covered.

**Prerequisite(s):** INF-160 or INF-170

**Corequisite(s):** INF-267

### **INF-272 Windows Active Directory**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course introduces students to the basics of managing enterprise level networks using Active Directory. Students learn to create users and groups, manage file permissions, configure server roles, use group policies to configure and secure the network, configure DNS and use certificates to secure the network.

**Prerequisite(s):** INF-160 or INF-170

### **INF-273 Intrusion Detection and Prevention**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course introduces the tools, methods and resources to help identify, assess and report unauthorized or unapproved network activity. Students will learn to analyze packets to find special patterns in network traffic, to monitor network traffic and to take action based on prescribed rules when an intrusion occurs. Students will configure Intrusion Prevention Systems/Intrusion Detection Systems, analyze results, and prevent network intrusions.

**Prerequisite(s):** INF-160 or INF-170

**Corequisite(s):** INF-267

### **INF-274 Wireless Networking**

**3 Credit(s)**

3 Lecture Hour(s)

This course introduces students to wireless networking technology. The course covers wireless theory and how to apply it to modern networks. The course includes radio frequency fundamentals, wireless antennas and access, as well as configuring, managing and securing a wireless network.

**Prerequisite(s):** INF-160

### **INF-291 Co-Op Work Experience [Information Technology]**

**1 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 3

This course is a recommended elective designed to provide the INF student with part-time 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. Requires 60 minimum hours work experience distributed over the semester.

**Prerequisite(s):** INF-101

### **INF-292 Co-Op Work Experience [Information Technology]**

**2 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 8

This course is recommended electives designed to provide the INF student with part-time 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. Requires 120 minimum hours work experience distributed over the semester.

**Prerequisite(s):** INF-101

### **INF-293 Co-Op Work Experience [Information Technology]**

**3 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 12

This course is recommended electives designed to provide the INF student with part-time work experience in an office of his/her specialty. The student has the opportunity to learn and practice data processing skills under professional guidance in a college-approved work environment. Evaluation visitations are performed by a trained faculty member. All student appointments must be approved by the Co-op Coordinator. Job placement assistance is available through the Co-op office. 180 minimum hours work experience distributed over the semester.

**Prerequisite(s):** INF-101

### **INF-294 Co-Op Work Experience [Information Technology]**

**4 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 16

This course is recommended electives designed to provide the INF student with part-time 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. Requires 240 minimum hours work experience distributed over the semester.

**Prerequisite(s):** INF-101

### **LGN-105 Principles of Legal Nurse Consulting**

**3 Credit(s)**

3 Lecture Hour(s)

This course examines the history and evolution of nurse consulting and legal theories. The role of the legal nurse consultant is explored as it relates to the review and analysis of medical records, litigation process, trial and witness preparation, standards of care, risk management, insurance issues, and alternative forms of dispute resolution. Business principles for legal nurse consultants are also covered.

### **LGN-201 Health Law**

**3 Credit(s)**

3 Lecture Hour(s)

This course provides an overview of the American health care system, examining its historical origins and the interplay of competing interests. It examines managed care organizations (MCOs) including (HMOs, PPOs, PHOs, IPAs, etc.); and MCO regulatory issues, such as licensing and certificate-of-need requirements and patient rights legislation; legal implications of the transactions engaged in by MCOs; fraud and abuse in the health care system; managed care contracting including contract drafting and analysis; legal issues concerning hospitals; Medicare and Medicaid; interaction health law with medical malpractice.

**Prerequisite(s):** LGN-105; LGL-101; LGL-103

### **LGN-292 Co-Op Work Experience [Legal Nurse]**

**2 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 12

This course requires that the student complete all legal nurse specialty courses with a grade of C or better. This course can only be taken in the last semester of the Legal Nurse Program. The student must meet with the instructor and jointly prepare an agreed 179 hour lab for the course which will include on-site study and assignments in a legal nurse setting such as a hospital, HMO, doctor's office or law office plus sample medical-legal research and document assignments from the instructor. In addition, the course will meet one (1) hour each week. Two or more class absences will require repeat of the course.

**Prerequisite(s):** LGN-105; LGN-201; LGN-204;  
LGN-210

### **LIT-107 Science Fiction**

**3 Credit(s)**

3 Lecture Hour(s)

Science Fiction provides a survey of the genre through the analytical study of short fiction, novels, and other media ranging from the 19th to the 21st centuries. Students will explore the dominant themes of the genre as a whole, including its use as a vehicle to challenge existing social attitudes and structures, to interrogate the relationship between humankind and emerging technology, and to speculate on the nature of

humanity in relation to the wider cosmos.

**General Education Course** > Humanities

### **LIT-110 Introduction to the Short Story**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of short fiction: the stylistic and technical qualities of the genre, its kinship with narrative forms that stretch to the earliest literatures of diverse cultures, and the range of themes expressed in short stories, by authors writing in English and a variety of other languages.

### **LIT-127 Introduction to Poetry**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a representative study of poetic forms and poetry from around the world. Through a close examination of the poetry, students will explore the evolution of poetic form, literary movements and a wide range of themes addressed through poetry. Topics for discussion and analysis will include historical, cultural, and social influences.

**General Education Course** > Humanities

### **LIT-201 American Literature to 1880**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of representative American literature from its origins to the late nineteenth century. Students read selections from such areas as exploration narratives and Native American poetry, and from such authors as Bradstreet, Edwards, Douglass, Emerson, Hawthorne, Melville, Dickinson, and Whitman.

**General Education Course** > Humanities

**Prerequisite(s):** WRT-101

### **LIT-202 American Literature 1880 to Present**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of representative American literature from the late nineteenth century to the

present. Students read works by such authors as Twain, O'Neill, Hurston, Hemingway, Faulkner, Frost, Wright, Ginsberg, and Rich.

**General Education Course** > Humanities

**Prerequisite(s):** WRT-101

### **LIT-203 World Literature to 1650**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of world authors to the sixteenth century. Students read works such as Gilgamesh; selections from the Old and New Testaments, the Ramayana; and writings of such authors as Homer, Aeschylus, Li Po, Dante, Shakespeare, and Sor Juana.

**General Education Course** > Humanities; Diversity

**Prerequisite(s):** WRT-101

### **LIT-204 World Literature 1650 to Present**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of world authors from the sixteenth century to the present. Students read works by such authors as Wu Ch'Eng-En, Racine, Goethe, Flaubert, Tolstoy, Eliot, Mahfouz, and Achebe.

**General Education Course** > Humanities; Diversity

**Prerequisite(s):** WRT-101

### **LIT-205 English Literature to 1800**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of British literature from Anglo-Saxon times to the late eighteenth century. Students read works such as Beowulf and such authors as Chaucer, Kempe, Shakespeare, Milton, Dryden, Pope, and Swift.

**General Education Course** > Humanities

**Prerequisite(s):** WRT-101

### **LIT-206 English Literature 1800 to Present**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of British literature from the Romantic period to the present. Students read works by such authors as Blake, Wordsworth, Austen, Hardy, Dickens, Yeats, Lawrence, Woolf, and Thomas.

**General Education Course** > Humanities

**Prerequisite(s):** WRT-101

**LIT-215 Black Literature in America****3 Credit(s)**

3 Lecture Hour(s)

This course is a study of major African-American authors. The course provides a literary, historical, and sociological survey of the African-American experience. Students read works by such authors as Wheatley, Douglass, Ellison, Hurston, Baldwin, Malcolm X, Morrison, and Walker.

**General Education Course** > Humanities; Diversity

**Prerequisite(s):** WRT-101

**LIT-216 European Literature to 1650****3 Credit(s)**

3 Lecture Hour(s)

This course is a study of European authors from Greco-Roman times to the Renaissance. Representative works are studied in their historical context. The course includes selections from such works as the Bible, ancient Greek tragedies and comedies, medieval epics and dramas, and such authors as Sappho, Plato, Virgil, Dante, Marie de France, Shakespeare, and Milton.

**Prerequisite(s):** WRT-101

**LIT-218 American Ethnic Literature****3 Credit(s)**

3 Lecture Hour(s)

This course examines the literature of America's ethnic groups. The course draws upon significant works of fiction, poetry, drama, and autobiography written by representatives of such groups as Native Americans, Hispanics, Irish, Jews, Asians, Blacks, and Italians.

**General Education Course** > Humanities; Diversity

**Prerequisite(s):** WRT-101

**LIT-220 Social Aspects of Literature****3 Credit(s)**

3 Lecture Hour(s)

This course examines various concerns and issues that exist within human communities. The course allows students to explore social structures and the role of the individual within a larger social context, with the aim of developing a greater understanding of the interaction of self and society. Literary texts provide the foundation for discussion and analysis.

**Prerequisite(s):** WRT-101

**LIT-221 Shakespeare****3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to the works of William Shakespeare. Students will read several plays and sonnets. The variety of Shakespeare's themes, such as the nature of love, betrayal, leadership, and the power of art, will be examined.

**General Education Course** > Humanities

**Prerequisite(s):** WRT-101

**LIT-223 Contemporary Latin American Literature****3 Credit(s)**

3 Lecture Hour(s)

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.

**General Education Course** > Diversity

**Prerequisite(s):** WRT-101

**LIT-226 Introduction to the Novel**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to the novel as a literary genre from its beginnings to the present. Authors to be studied may include, but are not limited to, Lady Murasaki, Cervantes, Richardson, Fielding, Voltaire, Austen, Melville, Dickens, Eliot, Flaubert, Dostoevsky, James, Joyce, Garcia Marquez, Achebe, Mahfouz, and Bolano.

**General Education Course** > Humanities

**Prerequisite(s):** WRT-101

**LIT-228 Women in Literature****3 Credit(s)**

3 Lecture Hour(s)

This course is a study of representative works by women writers in a variety of forms. The course provides a literary, historical, and sociological context for the study of this literature. Students read works by such authors as Julian of Norwich, Dickinson, Chopin, Woolf, Emecheta, Morrison, and Tan.

**General Education Course** > Humanities; Diversity

**Prerequisite(s):** WRT-101

**LIT-229 Myth and Literature****3 Credit(s)**

3 Lecture Hour(s)

This course gives students an overview of the mythology of various selected cultures and shows the relation of mythology to our everyday lives. Works range from antiquity to the present. After taking this course, students will be able to analyze and understand mythic symbols in literature [poetry, short stories, or novels.]

**General Education Course** > Humanities

**Prerequisite(s):** WRT-101

**LIT-230 Psychological Ideas in Literature****3 Credit(s)**

3 Lecture Hour(s)

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.

**Prerequisite(s):** WRT-101

**LIT-231 Literature & Environmental Issues****3 Credit(s)**

3 Lecture Hour(s)

This course engages students with a diverse selection of literature related to the natural environment. Students will be introduced to ecocriticism through analysis of fiction and non-fiction texts to explore the relationship between literature and the environment from a broad historical and cultural perspective. Environmental writing will be explored through a survey of major literary movement. 3 lectures, 3 credits

**General Education Course** > Diversity

**Prerequisite(s):** WRT-101

**MFG-119 Pro/Creo Design I****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a study of the basic functionality and use of Parametric Technology's [PTC] Pro/Engineer Wildfire 3D solid modeling software. Emphasis will be placed on the technology as well as the terminology in relation to this advanced tool. Lecture and lab will be used to teach not only how to use specific features of the software but also how to use it in design.

**MFG-122 Machine Tool Principles I****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course introduces students to the basic hands-on theoretical skills necessary of a machinist. Machining processes such as drilling, milling, turning, and grinding will be studied and developed. Theoretical skills such as machine terminology, speeds and feeds, uses of machinery handbook, and safety issues are also included. It would be beneficial if incoming

students had some exposure to basic machining principles and equipment.

### **MFG-124 Applied Metrology**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is the study of the fundamental skills used by machinists for the calibration and quality control of measurements and their application. Students will study and use precision measuring equipment such as calipers, dial indicators, gauges, and hole measuring devices in a practical laboratory. Use of Coordinate Measurement Machine and Optical Comparator will also be introduced.

### **MFG-130 Welding Technology I**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is an introduction to metal joining techniques using welding, brazing, and soldering with an emphasis on safe work practices. This course provides students with a basic understanding of electricity as applied to electric arc welders, metallurgy of welding, welding processes and safe use of oxy/fuel welding and heating. Students will study theory and techniques in a classroom environment. Demonstrations and applications will be performed in a laboratory setting.

### **MFG-206 Concepts of Industrial Design**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is an exploration of 2D and 3D techniques used by industrial designers to communicate ideas for new products and product designs. Course includes a brief history of industrial design. Exercises in ideation and conceptualization will be used to familiarize students with design development philosophy. Use of freehand drawing techniques and drafting skills will be explained to produce presentations of proposed product concepts. Model making techniques will be explored to develop 3D communication skills.

**Prerequisite(s):** DFT-107

### **MFG-219 Pro/Creo Design II**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a study of the intermediate to advanced functionality of Parametric Technology Corporation's Pro/Creo 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.

**Prerequisite(s):** MFG-119

### **MFG-220 Pro/Creo Design III**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course includes advanced techniques for the design and analysis using Pro/Engineer, Pro/Sheetmetal, and Pro/Mechanica. Emphasis will be placed on the technology as well as utilizing advanced techniques in relation to both lab exercises as well as a practical design. Lecture, lab, and a comprehensive project will be used to teach how to use specific features of the software in relation to product design.

**Prerequisite(s):** MFG-219

### **MFG-221 Pro/Creo Design IV**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course includes advanced techniques for the design and analysis using ProCreo/Mechanica. Emphasis will be placed on the technology as well as utilizing advanced techniques in relation to both lab exercises as well as practical design. Lecture, lab, and a comprehensive project will be used to teach how to use specific features of the software in relation to product design.

**Prerequisite(s):** MFG-220

### **MFG-222 Machine Tool Principles II**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course continues the work of Machine Tool



Principles I by broadening the basic skills of a machinist by introducing intermediate and advanced topics such as milling and turning tools and their geometry, tool inserts, coolants and basic metallurgy. Students will experience these topics both in theory and hands-on in a practical laboratory setting.

**Prerequisite(s):** MFG-122

### **MFG-226 Methods, Fixture Design, and Estimating**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course will explore and develop the skills necessary to mentally visualize how to effectively and economically make precision-machined parts. Students will learn how to select materials, type of process, type of equipment, sequence of operations, fixtures, tools, etc. Methods development and documentation will be demonstrated and practiced. Jig and fixture types and design criteria will be reviewed.

**Prerequisite(s):** MFG-224; [DFT-210 or MFG-119]

### **MFG-227 CNC Programming I**

**4 Credit(s)**

4 Lab Hour(s)

2 Lecture Hour(s)

This course provides the fundamentals of programming Computer Numerical Control equipment with a heavy concentration on CNC turning and machining centers. Included in this course will be language and graphics-based programming, automated features and capabilities, advanced CNC applications and integration. Students will receive hands-on programming experience using industry preferred software and controllers.

**Prerequisite(s):** MFG-229

**Corequisite(s):** DFT-210; MFG-119

### **MFG-228 CNC Programming II**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course continues the work of CNC Programming I by expanding the skills of programming with advanced techniques and equipment such as 5-Axis

programming, use of A, B, and C-Axes, development and use of macros, program verification, and troubleshooting. MasterCAM software for the use of part design, NC code production, and back-plotting will be introduced.

**Prerequisite(s):** MFG-227

### **MFG-229 Materials Processing and Fabrication**

**4 Credit(s)**

4 Lab Hour(s)

2 Lecture Hour(s)

This course will include both an overview of materials and processes used in the manufacture of precision products and a practical exploration of fabrication techniques used in industry. A comparative study of casting, welding, heat treating, molding, laminating, EDM, CNC machining, grinding, etc. will be undertaken, as well as forming processes such as rolling, shearing, stamping, cutting, and joining methods for metallic and non-metallic materials.

**Prerequisite(s):** MFG-122; MFG-124; DFT-107

### **MFG-230 Welding Technology II**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course expands on the concepts and applications presented in MFG-130. Further exploration of the construction of welded components and the metallurgic effects on more exotic materials will take place. Students will study the application of welding to aluminum, magnesium, copper alloys, nickel and cobalt alloys, lead, and zinc. Related safety and health considerations will be addressed.

**Prerequisite(s):** MFG-130

### **MFG-293 Co-Op Work Experience [Manufacturing]**

**3 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 12

This course provides the student with practical, supervised work experience within the broad field of manufacturing technology. Through on-the-job

experience, students can acquire the practical expertise and knowledge needed to pursue a career in this field. Students are supervised by a faculty member, and job placement assistance is available through the Co-op Office. 1 lecture, plus 180 minimum hours work experience distributed over the semester or over combined summer sessions.

### **MFG-294 Co-Op Work Experience [Manufacturing]**

#### **4 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 16

This course provides the student with practical, supervised work experience within the broad field of manufacturing technology. Through on-the-job experience, students can acquire the practical expertise and knowledge needed to pursue a career in this field. Students are supervised by a faculty member, and job placement assistance is available through the Co-op Office. 1 lecture, plus 240 minimum hours work experience distributed over the semester or over combined summer sessions.

### **MAT-010 Basic Mathematics Support**

#### **1 Credit(s)**

1 Lecture Hour(s)

This course is a review class designed to provide additional instructional time for students enrolled simultaneously in MAT-011.

### **MAT-011 Basic Mathematics**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the fundamental operations of arithmetic, intended for students whose placement examination indicates a need for review of arithmetic skills.

### **MAT-012 Basic Mathematics Accelerated [Computer Assisted]**

#### **1 Credit(s)**

1 Lecture Hour(s)

This course is a computer assisted class designed to provide the necessary reinforcement needed to

complete the MAT-011 Basic Mathematics, requirements.

### **MAT-040 Algebra for Liberal Arts**

#### **4 Credit(s)**

4 Lecture Hour(s)

This is an algebra course for students whose program of study does not require the completion of MAT-160 Intermediate Algebra and whose placement score indicates a need for a review of basic algebra. MAT-040 does satisfy the prerequisite requirement for MAT-130, MAT-150 AND MAT-155. Topics include signed numbers, variables, integral exponents, linear equations and problem solving, graphing equations, systems of equations and exponents and polynomials.

**Prerequisite(s):** MAT-011; Minimum grade C or better or by testing.

### **MAT-044 Algebra Topics**

#### **3 Credit(s)**

3 Lecture Hour(s)

This is an algebra course for students who have completed MAT-040 Algebra for Liberal Arts and whose program of study requires the completion of MAT-160 Intermediate Algebra. Topics include integral exponents, polynomials, rational expressions, square roots and quadratic and absolute value equations.

**Prerequisite(s):** MAT-040; Minimum grade C

### **MAT-048 Algebra (non-degree)**

#### **5 Credit(s)**

5 Lecture Hour(s)

This course is a basic algebra course for students whose placement examination indicates a need for review in algebra and whose program of study requires the completion of MAT-160 Intermediate Algebra. Topics include signed numbers, variables, literal equations and formulas, square roots, integral exponents, polynomials, linear and quadratic equations, rational expressions, and inequalities. MAT-048 does satisfy the prerequisite requirement for MAT-160 Intermediate Algebra.

**Prerequisite(s):** MAT-011; Minimum grade C

## **MAT-090 Intermediate Algebra Support**

### **1 Credit(s)**

1 Lecture Hour(s)

This course is a recitation class designed to provide additional instructional time for students enrolled in or repeating MAT-160.

**Prerequisite(s):** MAT-040 or MAT-048; Minimum grade C

**Corequisite(s):** MAT-160

## **MAT-091 Pre-Calculus Support**

### **1 Credit(s)**

1 Lecture Hour(s)

This course is a recitation class designed to provide additional instructional time for students enrolled in or repeating MAT-180.

**Prerequisite(s):** MAT-160; Minimum grade C

**Corequisite(s):** MAT-180

## **MAT-092 Calculus I Support**

### **1 Credit(s)**

1 Lecture Hour(s)

Calculus I Support is a recitation class designed to provide additional instructional time for students enrolled simultaneously in MAT-280.

**Prerequisite(s):** MAT-180; Minimum grade C

**Corequisite(s):** MAT-280

## **MAT-093 Calculus II Support**

### **1 Credit(s)**

1 Lecture Hour(s)

This course is a recitation class designed to provide additional instructional time for students enrolled simultaneously in MAT-281.

**Prerequisite(s):** MAT-280; Minimum grade C

**Corequisite(s):** MAT-281

## **MAT-130 Contemporary Math**

### **3 Credit(s)**

3 Lecture Hour(s)

This course is a study of some of the fundamental concepts in mathematics. Topics considered include

set theory, symbolic logic, number systems, principles of counting, and probability. Applications of these topics in various fields of study are included in the course.

**General Education Course** > Mathematics

**Prerequisite(s):** MAT-040 or MAT-048

## **MAT-150 Statistics I**

### **3 Credit(s)**

3 Lecture Hour(s)

This course is a study of frequency distributions, measures of central tendency and dispersion, probability, the normal distribution, sampling and sampling distributions, the central limit theorem, confidence interval estimation, and hypothesis testing.

**General Education Course** > Mathematics

**Prerequisite(s):** MAT-040 or MAT-048

## **MAT-155 Finite Mathematics**

### **3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to the solution of problems in the management, natural, behavioral, and social sciences. Topics covered include mathematical models, matrices, linear systems, and linear programming.

**General Education Course** > Mathematics

**Prerequisite(s):** MAT-040 or MAT-048

## **MAT-160 Intermediate Algebra**

### **4 Credit(s)**

4 Lecture Hour(s)

This course is the study of polynomial and rational expressions, integral and fractional expressions, roots and radicals, linear and quadratic equations, functions, elementary curve sketching, inequalities.

**Prerequisite(s):** MAT-044 or MAT-048; Minimum grade C

## **MAT-180 Precalculus: College Algebra and Trigonometry**

**4 Credit(s)**

4 Lecture Hour(s)

This course is a study of coordinate geometry; functions and graphing; polynomial and rational functions; exponential, logarithmic, trigonometric, and inverse trigonometric functions; analytic geometry, and applications.

**General Education Course** > Mathematics**Prerequisite(s):** MAT-160; Minimum grade C**MAT-223 Calculus for the Managerial and Social Sciences****3 Credit(s)**

3 Lecture Hour(s)

This course covers the essential ideas of the Calculus: functions, limits, continuity, differentiation and integration. The course includes applications to problems in business, economics, psychology, the social sciences and mathematical modeling.

**General Education Course** > Mathematics**Prerequisite(s):** MAT-160; Minimum grade C**MAT-250 Statistics II****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is an introduction to methods for the design of research studies and the interpretation of data that result from these studies. Topics considered include a brief review of elementary statistical concepts, additional cases of hypothesis testing and estimation, analysis of variance, analysis of enumerative data, linear regression and correlation, and nonparametric statistics. Laboratory assignments using a statistical software package are included in the course.

**General Education Course** > Mathematics**Prerequisite(s):** MAT-150; Minimum grade C**MAT-268 Statistical Methods****4 Credit(s)**

4 Lecture Hour(s)

This course provides the student with a foundation in

the techniques that underlie more advanced courses in statistics. Topics include descriptive statistics, sampling distributions, hypotheses testing and estimation for one and two populations, goodness-of-fit and contingency tables, analysis of variance, linear regression and correlation, and nonparametric statistics.

**Prerequisite(s):** MAT-160; Minimum grade C**MAT-280 Calculus I****4 Credit(s)**

4 Lecture Hour(s)

This course is a study of limits, continuity, the derivative of a function, differentiation of algebraic, trigonometric, inverse trigonometric, exponential and logarithmic functions, applications of the derivative, antidifferentiation, area under a curve, the definite integral, the Fundamental Theorem of the Calculus and its applications.

**General Education Course** > Mathematics**Prerequisite(s):** MAT-180; Minimum grade C**MAT-281 Calculus II****4 Credit(s)**

4 Lecture Hour(s)

This course is a study of differentiation and integration of transcendental functions, methods of integration, applications of the integral, indeterminate forms, improper integrals, infinite series, power series, and applications.

**General Education Course** > Mathematics**Prerequisite(s):** MAT-280 ; Minimum grade C**MAT-282 Calculus III****4 Credit(s)**

4 Lecture Hour(s)

This course is a study of vectors, partial differentiation, directional derivatives, gradients, multiple integrals, vector calculus, line integrals, topics from vector analysis, and applications.

**General Education Course** > Mathematics**Prerequisite(s):** MAT-281; Minimum grade C

## **MAT-283 Differential Equations**

### **4 Credit(s)**

4 Lecture Hour(s)

This course covers equations of order 1, linear equations with constant coefficients, non-homogeneous equations, variation of parameters, series solutions, equations with variable coefficients, Laplace transforms, convolutions, boundary value problems, Fourier transforms and applications.

**Prerequisite(s):** MAT-281; Minimum grade C

## **MAT-285 Discrete Mathematics**

### **4 Credit(s)**

4 Lecture Hour(s)

This course is a study of mathematical concepts and techniques that form the foundation for many upper level mathematics courses. Topics considered include sets and logic, proof techniques, functions and relations, algorithms, introduction to number theory, counting techniques, discrete probability, recurrence relations, trees, graphs, networks, and Boolean algebra. Mathematical reasoning and proofs with be stressed.

**Prerequisite(s):** MAT-280; Minimum grade C

## **MAT-286 Linear Algebra**

### **4 Credit(s)**

4 Lecture Hour(s)

This course is a study of finite dimensional vector spaces. Topics considered include vectors and vector spaces, matrices, determinants, systems of linear equations, linear transformations, quadratic forms, eigenvalues and eigenvectors, and applications.

**Prerequisite(s):** MAT-280; Minimum grade C

## **MOA-140 Medical Terminology**

### **3 Credit(s)**

3 Lecture Hour(s)

This course provides an introduction to the basic structure of medical words, including prefixes, suffixes, roots, combining forms, and the formation of plurals. Emphasis is placed on the correct pronunciation, spelling, and definition of medical terms, allowing the student to build a professional vocabulary for working in the medical field.

## **MOA-141 Introduction to Medical Office Assisting**

### **3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the professional attitudes and behavior required of medical assistants. The fundamentals of meeting the special needs of patients are also studied. The fundamental principles of human relations and the importance of professional growth and communication skills are stressed. Additional emphasis is placed on development of medical science, health agencies, medical specialties, and common disease processes.

## **MOA-145 Medical Office Assistant: Overview**

### **3 Credit(s)**

3 Lecture Hour(s)

This course is offered to candidates for the Certified Medical Assistant Examination administered by the American Association of Medical Assistants. Subjects to be covered in the course are medical terminology, human relations, medical law and ethics, anatomy and physiology, administrative procedures, and clinical procedures.

**Corequisite(s):** MOA-244

## **MOA-200 Pharmacology for Medical Office Assistants**

### **3 Credit(s)**

3 Lecture Hour(s)

This course introduces the student to drug practices, procedures, and preparations utilized in ambulatory care settings. Topics include legislation, drug sources, classifications, and actions. Emphasis is placed on function of drugs, vitamins and minerals, and substance abuse, as well as the effects of medications on the various body systems.

**Prerequisite(s):** MOA-140

## **MOA-201 Diagnostic and Procedural Coding**

### **4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course enables the student to develop competence in coding systems, diagnoses, and procedures for data collection and processing. The student will follow federal regulations and guidelines for sequencing of diagnoses and processing activities. The laboratory component of the course is utilized to develop the skills and competencies to perform coding through both manual and computer-based methods.

**Prerequisite(s):** MOA-140

### **MOA-203 Medical Office Assistant Administrative Procedures I**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course provides a comprehensive medical office simulation in medical administrative competencies. Students will be exposed to both paper and electronic medical records applications.

**Corequisite(s):** MOA-140

### **MOA-204 Medical Office Assistant Administrative Procedures II**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course provides advanced training in medical office procedures and management. Students are required to complete a computer-based simulation in medical accounting and billing procedures.

**Prerequisite(s):** MOA-203

### **MOA-218 Medical Economics**

**2 Credit(s)**

2 Lecture Hour(s)

This course is a study of various types of medical practice and medical care, fee determination, health and accident insurance programs, and government medical care programs. Medical law and ethics are also emphasized.

**Corequisite(s):** MOA-141

### **MOA-240 Clinical Office Practice**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course enables the student to develop competence in examination room techniques. Special emphasis is placed on preparing the patient for examination, taking vital signs, preparing for sterilization and injection procedures, taking electrocardiograms, performing first aid and emergency procedures including CPR, and caring for supplies and equipment in the physician's office.

**Prerequisite(s):** MAT-040; MOA-140; MOA-141

### **MOA-241 Clinical Laboratory Technology**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course enables the student to develop competence in the techniques of laboratory procedure commonly performed in a physician's office. Procedures studied include urinalysis, hematology, bacteriology, immunology, and basal metabolism.

**Prerequisite(s):** MOA-240

### **MOA-243 Medical Office Assistant Externship I**

**1 Credit(s)**

8 Lab Hour(s)

This course provides the student with 120 hours of directed experience in a physician's office or other relevant medical facility. Attendance is required at scheduled seminars.

**Prerequisite(s):** MOA-240

**Corequisite(s):** MOA-203; MOA-241

### **MOA-244 Medical Office Assistant Externship II**

**1 Credit(s)**

8 Lab Hour(s)

This course enables the student to continue with 120 hours of directed experience in an assigned physician's office or other relevant medical facility. Emphasis is on refinement of skills and performance of all administrative and clinical tasks. Attendance is required at scheduled seminars.

**Prerequisite(s):** MOA-243

### **MUS-101 Introduction to Music**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to the study of music, including a variety of musical styles and genres, spanning from ancient times to the present. Through attentive listening and critical thinking, students will develop the ability to analyze and communicate effectively about the role of music in human societies.

**General Education Course** > Humanities

### **MUS-102 Foundations of Music Education**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course exposes students to the history, philosophy and psychological/socialological base of music education. Students will study theories of musical development with a focus on K-12 music learning in the classroom and applied studio. An emphasis will be placed on curriculum planning and development. Other areas of study will include pedagogical approaches to music teaching and the use of technology in the music classroom.

### **MUS-103 Fundamentals of Music**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a study of such rudiments of music as notation, the structure of scales, intervals, keys, triads, and simple harmonic progressions.

### **MUS-105 History of Jazz in America**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the historical development of jazz from its origin as a form of Black American folk music to its acceptance as a major expression of American art.

**General Education Course** > Humanities; Diversity

### **MUS-106 World Music**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introductory study of the world's musical cultures. Global musical styles from Africa, Asia, Europe, the Middle East, North America, and South America will be examined from both socio-cultural and musicological perspectives.

**General Education Course** > Humanities; Diversity

### **MUS-107 History of Western Music before 1750**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the historical and stylistic development of music from the Gothic period through the Baroque period.

**General Education Course** > Humanities

### **MUS-108 History of Western Music after 1750**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the historical and stylistic development of music from the Classical period to the present.

**General Education Course** > Humanities

### **MUS-109 History of Musical Theatre**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a chronological survey course that explores musical theatre from its early beginnings to the present. In a lecture and discussion format, students will explore examples of musical theatre to illustrate musical elements, musical and theatrical techniques, and structural form. Selected works will be considered from the context of their relationship with historical and artistic values.

**General Education Course** > Humanities

**Cross Listed Course(s):** THR-109

## **MUS-110 Music, Art, and Drama**

### **3 Credit(s)**

3 Lecture Hour(s)

This course is designed to promote an understanding and appreciation of the human cultural heritage and concentrates upon major developments in music, art and drama during the Baroque, Classical, Romantic, and Contemporary periods.

**General Education Course** > Humanities

## **MUS-111 History of American Popular Music**

### **3 Credit(s)**

3 Lecture Hour(s)

History of American Popular Music is an introductory study of the development of popular music traditions in the United States from the 19th Century to the present.

**General Education Course** > Humanities

## **MUS-118 Vocal Workshop**

### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is an introduction to the basic principles of vocal production through a series of group and solo singing activities. Students will learn proper breathing techniques to maintain vocal health and develop confidence in vocal performance exploring a variety of musical styles.

## **MUS-119 Songwriting Workshop**

### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course provides students with a solid background in the art and craft of songwriting. Students will study the elements of songwriting: lyrics, rhythm, melody, harmony, and song structure. Students will work on their original compositions through a series of group and solo activities.

## **MUS-120 Pop/Rock Ensemble I**

### **1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course requires students to study and to perform in a variety of popular music styles. Special attention will be given to the development of creative skills and reading pop charts. Students are expected to participate in concerts for college ceremonies and functions

## **MUS-121 Chorus I**

### **1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course requires students to study and to perform standard and contemporary choral literature for mixed voices and to participate in concerts for college ceremonies and functions.

## **MUS-125 Chamber Ensemble I**

### **1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course requires students to study and to perform standard and contemporary instrumental literature and to participate in concerts for college ceremonies and functions.

## **MUS-131 Class Piano I**

### **1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course is an introductory course designed to provide fundamental piano instruction. Students will study technique, harmonization, score reading and sight reading through a repertoire of diverse musical styles.

## **MUS-132 Music Theory I**

### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a study of elementary diatonic harmony. It includes the study of major scales, natural, harmonic, and melodic forms of minor scales. Also included is the study of interval and triad construction, the figured bass, cadences, plus bass and soprano harmonizations, musical compositions, analysis and



performance.

**Prerequisite(s):** MUS-103

### **MUS-134 Ear Training and Musicianship I**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This is a basic course designed to develop a comprehension of musical structure and styles through sight singing and musical dictation.

**Prerequisite(s):** MUS-103

### **MUS-137 Guitar Workshop**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course provides group instruction in guitar, designed to develop the student's level of proficiency. This course introduces the students to the basic skills of guitar playing including correct hand positions, understanding the fingerboard starting position, playing scales, chords and basic concepts of music theory applied to the guitar. The student will be introduced to a variety of guitar playing styles including classical guitar, acoustic folk/rock guitar, blues and jazz.

### **MUS-140 Jazz Ensemble I**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course requires students to study and to perform in a variety of jazz styles. Special attention will be given to the development of improvisational skills and reading jazz charts. Students are expected to participate in concerts for college ceremonies and functions.

### **MUS-151 Music Production Technology**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course introduces students to the concepts of recording, sequencing and mixing music using computer-based Digital Audio Workstations (DAWs).

Topics covered include digital audio and MIDI theory, DAW signal flow and systems requirements, MIDI sequencing, stereo mixing techniques, and use of software-based virtual instruments and effects processors such as equalizers, compressors and reverbs. Students receive hands-on practice in digital music production in a state-of-the-art productions lab.

### **MUS-152 Introduction to Music Business**

**3 Credit(s)**

3 Lecture Hour(s)

This is a course designed to provide students with important skills and knowledge that will enhance their abilities for a career in fields combining music and business. Basic concepts of how the music industry works and how music is created and marketed will be presented along with discussions of numerous career options. Topics discussed will provide an overview of the record, radio, video, film, television, and advertising industries and how each uses music.

### **MUS-160 Sound for Visual Media**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

Sound for Visual Media is a hands-on course exploring the ways dialogue, sound effects and music intertwine with various forms of visual media including film, video, and multimedia content. Topics include diegetic vs. non-diegetic sound, Foley, location sound, automated dialogue replacement, voiceover recording, recording techniques, mixing, and signal processing. Students will study how sound has been used historically in visual media, as well as create their own soundscapes.

**Cross Listed Course(s):** ART-160; COM-160

### **MUS-163 Careers in Music**

**3 Credit(s)**

3 Lecture Hour(s)

Careers in Music is an introductory survey of career opportunities in the field of music, including music performance and composition, music publishing, sound recording, concert promotion, arts administration, music retail, music education, and music therapy. Students will prepare a portfolio including promotional materials necessary for embarking on a career in the music field.

## **MUS-220 Pop/Rock Ensemble II**

### **1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course requires students to study and to perform in a variety of popular music styles. Special attention will be given to the development of creative skills and reading pop charts. Students are expected to participate in concerts for college ceremonies and functions.

**Prerequisite(s):** MUS-120

## **MUS-221 Pop/Rock Ensemble III**

### **1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course requires students to study and to perform in a variety of popular music styles. Special attention will be given to the development of creative skills and reading pop charts. Students are expected to participate in concerts for college ceremonies and functions.

**Prerequisite(s):** MUS-220

## **MUS-222 Pop/Rock Ensemble IV**

### **1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course requires students to study and to perform in a variety of popular music styles. Special attention will be given to the development of creative skills and reading pop charts. Students are expected to participate in concerts for college ceremonies and functions.

**Prerequisite(s):** MUS-221

## **MUS-231 Class Piano II**

### **1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides continuing piano instruction for any student who fulfills the prerequisite for the course. The course includes the study of piano literature from the Baroque period to the present and emphasizes the further development of the student's piano technique.

**Prerequisite(s):** MUS-131

## **MUS-232 Music Theory II**

### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course 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. Students will analyze, compose, create and perform music.

**Prerequisite(s):** MUS-132

## **MUS-234 Ear Training and Musicianship II**

### **1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course is a continuation of Ear Training and Musicianship I focusing on the development of aural comprehension skills through sight-singing and music dictation exercises.

**Prerequisite(s):** MUS-134

## **MUS-235 Ear Training and Musicianship III**

### **1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course is a continuation of Ear Training and Musicianship II. Students will focus on the advancement of aural comprehension skills through sight-singing and music dictation exercises. Special emphasis will be placed on skills necessary to perform 20th century music.

**Prerequisite(s):** MUS-234

## **MUS-236 Music Theory III**

### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course focuses on development of musicianship through the study of chromatic harmony, intermediate

contrapuntal techniques and analysis of romantic and second century literature. This class is a continuation of Music Theory II.

**Prerequisite(s):** MUS-232

### **MUS-241 Class Piano III**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This is a course designed to develop skills in technique, sight reading, transposition, harmonization styles, and improvisation. Included is the study of piano literature from diverse musical styles.

**Prerequisite(s):** MUS-231

### **MUS-242 Class Piano IV**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This is a course is a continuation of Class Piano III and designed to further develop advanced piano skills in technique, sight-reading, transposition, harmonization styles, and improvisation techniques. Included is the study of piano literature from diverse musical styles.

**Prerequisite(s):** MUS-241

### **MUS-246 Jazz Ensemble II**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course requires students to study and to perform in a variety of jazz styles. Special attention will be given to the development of improvisational skills and reading jazz charts. Students are expected to participate in concerts for the college ceremonies and functions.

**Prerequisite(s):** MUS-140

### **MUS-247 Jazz Ensemble III**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course requires students to study and to perform in a variety of jazz styles. Special attention will be

given to the development of improvisational skills and reading jazz charts. Students are expected to participate in concerts for the college ceremonies and functions.

**Prerequisite(s):** MUS-246

### **MUS-248 Jazz Ensemble IV**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course requires students to study and to perform in a variety of jazz styles. Special attention will be given to the development of improvisational skills and reading jazz charts. Students are expected to participate in concerts for the college ceremonies and functions.

**Prerequisite(s):** MUS-247

### **MUS-250 Electronic Music Composition**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

MUS 250 builds on skills developed in MUS-151 to advance students' ability to create stand alone electronic music compositions as well as compositions for visual media. Topics covered include MIDI sequencing, synthesis, electronic composition techniques, sampling and synth 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.

**Prerequisite(s):** MUS-151; Minimum grade C

### **MUS-251 Studio Record Techniques**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course introduces students to the concepts of recording live instruments and vocals in a state-of-the-art digital recording studio. Topics covered include techniques for recording instruments used for various musical genres, studio signal flow, microphone selection and placement, use of outboard and software-based effects processors, creating composite audio tracks, editing and mixing. Students are

expected to spend additional time in the studio and/or music technology lab working on assigned projects.

**Prerequisite(s):** MUS-151; Minimum grade C

### **MUS-252 Music in the Marketplace**

**3 Credit(s)**

3 Lecture Hour(s)

This course provides further study of the music industry for students who wish to seek employment in fields combining music and business. This course will provide an in-depth study focusing upon topics including music publishing, national and international copyright law, live performance, managers and agents, music organizations, recording agreements, music publishing, film and television music production, music merchandising, and other contractual obligations.

**Prerequisite(s):** MUS-152

### **MUS-255 Chorus II**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course requires students to study and to perform standard and contemporary choral literature for mixed voices and to participate in concerts for college ceremonies and functions.

**Prerequisite(s):** MUS-121

### **MUS-256 Chorus III**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course requires students to study and to perform standard and contemporary choral literature for mixed voices and to participate in concerts for college ceremonies and functions.

**Prerequisite(s):** MUS-255

### **MUS-257 Chorus IV**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course requires students to study and to perform

standard and contemporary choral literature for mixed voices and to participate in concerts for college ceremonies and functions.

**Prerequisite(s):** MUS-255

### **MUS-258 Chamber Ensemble II**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course requires students to study and to perform standard and contemporary instrumental literature and to participate in concerts for college ceremonies and functions.

**Prerequisite(s):** MUS-125

### **MUS-259 Chamber Ensemble III**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course requires students to study and to perform standard and contemporary instrumental literature and to participate in concerts for college ceremonies and functions.

**Prerequisite(s):** MUS-258

### **MUS-260 Chamber Ensemble IV**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course requires students to study and to perform standard and contemporary instrumental literature and to participate in concerts for college ceremonies and functions.

**Prerequisite(s):** MUS-259

### **MUS-261 Advanced Studio Recording**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a further study of recording technology as applied to music production. Topics covered include techniques of live multi-track recording and overdubbing, including microphone selection and setup, mixing techniques and mastering music for

commercial release.

**Prerequisite(s):** MUS-251; Minimum grade C

### **MUS-262 Concert Promotion and Production**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

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(s):** MUS-151 or MUS-152

### **MUS-292 Co-Op Work Experience [Music]**

**2 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 8

This course is designed to provide the student with hands-on experience in a work environment. It is an opportunity for a student to bridge classroom theory with on-the-job experience under professional guidance in a college approved work environment. Onsite evaluations are done by a faculty member/employer. 120 hours work experience distributed over the semester.

**Prerequisite(s):** MUS-252 or MUS-261

### **MUS-293 Co-Op Work Experience [Music]**

**3 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 12

This course is designed to provide the student with hands-on experience in a work environment. It is an opportunity for a student to bridge classroom theory with on-the-job experience under professional guidance in a college approved work environment.

Onsite evaluations are done by a faculty member/employer. Requires 180 hours work experience distributed over the semester.

**Prerequisite(s):** MUS-252 or MUS-261

### **MUS-294 Co-Op Work Experience [Music]**

**4 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 16

This course is designed to provide the student with hands-on experience in a work environment. It is an opportunity for a student to bridge classroom theory with on-the-job experience under professional guidance in a college approved work environment. Onsite evaluations are done by a faculty member/employer. Requires 240 minimum hours work experience distributed over the semester.

**Prerequisite(s):** MUS-252 or MUS-261

### **MUA-101 Bass I**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in bass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes.

### **MUA-102 Guitar I**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in guitar designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes

### **MUA-103 Percussion I**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in percussion designed to develop the student's level of proficiency.

The student attends one lesson per week. Lesson times are arranged during the first week of classes.

### **MUA-104 Piano I**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in piano designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes

### **MUA-105 Strings I**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in string instruments designed to develop the student's level of proficiency. The student attends one lesson per week. Half-hour individual lesson times are arranged during the first week of classes.

### **MUA-106 Voice I**

**1 Credit(s)**

1 Lecture Hour(s)

This course provides instruction in voice designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes

### **MUA-107 Woodwinds/Brass I**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in woodwinds and brass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes.

### **MUA-231 Bass II**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in bass designed to develop the student's level of proficiency. The student

attends one lesson per week. Lesson times are arranged during the first week of classes

**Prerequisite(s):** MUA-101

### **MUA-232 Bass III**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in bass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes

**Prerequisite(s):** MUA-231

### **MUA-233 Bass IV**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in bass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes.

**Prerequisite(s):** MUA-232

### **MUA-234 Guitar II**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in guitar designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes

**Prerequisite(s):** MUA-102

### **MUA-235 Guitar III**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in guitar designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes.

**Prerequisite(s):** MUA-234

### **MUA-236 Guitar IV**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in guitar designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes

**Prerequisite(s):** MUA-235

### **MUA-237 Percussion II**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in percussion designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes.

**Prerequisite(s):** MUA-103

### **MUA-238 Percussion III**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in percussion designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes.

**Prerequisite(s):** MUA-237

### **MUA-239 Percussion IV**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in percussion designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes

**Prerequisite(s):** MUA-238

### **MUA-240 Piano II**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in piano designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes.

**Prerequisite(s):** MUA-104

### **MUA-241 Piano III**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in piano designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes

**Prerequisite(s):** MUA-240

### **MUA-242 Piano IV**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in piano designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes

**Prerequisite(s):** MUA-241

### **MUA-243 Strings II**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in string instruments designed to develop the student's level of proficiency. The student attends one lesson per week. Half-hour individual lesson times are arranged during the first week of classes.

**Prerequisite(s):** MUA-105

### **MUA-244 Strings III**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in string instruments designed to develop the student's level of proficiency. The student attends one lesson per week. Half-hour individual lesson times are arranged during the first week of classes.

**Prerequisite(s):** MUA-243

### **MUA-245 Strings IV**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in string instruments designed to develop the student's level of proficiency. The student attends one lesson per week. Half-hour individual lesson times are arranged during the first week of classes.

**Prerequisite(s):** MUA-244

### **MUA-246 Voice II**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in voice designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes

**Prerequisite(s):** MUA-106

### **MUA-247 Voice III**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in voice designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes

**Prerequisite(s):** MUA-246

### **MUA-248 Voice IV**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in voice designed to develop the student's level of proficiency. The student

attends one lesson per week. Lesson times are arranged during the first week of classes

**Prerequisite(s):** MUA-247

### **MUA-249 Woodwinds/Brass II**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in woodwinds and brass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes

**Prerequisite(s):** MUA-107

### **MUA-250 Woodwinds/Brass III**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in woodwinds and brass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes

**Prerequisite(s):** MUA-249

### **MUA-251 Woodwinds/Brass IV**

**1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides instruction in woodwinds and brass designed to develop the student's level of proficiency. The student attends one lesson per week. Lesson times are arranged during the first week of classes

**Prerequisite(s):** MUA-250

### **NUR-181 Physical Assessment**

**1 Credit(s)**

2 Lab Hour(s)

This course is a first-level course in the nursing sequence which focuses on taking a nursing history including a psychosocial assessment and performing a basic systematic head-to-toe physical assessment of



adults using selected techniques. At the end of this course, students will be able to perform a beginning level physical assessment.

**Corequisite(s):** NUR-182; NUR-183

### **NUR-182 Pharmacology for Nurses**

**1 Credit(s)**

1 Lecture Hour(s)

This course is a first-level course in the nursing sequence which introduces the student to the drug classification system. Students will learn basic actions and side effects of drugs and drug regulations. Mathematical calculations necessary to the practice of nursing are taught, and students must achieve a passing score on a medication calculations test in order to pass this course.

**Corequisite(s):** NUR-181; NUR-183

### **NUR-183 Basic Concepts and Skills of Nursing**

**6 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

**9 Clinical Hour(s)**

This course is a first-level course in the nursing sequence. Concepts developed throughout the program are introduced. Orem's nursing model is presented as the organizing framework of the curriculum. The nursing process is introduced as a problem solving technique. Students will be required to pass performance tests and are expected to practice these skills to perfect techniques. Students will plan and implement nursing care in a variety of health care settings.

**Corequisite(s):** NUR-181; NUR-182

### **NUR-281 Adult Health Nursing A**

**4 Credit(s)**

2 Lab Hour(s)

4 Lecture Hour(s)

**10 Clinical Hour(s)**

This course is a second-level course in the nursing sequence which focuses on the health care of individuals and families who have needs related to

fluid and electrolytes, oxygenation and circulation. Students will use the nursing process in a variety of health care settings to assist individuals, families and groups achieve optimum health. This course runs for half the semester concurrently with NUR-282.

**Prerequisite(s):** NUR-181; NUR-182; NUR-183; BIO-109

**Corequisite(s):** BIO-209; NUR-282; PSY-106

### **NUR-282 Adult Health Nursing B**

**4 Credit(s)**

2 Lab Hour(s)

4 Lecture Hour(s)

**10 Clinical Hour(s)**

This course is a second-level course in the nursing sequence which focuses on the health care of individuals and families who have needs related to nutrition and elimination. Students will use the nursing process in a variety of health care settings to assist individuals and families achieve optimum health. This course runs for half the semester concurrently with NUR-281.

**Prerequisite(s):** NUR-181; NUR-182; NUR-183; BIO-109; PSY-106

**Corequisite(s):** BIO-209; NUR-281; PSY-106

### **NUR-284 Maternal-Child Health Nursing**

**5 Credit(s)**

2 Lab Hour(s)

6 Lecture Hour(s)

**10 Clinical Hour(s)**

This course is a third-level course in the nursing sequence which focuses on family units, reproduction, childbearing, and the health care needs of infants, children and adolescents to meet universal self-care requisites. Students will use the nursing process in a variety of health care settings to assist individual families and groups achieve optimum health.

**Prerequisite(s):** NUR-281; NUR-282

**Corequisite(s):** BIO-104; SOC-101; NUR-285

### **NUR-285 Mental Health Nursing**

**4 Credit(s)**

2 Lab Hour(s)

4 Lecture Hour(s)  
**10 Clinical Hour(s)**

This course is a third-level course in the nursing sequence which focuses on adaptive and maladaptive psychosocial behaviors. Concentration is on the interpersonal and intrapersonal relationships for infants, children, adolescents and adults. Students will use the nursing process in a variety of health care settings to assist individuals and families achieve optimum health.

**Prerequisite(s):** NUR-281; NUR-282  
**Corequisite(s):** BIO-104; SOC-101; NUR-284

### **NUR-290 Adult Health Nursing C**

**4 Credit(s)**  
2 Lab Hour(s)  
4 Lecture Hour(s)  
**10 Clinical Hour(s)**

This course is a fourth-level course in the nursing sequence which focuses on the health care of individuals, families and groups who have self-care deficits related to mobility and neurosensory problems. Students will use the nursing process in a variety of health care settings to assist individuals, families and groups achieve optimum health. Professional Role Management content will be integrated within this course during clinical conference time. Students will examine principles and skills inherent in advanced nursing practice, case management, health care economics and leadership. Critical thinking exercises, patient care scenarios, role play and discussion will be utilized.

**Prerequisite(s):** NUR-284; NUR-285  
**Corequisite(s):** NUR-291

### **NUR-291 Adult Health Nursing D**

**4 Credit(s)**  
2 Lab Hour(s)  
4 Lecture Hour(s)  
**10 Clinical Hour(s)**

This course is a fourth-level course in the nursing sequence which focuses on the health care of individuals and families who have self care deficits related to cellular regulation, sexual practices and endocrine and immune function. Students will use the nursing process in a variety of healthcare settings to

assist individuals, families and groups achieve optimum health. Professional Role Management content will be integrated within this course during clinical conference time. Students will examine principles and skills inherent in advanced nursing practice, case management, health care economics and leadership. Critical thinking exercises, patient care scenarios, role play, and discussion will be utilized.

**Prerequisite(s):** NUR-284; NUR-285  
**Corequisite(s):** NUR-290

### **LGL-101 Fundamentals of Law**

**3 Credit(s)**  
3 Lecture Hour(s)  
This course is an introduction to the principles of substantive law in the fields of contracts, legal ethics, sales, consumer remedies, torts, crimes, and secured transactions, and analyzes the court systems.

### **LGL-103 Legal Search and Writing**

**3 Credit(s)**  
2 Lab Hour(s)  
2 Lecture Hour(s)  
This course is an introduction to legal practice. Topics covered include law office systems, legal research, legal forms, and briefs. Research problems and case memo term papers are assigned.

**Prerequisite(s):** WRT-101

### **LGL-104 Healthcare Ethics and Law**

**3 Credit(s)**  
3 Lecture Hour(s)  
This is a survey course dedicated to the analysis and application of Healthcare Ethics and Law. Emphasis is placed on analysis of the legal and healthcare environment and its relationship to medical ethics. Students will examine case studies and will learn to identify and respond to legal and ethical issues.

**Cross Listed Course(s):** HSC-102

### **LGL-110 Legal Ethics**

**3 Credit(s)**  
3 Lecture Hour(s)  
This is a survey course dedicated to the analysis and application of New Jersey Legal Ethics Issues.

Emphasis is placed on understanding New Jersey Rules of Professional Responsibility, New Jersey Supreme Court Office of Attorney Ethics Advisory Opinions, ABA Model Rules, Canons of Professional Ethics, and the professional and regulatory structure of the practice of law. The course will also explore the disciplinary and licensing process applicable to legal professionals. Students to identify, evaluate, and respond to legal ethical issues.

### **LGL-200 Business Communication for Paralegals**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course covers the communications skills of writing, speaking, and listening, with particular applications to paralegals. Emphasis is placed on effective techniques to be used in interviews and meetings. Students learn how to prepare letters, memos, and reports. Oral presentations are included.

**Prerequisite(s):** LGL-101; LGL-103

### **LGL-202 New Jersey and Federal Courts: Rules and Procedure**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the Rules of Court for the New Jersey Court System as they relate to court processes and procedures including pleadings, depositions, interrogatories, summary judgment, appellate practice, and rules of evidence.

**Prerequisite(s):** LGL-101; LGL-103; LGL-203; LGL-220

### **LGL-203 Paralegalism**

#### **3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a study of the role of a paralegal in the public sector. Topics of discussion include ethics and litigation support including methods of investigating cases and of preparing legal memoranda and other legal documents.

**Prerequisite(s):** LGL-101; LGL-103

### **LGL-205 Mechanics of Property Transactions**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course 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 paralegal's role in a real property conveyance. Students examine case studies and prepare a sample problem from contract to closing.

**Prerequisite(s):** LGL-101; LGL-103; LGL-220; REA-101

### **LGL-206 Mechanics of Commercial Transactions**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a study of legal forms, procedure and practice for organizing a business entity, sale of a business, equipment leasing, and other commercial transactions. Students examine case studies and prepare a sample problem for sale of a business.

**Prerequisite(s):** LGL-101; LGL-103; LGL-220

### **LGL-207 Wills and Administrations**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the New Jersey law of wills, probate, and estate administration. Topics of discussion include the preparation of wills, probate procedures, and the preparation of New Jersey Inheritance and Federal Estate Tax forms.

**Prerequisite(s):** LGL-101; LGL-103; LGL-220

### **LGL-208 Mechanics of Family Law**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to New Jersey family law. Topics of discussion include divorce, annulment, equitable distribution of assets, child custody, alimony, and support and visitation of children. New Jersey forms and procedures are reviewed. Students examine case studies and prepare matrimonial pleadings and pretrial memoranda.

**Prerequisite(s):** LGL-101; LGL-103; LGL-220

### **LGL-209 Nonprofit Law**

**3 Credit(s)**

3 Lecture Hour(s)

This course is dedicated to the analysis and application of New Jersey Nonprofit Corporation Law. Emphasis is placed on understanding New Jersey Statutes Title 15A. The course explores the effective and practical use of the nonprofit corporation from formation, application in business practices to dissolution. Students learn about formation, corporate powers, specific purpose nonprofits, tax aspects, boards, officers, minutes, registered agents, meetings and dissolution of nonprofits.

**Prerequisite(s):** BUS-115

### **LGL-210 Legal Aspects of Accounting**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a study of accounting concepts for the paralegal. The trust and escrow accounting reporting rules of the New Jersey Supreme Court are discussed. Hourly records, billing procedures, and accounting concepts are studied as they relate to legal situations.

**Prerequisite(s):** LGL-101; LGL-103; LGL-203

### **LGL-219 Hospitality Law**

**3 Credit(s)**

3 Lecture Hour(s)

This provides industry specific legal fundamentals to students and practicing professionals in the hospitality industry. It introduces basic foundations and principles of the law affecting the hospitality industry and introduces guidelines and techniques that show managers how to manage preventively and apply a practical legal awareness to their actions.

**Cross Listed Course(s):** HRM-219

**Prerequisite(s):** HRM-101

### **LGL-220 Computer Assisted Legal Research and Technology**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course introduces the student to modern technologies which allow efficient and accurate legal research. The course incorporates Westlaw, legal software, and the Internet into the legal research process and requires students to complete assigned computer research projects.

**Prerequisite(s):** LGL-101; LGL-103

### **LGL-232 Immigration Law**

**1 Credit(s)**

1 Lecture Hour(s)

This course teaches paralegals the practices and procedures in the specialty of immigration law.

**Prerequisite(s):** LGL-203

### **LGL-234 Personal Injury and Product Liability**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course teaches paralegals the practice and procedures used in the developing specializations of personal injury and product liability torts. Students will examine case studies and will prepare legal forms for sample case problems.

**Prerequisite(s):** LGL-203; LGL-220

### **LGL-292 Co-Op Work Experience [Paralegal]**

**3 Credit(s)**

2 Lecture Hour(s)

**CO-OP Hours** 12

This course requires part-time student employment in a law office, banking institution, court or other law-related position and aims at giving students insight into the methods and procedures used by paralegals. Job assistance is available through the Co-op office. 3 credits, plus 180 minimum hours work experience distributed over the semester.

**Prerequisite(s):** LGL-101; LGL-103; LGL-202; LGL-205, LGL-208; LGL-220; WRT-201; Minimum grade

C in WRT-101 and WRT-201 and in all paralegal speciality courses.

## **PAR-101 Principles of Paramedic Science I**

### **4 Credit(s)**

4 Lecture Hour(s)

This course provides students with the foundation principles of pre-hospital emergency medical care. Students will explore body systems and the pathophysiology that causes a patient to experience the life-threatening ailments that requires them to call 9-1-1.

**Prerequisite(s):** BIO-209; MAT Elective; PSY-201; SOC-101; [WRT-201 or WRT-202]

**Corequisite(s):** PAR-102; PAR-103; PAR-104

## **PAR-102 Paramedic Patient Care Techniques I**

### **4 Credit(s)**

4 Lecture Hour(s)

This course provides students with the patient assessment and treatment techniques related to excellent pre-hospital emergency medical care. Students will explore the human body systems and learn the systematic ways to approach life-threatening ailments.

**Prerequisite(s):** BIO-209; MAT Elective; PSY-201; SOC-101; [WRT-201 or WRT-202]

**Corequisite(s):** PAR-101; PAR-103; PAR-104

## **PAR-103 Paramedic Diagnostic Methods I**

### **3 Credit(s)**

1 Lab Hour(s)

4 Lecture Hour(s)

This course provides the student with the ability to gain paramedic skill competency for critically ill patients. Immersion in medical simulation will allow students to demonstrate the concepts and understanding of the roles and responsibilities of a paramedic. Audio-visual recording will be utilized to promote patient safety. This course prepares students for clinical and field internship rotations.

**Prerequisite(s):** BIO-209; MAT Elective; PSY-

201; SOC-101; [WRT-201 or WRT-202]

**Corequisite(s):** PAR-101; PAR-102; PAR-104

## **PAR-104 Paramedic Clinical Concepts I**

### **3 Credit(s)**

2 Lecture Hour(s)

7 Clinical Hour(s)

This course introduces the student to actual patient experiences in the hospital clinical environment. Students will demonstrate the concepts and understanding of paramedic clinical skills. Rotations include various patient care areas allowing competency in respiratory care, airway management, cardiac care, intravenous access and medication administration. Students are assigned to a preceptor who is responsible to observe and assess performance. Travel to off-site clinical affiliates is required.

**Prerequisite(s):** BIO-209; MAT Elective; PSY-201; SOC-101; [WRT-201 or WRT-202]

**Corequisite(s):** PAR-101; PAR-102; PAR-103

## **PAR-200 Paramedic Cardiac and Trauma Care**

### **2 Credit(s)**

2 Lab Hour(s)

1 Lecture Hour(s)

This course certifies students to the credentialing standards set by the American Heart Association for the Advanced Cardiac Life Support [ACLS] course and by the American College of Surgeons for the Advanced Trauma Life Support [ATLS] course. Students must obtain the minimum requirements outlined by the independent credentialing agency to pass the course.

**Prerequisite(s):** PAR-101; PAR-102; PAR-103; PAR-104

## **PAR-201 Principles of Paramedic Science II**

### **4 Credit(s)**

4 Lecture Hour(s)

This course provides the advanced principles of pre-hospital emergency medical care related to age-targeted populations, systemic disease and the pathophysiological effects of these emergencies. Integration of special populations and unique response

situations will be addressed.

**Prerequisite(s):** PAR-101; PAR-102; PAR-103; PAR-104; PAR-200

**Corequisite(s):** PAR-202; PAR-203; PAR-204

## **PAR-202 Paramedic Patient Care Techniques II**

### **4 Credit(s)**

4 Lecture Hour(s)

This course is a continuation and exploration of assessment and treatment techniques related to excellent pre-hospital emergency medical care. Students will explore body systems and learn the systematic ways to approach life-threatening ailments.

**Prerequisite(s):** PAR-101; PAR-102; PAR-103; PAR-104; PAR-200

**Corequisite(s):** PAR-201; PAR-203; PAR-204

## **PAR-203 Paramedic Diagnostic Methods II**

### **3 Credit(s)**

2 Lab Hour(s)

1 Lecture Hour(s)

This course continues to provide the student with the ability to gain paramedic skill competency for critically ill patients. Immersion in medical simulation will allow practice for demonstrating the concepts and understanding of the roles and responsibilities of a paramedic. Audio-visual recording will be utilized to promote patient safety. This course prepares students for clinical and field internship rotations.

**Prerequisite(s):** PAR-101; PAR-102; PAR-103; PAR-104; PAR-200

**Corequisite(s):** PAR-201; PAR-202; PAR-204

## **PAR-204 Paramedic Clinical Concepts II**

### **4 Credit(s)**

4 Clinical Hour(s)

This course continues to introduce students to actual patient experiences in the hospital clinical environment. Students will demonstrate the concepts and understanding of paramedic clinical skills. Students will be introduced to higher acuity areas such as the Intensive Care Units, Emergency Departments and specialty care areas like Obstetrics, Neonatal and

Pediatrics. Students are assigned to a preceptor who is responsible to observe and assess performance. Travel to off-site clinical affiliates is required.

**Prerequisite(s):** PAR-101; PAR-102; PAR-103; PAR-104; PAR-200

**Corequisite(s):** PAR-201; PAR-202; PAR-203

## **PAR-205 Paramedic Clinical Concepts III**

### **3 Credit(s)**

1 Lab Hour(s)

2 Lecture Hour(s)

This course is designed to review materials covered by the National Standard Curriculum for the Paramedic. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, computer simulation and practice testing. Current trends in pre-hospital care will be reviewed. Upon course completion, students will be sufficiently prepared to sit for the paramedic licensure examination.

**Prerequisite(s):** PAR-200; PAR-201; PAR-202; PAR-203; PAR-204

**Corequisite(s):** PAR-206; PAR-207

## **PAR-206 Paramedic Field Externship I**

### **4 Credit(s)**

**336 field hours Clinical Hour(s)**

This course provides the student with the opportunity to connect theory and clinical skills learned through the Paramedic Science Program with the reality of rendering patient care in the pre-hospital environment. Students will be exposed to suburban, urban and rural patient care environments. Travel is required to off-site clinical affiliates throughout the state.

**Prerequisite(s):** PAR-200; PAR-201; PAR-202; PAR-203; PAR-204

**Corequisite(s):** PAR-205; PAR-207

## **PAR-207 Paramedic Field Externship II**

### **2 Credit(s)**

**132 field hours Clinical Hour(s)**

This course continues to provide the student with the opportunity to connect theory and clinical skills learned through the Paramedic Program with the

reality of rendering patient care in the pre-hospital environment. Students will be exposed to suburban, urban and rural patient care environments. Travel is required to off-site clinical affiliates throughout the state.

**Prerequisite(s):** PAR-205; PAR-206

**Corequisite(s):** PAR-205; PAR-206

### **PHR-100 Reasoning**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to the theory and practice of critical thinking. Topics covered may include the qualities and attitudes of the critical thinker; the nature and importance of rationality; the weighing of evidence and the rationality of belief; common errors in reasoning (e.g., fallacies); the evaluation of concepts and definitions; the analysis and evaluation of arguments in ordinary language; argument diagramming; and reasoning about causes and probability.

**General Education Course** > Humanities

### **PHR-101 Introduction to Philosophy**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the basic problems and methods of philosophical inquiry, concentrating on the work of such major thinkers as Plato, Aristotle, Augustine, Aquinas, Descartes, Hume, Kant, Hegel, Marx, Kierkegaard, and Sartre. Topics of discussion include the nature and limits of human knowledge, the existence of God, the differences between right and wrong conduct, the nature of the good life, and the meaning and value of human existence.

**General Education Course** > Humanities

### **PHR-102 Contemporary Moral Issues**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to applied or practical ethics. This involves discussions of specific moral problems, issues, controversies, and questions. Topics may include abortion, euthanasia, the death penalty and other punishments, sexual morality, pornography and censorship, discrimination on the basis of race,

gender, or sexual orientation, drugs, environmental ethics, the moral status of animals, and the meaning of virtue and vice.

**General Education Course** > Humanities

### **PHR-103 Introduction to Logic**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to the principles and methods of deductive reasoning. Topics include the relationship between logic and language; a thorough examination of the concepts of deductive validity, invalidity, soundness, and consistency; methods for determining the validity and invalidity of deductive arguments; guidelines for determining whether or not a valid argument is sound; and the application of deductive reasoning to issues in philosophy and other disciplines.

**General Education Course** > Humanities

### **PHR-106 Eastern Philosophy**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to the major philosophical traditions of China and India, concentrating on the work of such major thinkers as Lao Tzu, Confucius, Nagarjuna, Vasubandhu, Shankara, and Ramanuja. Topics of discussion include the nature, problems, and methods of Eastern philosophy; the nature of ultimate reality; the nature of the self; the nature and existence of God; the nature and limits of human knowledge; human nature and the human condition; the meaning and value of life and death; the nature of the good life; and the search for enlightenment.

**General Education Course** > Humanities; Diversity

### **PHR-107 Introduction to the Philosophy of Art**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the basic problems, issues, and questions with respect to the understanding, interpretation, and evaluation of art and beauty. Readings may include philosophers such as Plato, Aristotle, Hume, Kant, Nietzsche, Beardsley, and

representation in the arts, environmental aesthetics, the connections between art and ethics and politics, and the nature of aesthetic value.

### **PHR-110 Introduction to Ethics**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the basic theories, methods, and problems of moral philosophy. Topics may include the study of the moral theories of Aristotle, Aquinas, Hobbes, Kant, Mill, and Rawls; the relationship of ethics and morality to religious belief; morality and evolution; the nature and meaning of moral terms; moral absolutism and relativism; egoism and altruism; the nature of moral reasoning; conceptions of the good life; free will and moral responsibility.

**General Education Course** > Humanities

### **PHR-111 Social and Political Philosophy**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a general introduction to the broad themes of political philosophy and social theory. Discussions will include: how human life is and should be organized into societies; the nature of political systems and different forms of government; the relationship between the individual and the state; the nature of justice; the influence of economy on society; how human nature influences social nature; and the meaning of freedom and democracy.

**General Education Course** > Humanities

### **PHR-114 Environmental Ethics**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course explores our moral obligations with respect to the natural world. While focused on ethical discourse and principles, and how they are applied to environmental problems, the course may also discuss epistemological, metaphysical and aesthetic issues as they pertain to environmental ethics. Topics include: the moral standing of both nonhuman species and nonliving entities, consumption, climate change, food ethics, the Anthropocene, environmental justice, sustainability, land ethic, deep ecology, and ecofeminism.

### **PHR-120 Introduction to Religion**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a study of major themes in religious and theological thought. Topics of discussion include the nature and existence of God; the relationship between God, humanity, and the universe; human nature and the human condition; religious responses to the problems of human existence; and the relationship between religion and society.

**General Education Course** > Humanities

### **PHR-121 Religions of the World**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a comparative study of the history, basic beliefs, and characteristic practices of such major religious systems as Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam. Some attention is also given to the religions of ancient Middle Eastern and Mediterranean peoples, to ancient and modern tribal religions, and to contemporary sectarian and cultic movements.

**General Education Course** > Humanities; Diversity

### **PHR-122 Women and Religion**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course analyzes the relationship of women to the major religious traditions of the world, including Judaism, Christianity, Islam, Hinduism, Buddhism, and others. The course examines such issues as religious statements about the nature of women, religious codes of behavior for women, and the extent and nature of women's religious participation within the various traditions.

**General Education Course** > Diversity

### **PHR-124 The Christian Scriptures**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is an introductory study of traditional and modern perspectives on the Old and New Testaments, with primary emphasis on the New Testament.



**General Education Course** > Diversity Course

### **PHR-125 The Hebrew Scriptures**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introductory study of traditional and modern perspectives on the Hebrew Bible. The relationship between the Bible and the Talmud will also be discussed.

**General Education Course** > Diversity

### **PHR-126 The Islamic Scriptures**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introductory study of the origins, content, and meaning of the primary sacred text of Islam, the Koran (Qur'an). The relationship between the Koran and the Hadith (a record of sayings and actions of Muhammed) will also be discussed.

**General Education Course** > Diversity

### **PHR-127 The Buddhist Scriptures**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introductory study of the origins, content, and meaning of the primary texts of Buddhism. In addition to its origins in India and the development of the Theravada and Mahayana schools, the course will also examine the development of Buddhism in Tibet and East Asia, including Pure Land and Zen Buddhism, and in the contemporary West.

**General Education Course** > Diversity

### **PHY-100 Energy and Society**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course provides an overview of the nature of energy, its uses, and its effect on the individual, society and the environment. The course will explore the use of energy in contemporary society and the development of renewable energy technologies. Emphasis is placed on conservation, energy efficiency, renewable energy sources and technologies that can be

utilized to create a sustainable energy society. The laboratory part of the course will involve service learning projects.

**General Education Course** > Natural Sciences

**Prerequisite(s):** MAT-011

**Corequisite(s):** MAT-011

### **PHY-111 Astronomy**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is a survey of the universe. Light, astronomical instruments and the historical development of Astronomy are topics to be studied to initiate a tour of the heavens, which include the Earth as a planet, the Moon, the Solar System, stars, galaxies, quasars, black holes, and scientific theories of the creation of the universe. The possibility of life elsewhere is discussed throughout. Labs supplement the course material and include an evening at our observatory.

**General Education Course** > Natural Sciences

### **PHY-112 Climatology**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is a study of the Earth's climate. Climate elements and atmospheric heat transfer processes will be studied and applied to climate classification schemes. The effects of climate on human activities will be considered. Special attention will be given to the greenhouse effect, El Nino, Ice Age theories, climate explanations for the extinction of the dinosaurs, and past and future climates. Laboratory work features simple analytical and statistical analysis of climate data.

**General Education Course** > Natural Sciences

### **PHY-113 Geology**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is a study of the solid Earth. Topics include minerals and rocks, weathering and soils,

groundwater, glaciers, deserts, earthquakes, and volcanism. Special attention will be given to mining and oil prospecting and their environmental effects, fossils and rocks, plate tectonics, analysis of the structure of the Earth's interior, and geologic time and Earth history. Laboratory work includes mineral and rock analysis, soil and vegetation studies, topographic mapping, and review of the geologic calendar.

**General Education Course** > Natural Sciences

### **PHY-114 Meteorology**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course studies the physics of weather. All concepts are taught from their appropriate Physics principles. Our atmosphere's composition is studied along with those heat transfer mechanisms that lead to its thermal structure. Weather elements; temperature, humidity, clouds, pressure, winds, and precipitation, and their physical interactions are analyzed. The equations of motion are applied to the dynamics of hurricanes, cyclones, and anticyclones. Labs emphasize the Physics of sun-weather relationships, weather maps, and forecasting.

**General Education Course** > Natural Sciences

### **PHY-185 Introduction to Physics**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course covers a series of topics selected from the following: Newton's Laws of Motion, mechanical energy, work and power, heat and heat transfer, electricity and magnetism, light, sound, atomic structure, and radioactivity and relativity. Conceptual principles are emphasized without dwelling on the rigorous mathematical aspects of the topics studied. Application of principles to environmental and health problems is included.

**General Education Course** > Natural Sciences

### **PHY-186 General Physics I**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is the first half of a two-semester, algebra-based physics sequence, and is a study of mechanics (motion, forces, and the conservation laws), waves, sound, and fluids. It covers kinematics, dynamics, energy, momentum, rotation, and the mechanical properties of matter. The laws of physics are investigated and applied to problem solving.

**General Education Course** > Natural Sciences

**Prerequisite(s):** MAT-160; Minimum grade C

### **PHY-280 Physics I**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is the first semester of a three-semester, calculus-based physics sequence, and is a study of mechanics (motion, forces, and the conservation laws). It covers kinematics, dynamics, statics, energy, momentum, oscillations, gravity, and the properties of solid matter. The laws of physics are investigated and applied to problem solving.

**General Education Course** > Natural Sciences

**Prerequisite(s):** MAT-180; Minimum grade C

**Corequisite(s):** MAT-280

### **PHY-286 General Physics II**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is the continuation of PHY-186 General Physics I, and is a study of heat, electricity and magnetism, light, and modern physics. It covers thermodynamics, electrostatics, magnetic fields and forces, capacitance and inductance, electrical and electronic circuits, geometrical and physical optics, relativity, and quantum theory.

**General Education Course** > Natural Sciences

**Prerequisite(s):** PHY-186; Minimum grade C

### **PHY-290 Physics II**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is the continuation of PHY-280 Physics I, and is primarily a study of electricity and magnetism. It covers electrostatics, electrical circuits, magnetic fields and forces, capacitance and inductance, Maxwells equations, and the properties of fluids.

**General Education Course** > Natural Sciences

**Prerequisite(s):** MAT-280; PHY-280; Minimum grade C

**Corequisite(s):** MAT-281

### **PHY-291 Physics III**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is the continuation of PHY-290 Physics II, and is a study of waves, heat, and modern physics. It covers sound and light, geometrical and physical optics, thermodynamics, relativity, and quantum theory.

**General Education Course** > Natural Sciences

**Prerequisite(s):** MAT-281; PHY-290; Minimum grade C

### **PHY-294 Engineering Mechanics: Statics**

**4 Credit(s)**

4 Lecture Hour(s)

This course is a study of the state of rest or motion of bodies under the action of forces. This course builds a foundation of analytic capability for the solution of a great variety of engineering problems. Topics covered include the statics and dynamics of particles and rigid bodies.

**Prerequisite(s):** MAT-282; PHY-280; Minimum grade C

### **POL-101 American Government**

**3 Credit(s)**

3 Lecture Hour(s)

This course is the study of the American national political system and the uses, options, patterns, and limitations of public power. The course examines the theoretical roots of government, the American adaptation of the Western political tradition, the Constitution, decision making structures, the role of

the people in government, political parties, lobbies and civil rights. Current policies and problems are analyzed and discussed.

**General Education Course** > Social Sciences

### **POL-102 International Relations**

**3 Credit(s)**

3 Lecture Hour(s)

This course 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.

**General Education Course** > Social Sciences

### **POL-103 Political Ideology**

**3 Credit(s)**

3 Lecture Hour(s)

This course focuses on the ideologies that have dominated contemporary world politics. Such theories as Socialism, Communism, Fascism, Islamism and Feminism are studied. Writings of key theorists will be read.

**General Education Course** > Social Sciences

### **POL-104 State and Local Government**

**3 Credit(s)**

3 Lecture Hour(s)

This course is the study of state, county, and municipal political systems. The course examines the making and enforcement of public policy and the political roles of the people, political parties, political machines, and pressure groups. Intergovernmental relations and evolving patterns of metropolitan government are analyzed with an emphasis on New Jersey and Bergen County.

**General Education Course** > Social Sciences

### **POL-106 Themes in U.S. History [Modern American Presidency]**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an analytical and historical examination

of the development of the office and powers of the modern American presidency. Emphasis is placed on studying the roles of the president as described in the Constitution, the relationship of the executive with the other branches of government, presidential views of the office, the presidential election system, and presidential character and personality.

### **POL-107 Introduction to Politics**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a survey of the basic concepts and methodologies of political science. Topics considered include power, comparative and international politics, the state, government, forms of representation, and methods of social science analysis.

**General Education Course** > Social Sciences

### **POL-291 Co-Op Work Experience [Political Science]**

#### **1 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 3

This course provides a student with practical, supervised work experience in the area of political science. This program is under professional guidance in a college approved work environment. Job placement assistance is available through the Cooperative Education Office.

**Prerequisite(s):** Take 2 courses from POL

### **POL-292 Co-Op Work Experience [Political Science]**

#### **2 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 8

This course provides a student with practical, supervised work experience in the area of political science. This program is under professional guidance in a college approved work environment. Job placement assistance is available through the Cooperative Education Office. 2 credits, plus 120 hours work experience distributed over the semester.

**Prerequisite(s):** Take 2 courses from POL

### **POL-293 Co-Op Work Experience [Political Science]**

#### **3 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 12

This course provides a student with practical, supervised work experience in the area of political science. This program is under professional guidance in a college approved work environment. Job placement assistance is available through the Cooperative Education Office. Requires 180 minimum hours work experience distributed over the semester.

**Prerequisite(s):** Take 2 courses from POL

### **PSY-101 General Psychology**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is an analysis of human behavior with special reference to thinking, learning, memory, perception, emotion, individual differences in intelligence, psychotherapy, and personality. The scientific nature and practical relevance of psychological investigations and research findings are discussed.

**General Education Course** > Social Sciences

### **PSY-102 Introduction to Abnormal Psychology**

#### **3 Credit(s)**

3 Lecture Hour(s)

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.

### **PSY-103 Educational Psychology**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course introduces the student to psychology as applied to the teaching-learning process. Topics of

discussion include the varieties of human learning, the physical, social, and cognitive development of the learner, the teacher use of the environment to influence learning, the teacher role in education, and education self-direction.

### **PSY-104 Psychology of Human Relations**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is designed to encourage the active participation of each student in a series of activities and lectures that promote increased self-awareness and self-concept. Source materials in the psychology of human relations, communications, group behavior, adjustment, and leadership are studied and discussed.

### **PSY-106 Developmental Psychology: Lifespan**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a survey course that provides an overview of the psychological development of the individual through the lifespan. The changes during the childhood, adolescent, adult and elderly periods are studied via theories applied to the whole human lifecycle. Theories about psycho-social, moral, and language development as well as the effect of work, gender, intelligence, personality, health, and other factors on human development are examined.

**General Education Course** > Social Sciences

### **PSY-110 Psychology of Sexuality**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course emphasizes the changing concepts in human sexuality. Of importance are socialization, deviance, treatment, and psychotherapy in the field of sexuality. Of major interest are the paraphilia, victimization, homosexuality, gender identity, and the psychodynamics involved in sexual expression.

**General Education Course** > Diversity

### **PSY-111 Sport Psychology**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to sport psychological

theory, research, and application. Sport Psychology examines how psychological factors affect an individual's physical performance, and how participation in sport and exercise enhances psychological health and personal well-being. The topics covered include personality; motivation; arousal and anxiety; group cohesion and leadership; effective communication; imagery and skills training; and psychological reactions to athletic injuries.

### **PSY-114 Environmental Psychology**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course introduces environmental psychology, which is a study of the relationship between individuals and their built and natural environment. The course examines the environment's influence on human experiences, behavior, and psychological well-being as well as how people influence the environment. This course introduces how environmental psychologists apply scientific research to improve the interactions between people and the physical world, which includes examining people's thoughts, attitudes, emotions, motivation, resistance, and behaviors.

### **PSY-123 Cross-Cultural Psychology**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is an analysis of psychological development in a variety of cultural settings. The course explains the similarities and differences in personality between people with different cultural backgrounds. Topics included in the course are childbearing, abnormal and normal behavior, sex roles, attitudes toward authority, and moral/religious traditions in various cultures.

**General Education Course** > Diversity

### **PSY-127 Stress Management**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a study of stressful tension and of its psychological and physiological management. Students practice several techniques of coping with stress including problem solving, relaxation techniques, biofeedback, exercise, and work strategies.

Personal stress management approaches are emphasized.

### **PSY-201 Child Psychology**

**3 Credit(s)**

3 Lecture Hour(s)

This course is designed to help the student understand the significant stages of motor, cognitive, linguistic, emotional, and social development of the child as these are influenced by genetic, cultural, and individual forces from the prenatal period through middle childhood.

**General Education Course** > Social Sciences

**Prerequisite(s):** PSY-101

### **PSY-202 Psychology of Adolescence**

**3 Credit(s)**

3 Lecture Hour(s)

This course is the study of human development from late childhood to adulthood. The course examines the physical, psychological, sexual, and social development of adolescents, the development of identity and self-concept, relationships with parents, and the maturation process.

**Prerequisite(s):** PSY-101

### **PSY-207 Psychology of Women**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an in-depth examination of the psychology of women. The course analyzes the interplay of biological and cultural factors as they affect gender roles. 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.

**General Education Course** > Diversity

**Prerequisite(s):** PSY-101

### **PSY-210 Social Psychology**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to social psychological

theory, research, and application. It examines how people perceive, influence, and relate to others. It also investigates the diverse cultural contexts that shape social interactions. The topics covered will include social perception, attitude formation and change, persuasion and social influence, cultural norms, interpersonal attraction, prejudice and stereotyping, group interaction, aggression, and helping behavior.

**General Education Course** > Diversity

**Prerequisite(s):** PSY-101

### **PSY-291 Co-Op Work Experience [Psychology]**

**1 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 3

This course provides the student with the opportunity to gain human relations work experience in social institutions that relate to 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. Requires 60 minimum hours work experience distributed over the semester

**Prerequisite(s):** PSY-101

### **PSY-292 Co-Op Work Experience [Psychology]**

**2 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 8

This course provides the student with the opportunity to gain human relations work experience in social institutions that relate to 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. Requires 120 hours work experience distributed over the semester.

**Prerequisite(s):** PSY-101

### **PSY-293 Co-Op Work Experience [Psychology]**

**3 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours 12**

This course provides the student with the opportunity to gain human relations work experience in social institutions that relate to 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. Requires 180 minimum hours work experience distributed over the semester.

**Prerequisite(s):** PSY-101**RTT-110 Introduction to Radiation Therapy and Patient Care Management****2 Credit(s)**

2 Lecture Hour(s)

This course is an exploration of the foundation of radiation therapy practices and variety of roles for the professional in the delivery of health care. Principles of practice, professional responsibilities, medical law and ethics will be addressed.

**Corequisite(s):** RTT-120; RTT-121; RTT-130; RTT-150**RTT-120 Radiation Therapy Practices I****4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course introduces the student radiation therapist to treatment equipment and techniques. Topics include patient immobilization, localization, simulation, documentation, patient positioning, treatment delivery parameters, prescriptions, and patient care.

**Corequisite(s):** RTT-110; RTT-121; RTT-130; RTT-150**RTT-121 Radiation Therapy Clinical Practicum I****2 Credit(s)****24 Clinical Hour(s)**

This course 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.

**Corequisite(s):** RTT-110; RTT-120; RTT-130; RTT-150**RTT-130 Radiation Biology and Safety****3 Credit(s)**

3 Lecture Hour(s)

This course explores the cellular and systemic effects of radiation exposure. Radiation health, safety, and federal and state requirements will be enforced.

**Prerequisite(s):** RTT-110; RTT-120; RTT-121; RTT-150**RTT-150 Principles of Diagnostic Radiation Physics****3 Credit(s)**

3 Lecture Hour(s)

This course is a continuation of the exploration of radiation physics. Emphasis will be on basic principles of physics, atomic structure, electro-magnetic and particulate radiation, x-ray circuits, radiographic tubes and radiation production.

**Corequisite(s):** RTT-110; RTT-120; RTT-121; RTT-130**RTT-200 Survey of Diseases****3 Credit(s)**

3 Lecture Hour(s)

This course orients students to disease and disorders that compromise the human body. Emphasis is on cellular, systemic and manifestations. There will be an emphasis on the management of pathologies as well.

**Prerequisite(s):** RTT-120**Corequisite(s):** RTT-210; RTT-220; RTT-221; RTT-230**RTT-210 Dosimetry and Treatment Practices**

**3 Credit(s)**

3 Lecture Hour(s)

This course applies the concepts of radiation physics to therapy practice. Treatment units, scatter radiation analysis, isodose curves, patient contouring, dosimetric calculations, compensating filtration and equipment calibration are introduced.

**Prerequisite(s):** RTT-110; RTT-150**Corequisite(s):** RTT-200; RTT-220; RTT-221; RTT-230**RTT-220 Radiation Therapy Practices II****4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is an exploration of cancer; its detection, diagnosis, correlation and prognosis. The focus of the course is on the management of neoplastic disease and its mechanism of spreading. Various laboratory experiments will be used to demonstrate the role of radiation therapy in the treatment of cancer.

**Prerequisite(s):** RTT-120**Corequisite(s):** RTT-200; RTT-210; RTT-221; RTT-230**RTT-221 Radiation Therapy Clinical Practicum II****2 Credit(s)****24 Clinical Hour(s)**

This course affords student radiation therapists an avenue to continue their development of professional skills through rotations on various treatment machines, treatment planning, and simulation. Objectives and treatment competencies will be used to assess outcomes. Students will be given 352 hours for this clinical experience.

**Prerequisite(s):** RTT-121**Corequisite(s):** RTT-200; RTT-210; RTT-220; RTT-230**RTT-222 Radiation Therapy Clinical Practicum III****2 Credit(s)****34 Clinical Hour(s)**

This course affords student radiation therapists with an avenue to continue the development of advanced professional clinical skills through the correlation of didactic theory. Students continue towards competency and mastery and will be given 408 hours of clinical experience.

**Prerequisite(s):** RTT-210; RTT-220; RTT-221; RTT-230**RTT-230 Advanced Procedures****2 Credit(s)**

2 Lab Hour(s)

1 Lecture Hour(s)

This course explores advanced practices that the student will incorporate into their basic foundation of knowledge. Cross-sectional anatomy will be presented through didactic presentation. Quality control parameters for therapeutic and simulation equipment will be presented through a synchronous didactic and laboratory presentation. There will be an introduction to computing, information processing, computer concepts and various laboratory experiments.

**Prerequisite(s):** RTT-120; RTT-150**Corequisite(s):** RTT-200; RTT-210; RTT-220; RTT-221**RAD-180 Introduction to Radiography****2 Credit(s)**

2 Lecture Hour(s)

In this course, the healthcare system and the radiography profession are studied. Specific topics related to patient care management include communication, medical law, ethical practice, vital signs, basic pharmacology, infection control, transfer techniques, medical equipment and emergencies are addressed.

**Corequisite(s):** RAD-181; RAD-182**RAD-181 Radiography I****4 Credit(s)**

6 Lab Hour(s)

3 Lecture Hour(s)

This course introduces the study of radiography. The theory and application of positioning of the chest, abdomen, and upper limb will be explored. Basic principles of radiation protection and radiographic



exposure and medical terminology will be reinforced in class and in the laboratory.

**Corequisite(s):** RAD-180; RAD-182; BIO-109

### **RAD-182 Radiography Practicum I**

**1 Credit(s)**

8 Lab Hour(s)

This course is designed to introduce the student to the physical layout and operation of a department of radiology. This course requires the performance of some routine examinations under the direct supervision of a registered radiographer and a college clinical instructor. The student rotates throughout three affiliated hospitals during this experience

**Corequisite(s):** RAD-180; RAD-181

### **RAD-183 Radiographic Pathology**

**1 Credit(s)**

1 Lecture Hour(s)

This course is a survey of medical and surgical diseases designed to acquaint the student with changes caused by diseases that have a relation to the scope of medical and imaging diagnostics.

**Prerequisite(s):** BIO-209; RAD-283

**Corequisite(s):** RAD-285; RAD-286

### **RAD-276 Principles of Imaging Equipment**

**2 Credit(s)**

2 Lecture Hour(s)

The overall focus of this course is to orient the student radiographer to the fundamental principles, operation, and application of radiation-producing imaging equipment used in diagnostic imaging. Topics in this course include atomic structure, radiation, diagnostic x-ray circuit, tomography, image intensification, mobile and automatic exposure control units. Radiation safety and patient care principles are reinforced.

**Prerequisite(s):** RAD-180; RAD-181; RAD-182

**Corequisite(s):** RAD-281; RAD-282

### **RAD-280 Principles of Image Production and Acquisition**

**3 Credit(s)**

3 Lecture Hour(s)

This course involves the study of the theoretical and practical aspects of image creation. The photographic, geometric, and imaging systems will be explored. Evaluation of changes caused in the radiographic image with equipment and recording systems, demonstrated, and discussed. Also included in this course are the basic concepts of the origin and effects of ionizing radiation on the patient and radiographic image.

**Prerequisite(s):** RAD-181; RAD-182; RAD-276

**Corequisite(s):** RAD-283

### **RAD-281 Radiography II**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is the continuation in the study of radiographic procedures. The theory and application of positioning of the lower limb, spinal column, and an introduction to the contrast studies will be explored. Principles of positioning techniques, exposure, and critique will be explored in the laboratory.

**Prerequisite(s):** RAD-180; RAD-181; RAD-182

**Corequisite(s):** RAD-276; RAD-282; BIO-209

### **RAD-282 Radiography Practicum II**

**2 Credit(s)**

16 Lab Hour(s)

This course requires students to spend two clinical days a week in a radiology department where students will perform routine as well as some complex examinations under the direct supervision of a registered radiographer and a college clinical instructor. Procedures performed are evaluated on the basis of a competency-based clinical education system.

**Prerequisite(s):** RAD-182

### **RAD-283 Summer Radiography Practicum**

**3 Credit(s)**

25.6 Lab Hour(s)

This course requires students to spend two clinical

days a week in a radiology department where students will perform routine as well as some complex examinations under the direct supervision of a registered radiographer and a college clinical instructor. Procedures performed are evaluated on the basis of a competency-based clinical education system.

**Prerequisite(s):** RAD-281; RAD-282

### **RAD-285 Radiography III**

**3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course continues with the study of radiographic procedures, theory, and application of basic skull, advanced skull, an overview of the management and care of trauma, geriatric and pediatric patients. It also includes a study of contrast agents typically utilized and their respective radiographic examinations. This course includes a component of faculty guided independent study of medical terminology.

**Prerequisite(s):** RAD-281; RAD-283

**Corequisite(s):** RAD-183; RAD-286

### **RAD-286 Radiography Practicum III**

**2 Credit(s)**

16 Lab Hour(s)

This course requires the performance of routine, complex, and advanced X-ray procedures under the supervision of a registered radiographer and college clinical instructor in a Radiology Department. Students spend 16 hours a week for 15 weeks meeting the established requirements for competency based clinical education.

**Prerequisite(s):** RAD-282; RAD-283

**Corequisite(s):** RAD-183; RAD-285

### **RAD-288 Radiography IV**

**3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course incorporates three major areas of study - radiation protection, computed tomography, and sectional anatomy. There will be an introduction to sectional anatomy. The use of computer software programs will also be used in the laboratory.

**Prerequisite(s):** RAD-276; RAD-285; RAD-286

**Corequisite(s):** RAD-289

### **RAD-289 Radiography Practicum IV**

**2 Credit(s)**

24 Lab Hour(s)

This course requires the performance of routine, complex, and advanced X-ray procedures under the supervision of a registered radiographer and a college clinical instructor in a radiology department. Students spend 24 hours per week for 15 weeks meeting the established requirements for competency based clinical education. Rotations into specialty areas and elective rotations are also begun.

**Prerequisite(s):** RAD-276; RAD-285; RAD-286

**Corequisite(s):** RAD-288

### **RAD-290 Advanced Radiography Practicum**

**3 Credit(s)**

32 Lab Hour(s)

The 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.

**Prerequisite(s):** RAD-182; RAD-282; RAD-283;

RAD-286; RAD-289

### **REA-101 Principles of Real Estate I**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an introduction to real estate law. Topics covered include property rights, title concepts, liens, contracts, mortgages, deeds, and other property instruments. Students must complete this course and REA-201 in same or consecutive semesters to qualify for the New Jersey Real Estate Salesperson's

Examination which must be taken within 1 year after completion of REA-201.

### **REA-201 Principles of Real Estate II**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a structured review of real estate law with emphasis on leases, landlord-tenant relations, appraisals, the law of agency, the License Act and Regulations, and other state and municipal laws and regulations. Students must complete this course and REA-101 in same or consecutive semesters to qualify as a candidate for the New Jersey Real Estate Salesperson's Examination which must be taken within 1 year after completion of this course.

**Prerequisite(s):** REA-101

### **RSP-110 Respiratory Care Pharmacology**

#### **2 Credit(s)**

2 Lecture Hour(s)

This course introduces the student to the medications utilized in the treatment of patients with acute and chronic cardiopulmonary disorders.

**Prerequisite(s):** RSP-119; RSP-121

### **RSP-119 Introduction to Respiratory Care**

#### **4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is a study of the respiratory therapist's role as a member of the medical team. Gas laws, physics, physiology, and medical equipment terminology are taught. In addition, it provides the student with an in depth understanding of medical gas administration, humidity and aerosol therapy, safety systems, airway management, and infection control. Students will also learn the mechanical devices utilized to maintain patient airways and the various utilities in the treatment of respiratory and cardiac arrest. Laboratory exercises provide students with an opportunity to develop skills in the application of all equipment modalities, and to demonstrate their skills in resuscitation and airway management.

**Corequisite(s):** RSP-110; RSP-121

### **RSP-121 Respiratory Care Clinical Externship I**

#### **1 Credit(s)**

16 Lab Hour(s)

This course introduces the student to the hospital environment. The student studies the relationship of the respiratory therapy department with other medical departments in the hospital. The student learns charting, patient rounds, equipment modalities, medication administration, and bronchial hygiene therapy.

**Corequisite(s):** RSP-110; RSP-119

### **RSP-210 Cardiopulmonary Diseases and Disorder**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course offers the student an opportunity to study the various disease entities and their effect on the cardiopulmonary system. The pathophysiology, diagnosis, and treatment of pulmonary disease are presented in this course.

**Prerequisite(s):** RSP-110; RSP-119; RSP-121

**Corequisite(s):** RSP-220; RSP-222; RSP-225

### **RSP-220 Fundamentals of Respiratory Critical Care**

#### **3 Credit(s)**

3 Lecture Hour(s)

This is a course of study of the respiratory therapists' role as a member of the critical care team. Students will be introduced to advance management devices utilized to maintain patent airways. Students will learn interpretation of blood gases and sampling techniques. Introductory preparation to conduct therapeutic procedures needed to achieve adequate artificial ventilation with emphasis on non-invasive support and invasive support is part of this course. Students will learn procedures needed to assist the physician.

**Prerequisite(s):** RSP-110; RSP-119; RSP-121

**Corequisite(s):** RSP-210; RSP-222; RSP-225

### **RSP-222 Cardiopulmonary Anatomy and Physiology**

**2 Credit(s)**

2 Lecture Hour(s)

This course is a study of physiologic mechanisms of the cardiopulmonary system, including a review of the anatomy of the pulmonary and circulating systems; ventilatory physics/mechanics, gas diffusion, physiology of internal and external respiration, oxygen transport, carbon dioxide transport and elimination, ventilation/perfusion relationships; and the neurological control of ventilation.

**Prerequisite(s):** RSP-110; RSP-119; RSP-121**Corequisite(s):** RSP-210; RSP-220; RSP-225**RSP-225 Respiratory Care Clinical Externship II****2 Credit(s)**

16 Lab Hour(s)

This course provides the appropriate setting for the continuation of practicing and refining skills obtained throughout the course of the initial clinical experience. The student is provided the opportunity to administer medication through various types of therapy. They will also perform cardiopulmonary resuscitation, airway care and management, infection control procedures, patient assessments, apply non-invasive ventilation therapy, and evaluate and record pertinent data in the patient's chart.

**Prerequisite(s):** RSP-110; RSP-119; RSP-121**Corequisite(s):** RSP-210; RSP-220; RSP-222**RSP-226 Respiratory Care Clinical Externship III****2 Credit(s)**

40 Lab Hour(s)

This course gives the student an opportunity to develop their clinical skills of airway management, cardiopulmonary resuscitation, aerosol therapy, arterial puncture and interpretation, oxygen therapy, hyperinflation therapy, non-invasive ventilation, and patient evaluation. In addition, the student will begin learning basic mechanical ventilation concepts through assessment and monitoring. Students may have exposure to the ICU's during this rotation.

**Prerequisite(s):** RSP-210; RSP-220; RSP-225**RSP-231 Respiratory Care Clinical External IV****2 Credit(s)**

16 Lab Hour(s)

This course is designed to provide the student with the opportunity to develop advanced skills in the management of ventilator patients in adult critical care areas. Students will also receive an introduction to the neonatal

pediatric intensive care units. In addition, rotations through specialty areas are provided. Emphasis is placed on patient evaluation and education, decision-making skills, communication, and critical thinking skills.

**Prerequisite(s):** RSP-226**Corequisite(s):** RSP-240; RSP-250**RSP-235 Respiratory Care Clinical Externship V****2 Credit(s)**

16 Lab Hour(s)

This course is designed to enable the student to finalize their training in the critical care areas and specialty sites. In addition, students will also rotate through the neonatal and pediatric units. Emphasis is placed on patient evaluation, management strategies, decision-making skills, and critical thinking skills.

**Prerequisite(s):** RSP-231; RSP-240; RSP-250**Corequisite(s):** RSP-241; RSP-260**RSP-240 Diagnostic Monitoring and Patient Assessment****4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course provides the student with an understanding of logical therapeutic interventions based upon pulmonary and hemodynamic procedures utilized in the collection, analysis, and the interpretation of this data in diagnosis and evaluation of treatment of the patient. Attention is given to fundamental physiological concept because these concepts provide a foundation for discussion of

cardiopulmonary pathophysiology and common cardiopulmonary abnormalities that occur in patients.

**Prerequisite(s):** RSP-226

**Corequisite(s):** RSP-231; RSP-250

### **RSP-241 Neonatal and Pediatric Respiratory Care**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a comprehensive overview of pediatric and neonatal respiratory care. Special considerations of respiratory care practice unique to pediatrics and neonatology are discussed. Topics include pediatric anatomy and physiology, fetal development, clinical assessment, oxygen therapy, airway management, mechanical ventilation, resuscitation, cardiopulmonary pathophysiology and disorders specific to this specialty.

**Prerequisite(s):** RSP-231; RSP-240; RSP-250

**Corequisite(s):** RSP-235; RSP-260

### **RSP-250 Respiratory Critical Care**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course provides the student with advance skills necessary to manage the intensive care patient. Students will learn to evaluate, monitor, and use protocols to provide advance management therapies based on pathophysiology of the critically ill patient. The laboratory portion of this course will reflect the practical application of the topics presented in lecture.

**Prerequisite(s):** RSP-226

**Corequisite(s):** RSP-231; RSP-240

### **RSP-260 Special Topics Respiratory Care**

**3 Credit(s)**

3 Lecture Hour(s)

This course will focus on legal, ethical, and cultural issues in healthcare. It will address management issues, healthcare delivery and principles of reimbursement. Students will utilize cased based scenarios and simulations to enhance patient management and critical thinking skills.

**Prerequisite(s):** RSP-231; RSP-240; RSP-250

**Corequisite(s):** RSP-235; RSP-241

## **SOC-101 Sociology**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an examination of the culture and structure of human societies. The course focuses on social groups and institutions, their norms and controls, and how and why they change. Topics of discussion covered include the family, education, deviance, race and ethnicity, gender roles, social change, and social inequalities.

**General Education Course** > Social Sciences; Diversity

## **SOC-102 Introduction to Human Services**

**3 Credit(s)**

3 Lecture Hour(s)

Introduction to Human Services is an analysis of social welfare philosophies and social service systems in the United States. Through lectures, group participation, field trips and/or service learning options, students learn to recognize perspectives, definitions, historical developments, dynamics, current issues and trends, and social work roles while working within a multicultural society, as well as the common aspects of helping within the broad field of human services.

## **SOC-103 Sociology of the Family**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the oldest and most fundamental social institution. This course analyzes various types of courtship, parenting, human sexuality, marital breakup, and family patterns. Family life is viewed from the perspective of society and of the individual. Students are encouraged to examine their own family patterns in relation to the broad range of possibilities that are discussed.

**General Education Course** > Social Sciences; Diversity

## **SOC-104 Intro to Social Work**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an analysis of the goals, ethics and values of social workers, agency structure, how social workers can advocate for change across client role that advocacy and a strengths-based perspective plays in the role of a social worker. Through lectures and group participation, students learn perspectives, definitions, dynamic, current issues, and social work roles while working within a multicultural society.

**SOC-106 Intro to LGBTQ Cultures****3 Credit(s)**

3 Lecture Hour(s)

This course presents an introductory and interdisciplinary approach to lesbian, gay, bisexual, transgender, and queer (LGBTQ) studies, including biopsychosocial and historical perspectives regarding voices and experiences of LGBTQ cultures in the U.S. since Stonewall in 1969. Topics include exploring 1970s gay liberation and lesbian feminism, 1980s AIDS epidemic, the rise of "queer" theory in the 1990s, popular fiction and memoirs in the 2000s, and the emergence of current transgender and intersex issues, research, and theory.

**General Education Course** > Social Sciences;  
Diversity

**SOC-113 Social Problems****3 Credit(s)**

3 Lecture Hour(s)

This course is the study of contemporary social issues and problems in the United States. Various theoretical perspectives are utilized in an effort to understand why particular issues become defined as problems, to determine the origin of social problems, and to critically assess proposed solutions to these perceived problems. Topics of discussion can include crime and delinquency, poverty, family violence, overpopulation, war, AIDS, sexual assault, mental illness, racism, sexism, and classism (social inequality).

**General Education Course** > Social Sciences;  
Diversity

**SOC-115 Introduction to Substance Abuse****3 Credit(s)**

3 Lecture Hour(s)

This course presents an introductory systems-oriented approach to addressing alcohol and other drug problems. Providing an overview of chemical dependency and addiction services, the course examines causal theories, models, and definitions. In addition, intervention and prevention strategies, as well as public policy issues will be explored. Special attention will be given to the family systems perspective in theory, research, and treatment.

**SOC-116 Substance Abuse Counseling****3 Credit(s)**

3 Lecture Hour(s)

This course offers an introduction to the field of substance abuse counseling, and examines the impact of substance abuse on individuals, families and society. Specific techniques for counseling the alcoholic and the problem drinker are presented. Additionally this course will address the etiology of substance abuse, intervention tactics, and primary/relapse prevention strategies will be discussed. Special attention will be given to substance abuse problems in diverse populations.

**SOC-120 Sociology of Gender Roles****3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the changing roles of men and women in contemporary society. Topics of the discussion covered include the biological bases for differentiation in gender roles, male and female roles in a cross-cultural perspective, changing expectations for men and women in work and sports, the sexual revolution, and the consequences of gender role change.

**General Education Course** > Social Sciences;  
Diversity

**SOC-121 The Changing Roles of Women****3 Credit(s)**

3 Lecture Hour(s)

This course is an introductory, interdisciplinary study of the changing roles of women today. Topics of discussion include women's roles in a cross-cultural and historical perspective, the influence of biology, sexuality, and psychology on the roles of women,

women in the workforce, women as portrayed in literature, the impact of religious beliefs on women, women's changing family roles, and traditional and present-day feminism.

**General Education Course** > Diversity

### **SOC-222 Ethnic & Minority Group Relations**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of the diverse ethnic and multicultural structure of the United States. Particular attention is given to Native Americans, Hispanic Americans, Asian Americans, African Americans, Italian Americans, Irish Americans, and Jewish Americans. Topics taught include social, economic, and familial structures of various ethnic groups, the dislocation of new immigrants, prejudice and discrimination, and the lifestyles of various minority groups.

**General Education Course** > Social Sciences; Diversity

**Prerequisite(s):** SOC-101

### **SOC-291 Co-Op Work Experience [Sociology]**

**1 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 3

This course provides a student with the opportunity to gain human relations work experience in social institutions that relate to 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. Requires 60 minimum hours work experience distributed over the semester.

**Prerequisite(s):** SOC-101

### **SOC-292 Co-Op Work Experience [Sociology]**

**2 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 8

This course provides a student with the opportunity to gain human relations work experience in social institutions that relate to 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. Requires 120 hours work experience distributed over the semester.

**Prerequisite(s):** SOC-101

### **SOC-293 Co-Op Work Experience [Sociology]**

**3 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 12

This course provides a student with the opportunity to gain human relations work experience in social institutions that relate to 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. Requires 180 minimum hours work experience distributed over the semester.

**Prerequisite(s):** SOC-101

### **IST-101 Introduction to Technological and Information Literacy [TIL] [A]**

**1 Credit(s)**

2 Lab Hour(s)

This course introduces students to the history and use of contemporary computer technology and to the retrieval, evaluation, and management of electronic and print information. The course covers various types of computer systems, college library systems, the Internet and its applications, networked information systems, traditional scholarly resources, central concepts underlying the research process, the social impact of developments in information technology (IT), and ethical, legal, and political aspects of technology and information utilization.

### **IST-102 Introduction to Technological and Information Literacy [TIL] [B]**

**1 Credit(s)**

1 Lecture Hour(s)

This course introduces students to the history and use of contemporary computer technology and to the retrieval, evaluation, and management of electronic and print information. The course covers various types of computer systems, college library systems, the Internet and its applications, networked information systems, traditional scholarly resources, central concepts underlying the research process, the social impact of developments in IT, and ethical, legal, and political aspects of technology and information utilization. (Must be taken with a TIL-intensive section of a General Education course such as COM-100 or WRT-101)

**IST-121 Intro College Experience****2 Credit(s)**

3 Lecture Hour(s)

This is a course which combines academic subject matter and substantial writing assignments in a discipline context established by the individual instructor. This course provides a learning opportunity for the student which includes communication skills, critical reasoning, problem solving, study skills, time management, and goal setting. The objective of this course is to help students understand the value and benefits of higher education as a life experience.

**IST-123 Success 101****3 Credit(s)**

3 Lecture Hour(s)

This course is designed to help students achieve success in college. The course will focus on the strategies, habits, and values necessary for students to take charge of their own academic and personal development. Emphasis will be placed on self-assessment and goal setting, written and oral communication skills, critical thinking, time management, and study skills.

**IST-124 Success for AIMS****3 Credit(s)**

4 Lecture Hour(s)

This course is designed to help students achieve success in college and in life. The course will focus on the strategies, habits, and values necessary for students to take charge of their own academic and personal development. Emphasis will be placed on self-

assessment and goal-setting, written and oral communication skills, critical thinking, time management, and study skills. The course includes a practical component, which will focus on public speaking skills, computer literacy, and college etiquette.

**IST-223 Success Practicum****1 Credit(s)**

1 Lecture Hour(s)

This course is tailored to help students practice the knowledge acquired from Success 101 to achieve their goals in college and in life. Students will focus on career exploration, choosing a major, 4-year college transfer planning, student life and community building through Service Learning. Emphasis will be placed on self-exploration and goal setting, written and oral communication skills, critical thinking, time management and life skills.

**Prerequisite(s):** IST-123 or permission by your instructor or academic counselor

**IST-281 Co-Op Work Experience  
[Interdisciplinary Studies]****1 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 3

This course provides the student with practical, supervised work experience in a professional environment. Through on-the-job experience, students can acquire knowledge and skills to pursue a career in their area of interest. A faculty member supervises students, and job placement assistance is available through the Co-Op Office.

**IST-282 Co-Op Work Experience  
[Interdisciplinary Studies]****2 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 8

This course provides the student with practical, supervised work experience in a professional environment. Through on-the-job experience, students can acquire knowledge and skills to pursue a career in their area of interest. A faculty member supervises



students, and job placement assistance is available through the Co-op Office.

### **IST-283 Co-Op Work Experience [Interdisciplinary Studies]**

#### **3 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours 12**

This course provides the student with practical, supervised work experience in a professional environment. Through on-the-job experience, students can acquire knowledge and skills to pursue a career in their area of interest. A faculty member supervises students, and job placement assistance is available through the Co-op Office.

### **IST-284 Co-Op Work Experience [Interdisciplinary Studies]**

#### **4 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours 16**

This course provides the student with practical, supervised work experience in a professional environment. Through on-the-job experience, students can acquire knowledge and skills to pursue a career in their area of interest. A faculty member supervises students, and job placement assistance is available through the Co-op Office.

### **SUR-101 Surgical Technology I [Fall Only]**

#### **6 Credit(s)**

3 Lab Hour(s)

5 Lecture Hour(s)

This course is a study of the surgical technologist's role as a member of the surgical team. Surgical principles, technique, and procedures are taught. The laboratory segment consists of demonstrations and return demonstrations of performance skills.

**Corequisite(s):** SUR-102; SUR-103; SUR-104

### **SUR-102 Surgical Technology Externship I [Fall Only]**

#### **2 Credit(s)**

16 Lab Hour(s)

This course introduces the student to the operating room environment. Approximately six weeks are spent on campus in a preclinical segment, during which time the student is exposed to background information and practice of entry level skills. The remaining time is spent in the clinical area with directed experience in surgical procedures and operating room practice.

**Corequisite(s):** SUR-101; SUR-103; SUR-104

### **SUR-103 Surgical Terminology [Fall Only]**

#### **1 Credit(s)**

1 Lecture Hour(s)

This course is a study of the basic structure of medical and surgical words, including roots, combining forms, prefixes and suffixes. Emphasis is placed on correct pronunciation and definition of surgical terms, allowing the student to build a professional vocabulary for working in the operating room.

**Corequisite(s):** SUR-101; SUR-102; SUR-104

### **SUR-104 Microbiological Applications in Surgery [Fall Only]**

#### **2 Credit(s)**

2 Lecture Hour(s)

This course is a study of microorganisms and their relationship to disease. This overview of the fundamentals of Microbiology includes historical aspects, cell structure, and the functions of microorganisms. Emphasis is placed on infectious disease, modes of transmission, infection control and their clinical application in surgery. Discussion is centered on the role of the Surgical Technologist regarding operating room techniques, infection control and sterilization, and disinfecting of supplies, instruments and the environment.

**Corequisite(s):** SUR-101; SUR-102; SUR-103

### **SUR-201 Surgical Technology II [Spring Only]**

#### **5 Credit(s)**

5 Lecture Hour(s)

This course is an in-depth study of specialty surgical procedures with emphasis on common diseases and

surgical procedures in relation to the various body systems.

**Prerequisite(s):** SUR-101; SUR-102

**Corequisite(s):** SUR-202

### **SUR-202 Surgical Technology Externship II [Spring Only]**

**2 Credit(s)**

24 Lab Hour(s)

This course gives the student the opportunity for further directed experience in the operating room. The student will scrub for procedures in general and specialty areas surgery. A study of surgical instrumentation and equipment is also included in this course.

**Prerequisite(s):** SUR-101; SUR-102

**Corequisite(s):** SUR-201

### **SUR-203 Surgical Technology Externship III [Summer]**

**1 Credit(s)**

24 Lab Hour(s)

This course enables the student to continue with directed experience in the operating room. Emphasis is on refining skills and scrubbing for a wide variety of surgical procedures.

**Prerequisite(s):** SUR-201; SUR-202

### **TEC-180 Problem Solving using Technology**

**4 Credit(s)**

3 Lab Hour(s)

3 Lecture Hour(s)

This course is a hands-on course using computers and graphic calculators to solve problems related to various industrial and engineering technologies.

### **TEC-203 Work Based Learning for Science Technologists I**

**1 Credit(s)**

4 Lab Hour(s)

This course is designed to give students experience in on-the-job laboratory situations to which they can apply the lessons of their interdisciplinary, advanced

laboratory-based science technology courses. Students in this course will be counseled by industry and faculty mentors.

### **TEC-204 Work Based Learning for Science Technologists II**

**2 Credit(s)**

6 Lab Hour(s)

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.

**Prerequisite(s):** TEC-203

### **THR-101 Introduction to the Theatre**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of live theatre and of how it is produced, how it has developed historically and culturally, and how it is analyzed and evaluated. This is primarily a theory course, but it also includes theatre-going assignments.

**General Education Course > Humanities**

### **THR-109 History of Musical Theatre**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a chronological survey course that explores musical theatre from its early beginnings to the present. In a lecture and discussion format, students will explore examples of musical theatre to illustrate musical elements, musical and theatrical techniques, and structural form. Selected works will be considered from the context of their relationship with historical and artistic values.

**General Education Course > Humanities**

**Cross Listed Course(s):** MUS-109

### **THR-110 Basic Act Techniques**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course utilizes practical exercises to aid the beginning actor in developing technique from which to build self-confidence and believable characterizations. The course stresses the importance of self-discipline in developing creativity and freedom in voice and movement. Assignments include the presentation of scenes from various works during the semester.

**THR-111 Oral Interpretation of Literature****3 Credit(s)**

3 Lecture Hour(s)

This course explores the development of performance and vocal techniques in the oral presentation of all types of literature. The use of variety in pitch, volume, tempo, and attitude is stressed in communicating the author's meaning through the reader to the audience. Following specific guidelines, most of the literature is selected directly by each student.

**THR-113 Voice and Movement****2 Credit(s)**

2 Lab Hour(s)

1 Lecture Hour(s)

Voice and Movement is a fundamental and experiential course designed for students wishing to enhance their abilities as performing artists, speakers, presenters, teachers and more. Emphasis is placed on developing within the student an understanding of their body and voice as instruments of expression and communication. Students explore embodied techniques as they engage with a variety of poetic and dramatic texts, bringing them to life in performance.

**THR-120 Stage Make-Up****1 Credit(s)**

1 Lab Hour(s)

1 Lecture Hour(s)

This course provides a practical approach to makeup techniques for theatre and related arts. Through practical experience, students investigate basic, character, and stylized makeup.

**THR-124 Dance Experience****3 Credit(s)**

3 Lecture Hour(s)

This course is designed to inform the student about dance as a performing art form. Focus is on developing a critical framework for viewing various styles of dance performance. By attending performances, tracing the development of the particular form, studying the demands the art form makes upon its performers, and discussing critics' views and evaluating the experience, students are exposed to a broad representation of dance experiences.

**Cross Listed Course(s):** DAN 124**THR-125 Costume Construction I****2 Credit(s)**

2 Lecture Hour(s)

This course is an introduction to the historical significance of costume design and construction. They will then have an overall look at the technical side of stage costuming, with an emphasis in construction. Students will develop practical skills using the machinery as well as learning patterning for the various parts of a costume. They will learn hand sewing, fabric dyeing techniques as well as the organizational tools such as budgeting costumes for a show.

**THR-131 Stagecraft and Lighting****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course introduces the student to the theory and practice of stagecraft. It includes study in scene design, practice in construction of sets, and the setting and control of lighting.

**THR-134 Set Design I****3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course covers basic techniques of the principles and practices of set design for the stage. Emphasis is on interpretation of the literature, research, development of the ground plan, and the presentation of ideas. Included are design functions, construction, painting, modeling, history and theories of design.

## **THR-140 Introduction to Cinema**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is a study of film as an art form. The course is designed to awaken a more sensitive and critical response to the cinema through an understanding of its form, content, development, and criticism. Films are screened to demonstrate these elements.

**General Education Course** > Humanities

**Cross Listed Course(s):** CIN-140

## **THR-208 The Elements of Playwriting**

**3 Credit(s)**

3 Lecture Hour(s)

This is a workshop-style course that allows students to experience and practice the creative process involved in writing. This course provides students with an understanding of dramatic text, the skills necessary to create character, relationship, dialogue, and dramatic action. In addition, the course introduces students to the process of stage performance and managing their scripts for this medium.

**Cross Listed Course(s):** WRT-208

**Prerequisite(s):** WRT-101

## **THR-210 Scene Study**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course includes advanced work in characterization, vocal and body control, and exercise in the development of style and technique relevant to scenes and plays selected for study and presentation.

**Prerequisite(s):** THR-110

## **THR-212 Acting for the Camera**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course permits students to apply the skills introduced in Basic Acting Techniques to Acting for the camera. Through exercises and scene study,

students will expand their range of emotional, intellectual, physical, and vocal expressiveness for the camera. Students will act in on-camera exercises, television scenes, and film scenes.

**Prerequisite(s):** THR-110

## **THR-214 Audition Techniques**

**2 Credit(s)**

2 Lecture Hour(s)

This is a practical course which helps the student investigate, select, and prepare audition material appropriate to the individual and the audition call. The course includes exercises in handling cold readings and in learning to look at auditions from the casting director's point of view.

**Prerequisite(s):** THR-110

## **THR-215 Directing for the Stage**

**3 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is designed to instruct students in the fundamentals of direction for the stage. Student directors will learn how to analyze a script, cast, block, and direct a scene that will be presented in a performance for the public. This course explores various directing techniques that emphasize not only the artistic approach but also the practical and technical elements of the theatre.

**Prerequisite(s):** THR-101

## **THR-216 Theatre Production Workshop**

**4 Credit(s)**

4 Lecture Hour(s)

This is a practical course that produces a selected dramatic work as a result of collective class involvement in casting, set design and construction, lighting, costuming, makeup, promotion, rehearsal, stage management, and performance. The workshop culminates in a public performance of the project.

**Prerequisite(s):** THR-131

## **THR-217 Theatre Performance and Production**

**2 Credit(s)**

2 Lab Hour(s)

1 Lecture Hour(s)

This is a practical course in which students are introduced to acting and/or technical production. As a part of the course, students will actually be involved in theatre productions.

**Prerequisite(s):** THR-131**THR-231 Stage Electrics****3 Credit(s)**

4 Lecture Hour(s)

This course is designed to familiarize the student with the fundamental skills requisite to actualizing lighting and sound designs. Emphasis is given to the identification, use, and maintenance of equipment, as well as to basic electronics theory and practice. Special attention is given to basic theories and aesthetics of light and sound as design elements.

**Prerequisite(s):** THR-131**THR-232 Stage Management****1 Credit(s)**

1 Lecture Hour(s)

This course is an analysis of the techniques and responsibilities of the stage manager in the various forms of the performing arts. Areas of study covered include stage management in the theatre, concerts, and television.

**Prerequisite(s):** THR-131**THR-294 Co-Op Work Experience [Stage Technology]****4 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 16

This is a field work course in preproduction, production, and/or shop work arranged on an individual basis by the student. The student must attend periodic seminars and/or prepare reports or other projects as required by the Theatre Arts faculty. Credit is based on a predetermined number of hours/weeks worked in an approved theatre shop, or other entertainment facility. Job placement assistance is available through the Co-op office. Requires 240

minimum hours work experience distributed over the semester.

**VET-102 Introduction to Veterinary Technology****1 Credit(s)**

1 Lecture Hour(s)

This course introduces the student to the profession of veterinary technology through a study of the duties and responsibilities of the graduate veterinary technician and available career opportunities. In addition, other basic issues such as occupational safety and health, membership in professional organizations, certification and licensing, professional standards and behavior, the human-companion animal bond, and introductory animal restraint and handling will be covered. The course is the prerequisite to all other VET courses.

**Corequisite(s):** VET-103**VET-103 Veterinary Medical Terminology****1 Credit(s)**

1 Lecture Hour(s)

This course introduces the student to prefixes, suffixes, and word roots used in the language of veterinary medicine. Topics presented include veterinary medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems in the various species. Upon completion, students should be able to pronounce, spell, and define medical terms as related to body systems and their pathological disorders.

**Corequisite(s):** VET-102**VET-104 Research Animal Technology****2 Credit(s)**

2 Lab Hour(s)

2 Lecture Hour(s)

This course is an introduction to the handling, husbandry, and nursing care of the common laboratory animals. In addition, classroom study will cover the principles and ethics of animal research, as well as the laws that regulate the use of animals to ensure that they are treated humanely. Laboratory sessions provide hands-on training in restraint, drug

administration, sample collection, anesthesia and research techniques. Dissection is required.

**Prerequisite(s):** VET-102; VET-103

### **VET-110 Nutrition and Principles of Feeding**

**1 Credit(s)**

1 Lecture Hour(s)

This course is designed to introduce the fundamentals of nutrition. Materials cover the six classes of nutrients (water, protein, carbohydrates, lipids, minerals, and vitamins); their general functions, deficiencies, and toxicities; general digestion, absorption, utilization, and excretion of these classes in domestic animals. We will cover the feeding of animals in health and disease during various stages of the life cycle. Of primary concern will be the dietary management of specific diseases that affect domestic animals.

**Prerequisite(s):** VET-102; VET-103

### **VET-112 Veterinary Pharmacology [Spring Only]**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a study of pharmacology and its practical applications. This course is designed to give the student a basic understanding of drugs and other substances used in the treatment of disease. Emphasis is on classification of drugs based on their effects and therapeutic usage, sources of drugs, standards and regulations, weights and measures, conversions, labeling, and pharmacy maintenance. In addition, the student studies possible toxicological effects of these drugs and other toxic plants and substances.

**Prerequisite(s):** VET-102; VET-103

### **VET-115 Vertebrate Anatomy and Physiology I**

**3 Credit(s)**

2 Lab Hour(s)

3 Lecture Hour(s)

This course focuses on the structures and functions of vertebrate organ systems, with primary emphasis on mammals. After a brief overview of vertebrate development and evolutionary history and taxonomy,

the major portion of the course reviews each system, across all principal groups. Study of basic cellular biology and of skeletal, muscle, and nervous systems are included. Normal homeostatic mechanisms and pathophysiological conditions are emphasized, as well as the interrelationships of organs and organ systems. Dissection is required.

### **VET-203 Veterinary Nursing I [Fall Only]**

**3 Credit(s)**

6 Lab Hour(s)

1 Lecture Hour(s)

This course will furnish the skills and considerations necessary for the nursing duties of the veterinary technician. Topics include general animal care, handling and restraint, administration of medications and bandaging techniques. Special emphasis will be placed on safety of both patient and handler. Includes laboratory demonstrations and practice on live animals

**Prerequisite(s):** VET-102; VET-103; VET-110; VET-112; VET-115; VET-215

### **VET-204 Veterinary Dental Techniques**

**3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course encompasses various procedures in veterinary dentistry along with the skills necessary to assist the veterinarian in a complete dental prophylaxis and other complicated dental procedures. Oral and dental anatomy will be reviewed. The course will focus on the operation and maintenance of dental equipment, including dental radiography; the performance of a small animal dental prophylaxis procedure; and a survey of dental diseases in small and large animals and exotics. Emphasis will be placed on the scope of services that may be provided by the veterinary technician, including client education.

**Prerequisite(s):** VET-215; VET-112

**Corequisite(s):** VET-207

### **VET-205 Clinical Laboratory Procedures I [Fall Only]**

**3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course deals with the examination of blood, urine, and other body substances for diagnostic and prognostic purposes in veterinary practice. Students will learn to perform complete blood counts, blood chemistries, serological tests, and urinalysis. Lecture periods will cover the theories on which the tests are based and the relevance of laboratory results in the evaluation of the health of animals.

**Prerequisite(s):** VET-102; VET-103; VET-112; VET-115; VET-215

### **VET-207 Diagnostic Imaging [Fall Only]**

**3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course is an introduction to basic radiology, ultrasound and associated diagnostic techniques. The student will learn how to correctly position a patient, calculate exposure values, expose radiographic film, and process radiographs of diagnostic quality, both manually and automatically, for the veterinarian to examine. Special emphasis is placed on the potential hazards of radiation and occupational safety. Laboratory experiences provide skills practice in radiographic technique.

**Prerequisite(s):** VET-102; VET-103; VET-115; VET-215

### **VET-214 Veterinary Nursing II [Spring Only]**

**3 Credit(s)**

6 Lab Hour(s)

1 Lecture Hour(s)

This course is a continuation of Veterinary Nursing I. Principles of emergency care, intensive care, administration of drugs and fluids, shock therapy, oxygen therapy and the application of indwelling catheters will be discussed. This course will include a general study of diseases, their definition, etiology, pathogenesis, clinical signs, diagnosis, prevention, and treatment. Intensive care nursing will include hands on experience with animals and models.

**Prerequisite(s):** VET-203

### **VET-215 Vertebrate Anatomy and Physiology II**

**3 Credit(s)**

2 Lab Hour(s)

3 Lecture Hour(s)

This course is a continuation of Vertebrate Anatomy and Physiology I. The endocrine, circulatory, respiratory, renal, reproductive and digestive systems will be studied. Normal homeostatic mechanisms and pathophysiological conditions are emphasized, as well as the interrelationships of organs and organ systems. Dissection is required as part of the laboratory syllabus.

**Prerequisite(s):** VET-115

### **VET-217 Clinical Laboratory Procedures II [Spring Only]**

**3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course will cover basic parasitology, cytology, histology and necropsy techniques. The student will study the life cycles, pathogenesis, identification, prevention, control and public health concerns of internal and external parasites in domestic animals. Cytological specimens will be collected and processed. A necropsy prosection will be performed, with the collection of specimens and preparation of histology slides for examination by the veterinarian

**Prerequisite(s):** VET-205

### **VET-218 Large Animal Nursing [Summer Only]**

**3 Credit(s)**

3.75 Lab Hour(s)

2.5 Lecture Hour(s)

This course is designed to teach the student the skills associated with assisting the large animal practitioner. The essential tasks relating to handling, restraint, treatment, venipuncture, treatment, anesthesia, and administration of drugs and fluids to farm animals will be covered. A study of diseases of these animals with emphasis on disease control, prevention, treatment and immunization will be discussed. Common surgical procedures, as well as specimen collection and preservation will be reviewed.

**Prerequisite(s):** VET-110; VET-112

## **VET-219 Surgical Assist and Anesthesia [Spring Only]**

### **3 Credit(s)**

3 Lab Hour(s)

2 Lecture Hour(s)

This course includes in-depth discussion and hands-on experience with hygiene of the surgical suite and surgical prep room, asepsis, surgical instruments, and sterilization. The student will learn the basics of animal anesthesia as used in surgical procedures. It includes drugs and equipment for anesthetic administration, recovery, and emergencies, along with management of these preparations. We will also provide the student with in-depth coverage of preoperative and postoperative patient care.

**Prerequisite(s):** VET-203

## **VET-220 Veterinary Technology Externship I**

### **1 Credit(s)**

16 Lab Hour(s)

This course is a clinical experience providing the student with the opportunity to refine technical skills developed in areas such as animal handling, nursing care and treatment, surgical assistance, radiology, anesthesia, dental prophylaxis, diagnostic laboratory procedures, practice management, and client communication. Students spend 12 weeks in total in a pre-approved small animal hospital, animal research facility, or other allied animal health facility within the metropolitan area. Students train under the supervision of licensed veterinarians and graduate veterinary technicians.

**Prerequisite(s):** VET-207; VET-214; VET-216; VET-217; VET-218; VET-219

## **VET-221 Veterinary Technology Externship II**

### **1 Credit(s)**

16 Lab Hour(s)

This course is a clinical experience providing the student with the opportunity to refine technical skills developed in Externship I. Students spend 12 weeks in total in a pre-approved small animal hospital, animal research facility, or other allied animal health facility within the metropolitan area. Students train under the supervision of licensed veterinarians and graduate

veterinary technicians. Veterinary Technology Externship II is the second half of the student's clinical experience

**Prerequisite(s):** VET-220

## **WEX-101 Dynamics of Health and Fitness**

### **2 Credit(s)**

1 Lab Hour(s)

2 Lecture Hour(s)

This course is a theory based study of exercise and its effects on humans. Topics investigated are lifestyle issues in wellness including cardiovascular function, weight management and nutrition, strength, flexibility, stress management and principles/programs of exercising.

## **WEX-104 Aquacise**

### **1 Credit(s)**

2 Lab Hour(s)

This course is an opportunity for the student to increase fitness through selected aquatic activities such as in-the-water stretching, running, and calisthenics movements. A comfortable exercise program will be adapted to each person's tolerance level. No swimming ability is required.

## **WEX-105 Fitness Center Plus**

### **1 Credit(s)**

2 Lab Hour(s)

This course is a physical activity which provides students with the opportunity to participate in personal conditioning programs. Fitness evaluations and computer prescribed exercise programs are generated for each student. All equipment in the Fitness Center is employed to develop and maintain these individualized fitness programs.

## **WEX-106 Nutrition, Exercise, and Fitness**

### **3 Credit(s)**

3 Lecture Hour(s)

This course explores concepts of nutrition as they apply to exercise and performance. Topics include bioenergetics, thermodynamics and the energy equation, ergogenic aids, supplements and computerized diet analysis. Required for Exercise Science Certificate and Degree.



## **WEX-111 Aerobic Conditioning**

**1 Credit(s)**

2 Lab Hour(s)

This course is an application of the theories explored in WEX-101. The course is designed to provide students with opportunities to improve cardiovascular health, muscle endurance, flexibility and stress reduction. Different modes of aerobic training will be used which may include movement to music.

## **WEX-112 Body Conditioning**

**1 Credit(s)**

2 Lab Hour(s)

This course is an application of the theories explored in WEX-101. The course is designed to effect changes in such fitness areas as cardiorespiratory endurance, flexibility, strength, and body composition thorough aerobic conditioning, progressive resistance exercises, and flexibility exercises. The development of personal exercise regimens for lifelong participation is emphasized.

## **WEX-114 Keep Young, Fit, and Alive**

**1 Credit(s)**

2 Lab Hour(s)

This course is an application of the theories explored in WEX-101. The course is designed to emphasize the management of musculoskeletal concerns such as low back and stress reduction. It may include aerobic, flexibility and various resistance modalities. Dietary practices may also be adressed.

## **WEX-115 Swimming for Conditioning**

**1 Credit(s)**

2 Lab Hour(s)

This course is an application of the theories explored in WEX-101. The course is designed to effect changes in cardiovascular endurance, muscular strength, and flexibility. Students must have good swimming ability.

## **WEX-116 Weight Training**

**1 Credit(s)**

2 Lab Hour(s)

This course is an application of the theories explored in WEX-101. The course is designed to effect changes in muscular strength and endurance through a variety

of appropriate training techniques and applications. The development of personal exercise regimens for lifelong participation is emphasized.

## **WEX-117 Core Stability Training**

**1 Credit(s)**

2 Lab Hour(s)

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.

## **WEX-118 50+ Fitness**

**1 Credit(s)**

2 Lab Hour(s)

This course is an application of the theories explored in WEX-101. The course is designed to provide students (50 years or older) with opportunities to increase fitness through individualized programs emphasizing flexibility, aerobic conditioning, muscle strength/endurance and weight management.

**Prerequisite(s):** WEX-101

## **WEX-119 Virtual Physical Trainer**

**3 Credit(s)**

3 Lecture Hour(s)

The Virtual Physical Trainer course presents the attributes for success as a trainer in a virtual method of instruction. The course addresses the theory and skills necessary for use of social media, set design, voice projection, and lighting. The course covers establishing and promoting training methodologies including strength, cardiovascular conditioning, mobility, flexibility, meditation and nutritional counseling, as well as the theoretical framework on when, where and why to take training virtual.

**Prerequisite(s):** WEX-164

## **WEX-123 Sports Ethics**

**3 Credit(s)**

3 Lecture Hour(s)

This is an introduction to ethics within the sporting context. The values promoted within sport will be examined along with common ethical dilemmas faced by those involved in sport. The course covers topics ranging from fair play to sportsmanship to current ethical issues.

### **WEX-124 Issues and Trends in Sport**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is designed to address the issues and trends happening in sports today. It includes historical analysis, instructional perspective, and political influences regarding trends and issues. Current events in the media will be used as case studies to identify their impact in both the sporting world as well as on society.

### **WEX-125 Recreational Sport and Fitness Administration**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is the study of the organization and direction of recreational activities and their management. It is a study of nature and function of fitness and recreation and the general principles of organization in the recreation field and fitness clubs.

### **WEX-126 Sports Administration**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course provides an overview of the general principles of management, applies them to the sports industry, and sports organizations in particular. The course includes basic organizational business structures, trends, and observations. Students will also consider the ethical and moral dilemmas facing sports managers as well as the role of sports in society, and explore career opportunities.

### **WEX-127 Sports Facilities & Events Management**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course provides the student with an overview and examination of the facility master planning process, including legal requirements and economic

considerations. This course includes planning, supervising, maintaining and evaluating sports facilities and events. Financial considerations for both the private and public sector will be emphasized. Everyday supervision of maintenance, inventory, potential vandalism, and comprehensive event planning management is included.

### **WEX-128 Sports Fundamentals**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is a practical study of the fundamental principles and techniques of major sports. Students experience and practice various common sports activities.

### **WEX-130 Massage for Sport and Leisure Activities**

#### **3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course is the theory and practice of manual manipulation and its role in exercise. Topics will include basic anatomy, physiologic concepts relative to massage and the healing process, as well as assessment of selected musculoskeletal issues. Included in the course will be the opportunity to investigate and practice a variety of techniques that can be applied to these situations.

### **WEX-131 Scuba Diving**

#### **1 Credit(s)**

2 Lab Hour(s)

This is a course that allows students to develop basic skills in skin and scuba diving by means of lectures, demonstrations, and class practice. Students must have good swimming ability. (International certification is optional.)

### **WEX-133 Mindfulness & Good Health**

#### **1 Credit(s)**

2 Lab Hour(s)

Mindfulness & Good Health is an introduction to the theory and practice of mindfulness: mind-body exercises that develop awareness of present-moment thoughts, feelings, and actions. Students will learn how to incorporate mindfulness practices into their lives to reduce stress, improve emotional balance and

resilience, and enhance their personal and academic lives.

### **WEX-159 Cardiopulmonary Resuscitation [CPR] and Emergency First Aid**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course provides the student with the knowledge and practical skills needed to respond to various emergency situations including: burns; wounds; respiratory and cardiac problems; broken bones; poisoning; etc. Students will receive certification in CPR and First Aid upon successful completion of the course.

### **WEX-160 Kinesiology for Personal Training and Exercise**

#### **3 Credit(s)**

3 Lecture Hour(s)

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.

### **WEX-163 Nutrition Today**

#### **3 Credit(s)**

3 Lecture Hour(s)

This course is an investigation of basic nutrition concepts. Current studies and findings are explored and evaluated. Information is used to formulate practices that maximize health benefits.

### **WEX-164 Exercise Science**

#### **3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course is a theory based investigation of the effects of exercise on human health, fitness, and sport performance. Emphasis is on basic principles of exercise physiology, exercise prescription, bioenergetics, body composition, training programs, and practical applications to the exercise setting.

Requirement for Exercise Science Certificate and Degree.

**Prerequisite(s):** Recommended: WEX-106; WEX-183; WEX-184

### **WEX-167 Self-Defense**

#### **1 Credit(s)**

2 Lab Hour(s)

This is a course that provides the opportunity to learn basic techniques in judo, karate, and jujitsu.

### **WEX-169 Yoga Fitness Plus**

#### **1 Credit(s)**

2 Lab Hour(s)

The course offers a stimulating workout that combines stretch and strengthening to achieve overall fitness. Students will develop awareness, experience the flow of energy, improve alignment and core strength. The course is open to students of all levels and aims to promote health and balance by improving physical fitness.

### **WEX-170 Yoga, Meditation, and Stress Relief**

#### **1 Credit(s)**

2 Lab Hour(s)

This is an introductory level course to the practice of yoga with emphasis on meditation and stress relief. Using the fundamentals of yoga, student will learn how to use breath and movement to mitigate the effects of everyday stress.

### **WEX-171 Golf**

#### **1 Credit(s)**

2 Lab Hour(s)

This course is a study of the fundamental theories, skills, etiquette and rules needed to play the game of golf.

### **WEX-172 Intermediate Golf**

#### **1 Credit(s)**

2 Lab Hour(s)

This course is designed to further acquaint the student with the game of golf beyond the beginner level, reviewing fundamental skills and developing shot-

making strategies. Some previous golf experience recommended either having played the game or taking golf lessons.

### **WEX-173 Beginner Tennis**

**1 Credit(s)**

2 Lab Hour(s)

This is a course that provides the student with the opportunity to develop the fundamental skills of the game. It also acquaints students with the basic rules, regulations and strategy of both singles and doubles play

### **WEX-174 Volleyball**

**1 Credit(s)**

2 Lab Hour(s)

This is a course that provides fundamental skills, strategies, and knowledge of power volleyball through teaching-learning experiences and active participation.

### **WEX-175 Beginner Level Swimming**

**1 Credit(s)**

2 Lab Hour(s)

This is a basic course for non-swimmers that includes fundamental water safety and survival, crawl stroke, back crawl, breaststroke, sidestroke, and recreational aquatic activities.

### **WEX-176 Advanced Swim Training**

**1 Credit(s)**

2 Lab Hour(s)

This course provides an introduction to competitive swimming while increasing cardiovascular endurance, muscular strength and athletic confidence. Advanced Swim Training is designed to prepare students for open-water, long and short course competitive swimming. Emphasis will be placed on skill development and improved swimming performance.

### **WEX-182 Fitness Measurement and Interpretation**

**3 Credit(s)**

3 Lecture Hour(s)

This is a course involving analysis of the parameters of fitness, sport performance, and their assessment. Topics include measurement protocols and the

quantitative expression of body composition, aerobic capacity and energy expenditure, strength, endurance, flexibility and sport specific elements relative to exercise application. Requirement for Exercise Science Certificate and Degree.

### **WEX-183 Principles of Conditioning**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an application of theories explored in WEX-164 Exercise Science. 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.

### **WEX-184 Sports Medicine - Theory and Practice**

**3 Credit(s)**

3 Lecture Hour(s)

This course develops an awareness of sports medicine and provides the student with concepts, knowledge, and practical skills in the areas of prevention, evaluation, management, and rehabilitation of exercise-induced trauma. Athletic taping for support of joints and muscles is taught and practiced.

### **WEX-185 Contemporary Health Issues**

**3 Credit(s)**

3 Lecture Hour(s)

This course addresses health issues students face, including psychological and spiritual health, violence prevention, drug abuse, sexuality, reproductive choices, and body image. The course emphasizes the development of positive habits for overall health and wellness.

### **WEX-209 Athletic Training Practicum I - Taping and Bracing for Athletic Injury**

**3 Credit(s)**

3 Lecture Hour(s)

Athletic Training Practicum 1 incorporates practical and clinical experience with the focus on taping and bracing techniques that are applied to athletic injuries. Students will explore the anatomy of major joints and muscle groups associated with athletic injury and apply the various taping and bracing techniques to the

upper and lower body. Clinical experience consisting of observation hours will be required for each student. Students will work closely with an ATC (certified athletic trainer) in a clinical setting to observe clinical competencies presented in the athletic training field. Observations may include clinical and/or game and practice exposure.

**Prerequisite(s):** WEX-184

### **WEX-210 Athletic Training Practicum II- Evaluation and Treatment of Athletic Injury**

**3 Credit(s)**

3 Lecture Hour(s)

Athletic Training Practicum II incorporates practical and clinical experience with the focus on evaluating, assessing and treating athletic injuries. Students will analyze the recognition, etiology, signs and symptoms, and functional anatomy of athletic injury. Application of special testing and treatment of common athletic injury will be practiced. Clinical experience consisting of observation hours will be required for each student. Students will work closely with an ATC (certified athletic trainer) to observe clinical competencies presented in the athletic training field. Observations may include clinical and/or game and practice exposure.

**Prerequisite(s):** WEX-184; WEX-209

### **WEX-281 Co-Op Work Experience [Exercise Science]**

**1 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 3

This course enables the student to gain essential hands-on experience in a fitness center under professional guidance and supervision. Requires 60 minimum hours work experience distributed over the semester.

**Prerequisite(s):** WEX-164; WEX-183

### **WEX-283 Co-Op Work Experience [Sports Management]**

**3 Credit(s)**

1 Lecture Hour(s)

**CO-OP Hours** 12

This course provides students with practical experience in professional, collegiate, amateur, or business institutions in sports-related industries. Students can pursue their individual interests and goals through the Co-Op program in Sports Management. Requires 180 minimum hours work experience distributed over the semester.

**Prerequisite(s):** WEX-127

### **WGS-110 Introduction to Women's and Gender Studies**

**3 Credit(s)**

3 Lecture Hour(s)

This course is an interdisciplinary introduction to historical and contemporary constructions of gender. Using discipline-specific theories and methods, students will explore the historical and contemporary understandings of sex and gender, and how concepts of gender have changed over time. Students will analyze representation of women, men, trans, and non-binary people using history, literature, philosophy, visual studies, popular culture, and mass media. The ways gender intersects with race, class, sexuality, and disability will be examined.

**General Education Course** >Humanities; Diversity

### **LAN-110 French I**

**3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course is an introduction to the pronunciation, basic comprehension, and communication of French through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance.

**General Education Course** > Humanities

### **LAN-111 German I**

**3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course is an introduction to the pronunciation, basic comprehension, and communication of German through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance.

**General Education Course** > Humanities**LAN-112 Italian I****3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course is an introduction to the pronunciation, basic comprehension, and communication of Italian through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance.

**General Education Course** > Humanities**LAN-113 Spanish I****3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course is an introduction to the pronunciation, basic comprehension, and communication of Spanish through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance.

**General Education Course** > Humanities**LAN-114 Russian I****3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course is an introduction to the pronunciation, basic comprehension, and communication of Russian through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance.

**General Education Course** > Humanities**LAN-115 Arabic I****3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

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.

**General Education Course** > Humanities**LAN-116 Chinese [Mandarin] I****3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course is an introduction to the pronunciation, basic comprehension, and communication of Chinese through active class use of simple vocabulary, grammar, and syntax. It is recommended for students who have had two or less [including no] years of previous high school study of this language. Students with more than two years prior should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance.

**General Education Course** > Humanities

## **LAN-119 Latin I**

### **3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

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.

**General Education Course** > Humanities

## **LAN-120 Japanese I**

### **3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course is an introduction to the pronunciation, basic comprehension, and communication of Japanese through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance.

**General Education Course** > Humanities

## **LAN-144 Irish I**

### **3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course is an introduction to the pronunciation, basic comprehension, and communication of Irish through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including) no years of previous high school study of this Gaelic language. Students with more than two years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance.

**General Education Course** > Humanities

## **LAN-165 Korean I**

### **3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course is an introduction to the pronunciation, basic comprehension, and communication of Korean through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less (including no) years of previous high school study of this language. Students with more than 2 years prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance.

**General Education Course** > Humanities

## **LAN-170 American Sign Language I**

### **3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course is an introduction to the expressive and receptive skills required for communication in American Sign Language [ASL]. Through active class use of basic vocabulary, grammar, and syntax, students will begin exploration of Deaf Culture and begin to learn the language of that culture. This course is recommended for students who have had less than one year of previous study of this language. Students with more than two years of prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance.

**General Education Course** > Humanities

## **LAN-180 Hebrew I**

### **3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course is an introduction to the pronunciation, basic comprehension, and communication of Hebrew through active class use of simple vocabulary, grammar, and syntax. It is recommended for students who have had less than one year of previous study of this language. Students with more than two years of prior study should consult with the Academic Department Chair of the World Languages and Cultures Department for course placement guidance.

**General Education Course** > Humanities

## **LAN-200 French II**

**3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of French through active class use of vocabulary, grammar, and syntax.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-110; Minimum grade C

## **LAN-201 Intermediate French I**

**3 Credit(s)**

3 Lecture Hour(s)

This course expands students French vocabulary and enhances their conversational ability. The course is conducted entirely in French and features extensive discussion of contemporary France and some grammar review.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-200; Minimum grade C

## **LAN-210 German II**

**3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of German through active class use of vocabulary, grammar, and syntax.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-111; Minimum grade C

## **LAN-211 Intermediate German I**

**3 Credit(s)**

3 Lecture Hour(s)

This course expands students German vocabulary and enhances their conversational ability. The course is conducted entirely in German and features extensive

discussion of contemporary Germany and some grammar review.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-210; Minimum grade C

## **LAN-220 Italian II**

**3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course offers students an opportunity to enhance skills in the speaking, reading, writing, and comprehension of Italian through active class use of vocabulary, grammar, and syntax.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-112; Minimum grade C

## **LAN-221 Intermediate Italian I**

**3 Credit(s)**

3 Lecture Hour(s)

This course expands students Italian vocabulary and enhances their conversational ability. The course is conducted entirely in Italian and features extensive discussion of contemporary Italy and some grammar review.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-220; Minimum grade C

## **LAN-222 Intermediate Italian II**

**3 Credit(s)**

3 Lecture Hour(s)

This course is conducted entirely in Italian and develops students' Italian communication skills through a study of the cultural history of Italy.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-221; Minimum grade C

## **LAN-228 Elementary Spanish for Heritage Speakers**

**3 Credit(s)**

4 Lecture Hour(s)



This course is designed to address the needs of Hispanic/Latino students who can communicate in Spanish but need to develop and/or improve their reading and writing skills. It addresses specific linguistic issues such as diction, orthography, and sentence structure. The course is conducted in Spanish and includes cultural discussions. Recommended for students with some previous Spanish language instruction.

**General Education Course** > Humanities

### **LAN-229 Intermediate Spanish for Heritage Speakers**

**3 Credit(s)**

3 Lecture Hour(s)

This course is a continuation of Elementary Spanish for Heritage Speakers. It continues to develop reading and writing skills, and to address linguistic issues. The course is conducted in Spanish and includes cultural discussions.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-228; Minimum grade C

### **LAN-230 Spanish II**

**3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of Spanish through active class use of vocabulary, grammar, and syntax.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-113; Minimum grade C

### **LAN-231 Intermediate Spanish I**

**3 Credit(s)**

3 Lecture Hour(s)

This course expands students Spanish vocabulary and enhances their conversational and reading ability. The course is conducted entirely in Spanish and focuses upon more complex grammatical structures as well as upon discussions about the Hispanic culture.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-230; Minimum grade C

### **LAN-232 Intermediate Spanish II**

**3 Credit(s)**

3 Lecture Hour(s)

This course is conducted entirely in Spanish and develops students Spanish communication skills through a study of the cultural history of Spain and Latin America.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-231; Minimum grade C

### **LAN-233 Spanish Conversation**

**3 Credit(s)**

3 Lecture Hour(s)

This course emphasizes the spoken language, stressing fluency and correctness of structure, pronunciation, and vocabulary. Topics of discussion may include current cultural, social, and literary events. Students receive individualized instruction in syntax and vocabulary. This course is conducted in the target language.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-230; Minimum grade C

### **LAN-240 Russian II**

**3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of Russian through active class use of vocabulary, grammar, and syntax.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-114; Minimum grade C

### **LAN-241 Intermediate Russian I**

**3 Credit(s)**

3 Lecture Hour(s)

This course expands students' Russian vocabulary and enhances their conversational ability. The course is

conducted entirely in Russian and features extensive discussion of contemporary Russia and some grammar review.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-240; Minimum grade C

### **LAN-244 Irish II**

**3 Credit(s)**

1 Lab Hour(s)  
3 Lecture Hour(s)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of Irish, one of the Gaelic languages, through active class use of vocabulary, grammar, and syntax.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-144; Minimum grade C

### **LAN-255 Arabic II**

**3 Credit(s)**

1 Lab Hour(s)  
3 Lecture Hour(s)

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.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-115; Minimum grade C

### **LAN-256 Intermediate Arabic I**

**3 Credit(s)**

3 Lecture Hour(s)

This course expands students' Arabic vocabulary and enhances their conversational ability. The course is conducted entirely in Arabic and features extensive discussion of the contemporary Arab World and some grammar review.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-255; Minimum grade C

### **LAN-260 Japanese II**

**3 Credit(s)**

1 Lab Hour(s)  
3 Lecture Hour(s)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing, and comprehension of Japanese through active class use of vocabulary, grammar, and syntax.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-120; Minimum grade C

### **LAN-261 Intermediate Japanese I**

**3 Credit(s)**

3 Lecture Hour(s)

This course expands students' Japanese vocabulary and enhances their conversational ability. The course is conducted entirely in Japanese and features extensive discussions of contemporary Japan and some grammar review.

**General Education Course** > Humanities

**Prerequisite(s):** Take LAN-260; Minimum grade C

### **LAN-262 Intermediate Japanese II**

**3 Credit(s)**

3 Lecture Hour(s)

This course expands the students' vocabulary and enhances their conversational and reading ability through class discussions, pair/group work, simulations, and oral presentations. The course is conducted entirely in Japanese with some grammar review and features extensive discussions of contemporary Japanese culture.

**General Education Course** > Humanities

**Prerequisite(s):** Take LAN-261; Minimum grade C

### **LAN-265 Korean II**

**3 Credit(s)**

1 Lab Hour(s)  
3 Lecture Hour(s)

This course offers students an opportunity to enhance their skills in the speaking, reading, writing and comprehension of Korean through active class use of vocabulary, grammar and syntax.

**General Education Course** > Humanities

**Prerequisite(s):** Take LAN-165; Minimum grade C

### **LAN-266 Intermediate Korean I**

**3 Credit(s)**

3 Lecture Hour(s)

This course expands students' Korean vocabulary and enhances their conversations ability. The course is conducted entirely in Korean and features extensive discussion of contemporary Korea and some grammar.

**General Education Course** > Humanities

**Prerequisite(s):** Take LAN-265; Minimum grade C

### **LAN-270 American Sign Language II**

**3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course is a continuation of American Sign Language I designed to further develop competency in ASL. Students will be given the opportunity to enhance both expressive and receptive skills by increasing vocabulary and knowledge of grammar. Students will be expected to interact with the deaf community in real-life settings thereby enhancing their awareness of and sensitivity to various aspects of Deaf Culture and ASL.

**General Education Course** > Humanities

**Prerequisite(s):** Take LAN-170 ; Minimum grade C

### **LAN-271 Intermediate American Sign Language I**

**3 Credit(s)**

3 Lecture Hour(s)

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.

**General Education Course** > Humanities

**Prerequisite(s):** Take LAN-270; Minimum grade C

### **LAN-272 Intermediate American Sign Language II**

**3 Credit(s)**

3 Lecture Hour(s)

This course develops American Sign Language communication skills through the study of the cultural history of the Deaf community. It is conducted entirely in American Sign Language.

**General Education Course** > Humanities

**Prerequisite(s):** Take LAN-271; Minimum grade C

### **LAN-276 Chinese [Mandarin] II**

**3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course offers students an opportunity to enhance their skills in listening, speaking, reading, writing, and comprehension of Chinese through active class use of vocabulary, grammar and syntax.

**General Education Course** > Humanities

**Prerequisite(s):** Take LAN-116; Minimum grade C

### **LAN-277 Intermediate Chinese [Mandarin] I**

**3 Credit(s)**

3 Lecture Hour(s)

This course expands students' Chinese vocabulary and enhances their conversational ability. the course is conducted entirely in chinese and features extensive discussion of contemporary China and some grammar.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-276; Minimum grade C

### **LAN-278 Intermediate Chinese [Mandarin] II**

**3 Credit(s)**

3 Lecture Hour(s)

This course is conducted entirely in Chinese and develops students' Chinese communication skills through a study of the culture of china and some grammar.

**General Education Course** > Humanities

**Prerequisite(s):** Take LAN-277; Minimum grade C

### **LAN-280 Hebrew II**

**3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

This course offers students an opportunity to enhance their skills in listening, speaking, reading, writing, and comprehension of Hebrew through active class use of vocabulary, grammar and syntax.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-180

### **LAN-289 Latin II**

**3 Credit(s)**

1 Lab Hour(s)

3 Lecture Hour(s)

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.

**General Education Course** > Humanities

**Prerequisite(s):** LAN-119; Minimum grade C

# Enrollment Services

Bergen Community College provides the option of registering in person or online via **Self Service**.

Self Service tool is accessible directly from Bergen portal ([my.bergen.edu](http://my.bergen.edu)).

Self Service accounts are available for all students enrolled in credit programs.

Step-by-step instructions on how log on Self Service, search and register for classes are accessible at

<https://bergen.edu/new-students/self-service/>

Registration materials containing course schedules and calendars are available each semester at [www.bergen.edu](http://www.bergen.edu).

## Residency Requirements

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

To be considered a resident of the state, a student must have resided in New Jersey for one year before enrolling at a public college in this state.

To be considered a resident of Bergen County, a student must be a state resident as defined above, and must show proof of having a permanent residence in the county.

The Office of Admissions and Recruitment must make a determination of the residency status of students, and as such, reserves the right to require students to show proof of residency when asked.

Deliberate misrepresentation of an address may result in the student's registration activity being suspended and may be subject to the College's student disciplinary process.

For more information, visit the Residency web page at

<https://bergen.edu/current-students/student-support-services/registration/residency-requirements/>

## Tuition and Fees

### **Bursar's Office**

**Main Office:** Pitkin Education Center, One Stop, Room OS-136

**Website:** [www.bergen.edu/bursar](http://www.bergen.edu/bursar)

**E-mail:** [bursaroffice@bergen.edu](mailto:bursaroffice@bergen.edu)

Tuition is payable by all students each semester or session on a per credit basis.

For the tuition rates and fees table for each academic year, go to [bergen.edu/bursar](http://bergen.edu/bursar).

Information on the student account is available on the Bergen student portal ([my.bergen.edu](http://my.bergen.edu)).

Tuition and fees are payable online via the Bergen Portal ([my.bergen.edu](http://my.bergen.edu)) or at the Bursar's office, located in One Stop Center, on the College's main campus in Paramus.

Checks and money orders must be made payable to Bergen Community College and have student's College ID number on the face.

Visa, MasterCard, Amex, and Discover are also accepted.

Cash payments are accepted in person at the Bursar's Office, One Stop, on the main campus in Paramus.

Students who register in person will be given a bill with a due date at the time of registration.

Students are responsible for withdrawal from classes if they do not plan to attend. Students also may take advantage of the College's deferred payment plan accessible through the Bergen Student Portal, under "**Student Finance** /

**Payments"** group menu.

Payment plans are available during fall and spring semesters.

Students may also visit the **Financial Aid Office** ([www.bergen.edu/fa](http://www.bergen.edu/fa)) to explore other options for payment of tuition and fees.

The Financial Aid Office is located in One Stop Center, on the College's main campus in Paramus, and can be reached via email at [financial.aid@bergen.edu](mailto:financial.aid@bergen.edu) or by phone at (201) 447-7148.

A student with outstanding charges must resolve those charges with the Bursar's Office, located in One Stop Center, on the College's main campus in Paramus, or via email at [bursaroffice@bergen.edu](mailto:bursaroffice@bergen.edu)

## Tuition

Payable by all students each semester or session on a per credit basis.

## Applicable Course Fees

In courses where additional instructional cost factors are incurred, the student will be charged a course fee.

Schedules and bills will indicate which courses have an additional cost factor.

Students in Health Career Programs incur additional costs for items such as uniforms, instruments, liability, insurance, and transportation.

These costs vary by program and are factored into financial aid benefits.

## Course Specific Fees Information

The Course Specific Fee **supports costs that are unique to a specific course**, which would be considered above and beyond the cost of instruction and basic instructional materials and equipment.

There are courses that have specific fees.

The list of course specific fees and detailed information about tuition and fees can be found at

<https://bergen.edu/bursar/tuition-and-fees-current-and-previous-academic-years/>

## 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.

## E-Textbook Fee

Some courses offer the option to access an electronic textbook, charged as a fee on the student account, as an alternative to purchasing a textbook from the bookstore.

Students will receive an email with information about this fee.

Those who wish to opt out and purchase the text another way should contact the Bergen Community College Bookstore at [bookstore@bergen.edu](mailto:bookstore@bergen.edu)

More information about textbooks can be found at <https://bergen.edu/follett-access/>

## **F-1 Student Fee**

This is a one-time fee paid by F-1 visa holders and those changing to F-1 visa status upon initial registration for the Fall and Spring semesters.

This fee will enable the College to meet U.S. government requirements surrounding F-1 visa regulations and will enhance the services that are offered by the International Student Center.

This fee does not apply to F-1 Visiting Students and these fees are non-refundable.

## **Returned Check Fee**

Any check not honored by the bank will incur a returned check fee and will require restitution in cash, money order, or certified check.

All future transactions with the College also must be made by cash, money order, or certified check.

## **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.

## **Special Registration Fee**

Payable by all students each semester or session.

The special registration fee covers the cost of parking permits, student ID cards.

## **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.

## **Chargeback**

Chargeback enables a student to pay In-County tuition rates. The difference in tuition will be paid by student's home county if the chargeback application is approved.

Chargeback requests may be approved by Home Counties if the county's community college does not offer the program or course or if the county's community college does not have space available in the program or course.

Chargeback application process information and forms can be found at <https://bergen.edu/bursar/chargebacks/>

## **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 Office of Admissions and Recruitment (Room SC-110), on the College's main campus in Paramus.

Depending upon home county requirements, a new chargeback will be needed for each academic year, or in some cases, for each semester.

For more information about the **chargeback application process**, visit <https://bergen.edu/bursar/chargebacks/>

## Stop Payment

Students who issue stop-payment authorization against checks paid to the College for tuition, fees, and other services are held responsible for such payment.

A returned check fee for such stop payment authorizations also will be assessed.

Once the outstanding financial obligations have been met in the Office of the Bursar, students are eligible to withdraw from classes according to the guidelines indicated under WITHDRAWAL FROM CLASSES (in this section) and the posted college deadlines for withdrawal from classes.

## Students with Outstanding Charges

Students who have outstanding financial obligations to the College or those who fail to return college materials on loan or assignment to them will have a hold placed on their record.

Such students will not receive copies of academic transcripts and will not be permitted to register for the next session.

College must receive full payment for any outstanding balance before release of transcript or registration for future semesters.

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.

## Refunds

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

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

Courses that do not meet for the full semester have prorated refund periods\*.

\*The actual dates are published in the **Registration and Academic Calendar** each semester.

"Weeks" are figured based on the starting date of the of the semester. For example, if the semester starts on a



Wednesday, the first week of classes ends on the following Tuesday.

Due to the compressed nature of Summer semesters, please refer to the **Registration and Academic Calendar** for specific dates.

## **Method of Refund**

Refunds will be made by Bergen Community College check in the name of the student and mailed to the address of record or through a direct deposit to the student checking or savings account.

Credit card refunds will be processed to the account originally charged.

Students on scholarship or other tuition assistance who withdraw in time for a refund may receive the refund based on the stipulation of the grantor.

Refunds for special sessions conducted by the College are paid in accordance with the local calendar covering that specific session and within the College framework and guidelines.

For information on direct deposits, contact the Bursar's Office at [bursaroffice@bergen.edu](mailto:bursaroffice@bergen.edu)

## **Refund Guidelines**

The following fees are non-refundable: Reinstatement Fee, General Fee (per credit), Technology Fee (per credit), Security Fee (per credit), and Special Registration Fee (per semester).

## **Refunds for Military Service**

Students who are called to active duty in the Reserve or National Guard or who are inducted in to other branches of the military may apply for a full refund of tuition and fees or re-enroll in the course upon the completion of military service.

Students must be actively attending the course to within seven days of departure.

Application for refund must be processed before the end of the semester in which the withdrawal occurs. In those cases where the instructor agrees to assign a grade because the student has completed most of the work for the course, there will be no entitlement to a refund of tuition and fees.

Financial Aid Students should refer to the Financial Aid Section for information on refunds.

## **Method of Return of Funds by the Student**

The student (or parent, if a Federal PLUS loan) must return the unearned funds for which they are responsible to loan programs in accordance with the terms of the loan, and to grant programs as an overpayment. Grant overpayments are subject to repayment arrangements satisfactory to the school, or over-payment collection procedures prescribed by the Secretary of the U.S. Department of Education.

## **Graduation Residency Policy**

Students must be enrolled for the semester in which the degree will be conferred.

Exceptions are made on a case-by-case basis for those students who take up to two courses elsewhere to complete their degree requirements and up to five years from the last date of attendance.

Students must abide by the Transfer Admissions Policy. Detailed information about the transfer process and transfer credits evaluation can be found at <https://bergen.edu/transfertobcc>

Degree-seeking students desiring to take a course or courses at another institution must complete the form entitled "**Request Permission to Take a Course at Another Institution**" and have it completed and signed by the appropriate **Academic Department Head**.

Registration forms are accessible under <https://bergen.edu/regcal>

The academic divisions and departments contact information can be found at <https://bergen.edu/academics/academicdivisions-departments/>

## Verification or Certification of Student Enrollment Status

Verification or certification of student enrollment status can be done only with the student's signed consent. Verification of Enrollment and Authorization to Release Information paperwork accompanied with documents requiring the College Seal cannot be returned to the student; they must be mailed directly to the requesting agency or organization. The process usually takes about three to five working days, except during in person registration periods, when there may be some delay.

Enrollment verification request information is accessible at [www.bergen.edu/enrollmentverification](http://www.bergen.edu/enrollmentverification)

## Financial Aid

Financial Aid Office  
Pitkin Education Center (1st Floor), **One-Stop** Center

**Phone:** 201-447-7148

**E-mail:** [financial.aid@bergen.edu](mailto:financial.aid@bergen.edu)

**Website:** [bergen.edu/fa](http://bergen.edu/fa)

Bergen Community College offers financial aid to help students progress through their academic studies. These programs include scholarships, federal grants, and tax incentives.

The College is committed to counseling and aiding current and prospective students with financial need through Financial Aid Office, which is located in **One-Stop Center**, on the College's main campus in Paramus, NJ.

## Application Deadlines for Financial Aid

Students interested in receiving financial assistance, including student loans, are encouraged to apply for financial aid beginning **October 1** and must be prepared to submit all required documentation as requested by the **Financial Aid Office**.

Students interested in applying for **State of New Jersey Aid (TAG)** are required to file by the following deadlines:

Prior year Tuition Aid Grant recipients: **June 1**

College Choice change for Tuition Aid Grant: **November 15**

All other Applicants:

**October 1 (Fall and Spring term);**

**March 1 (Spring term only).**

Students must adhere to published deadline dates to ensure receipt of all eligible aid and payment of term tuition and fees. Additional deadline dates can be found on our Web pages accessible at <https://bergen.edu/financial-aid/dates-deadlines/>

## Financial Aid Terms and Conditions

Awards are based on information provided by the student and are subject to change and/or cancellation at any time due to any of the following:

Federal and/or New Jersey regulation updates

Federal, New Jersey or institutional budget changes

Estimated family contribution changes

Additional awards received by the student (i.e. outside scholarships, Veteran's benefits...)

Miscalculation on your estimated eligibility/award

The Office of Financial Aid reserves the right to request verification of any data submitted by the applicant. Any incorrect information will be revised, and may cause your award to be adjusted or cancelled.

The student will be responsible for payment of all balances incurred at Bergen C.C.

Students must maintain minimum Satisfactory Academic Progress (SAP).

Notes: The SAP evaluations are run at the end of each semester.

Certain Financial Aid awards such as Community College Opportunity Grant (CCOG), Supplemental Educational Opportunity Grant (SEOG) and Federal Work Study (FWS) are based on availability of funds.

The student will be responsible for checking the Bergen CC self-service frequently as Financial Aid awards are subject to change at any time.

Detailed information and important resources regarding financial aid terms and conditions, student's responsibilities, and policies affecting financial aid eligibility are accessible under [www.bergen.edu/fa](http://www.bergen.edu/fa)

## Types of Financial Aid

Grants and scholarships are gift aid that do not have to be repaid and are the most desirable form of aid.

Students must file a *Free Application for Federal Student Aid (FAFSA®)* form at [www.studentaid.gov](http://www.studentaid.gov) to determine grant eligibility.

Information regarding scholarships for Bergen Community College students may be obtained through the BCC Foundation, Pitkin Education Center, Room A-325 on the College's main campus in Paramus, by calling (201) 447-7117 or by emailing [bccfoundation@bergen.edu](mailto:bccfoundation@bergen.edu).

## Federal Financial Aid Programs

**Federal Financial Aid programs (Grants) available for eligible students include:**

Federal Pell Grant (PELL)

Federal Supplemental Educational Opportunity Grant (SEOG)

Veterans' Administration Educational Benefits

# State Financial Aid Programs

New Jersey Educational Opportunity Fund (EOF)  
NJ STARS(Student Tuition Assistance Reward Scholarship)(NJSTARS)  
New Jersey Tuition Aid Grant (TAG)  
New Jersey Pilot (Part-Time Tuition Aid Grant) (TAG)  
NJ Best  
Survivors Tuition Benefit (STB)  
The Governor Industry Vocational Scholarship (NJGIVS)

## Scholarships

Private  
BCC Institutional Scholarships

## Loan Programs

### Available loan programs include:

Loans are funds are considered self-help aid and are awarded based on need and eligibility. Loans must be repaid by the borrower. Students must have filed a FAFSA® prior to applying for a loan.

William D. Ford Federal Direct Loan Program for all Federal Stafford Loans. (By participating in the Federal Direct Loan Program, the College and the students will be assured of guaranteed access to funding through the Federal Government as Financial Aid will be processing all loans directly through the U.S. Department of Education (not through individual banks).

New Jersey Class Loans are considered alternative educational loans and are primarily based on credit worthiness. They are currently applied for through [www.hesaa.org](http://www.hesaa.org) and the student must meet the Satisfactory Academic Progress requirements

Other Alternative Loans are available for applying at [www.elmselect.com](http://www.elmselect.com); they do not require a FAFSA® or a Satisfactory Academic Progress (SAP) standing.

Detailed information on the standards of Satisfactory Academic Progress (SAP) are accessible at <https://bergen.edu/financial-aid/standards-of-satisfactory-academic-progress/>

## Other Programs

Federal Work-Study (FWS) is a program which provides part-time employment to students attending institutions of higher education who need the earnings to help meet their cost of postsecondary education and encourages students receiving FWS assistance to participate in community service activities.

Students must be eligible for FWS in order to participate in the program. Placement of students is done by Career and Workforce Development Center, Room A-123, on the College's main campus in Paramus.

More details on the Federal Work Study program can be found under the Career and Workforce Development Center/**Student Employment** Web page.

Notes: FAFSA® is a registered trademark of the U.S. Department of Education.

## NJ STARS

NJ STARS (New Jersey Student Tuition Assistance Reward Scholarship) is a State-sponsored program that provides New Jersey's brightest students with free tuition at their local community college regardless of their financial need.

The program covers up to five semesters of approved tuition at the New Jersey Community College in their home county (unless their major is unavailable, in which case a student can attend an out-of-county college).

Students must first apply for all need-based federal Free Application for Federal Student Aid (FAFSA®) and merit-based state financial aid grants within established State deadlines.

NJ STARS will cover 12-18 college level credits per semester of approved tuition less other need and merit-based aid.

To qualify for NJ STARS Scholarships, students must be U.S. citizens or have permanent resident status in the State of New Jersey.

Students and parents must be residents of the State of New Jersey as per the guidelines established by the State.

Students also must have attended their full senior year at a New Jersey high school and have graduated in the top 15 percent of their class.

For more information, refer to: <https://bergen.edu/new-students/nj-stars/>

## Qualifications for Financial Aid

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

**Be accepted in a degree program or eligible certificate program** by the Office of Admissions and Recruitment.  
**Complete and submit the Free Application for Federal Student Aid (FAFSA).**

This is the application document used for determining eligibility for both federal and state financial aid programs. The Bergen Community College's Title IV Federal School code is 004736 and must be included in the section "What Colleges Do You Plan To Attend?".

Online FAFSA applications are highly recommended and FAFSA on the Web can be found at [www.fafsa.edu.gov](http://www.fafsa.edu.gov). Because electronic signatures hold the same legal status as written signatures, students and parents applying for aid must sign their FAFSA on the Web applications by using their FSA ID Numbers, allowing the process to be completed totally online. If students or their parents do not have a FSA ID Number, the FSA ID Number can be requested at <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid> before completing the FAFSA. The FSA ID numbers can be requested as early as the student's senior year in high school.

Students who are in need of assistance in completing the FAFSA can contact the Federal Student Aid information center at 1-800-433-3243 during the student's senior year in high school.

**Meet the standards of Academic Progress as set by the College to conform with federal and state regulations.**

These standards are in addition to the Satisfactory or Conditional Academic Standing Regulations. (See the section on Academic Regulations in this catalog).

**Register for classes and meet the required enrollment status for each financial aid program.**

Most state and federal financial aid programs require a minimum of six college credits for eligibility.

Enrollment status is determined by the students' official enrollment at the census date.

Please refer to the following table for enrollment status definition:

Full Time                      12 credits or more

Three Quarter Time 9-11 credits

Half Time                      6-8 credits

Less than Half Time 1-5 credits

Eligible non-citizens must submit a copy of their Alien Registration card.

Students selected for verification by either the Federal or State Government will be required to submit relevant documents/forms to the Financial Aid office to determine aid eligibility.

\*State grant recipients must meet the enrollment status requirement at the time of disbursement. In many cases, the state (HESSA) will require additional documentation prior to awarding.

\*Loan recipients must be enrolled in at least six credits at the time of disbursement (before loan funds are disbursed).

## Book Voucher Process

Book Voucher funds will be used for Books and Supplies related to registered coursework only.

An electronic book voucher is generally funded through a student's financial aid package.

The student's account will only be charged for the costs of the books charged, which will reduce the amount of any financial aid refund that the student may receive for the term.

**Students may purchase books two week before classes and two weeks after classes begin and two weeks after the beginning of classes.**

**Book store will order textbooks/supplies if not available at the time students will be charged from their book voucher money.**

**Student must present valid Bergen Community College Identification.**

**Students may only buy textbooks and any other supplies on the syllabus that they require for their class.**

**Students may also receive a credit to their Financial Aid account if return is made before the book voucher cut-off-date.**

**The return needs to be accepted by the bookstore.**

Details about return, refunds or exchanges are included in the **Bookstore Return Policy** accessible at <https://www.bkstr.com/bergencstore/help-faq/return-policy>

### **What my Book Voucher CAN NOT be used for:**

NOTE: Electronic Items and accessories that are NOT REQUIRED in the syllabus of the class being taken within the said semester.

**Clothing**

**Food**

**Textbooks not related to students schedule**

**Stuffed Toys**

**Greeting cards**

**Reference Material not required in syllabus**

**Computer software, printer ink, and other computer accessories.**

**Gift cards**

Students may "Opt-out" of the Credit Balance Book Voucher program by not using their credit balance at the bookstore.

**If you do not use the book voucher, the remainder balance will be refunded to the student after all tuition charges are deducted from your account.**

**Opting out will not result in a faster refund.**

**If a balance is owed on the student's account, student is responsible for said balance.**

**\*\*A CREDIT BALANCE BOOK VOUCHER WILL ONLY AFFECT THE STUDENT'S REFUND IF IT IS USED\*\***

## Satisfactory Academic Progress (SAP) Policies and Procedures

Federal and New Jersey State financial aid is to help students pay for their college expenses.

To receive grants, loans, scholarships, and work study, students must meet minimum Satisfactory Academic Progress (SAP) standards while completing their Associate Degree or Certificate programs at Bergen Community College. SAP Measures a student's performance at the end of each semester in certain areas.

### STATEMENT OF PURPOSE

Satisfactory Academic Progress (SAP) standards ensure that students are successfully completing their coursework and can continue to receive financial aid. All students receiving financial aid are required to meet SAP standards.

To be eligible for financial aid funds, a student must make Satisfactory Academic Progress, and Bergen Community College must have a reasonable policy for monitoring that progress. The Department considers a satisfactory academic progress policy to be reasonable if it meets both qualitative and quantitative criteria. Below are the basic policies our office has adopted from the **2022-2023 FSA Handbook**.

## Satisfactory Academic Progress (SAP)

The following **Satisfactory Academic Progress (SAP)** policies will be applied to all financial assistance programs, including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Direct Student Loans (Stafford and PLUS loans), as well as assistance from state aid programs, including the NJ Tuition Aid Grant (TAG), NJ Educational Opportunity Fund (EOF) Program, NJ Student Tuition Assistance Reward Scholarship (STARS) and Veterans Benefits.

### **1. Federal regulations require Bergen Community College (BCC) to establish satisfactory academic progress (SAP) standards for student financial aid recipients.**

The standards that have been established meet both qualitative and quantitative regulations and will be applied to all students within categories, e.g., full-time and part-time undergraduate students.

#### **1.1. Qualitative Standards**

Policy must specify the qualitative standard (grade point average or GPA) that a student must have at each evaluation. Includes remedial coursework which must be included in the qualitative assessment of SAP.

**Policy:** Cumulative GPA - 2.0 or better required by BCC. Students that fall below a cumulative GPA of 2.0 have not met the qualitative standards of Satisfactory Academic Progress.

#### **1.2. Quantitative Standards**

Policy must also specify the quantitative standard (pace) at which students must progress through their program to ensure that they will graduate within the maximum timeframe, and each academic progress check must measure this. May include but aren't required to include remedial courses when making the quantitative assessment.

**Policy:** *Cumulative Completion* - BCC requires a completion percentage of 67 or greater. Students that fall below the 67% completion standard for financial aid have not met the quantitative standards of Satisfactory Academic Progress. (*Calculation:* earned credits divided by attempted credits)

**Policy:** *Maximum Timeframe* - Measured in credit hours, a period no longer than 150% of the published length of the program. (**Calculation:** 150% x 60 = 90 credit hours).

A student is ineligible when it becomes mathematically impossible for him/her to complete their program within 150% of its length. In this situation, an appeal is necessary.

### 1.3. Frequency of SAP Evaluations

Policy must specify the frequency of SAP evaluations. If a school reviews SAP at the end of each payment period, they must also review SAP after a summer term if the student attends the summer term.

**Policy:** An official evaluation must be performed at the end of each payment period, e.g., fall, spring and will also require a review of SAP at the end of summer terms for students who attend summer courses.

### 1.4. A review of SAP is not complete until both the qualitative and quantitative measures have been reviewed.

**Policy:** If a SAP review shows that a student does not have the required GPA or has not maintained the required pace, that student then becomes ineligible for financial aid funds unless they are placed on financial aid warning (since BCC reviews SAP at the end of each payment period) or probation (after a successful appeal).

## 2. Federal regulations require Bergen Community College (BCC) to explain how GPA and Pace of completion are affected by course incompletes, withdrawals, repetitions, and by transfer credits from other schools.

**Policy:** BCC permits a student to pursue multiple academic programs at the same time in both certificate-seeking and degree-seeking programs. In addition, a student may seek multiple degrees.

**Policy:** SAP standards will be measured on the latest active degree-seeking program. If there is no active degree-seeking program, the longest standing certificate program will be used.

**Policy:** All periods of the student's enrollment count when assessing progress, even periods in which the student did not receive financial aid funds.

**Policy:** Course credits are treated as attempted credits if a student is enrolled in the credits on the census date of the course's term.

**Policy:** All BCC course work will be treated as attempted credits as long as the course work may be applied toward a certificate or degree program.

**Policy:** Failures (grade of "F"), Unofficial withdrawal (grade of "E"), withdrawals (status "W" and grade "W"), incompletes (status of "I") are considered attempted but not earned credits.

**Policy:** Repeated courses are included in the calculation of both attempted and earned hours. SAP policy abides by the College's academic policies regarding the treatment of repeated courses in the determination of the cumulative GPA.

**Policy:** The financial aid program regulations make no provision for the concept of academic amnesty or renewal. Therefore BCC will always include courses applicable to the student's major (whenever taken) in evaluating a student's SAP (both quantitative and qualitative components). This policy is not subject to appeal.

**Policy:** Audited courses are not considered credits attempted or earned.



**Policy:** Transfer credits are not counted in the calculation of the Cumulative GPA. Only transfer credits that count toward the student's current degree program will be included in the calculation of the Cumulative Completion Rate standards and the Maximum Time Frame standard, as both attempted and earned hours.

**Policy:** Credits earned by examination or testing are counted in the calculation of all three standards and treated as both attempted and earned hours.

**Policy:** If a student changes program(s) or certificate(s), the credits from the previous program(s)/certificate(s) will be counted in attempted and earned credits. However, if the student does not meet the minimum standard requirements, the student may appeal on the basis of a change in program/certificate. This process "resets" the academic progress and can only be applied once.

**Policy:** Pursuit of a second associate degree is permissible and would be aid eligible. All credits previously attempted while pursuing the first degree will count towards the second.

### **3. Federal regulations require Bergen Community College (BCC) to describe the status of being placed on warning or probation.**

#### **3.1. Financial Aid Suspension Status**

Students who do not meet the SAP standards will be placed on financial aid suspension. Students in Suspension Status are not eligible to receive financial aid, unless an appeal is submitted and approved.

#### **3.2. Warning Status**

This status is only for students who were making SAP in the prior payment period for which they were enrolled or who are in the first payment period of their program.

Students will be placed on SAP warning for one term if they fail to meet the required GPA and/or overall cumulative completed credits percentage standards. While on warning, the student may still receive financial aid.

To be removed from warning status, the student must attain the required cumulative GPA and/or cumulative completed credits percentage standards by the end of the warning period (warning last for one payment period only). The student will be suspended from receiving aid at the end of the warning period if they fail to attain the required standards.

**Policy:** BCC must provide notification to students of all results of any evaluation that affects their eligibility for financial aid funds. Students will receive an email notifying them that they have been placed on warning.

#### **3.3. Probation Status**

Students will be placed on probation only if they have been denied financial aid because of not meeting SAP requirements and have successfully appealed. Students on probation are eligible for financial aid.

Failure to attain the required GPA and/or cumulative completed credits percentage result in the student no longer being eligible for financial aid. If the student does not attain required GPA and/or cumulative completed credits percentage, but successfully follows the academic plan submitted with their SAP appeal, they may submit a follow-up appeal showing that they have met the terms of the academic plan.

**Policy:** BCC must provide notification to students of all results of any evaluation that affects their eligibility for financial aid funds. Students will receive an email notifying them that they have been placed on suspension and are eligible to appeal for probation.

**Policy:** Students that are failing to make SAP and successfully appeal will have their eligibility for aid reinstated for three (3) payment periods. The student will be suspended from receiving aid at the end of the 1 st probation period if they fail to attain the required standards.

**Policy:** Probation status is for three (3) periods if at the end of the 3 rd period the student still does not have minimum required GPA and completion rate and is maintaining the minimum for each period, the student will be placed on a new probation status for an additional three (3) terms.

**4. Federal regulations require Bergen Community College (BCC) to explain the appeal process and how a student may reinstate good standing.**

**4.1. Appeal Procedure**

Students who have not met SAP standards may petition BCC for reconsideration of their eligibility for FSA funds by completing an SAP Appeal Form at least 15 days prior to the start of the term for which they are seeking eligibility. The form must be accompanied by a typed letter that describes the circumstances, including the illness or death of a relative, illness or injury of the student, or other mitigating circumstances, that inhibited the student's academic progress and how those circumstances have changed so that the student will make satisfactory academic progress in the future.

The typed letter must also be accompanied by required documentation to support their circumstances including but not limited to:

<b>Required Documentation to Support the Circumstance</b>	
<b>Circumstances Description</b>	<b>Required Supporting Documentation</b>
Illness, accident, injury or medical condition experienced by the student, their spouse, dependent children, or parent.	Physician's statement, police report, or other documentation from a third-party professional, or hospital billing statement.
Death of a family member	A copy of the death certificate, obituary or funeral program.
Divorce experienced by the student or parent.	Attorney's letter on law firm's letterhead or copy of divorce decree.
Personal problems or issues with student's spouse, family, roommate, or other significant person.	Written statement from medical doctor, counselor, attorney, or other professional advisor.
Reinstatement after an academic dismissal or extended break in student enrollment.	Appeal with proof of reinstatement.
Change in grade that impacts SAP review such as removal of an incomplete or letter grade change.	Proof of grade change.
Successfully following an academic plan during the probationary term, yet remaining below the overall completion ratio of 67%.	Appeal with updated academic plan.
Exceeding timeframe while in a second undergraduate or dual degree program or as a result of changing your major.	Appeal with academic plan.

**Policy:** Students that have been placed on financial aid suspension, will have their financial aid awards canceled prior to the start of the next payment period.

**Policy:** Appeals must be submitted no later than 15 days prior to the start of the term for which the student is seeking eligibility. Incomplete or late appeals may jeopardize the reviewing of the appeal in a time frame that would allow disbursement of financial aid, if the appeal is approved.

**Policy:** The SAP Appeals Committee will review each appeal and render a decision, which the Financial Aid Office will convey in writing to the student prior to the startup of the student's registered term, provided their appeal was received prior to 15 days prior to the start of the term for which the student is seeking eligibility.

#### **4.2. Reestablishing Aid Eligibility**

Students who are not making SAP can restore their eligibility for FSA funds by taking action that brings them into compliance with OCC's SAP standards.

These actions include:

Successfully completing the appeal process.

All SAP minimum standards have been met.

Students who are making unsatisfactory progress and have had financial aid suspended due to not meeting the minimum standards of SAP may enroll in subsequent semesters at his/her own cost. In this case eligibility can only be reestablished after the student has successfully completed the appeal process and is now meeting the minimum SAP standards.

**Policy:** Aid eligibility will be reinstated for subsequent terms of enrollment once all Satisfactory Academic Progress minimum standards have been met.

**Policy:** Students whose aid eligibility is reinstated due to approval of an appeal will be placed on a status of financial aid probation for three payment periods.

**Policy:** Students on financial aid probation who do not meet the SAP requirements of the College or the requirements of the established academic plan in the next subsequent semester of enrollment will become ineligible for federal financial aid.

**Policy:** Neither paying for one's courses nor sitting out for a term affects a student's academic progress status, neither is sufficient to reestablish aid eligibility.

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## **Quantitative Pace (Cumulative Course Completion Rate)**

Students must meet minimum completion rate (number of credits attempted verses number of credits earned) standards. All withdrawals (official or unofficial) from classes will affect their rate.

### **Quantitative Component (Pace)**

<b>Credits Attempted</b>	<b>Minimum Cumulative Course Completion Rate</b>
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Any number of credits attempted	67%
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## **Qualitative Pace [Cumulative Grade Point Average(GPA)]**

Students **must** have a cumulative Grade Point Average of 2.0 on all hours attempted at Bergen to maintain financial aid assistance eligibility.

## **Max Time Frame**

Students are **only** allowed to use the required number of credits to complete their Associate Degree or Certificate programs (150%).

### Maximum Time Frame Table

#### Credits Attempted Time Frame

1-64	Not Applicable
65-96	Alert
96+	*Not Eligible

**\*Health professions programs are provided separate standard.**

The definitions of SAP Statuses information is accessible under Financial Aid Satisfactory Academic Progress Statuses

#### *How Grades Affect Student's SAP*

Course Grades	Counted as Attempted?	Counted as Completed?	Counted in GPA?	Included in Max Timeframe
<b>Transferred Credits</b>	No	Yes	No	Yes
<b>Incompletes (N, formerly INC) are not calculated until grades are changed to a final grade</b>	Yes	No	No	
<b>Withdrawal (W)</b>	Yes	No	Yes	Yes
<b>Failure (F)</b>	Yes	No	Yes	Yes
<b>Grades: A, B, C, D</b>	Yes	Yes	Yes	Yes
<b>Audit (AU) - Student is not eligible for financial aid</b>	No	No	No	No
<b>E - Grades</b>	Yes	No	Yes	Yes
<b>Repeated coursework</b>	Yes	Yes	Yes	Yes

More information on "**Treatment of Grades, Repeats, Audit, Withdrawals, & Grades**" can be found on the Office of Financial Aid/Satisfactory Academic Progress Web page accessible at <https://bergen.edu/financial-aid/standards-of-satisfactoryacademic-progress/>

## Student Aid Programs Affected

These guidelines apply to undergraduate students enrolled at Bergen Community College who have been awarded federal, state, and/or institutional aid. Student aid programs include the following:

**Federal Pell Grant**  
**Federal Supplemental Educational Opportunity Grant (SEOG)**  
**Federal Work-Study Program (FWS)**  
**Federal Direct Loan Program (Subsidized & Unsubsidized)**  
**Federal PLUS (Loans for Parents)**  
**Institutional Funds**  
**New Jersey State Assistance Programs (including Tuition Aid Grant [TAG], Educational Opportunity Fund [EOF], NJSTARS & NJ CLASS Loans)**  
**Community College Opportunity Grant (CCOG)**  
**Financial Aid Satisfactory Academic Progress Statuses**

## **Financial Aid Satisfactory Status**

Student meets the Satisfactory Academic Progress requirements as outlined under Satisfactory Academic Progress (SAP) information **section**.

## **Definitions of SAP Statuses**

### **Satisfactory**

The student is meeting minimum standards & is eligible for financial aid.

### **Warning**

Student is beginning to fall below minimum standards & is given an alert for time to improve, but is still eligible for financial aid.

### **\*Unsatisfactory**

**Student has fallen below minimum standards & is not eligible for financial aid. However, the student may appeal if there were circumstances that had an affect on their academic performance.**

### **\*Unsatisfactory Maximum Time Frame**

Student is close to or has exceeded the maximum time for their program of study & is not eligible for financial aid

### **Probation 3**

Once an appeal is approved, the student is placed on probation for three (3) semesters. The student is eligible for financial aid as long as he/she earns at least a 2.25 cumulative GPA & minimum standard cumulative completion rate **each** semester of probation.

### **Probation 1**

Once an appeal is approved, the student is placed on probation for one (1) **final** semester. The student is eligible for financial aid for a **final** semester.

## Failed Probation

The student was in prior probation, but received less than a 2.25 cumulative GPA. While in this status, the student is **not** eligible for financial aid *or* to appeal.

## Denied and Max Time Denied

Once an appeal is **not** approved, the student is denied. The student is **not** eligible for financial aid or to appeal again.

Detailed information about the SAP standards is accessible at <https://bergen.edu/financial-aid/standards-of-satisfactoryacademic-progress/>

### Regaining Eligibility - Appeal Process

Students, who fail to meet the academic standards of progress because of **extenuating circumstances** may submit their appeal forms to the Financial Aid Office.

Students will be allowed to appeal only twice during their enrollment at Bergen Community College.

## How to Appeal an Unsatisfactory Status

**Step 1.** Please **see an Academic Counselor/Advisor** in One Stop, Pitkin Education Center, to review your Academic Plan. Once this is done,

**Step 2.** You will receive a message in your Bergen C.C. email to **finalize the process**.

**Step 3.** Click the link in the email to **complete the SAP Appeal & attach any documentation relevant to your circumstances**, if applicable. Once submitted,

**Step 4.** The appeal will be **reviewed by the SAP Committee**.

**Step 5.** Please allow 7 business days to be **notified of the SAP Committee's decision in your Bergen Self Service portal and Bergen email**.

*Notes: The appeal processing time is subject to change.*

## Example of Extenuating Circumstances

Extenuating circumstances that may be considered:

- Death in the student's family
- Trauma in student's life
- Serious illness to student
- Involuntary call to Active Duty
- Emergencies circumstances
- Drastic Change to Employment Conditions

The SAP Committee will receive and review the appeal and student will be contacted of the Committee's decision via email.

Under extreme circumstances beyond student's control, students who fail probation may submit an appeal to the Dean of Student Services for further review.

The appeal must include all **supporting documentation** pertaining to the term the student was not able to maintain minimum SAP standards.

### Academic Plan

# Long-Range Academic Plan

**Effective spring 2013:** Students placed on Financial Aid Probation **prior** to the 2013SP will be evaluated against the new BCC SAP standards at the end of the probation period.

If the result of the SAP calculation is **Unsatisfactory**, the student will be placed on an **Unsatisfactory** SAP status for subsequent semesters of enrollment.

For students who after being on Probation prior to spring 2013 **AND** if mathematically impossible to achieve minimum SAP standards at the conclusion of one payment period (the mathematical impossibility may be related to GPA, pace, or both), **in cases where one payment period is not sufficient for a student to meet minimum SAP standards**, the student performance for the 'probation' term will be reviewed on a case by case basis and, at the BCC's Financial Aid discretion, the student will be considered to be placed on a long-range academic plan.

**If all classes are passed with a semester GPA of 2.0 and progress is demonstrated by the student at the end of the probation period**, the student will remain on probation for the following term and aid will be reinstated for subsequent payment period.

The long-range academic plan will have appropriate checkpoints and to be achieved by the student. The student's performance will be evaluated at the end of each payment period to determine minimum SAP requirements agreed on the long-range academic plan are being met to be eligible for Title IV or state aid for subsequent terms.

# Financial Aid Denial or Suspension

**Students, who failed** by not passing with a semester GPA of 2.0 **after** being on Financial Aid Probation, **will be placed on Financial Aid Denial/Suspension and will not be eligible to receive aid and will not be allowed to appeal for subsequent semester** as indicated in section 2.8 of this policy.

# Change of Academic Program Limits

Students receiving financial aid are allowed to change his/her academic program only **ONCE**.

## Notification

Students who are not in academic compliance will be notified after each semester via email of their academic performance/Satisfactory Academic Progress status.

## Financial Aid SAP Appeal Committee Procedures

The members of the SAP Appeals Committee convene at the beginning of each semester (including summer sessions) to review financial aid appeals.

Procedures exercised by the Committee are as follows:

**Upon receipt of appeals and supporting documentation, academic transcripts are reviewed by the Appeals Committee.**

**Appeal results are recorded in the student's electronic academic file/digital record and an electronic notification of appeal decision are sent to the students.**

**Appeals are granted for one-term only and eligible students will receive funding for the term in which they are enrolled in. At the end of the semester, grades will be reviewed by the SAP Appeals committee to determine eligibility for subsequent term(s).**

**Students will be notified within ten (10) business days of the submission of their appeal.**

**Students are required to meet an academic counselor for assistance in initiating the SAP appeal process.**

**Students are required to submit an appeal electronically using the provided link/URL redirect to online SAP Appeal Form.**

Appeals Committee's notifications sent to students are accessible in the Bergen Student Portal (my.bergen.edu).

#### *Student Rights and Responsibilities*

It is the student's responsibility to monitor academic progress as it relates to maintaining eligibility for financial aid. The Office of Financial Aid assists by annually measuring progress for aid recipients and notifying students who have not met the minimum standards for continued eligibility.

It is the student's responsibility to notify the Office of Financial Aid of any grade changes made after the official posting for any semester.

If discrepancies are discovered, students should contact the **Registrar's Office**, located in **One-Stop** Center, Pitkin Education Center, at the College's main campus in Paramus, NJ.

Students may request copies of their academic transcripts by contacting the Registrar's Office.

The **academic transcript request/order** process information is accessible at

<https://bergen.edu/registration/requesttranscripts/>

For further details regarding **Student Rights and Responsibilities**, please visit <https://bergen.edu/financial-aid/important-information-and-resources/>

#### **Fraud**

If there is suspicion that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, it will be reported to the Office of Inspector General.

## **Examples of Circumstances Indicative of Possible Fraud**

The following circumstances are indicative of possible fraud when the office can find no other legitimate reason for a discrepancy:

- False claims of independent student status
- False claims of citizenship
- Use of a false identity
- Forgery of signatures or certifications
- False statements of income

## **Contact Information**

#### *Regional Offices*

#### *Regional Offices Telephone #*

Boston, MA (617) 223-9301

New York, NY (646) 428-3861

Philadelphia, PA (215) 656-6900



Atlanta, GA (404) 562-6460

Chicago, IL (312) 730-1620

Dallas, TX (214) 661-9530

Kansas City, MO (816) 268-0530

Long Beach, CA (562) 980-4141

San Juan, PR (787) 766-6278

Washington, DC (202) 245-6911

### *Main Office*

Office of Inspector General  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1510  
1-800-MIS-USED  
E-mail: [oig.hotline@ed.gov](mailto:oig.hotline@ed.gov)  
Web: <http://www.ed.gov/about/offices/list/oig/hotline.html>

## **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.

## **Return of Federal Aid and Institutional Refund Policies**

Federal Aid will be returned according to the formula outlined above, and is separate from Bergen's policy. The result of the return of federal aid maybe that a student now has an outstanding debt on their account for institutional charges.

The outstanding debt can be viewed on the student's Self-Service portal ([my.bergen.edu](https://my.bergen.edu)).  
The student must then follow the **Bursar's policy** for how to pay their outstanding balance.  
More information about the financial aid can be found under <https://bergen.edu/fa/>  
Bursar's bill payment options and refunds information can be found at <https://bergen.edu/bursar>

## Return of Financial Aid when a Student Withdraws from All Classes

A student is awarded financial aid with the hopes of attending and completing the entire semester. When a student does not complete the semester (received all "W" or "E" grades), a portion of the award may be returned to the U.S. Department of Education and New Jersey State. Once a student withdraws, their award may be adjusted. The calculation of the adjusted award is based on the amount of time they attended their classes.

## Official Withdrawal Policy and Withdrawal Offices

Students receiving financial aid assistance (grants, scholarships, or loans) or participating in specific programs must contact the respective office/department or academic counselors **prior** to any withdrawal action. Students who have questions or need the course drop/withdrawal assistance are referred to the Withdrawal Offices. The Bergen Community College's **Official Withdrawal policy** and a list of **Withdrawal Offices** and contact information is accessible under **Registration /Official Withdrawals** (<https://bergen.edu/registration/official-withdrawals/>)

## Return of Financial Aid Funds

When a student ceases attendance (officially &/or unofficially) from all of their classes, they may no longer be eligible for the full amount of funds originally posted to their account.

Under Federal regulations, Bergen Community College will calculate the amount of earned funds during the semester the student withdrew based on their last date of attendance.

## Calculation of the Amount of Financial Assistance Earned by the Student

The formula used to determine the financial aid a student is eligible for after a withdrawal is a *pro rata* based on the number of days completed vs the number of day is the semester:

$$\text{Earned \% (financial aid eligibility after withdrawal)} = \frac{\text{Number of Days Completed (using last date of attendance)}}{\text{Total Days in Semester}}$$

$$\text{Unearned \% (financial aid to be returned)} = 100\% \text{ (financial aid originally awarded)} - \text{Earned \% (financial aid eligibility after withdrawal)}$$

At the 60% point of a semester the student will be considered to have earned all their Federal Aid.

## Examples of Award Adjustment

For Fall 2019 Semester (Term Start Date: 9/4/19; Term End Date: 12/21/19):

**Student 1:**

Original Award = \$306;  
Withdrawal Date = 09/10/19 (6 out of 104 days in attendance);  
% of Award Earned = 5.80%;  
Adjusted Award = \$17.75.

**Student 2:**

Original Award = \$2,273;  
Withdrawal Date = 10/31/19 (57 out of 104 days in attendance);  
% of Award Earned = 54.80%;  
Adjusted Award = \$1,027.40.

## Order of Return of Funds

Funds are returned in the order specified by the *Return of Title IV Funds (R2T4)* regulations:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Federal Pell Grant
- Iraq and Afghanistan Service Grant
- Federal SEOG

Any unearned grant funds are repaid at fifty (50%) of the original amount received or scheduled to receive.  
A \$50 or less grant repayment amount does not have to be repaid.

## Student Notification of Aid Recalculation

Students receive an email notification to their college and personal email accounts outlining that they have withdrawn from all term classes and their aid may have been adjusted.

The student is instructed to review their aid and their student account on self-service for any adjustment and open balance.

## Post-Withdrawal Disbursement of Federal Direct Loan

If the student earned funds that were not yet disbursed they may be eligible for a post-withdrawal disbursement. The student is given fourteen (14) days from the date of notification email to the request the reinstatement of their loans.

To receive a post-withdrawal of your loan funds the student must contact Bergen requesting the reinstatement of the loan(s).

## 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 \$2500 can be claimed for each of the first two years of post-secondary education college or vocational school for each eligible student in a family. The student must be enrolled at least half-time at an eligible educational institution and not have completed his or her first two years of study. The credit is 100 percent of the first \$1,100 of payments for qualified tuition and fees and 50 percent of the second \$1,100. The goal of Hope is to make it possible for all Americans to afford the cost of the first two years of a college education. In most states, the Hope credit

will cover the tuition and fees of a community college education. There is no limit on the number of eligible students who can claim a Hope credit in a household in any given year.

The Lifetime Learning Tax Credit picks up where Hope leaves off and is available for post-secondary education to vocational, college, graduate and professional students; adults who want to upgrade their job skills or acquire new ones or pursue another course of study; and even to students taking a single course as long as it is job related. Filers can claim a Lifetime Learning Credit up to \$2,000. A taxpayer can claim only one Lifetime Learning Credit per tax return year for the aggregate amount of the qualified tuition and fees of those students in the family for whom no Hope credit is claimed. There is no limit, however, on the number of years a taxpayer may claim the Lifetime Learning Tax Credit.

Taxpayers cannot claim both credits for the same student in one tax year, even if the student is a sophomore at the beginning of the tax year and a junior in the second half of the tax year. Families will be able to claim the Lifetime Learning Tax Credit for some members of their family and the Hope Tax Credit for others who qualify in the same tax year. Qualified expenses covered by the tax credits are tuition and required fees, less any grants and scholarships that are received tax free. Room, board, books, and supplies are not covered.

To take advantage of the Hope and Lifetime Learning Tax Credits, taxpayers must complete and submit IRS form 8863 with their federal tax return.

For more information, call the IRS Help Line at 1-800-829-1040, read IRS publication 970 or visit the Treasury Department's Website at <https://www.irs.gov/credits-deductions-for-individuals>

## Foundation - Scholarships Available for BCC Students

Bergen Community College Foundation administers several funds and endowments that provide annual graduation and scholarship awards for BCC students. All full and part-time students are encouraged to apply for these awards regardless of financial aid status. Each award has a separate set of qualifying criteria so, in most cases students may qualify for one or more awards. Please visit the Foundation Office Website for further details.

## Registration, Course Schedules

A course schedule is available each semester online at [my.bergen.edu](http://my.bergen.edu) that provides all necessary course information for all locations, the registration calendar, deadlines for add/drop periods, registration forms and policy.

Instructions on how to use Bergen Portal/Self-service tool is accessible at [www.bergen.edu/selfservice](http://www.bergen.edu/selfservice)

## Priority Registration

Currently enrolled students with 44+ credits towards their degree are given priority over all new students at the start of each registration period. Students who have earned the most credits will be invited to register first. Returning students may visit the **Registration Calendar by clicking here**. After the Priority Registration period, all students will be permitted to register.

## Ongoing Registration

Payment of tuition and fees is expected at the time of registration.

A payment plan is available at the Bursar's Office for the fall and spring semesters. Detailed information about tuition payment options is accessible under **Bursar's Payment Options Web page**.

## Change of Registration

Once classes have begun for any given semester, change of registration will be accepted.

There is a fee for each occurrence, if applicable.

Please refer to the most recent Registration Calendar at [www.bergen.edu/regcal](http://www.bergen.edu/regcal) for Change of Registration dates.

## Registration Calendar

Students are responsible for referring to the official Registration Calendar and complying with the dates and procedures contained therein.

The most recent calendar and forms can be found under **Registration Calendar and Forms Web page** ([www.bergen.edu/regcal](http://www.bergen.edu/regcal)).

## Web Registration via Bergen Portal/Self Service

Bergen Portal /Self Service (formerly known as WebAdvisor) is a Web interface that allows students to register online and access their records at the College.

Self-Service accounts are available for all students enrolled in credit programs. Bergen portal login information is provided to admitted students.

Eligible students may login on a Self Service account online by visiting [my.bergen.edu](http://my.bergen.edu) using the Bergen username and password.

Technology support is available via Bergen Help Desk ([www.bergen.edu/helpdesk](http://www.bergen.edu/helpdesk)).

Step-by-step instructions/ tutorials - on how to use Self Service to plan, search, and register for classes - are available at [www.bergen.edu/selfservice](http://www.bergen.edu/selfservice)

## 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.

Class cancellation information is made available at <https://cancelledclasses.bergen.edu/>

## Student Responsibility

Students will be held responsible for reading all pertinent information in college publications regarding withdrawals, course drops, college deadlines, and tuition refunds.

Students are responsible for compliance with the rules and regulations as stated in college publications.

Students who have holds or violations on their records will not be permitted to register for classes, receive final semester or session grades, or obtain copies of their academic transcripts or other college records.

## Special Registration - Tuition Waiver Registration

Waivers will be accepted and applied only if the student registers on the designated date(s). If a student registers prior to the designated date(s), waivers will not be accepted; in these instances, the student will be responsible for all tuition and fees.

## Senior Citizens

Bergen County residents, who have reached their 65th birthday on the date of Senior Citizen Registration, may enroll in any credit courses offered by the college without payment of tuition or technology fees, provided space availability following the registration of all other students. All applicable fees must be paid. Senior Citizen Registration will occur in person on the specific dates and times designated. All pre-requisites and basic skills testing must be met.

Tuition waiver registration **dates, form, and eligibility information** can be found at

<https://bergen.edu/registration/tuition-waiver-registration-information/>

## Veterans

Students planning to receive Veterans Administration educational benefits should report to the Veteran & Military Center, Room L-113, Pitkin Education Center, on the College's main campus in Paramus, or call (201) 447-7997, before the beginning of **each semester of attendance**, including summer session.

It is the student's responsibility to notify the Veteran & Military Center of any changes in enrollment, for any semester of attendance, during the school year.

Tuition waiver registration **dates, form, and eligibility information** can be found at

<https://bergen.edu/registration/tuition-waiver-registration-information/>

## 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.

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 16 credits per semester tuition-free as per the *"Higher Education Incentive Funding Act."*

Tuition waiver registration **dates, form, and eligibility information** can be found at

<https://bergen.edu/registration/tuition-waiver-registration-information/>

## New Jersey World Trade Center Scholarship Program

Scholarships are available to eligible students enrolled in an institution of higher education.

The World Trade Center (WTC) scholarship benefits dependent children and surviving spouses of New Jersey residents who were killed or died as a result of injuries sustained by the terrorist attacks against the U.S. on September 11, 2001. The award also benefits the dependents of those who died as a result of illness caused by exposure to the attack sites.

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.

The WTC Scholarship eligibility requirements, application process and deadlines information is accessible under NJ High Education Assistance Authority (HESAA/Grants & Scholarships) at [https://www.hesaa.org/documents/wtc\\_program.pdf](https://www.hesaa.org/documents/wtc_program.pdf)

## **Law Enforcement Officer Memorial Scholarship Program**

The Law Enforcement Officer Memorial Scholarship Program-administered by the New Jersey Higher Education Student Assistance Authority-applies to a surviving spouse and/or to a dependent spouse of a law enforcement officer killed in the line of duty during the September 11, 2001 attack.

Enrollment must occur within eight years of the death of the law enforcement officer, following graduation from high school.

These scholarships shall be awarded annually to the dependent children of New Jersey law enforcement officers who were killed in the line of duty for the costs of their undergraduate study.

The dependent child must be enrolled or plan to be enrolled as a full-time student in good standing in a curriculum leading to a valid degree at an institution of higher learning in New Jersey, in order to be eligible to receive a Law Enforcement Officer Memorial Scholarship.

Students who already possess a baccalaureate degree are not eligible. Before payment may be made to an eligible student, the institution must certify that the student has registered on a full-time basis.

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

New Jersey residents who are active members in good standing of a volunteer fire company, or volunteer first aid or rescue squad and the dependent children and spouse of a volunteer, shall be allowed to enroll on a tuition free basis and be eligible to receive tuition credit in an amount not to exceed \$2,400. Students will be eligible for this tuition credit provided that available classroom space permits and those tuition-paying students constitute the minimum number required for the course. Registration must occur on designated days only. A letter from the municipality must accompany the registration to the Financial Aid Office. The forms needed to apply for this tuition-credit program are available at local municipal offices.

In order to be eligible to receive tuition credit, a person shall agree to serve as a member of a volunteer fire company or first aid squad for a minimum of four years and sign an agreement with the municipality pledging four years of service in exchange for the tuition credit. Following each year of volunteer service performed, the volunteer, dependent, or spouse shall be entitled to receive tuition credit of up to \$600 per year, not to exceed a maximum of \$2,400 over a four-year period. Upon completion of each semester, the volunteer shall submit a transcript to the municipality to be maintained in a permanent record. The volunteer or the dependent child or spouse shall maintain a "C" grade average in order to continue eligibility for the tuition credit program. 000000

Students should contact the Financial Aid Office at (201) 447-7148 or email to: [financial.aid@bergen.edu](mailto:financial.aid@bergen.edu) for additional information.

## **Unemployed Persons**

Bergen County residents who have been in the labor market (full-time employment or active pursuit of full-time employment, or a combination of the two) for at least two years and who are unemployed, or in receipt of a layoff

notice, are entitled to enroll in credit courses on a tuition-free basis. Enrollment is on a space available basis and registration must occur on the designated days only.

Tuition-free enrollment is permitted only to the extent that federal or state financial aid does not cover tuition cost; therefore, you must file the Free Application for Federal Student Aid (FAFSA) by June 1 for the fall semester waiver; October 1 for the spring semester waiver; and April 1 for the summer sessions waiver. The student must pay applicable fees. All registrations under this program are on a space available basis at time of registration.

To be eligible for the tuition waiver, students must submit to Bergen Community College, the New Jersey Department of Labor's Unemployed Person Training Form (Tuition Waiver Program). Students must submit this statement each semester or session, and it must be dated within 30 days of the tuition waiver registration date for that semester or session.

Tuition waiver registration dates, form, and eligibility information can be found at <https://bergen.edu/registration/tuition-waiver-registration-information/>.

## **Bergen County Employee Registration**

Persons employed full-time by the county of Bergen may register for six credits without payment of tuition, provided space is available. County employees are responsible for payment of all applicable fees. This registration is conducted in person only on the date(s) and time so designated in the college calendar. County employees must bring a letter from their employer. All pre-requisites and Basic Skills Testing requirements must be met.

Tuition waiver registration **dates, form, and eligibility information** can be found at <https://bergen.edu/registration/tuition-waiver-registration-information/>

## **Student Accident and Sickness Insurance**

On July 5, 2013, Governor Chris Christie signed into law a bill that no longer mandates full time students in institutions of higher education in the State of New Jersey to carry health insurance.

With effect to the fall 2013 semester, students who wish to purchase individual health insurance may do so at the State of New Jersey website: [http://www.state.nj.us/dobi/division\\_insurance/ihcseh/shop\\_ihc.htm](http://www.state.nj.us/dobi/division_insurance/ihcseh/shop_ihc.htm)

Students are encouraged to explore and obtain health insurance coverage from other insurance providers .

## **Tuition Appeal / Late Withdrawal Appeal / Leave of Absence (Revised 6/28/13)**

This process has been designed to address extenuating circumstances that have occurred during a semester that has prevented the student from completing his/her studies.

Extenuating circumstances are defined as a one- time occurrence that was beyond the student's control such as accidents, legal or other catastrophic and unforeseen events.

For more information on the appeals process, visit the **One Stop/Registration** (*Managing Director of Records/Registration*).



# Withdrawal from Classes

Students may officially withdraw from a course(s) either via Self Service/Bergen Portal (my.bergen.edu) or in person. Refunds are based on the date that the drop or withdrawal form was filed. See the Refunds sections for more information. Students are responsible for being aware of refund and last-day-to-withdraw deadlines.

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 Self Service 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.

# Withdrawal Offices

Student Status	Place	Room
AIMS students	English Dept.	A-333
EOF students	EOF Office	C-100
International students on F-1 Visas	International Student Center	SC-110
Health Professions & Nursing students withdrawing from one or more courses	Counseling Center	OS-102/One Stop Center
Full-time degree-seeking students	Counseling Center	OS-102/One Stop Center
OSS students	OSS Office	L-115
All other students	Enrollment Services	OS-102/ One Stop Center
	Bergen Portal/Self Service (my.bergen.edu)	Online

# Facilities

## Anna Maria Ciccone Theatre

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. It contains all of the necessary support spaces, including dressing rooms, rehearsal space, administrative office space and storage areas for costumes, furniture and props.

## Performing Arts Series

While the primary purpose of the theatre is to meet the educational needs of Bergen students, the facility also serves as a showcase for the performing arts. Dance, theatre, and music groups perform regularly in the theatre. The Office of Community and Cultural Affairs oversees the College's Performing Arts Series, which provides a diverse range of cultural events for the campus community and the general public. Information on all of the College's cultural offerings, and are available on the theatre website <https://bergen.edu/theatresat-bergen/> or by calling (201) 447-7428.

## Applied Music Studios

The music program maintains a complete applied music program, where traditional private music lessons for all instruments are taught in West Hall, Rooms 228, 229, 230, and 231, on the College's main campus in Paramus. The applied music studios are fully equipped and acoustically soundproof.

## Athletic Facilities

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

## Assistive Technology Laboratory

The Assistive Technology Training Lab is located next to the Office of Specialized Services in Room L-115 in the Pitkin Education Center. The lab provides training and access to hardware and software applications that facilitate access for individuals with disabilities. For more information, please visit our website at [www.bergen.edu/oss](http://www.bergen.edu/oss).

## Auditorium

The auditorium is located in the Student Center, in Room A-104, on the main campus in Paramus, and accommodates an audience of 100. The auditorium is used by faculty and student groups for lectures, film series, video conferences, and hosts many of the Student Activities Board's events.

## 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.

## **Ciccone Theatre Scene Shop**

The Anna Maria Ciccone Theatre has a conveniently located scene shop just off stage right. The scene shop produces in-house all scenic elements needed for theatre productions. The shop is equipped to construct scenic elements out of wood, metal, foam, plaster, fabric as well as painting all the scenic elements.

## **Computer Facilities**

Bergen Community College is committed to providing all students with appropriate access to modern technology. All labs are equipped with state-of-the-art computers loaded with the Microsoft Office Suite and curriculum specific software, as appropriate. Many students choose majors or courses where computer hardware or software is the topic being studied. Many more students make use of computers in learning topics like Math, English, World Languages, Visual Arts, Engineering, Drafting, Culinary Arts, Communication, Nursing, and Sociology. Multimedia software and the Internet provide faculty and students with new ways to interact and to better understand many concepts and real world experiences, complementing traditional teaching methods.

Bergen has over 50 networked computer labs and classrooms designed with a computer workstation for each student. There are additional specialized and smaller facilities for specific disciplines. Also, over 110 classrooms are equipped with projection systems and computer workstations at the faculty work station. All classrooms are Internet accessible. The Library has an extensive network of computers to support student learning and research. Many classes meet regularly in computer-equipped facilities. There are also free-time computing labs open up to 14 hours a day, available to all currently enrolled Bergen students. In addition, the College hosts course-related Web pages for students enrolled in certain Web development courses.

## **Computer Graphics Lab**

The Computer Graphics Lab, located in Room W-319 on the College's main campus in Paramus, is equipped with 25 iMacs® for instruction in computer print and Web graphics and design. Each workstation has the Adobe Creative Suite, Macromedia Studio, QuarkXPress, and Corel Painter. The lab also is equipped for high-volume color network printing and flatbed scanning. Additionally, iMacs® are available in Free Time Lab, Room W-215, to support Apple software-based applications.

## **Communities and Cultural affairs - Community Use of College Facilities**

As a public institution committed to serving all the people of Bergen County, Bergen Community College has expanded its definition of services to include encouraging the use of its Paramus campus and the Philip Ciarco Jr. Learning Center in Hackensack for public events and programs, sponsored by non-profit community groups and professional organizations. The Office of Community and Cultural Affairs processes requests for community use of the facilities. For more information, please contact (201) 447-7428.

## **Dental Hygiene Clinic**

The **Dental Hygiene Clinic**, in **Room HP 103-107 (Health Professions Building)**, on the main campus in Paramus,NJ, is open to Bergen students and the public, and provides preventative dental care services.

The clinic is operated by students in the Dental Hygiene Program under the supervision of licensed dentists and dental hygienists.

It is open three days a week in the Fall Semester and five days a week in the Spring.  
For an appointment or information, call (201) 447-7180.

## **Educational Broadcast Center**

The Educational Broadcast Center (EBC) provides students with a learning laboratory, which expands their talents in the media field. The center includes a student television studio, a full scale High Definition (HD) television production studio, a radio lab, and editing suites. The EBC is used by students in broadcasting and mass communications courses. The College produces educational television programs, programs for the community, and provides the facilities for commercial television productions. The College also manages and provides programming for Torch Television, Channel 26, on the Verizon FIOS network in Bergen County.

## **Fine Arts Studio**

The Natural Media Lab, in Room W-326, is a spacious fine arts studio with skylight for the Art Program's courses in drawing, life drawing, and painting.

## **Greenhouse**

A new 2500-square foot Greenhouse Complex, in Ender Hall, features four different computer controlled environments, simulating conditions, ranging from hot, dry desert sands to the tropical rain forest. The Greenhouse displays the diversity of plant life around the world. The complex includes a propagation room for cuttings and grafts and a large work area for class projects. The Greenhouse serves students in botany, plant science, interior landscaping greenhouse management, and plant propagation. Students studying in greenhouse production courses have the opportunity to grow a variety of flower and vegetable crops. The Hotel/Restaurant program uses a section of the Greenhouse to grow fresh herbs for culinary use.

## **Hotel/Restaurant Labs**

Having two fully equipped laboratory kitchens in two buildings, with separate dry food storage rooms, a full-service dining room with a restaurant size ware-washing room in one, and a fully equipped student-operated cafeteria in the other, permits students in Hotel/Restaurant/Hospitality Programs to gain professional experience in management, food production and service, and the culinary arts. Commercial food service equipment includes: convection ovens, professional eight-burner ranges with ovens, professional pressure-steamers, dry food storage rooms, broiling units, tilting fry pan, steam-jacketed kettles, Hobart mixing machines, a vertical cutter/mixer, food chopper, combination microwave-convection ovens, reach in and walk-in, six-door commercial refrigerators and freezers. It also is equipped with professional steam tables, restaurant stainless steel work-tables and a restaurant size ice-making machine.

## **Housing**

The College has no housing available.

## **Laboratory Theatre**

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

## **Manufacturing Lab - Stryker Manufacturing Lab**

Located in the Technology Education Center, the Stryker Manufacturing Lab, adjoined by two Computer Aided Drafting and Design labs, houses computerized milling and turning equipment, a model shop, and a meteorology station. In this simulated manufacturing laboratory, students are able to follow a high-tech manufacturing workflow, from developing a design through crafting and testing the prototype, to actual manufacture of the commodity.

## **Observatory - The Emil Buehler Trust Observatory**

The Emil Buehler Trust Observatory, located in the Technology Education Center, is equipped with two permanent 16-inch reflecting telescopes and a third 16-inch portable telescope for disabled students. The new observatory is made available to the community at large and supplements the outstanding resources of the Buehler Challenger Space and Science Center, also located on the College's main campus in Paramus.

## **Photography Labs**

The Art Program offers both traditional and digital Photography. The Photography Lab maintains a black and white traditional darkroom with 15 enlargers in Rooms S-258 and S-256, on the College's main campus in Paramus. The Digital Photography Lab in S-258 includes nine iMac computer stations, which serve as digital darkrooms and large format color inkjet photo printers.

## **Piano Labs**

The Piano Lab, located in Room W-210 on the main campus in Paramus, is the College Center of Piano Pedagogy. In this lab, beginning to advanced-level group piano courses are taught on 13 piano synthesizers. The lab also features a grand piano for master classes and pedagogical demonstration. The Piano Lab also is equipped with a number of computers loaded with software for music printing, theory, and ear-training. A second Piano Lab, Room W-211, with 17 new synthesizers also is available for student practice.

## **Rehearsal and Dance Studio**

Located backstage of the Anna Maria Ciccone Theatre is Room C-106D, the rehearsal/dance studio is a fully functioning studio that houses acting, dance & movement classes throughout the year. Rehearsals as well as Theatre Club and Dance Club use the studio each semester.

Equipped with one fully mirrored wall, ballet barres, rehearsal blocks, a spring-load floor covered in Marley and a classroom meeting area, the studio is a spacious and accommodating space.

## **Recital Hall**

The Recital Hall, located in Room W-226, accommodates an audience of 100 and serves as a music and lecture/performance hall. The hall, which features a concert grand piano, also is equipped, with the latest in recording equipment and lighting systems.

## **Recording Studio**

The West Hall Recording Studio is the primary live tracking facility incorporating all aspects of digital recording, composition, sound design, MIDI, and audio editing. It features a fully automated console, digital mixer, Pro Tools HD system, and various outboard processing devices, samplers and synthesizers. The studio utilizes the adjoining Recital Hall for "live" studio recording as well as the recording of all concert events during the course of the year. The multimedia labs, along with the recording suite, offer students the maximum flexibility for creative activity, while simultaneously serving as learning laboratories in applying continuously changing technology to the art of music. Projects in film, audio, video post-production, and integration with animation, radio, and the new game design programs are finalized in the recording studio.

## **Surgical Technology Laboratory**

A \$573,300 High-Tech Workforce Excellence Grant, awarded by the New Jersey Commission on Higher Education, provided funding to create and equip a simulated high technology operating room, used to train students in the Surgical Technology Certificate Program on the equipment and instruments used in medical facilities. The laboratory is located in Room S-240 on the main campus in Paramus.

## **Technology Education Center**

The two-story, 50,000-square-foot Technology Education Center features the state-of-the-art Moses Family Meeting and Training Center, a simulated manufacturing lab, six computer labs, two computer-aided drafting and design (CADD) labs, an interactive television and videoconference classroom, and a two-domed observatory. Wireless technologies are used throughout the Center.

## **Video Conference Centers**

The interactive classrooms in West Hall and in the Technology Education Center electronically link Bergen to classrooms in area high schools, colleges, and to satellite downlinks. Through these facilities, the College participates in national teleconferences and offers multi-college classes in areas such as Veterinary Technology.

# Public Safety and Security

**Office:** Pitkin Education Center, Room L-154

**Website:** <https://bergen.edu/current-students/student-services-departments/public-safety/>

**Phone:** (201) 447-9200

**E-Mail:** [publicsafety@bergen.edu](mailto:publicsafety@bergen.edu)

**Confidential Tips Line:** (201) 689-7070

The Department of Public Safety's mission is to provide and maintain a safe and secure atmosphere for all members of the College community.

The function of the department is varied and includes but is not limited to unbiased and fair enforcement of the College's rules and regulations, responding to calls for non-enforcement services, active patrol of the campus, and serving as public relations contacts.

## Public Safety - The Office of Public Safety

The Public Safety Department is staffed 24 hours a day, 7 days a week, 365 days a year.

Public Safety Officers provide assistance and protection to persons and property for the College.

They maintain orderly conditions and take measures required to assure observance of the law.

Its employees utilize foot and vehicle patrols to observe, report, and respond to situations or activities with potential to pose a danger to persons or property.

**PUBLIC SAFETY OFFICERS ARE UNARMED AND DO NOT HAVE POLICE POWERS OR THE POWER TO MAKE ARRESTS.**

There are no memorandums of understanding regarding any topics, including the investigation of criminal incidents, between BCC and the Bergen County Sheriff's department.

The Bergen County Sheriff's Department maintains a substation at Paramus and Lyndhurst Campus.

## Public Safety - The Office of Public Safety

The Office of Public Safety is located in Room L-154, on the main campus in Paramus, and open for emergencies 24 hours a day; its telephone number is (201) 447-9200.

The campus is patrolled by officers at all times to ensure a safe and secure environment.

Violations of campus regulations, criminal laws, or any emergency must be immediately reported.

## 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.

## Parking and Traffic Regulations

The county and municipal police, as well as campus public safety officers, enforce all traffic and parking regulations on campus.

Students violating traffic and parking regulations on campus are subject to fines, penalties, and/or disciplinary action that could lead to suspension or dismissal from the College.

## Parking Permit Decal

Students planning to use campus parking facilities must obtain a parking permit decal for their vehicle. Extra cars may be registered at a cost of \$5.00 each.

This sticker is obtained after proper registration of the vehicle has been completed at the Department of Public Safety, Room L-154, on the College's main campus in Paramus, or you can apply for a decal online using the Parking Decal Request Form.

Students must present a valid driver's license and the current bursar's receipt, and/or I.D. Card.

Continuing Education and Institute for Learning in Retirement (ILR) students should go to Room B-119, on the College's main campus in Paramus, to fill out a decal form and receive their Parking Decal Sticker.

Parking is permitted only in designated areas.

Individuals violating college regulations are subject to fines as outlined in the **Motor Vehicle Regulation Booklet**.

## Parking

Student parking is available in lots A through E and G where specified. Unless given advance authorization and permit by Public Safety (Room L-154), use of all other parking areas is prohibited.

Parking along curbs, fire, handicapped or medical zones, and loading/unloading areas is prohibited.

Disabled or severely injured students can make arrangements for special parking privileges at the Department of Public Safety.

The application for temporary medical parking is available in the Health Services Office.

## 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:

- That they are not designed to and do not interfere with the daily operations of Bergen Community College;
- That they are not designed to and do not cause personal injury to individuals or damage to property;
- 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.

That the intention to hold a demonstration and all its particulars must be filed 48 hours in advance of the event.

The statement of intention must include date, time, and location of demonstration, purpose of the demonstration, approximate number of participants, type of activity involved (e.g., picketing, distribution of leaflets, chanting) and names of three individuals responsible for maintaining reasonable order.

## Emergencies

All emergencies, accidents, or injuries which occur on College property are to be reported to the Public Safety Department (Room L-154) or the Health Services Office (Room HS-100) within 48 hours of the accident.

In the event that any condition threatens to close the College temporarily, listen to the following broadcasting stations for official instruction: **WCBS/880, WOR/710, 1010 WINS, WVNJ 1160,** and **Cablevision/ NEWS 12 NJ**, or log on to the College's web site, <http://www.bergen.edu>

## Reporting a Crime, Emergency Situation, or Violation

How to Report a Crime, Emergency Situation, or Violation of Bergen Community College:

The policies of Bergen Community College, which are enforced by the Public Safety Dept., are made known to students, faculty, and staff through College publications, including the Emergency Handbook and the webpage.

To report a crime, emergency or violation

In Paramus Campus call Public Safety at 201-447-9200 (or ext. 6 if using an internal BCC phone) or come to the Public Safety Office located on the ground floor of the L wing, Room L-154.

At the Meadowlands Lyndhurst Campus call Public Safety at 201-301-1267 (or ext. 6 if using an internal BCC phone) or come to the Public Safety Office located on the ground floor Room 101.

At the Ciarco Learning Center Hackensack Campus call Public Safety at 201-301-9700 (or ext. 6 if using an internal BCC phone) or come to the Public Safety Office located on the ground floor Room 135.

Provide a clear description of what the incident was about, who was involved, where it took place, when it took place, and if you know how or why it came about. Be as specific as possible and give your own name and those of other witnesses.

**IF THE EMERGENCY APPEARS TO BE IMMEDIATELY LIFE OR PUBLIC-SAFETY THREATENING, OR INVOLVES THE COMMISSION OF A SERIOUS CRIME, CALL 911. (CALLS FROM INTERNAL BCC PHONES MUST BE MADE BY DIALING 911).**

## Evacuation and Emergency Response

### Emergency Response and Evacuation Procedures

#### Emergency Evacuation

In every building on campus, there are exit signs and evacuation plans, which are affixed to the walls. You should become familiar with the exit routes and evacuation plans before an emergency occurs. In the event of an emergency, please remain calm, gather only what clothing would be required for the current weather conditions and exit the building.

**DO NOT USE ELEVATORS IN TIMES OF EMERGENCY!**

Emergency response is the responsibility of the Department of Public Safety. Should the situation demand further response, mutual aid is provided by the Bergen County Sheriff's Department. Public Safety will direct you further depending on the situation. If a different location for your safety is required they will coordinate that move. Evacuation drills are conducted each semester. During these drills, if you notice anything that may cause a safety concern during a real evacuation please notify the Department of Public Safety. These drills are also evaluated to make further improvements to the evacuation policy and procedure. Evacuation drills are not announced and are also conducted with volunteer Fire Wardens who act as support for the Department of Public Safety.

## Evacuation Procedures

In the event of an emergency, please remain calm, gather only what clothing would be required for the current weather conditions and exit the building. Public Safety Officers and volunteer Fire Wardens are there to assist and ensure the evacuation is complete. Public Safety will respond and provide further directions, depending on the situation. If a different location for the students' safety is required they will coordinate that move.

In case of a fire you should:

Activate building fire alarm system

Call 6 on any campus telephone. On cellular or off campus phone dial 201-447-9200 or 911.

Report the exact location of fire.

In the event that a fire alarm sounds, please follow these procedures:

Feel the closed door of your room:

- If it feels hot or the hallway is filled with smoke **DO NOT OPEN THE DOOR**. Go to your window and wait for rescue.
- If the door is cool, **CLOSE YOUR WINDOWS** before opening the door slowly.

Upon leaving the room, leave the lights on and the door CLOSED. Be sure to take your coat and key with you.

If you cannot leave the room:

Open the windows if there is smoke; if there is no smoke, leave the windows closed to prevent outside smoke from being drawn into the room.

Seal cracks around the door with towels, damp if possible.

If you are trapped, attract attention by hanging an object from the window - the brighter the color, the better. If outside smoke is drawn in, close the window, leaving the object hanging.

If smoke is severe, place a wet cloth over your nose, and remember to stay low, close to the floor where it is cooler and the air is cleaner.

When you are evacuating a building:

Walk at a brisk pace, but **DO NOT RUN**. Go to the nearest exit or stairway.

**DO NOT USE ELEVATORS.**

Follow the posted specific corridor instructions as to proper exit route and assembly point.

Move in a single file along the wall upon which the exit is located. **Once outside the building move at least 100 ft. away from the building.**

Do not reenter the building until instructed to do so by a Public Safety Officer or volunteer Fire Warden.

## Emergency Notification System

All students and staff interested in receiving immediate notification on critical campus alerts must register for this new Emergency Notification System even if you were enrolled in the previous system.

This system provides text, email and voice notification services.

To sign up, go to [www.bergen.edu/emergencyalert](http://www.bergen.edu/emergencyalert)

## Lockers

College student lockers are the property of Bergen Community College. Students may not use the property as a depository for any substance or object which is prohibited by law or college policy or which constitutes a threat to the health, safety, or welfare of any member of the College community utilizing this campus.

In emergency situations which constitute a threat to the safety, health or welfare of the College community, lockers will be searched.

Lockers are available for students and assigned by Public Safety.

The college assumes no responsibility for personal student property placed in lockers.

The cost for renting a locker for one semester is \$4.00 or \$7.00 for the year.

The student must provide their own padlock.

## Lost and Found

Public Safety serves as the College lost and found area.

## Parking

There are designated student parking areas available at all three campus locations. Student parking is available in lots A through E and G where specified.

Unless given advance authorization and permit by Public Safety (Room L-154), use of all other parking areas is prohibited.

Parking along curbs, fire, handicapped or medical zones, and loading/unloading areas is prohibited.

Disabled or severely injured students can make arrangements for special parking privileges at the Department of Public Safety.

The application for temporary medical parking is available in the Health Services Office.

For more details about parking, traffic violations, parking permits/decal application process... please visit the **Public Safety / Motor Vehicle Information** Web page.

## Pets on Campus

No pets, with the exception of service animals, are permitted on campus grounds or in campus buildings.

If pets are required for a classroom assignment or a planned part of an authorized campus activity, the owner must have secured previous approval from the classroom instructor or the Director of Student Life and Public Safety.

## Visitors

Bergen Community College hosts many organizations and community activities throughout the year.

Visitors who do not have an appointment with a specific campus official should first report to the Department of Public Safety.

Visitors who are guests of current students are the responsibility of the host student and will be expected to abide by the policies and procedures set forth for all Bergen Community College students.

Visitors/guests will not be permitted to enter classrooms where instruction is being provided without prior approval by the classroom instructor.

## **Hours**

Persons must leave the College buildings and grounds by 11:00 p.m, Monday-Friday unless otherwise specified; and Saturdays by 5 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 must be made in writing through the Office of Public Safety.

# Student Conduct

## School Rules, Disciplinary Procedures and Expectations

In order that a community of people may live and work together in harmony, there must be a commitment to its policies and procedures including behavioral expectations. A community has the right to expect of its members certain standards of achievement and of social behavior, and to this end, Bergen Community College has established a framework of rules and academic expectations. Above all else, personal honesty and academic integrity are the fundamental ingredients for success at Bergen Community College.

## Community Statement of Rights

As a member of Bergen Community College, I have the right:

- to exist, in this community free from sexual, racial, ethnic, or religious discrimination or harassment or bullying of any kind;
- to believe, act or appear in ways I choose as long as I am in accord with Bergen Community College's rules, regulations, and expectations, and so long as I do not infringe on the rights of others;
- to be trusted and treated with respect and with dignity. I understand that any act of theft, lying, cheating, or violence against another will compromise trust and respect and brings serious disciplinary consequences.

## Social Expectation/Disciplinary Procedures

It is the school's expectation that all members of the Bergen Community College community will, at all times conduct themselves in a manner which evidences respect for self, for others faculty, students, staff, guests and visitors and for the school; the quality of interpersonal relationships among people committed to a common goal is the cornerstone upon which all else is built. Continuance at Bergen Community College for the following school year will be predicated upon students having met this expectation. The granting of a Bergen Community college diploma will presume the same. In cases where Vice President of Student Affairs determines that these expectations have not been met, Bergen Community College may opt not to allow a student who has been asked to leave to return and this can preclude the granting of a Bergen Community College diploma.

## Student Conduct Policy and Procedures

Purpose: To establish guidelines and procedures to ensure just and fair disciplinary action, determined by the nature of the offense and to ensure the right of appeal in situations involving minor offenses.

## School Rules, Conduct Procedures and Expectations

In order that a community of people may live and work together in harmony, there must be a commitment to its policies and procedures including behavioral expectations. A community has the right to expect of its members certain standards of achievement and social behavior, and to this end, Bergen Community College has established a framework of rules and academic expectations. Above all else, personal honesty and academic integrity are the fundamental ingredients for success at Bergen Community College.

## **Social Expectations/Conduct Procedures**

It is the school's expectation that all members of the Bergen Community college community will, at all times conduct themselves in a manner which evidences respect for self, for others faculty, students, staff, guests and visitors and for the school.

## **Student Conduct Policy and Procedures**

The Office of Student Conduct in collaboration with various departments within Student Affairs strives to develop student responsibility, teach respect for oneself and others, and promotes the growth of the entire student body by implementing the Student Code of Conduct in an unbiased, timely, consistent manner through the use of the goals and outcomes outlined below.

## **Standards of Conduct**

Upon accepting admittance to Bergen Community College, all students acknowledge that while participating in activities on and off-campus, they are governed by College policies and regulations. Each student is expected to exercise discretion and follow the Student Code of Conduct. It is a student's responsibility to be aware of all prohibited conduct on and off campus by familiarizing themselves with the Student Code of Conduct. The Student Code of Conduct can be found online under the Office of Student Conduct Process and Policies webpage or by clicking this link: [Student Code of Conduct](#).

## **Policies and Regulations Governing Conduct**

At the beginning of the academic semester, each incoming student is expected to view the Student Handbook online. The handbook contains information about the College in general; courses of study; student activities; and rules, regulations and procedures essential to student life on campus. Every student is responsible for knowing the information included in the Student Handbook

## **Student Code of Conduct**

The Board of Trustees authorizes the President of the College to employ a disciplinary process to administer any campus disruption and to restore College function and prevent injury to persons or property. The College reserves the right to suspend, dismiss, or expel any student for justifiable cause. All students are governed by College policies and regulations. Each student is expected to exercise discretion, and act within the limits of decorum and propriety at all times and in all places.

Students are responsible to familiarize themselves with the Student Code of Conduct. The Student Code of Conduct can be found online in English and Spanish on the Office of Student Conduct Process and Policies. You can also click this link: [Student Code of Conduct](#).

## **Dismissal of Disruptive Students -Involuntary Leave of Absence Policy**

Bergen Community College (the "College") has implemented provisions for normal disciplinary proceedings published under the Student Code of Conduct that can lead to the expulsion, suspension, or interim suspension of students. The policy stated below expands the scope of the Student Code of Conduct to include the involuntary withdrawal of students whose behavior requires emergency attention by the College administration. Emergencies referred to in this policy are incidences of extreme disruptive behavior by students that occur at on- or off-campus, including College-sponsored, events. The College reserves the right to implement normal disciplinary procedures in addition to the procedures set forth below if the circumstances warrant such action. These incidents can be medical and/or psychological in nature and/or conduct that poses security risks to the College community. A student may be placed on an Involuntary Leave of Absence from the College by the Vice President of Student Affairs and the Dean of Student Life & Judicial Affairs (or designee) if one or more of the following conditions are met:

- The student engages, or threatens to engage in, behavior which poses a danger of causing physical harm to the College Community or College property; and/or
- Exhibits behavior that interferes with the student's ability to function in an academic or residential setting and/or seriously interferes with the educational pursuits or living environment of others; and/or
- Commits a violation of the College's Student Code of Conduct and lacks the capacity to comprehend and participate in the College's disciplinary process but continues to pose an imminent threat to the College community; and/or
- Commits a violation of the College's Student Code of Conduct and did not understand the wrongfulness of the conduct at the time of the offense. Ignorance of the wrongfulness of the action is not an excuse.

## **Preliminary Procedure**

Upon the occurrence of an incident that meets any one or more of the above conditions, a student will receive notice that he/she has been placed on an interim suspension by the Vice President of Student Affairs and the Dean of Student Life & Conduct (or designee) pending further investigation of the matter. The student will receive written notice of his/her suspension as soon as practicable. The student has a right to a conference with the Vice President of Student Affairs and the Dean of Student Life & Conduct (or designee) within five business days.

While a student is in an interim suspension status, the student is banned from entering the campus for any reason whatsoever without the permission of the Vice President of Student Affairs and Dean of Student Life & Conduct (or designee). If the student is found on College property without such permission, the student will be arrested for trespassing and may be prosecuted by local officials if Bergen Community College believes it to be in the best interest of the College community. Should permission be granted by the Vice President of Student Affairs and Dean of Student Life & Conduct (or designee), the student shall report to Public Safety upon entering and leaving the campus.

If the information that led to the interim suspension is deemed insufficient to support this procedure, and does not suggest that the student may create an immediate danger to the College community or to College property, the student will be permitted to return to normal College activities.

## **Evaluation by the Center for Health, Wellness and Personal Counseling**

If the Vice President of Student Affairs and the Dean of Student Life & Conduct (or designee) reasonably believes that the student meets one or more of the conditions set forth above, the student will be referred to the Center for Health, Wellness and Personal Counseling for an evaluation by an appropriate mental health provider. It is the student's responsibility to contact the Center for Health, Wellness and Personal Counseling and schedule the appointment for the evaluation. The evaluation may take place over several sessions and could include a mental health assessment. If such a determination must be at a time when one of the above named individuals is unavailable, the other may make such determination alone.

In conducting the assessment, the evaluator will take the following into consideration:

the nature, duration, and severity of the risk of harm;  
the probability that the risky behavior will actually occur; and  
whether reasonable accommodations requested by the student can be provided by the College to reduce the risk of harm.

Once the evaluation is complete, the Dean of Student Support Services (or designee) will submit a written recommendation to the Vice President of Student Affairs and the Dean of Student Life & Conduct (or designee).

Please be advised that any refusal to submit to, or participate in, the above evaluation procedure will be considered by the Center for Health, Wellness and Personal Counseling in completing its evaluation and preparing its written recommendation to the Vice President of Student Affairs and the Dean of Student Life & Judicial Affairs (or designee).

## **Referrals for Further Evaluation**

There may be instances in which the College or the Center for Health, Wellness and Personal Counseling mental health professional feel that an evaluation by an outside professional is warranted. In such instances, the student will be informed of this additional requirement in writing and will be referred to an appropriate health care professional. One example of a situation in which this may occur is a situation in which the student has threatened to harm others in the College community.

The College or the Center for Health, Wellness and Personal Counseling mental health professional may deem it necessary to require the student to have an evaluation by a forensic psychologist or psychiatrist, of the College's choosing, who is specially trained to conduct evaluations and make recommendations in situations of this nature. In these situations, the College will cover the cost of the evaluation. Both the student and the evaluating professional will be given a copy of this policy. The evaluating professional will also be given instructions for submitting a written report including required content areas that must be addressed. A student will not be reimbursed for the cost of an evaluation that is completed by a forensic psychologist or psychiatrist that was not chosen by the College.

The Dean of Student Support Services (or designee) will review the report submitted by the evaluating professional and may consult with that person, if needed, and then make a final written recommendation to the Vice President of Student Affairs and the Dean of Student Life & Conduct (or designee).

Please be advised that any refusal to submit to, or participate in, the above evaluation procedure will be considered by the Dean of Student Support Services in making his or her final written recommendation to the Vice President of Student Affairs and the Dean of Student Life & Conduct (or designee).

The interim suspension will continue to be in effect during the entirety of this process. Upon receipt of the final written recommendation the Vice President of Student Affairs and the Dean of Student Life & Conduct (or designee) will meet with the student to review the written recommendations available to them.

## **Student's Placement on an Involuntary Leave of Absence**

Within five business days of the follow up meeting between the Vice President of Student Affairs or the Dean of Student Life and Conduct and the student to review the final written recommendations, the Vice President of Student Affairs and/or the Dean of Student Life & Conduct (or designee) will render a decision, including one of four possible determinations:

The student may return to all normal campus activities without restrictions;  
The matter of the student's conduct will be referred back to the normal disciplinary processes of the College from which the diversion occurred because the behavior observed is not deemed to have fallen within the parameters of this policy;



The student may return to the College but with restrictions (e.g. applied mandated withdrawal from one or more classes, psychotherapy must continue on a regular basis, etc.);

The student is placed on an indefinite Involuntary Leave of Absence and may only return to the College when the procedures and conditions for reenrollment have been met. Depending on the course requirements of each course that the student is enrolled in, the student's academic status may be affected as a result of being placed on an Involuntary Leave of Absence. The student may or may not be permitted to complete all courses upon his/her return from an Involuntary Leave of absence even if the student returns within the same semester of original enrollment in a particular course. It is the student's sole responsibility to address his or her academic status as result of being on an Involuntary Leave of Absence.

The student has three (3) business days from the date he/she was informed of the decision to file a written appeal to the Vice President of Student Affairs.

Students who are placed on an Involuntary Leave of Absence will not be eligible for tuition reimbursements except as permitted by normal College procedures. It is the student's sole responsibility to ensure that his/her account with the College or third party lender is in good standing. If a student is required to withdraw from some or all classes, a grade of W, administratively assigned, will be reflected on the transcript in those courses from which he/she is required to withdraw.

A student that is on an Involuntary Leave of Absence will be arrested for trespassing and may be prosecuted by local officials if the College believes it to be in the best interest of the College community to do so. A student that has been granted permission to be present on any of the College campuses from the Vice President of Student Affairs or the Dean of Student Life & Conduct (or designee) shall report to Public Safety upon entering and leaving the campus.

## **Return from Involuntary Leave of Absence**

It is expected that time away from the College will be used for treatment and recovery and that this will be documented prior to return.

The College reserves the right to demand documentation from a medical provider that the student is fit to return to an educational environment as a condition of reenrollment.

Procedures and conditions for reinstatement from an Involuntary Leave of Absence will be provided to students in writing at the time the student is placed in Involuntary Leave of Absence status.

A registration hold will be placed on the student's record to ensure that the student satisfies the criteria to reenroll in accordance with this policy.

When a student is approved to reenroll, the Vice President of Student Affairs and Director of Student Life & Conduct (or designee) will work with the Registrar to remove the registration hold.

A student who fails to request reenrollment once all criteria for reenrollment have been met may be denied reenrollment at a later time and be required to reapply for admission.

Other academic concerns that may arise because of the application of this policy will be addressed on an individual basis.

Current College withdrawal policies will be followed should the student decide to pursue Official or Late Withdrawal upon being placed on Involuntary Leave of Absence.

## **Administration of Disciplinary Procedures**

The Dean of Student Life & Conduct is the Chief Conduct Officer. The Dean and/or his or her designee will carry out the procedures and policies set in the Student Code of Conduct. The Dean's responsibility will be to maintain the integrity of the Conduct process, which will include the maintenance of accurate files, drafting letters, and training committee members. In the absence of the Dean the Coordinator of Student Conduct & Student Information will serve as the Chief Conduct Officer.

## Special Accommodations

A student may request a translator, sign language interpreter or note taker, if necessary, for any meeting, interview, and hearing related to enforcement of the policies and procedures set forth herein. A written request for special accommodation must be submitted to the Dean of Student Life & Conduct no later than five (5) regularly scheduled class days prior to an interview or hearing.

## Prior Conduct History

If the Community Standards Review Board determines the student has violated the policies and procedures of the College the Dean of Student Life & Conduct will provide the Committee with information concerning prior conduct sanction(s). This information will be used to assist the board in recommending a fair and reasonable sanction.

## Complaints Warranting Immediate Action

If it is determined by the Public Safety department that a complaint of misconduct warrants immediate administrative response, the matter shall be referred to the Dean of Student Life & Conduct, or in his/or her absence, the Coordinator of Student Conduct & Student Information. If the infraction warrants immediate attention, the Dean of Student Life & Conduct, and/or his/her designee, may impose a conduct sanction. In all other instances, the matter will follow the conduct process outlined herein.

## Disciplinary Process/Complaint

Any member of the College community may file a complaint against a student. Reports of misconduct which violate Bergen Community College's Student Code of Conduct can be reported to the Department of Public Safety, Room L-154, 201-447-9200; the Office of Student Life & Student Conduct Process and Policies, Room SC-110, 201-447-7215; the Office of the Vice President of Student Affairs, Room A-310, 201-493-3742; or via Maxient, the College's web based conduct software management system available on the Office of Student Conduct webpage. Complaints of sexual harassments of students by faculty and/or staff as well as by other students should be reported to Dr. Gonzalez-De Jesus, Title IX Coordinator, Room A310, 201-493-3742 or to Dean Rachel Lerner Colucci, Deputy Title IX Coordinator, Room L-123, 201-447-7883. In those incidents involving violation of the Student Code of Conduct, the Public Safety Department will interview the affected parties, prepare the reports with supporting documentation, and forward them to the Office of Student Conduct Process and Policies. If a community member would like to discuss their complaint before filing a report, the Dean of Student Life & Conduct and/or the Coordinator of Student Conduct & Student Information will be available for consultation. When the College itself is a victim of the act, the College reserves the right to institute criminal and/or civil proceedings against a student.

## Interim Suspensions

In certain circumstances, the Dean of Student Life & Conduct and/or his/her designee may impose a College suspension prior to the Community Standards Review Board hearing.

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.

During the interim suspension, a student shall be denied access to all three campus locations (including but not limited to classes) and/or all college activities or privileges for which the student might otherwise be eligible, as the Dean of Student Life & Conduct and/or his/her designee may determine to be appropriate. The interim suspension does not replace the regular process, which shall proceed on the normal schedule up to and through a community standards review board hearing, if required.

## **Community Standards Board Membership**

The Community Standards Review Board is made up of faculty and/or staff members from the College community who volunteer their time to serve on the board. All members apply to the community standards review board, go through a training with the Dean of Student Life & Conduct and/or his/her designee.

## **Notice of Community Standards Review Board Hearing**

A written notice of the community standards review board hearing shall be sent to all parties involved no later than ten (10) regularly scheduled class days after a determination that a hearing shall be held. The notice will be sent to students in their Bergen email i.e. @mc.bergen.edu. The notice shall contain:

- The time, date and location of the hearing;
- A list of the charges being brought against the student, including the policy violation he/she is charged with;
- Contact information for the Office of Student Life & Student Conduct Process & Policies

## **Waiver of Community Standards Review Board Hearing**

A student may waive his/her right to a community standards review board hearing in writing submitted to the Dean of Student Life & Conduct and/or his/her designee, no later than five (5) regularly scheduled class days before a hearing. If warranted, the student will be informed within ten (10) regularly scheduled class days of the sanction imposed for the violation. In such cases, the sanctions will be determined and imposed by the Dean of Student Life & Conduct and/or his/her designee.

## **Responsible Plea**

If the student pleads responsible, the student filing the complaint and any witnesses may be dismissed. The charged student will be asked to present any information and extenuating circumstances, which might be pertinent to the complaint. The student will be informed that the community standards review board, after the hearing, will inform the Dean of Student Life & Conduct of the imposed sanction(s). The Dean of Student Life & Conduct and/or his/her designee will generate and forward a final outcome letter to the charged student.

## **Not Responsible Plea**

If the student pleads not responsible, the following procedure will be employed:

- The complaint will either be present during the hearing to answer all questions by the Board or the community standards review board advisor will have a statement read into the record.
- The Chair of the community standards hearing board will ask the respondent to give his/her opening statement.
- The board will have the opportunity to ask questions.

The Chair will call all witnesses to the alleged incident individually into the hearing. The witnesses will be asked to give a brief statement about what they witnessed with regards to the alleged incident and the hearing board will have the opportunity to ask questions. Witnesses may also provide a written statement that will be read into the record if they cannot be present at the hearing.

Once all parties have made their statements, the Chair will dismiss the participants so that the hearing board may deliberate in private.

If the hearing board determines that the student is responsible, the hearing board will inform the Dean of Student Life & Conduct and/or his/her designee of the imposed sanction(s).

The Dean of Student Life & Conduct and/or his/her designee will inform the respondent of the hearing board's decision via Bergen email i.e. @me.bergen.edu.

If the hearing board determines that the student is not responsible, the complaint will be dismissed and a letter of notification of the board's determination will be sent to the respondent via Bergen email i.e. @me.bergen.edu.

## Appeal Process

Where the respondent is found responsible for a violation of this Code that may lead to a sanction less serious than suspension or expulsion, the student can appeal in writing to the Vice President of Student Affairs and/or his designee within three (3) business days of receipt of the hearing panel's determination. The student will have the right to request a final review based on any of the following grounds:

A sanction that is substantially disproportionate to the severity of the violation.

A material deviation from written procedures that jeopardized the fairness of the process.

A demonstrable bias by a member(s) of the hearing panel.

New information, unavailable at the time of the hearing that could be outcome determinative.

In the case of suspension or expulsion, the student can appeal in writing to the Vice President of Student Affairs and/or his designee within three (3) business days of the receipt of the hearing panel's determination.

In the case of suspension or expulsion, the student will not be permitted to be on campus or attend classes pending the outcome of the appeal unless implementation of the sanction is delayed by the Vice President of Student Affairs and/or his designee due to extraordinary circumstances.

The request for review of an appeal will be considered by the Vice President of Student Affairs and/or his designee to determine whether grounds for an appeal exist. The student will have the right to request an appeal based on any of the following grounds:

A sanction that is (substantially) disproportionate to the severity of the violation.

A material deviation from written procedures that jeopardized the fairness of the process.

A demonstrable bias by a member(s) of the board.

New information, unavailable at the time of the hearing that could be outcome determinative.

The Vice President of Student Affairs and/or designee will review the written request for an appeal within five (5) business days of receipt to determine whether there is sufficient basis to grant an appeal. If so, he/she will proceed to hear the appeal, or return the complaint to the original hearing body for reconsideration or rehearing in light of the basis for the appeal.

If the Vice President of Student Affairs and/or his designee determines that there is not a sufficient basis to change the decision of the hearing officer, the student will be notified in writing within five (5) business days.

Appeals are deferential to the original hearing determination, and are not intended as a rehearing. If the Vice President of Student Affairs and/or his designee hears the appeal, he/she may determine that there is a sufficient basis to change the determination of the hearing panel if there is clear error or compelling justification, only. If so, he/she may reverse, sustain or modify the decision, or change the sanction.

Normally, appeals involve a review of the hearing record and appeal request. At the discretion of the Vice President of Student Affairs and/or his designee, the parties, witnesses or written documentation may be interviewed/reviewed as necessary to assure fairness.

The decision of the Vice President of Student Affairs and/or his/her designee will be final.

## Referrals

Once a report has been received, the Dean of Student Life & Conduct and/or his/her designee will initiate one of the following actions:

If the allegation(s) does not warrant any action from the Office of Student Conduct Process & Policies, the parties involved will be notified in writing that the matter is closed and that no further action will be taken; or Notify all necessary parties involved that a formal community standards review board hearing will be held.

## Notification of Complaint Dismissal

If it is determined by the Dean of Student Life & Conduct and/or his/her designee that the allegation(s) do not warrant conduct review, the person filing the complaint will be notified in writing that the complaint has been dismissed and the reason for the dismissal shall be indicated within the notification.

## Academic Dishonesty

Bergen Community College is committed to academic integrity- the honest, fair and continuing pursuit of knowledge, free from fraud or deception. Students are responsible for their own work. Faculty and academic support services staff will take appropriate measures to discourage academic dishonesty. The College recognizes the following general categories of violations of academic integrity.

Academic integrity is violated whenever a student does one or more of the following:

- 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
- 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
- Fabricates data in support of 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
- Inappropriately or unethically uses technological means to gain academic advantage
  - Inappropriately or unethically uses technological means to gain academic advantage
  - Uses any devices (electronic or hidden) for communicated or unauthorized retrieval of information during an exam
- Commits plagiarism
  - Plagiarism is a form of academic dishonesty and may be a violation of U.S. Copyright laws. Plagiarism is defined as the act of taking someone else's words, opinions, or ideas and claiming them as one's own. Examples of plagiarism include instances in which a student:
    - Knowingly represents the work of others as his/her own
    - Represents previously completed academic work as current
    - Submits a paper or other academic work for credit which includes works, 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 course appropriately

Note: An instructor may establish other guidelines regarding academic integrity consistent with College policy.

### **Consequences of Violations of Academic Integrity**

#### **Instructor's Sanctions for a Violation**

The faculty member will determine the course of action to be followed. This may include:

Assigning a failing grade on the assignment

Assigning a lower final course grade

Failing the student in the course

Other penalties appropriate to the violation

In all cases, the instructor shall notify the Department Chair and Dean of the department of the violation and the penalty imposed. The student has the right to appeal the decision of the instructor to the appropriate department head.

#### **Institutional Sanctions for Violations**

When a violation of academic integrity has been reported regarding a student, the Dean of Student Life & Conduct and/or his/her designee reserves the right to impose disciplinary sanctions beyond those imposed by the course instructor, which may include suspension, dismissal or expulsion from the College. The student shall have the right to a hearing before the Dean of Student Life & Conduct and/or his/her designee or the community standards review board. Full hearing board procedures can be found within the Student Code of Conduct.

# Student Life

Students at Bergen are encouraged to participate in student government, various student clubs and organizations, student publications and athletics.

The Office of Student Life provides and promotes campus programming that is representative of the student population and is consistent with the mission of the College and the Division of Student Services. The programs enhance student success, enrich the College experience, and help encourage a sense of community while providing opportunities for leadership and personal development.

The Office of Student Life is located in Room L-123, in the Student Center of the Pitkin Education Center building, and can be reached at [studentlife@bergen.edu](mailto:studentlife@bergen.edu) and at (201)-447-7215.

Detailed information about the Office of Student Life can be found at <https://bergen.edu/student-life/>

## Student Government Association (SGA)

All full-and part-time students attending Bergen Community College are eligible to be members of the student government.

The SGA is the student governing body at Bergen Community College. It is comprised of an Executive Board of the president, vice president, treasurer and chief-of-staff, as well as a general membership of club representatives and class senators. They serve as a link between the student body and the College administration. If students want a challenging and rewarding extracurricular option, this is it.

Elections of the Executive Board of the Student Government Association are held **at the end of the spring semester**.

The SGA office is located in Room A-101, Pitkin Education Center, at the College's main campus .

More information on Student Government Association can be found at <https://bergen.edu/student-life/studentgovernment-association-sga/>

## Student Activities Board (SAB)

The Student Activities Board (SAB) plans and provides programming for an active social environment for Bergen Community College students. Programs offered include musical events, lectures, dances, movies, field trips to Broadway plays, sporting events, and ski trips.

In addition, SAB works with clubs and organizations to provide other diversified programs including World Week, Women's History Month and Black History month.

Students wishing to participate in SAB should contact the Office of Student Life at (201) 447-7215 or visit Room L-123.

## Student Organizations

Students are encouraged to enrich their college experience through participation in a variety of activities including Student Government, Student Activities Board, and a rich array of registered clubs and organizations. There are many active groups on

campus that appeal to a variety of student interests.

To find out how to become involved in a registered student organization, call the Office of Student Life at (201) 447-7215 or visit Room L-123.

## Joining a Student Organization

- Check the bulletin boards around campus for information about club meeting times.
- Ask about the club at the Office of Student Life (Room L-123), on the College's main campus in Paramus.
- Sign up with the group at **Club Days**, held every semester.
- Follow up with the groups you've chosen.

New members are always welcome!

## Student Organization Meeting

Registered Student Organization meeting times will be posted on bulletin boards in the Student Center, on the web, and in the **Student Leadership Commons** (Room L-127).

## Forming a New Organization

Bergen Community College also provides students with the opportunity to start new student organizations. Before a new organization can be officially recognized, the organization must have an advisor, a constitution, a membership list, and an organization leadership roster (president, secretary, treasurer, etc.). Assistance in preparing this paperwork can be obtained from the staff in the Office of Student Life (Room SC-110).

Detailed information about student **Clubs, Associations, and Organizations** can be found at <https://bergen.edu/studentlife/clubs-associations-and-organizations/>

## New Student Orientation

Prior to the start of classes, an orientation program is held to provide an opportunity for new students to become acquainted with college objectives, facilities, and programs. Students also can tour the campus and attend various social functions. Information pertaining to the orientation program is mailed to all new students.

## 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.

## 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.

## 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).



# Club and Student Organization Policy

Clubs are open to all Bergen Community College students, and special interests of students are served by many clubs that are oriented to particular student groups and academic majors.

Financial support is provided to clubs and organizations in order to build an active campus life that will have a broad appeal across the student population.

Funds are distributed to clubs and organizations in a manner that assures fair, nondiscriminatory allocations that are devoid of conflict-of-interest

All clubs and other student organizations must be chartered by the **Office of Student Life**.

The Office of Student Life does not charter a club or other organization unless:

There is ample evidence that it has a meaningful place in student life;

It will observe college rules and regulations;

It can maintain an active membership;

It does not use the College name to own, rent, borrow or in any other way permanently or temporarily acquire off-campus facilities for housing, meetings, social events, and other causes. However, in certain cases, special events may be conducted off-campus with the approval of the Office of Student Life;

It does not purchase any items in the name of the College;

It does not discriminate according to sex, race, religion, national origin, sexual orientation or disability;

It has a faculty advisor;

The members of each club or other student organization are duly enrolled students of Bergen Community College in "**good academic and social standing**;"

Each club or other student organization submits its constitution to the Office of Student Life;

Each club or other student organization to be considered must register each academic year by submitting a list bearing the names and student ID #'s of its officers to the Office of Student Life. If officers change during the academic year, that information must be updated with the Office of Student Life when the change occurs.

College facilities will only be granted to an organization that has correctly registered, whose treasurer's books have been audited and approved, whose debts have been cleared, and whose constitution is on file.

A **policies and procedures manual** is available through the **Office of Student Life**.

# Social and Educational Functions Policy

As a matter of policy, scheduling of all social and educational functions other than regular classes and field trips must be cleared and approved through the Office of Student Life.

## Off-Campus Trips

An officially registered college club or organization that wishes to sponsor an off-campus trip must file a written application and receive approval through the Office of Student Life at least one month prior to the event.

All trips must be appropriately chaperoned and are governed by college rules and regulations.

## Notifications

The supervisor of Public Safety should be notified of all on-campus social or academic functions.

## Hours

Persons must leave the College buildings and grounds by 11:00 p.m.

When use of the College facilities beyond the limits set above is deemed necessary, approval must be obtained from the appropriate cabinet officer, and arrangements made in writing through the Office of Public Safety.

## Noise and Sound

Bergen Community College values an environment conducive to learning.

It is expected that students respect and support that concept.

Noise created by electronic devices cannot and will not be tolerated.

Students who disturb the normal operation of the College may be subject to disciplinary action.

This includes the entire property, parking lots and gym facilities.

## Petitions

If a petition is circulated on campus, a copy must be approved by the Office of Student Life.

Each copy must bear the words "Bergen Community College," the name of the group or groups sponsoring the petition, and the petition itself.

The Office of Student Life will provide guidelines for this activity to the individual organizing the event.

## Fundraising

An officially registered college club or organization that wishes to sell merchandise or sponsor a fund-raising event must request permission to do so by written application, submitted to the Office of Student Life one month prior to the date of the event.

All solicitation or fundraising activities must be directly related to and clearly supportive of the purposes and objectives of the club or organization.

## Solicitation

There is no solicitation of commercial items on campus including the outside areas.

In the case of special events, approval must be given by the Office of Student Life.

## Children on Campus

Children are not authorized on campus property at any time unless under the immediate supervision of a parent/guardian or enrolled in some special program supervised by the College.

Students who bring small children to the campus may not leave them unattended at any time, especially in the Student Center, Library, and lounge areas.

Children will not be admitted to instructional classrooms, while classes are in session, without prior approval by the instructor.

## Veterans Affairs

Contact the **Veteran and Military Center** for specific information concerning veteran's benefits. Veterans are required to contact the **Veteran and Military Center** at the beginning of each semester to verify enrollment information and during the semester to report any changes in semester hour loads. Failure to do so may result in interruption of VA benefits.

# Posters, Notices, Circulars

Posters and notices are not to be sent to instructors to read in class.

If a group wishes to distribute flyers of any kind to students, approval must be received directly from the **Office of Student Life**.

Approved notices for students are to be distributed in such a fashion so as not to interfere with student traffic or with the regular functioning of the College.

Pressure is not to be exerted upon individuals to accept notices.

General postings must be approved by the **Office of Student Life**.

More information on posting procedures can be found under Bulletin Board Posting Guidelines and Procedures

## Violations

**Postings that do not comply with this policy may be removed and discarded without notice.**

Any individual(s) or organization(s) that post items in violation of this policy may lose campus posting privileges and be denied approval of future postings. Any student who posts items in violation of this policy may be subject to disciplinary action under the Student Code of Conduct.

All requests for posting approval must be submitted to the Office of Student Life at least two (2) weeks in advance of the desired posting date. The Office of Student Life must authorize any special considerations that do not adhere to these policies. Such special consideration requests must be submitted in writing to the Office of Student Life at least two (2) weeks in advance of the desired posting date.

## Bulletin Board Posting Guidelines and Procedures

### Bulletin Board Posting Guidelines

Only bulletin boards may be used for approved postings. Postings may not be placed on any interior or exterior walls, floors, doors, windows, signage, or without the approval of the Department or Organization that controls the bulletin board.

Postings on Department or Organization bulletin boards must be approved by the designated Department/Organization that controls the respective bulletin board. Any bulletin board that is not specifically designated for a Department or Organization is a Student Life bulletin board and are numbered and listed in the Office of Student Life.

All postings at the College must be approved and stamped by the Office of Student Life in L-123. Postings for Department or Organization bulletin boards must receive written approval from the Department or Organization that controls the bulletin board and provided to the Office of Student Life.

Postings on mobile bulletin boards will be at the sole discretion of Student Life.

Only authorized personnel or their designees may issue a stamp.

The stamp will be valid for one (1) month or until the day after the event, whichever comes first.

Individuals or organizations posting materials are responsible for removing any and all postings when their stamp is no longer valid. Failure to remove postings in a timely manner may result in having future postings denied.

All posted information must include the name of the responsible individual(s)/sponsoring organization(s), as well as the date, time, and location of the event or program.

Posters may not exceed 11" x 17;"

Postings from outside organizations sponsoring events or services will be allowed to post 15 copies, 1 for each Student Life bulletin board.

Posting and removal of materials from any designated bulletin board (advertising for a specific academic department or service branch) will be the sole responsibility of that department.

Individuals and organizations are responsible for their own printing and distribution of postings in accordance with this policy.

Advertisements placed over other postings (valid or expired) may be removed without notification. If the board is full, you may rearrange (not remove) advertisements to fit yours.

Thumbtacks or pushpins may be used for postings. Masking tape, paste, glue, nails, or staples are not permitted to hang materials.

The Office of Student Life and Facilities reserves the right to remove postings at any time without prior notice.

## Fitness Center

The Fitness Center for student use is located in Room S-128, on the main campus in Paramus, and is open weekdays at specified times. These hours are posted each semester. Diverse exercise workouts are made possible by a variety of exercise equipment.

## Food Services

Beginning with the Fall Semester through the Spring Semester, the Cafeteria provides a variety of menu options, including a Subway Station, Nathan's Station, Panini Station, Bakery Concept Station, Jersey Farm Fresh Station, Entrée/Pasta/Soup Station, Grab and Go, Pizzeria, and a Vegan/Vegetarian Station.

Food Service is available in four locations at the College. The main Cafeteria is located on the second floor of the Pitkin Education Center. Starbucks is located on the first floor in the Student Center. Bergen Pizza is located

in the Student Center next to Starbucks. There is a Cyber Cafe in Ender Hall that is newly renovated.

Regular Hours of operation vary depending on academic calendar.

\*During Summer Sessions and when classes are not in session, all food service outlets observe reduced hours of operation and offerings.

Additionally, when the College is closed on Fridays during the summer, there will be no food service on Fridays.

## Athletics

At Bergen Community College, the institution believes that athletics is an integral part of the educational experience. The Athletics Department offers programs that provide students with the opportunity to participate in intercollegiate and intramural athletics in a wide variety of sports including basketball, baseball, track and field, soccer, golf, softball, cross country, volleyball, tennis and wrestling. The Bergen Community College Bulldogs regularly place student-athletes on All-Conference, All-Region and All-American athletic and academic teams.

Bergen believes that athletics is an important way in which students can maintain good health, learn, and grow. In order to benefit from the athletic experience, the athletics department is committed to the following concepts and principles:

**The Student-Athlete** - at Bergen, the College firmly believes that each participant is a student first, then an athlete. Bergen provides each student-athlete with the best educational opportunities and support programs to help them grow and succeed in the classroom as well as on the playing field.

Bergen values competitive athletic and academic experiences that build self-esteem, a sense of responsibility, civility and an understanding of how to interact with others.

**Integrity** - positive attitude and good sportsmanship characterizes every aspect of policy, performance, and competition in athletics at Bergen. All participants are expected to exemplify honesty and integrity whether they are athletes, coaches, fans, administrators, or support staff of the Athletics Department.

**Respect for the individual** - Bergen reinforces and enhances the climate of mutual respect as outlined in the student-athlete code of conduct. Bergen values the contribution of individuals in all the organized team sports and encourages open communication and participation for all.

**A tradition of leadership** - in all aspects of athletics, Bergen strives to nurture the inherent opportunities for leadership that come from playing a competitive sport. The College believes the qualities of leadership and goal setting reside within each individual athlete and strive to create the environment needed to allow these qualities to develop.

Bergen Community College is a Division III (non-scholarship) member of the Garden State Athletic Conference (GSAC) and Region XIX (comprised of two-year colleges in New Jersey, Delaware, and Eastern Pennsylvania) of the National Junior College Athletic Association (NJCAA). Individual teams also occasionally schedule games with two-year colleges from other states in the northeast. All students interested in trying out for a team must have a current college medical form on file in the Health Services Office (HS100) before participating in try-outs and/or practice sessions. More information is available from the Athletic Department at [www.bergencebulldogs.com](http://www.bergencebulldogs.com) or by contacting the Athletic Office (Room G201- 2nd floor above gym; Phone 201-447-7182).

## **The Bergen CC Athletics Department Offers Varsity Intercollegiate Programs in the Following 13 Sports**

### **Fall Sports**

Men's Soccer  
Women's Soccer  
Cross Country (Men and Women)  
Women's Tennis (Club)  
Women's Volleyball

### **Winter Sports**

Men's Basketball  
Women's Basketball  
Wrestling

### **Spring Sports**

Baseball  
Softball  
Track and Field (Men and Women)  
Men's Tennis (Club)  
Golf (Club)

## **Policy for On-Campus Activity by Non-College Organizations**

External groups or members of the campus community wishing to distribute or post flyers, circulars, or any other material on campus must apply for permission to do so at the Office of Student Life, Room SC-110, at least three days prior to any planned distribution. A copy of materials to be distributed must be submitted along with the application for permission to distribute. The College will identify locations on campus where materials may be distributed or posted to

ensure that normal college operations or traffic are not adversely affected. Pressure is not to be exerted upon individuals to accept materials. Generally, these materials may not be distributed to faculty to be read in class. Any request to do so must be explicitly approved by the Vice President of Student Affairs. Placing flyers or other materials on car windows is prohibited.

## **College Name or Seal Usage**

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

## **Dress Regulations**

Students are expected at all times and in all places to exercise discretion and dress in accordance with propriety, good taste, and public health requirements. It is further expected that the students' habits will reflect cleanliness, good grooming, and a concern for personal health.

## **Eating and Drinking**

Eating or drinking in classrooms, lecture rooms, laboratories, gymnasium, swimming pool, or passageways is forbidden. Covered beverages only are permitted in the library. Eating and drinking are permitted in cafeteria and vending areas only.

## **Gambling**

All forms of gambling are prohibited on the Bergen Community College campus and during all college-connected activities. Offenders are subject to disciplinary action that may result in suspension or dismissal.

## **Good Neighbor Policy**

It has been previously stated that each student is expected to exercise discretion and act within the limits of decorum and propriety at all times and places. This statement cannot be too strongly emphasized in relation to property immediately adjacent or close to the College. Students are cautioned not to trespass on the neighboring golf courses; offenders will be subject to disciplinary action by the College.

## **Policy and Procedures for Displaying Flags on Campus**

The main campus flag pole is located at the entrance of Bergen Community College (near Paramus Road) and is reserved solely for displaying the United States, State of New Jersey and Bergen Community College flags. The U.S. Flag will be lowered to half staff at the direction of the President of the United States or the state flag at the direction of the Governor of the State of New Jersey. In special circumstances, the College flag will be lowered to half staff at the direction of the President's Office. Flags of countries will be displayed throughout the Bergen Community College campus as a symbol of Bergen Community College's commitment to diversity and international understanding. Flags are symbols that identify people belonging to a group. The flags, especially those of a nation, embody the honor and pride of the people they represent and need to be treated with respect.

It is very important that the display of country flags be treated with consistency so as not to offend the very groups we intend to honor by displaying the flag. Flags are to be the same size. If possible, flags are to be hung or displayed

horizontally. If flags must be hung vertically, they must all be hung in the same orientation. Given that many international members of the College community are interested in displaying on campus the flags of their home countries, the following procedures have been established by the College:

The flags of countries that are recognized by the United Nations (i.e., those countries that are listed by the U.N. as member states, nonmember states with permanent observer status, or national "entities" with permanent observer missions) will be displayed in the hallways of the school. Determination of the flags to be displayed will be made by the Vice President of Student Services.

The flags of countries that are recognized by the U.N. (as defined above) may be displayed at campus events to recognize and represent international students studying at the College. Flags of Native American nations will be recognized as sovereign entities. Flags representing groups, cultures, or nations not specified above may not be displayed unless prior written approval is obtained from the Vice President of Student Services or the President's designee whose decision shall be final. Inquiries about the flag policy should be directed to the Associate Dean of Student Services.

## **Equity in Athletics Disclosure Act**

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

## **Alcohol and Drug Use Policy**

As stated in the Bergen Community College catalog, "in accordance with public law 101-226, Bergen Community College declares that it will endeavor to provide its employees and students with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illicit drugs." Bergen Community College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on college property or as part of any of its students and employees activities. Bergen Community College further prohibits the possession or consumption of alcohol on the College campus, with the exception of special, approved receptions in the meeting and training center. Violators may be subject to suspension or dismissal. Intoxication and/or disorderly conduct resulting from consumption of alcoholic beverages will be considered a serious violation of campus regulations and may result in disciplinary action. Local, state, and federal laws that apply to unlawful possession, use, or distribution of illicit drugs and alcohol will be enforced. Individuals and organizations in violation of college policy and regulations are subject to disciplinary sanctions. As appropriate, sanctions may range from verbal warning up to dismissal. Sanctions may also include completion of an appropriate rehabilitation program or referral to appropriate legal authorities for prosecution. These policies apply to all Bergen Community College employees and students as well as visitors to the College. The possession or sale of illicit drugs is a violation of the law. Bergen Community College will uphold the law and render assistance and support to law enforcement agencies, while at the same time rendering assistance to employees and students when needed or necessary. Bergen Community College's drug policy is as follows:

Employees and students are asked to report or submit to the Vice President of Student Services or the Associate Dean of Student Services any knowledge or evidence directly or indirectly relating to the possession or sale of drugs anywhere on the College campus or at any time during a college-related activity.

The Vice President of Student Services shall submit to the College president all information that she or he has knowledge of regarding the possession, or sale, or use of drugs on the College campus or during any college-related activity and will recommend a course of action.

Bergen Community College students convicted of a criminal drug statute or who admit, in writing, to the possession or sale of drugs anywhere on the College campus or during any college-related activity will be subject to dismissal from the College.

Information given to a counselor during the privacy of a counseling session will not be divulged by the counselor unless, in the judgment of the counselor, the student presents a danger to himself or others.

Students should refer to the document "Bergen Community College student program to prevent illicit use of drugs and abuse of alcohol" available through the offices of the Vice President of Student Services, Health Services, Counseling, and the Department of Public Safety.

## Discrimination and Harassment Policy

Bergen Community College is committed to providing its students and employees with an academic and work environment free from sexual harassment or discrimination.

Discrimination, harassment or disrespect on the basis of age, race, creed, color, national origin, ancestry, religion, gender, (including gender identity or expression or disability), marital status, affection or sexual orientation, military service, political affiliation, veteran status, genetic information, atypical hereditary cellular or blood trait or any other legally protected classification.

Sexual harassment in any form constitutes prohibited, unprofessional, and unacceptable conduct and is a violation of Title VII of the Civil Rights Acts of 1964 and 1990, as amended, Title IX of the Education Amendments of 1972, the New Jersey Law Against Discrimination, established case law and State policies. The policy applies to all persons. Administrators, faculty, staff, and students are all covered.

Harassment of students by faculty and staff as well as by other students is covered, as is harassment of faculty and staff by students. The College will not tolerate, condone or allow sexual harassment of any of its students or employees, by any instructional, supervisory, managerial or administrative personnel, co-workers, students, independent contractors, vendors or others with whom the College does business. Bergen Community College will enforce this policy and expects all employees and students to be diligent in preventing, detecting, and reporting any incidents of sexual harassment. Bergen Community College expects each employee and student to avoid any acts or statements that may constitute sexual harassment and to ensure that his or her conduct complies with this policy. The College will take appropriate disciplinary action when an investigation reveals that an individual has engaged in any such prohibited conduct.

For purposes of this policy sexual harassment is defined as unwelcome, sexual advances or sexually explicit comments, requests for sexual favors, and/or other verbal or physical conduct based on the gender of the affected individual when:

Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic achievement;

Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual's work or academic performance;

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or academic performance or creating an intimidating, hostile or offensive working or educational environment, including but not limited to:

Generalized gender-based remarks and behavior.

Inappropriate, unwanted, offensive physical or verbal sexual advances and comments.

Solicitation of sexual activity or other sex-linked behavior by promise or reward.

Coercion of sexual activity by threat of punishment.

Gross sexual imposition such as touching, fondling, grabbing, or assaulting.

An individual need not be a personal target of harassment to file a complaint. The individual instead may show that other individuals were sexually harassed and that this harassment created a hostile or intimidating work or academic environment.

Conduct under (a-e) above by any instructional, supervisory, managerial or administrative personnel, co-workers, students, independent contractors, vendors or others with whom the College does business constitutes prohibited sexual harassment when a reasonable person of the same sex as the aggrieved individual would consider it sufficiently severe



or pervasive to alter the conditions of employment or education or to create an intimidating, hostile, or offensive working or educational environment. Members of the College community who believe they are being or have been sexually harassed or discriminated against in violation of the Policy Prohibiting Sexual Harassment should report the incident. Reports of sexual harassment should be made in writing, as soon as reasonably possible after the alleged incident(s), to the Manager of Training and Compliance, Room A-330, telephone number (201) 612-5331.

Requests for a complete copy of the Policies and Procedures should be directed to the Manager of Training and Compliance. Student-On-Student Harassment will be handled through the College's policies that address student conduct, including the Rules and Regulations found in the College Catalog, not the Complaint Process for resolving Sexual Harassment Complaints.

## Policy Prohibiting Sexual Harassment

Bergen Community College is committed to providing its students and employees with an academic and work environment free from sexual harassment or discrimination. Sexual harassment in any form constitutes prohibited, unprofessional, and unacceptable conduct, and may be a violation of Title VII of the Civil Rights Acts of 1964 and 1990, as amended, Title IX of the Education Amendments of 1972, the New Jersey Law Against Discrimination, established case law or State policies. The policy applies to all persons: administrators, faculty, staff, students, guests and visitors are all covered.

The College will not tolerate, condone, or allow sexual harassment of any of its students or employees, by any instructional, supervisory, managerial, or administrative personnel, co-workers, students, independent contractors, vendors, or others with whom the College does business. The College will enforce this policy and expects all employees and students to be diligent in preventing, detecting, and reporting any incidents of sexual harassment. Every employee and student is expected to avoid any act or statement that may constitute sexual harassment and to ensure that his or her conduct complies with this policy. The College will take appropriate disciplinary action when an investigation reveals that an individual has engaged in any such prohibited conduct.

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:

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

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.

Student-on-student harassment is a violation of the Policy Prohibiting Sexual Harassment and must be reported to the Manager of Training and Compliance, Room A-330, telephone number (201) 612-5331. Unwelcome sexual conduct by one student that disrupts another student's ability to learn, or conduct that creates a hostile learning environment, will be handled through the College's policies that address student conduct, and not the Complaint Process for resolving Sexual Harassment Complaints.

Every member of the College community should be aware of the fact that the College is strongly opposed to sexual harassment and that the College will take whatever action it deems necessary to prevent and correct such behavior, and if necessary, take disciplinary action against an individual whose behavior violates this policy. Disciplinary action for employees can range from reprimands to dismissal. Students violating this policy may be reprimanded, suspended, or dismissed from the College.

## **Campus Sexual Assault Victim's Bill of Rights**

A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of providing an intellectually stimulating environment where a diversity of ideas is valued. Its rules must be promulgated for the purpose of furthering and protecting the rights of all members of the College community in achieving these ends.

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault, and non-consensual sexual contact, respect for the individual and human dignity is of paramount importance. The state of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures, and services designed to insure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity. The following rights shall be accorded to victims of sexual assault that occur:

- On the campus of any public or independent institution of higher education in the state of New Jersey, and
- Where the victim or alleged perpetrator is a student at that institution, and/or when the victim is a student involved in an off-campus sexual assault.

## **Human Dignity Rights**

- To be free from any suggestion that victims must report the crimes in order to be assured of any other right guaranteed under this policy.
- To have any allegations of sexual assault treated seriously; the right to be treated with dignity.
- To be free from any suggestion that victims are responsible for the commission of crimes against them.
- To be free from any pressure from campus personnel.
- Report crimes if the victim does not wish to do so.
- Report crimes as lesser offenses than the victim perceives the crime to be.
- Refrain from reporting crimes to avoid unwanted personal publicity.

## **Rights to Resources On and Off Campus**

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

## **Campus Judicial Rights**

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

## **Legal Rights**

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

## **Campus Intervention Rights**

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

## **Statutory Mandates**

- Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing Board to examine resources dedicated to

services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.

Each campus shall make every reasonable effort to ensure that every student at that institution receives a copy of this document.

Nothing in this act or in any "Campus Assault Victim's Bill of Rights" developed in accordance with the provisions of this act, shall be construed to preclude or in any way restrict any public or independent institution of higher education in the State from reporting any suspected crime or offense to the appropriate law enforcement authorities.

## **Violence Prevention and Response**

The procedures for dealing with incidents of violence at Bergen is a follows:

Minor incidents such as argument, verbal assault, use of profanity, or any incident short of physical confrontation are primarily handled through referral from faculty or Public Safety officers to the Vice President of Student Services. The followup to such incidents may involve referral to the Center for Student Success or a community agency (which provides anger management, psychiatric, or medical screening). In those incidents where a student has been previously sanctioned for disruptive behavior, the student may be placed on disciplinary probation or suspension. Serious incidents involving sexual

harassment, physical violence, or destruction of property are immediately referred to Public Safety. In those instances where there is evidence of imminent danger, Public Safety will contact the Bergen County Police Department for assistance.

## **Smoking Policy**

### **Introduction**

The New Jersey State Legislature and the New Jersey Department of Health have found that tobacco smoke is a substantial health hazard to both the smoking and non-smoking public. As such, smoking on Bergen Community College property by any person at any time anywhere is still prohibited. The property of the College includes all College vehicles as well as real estate owned by the College.

The effect of this policy is to prohibit smoking in all buildings and areas of College property. This entails that smoking is prohibited on the grounds, playing fields, walkways, roadways, parking lots, in and around the perimeter of any building.

### **"Smoking Defined"**

For purposes of this policy, "smoking" is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter of substance that contains tobacco as well as the use of smokeless tobacco, snuff, or similar substance.

### **Legal Authority**

This policy has been enacted in accordance with the provisions of Chapter 383, Public Laws of 2005, and codified in N.J.S.A.26:3D- 55et SCQ.

## **Sanctions against Violations**

Any employee who violates this policy shall be subject to appropriate disciplinary action. Any student who violates the policy shall be subject to disciplinary measures, in accordance with the provisions of the Student Code of Conduct. Other individuals, including visitors to the College, who violate this policy, may be asked to leave the College premises. All violators are also subject to sanctions provided by applicable laws and regulations.

## **Policy**

First offence will result in a 25.00 fine.

Second offence will result in a 50.00 fine.

Third offence will result in a 100.000 fine.

Students who continually violate the policy will be required to appear before the Bergen Community College Judicial Board.

## **Signage**

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

## **Available Assistance**

For any student or personnel of the College who desires to stop smoking, assistance is available through staffs of the Health Services, Wellness Center and Counseling. In addition, there are programs that are provided throughout the semester which are well publicized and are accessible to everyone.

## **Alumni Affairs**

The Bergen Community College Foundation Alumni Network was created to advance the mission of Bergen Community College by promoting ideas, leadership and personal relationships among alumni, current students, faculty, staff and administration of the College.

## **Bus Service**

Regular bus service is provided to the Bergen Community College campus by several New Jersey Transit routes. To obtain a bus schedule, please stop by the Welcome Center for more information. For schedules, contact the Bergen Community College Information Center at (201) 447-7200 or the Bergen County Transit Information Center at (201) 488-0840.

# Solicitation

There is no solicitation of commercial items on campus including the outside areas. In the case of special events, approval must be given by the Office of Student Life.

# Children on Campus

Children are not authorized on campus property at any time unless under the immediate supervision of a parent/guardian or enrolled in some special program supervised by the College. Students who bring small children to the campus may not leave them unattended at any time, especially in the Student Center, Library, and lounge areas. Children will not be admitted to instructional classrooms, while classes are in session, without prior approval by the instructor.

# Veterans Affairs

Contact the Veteran and Military Center for specific information concerning veterans' benefits. Veterans are requested to contact the Veteran and Military Center at the beginning of each semester to verify enrollment information and during the semester to report any changes in semester hour loads. Failure to do so may result in termination of VA benefits.

# Posters, Notices, Circulars

Posters and notices are not to be sent to instructors to read in class.

If a group wishes to distribute circulars to the faculty, approval must be received directly from the Office of Student Life.

Notices for students are to be distributed in such a fashion so as not to interfere with student traffic or with the regular functioning of the College.

Pressure is not to be exerted upon individuals to accept notices.

General postings must be approved by the Office of Student Life.

# Bulletin Board Posting Guidelines

Only bulletin boards may be used for approved postings. Postings may not be placed on any interior or exterior walls, floors, doors, windows, signage, or without the approval of the Department or Organization that controls the bulletin board.

Postings on Department or Organization bulletin boards must be approved by the designated Department/Organization that controls the respective bulletin board.

Any bulletin board that is not specifically designated for a Department or Organization is a Student Life bulletin board and are numbered and listed in the Office of Student Life.

All postings at the College must be approved and stamped by the Office of Student Life in L-123. Postings for Department or Organization bulletin boards must receive written approval from the Department or Organization that controls the bulletin board and provided to the Office of Student Life.

Postings on mobile bulletin boards will be at the sole discretion of Student Life.

Only authorized Student Life personnel may issue an approval stamp.

The stamp will be valid for one (1) month or until the day after the event, whichever comes first.

Individuals or organizations posting materials are responsible for removing any and all postings when their stamp is no longer valid. Failure to remove postings in a timely manner may result in having future postings denied.

All posted information must include the name of the responsible individual(s)/sponsoring organization(s), as well as the date, time, and location of the event or program.

Posters may not exceed 11"x 17."

Postings from outside organizations sponsoring events or services will be allowed to post 15 copies, 1 for each Student Life bulletin board.

Individuals and organizations are responsible for their own printing and distribution of postings in accordance with this policy.

Postings that imply or promote the use of drugs or alcohol, promote illegal activity, violate copyright laws, or violate College policy will be denied.

Advertisements placed over other postings (valid or expired) may be removed without notification. If the board is full, you may rearrange (not remove) advertisements to fit yours.

Thumbtacks or pushpins may be used for postings. Masking tape, paste, glue, nails, or staples are not permitted to hang materials.

The Office of Student Life and Facilities reserves the right to remove postings at any time without prior notice.

# Technology

For information on Bergen's technology and technology policies, visit <https://bergen.edu/about-us/college-policies/>





[www.bergen.edu](http://www.bergen.edu)

