

Middlesex County College  
2600 Woodbridge Avenue  
Edison, NJ 08818-3050



**Creator:** Middlesex County College

**Title:** Academic Program records.

**Inclusive dates:** 1967–20xx

**Extent:** x linear ft. (x boxes)

**Call number:** xx

**Language:** Material is in English.

**Accruals:** Periodic additions to the collection are expected.

**Access:** The collection is open without restriction.

**Abstract**

xx

**History**

xx

**Scope and Content**

The collection is arranged in the following series:

Xxx

**Related Material**

The records of the Middlesex County College xx are part of the College Archives at the Middlesex County College Library.

**Processing Information**

Processed in 2012 by Beth Myerowitz.

**Preferred Citation**

Middlesex County College xx records, Middlesex County College Library, Edison, NJ.

**Box No. Description**

---

**Series 1: Business**

Administrators meeting minutes

**Box 1**

September 1973–May 1974

September 1975–May 1977

January 1978–June 1980

September 1980–May 1982

August 1982–April 1984

August 1984–June 1986

August 1986–June 1987

August 1987–June 1988

August 1988–June 1990

August 1990–June 1992

September 1992–June 1994

August 1994–December 1996

Chairmen's meeting minutes, 1972–1973

Council meeting minutes, 1995–1996

Departments

Accounting annual report

1969–1978

1978–1985

Business Administration and Management

Annual report

1974–1980

1980–1985

Meeting minutes, 1995–1996

Hotel-Restaurant Management annual report, 1969–1971

Hotel, Restaurant, and Institution Management

Annual report

1971–1979

1980–1985

Program self-assessment, 2001

Legal Assistant

Interim Self-evaluation Report of Paralegal Studies Program,  
2002

Self-evaluation Report to the American Bar Association, 1989

Marketing annual report, 1970–1973

(includes retailing option)

Marketing Art and Design

Advisory committee meeting minutes, 1980

Annual report

1974–1980

1980–1985

Marketing and Design annual report, 1969–1970

Office Administration program assessment, 2000

Secretarial Science annual report

1969–1978

1978–1985

Distributive Education Club of America (DECA), 1975–1988

Division annual report

Business, 1967, 1968

**Box No. Description**

---

## Business Technology

1968–1969

1971–1977

1977–1979

1979–1980

1980–1983

1983–1985

Liberal Arts-Business, 1968–1969

Self-assessment report, 1986

Miscellaneous, 1972–1979 and undated

(programs, brochures, and invitations)

**Series x: Engineering Technology****Box 1**

Accreditation Board for Engineering and Technology, 1981, 1988

Departments

Chemical Technology annual report, 1969–1970

Computer Science

Annual reports, 1968–1984

Orientation manual, 1974

Self-assessment report, 1999

Electrical Engineering Technology annual report, 1968–1986

Engineering Science annual report, 1966–1972

Mechanical-Civil and Construction Engineering annual report,  
1970–1985

Mechanical Technology annual report, 1968, 1970

Pre-technical annual report, 1966–1972

Welding Engineering Technology program document, 1981

Division annual report, 1971–1985

Engineers Council for Professional Development, 1976–1977

New Jersey Center for Advanced Technological Education

Annual report

March 31, 1997 (2 folders)

March 1, 1998

Mecomtronics, 1998

Authoring Guide

Competencies

Ethics

Evaluation Plan for Continuation

High School Fairground Ride Module Outline

Module A: Computer Installation And Applications

Module Review Process Pilot Testing Plan

Scope and Sequence of Learning Outcomes

Selected Learning Activities

Miscellaneous, 1972–1979 and undated

(correspondence, brochures and invitations)

**Series x: Science**

Departments

Biology

Annual report, 1968–1985

Book orders

**Box No. Description**

---

...  
Budget  
1969–1972  
1973–1975  
1975–1976  
1976–1977

...  
Class schedules

...  
Correspondence, 1973–1976

Supplies  
19xx

...

Chemistry annual report and brochure, 1968–1982  
Mathematics annual report, 1970–1985  
Mathematics and Electrical Technology annual report, 1966–1967  
Mathematics and Physics annual report, 1969–1970  
Physics annual report, 1966–1985  
Division annual report  
Science, 1971–1985  
Science, Mathematics, and Health Technologies, 2004–2007  
Yearbook, 1978  
Miscellaneous, 1967–1980 and undated  
(correspondence, brochures and invitations)