

# 1997-99 Catalog

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# General Information

## FOREWORD

This catalog has been prepared to meet the informational needs of students, faculty, and administration regarding the College's academic programs, policies and services. Naturally, some of the information will change, and new information will be introduced before the next catalog is printed. Because this is a two-year catalog, a supplement will be issued in July 1996. It will include updated information on academic programs, calendars, tuition and fees, policies, and services. The supplement will be distributed to students, faculty, and the administration. The catalog is prepared by the Office of the Registrar. Any questions about its contents should be directed to the Registrar in the Academic Services Building.

## VISITORS

Directions are available at the Campus Police Headquarters at the entrance to the College on Mill Road. All visitors may obtain a visitor's pass at the headquarters, entitling them to park in designated parking lots.

## ACCESS FOR INDIVIDUALS WITH DISABILITIES

All College facilities, programs and services are accessible to individuals with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (1991). Individuals requiring accommodations or specialized services are urged to

discuss accessibility needs. Sufficient lead time is required to provide necessary accommodations. The procedures to access services for students with disabilities are available in the Department of Counseling and Placement Services (Edison Hall-100, 906-2546), the Admissions Office (Academic Services Building, 906-2510), and in each of the academic deans offices.

## AFFIRMATIVE ACTION AND COMPLIANCE STATEMENT

Middlesex County College is firmly committed to a policy of Equal Opportunity and Affirmative Action. The College will implement this policy to assure that the educational programs, activities, services, benefits and employment opportunities offered by the College are available to all persons regardless of race, color, national or ethnic origin, ancestry, age, religion, sex, affectional or sexual orientation, marital status, veteran status or disability in accordance with applicable State and Federal laws. Inquiries regarding compliance may be directed to the Affirmative Action Office, Middlesex County College, Academic Services Building, Edison, New Jersey 08818-3050.

## ADDRESS

Middlesex County College  
2600 Woodbridge Avenue  
P.O. Box 3050  
Edison, New Jersey 08818-3050

## TELEPHONE DIRECTORY: (732) 548-6000

| Office                                  | Building                      | Telephone |
|---|-------------------------------|-----------|
| Academic Advising Center .....          | Johnson Learning Center ..... | 906-2596  |
| Admissions .....                        | Academic Services .....       | 906-2510  |
| Continuing Studies: .....               | Academic Services .....       | 906-2509  |
| Part-time, Winter, and Summer Study     |                               |           |
| Community Education .....               | West Hall .....               | 906-2556  |
| Counseling and Placement Services ..... | Edison Hall .....             | 906-2546  |
| Financial Aid Office .....              | Academic Services .....       | 906-2520  |
| The Institute .....                     | Technical Services .....      | 906-4681  |
|   | Raritan Center .....          | 417-0690  |
| Physical Education Center .....         |                               | 906-2560  |
| Office of the Registrar .....           | Academic Services .....       | 906-2523  |
| Testing .....                           | Johnson Learning Center ..... | 906-2508  |

Middlesex County College is sponsored by the Citizens of Middlesex County through the Board of Chosen Freeholders.

# Calendar

## FALL 1997

|           |            |   |
|-----------|------------|---|
| August    | 26         | Faculty Orientation & Meetings;<br>First Day of Faculty Obligation    |
|           | 27         | Faculty Development; Mandatory Day for Faculty                        |
|           | 28 & 29    | Change of Program; New Student Orientation &<br>Advisement by Faculty |
| September | 1          | Labor Day – Holiday   |
|           | 2          | Classes Begin – Fall Semester   |
| October   | 13         | Columbus Day – Holiday Observed                                       |
| November  | 11         | Veterans' Day – Holiday Observed                                      |
|           | 27 & 28    | Thanksgiving – Holiday  |
| December  | 12         | Last Day of Classes – Saturday classes meet 12/13                     |
|           | 15, 16, 17 | Specially Scheduled Final Exams                                       |
|           | 18         | Winter Recess Begins  |

## SPRING 1998

|          |            |   |
|----------|------------|---|
| January  | 14         | Faculty Orientation & Meetings;<br>First Day of Faculty Obligation, Spring Semester |
|          | 15 & 16    | Change of Program; New Student Orientation &<br>Advisement by Faculty               |
|          | 19         | Martin Luther King Day – Holiday Observed   |
|          | 20         | Classes Begin – Spring Semester   |
| February | 16         | Presidents' Day – Holiday Observed  |
| March    | 14         | Spring Recess Begins – No Classes   |
|          | 23         | Classes Resume  |
| April    | 5          | Good Friday – Holiday   |
| May      | 6          | Last Day of Classes   |
|          | 7 & 8      | Reading Days  |
|          | 11, 12, 13 | Specially Scheduled Final Exams   |
|          | 14         | Last Day of Faculty Obligation  |
|          | 21         | Graduation  |

*Subject to change*

# Mission, Goals and Objectives of Middlesex County College

## MISSION

Middlesex County College is a publicly-supported, comprehensive community college committed to serving all of those who can benefit from postsecondary learning opportunities. The College offers a wide range of curricula and programs that provide access to the educational process in a lifelong learning context for diverse populations within its service area. The College views the creation of an environment responsive to the educational needs of the individual and the community as essential to the fulfillment of this mission.

In order to accomplish this mission, the College sets for itself the following goals and objectives:

## GOALS

- To offer programs that prepare students both for immediate employment and for continuing career education.
- To provide programs which prepare students for transfer to four-year colleges and universities.  
To provide general education which fosters students' understanding of the diversity of human knowledge and contributes to the development of intellectual, personal, and social skills and values among them.
- To provide programs and services to meet the training and educational needs of local businesses.
- To provide a comprehensive range of student services which promotes the access, development, and placement of students in the college and the community.
- To foster the pursuit of lifelong learning among students.
- To foster self-awareness, personal growth, and career planning and development among students.
- To provide access to education for a diverse community population.
- To play a significant role in enhancing the social, cultural, recreational, and economic life of the community.
- To promote and maintain among the college community a sense of ethical values and high standards of performance.
- To promote among the college community an understanding of and respect for people from diverse backgrounds and cultures.

## OBJECTIVES

- To provide instructional approaches which accommodate differences in student needs and abilities.
- To set admission policies and tuition rates which allow the community easy access to programs and services in the college.
- To maintain an ongoing assessment of community needs.
- To offer basic skills and developmental programs, as well as special services to meet the needs of traditional and non-traditional students.
- To reassess periodically curricular requirements and offerings to reflect contemporary needs, interests, and priorities.
- To develop students' abilities to define and solve problems through analytical thinking and the synthesizing of knowledge from a variety of sources.
- To encourage student involvement and leadership through collegiate governance and co-curricular activities.
- To develop students' abilities to think clearly and use language effectively through instructional and co-curricular programs.
- To provide counseling and advisement services responsive to the educational needs of students.
- To maintain staff development and evaluation programs for administrative personnel, faculty, and staff which are responsive to the College's needs.
- To maintain a climate of mutual trust among students, faculty, administrators, and the Board of Trustees in which communication is open and candid.
- To involve faculty, staff and students in determining college policies affecting them.
- To foster within the academic community an understanding of global issues, needs of diverse populations, and their impact upon a broad variety of disciplines.
- To evaluate and provide evidence, on an on-going basis, that the College is achieving its stated goals and objectives.

# The College in Brief

## COLLEGE GOVERNANCE

In addition to the regular administrative organization of the College, a governance system allows students to participate in the decision-making process regarding academic policy, student life, and college affairs in general. This system incorporates the College Assembly, its various task forces and the Academic Divisional Councils.

## COLLEGE ASSEMBLY

The College Assembly is the college-wide body of students, faculty and administrators charged to make recommendations to the President regarding academic, student and other college affairs. Students, chairpersons/directors, and faculty members of the Assembly are nominated and elected through the Divisional Councils and appointed by the chairperson of the Assembly. Students interested in participating in the Assembly should contact the Assembly chairperson (through the office of the Assembly, Raritan Hall Room 122, X4239), the chairperson of his/her Divisional Council or the Division Dean. The Assembly meets on the first Thursdays in October, November, December, February, March, April and May.

## TASK FORCES

Task Forces are committees of the College Assembly established to deal with specific areas or issues. The standing task forces of the College Assembly include: Academic Standards, Accessibility for Persons with Disabilities, Campus Diversity, Curriculum, Educational Resources, General Education, Student Life and Community Concerns, and Bylaws. The Assembly also recommends the appointment of students to the Retail Services Corporation, Alcohol Review Board, Judicial Board and Traffic Appeal Board. Students interested in participating in any of these task forces or other organizations should contact the chairperson of their Divisional Council, or their Division Dean. Student elections for these governance positions are held annually in February by the respective divisions.

## COLLEGE AND DIVISION HOURS

### College Hour

The College Hour is the time when the meetings of the College Assembly, as well as other meetings and activities, are scheduled. Generally, no formal classes are scheduled at this time, Thursday from 2:00 p.m. to 3:20 p.m.

### Division Hour

The Division Hour is the time when departments and divisions meet for co-curricular programs. Generally, no formal classes are scheduled at this time, Monday from 11:15 a.m. 12:10 p.m.

## ALUMNI ASSOCIATION

More than 20,000 alumni of Middlesex County College live New Jersey, throughout the United States, and in several foreign countries. These alumni are united in an association to maintain mutually beneficial relations between Middlesex County College and its alumni, and promotes the interests of the College.

Through a newsletter, the Alumni Pipeline, alumni are kept aware of developments at the College and provided with news of classmates. The Association also coordinates social functions such as group trips, reunions and dinner meetings.

The Association is a non-profit corporation of the State of New Jersey and is governed by a Board of Trustees comprising members elected by the alumni. The day-to-day activities of the Association are the responsibility of the Director of Organizational Advancement.

All graduates of degree or certificate programs at Middlesex County College, as well as former students who have completed 60 credits, are automatically members of the Association.

## MCC FOUNDATION

The Middlesex County College Foundation was formed in 1966 to raise private support for the College. Over the years, the Foundation has helped thousands of students reach their personal and academic goals by providing financial aid and scholarships. In 1984, the Foundation began an ambitious \$10 million Endowment Campaign called Funding for the Future. Currently, the campaign has raised nearly five million dollars. Interest earned on these contributions is used for need-based and merit scholarships, seed money for new and innovative student programs and services, and Alumni Association support.

Each year, the Foundation allocates more than \$200,000 to the College for financial aid and special programs. The Foundation depends on the strong support of a dedicated Board of Directors made up of nearly 100 directors and trustees. The Foundation also holds three fund-raising events annually: the Scholarship Ball, the Night at the Races, and the Golf Outing, which generate income that contributes to the financial aid of more than 400 students.

# Expenses and Financial Aid

## RESIDENCY

Your residency status determines the amount of your tuition and fees. To better understand how the College determines residency, please read the following.

### Definitions

Residency is based on three criteria:

1. Location of permanent domicile.
2. Length of time at the permanent domicile.
3. Dependent or independent financial status.

The following information is helpful in interpreting the residency policy.

### Dependent students are those who are not:

1. 24 years of age by January 1 of the award year;
2. A veteran of the U.S. Armed Forces;
3. Married;
4. Wards of the court or do not have living parent(s);
5. Claiming legal dependents, other than a spouse, as defined by the Internal Revenue Service.

### Independent students are those who are:

1. 24 years of age by January 1 of the award year;
2. A veteran of the U.S. Armed Forces;
3. Married;
4. Wards of the court or whose parents are deceased;
5. Claiming legal dependents, other than a spouse, as defined by the Internal Revenue Service.

### Residency Policy

Students maintaining a permanent domicile in Middlesex County for a period of at least 30 days immediately prior to the first day of classes are defined as Middlesex County residents. Students maintaining a permanent domicile in New Jersey but not in Middlesex County for at least 12 months immediately prior to the first day of classes are defined as out-of-county residents.

Students who have maintained a permanent domicile within New Jersey, for a period of less than 12 months immediately prior to the first day of classes are defined as out-of-state residents.

### International Students

(Non-Immigrant Alien Students) Students whose permanent domicile is outside the United States and its possessions are defined as out-of-state residents.

### Chargeback

If you live in Middlesex County and wish to take courses at another New Jersey County College, you may have Middlesex County pay a portion of your tuition if you obtain a Middlesex County Chargeback Application from the College's Office of Admissions and Recruitment (for degree and certificate students) or the Department of Continuing Studies (for non-degree students).

If all is in order, MCC will forward the application to the Middlesex County Controller for endorsement. The original approved application will be mailed to the accepting college and a copy will be mailed to you. The completed application, along with two proofs of residency, **must be presented within 30 calendar days of the start of classes**. If all is in order, the MCC official will sign the form.

If you live in New Jersey but outside of Middlesex County, you may pay the in-county tuition rate if you qualify for

chargeback. You must provide the Middlesex County College Business Office with the properly signed Certification of Inability to Admit from your home county college and Certification of Residency forms.

The Certification of Inability to Admit must be completed by the Registrar or Admissions Officer of your county college. The Certification of Residency form must be completed by the county fiscal officer (treasurer) of your home county. These forms are normally good for a one-year period from July 1 to June 30 of the following year. You may pay in-county tuition if you submit these forms with your registration.

If you paid out-of-county tuition and subsequently file properly executed chargeback forms, you will receive a refund that will reduce your tuition charge to the in-county rate. The refund will be made when your home county has made payment to the College.

In the event that you are a qualified resident of a county that does not have a county college, the Certification of Inability to Admit is not required.

### Senior County Residents' Tuition Waiver

Any Middlesex County resident who is 65 years of age or older is eligible for a complete waiver of tuition providing that registration occurs after the commencement of the late registration period (no late fee will be assessed). Please note that student fees, motor vehicle decal fees, course fees, and all other College fees must be paid. They are not waived under any circumstances.

## DROP FEE

You will be charged a \$10 fee for processing every course you drop, or are dropped from, regardless of the reason for the drop even if you did not attend the class. If your classes are canceled, a \$10 fee per course will be charged. Drop fees are non-refundable.

## PAYMENT POLICY

All tuition and fees must be paid on or before the date shown on your class schedule/invoice. If your employer pays your tuition, you must submit an employer tuition voucher prior to the payment due date. ***You are obligated for the payment of tuition and fees regardless of whether or not you attend class, unless a completed withdrawal form has been submitted to the Office of the Registrar.***

Overdue accounts will be referred to a collection agency and all collection costs and fees will be added to your account. If your account is overdue, you will be prohibited from registering and transcripts will not be released.

## ENCUMBRANCE POLICY

The records of students who owe the College money will be encumbered. Requests for transcripts and graduation applications will be processed only for those students who have satisfied all financial obligations to the College. Students with past due accounts will be referred to a collection agency. The collection agency's fee will be added to those students' existing financial obligation. Final grades will be withheld and registration for future semesters will not be permitted until the debt is satisfied. Students may appeal their situation to the Bursar.

# EXPENSES

## Tuition and Fees

These rates apply to the fall 1997 semester. The College reserves the right to change these rates for subsequent semesters.

### Tuition

|  |          |
|--|----------|
| Middlesex County Residents .....       | \$ 65.55 |
| <i>per credit or credit equivalent</i> |          |
| Out-of County Residents .....          | \$131.10 |
| <i>per credit or credit equivalent</i> |          |
| Out-of State Residents .....           | \$131.10 |
| <i>per credit or credit equivalent</i> |          |

### Fees

|  |          |
|--|----------|
| <b>General Service</b>                 |          |
| Middlesex County Residents .....       | \$ 7.50  |
| <i>per credit or credit equivalent</i> |          |
| Out-of Count Residents .....           | \$ 15.00 |
| <i>per credit or credit equivalent</i> |          |
| Out-of State Residents .....           | \$ 15.00 |
| <i>per credit or credit equivalent</i> |          |
| <b>Student Service</b>                 |          |
| Middlesex County Residents .....       | \$ 3.00  |
| <i>per credit or credit equivalent</i> |          |
| Out-of Count Residents .....           | \$ 6.00  |
| <i>per credit or credit equivalent</i> |          |
| Out-of State Residents .....           | \$ 6.00  |
| <i>per credit or credit equivalent</i> |          |
| <b>Technology</b>                      |          |
| Middlesex County Residents .....       | \$ 2.00  |
| <i>per credit or credit equivalent</i> |          |
| Out-of Count Residents .....           | \$ 4.00  |
| <i>per credit or credit equivalent</i> |          |
| Out-of State Residents .....           | \$ 4.00  |
| <i>per credit or credit equivalent</i> |          |
| Drop Fee .....                         | \$ 10.00 |
| <i>per course</i>                      |          |

## Fitness Club Rates

### MCC Students

#### Individual

|                               |          |
|-------------------------------|----------|
| Fall or Spring Semester ..... | \$ 19.00 |
| Summer Session .....          | 12.00    |
| Winter Session .....          | 6.00     |

#### Family

|                                |          |
|--------------------------------|----------|
| Fall and Spring Semester ..... | \$ 62.00 |
| Summer Session .....           | 39.00    |
| Winter Session .....           | 19.00    |

### Full-Time Faculty and Staff

|                           |          |
|---------------------------|----------|
| Individual - Annual ..... | \$ 95.00 |
| Family - Annual .....     | 246.00   |

### MCC Alumni

|                           |          |
|---------------------------|----------|
| Individual - Annual ..... | \$125.00 |
| Family - Annual .....     | 308.00   |

Rates will be prorated as appropriate for full-time faculty and grants personnel with contracts of less than one year.

## General Use Fees

### Racquetball Courts

#### Monday-Friday

|                      |                        |                          |
|----------------------|------------------------|--------------------------|
| 7 a.m. - 4 p.m. .... | \$6/hour MCC community | \$9/hour general public  |
| 4-9 p.m. ....        | \$9/hour MCC community | \$16/hour general public |

|                |                        |                          |
|----------------|------------------------|--------------------------|
| Saturday ..... | \$9/hour MCC community | \$16/hour general public |
|----------------|------------------------|--------------------------|

MCC community player is entitled to play with one guest; additional guests will be charged \$2.00 each.

MCC community members include registered students charged the Student Service fee, full-time faculty, full-time staff, and Fitness Club members.

### Swimming Pool

The general public is charged \$4.00 per person per session. Children under five years of age free.

Children 16 years old and younger need parent or guardian, dressed in appropriate swimming attire, to enter pool.

|  |              |
|--|--------------|
| Rentals-School .....                               | \$55.00/hour |
| Community nonprofit and county organizations ..... | \$66.00/hour |
| Other groups .....                                 | \$88.00/hour |

## General Expenses

|  |                                |
|--|--------------------------------|
| Course Fees .....  | \$10 to \$195                  |
| <i>per course with clinical, laboratory, computer, or other appropriate non-replaceable materials including energy uses. Refer to the schedule bulletins for specific information.</i> |                                |
| Parking Decal .....  | \$25.00 Valid September-August |
| <i>Parking Decal fees are refundable only upon return of the decal.</i>  |                                |

### Insurance

|  |                   |
|--|-------------------|
| Accident/Health and Sickness .....   | \$ 62.00 per year |
| <i>Required of students registering for 12 or more credits. Students who are covered by their own insurance policy can have the fee waived. The form can be obtained from the cashier's office. The waiver must be returned within 30 days from the first day of class or the fee is non-refundable.</i> |                   |

|  |         |
|--|---------|
| Malpractice Insurance .....  | \$17.00 |
| <i>Mandatory annual fee for students enrolled in Dental Hygiene, Dietetic Technology, Medical Laboratory Technology, Nursing, Psychosocial Rehabilitation, Respiratory Care or Radiography Education courses with clinic requirements.</i> |         |

### Miscellaneous Fees

*These miscellaneous fees are non-refundable.*

|                             |         |
|-----------------------------|---------|
| Application Fee .....       | \$25.00 |
| Curriculum Change Fee ..... | \$10.00 |

### Late Registration

|   |                      |
|---|----------------------|
| Period I .....  | \$15.00 per semester |
| <i>Begins 40 days after the last scheduled day of returning student registration</i>                                |                      |
| Period II .....   | \$25.00 per semester |
| <i>Begins one week immediately prior to the first day of classes and continues through the registration period.</i> |                      |

|  |         |
|--|---------|
| Graduation Application Fee .....   | \$40.00 |
| <i>Students pay this fee only once for each degree or certificate awarded.</i> |         |

|                            |                               |
|----------------------------|-------------------------------|
| Dishonored Check Fee ..... | \$ 20.00 per dishonored check |
| Official Transcript .....  | \$ 3.00 each                  |

## Special Fees

*Subject to change*

|   |          |
|---|----------|
| International Credential Evaluation ..... | \$160.00 |
|---|----------|

### International Student Fee

|   |                       |
|---|-----------------------|
| All international students must pay ..... | \$300.00 per semester |
|---|-----------------------|

### Dental Hygiene Senior Students Licensing Examination Fees

|                                  |          |
|----------------------------------|----------|
| National Board Examination ..... | \$105.00 |
| North East Regional Board .....  | \$400.00 |

### Advanced Placement-Nursing

|                         |          |
|-------------------------|----------|
| Phase I .....           | \$ 65.00 |
| Phases II and III ..... | \$135.00 |

### Books and Supplies

*These charges are approximate and subject to change.*

### Automotive Technology

|             |            |
|-------------|------------|
| Tools ..... | \$1,800.00 |
|-------------|------------|

### Dental Hygiene

|                      |                          |
|----------------------|--------------------------|
| Instrument Kit ..... | \$900.00 (approximately) |
| Uniform .....        | 175.00 (approximately)   |

### Dietetic Technology

|               |          |
|---------------|----------|
| Uniform ..... | \$100.00 |
|---------------|----------|

### Engineering Program

|                    |         |
|--------------------|---------|
| Drawing Kits ..... | \$50.00 |
|--------------------|---------|

### Hotel, Restaurant, and Institution Management

|               |                         |
|---------------|-------------------------|
| Knives .....  | \$20.00 (approximately) |
| Uniform ..... | 70.00                   |

### Marketing Art and Design

*A camera with adjustable shutter speed and aperture settings and a non-automatic metering system is required. A second-hand camera in good working condition meeting these specifications may be used.*

|   |          |
|---|----------|
| Art and photographic equipment and supplies ..... | \$125.00 |
|---|----------|

### Medical Laboratory Technology

|               |         |
|---------------|---------|
| Uniform ..... | \$45.00 |
|---------------|---------|

### Nursing-Joint Program with UMDNJ

|               |          |
|---------------|----------|
| Uniform ..... | \$100.00 |
|---------------|----------|

### Radiography Education

|               |          |
|---------------|----------|
| Uniform ..... | \$175.00 |
|---------------|----------|

### Respiratory Care

|               |          |
|---------------|----------|
| Uniform ..... | \$100.00 |
|---------------|----------|

## REFUND POLICY

To be eligible for a refund, you must officially drop individual classes, or all of your classes, prior to the dates specified below.

If you withdraw prior to the first day of classes you will receive a full (100 percent) refund of tuition and fees, except the non-refundable drop fees. The first day of classes is the first day classes are in session for a given semester, not the first day a particular course meets.

If you withdraw prior to the first day of the second week of classes you will receive a 75 percent refund of all tuition and fees, except the non-refundable drop fees.

If you withdraw prior to the first day of the third week of classes you will receive a 50 percent refund of all tuition and fees, except the non-refundable drop fees.

### Check the schedule bulletin for specific withdrawal deadlines for each semester.

Appeals regarding the College's refund policy must be filed no later than 30 days after the last day of classes for the semester being appealed. Appeals must be documented and submitted to the Office of the Registrar. All appeals will be reviewed by the Tuition Appeals Committee.

## FINANCIAL AID REFUND POLICY

Federal regulations require that the College must calculate refunds using federal guidelines for all financial aid students who withdraw before completing the enrollment period for which they were charged.

Financial aid students who are first-time students at the College and who withdraw between the first day and the end of the ninth week of classes will have their refunds calculated using federal pro-rata requirements. Drop fees will not be charged to these students. However, an administrative fee of \$100 or five percent of the total school charges (whichever is less) will be assessed.

Financial aid students not falling under federal pro-rata guidelines will have their refunds calculated using federal guidelines and the College refund policy to determine which provides the larger refund. The College will use the calculation that provides the larger refund.

Financial aid students who withdraw after the ninth week of the semester are required to pay full tuition and fee charges. Financial aid students who withdraw after receiving a student aid check will have a repayment calculation performed to determine if repayment of those funds is required.

There is no refund calculation required for students who withdraw and are receiving only Federal Family Education loans. The College's Business Office will return the undisbursed check to the lender for any borrower who has not met loan requirements and who has withdrawn completely from the College. If loan requirements have been met and there are outstanding charges, the loan minus charges will be returned to the lender. Loan checks disbursed prior to withdrawal must be repaid by the student after the grace period as outlined in the student's loan promissory note.

## FINANCIAL AID

Middlesex County College makes every effort through its financial aid programs to overcome financial barriers that may prevent students from completing their education. Funds from federal, state and College sources are available to those who demonstrate need and meet eligibility requirements. Loans must be repaid, but grants need not be repaid.

All applicants for federal, state, and college aid must complete the Free Application for Federal Student Aid (FAFSA). This form is available from high schools and the College's Office of Financial Aid. The FAFSA must be mailed to the federal processing agency.

Students with access to a personal computer equipped with the Windows operating system and a modem may use a free software program, FAFSA Express, to complete their FAFSA electronically.

FAFSA Express software can be downloaded from the U.S. Department of Education's World Wide Website. The address is [www.ed.gov/offices/OPE/express.html](http://www.ed.gov/offices/OPE/express.html). Alternatively, students may order FAFSA Express on diskette by calling 1-800-801-0576.

The FAFSA must be filed each academic year. This form is available in January for the following academic year, and should be filed as early as possible. The College also requires that students complete a Financial Aid Student Data and Authorization form. This form is available at the Financial Aid Office or on the College Website. The address for the form is [www.njin.net/mcc/](http://www.njin.net/mcc/). Campus aid funds are a limited resource. Students should apply by May 1 to insure priority processing.

The federal processing agency takes the information provided on the FAFSA and determines each applicant's family contribution using a federal methodology formula. The New Jersey Office of Student Assistance receives the FAFSA information from the Federal agency and calculates the student's eligibility for State funds using a State formula. Financial need is computed by subtracting this family contribution figure from students' budgets. Data verification may also be required.

The Financial Aid Office reviews applications and documents and develops appropriate financial aid packages for eligible students. An aid package may include a combination of grants, loans, and part-time employment.

Eligibility is determined by the requirements of each aid program and is subject to the College's review of the applicant's academic progress as defined by College standards. The Financial Aid Office monitors the academic progress of financial aid recipients, and terminates aid awards if students do not demonstrate satisfactory progress (SAP). Federal aid will not fund more than 30 credits of developmental courses. State aid will not fund more than four semesters of attendance at the community college level.

For further information, call the Financial Aid Office at 906-2520. Consumer information is available upon request, or on the College's Website. The address for financial aid consumer information is [www.njin.net/mcc/](http://www.njin.net/mcc/).



## FINANCIAL AID PROGRAMS

Student eligibility for the following programs is based on the specific requirements of the program as well as positive evidence that the student is making satisfactory academic progress toward a degree. Students apply for these programs by completing the Free Application for Federal Student Aid (FAFSA).

### FEDERAL GRANTS

#### Pell Grant Program

- Awards range from \$200 to \$2,700 per year.
- The U.S. Department of Education uses a standard formula to determine student eligibility.
- The student is notified via a Student Aid Report (SAR).

#### Supplemental Educational Opportunity Grant

- Awards range from \$200 to \$800 per year.
- The College determines eligibility based on federal guidelines.
- The student is notified via an award notice from the College.

### NEW JERSEY GRANTS

#### Tuition Aid Grant (TAG)

- Awards range from \$200 to \$1,606 per year.
- The New Jersey Office of Student Assistance uses a State formula to determine eligibility.
- The student is notified via a Student Eligibility Notice (SEN) from the State.

#### Educational Opportunity Fund Program

- Awards range from \$376 to \$750 per year.
- The College uses State guidelines to determine eligibility.
- The student is notified via a Student Eligibility Notice (SEN) from the State.

#### Garden State Scholarship Program

- Awards range from \$200 to \$1,000 per year.
- The New Jersey Office of Student Assistance uses academic achievement guidelines to determine recipients.
- The student is notified via a Student Eligibility Notice (SEN) from the State.

### MIDDLESEX COUNTY COLLEGE GRANTS

#### Middlesex County College Foundation Grants

- Awards range from \$200 to \$800 per year.
- The College uses Middlesex County College Foundation guidelines to determine eligibility.
- The student is notified via an award notice from the College.

### FEDERAL WORK STUDY PROGRAM

#### Federal Work Study Program

- Awards range from \$1,000 to \$3,000 per year.
- The College uses federal guidelines to determine eligibility and place students in part-time on-campus jobs.
- The student is notified via an award notice from the College.

### FEDERAL STAFFORD LOAN PROGRAM

- Loans range from \$500 to 4,000 per year.
- The New Jersey Loan Office approves the loan after the College uses federal guidelines to determine eligibility.
- The student is notified via a letter from the lender.

Stafford loans are made through banks, or other lending agencies, such as Educaid and are repaid after the student leaves college. The interest rate is variable for repayment of new loans but not higher than 8.25 percent. The government pays the interest during in-school periods on need based loans called subsidized Stafford loans. The student is responsible for all interest on non-need based loans called unsubsidized Stafford loans. In addition to completing the FAFSA, a loan application must be completed. Loan applications are available at the lending institutions. Information about the current terms of the program is available at the time of application.

### Other Sources Of Assistance

#### Part-time Jobs

Many students work part-time in the surrounding area. The Middlesex County College Job Placement Office can assist in locating part-time jobs.

#### Cooperative Education

Students in most majors may have the opportunity to gain work experience in their fields while earning money to help finance their college costs. Contact the College's Cooperative Education and Internships Department for further information.

#### Outside Scholarships

Many organizations award scholarships. If a student's family is affiliated with a community or religious organization, the organization may be contacted to see if it offers scholarships. Many companies will help employees or children of employees finance their education. Students may contact their employer or their parents' employers and ask if they have tuition assistance programs.

### **MCC Scholarships**

MCC awards several full-time scholarships each year for academic and athletic excellence. These awards are based on merit rather than financial need. Students graduating from Middlesex County high schools may apply. Contact the Office of Admissions and Recruitment for further information.

### **Electronic Sources of Financial Aid Information**

The following addresses on the World Wide Web provide on-line information about financial aid publications, scholarship information and general financial aid application assistance.

A Guide to Financial Aid Information & Assistance from the US Government

**<http://www.finaid.org/finaid/gov.html>**

The Financial Aid Information Page

**<http://www.finaid.org/>**

National Association of Student Financial Aid Administrators

**<http://www.finaid.org/nasfaa>**

Preparing your child for college - A Resource Book for Parents

**<http://www.ed.gov/pubs/prepare/>**

N.J. Office of Student Assistance

**<http://www.state.nj.us/treasury/osa>**

If you do not have a computer at home check with your local high school, public library or the College's library for information about access to the Internet and World Wide Web.

### **Promissory Note - Financial Aid Applicants**

Admitted students applying for financial aid and unable to pay tuition due to financial hardship may apply for a promissory note according to the following procedures:

1. The student must sign the Statement of Responsibility for Financial Obligations located on the Financial Aid Student Data and Authorization form. A student's signature on this statement indicates that the student promises to pay all charges if financial aid is not processed, or is rejected or denied.
2. Students must submit the completed Free Application for Federal Student Aid (FAFSA) before determination of promissory note eligibility can be made.
3. Students applying for Federal Stafford loans and parents applying for Federal Parent Loans (PLUS) must submit evidence of loan processing.
4. All required forms must be on file in the Office of Financial Aid before the established promissory note deadline date (usually two weeks before the start of classes).
5. Students determined eligible for aid sufficient to cover their charges will be granted a grace period (usually 30 days) before the bill will become due. This grace period will allow time for the financial aid application to be processed.

For students who have already received financial aid awards and returned the completed award documents, an application for a promissory note is not necessary. Their financial aid will be credited automatically toward their bills.

Students not satisfying their bills with financial aid must make payment at the end of the note period. Under special circumstances, the note may be extended.

# Academic Advising and Registration

## ACADEMIC ADVISING

You should meet with an academic advisor each term to review curriculum requirements, to discuss career and educational goals (including transfer) and to discuss problems that may interfere with your academic success. It is your responsibility to meet all curriculum and College requirements.

As a full-time student, you are assigned a faculty advisor, usually from your academic program. Full-time faculty maintain a regular schedule of office hours, which is posted on their office doors. It is your responsibility to make appointments with your advisor. Names of advisors for full-time students are on file in the academic departments, Academic Advising Center and the Office of the Registrar.

As a part-time student, you may meet with an advisor in the Academic Advising Center weekdays, and Monday and Thursday evenings on a drop-in basis. Evening students may prefer to call the Office of the Registrar (732) 906-2523 to make an evening appointment to meet with an advisor.

Advisors may refer you to a counselor in the Office of Counseling and Placement Services when appropriate.

## CHANGE OF MAJOR

You may change your major if you meet the admissions requirements for the new major and space is available. To change your major you must submit to the Office of the Registrar a Request for Change form signed by the Dean of the academic division which administers the new major. If you want to change your major to Automotive Technology, Dental Hygiene, Medical Laboratory Technology, Nursing - Joint Program with UMDNJ, Radiography Education, or Respiratory Care, you must file an Application for Full-Time Admission with the Office of Admissions and Recruitment. Open College students who change to a degree or certificate program must contact the Office of Admissions and Recruitment.

## READMISSION

Degree and certificate students and Open College students who have not enrolled in the 12 months prior to the term for which they plan to register must apply for readmission. You will be subject to the degree or certificate requirements in effect at the time of readmission. If you anticipate being away from the College for up to one year, you may apply for a Leave of Absence. If the leave is approved, you do not need to apply for readmission.

## LEAVE OF ABSENCE

You may apply for up to one year of Leave of Absence from the College by completing a form which is available in the Department of Counseling and Placement. You may return to the College within a year without applying for readmission and without a change in requirements for a degree or certificate program. Failure to obtain a Leave of Absence means that you must apply for readmission to return. If you are majoring in any of the Health Technologies, check with the Department Chairperson or Dean of the Division for special conditions.

## FALL II AND SPRING II

Within each of the regular 14-week semesters, is a concentrated eight or nine week session with a limited schedule of course offerings. These courses are offered at off-campus locations, as well as the main campus in Edison. These concentrated sessions allow you to begin class four weeks after the regular semesters begin.

## SUMMER

The College offers one of the largest summer programs in the State. The program offers more than 350 classes in eight different major sessions: Three 4-week day sessions, two 6-week day sessions, one 5-week evening session, one 7-week evening session covering various parts of the summer months and a full-length 13-week evening session. Students from more than 100 different colleges and universities enroll in summer classes at Middlesex.

## SUMMER STUDY-ABROAD PROGRAM

The Center for International Education offers a special program in a Pueblo Indian Village in New Mexico and Study Abroad Programs in England, France, Spain and other countries. The Study Abroad Programs offer students the opportunity of studying alongside international students where they can expand their cultural knowledge and learn more about themselves as they are immersed in an exciting new cultural environment. Or, students can have the unique opportunity to live on an Indian Reservation in Santa Fe, New Mexico. By participating in one of the programs, students will be able to gain the kind of growth which is available through travel.

These prestigious Study and Travel Programs offer an invaluable opportunity for college students, alumni, educators as well as above average high school students and other, non-traditional students to learn more about the social, cultural, political, historical and educational aspects of people in other cultures.

Program costs include: round trip air fare from New York/Newark to any of the program locations, room and board in university dormitories, tuition for up to six college credits, activities consisting of sightseeing, performances, lectures, tours to nearby cities, etc.

Cultural tours based on a single educational topic are also offered by members of the faculty to different destinations. These are short-term, non-credit courses. The themes of these tours include: the English Theater, The World of the Mayas, and Contemporary Spanish Society.

## **WINTERSESSION**

In January, the College offers a concentrated 3-week session. A limited schedule of classes runs five mornings a week. This mini-semester allows you to earn credits without increasing your regular semester course load, to fulfill a prerequisite for a course you wish to take in the spring, or to repeat a fall course to improve your grade.

## **OFF-CAMPUS CENTERS**

In order to serve as many residents of the Middlesex County community as possible, the College offers credit courses at public high schools in the evening. During the past academic year, over 2,000 individual student registrations were accepted for courses offered in various locations. Some of these centers are located in East Brunswick, Edison, North Brunswick, Piscataway, South Brunswick, Spotswood and Woodbridge.

## **CORPORATE COLLEGE**

Through the Corporate College, MCC offers its academic programs for employees on company premises. Classes in a variety of subjects are scheduled to complement the workday. Support services such as academic advisement, placement testing and registration are provided on-site as well.

## **INDEPENDENT STUDY PROGRAM**

The College offers independent study in English composition and American literature. The Independent Study Program provides a flexible approach toward college instruction. The goal of the program is to meet the needs of highly motivated, self-directed learners who wish to determine their own pace of instruction. Course components include a textbook, study guide and other support material. An instructor is available during regularly scheduled consultation hours for in-person or telephone communication. Assignments may also be transmitted by mail. All exams must be taken on campus.

## **HIGH SCHOOL PARTICIPATION PROGRAM**

If you are a high school student who has completed the sophomore year, you may take college credit courses for which you have completed the prerequisites, or developmental courses with the recommendation of a

high school guidance counselor. In addition, if you are below the eleventh grade level, you may take college courses with the recommendation of the high school guidance counselor if you exhibit superior academic ability and emotional maturity.

You may attend classes on the Middlesex County College campus or at one of the off-campus locations. Where there is sufficient interest, courses are offered on the school premises at hours convenient to the regular class schedule.

During the fall and spring semesters, you pay only a \$50.00 application fee and are limited to one course. High school students choosing to take summer courses pay the regular tuition and fees.

## **REGISTRATION**

### **Returning Students Who Have Been Admitted to a Degree or Certificate Program**

If you are currently enrolled in a degree or certificate program, Open College or Intensive English As A Second Language, you are eligible to register during Advance Registration which is scheduled in April and May for the Fall semester and November and December for the Spring semester. You are encouraged to meet with a faculty advisor to select classes each semester. The advisor assists you with course selections and approves your schedule.

You then submit your registration either in person at the registration site, or if you are eligible, you register through the College's Telephone Registration system. The T-Reg system can be accessed by any touch tone telephone. You may register from the convenience of your home or office, or you may use one of the telephones reserved for this purpose in the lobby of the Academic Services Building. If you register during Advance Registration you receive a bill for tuition and fees.

### **New Students Who Have Been Admitted to a Degree or Certificate Program**

As a new student, you are given a registration appointment once you are admitted to the College and have taken the College's placement test. Faculty advisors assist you at registration by answering questions about the College and helping you choose appropriate classes.

### **New and Returning Non-Matriculated Part-Time Students**

New part-time students, and those currently enrolled who have not been admitted to a degree or certificate program (non-matriculated), may register by mail, fax, telephone and in-person beginning in July for the Fall semester and December for the Spring semester. Schedule bulletins listing all academic offerings for the semester and registration instructions are mailed to the homes of all currently enrolled part-time students and all Middlesex County residents. Tuition and fees must be paid in full at the time of registration.

## **Auditing A Course**

Most courses may be audited. You may elect to change a course from credit to audit through the refund period, or the 10th Day of the semester. As an auditor, you are not obligated to complete examinations or other requirements, nor do you receive any grade or credit for the course. However, you must pay the same tuition and fees whether you audit a course or take it for credit. The course will appear on the official academic transcript with a grade of "X".

## **Course Load**

Enrollment for fewer than 12 credits or credit equivalents is considered part-time and enrollment for 12 or more credits or credit equivalents is full-time.

If you want to enroll in more than 20 degree credits (or their equivalent) in any semester, you must have the written permission of your academic dean.

## **Grade Reports**

At midterm, you will be notified in writing if you are not making satisfactory progress in your classes. At the end of each semester, you may receive your grades by telephoning the College's automated grade reporting system. You may view and/or print a copy of your grade report at one of the COLTNET kiosks on campus. You may print an unofficial copy of your complete academic transcript at the kiosks. Official transcripts may be ordered at the kiosks and will be mailed by the Office of the Registrar. As part of this process, the Office provides academic departments with official, midterm and final grade rosters for the recording of attendance and grades.

## **Certification of Enrollment**

The Office of the Registrar certifies enrollment to outside agencies such as the Social Security Administration. If you need to have your enrollment certified, fill out a Request for Certification of Enrollment form and submit it to the Office. The Office also reports unsatisfactory progress to the Veterans Administration.

# **WITHDRAWAL**

## **Withdrawal From a Course**

For a student to officially withdraw from a course, the following terms and conditions apply.

### ***First ten days from the first day of a Fall or Spring semester:***

You may drop a course by using an ADD/DROP form. There is no academic penalty for withdrawing at this time, and the drop is not recorded on the permanent academic record. All forms must be submitted to the Office of the Registrar. A drop fee will be assessed during this period.

For developmental course withdrawal you must also obtain the written approval of the Director of the Testing Center, the Director of Academic Advising, or the Associate Registrar for Evening Services.

### ***Eleventh day through the ninth week of classes:***

You may drop a course by using an ADD/DROP form. A grade of W will appear on your permanent academic record. All forms must be submitted to the Office of the Registrar.

For developmental course withdrawal all students must also obtain the written approval of the Director of the Testing Center, the Director of Academic Advising, or the Associate Registrar for Evening Services.

### ***After the ninth week and prior to the tenth day before the end of the semester:***

You must submit a WP/WF ADD/DROP form to the instructor of the course. The instructor will assign either a WP or a WF and submit the form to the chairperson for approval. The chairperson will forward the form to the Office of the Registrar. Withdrawal from a course during this time period may result in academic penalty if the instructor assigns a WF. All withdrawals during this time period will appear on the permanent academic record. See p. 20 for more information on WP/WF grades.

For developmental course withdrawal a student must also obtain the written approval of the Director of the Testing Center, the Director of Academic Advising, or the Associate Registrar for Evening services prior to submitting the form to the course instructor.

Should withdrawal be necessitated for reasons of health, or circumstances beyond the student's control, the student may appeal the dean of his/her academic division.

## **Withdrawal From the College**

Full-time students compelled to withdraw from all of their courses must go to the Office of Counseling Services in Edison Hall, complete the proper withdrawal form, and confer with one of the counselors. Failure to do this will result in forfeiture of such refund of tuition and fees for which they might be eligible.

Financial Aid students who withdraw from all of their courses prior to the end of the enrollment period will have their aid awards adjusted according to the Refund/Repayment Policy, see p.8.

Students who officially withdraw from the College during the first nine weeks of the semester will receive the grade W in all courses. After the ninth week, students will receive a grade of WP or WF in each course, depending upon progress in each course until the time of withdrawal, (See p.20 for an explanation of WP and WF grades). Should withdrawal be necessitated for reasons of health, or circumstances beyond the student's control, the student may appeal the dean of his/her academic division.

Degree and Certificate students who withdraw completely, and who intend to return to the College, are advised to apply for a leave of absence. For more information about the Leave of Absence Policy and Readmission, refer to p.11.

Students withdrawing from Fall II or Spring II, Winter Session or Summer Session should refer to the current schedule bulletins.

## **VETERANS AND MILITARY APPLICANTS**

All degree and certificate programs are approved by the New Jersey Department of Military and Veterans' Affairs, State Approving Agency under Title 38, U.S. Code, Section 1775, for veterans' training. Those applicants wishing to obtain governmental educational benefits or any additional information should contact the Office of the Registrar.

Individuals have 10 years from their date of separation from active duty to use their entitlement. Veterans who began active duty between January 1977, and June 30, 1985, may be eligible for veterans benefits if they contributed to the Veterans Education Assistance Program (Chapter 32). Veterans who began active duty after June 30, 1985 may be eligible for veterans benefits if they participated in the Montgomery G.I. Bill (Chapter 30) or the Active Duty Educational Assistance Program of the Selected Reserve and National Guard (Chapter 106).

Veterans benefits recipients must apply for admission to a degree or certificate program. Open College-Developmental Plans of Study have been approved by the New Jersey Department of Higher Education, State Approving Agency. Students enrolled in Open College-Open Plans of Study are not eligible to receive veterans benefits. To maintain benefits, veterans must comply with the Standards of Progress established by the College in cooperation with the State Approving Agency. These Standards include degree requirements, standards and regulations, and the College's Code of Student Conduct. Failure to observe these regulations will jeopardize receipt of benefits. Additional information may be found in the Pathfinder and the schedule bulletins.

The Office of the Registrar certifies the enrollment status of all students who apply for veterans benefits.

Applicants who are still in military service may apply for an "early out" from their military obligation. Middlesex County College is included in the Education Directory, Part 3: Higher Education.

### **Reserve Officers Training Corps (ROTC)**

Middlesex County College and Rutgers University have an agreement permitting students of the College to cross-enroll in either the United States Air Force or Army Reserve Officers' Training Program at Rutgers. Qualified students may complete the first two years of the four-year ROTC program on a cross-enrollment basis, and the final two years by attending a university having the respective program. Students who successfully complete the four-year ROTC program and are otherwise qualified are offered commissions as second lieutenants.

To be eligible for enrollment, students must be United States citizens, physically qualified, enrolled full-time, and of good moral character. ROTC program enrollment involves no military commitment during the freshman and sophomore years. The advanced portion

of the program is contractual and is scheduled during the junior and senior years. Obligations include enrollment in the reserve forces, attendance at summer camp (a four-week camp between the sophomore and junior years for the Air Force ROTC program; a six-week camp between the junior and senior years for the Army ROTC program), and acceptance of a commission in the reserves if an offer is made.

Students cross-enrolling at Rutgers for courses in military science are charged per credit hour. Air Force Reserve Officers Training Corps (AFROTC) requires a \$100.00 deposit for uniforms and books.

Additional information may be obtained from Veteran's Affairs at 1-800-827-1000 or call (732) 932-7706/7430 (Air Force ROTC) or (732) 932-7311/7313 (Army ROTC) at Rutgers University.

## **COLTNET**

### ***College-On-Line-Transaction-Network.***

Kiosks are strategically located around campus. On Coltnet, students and visitors may access College video messages, campus maps, campus phone directories, the Calendar of Events, Frequently Asked Questions, course availability and print forms. Students may also access their class schedules, grade reports, unofficial transcripts, account status, financial aid summary, address verification and update, degree audit and order official transcripts.

# Academic Standards and Regulations

## GENERAL EDUCATION AT THE COLLEGE

Because Middlesex County College strives to educate its students as total persons, it is strongly committed to general education. The purpose of general education at the college is to develop competencies which enable students to function effectively as informed, articulate, thinking, and responsible members of society and to foster in them a commitment to comprehensive personal growth.

The competencies and attitudes necessary to achieve the aims of general education are:

### COMMUNICATION SKILLS

Possession of reading, writing, speaking, listening, and comprehension skills in English to enable students to interpret and communicate ideas and information as college educated people.

### MATHEMATICAL SKILLS

Possession of basic arithmetic, algebraic, and statistical skills necessary for students to deal quantitatively with problems.

### INFORMATION-GATHERING SKILLS

Familiarity with the sources of information and information gathering techniques pertaining to library and non-library sources to enable students to seek and obtain information when needed.

### PROBLEM-SOLVING AND DECISION-MAKING SKILLS

Capability to define and analyze problems, frame questions, evaluate available solutions, and choose a desirable course of action so that students can deal with problems and make decisions effectively.

### ORGANIZATIONAL ABILITY

Ability to set goals and priorities and organize time and resources, so that students can identify and pursue their goals effectively and efficiently.

### THE ARTS AND LITERATURE

Recognition of the relation of literature and of the visual and performing arts to life and ability to understand and enjoy them so that students can develop the aesthetic dimension of their lives.

### CLARIFICATION OF VALUES

Exposure to diverse moral, ethical and legal issues so that students can clarify their own values and make responsible choices.

### AMBIGUITY AND DIFFERENCES

Understanding of the relativity and plurality of values and beliefs to enable students to develop respect for and an ability to function with ambiguity and differences.

### INTERPERSONAL RELATIONSHIPS

Understanding of individual and group behavior and of interpersonal skills so that students can function successfully in their multiple roles in society.

### PHYSICAL AND MENTAL HEALTH

Understanding of the human body and mind and their care, of stress and stress-coping mechanisms, and of the impact of physical activity on both physical and psychological well-being.

### HISTORICAL PERSPECTIVE

Knowledge of major national and international historical events and intellectual movements and of how the past affects the present.

### GLOBAL PERSPECTIVE

Understanding of cultural, political, economic and language differences as well as the interdependence of the world's people.

### LOCAL, NATIONAL AND INTERNATIONAL ISSUES

Familiarity with contemporary events, trends, issues, and ability to see their personal relevance so that students can act as responsible members of the human community.

### ECONOMIC AWARENESS

Ability to function as intelligent consumers with knowledge of the marketplace and ability to manage personal finances with knowledge of external economic factors.

### PRINCIPLES AND METHODS OF NATURAL SCIENCE

Familiarity with the history and major developments of science and an understanding of the scientific method of inquiry and the impact of science on our lives.

### TECHNOLOGICAL AWARENESS

Familiarity with the capabilities, potential, and ethical problems of information systems and other technology and the ability to interact with this technology so that students can understand its impact on society.

### ECOLOGICAL SYSTEMS

Understanding of the uses and abuses of the physical environment so that students will be responsive to the environment and its impact on the quality of life.

### LIFELONG LEARNING

Capability and motivation to learn even after completing formal education so that students can continue their self-directed intellectual growth.

### INTERRELATEDNESS OF KNOWLEDGE

Ability to see the interconnections and wholeness of knowledge, to integrate disparate kinds, and to relate them to one's own life.

### OTHER HIGHLY DESIRABLE COMPONENTS OF GENERAL EDUCATION

- Competency in a foreign language
- Active participation in the arts
- Knowledge of higher mathematics
- Computer programming ability

## Humanities & Social Science Electives

Every humanities and social science elective is noted as such in the official course description included in this catalog.

Humanities and social science electives in this catalog are marked GE HUM for Humanities and GE SS for Social Science under the following course code designations:

| HUMANITIES |     | SOCIAL SCIENCE |     |
|------------|-----|----------------|-----|
| AFS        | GER | PHI            | ECO |
| ART        | HIS | SPA            | POS |
| DAN        | ITA | SPE            | PSY |
| ENG        | LNG | THE            | SOC |
| FRE        | MUS |                | SSC |

Not all courses with those course codes are approved as electives; the course description must include the General Education designation.

## SKILL ASSESSMENT AND PLACEMENT

Middlesex County College requires all incoming students be evaluated in reading, writing, and mathematics skills. A College Placement Test is given to determine skill levels in these areas and to help place students in the courses appropriate to their background and needs. The English As A Second Language Placement Test is given to those individuals for whom English is not their first language.

## REMEDIATION POLICIES

### Overall Policy

The following policies are designed to provide the best academic path for students who are working to correct basic skills deficiencies in reading, writing, math computation, and elementary algebra.

As a general rule, students must complete required developmental courses as early as possible. Early remediation helps insure success in other college courses. No credit-bearing courses in English or mathematics may be taken prior to successful completion of required remedial courses in these areas.

1. Full-time students must satisfactorily complete all required developmental courses in the first two semesters of study. If a student's major requires a second level of algebra, one semester will be added to the time allowed for completion. Appropriate level developmental courses are taken in sequence, and all areas must be addressed each semester until all are completed. Students who are required to include developmental courses may carry no more than a combined total of 15 credits or credit equivalents.
2. Part-time students must satisfactorily complete all required remedial courses in the first four semesters of study. However, at least one of the required courses must be included in each registration until all are completed. Completion of developmental requirements should be in the following order:
  - a. Reading courses

- b. Writing courses
- c. Mathematics Computation
- d. Elementary Algebra
- e. Intermediate Algebra (when required for the major)

3. Students needing the first reading course, RDG 009, may not register for credit-bearing courses, other than appropriate English and mathematics courses, until the RDG 009 requirement is satisfied.
4. Students required to take both RDG 009, Reading Skills for College I and RDG 011, Reading Skills for College II must enroll in the appropriate reading course each semester, until each course is successfully completed with a grade of "C" or better.
5. Students enrolled in the following degree and certificate programs who need remediation in algebra must successfully complete MAT 014, Algebra II with a grade of "C" or better before they may enroll in any credit-bearing mathematics course.
  - Business Administration Transfer
  - Civil/Construction Engineering Technology
  - Computer Science
  - Electronic and Computer Engineering Technology
  - Engineering Science
  - Mechanical/Manufacturing Engineering Technology
  - Mecomtronics
  - Respiratory Care
  - Science Transfer

### Completion Standards for Developmental Courses

Students needing remediation in the following areas must earn a grade of "C" or better in these courses before advancing to the next level:

- BIO 010 Basic Biology
- CHM 010 Basic Chemistry
- ENG 009 Writing Skills for College I
- ENG 010 Writing Skills for College II
- MAT 010 Basic Mathematics
- MAT 013 Algebra I
- MAT 014 Algebra II
- RDG 009 Reading Skills for College I
- RDG 011 Reading Skills for College II

### Placement Test Exemptions

Middlesex County College may exempt the following students from the College Placement Test:

- Students who already hold an associate's, bachelor's or master's degree from a regionally accredited U.S. college or university.
- Students who score 500 or higher on the SAT Verbal or the SAT Math may be exempt in one or more categories.
- Students who are enrolled in the English as a Second Language Program (ESL) must take the ESL Placement Test instead of the College Placement Test.
- Non-native speakers of English who did not complete four years of high school English at an accredited U.S. high school must take the ESL Placement Test instead of the College Placement Test.
- Students who have reached sophomore status at a regionally accredited U.S. college or university and have completed one semester of English composition



and one semester of college-level math with a grade of "C" or better may be exempt from certain categories of the College Placement Test.

## ADVANCED STANDING

### College Credit by Examination

There are several programs at the College through which applicants may earn credit for knowledge gained in nontraditional ways. The Credit by Examination Program (CBE) and the College Level Examination Program (CLEP), described below, are such programs.

Applicants for these programs include anyone who:

- Has extended work experience and wishes to demonstrate it;
- Has taken courses at a non-accredited educational institution and wishes to receive college credit;
- Has taken courses through correspondence, television or adult education programs, or in the military service;
- Has done extensive independent study and wishes to receive college credit.

Applicants are encouraged to consult the Testing Center or a counselor in the Counseling and Placement Services Office about these programs to determine which program would best serve their needs.

The policies of four-year institutions vary with respect to accepting College Level Program (CLEP) and Credit By Examination Program (CBE). All applicants who plan to transfer from Middlesex County College are advised to consult the registrar at the prospective transfer college regarding the individual institutional policy on accepting transfer credit earned by CLEP and CBE. Policy statements of those New Jersey colleges that have a formal policy on this matter are on file in Counseling and Placement Services.

### Credit by Examination

This program provides the opportunity to achieve course credit for specific courses offered at the College. There are examinations for courses in every division at the College and the offerings are updated frequently. Information (including an application form, the current listing of courses offered through this program, and the test dates) is available in the Testing Center.

### College-Level Examination Program

College credit can be awarded for the College Level Examination Program (CLEP) general examinations in the following areas: (1) English composition with essay, (2) natural science: biological science and physical science, (3) mathematics. The college may grant a maximum of six semester hours of credit for each examination completed with a passing score. For further information, call the Testing Center, (732) 906-2508.

### Advanced Placement Exams

The College may grant credit for Advanced Placement Examinations (minimum grade of 3).

The Advanced Placement Program, sponsored by the College Entrance Examination Board, offers students the

opportunity to pursue college-level study while in secondary school and receive advanced placement and/or credit upon entering college.

Upon successful completion of the AP exam, applicants should have the official scores sent to the Office of the Registrar for evaluation. These scores can be sent by writing to:

Advanced Placement Examination Program  
College Entrance Examination Board  
Princeton, NJ 08541-6671

### Certified Professional Secretary Certificate

The College grants up to 23 credits for achievement of the Certified Professional Secretary Certificate. The Certificate is awarded by The Institute for Certifying Secretaries, G10 Crown Center, 2440 Pershing Road, Kansas City, MO 64108.

The following is a list of courses for which you will be awarded transfer credit:

|         |                                    |           |
|---------|------------------------------------|-----------|
| BUS 101 | Business Organization & Management | 3 credits |
| BUS 115 | Mathematics of Finance             | 3 credits |
| BUS 201 | Business Law I                     | 3 credits |
| ECO 201 | Principles of Economics I          | 3 credits |
| OAD 101 | Document Processing I              | 2 credits |
| OAD 208 | Office Admin Cooperative Work Exp  | 3 credits |
| OAD 211 | Contemporary Office Procedures     | 3 credits |
| OAD 213 | Administrative Office Management   | 3 credits |

## CREDIT FOR NONCOLLEGIATE EDUCATIONAL PROGRAMS

The College grants transfer credit for certain noncollegiate educational programs in accordance with the recommendation of the American Council on Education contained in *The National Guide* or *A Guide to Educational Programs in Noncollegiate Organizations*. These credits are granted consistent with graduation requirements for college-level courses as determined by responsible academic departments with the concurrent approvals of the chairperson and dean.

## CREDIT FOR EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES

The College grants transfer credit for coursework taken in the armed services in accordance with the recommendations of the American Council on Education contained in *A Guide to the Evaluation of Educational Experiences in the Armed Services*. These credits are granted consistent with graduation requirements for college-level courses as determined by responsible academic departments with the concurrent approvals of the chairperson and dean.

The College believes that physical education concepts and skills are developed through appropriate course offerings. These essential offerings are directed toward a lifelong pursuit to ensure wellness and wise use of leisure time. For this reason basic military training is not accepted as a waiver or for credit toward physical education courses.

## DANTES Tests

Students who have taken United States Armed Forces Institute (USAFI)/Defense Agency for Non-Traditional Education (DANTES) courses and/or tests in college-level subjects at other institutions may request that college credit be applied to their degree requirements at Middlesex County College. No final decision is made until the scores have been received from DANTES.

These scores may be sent to the Office of Admissions and Recruitment by writing:

Defense Activity for Non-Traditional Education Support  
Educational Testing Service  
Contract Representative for DANTES  
Box 2819  
Princeton, NJ 08541

Correspondence should include the student's military service number(s) and social security number.

College policy regarding USAFI/DANTES tests is as follows: The College will grant credit to students who achieve a rating of S (Satisfactory) or D (With Distinction) in USAFI/DANTES courses where the measure of achievement is an end-of-course test or a subject examination. Where the measure of achievement is a USAFI/DANTES Subject Standardized Test, the College may grant credit for a percentile rating of 35 or above.

## PREVIOUS COLLEGE CREDIT

If you have attended another college, you must submit official transcripts of all such work to the Office of Admissions and Recruitment. All equivalent courses taken at another institution will be awarded and recorded regardless of applicability to your current major and degree requirements. Only letter grades of C and above are accepted.

## COURSE TIME LIMITS

If you have been admitted to a degree or certificate program, you are expected to make continuous progress towards satisfying all program requirements. You should consult with the department chairperson responsible for your major for information on course time limits. Major courses are subject to review after five years and all other courses after 10 years. You may need to repeat some courses if you have exceeded the time limit. The time limit review procedure also applies to the evaluation of transfer credits.

Students seeking transfer credit for courses taken at a foreign institution should refer to the section on International Applicants.

## DEGREE AND CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

### Degree Requirements

1. Satisfactory completion of all courses in an approved program which requires not fewer than 60 or more than 66 semester credit hours, except when required for licensure, accreditation, or transfer of full junior status.
2. Minimum grades of C in English composition courses.
3. Minimum cumulative grade point average of 2.0.

4. Residency Requirements: Students must have completed a minimum of 15 of the last 30 credit at Middlesex County College in major courses.
5. With prior approval of the division dean, up to 8 credit hours may be completed at another institution providing that residency requirements are met.

### Associate in Arts Degree

1. A minimum of 6 credits in English composition.
2. A minimum of 18 credits in humanities, including 6 in history-of-western-civilization and 6 in a foreign language.\*
3. A minimum of 6 credits in the social sciences.
4. A minimum of 8 credits in the natural sciences.\*\*
5. A minimum of 6 credits in a two-semester mathematics sequence.\*\*\*
6. A minimum of one credit in physical education or health education.
7. A minimum of 12 credits in one area of concentration.
8. Additional credits as detailed in the degree requirements to comply with general college requirements.

\*Level of language placement is based on proficiency tests. MAT 123-124 may be substituted for a modern language with the approval of the dean of Social Sciences and Humanities.

\*\*Life sciences are generally recommended. These must be laboratory science courses.

\*\*\*Mathematical competency equivalent to MAT 101-102 is required. Demonstration of this level of competency permits this requirement to be waived.

### Associate in Science Degree

1. A minimum of 6 credits in English composition.
2. A minimum of 6 credits in the humanities.
3. A minimum of 6 credits in the social sciences.
4. A minimum of 6 credits in a two-semester mathematics sequence or 8 credits in a two-semester laboratory science sequence.
5. One course in computer science.
6. Additional credits in the area of general education\* to total with the above to a minimum of 30 credits.
7. A minimum of one credit in physical education or health education.
8. Additional credits as detailed in the degree requirements to comply with general college requirements.

\*Drawn from areas other than the curriculum major: the humanities, social sciences, mathematics, science, physical education, and health education.

### Associate in Applied Science Degree

1. A minimum of 6 credits in English composition.
2. A minimum of 3 credits in the humanities.
3. A minimum of 3 credits in the social sciences.
4. A minimum of 3 credits in mathematics or science.
5. Additional credits in the area of general education to total with the above to a minimum of 20 credits.
6. A minimum of one credit in physical education or health education.
7. Additional credits as detailed in the degree requirements to comply with general college requirements.

## Second Associate Degree

A second associate degree may be awarded in only those programs which differ by a minimum of 15 credits in major courses. Such a degree will be awarded only upon completion of degree requirements for the second program.

## Certificate of Achievement Requirements

1. Satisfactory completion of all courses in an approved program which requires not fewer than 30 and no more than 36 degree credit hours.
2. Minimum grades of C in English composition courses when those courses are required in the approved program.
3. Minimum cumulative grade point average of 2.0.

## Technical Certificate

1. Satisfactory completion of all courses in an approved program which requires not fewer than 16 and no more than 21 degree credit hours.
2. Minimum cumulative grade point average of 2.0.

# GRADUATION

## Application

Degrees and Certificates are awarded three times a year: in August, January, and May. You must submit an application for graduation/certification to the Cashier's Office well in advance of the graduation date. The application fee is \$40. The deadlines for filing are: July 1 for August Graduation, December 1 for January graduation, and March 1 for May Graduation. You must complete an academic major program to the satisfaction of the department administering the major. If you do not meet all degree or certificate requirements for the graduation date stated in their application, you must reapply in order to be considered for graduation at a later date. You are not charged an additional application fee.

## May Commencement Ceremony

Graduates who have satisfied all degree requirements at the end of a spring semester may participate in the May commencement ceremony. Additionally, candidates for degrees in Automotive Technology, or Radiography Education, and Respiratory Care and candidates for the certificate in Culinary Arts who are within 10 credits of completing all degree or certificate requirements at the end of a spring semester may participate in the ceremony. To be eligible candidates must submit an application for August graduation by March 1. All graduates from the previous January and August may participate in the ceremony as graduates. Graduates who honors at graduation will be given a gold tassel to wear with their cap and gown. Candidates who earn honors after having completed all degree/certificate requirements will be given a gold tassel when they receive their diplomas/certificates in September.

Degrees are conferred in absentia when candidates have received permission in advance from the division dean to be excused from the May commencement exercises.

## Transcripts

Issuance of official transcripts routinely takes two working days from the time the request is received in the Office of the Registrar. It takes five working days from the time grades are posted to the transcript file at the end of a term. For each transcript furnished, the fee is \$3.00. Students who choose to pick up their transcript rather than having it mailed must present identification. If the student has another person pick up their transcript, that person must present identification and a letter from the student. Students with outstanding financial or other obligations are not issued official transcripts.

## ACADEMIC INTEGRITY POLICY

Academic integrity is essential to all educational endeavors and demands that every individual adhere to its basic ethical principles. All academic work must be wholly the product of the individual or individuals who submit it except as properly noted; joint efforts are legitimate only when assigned or approved by the instructor.

Examples of academic dishonesty include but are not limited to:

- Plagiarism - presenting someone else's words, ideas, or findings, in whole or in part, as one's own, without properly acknowledging the source.
- Consulting or possession of unapproved materials during a test.
- Submitting for a grade work copied in any medium from another student.
- Using a stand-in to take an exam or acting as a stand-in to take an exam.
- Falsification of a lab report.
- Unapproved possession of test material.
- Unapproved collaboration.
- Sabotaging another's work.
- Altering a graded assignment to obtain a better grade without instructor permission.
- Forgery, alteration or misuse of any College document.
- Deliberately aiding another in committing an act of academic dishonesty.

Any violation of the principles of academic integrity is a serious offense. Penalties imposed by the instructor can range from an alternate assignment to failure in the course. In addition, the instructor can file code of student conduct charges which can result in suspension from the College.

## ATTENDANCE

To obtain the maximum benefit from educational opportunities, students must establish habits of regular class attendance. The College values educational growth that results from such class attendance where ideas and concepts, social development, knowledge, and success derive from the interaction of students and faculty. Therefore:

1. Students are expected to attend all classes, laboratories, and clinical sessions for which they are enrolled.

2. Students are graded solely on the basis of quality and quantity of work, as stated in the course objectives and grading rationales distributed by the instructor at the beginning of each term. Students are responsible for all subject matter presented or assigned and should understand that work or tests missed may jeopardize their grades.
3. Students whose absence is caused by personal illness or serious personal matters should contact their instructors and will be allowed to make up work when possible. It is the prerogative of the instructor to excuse absences provided the student will be able to fulfill course requirements. It is the student's responsibility to arrange promptly with the instructor to make up missed work which has been agreed to by the instructor. Excessive absences may result in not meeting the course objectives and a failing grade as defined in the instructor's grading rationale.

### Attendance and Grading Procedures

An instructor is obligated to assign an N grade when a student has not attended class a sufficient number of times to permit adequate course evaluation. An N grade is initiated only at midterm and will be continued as a student's final grade unless class attendance is resumed and course requirements are met sufficiently to receive an evaluated grade. N grades do not affect the grade point average.

Students who receive an N grade in all course work at midterm are subject to administrative withdrawal. Students who are administratively withdrawn must reapply and be approved for admission to re-enroll as full-time students.

An N grade will not be assigned as a final grade when the student's pattern of nonattendance began after midterm. In such cases, the S, D, or F grade received at midterm must be revised by the instructor to an appropriate final evaluated grade of A, B, B+, C, C+, D, F, or I. **NO N GRADE WILL BE ASSIGNED AS A FINAL GRADE UNLESS THE STUDENT RECEIVED AN N GRADE AT MIDTERM.**

### Make-up Examination

Arrangements for a make-up final examination must be made by students with the instructor or the appropriate department chairperson. The student will not be given a make-up examination unless a written legitimate excuse has been accepted by the division dean's office.

## GRADING SYSTEM

### Honor Points Per Semester

#### Credits Grade Explanation

|     |    |   |
|-----|----|---|
| 4   | A  | Outstanding achievement in meeting the objectives of the course |
| 3.5 | B+ | Above average achievement +                                     |
| 3   | B  | Above average achievement                                       |
| 2.5 | C+ | Average achievement +   |
| 2   | C  | Average achievement   |
| 1   | D  | Below average achievement                                       |
| 0   | E  | Credit by examination   |
| 0   | F  | Failure to meet the objectives of the course                    |

|   |    |   |
|---|----|---|
| 0 | I  | Incomplete work to be made up within one week from the end of the semester or by special arrangement of the department. An I grade is temporary and will be changed to an F if make-up is not accomplished in a timely fashion. |
| 0 | N  | Not evaluated—insufficient course participation (See Attendance and Grading Procedures)   |
| 0 | S  | Satisfactory  |
| 0 | T  | Transfer credit from another institution  |
| 0 | W  | Withdrawal from course—no evaluation  |
| 0 | WP | Withdrawn—passing at the time of withdrawal (does not affect grade point average, see p.?)  |
| 0 | WF | Withdrawn—failing at the time of withdrawal (affects grade point average as though it were a failing grade. See p.?)  |
| 0 | X  | Audit   |

A cumulative grade point average of 2.0 will qualify students for the associate degree.

### Credit Equivalent

This is a non-credit developmental course. Credit equivalency is used to calculate cost, determine student status, and indicate a comparable level of class time and/or workload. Credit equivalent courses are indicated on the transcript with a "Q" preceding the assigned grade. Credit equivalents count in the term GPA but not the cumulative GPA.

### Grade Changes - Time Limit

Grade changes should be made as soon as the error is detected or an appeal is granted. All approved grade changes must be submitted to the Office of the Registrar within one year of the original grade assignment.

### Repeated Courses

Students may repeat any course regardless of the grade first received. If the course number or title has changed, students must submit a student appeal to the division dean requesting that an equivalent course be approved. Students may enroll in the same course a maximum of 3 times. Any grades assigned including F, N, W, WF, or WP constitute enrollment in a course. All previous courses will remain on record. Only the highest grade will count in the average, regardless of the number of times the course has been taken. The recalculation of the grade point average occurs automatically after grades are posted to the transcript at the close of each semester. Courses completed at another institution will not be applicable for such a grade point average recalculation. Credit by examination may be used in lieu of repeating a course provided the repeat is due to a failure in the course.

Nursing students should refer to p. 96 for an explanation of the repeat policy pertaining to their program.

Students transferring to another college are advised that every institution has its own policy regarding repeated courses and the calculation of the cumulative grade point average. Other colleges may not apply Middlesex County College's policy when calculating the student's GPA for admissions purposes.

## Calculation of Grade Point Average

Students' grade point averages are calculated using the following formula:

### GPT (Grade Point Total)

GPA =  $\frac{\text{GPT}}{\text{GHR}}$  (Graded Hours—Total credits for which grades were given)

GHR is obtained by adding all of the credits obtained from courses for which grades were given (A, B, C, D, F, WF) NOTE: WF=F

GPT grade point total (or total honor points) is determined by using the following scale:

| Grade | Course Credit | x | Honor points per credit | = | Course honor points |
|-------|---------------|---|-------------------------|---|---------------------|
| A     | 1             | x | 4                       | = | 4                   |
| B     | 1             | x | 3                       | = | 3                   |
| C     | 1             | x | 2                       | = | 2                   |
| D     | 1             | x | 1                       | = | 1                   |
| F     | 1             | x | 0                       | = | 0                   |
|       | <u>5</u>      |   |                         |   | <u>10</u> GPT       |

Therefore, if a student took 5 courses, each 1 credit and received A, B, C, D, F, the total grade points (GPT) would be 10 and the course credits (GHR) would be 5.

$$\frac{\text{GPT } 10}{\text{GHR } 5} = 2.00$$

Your GPA =  $\frac{\text{GPT}}{\text{GHR}} = 2.00$

Consider another example. You initially requested 5 courses (14 credits) and received on your grade report the following:

| Grade | Course       | Credits       | Honor points per credit | Course honor points |
|-------|--------------|---------------|-------------------------|---------------------|
| A     | English I    | 3             | 4                       | 12                  |
| B     | Child Psy    | 3             | 3                       | 9                   |
| C     | Gen Chem I   | 4             | 2                       | 8                   |
| W     | Prin of Econ | 0             | 0                       | 0                   |
| D     | Physical Ed  | <u>1</u>      | <u>1</u>                | <u>1</u>            |
|       |              | <u>11</u> GHR |                         | <u>30</u> GPT       |

## SCHOLASTIC STANDING

### Honors

#### Dean's List

Students who earn 12 or more degree credits and who achieve a grade point average of 3.25 or higher with no grade below a "C" will be eligible for Dean's List. Dean's List will be awarded at the end of the Fall, Spring and Summer semesters for those students enrolled in 12 or more credits for that semester, or at the end of the academic year for those students who earn 12 or more credits between September 1 of one year and August 31 of the following year but who did not qualify for Dean's List in either the Fall or Spring semester.

#### Dean's Letter of Commendation

Students who earn 12 or more credit equivalents, or a combination of credit and credit equivalents, and who achieve a grade point average of 3.25 or higher with no

grade below a "C" will be eligible for A Dean's Letter of Commendation. A Dean's Letter of Commendation will be awarded at the end of the Fall, Spring and Summer semesters for those students who earn 12 or more credits/credit equivalents for that semester, or at the end of the academic year for those who earn 12 or more credits/credit equivalents between September 1 of one year and August 31 of the following year but did not qualify for a Dean's Letter of Commendation in either the Fall or Spring semester.

Grades of I (Incomplete), N (Not evaluated), or WF (withdrawn—failing) will disqualify students for an evaluation period. When an I grade is changed, students will be reevaluated for Dean's List. Students who are graded on a P/F basis (not at their option) in a course are eligible for Dean's List.

### Honors at Graduation

Students graduating with cumulative grade point averages of 3.25 or higher in course work completed at Middlesex County College are recognized at Commencement as honor students with the following designations:

|           |                |
|-----------|----------------|
| 3.70-4.00 | Highest Honors |
| 3.40-3.69 | High Honors    |
| 3.25-3.39 | Honors         |

## STANDARDS OF PROGRESS

Students are evaluated against the academic standards of progress at the conclusion of each semester or session including fall semester, wintersession, spring semester and summer session. Students will receive a grade report indicating their status at the conclusion of each enrollment period.

### CREDIT COURSES

The consequences for students whose cumulative grade point averages (GPAs) fall below 2.00 are as follows:

If a student has attempted no more than 11 credits,

- Below 2.00 = Academic Warning

If a student has attempted between 12 and 23 credits,

- Below 2.00 = Academic Warning
- Below 1.60 = Academic Probation
- Below 1.00 = Academic Restriction

If a student has attempted between 24 and 39 credits,

- Below 2.00 = Academic Warning
- Below 1.80 = Academic Probation
- Below 1.60 = Academic Suspension

If a student has attempted 40 or more credits,

- Below 2.00 = Academic Warning
- Below 1.80 = Academic Suspension

### DEVELOPMENTAL COURSES

- A student whose schedule includes developmental (credit equivalent) courses is expected to earn at least a 2.00 term average in all courses. Failure to do so will result in Academic Probation. Failure to earn at least a 1.00 term average will result in Academic Restriction.
- A student on Academic Restriction or Academic Probation who, in a subsequent semester while still

enrolled in developmental courses, fails to earn a 2.00 term average in all courses will be placed on Academic Suspension.

## **BASIS FOR ACADEMIC DISMISSAL**

Academic Dismissal occurs when a student who has been readmitted following Academic Suspension or Dismissal receives a term GPA of less than 2.00 in any subsequent semester.

## **COURSE REPEAT LIMITATION AND ACADEMIC STATUS**

Since a course may be attempted no more than 3 times, failure to complete a course successfully within 3 attempts may result in Academic Suspension or Dismissal - even if those statuses are not otherwise indicated by the above criteria.

## **CURRICULUM SUSPENSION AND DISMISSAL**

In addition to the college-wide standards outlined above, individual programs may have stricter standards regarding continued enrollment in those programs (see special program requirements).

## **ACADEMIC STATUSES**

### **Academic Warning**

Academic warning is an advisory statement to students that their present level of performance is below College standards.

### **Academic Probation**

Students who have been placed on Academic Probation will be limited to 14 credits and credit equivalents or 4 courses. Additional limitations may include non-admittance to certain courses and/or required enrollment in one of the College's freshman orientation-type courses. *No student on academic probation may register without signed approval by one of the following: the curriculum chairperson, the dean of the student's division or an advisor in the Advising Center.*

### **Academic Restriction**

Students who have been placed on Academic Restriction will be limited to 8 credits and credit equivalents or 2 courses. Additional limitations may include non-admittance to certain courses and/or required enrollment in one of the College's freshman orientation-type courses. *No student on academic restriction may register without signed approval by one of the following: the curriculum chairperson, the dean of the student's division or an advisor in the Advising Center.*

### **Academic Suspension**

Students who have been academically suspended are prohibited from enrolling at the College for a period that includes one fall or spring semester. A suspension at the conclusion of a fall semester includes both winter and spring semesters. A suspension at the conclusion of a spring semester includes both summer and fall.

If the student returns following the suspension period, he/she is subject to scheduling limitations as described under "Academic Probation".

## **Academic Dismissal**

Students who have been academically dismissed are prohibited from enrolling at the College for a *minimum period of three years*. A student wishing to be reinstated following dismissal must submit a reinstatement appeal demonstrating his/her readiness to pursue college studies. The Deans Council will rule on the appeal.

## **ACADEMIC AMNESTY APPEAL**

A student who had exhibited poor academic performance prior to an extended period of absence from the College, may, following a successful return to the College, appeal to have the previously earned grades disregarded in calculating the GPA.

The following terms and conditions apply:

1. The GPA prior to the period of absence from the College must have been below 2.0.
2. A minimum of three years without MCC enrollment in credit and credit equivalent courses must have elapsed prior to re-enrollment.
3. A student must complete 18 credits following re-enrollment, with a minimum GPA of 2.0, prior to submitting the appeal.
4. No credits or grades earned prior to the period of absence will be counted in the calculation of the new GPA or credits toward graduation.
5. All courses and grades will continue to appear on the transcript.
6. An Academic Amnesty Appeal may be approved only once for any individual student and is irrevocable.

Note that a student receiving benefits from the Veterans' Administration will not be reimbursed for repeating courses which had already been passed.

Note also that a student transferring to another college will be bound by the incoming college's terms and conditions for accepting transfer credits.

## **Administrative Dismissal**

Students may be considered for dismissal from the College for the following causes:

1. Neglect of financial obligations.
2. Failure to comply with College rules and regulations or official notices.
3. Violation of the Student Code of Conduct

The College reserves the right to be the sole judge in all matters pertaining to dismissal.

## **WITHDRAWAL**

### **Administrative Withdrawal**

Full-time students who receive N grades in all course work will be administratively withdrawn. They are responsible for tuition and fees charged and must reapply and be approved for admission before enrolling full-time in a subsequent semester.

# Students' Rights and Responsibilities

## Student Responsibilities

### Conduct

In order to provide for the maximum comfort, convenience, and well-being of the total college community, certain standards of behavior have been established at Middlesex County College. Upon admission to the college, you accept an unqualified commitment to adhere to such standards and to conduct yourself in a manner that reflects pride in yourself and the college. Such actions as academic dishonesty, abuse of property, and possession of alcoholic beverages or illegal drugs are in violation of the College's standards and are cause for disciplinary action.

### Dress

The College expects you to exercise good judgment with respect to attire worn in the classroom and on the campus. For reasons of safety, footwear is required.

### Identification

You will receive a photo identification card from the Office of Student Activities after you register for the first time. You can use the card for library privileges, computer lab facilities, processing transactions in the Office of the Registrar and for admission to all athletic events, social activities, and other College functions. Therefore, you must carry your identification card with you whenever you are on campus. If you lose the card, you will be charged a replacement fee.

### Animals on Campus

Animals are not permitted in college buildings. Exceptions will be made to those animals assisting disabled individuals, those related to a classroom requirement, and all campus residences.

### Transportation

You are responsible for arranging your own transportation to and from the campus. Public transportation is available. You can get copies of bus schedules in the Office of Student Activities. If you drive your own car, you may want to arrange to travel in car pools with other students.

### Campus Traffic

The College is designed as a compact walk-on campus with perimeter parking. All information regarding speed limits, violations and fines, description of parking lots, location of buildings and temporary vehicle registrations, etc., may be found in the Motor Vehicle Regulations booklet, issued upon the registration of your vehicle.

If you have state handicapped plates or placards, you will be allowed to park in the designated parking areas/spaces for persons with disabilities. The placards must be displayed so they are readily visible.

### College Police

The College police are authorized to enforce all regulations regarding parking and traffic and to issue citations for violations.

## Living Accommodations

The College does not maintain dormitories. If you live away from home while enrolled at Middlesex you are responsible for arranging your own living accommodations.

## STUDENT RIGHTS

### Access to Student Records - Family Educational Rights and Privacy Act of 1974

Annually, Middlesex County College informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the College complies fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, to submit an explanatory statement for enclosure in the record if the outcome of the hearing is unsatisfactory, to prevent disclosure, with certain exceptions, of personally identifiable information, and to secure a copy of the College policy which includes the location of all education records. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Room 4511, Switzer Building, Washington, D.C. 20202, telephone (202) 655-4000, concerning alleged failures by the College to comply with the Act.

Institutional policy explains in detail the procedures to be used by the College for compliance with the provisions of the Act. Copies of the policy are available in the following offices: Office of the Registrar, Counseling and Placement Services, and Division of Continuing Education and Instructional Resources. The policy is also printed annually in Quo Vadis, the student newspaper. The offices mentioned also maintain a directory of records which lists all education records maintained on students by the College.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar.

### Directory Information

Middlesex County College hereby designates the following categories of student information as public or 'Directory Information.' Such information may be disclosed by the college at its discretion.

**Category I** - Name, program of study, enrollment status (full- or part-time), dates of enrollment, date of actual or anticipated graduation, degree earned, and any honors received.

**Category II** - Postal address, i.e., city, town, or township and state, but not including street address (to be released to Office of Public Information for the purpose of media distribution in connection with Dean's List and graduation).

**Category III** - Social security number, current address, telephone number (to be released to College police, for the purpose of investigation of campus traffic violations, and

encumbrance of student transcripts in connection with violation charges).

**Category IV** - Permanent home address (to be released by the international students advisor in compliance with appropriate and necessary institutional reports).

**Category V** - Name, address, telephone number, program of study, enrollment status (full-time or part-time), dates of enrollment, date of actual or anticipated graduation, degree earned, and any honors received (to be released to college-affiliated corporations, such as the Middlesex County Retail Services Corporation, the Middlesex County College Foundation and similar organizations for their exclusive use, for the purpose of providing information and services to current and former students).

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of the Registrar. Forms requesting the withholding of 'Directory Information' are available in that office. Middlesex County College assumes that failure on the part of any student to specifically request the withholding of categories of 'Directory Information' indicated individual approval for disclosure. A new form for nondisclosure must be completed each academic year.

## **STUDENT GRIEVANCE PROCEDURE**

Students are encouraged to discuss their concerns with the faculty member involved or with their academic advisor, prior to presenting a formal grievance.

Whenever a student brings a grievance against a faculty member to the attention of a College administrator, the following procedure will be followed:

1. Should the student grievant so request, the time sequence outlined below will be extended to the end of the semester.
2. The administrator shall inform the faculty member of the nature of the allegation prior to conducting an investigation.
3. Upon investigation, if the administrator or his/her designee finds probable cause, but the nature of the grievance is not of serious nature to warrant disciplinary action, the administrator will attempt to resolve the matter informally.
4. If the administrator or his/her designee finds probable cause and the nature of the grievance is of a serious nature to potentially warrant disciplinary action, the administrator shall advise the faculty member, the Union and the dean of the nature of the complaint and the name of the grievant.
5. The dean of the Division shall complete the investigation and hold a hearing with fifteen (15) school days. Following the hearing, the dean shall, within ten (10) school days, render a final decision.

Students may appeal the decision of the Division Dean to the Vice President of Academic Affairs of the College.

## **CODE OF STUDENT CONDUCT**

Students of Middlesex County College may be suspended, placed on probation, or given a lesser sanction for the following causes, which must be County College related:

## **Violations**

1. Forgery, alteration or misuse of any official college document, records, student or faculty identification or credit card.
2. Unauthorized use of, or misuse, including mutilation and/or defacing of educational materials, college records or college property.
3. Construction of or actual possession of firearms, inherently dangerous or explosive materials including fireworks.
4. Threat of, or inflicting bodily harm or physical abuse or injury to the person of a fellow student, faculty or staff member, administrative officer or guest of the College.
5. Theft, misappropriation, vandalism, non-accidental damage, grossly negligent damage or arson to any College property or private property of a fellow student, faculty or staff member, administrative officer or guest of the College.
6. Physical or verbal obstruction or disruption of teaching, research, administration disciplinary proceedings or any other office or authorized College program event, function or activity.
7. Resisting a campus police officer while acting in the performance of his/her duties on the College premises, or intentionally ignoring citations issued by campus police officers.
8. Unauthorized entry into any secured College building or facility.
9. Obstructing access to any campus building or other facility and unregistered, unreserved or unauthorized use or occupation of any College meeting facilities, classrooms, public or common indoor or outdoor areas, teaching, research, recreational, athletic, faculty offices or other components of the College physical plant or property.
10. Use of or actual possession, distribution, transfer or sale of narcotics, hallucinogenic agents and abusive drugs.
11. Failure to register the dissemination of printed material or unauthorized display of posters and advertising material.
12. Abusive or unauthorized use and operation of outdoor and indoor sound systems, public address systems, sound tracks, or bull horns.
13. Furnishing false information to the College with intent to deceive.
14. Unauthorized consumption and/or unauthorized possession of alcoholic beverages on campus.
15. Cheating or plagiarism in connection with an academic program at the College.
16. Failure, after a warning, to wear adequate clothing and foot covering while attending classes or utilizing any campus facility.
17. Smoking in areas designated "No Smoking."
18. Consumption of food and beverages in classrooms, lounges and hallways of classroom buildings, laboratories, and the library.



19. Gambling on College property.
20. The violation of any of the criminal statutes of the State of New Jersey which violation occurs either on the College campus or directly affects the college community.
21. Soliciting or assisting another to do any act which would subject a student to suspension or probation.

## Sanctions

The various penalties for the commission of a violation are set forth hereafter. Upon a finding of guilty of any violation, one or more of the listed sanctions may be imposed, accumulatively or in the alternative. The maximum penalty for the commission of said violation shall be an indefinite suspension from the College.

- a. **Warning:** Notice, orally or in writing that continuation or repetition of conduct found wrongful may be cause for more severe disciplinary action.
- b. **Censure:** A written reprimand which becomes a part of the student's file and includes the possibility of more severe disciplinary sanctions in the event of the finding of a subsequent violation of a College regulation within a stated period of time.
- c. **Probation:** Exclusion from participation in privileged or extracurricular College activities for a period not exceeding one academic year.
- d. **Suspension:** Exclusion from participation in all College programs, academic and extracurricular.
- e. **Fines:** A money penalty not to exceed \$200.00 to cover the costs of replacing physical property to the College intentionally damaged or stolen by any student, or damaged through the gross negligence of the student. The payment of any fine by students shall in no way limit the right of the College to seek restitution for appropriate damages through appropriate civil proceedings.

## DISCIPLINARY PROCEDURES

### A. Complaints

1. Charges of violations of the Code of Student Conduct may be made by any member or guest of the College community, or by any representative of any department or agency of the College.
2. Charges shall be in writing and shall be filed with the Office of the Vice President for Academic Affairs (hereafter "Vice President"). Upon such filing, the Vice President shall notify the dean in charge of that student of the charge.
3. The appropriate dean shall then investigate the alleged violation of the Code of Student Conduct. If he/she determines that there is no substance to the charge, he/she shall notify the Vice President and all charges shall be dropped. In the event that the dean determines that the charge warrants as a penalty only a warning, the dean will meet with the student to discuss the charge and issue the warning. The issuance of the warning terminates the complaint.
4. If the dean determines that there is sufficient evidence to warrant a penalty other than a warning, the dean will prepare and serve on the person charged a complaint setting forth the nature, time, and place of the violation charged. The complaint will be served

on the person charged within 30 days of the filing of charges. Service of the complaint will be in person or by certified mail, return receipt requested, addressed to the person. The complaint will be accompanied with notification of the date, time and place of a hearing with the Vice President.

### B. Information Hearings

1. If students wish to plead guilty to the complaint and waive their right to a hearing, they may do so by signing a written waiver to this effect. The student will return the waiver to the dean who will make recommendation of disciplinary action to the Vice President who in turn will assign appropriate sanctions.
2. If students wish to plead innocent, an informal hearing will be held before the Vice President. At said hearing, the dean will present the charges and evidence supporting said charges. Students have the right to be present at the hearing, be informed of the evidence considered against them, have an opportunity to rebut it and to present evidence on their own behalf and have the assistance of an advisor of their choice.
3. If after said hearing the Vice President shall determine that either the student is innocent or that the violation committed by the student warrants as a penalty only a warning or censure, he/she shall, if applicable, assess said penalty and the matter shall be deemed closed.
4. If after said hearing the Vice President shall determine that the violation committed by the student warrants either probation, suspension, or the levying of a fine, he/she shall advise the student, who shall then have a period of 15 days to request a hearing before the Judicial Board. If the student does not request such a hearing within such time, the Vice President shall determine the sanction and advise the student in writing of such sanction, or may refer the matter to the Judicial Board. If the student or Vice President requests such a hearing, the dean shall forward the reports and evidence concerning the case to the College Judicial Board for action. Thereafter, the dean will be concerned with presenting the charges to the Board and receiving the report of the finding of the Board and aiding the student to comply with any punishment decreed by the Board.

### C. Judicial Board Hearings

1. The College Judicial Board shall then serve on the person charged notification of the date, time and place of the hearing before the Board, which date shall not be less than 10 days from the date of service. Service of the complaint shall be in person or by certified mail, return receipt requested, addressed to the person. A copy of this notification shall be filed in the Office of the Vice President and the respective division dean. In addition, the College Judicial Board shall instruct the dean to forward to the student immediately a list of witnesses and a copy of their statements or complaints which the complainant intends to submit against him/her.
2. If after due notice of the complaint and the date of hearing, the student fails to appear, and the majority of the Judicial Board is satisfied that the student had appropriate notice of the complaint and date of the hearing and no valid excuse for not appearing, the Board may then hold the hearing without the student present.

3. Decision in all cases shall be determined by a simple majority vote of the members present.
4. The Board shall follow the Rules Governing Procedures attached hereto. In addition, the Board may adopt any other procedural rules which are not inconsistent with these rules in order to assure a fair and impartial hearing. Within 15 days of the conclusion of the hearing, the College Judicial Board shall file a report containing findings of fact and conclusions as to the validity of the charges. The report along with recommendations of disciplinary action shall be filed with the Vice President. If the hearing was conducted in the absence of the individual charged, the report shall so indicate.

#### **D. Imposition of Sanctions**

If the person charged is found guilty, the Vice President shall impose any sanction or sanctions. A report of findings and imposition of sanctions shall be forwarded to the respective division dean and served on the person charged in person or by certified mail, return receipt requested, addressed to the person.

#### **E. Appeals**

1. Within 30 days of the student's receipt of notice of the Board's disposition of the case and subsequent imposition of sanctions by the Vice President, the student may appeal the decision to the President. Such notice shall be in writing and shall not be subject to any other formal requirements except to reasonably express his/her desire to appeal the decision. Upon receipt of such notice, the President shall advise the chairperson of the Board and the Vice President that such an appeal has been filed. They shall then make the record of the proceedings available to the President.
2. The President may give the appellant an opportunity to present his/her reasons for the appeal, and if in the President's discretion it is desirable, may hear from the dean, Vice President, and representatives from the Board. After hearing the student and such others as deemed appropriate, and considering the record of the Board, the President shall make the final decision and set the sanction.

#### **F. Administrative Suspension**

Pending the completion of the hearing before the Board and the imposition of sanctions, the status within the College of the person charged shall not be altered unless his/her continued presence on campus shall be found by the Vice President to constitute a serious threat to the college community or to the property of the college. Such findings shall be preceded by an appropriate hearing before the Vice President unless extraordinary circumstances preclude a hearing. In any case, the Vice President is authorized to suspend the person charged, and the temporary suspension is to remain in effect pending the completion of the hearing before the Board and final determination of the case.

#### **G. Pending Criminal Proceedings**

On written motion of the person charged, filed in the Office of the Vice President any time before the hearing begins before the Board, the hearing before the Board shall be postponed until disposition at the trial court level of any pending criminal proceedings arising out of the same conduct,

provided however that students who are convicted of a criminal offense arising out of the same conduct and are charged with the violation of a college rule shall be ineligible to register at the college in the semester following their conviction and thereafter unless and until the college charges against them have been heard and decided.

## **COLLEGE JUDICIAL BOARD**

A College Judicial Board shall be organized to hear cases referred to it by the Vice President or brought before it by students facing charges.

#### **A. Composition of the Board**

The College Judicial Board shall consist of 12 persons: seven students and five faculty members. A faculty member shall be elected chairperson of the College Judicial Board by the other members for a one-year term. The responsibilities of the chairperson will be to insure that the RIGHT TO DUE PROCESS is not abridged and that the College Judicial Board holds its hearings in accordance with procedures set forth herein. A simple majority of the members of the Board shall constitute a quorum.

#### **B. Eligibility**

A student member of the College Judicial Board shall be a student who has been enrolled at least one semester and has at least a 2.0 cumulative average.

#### **C. Appointment Process**

Students and faculty shall be nominated for membership on an individual basis by each respective Division Council (faculty members: one each from Social Sciences and Humanities, Business Technologies, Engineering Technologies and Science, and Continuing Education and Instructional Resources; student members: two each from Social Sciences and Humanities and Business Technologies, one each from Engineering Technologies and Science, Health Technologies, and Continuing Education and Instructional Resources) and forwarded to the Vice President, who shall make the final appointment of the members of the College Judicial Board. Appointments shall be made within the first 30 days of the Fall semester.

#### **D. Terms of Office**

Students and faculty members shall be appointed for one-year terms. In the event of a resignation, an appointment will be made after nomination by the appropriate body for the length of the unexpired term.

#### **E. Jurisdiction**

The Judicial Board shall be the principal campus-wide committee with jurisdiction to hear all charges of student misconduct which have as a possible penalty either probation, suspension, or the levying of a fine. After careful deliberation the Board will recommend appropriate action to the Vice President. The Vice President in turn will impose appropriate sanctions if students are found to be guilty.

The Judicial Board shall have the authority to prescribe supplementary rules of procedure consistent with the requirements contained herein. The Board may also, on request, render written advisory opinions concerning the meaning and application of this code, or of the rules and regulations promulgated pursuant to this code.

## Rules Governing Procedures of the College Judicial Board and Procedural Rights of Individuals Charged

1. The Judicial Board proceedings are *de novo*, that is, without reference to any matter developed previously in an informal proceeding in which disciplinary action was considered.
2. No member of the Judicial Board, who has previously participated in the particular case or who would appear as a participant before the Board itself, shall sit in judgment during that particular proceeding.
3. Hearings before the Judicial Board shall be held in private unless students charged request that the public be admitted. The public may then be admitted subject to the following stipulations:
  - a. That in the event of disorder or disruption of the hearing by spectators, the Board may order the hearing closed to the public.
  - b. The Board may order all spectators excluded from the hearing during the testimony of a witness when the Board concludes that such exclusion is necessary and appropriate to avoid embarrassing publicity for a witness.
4. Persons charged shall have the right to be represented by an attorney or any other representative of their choice from within or without the College community.
5. Persons charged shall have the right to be informed of the identity of the person initiating the charges against them and the right to hear the witnesses against them, subject to reasonable rules of procedure, the right to cross-examine such witnesses either personally or by their representative.
6. Persons charged shall have the right to produce witnesses in their own defense. The Board may limit the number of repetitive witnesses in order to avoid dilatory tactics.
7. Persons charged shall have the right to testify in their own behalf, or to refuse to testify without such refusal being construed against them.
8. The charges may be presented by either the appropriate Dean or legal counsel or another agent of the College appointed by the Vice President.
9. A written transcript or other record of the hearing shall be made and preserved for not less than 60 days after persons charged have been notified of the Board's action in the case. In the event no appeal is taken from the Board's action within the time set for such appeal, the transcript or record may be destroyed.
10. Order of Business:
  - a. Call to Order, Chairperson
  - b. Statement of case to be heard, Chairperson
  - c. Opening Statement, Complainant or College Delegate
  - d. Opening Statement, Defendant or Advisor
  - e. Presentation and cross-examination of evidence and witnesses for the prosecution
  - f. Presentation and cross-examination of evidence and witnesses for the defense
  - g. Closing Statement, Complainant or College Delegate
  - h. Closing Statement, Defendant or Advisor
  - i. Closing comments and announcement regarding the calendar, Chairperson
  - j. Adjournment, Chairperson
11. Deliberations of the Board shall be conducted out of the presence of persons charged with misconduct and with no other persons or spectators present.
12. No record or transcript of the Board's deliberation shall be made except a formal record of the Board's action.

## SEXUAL HARASSMENT POLICY

The College reaffirms its desire to create an academic/work environment for all students, faculty and staff that is not only responsible but supportive and conducive to the achievement of educational/career goals on the basis of such relevant factors as ability and performance. All students, faculty and staff at Middlesex County College have the right to expect administration to maintain an environment which allows them to enjoy the full benefits of their work or learning experiences. Therefore, the use of implicit or explicit sexual harassment to control, influence or affect the performance or status of an individual, regardless of where such conduct is initiated, will not be tolerated.

Sexual harassment is prohibited by the Civil Rights Act of 1964, Title VII, Section 703, and by the Educational Amendment of 1972, Title IX. Middlesex County College intends to abide by the law. Immediate and appropriate corrective action will be taken should any student, faculty member, staff or administrative employee be found guilty of this illegal behavior.

The complete sexual harassment policy and complaint procedure is available in the Library and the Office of the Assistant to the President for Employee Relations, Personnel and Administrative Services.

# Academic Programs Index

It is important that you find the right college major to achieve your career and educational goals. To do this, find the area that interests you under Area of Interest. To the right you will find the name of that major at Middlesex County College. To learn more about that major, turn to the page listed in the column on the far right.

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# ACCOUNTING

## Accounting and Legal Studies Department

**Why major in Accounting?** Accounting is one of the most rapidly expanding fields in today's economy. Since it is service oriented, it involves working with people almost as much as with financial records. As an accountant, you will not only collect and report financial data, but also serve as the link between the data and the people who use it.

**If I major in Accounting, what degree can I earn?** The Associate in Applied Science Degree which prepares you to begin a career in business, industry, and government as a junior accountant.

**If I major in Accounting, can I transfer to a four year college or university?** Many colleges and universities will apply the courses you have taken towards a bachelor's degree.

**What will I learn if I study Accounting?** You acquire an extensive background in accounting and a strong fundamental knowledge of the major functions of business and industry. You study business law, business organization and management, mathematics and economics.

**Are there any requirements I must satisfy before I start taking courses in my major?** You must demonstrate proficiency in keyboarding or typewriting by either completing OAD 010, Keyboarding for Computers, or by appropriate waiver of the Office Administration Department Chairperson. Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test.

**How long will it take for me to complete this degree?** If you do not need to take developmental coursework, and you register for an average of 17 credits each semester, you can complete the degree in two years. You can shorten the amount of time by taking courses in the summer and winter sessions.

**CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF PREREQUISITES AND COREQUISITES.**

### Degree Program

#### Major Requirements

| Course  |  | Credits | Prerequisites                   |
|---------|--|---------|---------------------------------|
| ACC 101 | Financial Accounting                             | 4       |                                 |
| ACC 102 | Managerial Accounting                            | 4       | ACC 101                         |
| ACC 202 | Cost Accounting                                  | 4       | ACC 102                         |
| ACC 211 | Intermediate Accounting I                        | 4       | ACC 102                         |
| ACC 212 | Intermediate Accounting II                       | 4       | ACC 211                         |
| ACC 280 | Senior Accounting Seminar                        | 3       | ACC 202 & 211;<br>BUS 107 & 202 |
| BUS 101 | Business Organization & Mgt                      | 3       |                                 |
| BUS 107 | Introduction to Bus Data Processing <sup>1</sup> | 3       |                                 |
| BUS 201 | Business Law I                                   | 3       |                                 |
| BUS 202 | Business Law II                                  | 3       | BUS 201                         |
| ECO 201 | Principles of Economics I                        | 3       |                                 |
| ECO 202 | Principles of Economics II                       | 3       | ECO 201                         |
|         | <i>Take one of the following:</i>                | 3       |                                 |
| ACC 203 | Accounting Systems & Procedures                  |         | ACC 102                         |
| ACC 206 | Tax Accounting                                   |         | ACC 102                         |
| ACC 208 | Accounting Field Experience                      |         | ACC 202 & 211                   |

#### Core Requirements

| Course  |                                   | Credits | Prerequisites |
|---------|-----------------------------------|---------|---------------|
| ENG 121 | English Composition I             | 3       |               |
| ENG 122 | English Composition II            | 3       | ENG 121       |
|         | Mathematics Elective <sup>2</sup> | 3-4     |               |
|         | Physical/Health Ed Elective       | 1-3     |               |
|         | Science Elective <sup>3</sup>     | 3-4     |               |
|         | Humanities Elective               | 3       |               |
|         | Social Science Elective           | 3       |               |
|         | Humanities or Social Sci Elective | 3       |               |

**TOTAL CREDITS 66-70**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You must take OAD 010 at the same time you take BUS 107 or obtain an approved waiver demonstrating proficiency in keyboarding.

<sup>2</sup>BUS 115 is recommended. However, you may enroll in a higher level mathematics course for which you have the appropriate academic background.

<sup>3</sup>You may choose a science course for which you have the appropriate academic background from Biology, Chemistry, Environmental Science, Physics and Science.

# Automotive Technology

Student Service Educational Program (ASSET)

Physics /Electrical Engineering Technology Department

## Why major in Automotive Technology?

ASSET is an innovative program offered in cooperation with the Ford Motor Company and Middlesex County Vocational and Technical Schools. It combines classroom and laboratory experience with paid on-the-job training.

**If I major in Automotive Technology, what degree can I earn?** The Associate in Applied Science Degree prepares you to begin a job as a technician in the service department of a Ford/Mercury dealership.

## Are there any requirements I must satisfy before I start taking courses in my major?

Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. As a result of your performance on the College's placement test, you may need developmental coursework. All developmental coursework must be completed before you will be considered for admission to the program. You must also be sponsored by a Ford/Mercury dealership to begin the program.

**How long will it take for me to complete this degree?** ASSET is an intensive full-time program. It includes 60 weeks spent in college classes and 45 weeks spent working in sponsoring Ford/Mercury dealerships. You rotate in 15-week cycles between the campus and the dealership. This alternating semester program takes approximately 2 1/3 years to complete.

CHECK COURSE DESCRIPTIONS FOR COMPLETE LIST OF PREREQUISITES AND COREQUISITES.

## Degree Program

### Major Requirements

| Course  |  | Credits | Prerequisites          |
|---------|--|---------|------------------------|
| AUT 108 | Automotive Technology<br>Work Experience I<br>(A 15 week cooperative education course)   | 3       | AUT 111,115 & 117      |
| AUT 111 | Minor Automotive Services  | 3       |                        |
| AUT 115 | Automotive Brake Systems   | 2       |                        |
| AUT 117 | Automotive Electrical Systems  | 3       |                        |
| AUT 122 | Analysis and Tune Up   | 3       | AUT 108                |
| AUT 124 | Automotive HVAC Systems  | 3       | AUT 108                |
| AUT 126 | Alignment, Suspension & Steering Systems   | 2       | AUT 108                |
| AUT 208 | Automotive Technology<br>Work Experience II<br>(A 15 week cooperative education course)  | 3       | AUT 122, 124 & 126     |
| AUT 211 | Standard Transmission & Drive Train  | 3       | AUT 208                |
| AUT 213 | Automatic Transmission I   | 3       | AUT 208                |
| AUT 216 | Fuel and Emission Systems  | 3       | AUT 208                |
| AUT 217 | Engine Diagnostics & Repair I  | 3       | AUT 208                |
| AUT 218 | Automotive Technology<br>Work Experience III<br>(A 15 week cooperative education course) | 3       | AUT 211,213, 216 & 217 |
| AUT 226 | Automatic Transmission II  | 2       | AUT 218                |
| AUT 228 | Engine Diagnostics & Repair II   | 3       | AUT 218                |
| AUT 229 | Automotive Electricity & Electronics   | 3       | MAT 108 & AUT 218      |

### Core Requirements

| Course  |                             | Credits | Prerequisites |
|---------|-----------------------------|---------|---------------|
| ENG 121 | English Composition I       | 3       |               |
| ENG 122 | English Composition II      | 3       | ENG 121       |
| CSC 103 | Computers for Technicians   | 2       |               |
| MAT 107 | Mathematics I               | 3       |               |
| MAT 108 | Mathematics II              | 3       | MAT 107       |
| PHY 101 | Principles of Physics I     | 4       | MAT 107       |
|         | Physical/Health Ed Elective | 1-3     |               |
|         | Humanities Elective         | 3       |               |
|         | Social Science Elective     | 3       |               |

**TOTAL CREDITS 70-72**

YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.

# Biological Laboratory Technology

## Biology Department

### ***If I major in Biological Laboratory Technology, what degree can I earn?***

The Associate in Applied Science Degree prepares you for career opportunities in pharmaceutical firms and biotechnology companies.

***What will I learn if I study Biological Laboratory Technology?*** You acquire knowledge and develop practical skills in anatomy, chemistry, histology, physiology, microbiology, modern biological techniques, and laboratory instrumentation.

***Are there any requirements I must satisfy before I start taking courses in my major?*** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. You must have earned a grade of C or better in one year of high school laboratory science.

***How long will it take for me to complete this degree?*** If you do not need developmental coursework, and you register for an average of 16 credits each semester, you can complete the degree in two years. You can shorten the amount of time by taking courses in the summer and winter sessions.

**CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF COURSE PREREQUISITES OR COREQUISITES.**

## Degree Program

### Major Requirements

| Course  |   | Credits | Prerequisites                             |
|---------|---|---------|---|
| BIO 117 | Biology I <sup>1</sup>                      | 4       |   |
| BIO 118 | Biology II                                  | 4       | BIO 117                                   |
| BIO 203 | Methods of Biotechnology                    | 3       | BIO 118 or 124 & CHM 118 or 124 & MAT 108 |
| BIO 214 | Vertebrate Physiology                       | 4       | BIO 118 or 124 & CHM 118 or 124           |
| BIO 221 | Microbiology                                | 4       | BIO 118 or 124 & CHM 118 or 124           |
| BIO 224 | Applied Microbiology                        | 4       | BIO 221                                   |
| CHM 117 | Chemistry I <sup>2</sup>                    | 4       |   |
| CHM 118 | Chemistry II                                | 4       | CHM 117                                   |
| CHM 201 | Principles of Organic Chemistry             | 4       | CHM 118                                   |
| PHY 101 | Principles of Physics I                     | 4       | MAT 107                                   |
| CHM 202 | Biochemistry                                |         | CHM 201                                   |
|         | OR  | 3-4     |   |
| BIO 226 | Biological Technology Cooperative Education |         |   |
| SCI 208 | Laboratory Instrumentation                  | 3       | CHM 118 & MAT 108                         |

### Core Requirements

| Course  |                             | Credits | Prerequisites |
|---------|-----------------------------|---------|---------------|
| ENG 121 | English Composition I       | 3       |               |
| ENG 122 | English Composition II      | 3       | ENG 121       |
| MAT 107 | Mathematics I <sup>3</sup>  | 3       |               |
| MAT 108 | Mathematics II              | 3       | MAT 107       |
|         | Physical/Health Ed Elective | 1-3     |               |
|         | Humanities Elective         | 3       |               |
|         | Social Science Elective     | 3       |               |

**TOTAL CREDITS 64-67**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You must have high school algebra I or MAT 013 and one year of high school laboratory science. You may substitute BIO 123-124 for BIO 117-118 if you have completed a high school biology lab and a high school chemistry lab course.

<sup>2</sup>You may substitute CHM 123-124 for CHM 117-118 if you have completed a high school chemistry lab course and algebra II.

<sup>3</sup>You may substitute MAT 123-124 or MAT 129-131 for MAT 107-108 if you have the appropriate academic background.



# Business Administration Transfer

## Business Administration and Management Department

### **Why major in Business Administration?**

You prepare to transfer to an upper division college or university in any field of business.

**If I major in Business Administration, what degree will I earn?** The Associate in Science Degree which prepares you to transfer to upper division colleges and universities.

**What will I learn if I study Business Administration?** Your program is an intensive one that includes challenging mathematics and business courses, as well as sciences and general education.

**Are there any requirements I must satisfy before I start taking courses in my major?** You must demonstrate proficiency in keyboarding or typewriting by either completing OAD 010, Keyboarding for Computers, or by appropriate waiver of the Office Administration Department Chairperson. Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the college's placement test. You also need a grade of C or higher in high school algebra II, geometry and in one year of laboratory science.

**How long will it take for me to complete this degree?** If you do not need developmental coursework, and you register for an average of 16 credits each semester, you can complete the degree in two years. You can shorten the amount of time by taking courses in the summer and winter sessions.

**CHECK COURSE DESCRIPTIONS FOR COMPLETE LIST OF PREREQUISITES AND COREQUISITES.**

## Degree Program

### Major Requirements

| Courses |  | Credits | Prerequisites |
|---------|--|---------|---------------|
| ACC 101 | Financial Accounting                             | 4       |               |
| ACC 102 | Managerial Accounting                            | 4       | ACC 101       |
| BUS 101 | Business Organization & Mgt                      | 3       |               |
| BUS 107 | Introduction to Bus Data Processing <sup>1</sup> | 3       |               |
| BUS 201 | Business Law I                                   | 3       |               |
| ECO 201 | Principles of Economics I                        | 3       |               |
| ECO 202 | Principles of Economics II                       | 3       | ECO 201       |
|         | Business Electives                               | 9       |               |

### Core Requirements

| Courses |                                   | Credits | Prerequisites |
|---------|-----------------------------------|---------|---------------|
| ENG 121 | English Composition I             | 3       |               |
| ENG 122 | English Composition II            | 3       | ENG 121       |
|         | Mathematics Elective <sup>2</sup> | 6       |               |
|         | Science Elective                  | 4       |               |
|         | Physical/Health Ed Elective       | 1-3     |               |
|         | Humanities Elective               | 6       |               |
|         | Social Science Elective           | 6       |               |
|         | Free Elective                     | 3       |               |

**TOTAL CREDITS 64-66**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You must take OAD 010 at the same time you take BUS 107 or obtain an approved waiver demonstrating proficiency in keyboarding. In consultation with an advisor, you may substitute BUS 107 with a Computer Science course for which you have the appropriate preparation in mathematics.

<sup>2</sup>You must complete a minimum of 6 credits of mathematics in the following sequences: MAT 123 and 124; or MAT 129 and 131; or MAT 131 and 132; or MAT 131 and 285.

# Business Software Applications

## Office Administration Department

### **Why major in Business Software Applications?**

You develop the technical skills many employers are looking for when they hire entry-level office assistants. If you are currently employed, you can upgrade your technical skills to meet the constantly changing needs of the workplace.

**If I major in Business Software Applications, what do can I learn?** The Technical Certificate which prepares you for an entry-level office position.

**What will I learn if I study Business Software Applications?** You acquire computer skills by learning the Windows versions of Microsoft Word, Excel, Access, PowerPoint and WordPerfect for Windows and the proper management of paper and electronic records.

**Are there any requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test.

**How long will it take for me to complete this certificate?** If you do not need developmental coursework, you can complete the certificate in one year.

**CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF PREREQUISITES AND COREQUISITES.**

### Certificate Program

#### Requirements

| Course               |  | Credits   | Prerequisites |
|----------------------|--|-----------|---------------|
| OAD 101              | Document Processing I <sup>1</sup>                   | 2         |               |
| OAD 102              | Document Processing II <sup>2</sup>                  | 2         | OAD 101       |
| OAD 110              | Principles & Applications of Microsoft Access        | 2         |               |
| OAD 113              | Principles & Applications of Microsoft Excel         | 2         |               |
| OAD 114              | Principles & Applications of Microsoft Word          | 2         |               |
| OAD 115              | Principles & Applications of WordPerfect for Windows | 2         |               |
| OAD 116              | Principles & Applications of PowerPoint              | 2         |               |
| OAD 210              | Records Management Elective <sup>3</sup>             | 3         | OAD 101       |
| <b>TOTAL CREDITS</b> |  | <b>20</b> |               |

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>With the permission of the Department Chairperson, this course may be waived. Credit-By-Exam is available.

<sup>2</sup>Credit-By-Exam is available for this course.

<sup>3</sup>BUS 205 is recommended.

# Chemical Technology

## Chemistry Department

**If I major in Chemical Technology, what degree can I earn?** You can earn the Associate in Applied Science Degree. This major is a job-oriented program which prepares you for career opportunities in the chemical/pharmaceutical industries as research assistants, laboratory technicians, control analysts, production supervisors and quality control analysts. With experience, you may find positions in sales, production, and consumer service. Alternatively, you may choose to earn the **Certificate of Achievement**. Courses for the certificate are offered in the evenings.

**What will I learn if I study Chemical Technology?** You learn the basic principles of inorganic and organic chemistry and develop practical skills in chemical procedures, chemical analysis and laboratory instrumentation.

**Are there any requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. You must also have a grade of C or better in one year of high school laboratory science.

**How long will it take for me to complete this degree?** If you do not need developmental coursework, and you register for an average of 16 credits each semester, you can complete the degree in two years.

**CHECK COURSE DESCRIPTIONS  
FOR A COMPLETE LIST OF  
COURSE PREREQUISITES OR  
COREQUISITES.**

### Degree Program

#### Major Requirements

| Course  |  | Credits | Prerequisites |
|---------|--|---------|---------------|
| BIO 117 | Biology I <sup>1</sup>                       | 4       |               |
| BIO 118 | Biology II                                   | 4       | BIO 117       |
| CHM 117 | Chemistry I <sup>2</sup>                     | 4       |               |
| CHM 118 | Chemistry II                                 | 4       | CHM 117       |
| CHM 201 | Principles of Organic Chemistry              | 4       | CHM 118       |
| CHM 219 | Modern Methods of Analysis I                 | 5       | CHM 118       |
| CHM 220 | Modern Methods of Analysis II                | 5       | CHM 219 & 201 |
| CSC 105 | Computer Applications & Systems <sup>3</sup> | 3       |               |
| ENV 221 | Hazardous Waste Management                   | 3       |               |
| PHY 101 | Principles of Physics                        | 4       | MAT 107       |

#### Technical Elective Choices: (select one)

|         |   |     |                         |
|---------|---|-----|-------------------------|
| CHM 202 | Biochemistry <sup>4</sup>               | 3-4 | CHM 201                 |
| CHM 226 | Chemistry Technology<br>Co-op Education |     | CHM 201 or<br>223 & 219 |
| ENV 222 | Water & Wastewater Analysis             |     | CHM 118                 |

#### Core Requirements

| Course               |                             | Credits      | Prerequisites |
|----------------------|-----------------------------|--------------|---------------|
| ENG 121              | English Composition I       | 3            |               |
| ENG 122              | English Composition II      | 3            | ENG 121       |
| MAT 107              | Mathematics I <sup>5</sup>  | 3            |               |
| MAT 108              | Mathematics II              | 3            | MAT 107       |
|                      | Humanities Elective         | 3            |               |
|                      | Physical/Health Ed Elective | 1-3          |               |
|                      | Social Science Elective     | 3            |               |
| <b>TOTAL CREDITS</b> |                             | <b>62-65</b> |               |

### Certificate of Achievement

#### Major Requirements

| Course  |                                 | Credits | Prerequisites |
|---------|---------------------------------|---------|---------------|
| CHM 117 | Chemistry I                     | 4       |               |
| CHM 118 | Chemistry II <sup>6</sup>       | 4       | CHM 117       |
| CHM 201 | Principles of Organic Chemistry | 4       | CHM 118       |
| CHM 219 | Modern Methods of Analysis I    | 5       | CHM 118       |
|         | Computer Science Elective       | 3       |               |
| MAT 107 | Mathematics I <sup>7</sup>      | 3       |               |
| MAT 108 | Mathematics II                  | 3       | MAT 107       |

#### Core Requirements

| Course               |                        | Credits   | Prerequisites |
|----------------------|------------------------|-----------|---------------|
| ENG 121              | English Composition I  | 3         |               |
| ENG 122              | English Composition II | 3         | ENG 121       |
| <b>TOTAL CREDITS</b> |                        | <b>32</b> |               |

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN  
THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You must have high school algebra I or MAT 013 and one year of high school laboratory science before taking this course. You may substitute BIO 123-124 for BIO 117-118 if you have completed a high school biology lab course.

<sup>2</sup>You may substitute CHM 123-124 for CHM 117-118 if you have completed a high school chemistry lab course.

<sup>3</sup>You may substitute CSC 109 or 115 or 121 for CSC 105.

<sup>4</sup>You may substitute CHM 223 for CHM 202.

<sup>5</sup>You may substitute MAT 123-124 or MAT 129-131 for MAT 107-108.

<sup>6</sup>See footnote 2.

<sup>7</sup>See footnote 5.

# Civil/Construction Engineering Technology

Mechanical and Civil/Construction Engineering Technology Department

## Why major in Civil/Construction Engineering Technology?

You can find employment opportunities in occupations such as construction inspector, construction supervisor, materials tester, architectural or structural drafter, surveyor, estimator, shop-drawing detailer, site plan designer, CAD operator, specification writer, and technical sales representative. This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology

## If I major in Civil/Construction Engineering Technology, what degree can I earn?

You have several choices with this major. You can earn the Associate in Applied Science Degree or the Certificate of Achievement in Civil/Construction Engineering Technology, or you may earn the A.A.S. Degree in Land Surveying Option. The emphasis on the practical provides you with skills that you can use on the job as a civil engineering technician.

## If I major in Civil/Construction Engineering Technology, can I transfer to an upper division college or university?

You may choose to participate in the Joint Admissions Program with the New Jersey Institute of Technology. Many other upper division colleges and universities will apply some of the courses you have taken towards a bachelor's degree.

## What will I learn if I study Civil/Construction Engineering Technology?

You acquire a foundation in communications, calculations, and engineering principles along with the specifics of civil/construction engineering. All technical courses provide a balance between theory and practice.

## Degree Program

### Major Requirements

| Course  |  | Credits | Prerequisites             |
|---------|--|---------|---------------------------|
| CIT 104 | Construction Surveying I               | 4       | MAT 109; CIT 106          |
| CIT 105 | Statics for Technicians                | 3       | CIT 110; MAT 109          |
| CIT 106 | Civil Engineering Drawing              | 2       | CIT 110; MEC 123          |
| CIT 107 | Construction Quantity Estimating       | 2       |                           |
| CIT 110 | Intro to Civil/Constr Engineering Tech | 2       |                           |
| CIT 116 | Const Graphics/CAD II                  | 2       | CIT 110; MEC 123          |
| CIT 203 | Strength of Materials II               | 4       | CIT 105; SPE 121          |
| CIT 205 | Const Surveying II                     | 3       | CIT 104 & 106             |
| CIT 208 | Reinforced concrete Design (USD)       | 3       | CIT 203; MAT 110          |
| CIT 209 | Steel Design (ASD)                     | 2       | CIT 203; MAT 110          |
| CIT 210 | Soils in Construction                  | 2       | CIT 105                   |
| CIT 211 | Construction Cost Estimating           | 2       | CIT 107 & 110; MAT 109    |
| CIT 212 | Water Resources Technology             | 3       | MAT 110; PHY 115; SPE 121 |
| CIT 213 | Construction Materials Testing         | 2       | CIT 107                   |
| MEC 123 | Technical Graphics/CAD I               | 3       |                           |

### Core Requirements

| Course  |   | Credits | Prerequisites |
|---------|---|---------|---------------|
| ENG 121 | English Composition I                         | 3       |               |
| ENG 122 | English Composition II                        | 3       | ENG 121       |
| MAT 109 | College Algebra & Trigonometry I <sup>1</sup> | 3       |               |
| MAT 110 | College Algebra & Trigonometry II             | 2       | MAT 109       |
| MAT 112 | Unified Calculus I                            | 3       | MAT 110       |
| PHY 115 | College Physics I                             | 4       |               |
| PHY 116 | College Physics II                            | 4       | PHY 115       |
| SPE 121 | Intro to Public Speaking                      | 3       |               |
|         | Physical/Health Ed Elective                   | 1-3     |               |
|         | Social Science Elective                       | 3       |               |

**TOTAL CREDITS 68-70**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

**CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF COURSE PREREQUISITES OR COREQUISITES.**

<sup>1</sup>You may substitute MAT 129 & MAT 131 or MAT 131 & 132 for MAT 109, 110 & 112.

## Certificate Program

### Major Requirements

| Course  |   | Credits | Prerequisites             |
|---------|---|---------|---------------------------|
| CIT 104 | Construction Surveying I                  | 3       | CIT 106; MAT 109          |
| CIT 106 | Civil Engineering Drawing                 | 2       | CIT 110; MEC 123          |
| CIT 107 | Construction Quantity Estimating          | 2       |                           |
| CIT 110 | Intro to Civil/Const<br>Engineering Techn | 2       |                           |
| CIT 205 | Construction Surveying II                 | 3       | CIT 104 & 106             |
| CIT 211 | Construction Cost Estimating              | 2       | CIT 107 & 110;<br>MAT 109 |
| CIT 213 | Construction Materials Testing            | 2       | CIT 107                   |
| MEC 123 | Technical Graphics/CAD I                  | 3       |                           |

### Core Requirements

| Course  |                                   | Credits | Prerequisites |
|---------|-----------------------------------|---------|---------------|
| ENG 121 | English Composition I             | 3       |               |
| ENG 122 | English Composition II            | 3       | ENG 121       |
| MAT 109 | College Algebra & Trigonometry I  | 3       |               |
| MAT 110 | College Algebra & Trigonometry II | 2       | MAT 109       |
| SPE 121 | Intro to Public Speaking          | 3       |               |

**TOTAL CREDITS 33**

## Land Surveying Degree Option

### Major Requirements

| Course  |                                 | Credits | Prerequisites                |
|---------|---------------------------------|---------|------------------------------|
| BUS 201 | Business Law I                  | 3       |                              |
| BUS 202 | Business Law II                 | 3       | BUS 201                      |
| CIT 104 | Construction Surveying I        | 3       | CIT 106; MAT 109             |
| CIT 106 | Civil Engineering Drawing       | 2       | CIT 110; MEC 123             |
| CIT 116 | Construction Graphics/CAD II    | 2       | CIT 110; MEC 123             |
| CIT 205 | Construction Surveying II       | 3       | CIT 104 & 106                |
| CIT 212 | Water Resources Technology      | 4       | MAT 110; PHY 115;<br>SPE 121 |
| CSC 105 | Computer Applications & Systems | 3       |                              |
| CSC 165 | Beginning C Programming         | 3       |                              |
| LST 250 | Boundary Law I                  | 3       |                              |
| MEC 123 | Technical Graphics/CAD I        | 3       |                              |
|         | Free Elective                   | 3       |                              |

### Core Requirements

| Course  |                                   | Credits | Prerequisites |
|---------|-----------------------------------|---------|---------------|
| ENG 121 | English Composition I             | 3       |               |
| ENG 122 | English Composition II            | 3       | ENG 121       |
| MAT 123 | Intro to Probability & Statistics | 3       |               |
| MAT 129 | Precalculus                       | 4       |               |
| MAT 131 | Analytical Geometry & Calculus I  | 4       | MAT 129       |
| PHY 121 | General Physics I                 | 4       | MAT 129       |
| PHY 122 | General Physics II                | 4       | PHY 121       |
|         | Humanities Elective               | 3       |               |
|         | Physical/Health Ed Elective       | 1-3     |               |
|         | Social Science Elective           | 6       |               |

**TOTAL CREDITS 67-69**

**Are there any requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. You must also have a grade of C or better in high school algebra II and geometry.

**How long will it take for me to complete this degree?** If you do not need developmental coursework, and you register for an average of 17 credits each semester, you can complete the degree in two years. You can earn the certificate in three semesters. You can shorten the amount of time by taking courses in the summer and winter sessions.

# Computer Aided Drafting

Mechanical and Civil/Construction Engineering Technology Department

**If I major in Computer Aided Drafting, what do I earn?** The Certificate of Achievement.

**Are there any requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. You must also demonstrate competency in algebra II.

**How long will it take for me to complete this certificate?** If you do not need developmental coursework you can complete the certificate in two semesters. You can shorten the amount of time by taking courses in the summer and winter sessions.

## Certificate Program

### Major Requirements

| Course  |  | Credits | Prerequisites |
|---------|--|---------|---------------|
| CSC 105 | Computer Applications & Systems        | 3       |               |
| ELT 106 | Technical Electricity                  | 4       |               |
| MEC 107 | Intro to Mechanical Engineering Tech   | 2       |               |
| MEC 111 | Manufacturing Processes & Materials I  | 4       |               |
| MEC 112 | Manufacturing Processes & Materials II | 3       | MEC 107 & 111 |
| MEC 123 | Technical Graphics/CAD I               | 4       |               |
| MEC 124 | Technical Graphics/CAD II              | 3       | MEC 123       |

### Core Requirements

| Course  |                                   | Credits | Prerequisites |
|---------|-----------------------------------|---------|---------------|
| ENG 121 | English Composition I             | 3       |               |
| MAT 109 | College Algebra & Trigonometry I  | 3       |               |
| MAT 110 | College Algebra & Trigonometry II | 2       | MAT 109       |

**TOTAL CREDITS 31**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

**CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF COURSE PREREQUISITES OR COREQUISITES.**

# Computer Science

## Computer Science Department

**Why major in Computer Science?** The Information Systems option combines the theory of Computer Science with practical applications in current computer technology. You spend significant time in the laboratory with hands-on experience in software technology. The Novell Network Administration and Support Option provides you with a broad based education in Computer Science with a specialization in Networking. As a Novell Education Academic Partner (NEAP), the Computer Science Department offers the courses required to become a Novell Certified NetWare Engineer (CNE) or a Certified NetWare Administrator (CNA). After completion of the courses, you will be eligible to take the Novell Certification tests for your area of interest. All courses are taught by Certified NetWare Instructors (CNIs).

**If I major in Computer Science, what degree can I earn?** You have several choices with this major. You can earn the **Associate in Applied Science Degree** in either the Information Systems General Option or Information Systems Novell Network Administration and Support Option. You may also choose between two **Certificate of Achievement** programs: the certificate in Computer Programming or the certificate in Network Administration.

**What will I learn if I study Computer Science?** You learn on both mini and microcomputers running the DOS, Windows, Novell NetWare, and UNIX operating systems. You learn several programming languages and administration of both UNIX and Novell-based system courses. You develop problem-solving and communication skills using modern information processing techniques.

– Continued –

**CHECK COURSE DESCRIPTIONS FOR COMPLETE LIST OF PREREQUISITES AND COREQUISITES.**

## Computer and Information Systems General Degree Option

### Major Requirements

| Course  |   | Credits | Prerequisites                       |
|---------|---|---------|-------------------------------------|
| CSC 105 | Computer Applications & Systems             | 3       |                                     |
| CSC 110 | Microcomputer Operating Syst & Architecture | 3       | CSC 105 or BUS 107                  |
| CSC 133 | Intro to Computer Science Using C++         | 4       |                                     |
| CSC 134 | Object Oriented Programming Using C++       | 4       | CSC 133 & MAT 125 or 129            |
| CSC 200 | Networking Technologies                     | 3       | CSC 110                             |
| CSC 208 | Visual BASIC Programming                    | 4       | CSC 109 or 115 or 133 or 152 or 165 |
| CSC 225 | Systems Analysis and Design                 | 3       | CSC 134                             |
| CSC 235 | Data Structures                             | 4       | CSC 134 & MAT 126 or 131            |
| CSC 239 | DataBase Sys Concepts                       | 3       | CSC 134                             |
| CSC 241 | Internet Applications - HTML/CGI            | 4       | CSC 208                             |
| CSC 245 | UNIX and Shell Programming                  | 4       | CSC 134                             |
| CSC 246 | UNIX/Web Server Administration              | 3       | CSC 245                             |
|         |   | 6       |                                     |

### Free Electives

### Recommended Computer Science Electives

Choose two courses from the following:  
CSC 205, 206, 211, 230, 247 or 248<sup>1</sup>

### Core Requirements

| Course  |                                      | Credits | Prerequisites |
|---|--------------------------------------|---------|---------------|
| ENG 121   | English Composition I                | 3       |               |
| ENG 122   | English Composition II               | 3       | ENG 121       |
| <i>Take one of the following two sequences:</i> |                                      |         |               |
| MAT 125   | Mathematics for Decision Sciences I  | 3       |               |
| MAT 126   | Mathematics for Decision Sciences II | 3       | MAT 125       |
| OR  |                                      |         |               |
| MAT 129   | Precalculus                          | 4       |               |
| MAT 131   | Analytic Geometry & Calculus I       | 4       | MAT 129       |
|   | Humanities Elective                  | 3       |               |
|   | Physical/Health Ed Elective          | 1-3     |               |
|   | Social Science Elective              | 3       |               |

**TOTAL CREDITS 67-71**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>The following courses cannot be taken to satisfy the electives: CSC 107, 108, 109, 115, 117, 125, 160, 165 or BUS 107.

**Are there any requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. You must also have a grade of C or better in algebra II and geometry.

**How long will it take for me to complete this degree?** If you do not need developmental coursework, and you register for an average of 17 credits each semester, you can complete the degree in two years. You can complete the certificates in one year. You can shorten the amount of time by taking courses in the summer and winter sessions.

## Novell Network Administration and Support Degree Option

### Major Requirements

| Course  |   | Credits | Prerequisites            |
|---------|---|---------|--------------------------|
| CSC 105 | Computer Applications & Systems             | 3       |                          |
| CSC 110 | Microcomputer Operating Syst & Architecture | 3       | CSC 105                  |
| CSC 133 | Intro to Computer Science Using C++         | 4       |                          |
| CSC 134 | Object Oriented Programming Using C++       | 4       | CSC 133 & MAT 125 or 129 |
| CSC 200 | Networking Technologies                     | 3       | CSC 110                  |
| CSC 202 | NetWare Installation & Configuration        | 1       | CSC 247                  |
| CSC 226 | NetWare 3 to 4 Update                       | 3       | CSC 247 & MAT 125        |
| CSC 239 | DataBase System Concepts                    | 3       | CSC 134                  |
| CSC 245 | UNIX & Shell Programming                    | 4       | CSC 134                  |
| CSC 246 | UNIX/Web Server Administration              | 3       | CSC 245                  |
| CSC 247 | NetWare System Administration               | 3       |                          |
| CSC 248 | NetWare Service & support                   | 3       | CSC 200 & 202            |
| CSC 249 | Internetworking Principles                  | 3       | CSC 245 & 247            |

### Free Electives

6

### Recommended Computer Science Electives

Choose from the following courses:

CSC 205, 206, 208, 211, 230, 235, or 241<sup>2</sup>

### Core Requirements

| Course  |                             | Credits | Prerequisites |
|---|-----------------------------|---------|---------------|
| ENG 121   | English Composition I       | 3       |               |
| ENG 122   | English Composition II      | 3       | ENG 121       |
| <i>Take one of the following two sequences:</i> |                             |         |               |
| MAT 125   | Decision Math I             | 3       |               |
| MAT 126   | Decision Math II            | 3       | MAT 125       |
| OR  |                             |         |               |
| MAT 129   | Precalculus                 | 4       |               |
| MAT 131   | Analytical Geom & Calc I    | 4       | MAT 129       |
|   | Humanities Elective         | 3       |               |
|   | Physical/Health Ed Elective | 1-3     |               |
|   | Social Science Elective     | 3       |               |

**TOTAL CREDITS 65-69**

<sup>2</sup>The following courses cannot be taken to satisfy the electives: CSC 107, 108, 109, 115, 117, 125, 160, 165 or BUS 107.



## Computer Programming Certificate Program

### Major Requirements

| Course                |  | Credits | Prerequisites                             |
|-----------------------|--|---------|---|
| CSC 105               | Computer Applications & Systems                | 3       |   |
| CSC 110               | Microcomputer Operating<br>Syst & Architecture | 3       | CSC 105                                   |
| CSC 133               | Intro to Computer Science Using C++            | 4       |   |
| CSC 134               | Object Oriented Programming<br>Using C++       | 4       | CSC 133 &<br>MAT 125 or 129               |
| CSC 208               | Visual BASIC Programming                       | 4       | CSC 109 or<br>115 or 133<br>or 152 or 165 |
| <b>Free Electives</b> |  | 3       |   |

### Recommended Computer Science Elective

Choose from the following courses:

CSC 211, 230, 235, 241, 247<sup>3</sup>

### Core Requirements

| Course  |                                     | Credits | Prerequisites |
|---|-------------------------------------|---------|---------------|
| ENG 121   | English Composition I               | 3       |               |
| ENG 122   | English Composition II              | 3       | ENG 121       |
| <i>Take one of the following two sequences:</i> |                                     |         |               |
| MAT 125   | Mathematics for Decision Science I  | 3       |               |
| MAT 126   | Mathematics for Decision Science II | 3       | MAT 125       |
| OR  |                                     |         |               |
| MAT 129   | Precalculus                         | 4       |               |
| MAT 131   | Analytic Geometry and Calculus I    | 4       | MAT 129       |

**TOTAL CREDITS 33-36**

## Network Administration Certificate Program

### Major Requirements

| Course                |   | Credits | Prerequisites        |
|-----------------------|---|---------|----------------------|
| CSC 105               | Computer Applications & Systems                 | 3       |                      |
| CSC 110               | Microcomputers Operating<br>Syst & Architecture | 3       | CSC 105              |
| CSC 133               | Intro to Computer Science Using C++             | 4       |                      |
| CSC 160               | Intro to UNIX                                   | 3       |                      |
| CSC 200               | Networking Technologies                         | 3       | CSC 110              |
| CSC 202               | NetWare Installation & Configuration            | 1       | CSC 247              |
| CSC 226               | NetWare 3 to 4 Update                           | 3       | CSC 247 &<br>MAT 125 |
| CSC 247               | NetWare System Admin                            | 3       | CSC 105              |
| <b>Free Electives</b> |   | 3       |                      |

### Recommended Computer Science Elective

Choose from the following courses:

CSC 208, 248, 249<sup>4</sup>

### Core Requirements

| Course  |                                     | Credits | Prerequisites |
|---------|-------------------------------------|---------|---------------|
| ENG 121 | English Composition I               | 3       |               |
| ENG 122 | English Composition II              | 3       | ENG 121       |
| MAT 125 | Mathematics for Decision Sciences I | 3       |               |
| OR      |                                     |         |               |
| MAT 129 | Pre-Calculus                        | 4       |               |

**TOTAL CREDITS 35-37**

<sup>3</sup>The following courses cannot be taken to satisfy the elective: CSC 107, 108, 109, 115, 117, 125, 165 or BUS 107.

<sup>4</sup>The following courses cannot be taken to satisfy the elective: CSC 107, 108, 109, 115, 125, 165 or BUS 107.

# Criminal Justice

## History and Social Behavior Department

**Why major in Criminal Justice?** Your program includes general and specialized education courses designed to prepare you for a bachelor's degree program or a job in criminal justice. The certificate prepares you to secure employment in the fields of probation, parole and corrections.

**If I major in Criminal Justice, what degree will I earn?** You have several choices with this major. You may earn the **Associate in Science Degree** which prepares you to transfer to upper division colleges and universities. You may choose to concentrate in either the Correction Administration option or the Police Science option. The department also offers a Certificate of Achievement in Correction Administration.

**What will I learn if I study Criminal Justice?** You examine both the substantive and procedural aspects of criminal law. Particular attention will be given to the functions of the courts and special emphasis will be placed on major US Supreme Court decisions. If you choose the Correction Administration option or certificate, you learn about relevant trends with regard to correctional institutions, as well as sentencing, judicial treatment and correctional management philosophies.

**Are there any requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. You also need a grade of C or better in one year of high school laboratory science.

**How long will it take for me to complete this degree?** If you do not need developmental coursework, and you register for an average of 16 credits each semester, you can complete the degree in two years. You can shorten the amount of time by taking courses in the summer and winter sessions. Certain major courses in your program are offered only in the evening.

**CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF COURSE PREREQUISITES AND COREQUISITES.**

### Correction Administration Degree Option

#### Major Requirements

| Courses |                                     | Credits | Prerequisites                 |
|---------|-------------------------------------|---------|-------------------------------|
| CJU 123 | Criminal Justice I                  | 3       |                               |
| CJU 124 | Criminal Justice II                 | 3       | CJU 123                       |
| COR 201 | Intro to Corrections Administration | 3       | CJU 123                       |
| COR 207 | Correctional Institutions           | 3       | CJU 123                       |
| CSC 105 | Computer Applications               | 3       |                               |
| POS 201 | U.S. State and Local Government     | 3       |                               |
| POS 220 | U.S. National Government            | 3       |                               |
| PSY 123 | Introductory Psychology             | 3       |                               |
| PSY 222 | Social Psychology                   | 3       | PSY 123 or SOC 121            |
| SOC 121 | Introduction to Sociology I         | 3       |                               |
| SOC 140 | Introduction to Criminology         | 3       |                               |
| SOC 225 | Juvenile Delinquency                | 3       |                               |
|         | OR                                  |         |                               |
| POS 231 | Constitutional Law                  | 3       | POS 121 or POS 201 or POS 220 |
| COR 280 | Corrections Externship              | 3       | COR 201 or COR 207            |
|         | OR                                  |         |                               |
| POL 204 | Law Enforcement & the Community     | 3       |                               |

#### Core Requirements

| Courses |                               | Credits | Prerequisites |
|---------|-------------------------------|---------|---------------|
| ENG 121 | English Composition I         | 3       |               |
| ENG 122 | English Composition II        | 3       | ENG 121       |
|         | Humanities Electives          | 6       |               |
|         | Social Science Electives      | 6       |               |
|         | Physical/Health Ed Elective   | 1-3     |               |
|         | Mathematics/Science Electives | 6-8     |               |

Choose two courses from either Mathematics or Science

**Mathematics.** Choose six to eight credits of mathematics from the following sequences:<sup>1</sup>

| Courses |                                     | Credits | Prerequisites |
|---------|-------------------------------------|---------|---------------|
| MAT 101 | Freshman Mathematics I              | 3       |               |
| MAT 102 | Freshman Mathematics II             | 3       | MAT 101       |
|         | OR                                  |         |               |
| MAT 123 | Intro to Probability and Statistics | 3       |               |
| MAT 124 | Statistics                          | 3       | MAT 123       |
|         | OR                                  |         |               |
| MAT 129 | Precalculus                         | 4       |               |
| MAT 131 | Analytic Geometry & Calculus I      | 4       | MAT 129       |
|         | OR                                  |         |               |
| MAT 131 | Analytic Geometry & Calculus I      | 4       | MAT 129       |
| MAT 132 | Analytic Geometry & Calculus II     | 4       | MAT 131       |
|         | OR                                  |         |               |

– Continued –

**YOU SHOULD TO MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You may fulfill the mathematics or laboratory science requirement by completing either two semesters of mathematics or two semesters of four credit laboratory science courses. If you choose to take mathematics, MAT 123-124 are recommended. All mathematics and science courses require knowledge of algebra I and some may require algebra II. You should discuss your choice with your academic advisor.

**Laboratory Science.** Choose eight credits from the following sequences:

|         |   |   |         |
|---------|---|---|---------|
| BIO 117 | Biology I <sup>4</sup>  | 4 |         |
| BIO 118 | Biology II  | 4 | BIO 117 |
|         | OR  |   |         |
| BIO 123 | General Biology I   | 4 |         |
| BIO 124 | General Biology II  | 4 | BIO 123 |
|         | OR  |   |         |
|         | One year laboratory science sequence in chemistry or physics. | 8 |         |
|         | OR  |   |         |

Choose two of the following courses:

|         |  |   |
|---------|--|---|
| BIO 105 | Heredity, Evolution & Society <sup>2</sup> | 4 |
| BIO 106 | Human Bio & BioMedical Issues <sup>3</sup> | 4 |
| ENV 211 | Environmental Science I                    | 4 |
| ENV 212 | Environmental Science II                   | 4 |
| SCI 155 | Intro to Geology & Oceanography            | 4 |
| SCI 156 | Intro to Astronomy                         | 4 |

**TOTAL CREDITS 64-68**

## Certificate Program

### Major Requirements

| Course  |                                    | Credits | Prerequisites  |
|---------|------------------------------------|---------|----------------|
| CJU 123 | Criminal Justice I                 | 3       |                |
| CJU 124 | Criminal Justice II                | 3       | CJU 123        |
| COR 201 | Intro to Correction Administration | 3       | CJU 123        |
| COR 207 | Correctional Institutions          | 3       | CJU 123        |
| COR 280 | Corrections Externship             |         | COR 201 or 207 |
|         | OR                                 |         |                |
| POL 204 | Law Enforcement & the Community    | 3       |                |
| POS 201 | U.S. State & Local Government      | 3       |                |
| POS 220 | U.S. National Government           | 3       |                |
| PSY 123 | Introductory Psychology            | 3       |                |
| SOC 121 | Introduction to Sociology I        | 3       |                |
| SOC 140 | Introduction to Criminology        | 3       |                |

### Core Requirements

| Course  |                        | Credits | Prerequisites |
|---------|------------------------|---------|---------------|
| ENG 121 | English Composition I  | 3       |               |
| ENG 122 | English Composition II | 3       | ENG 121       |

**TOTAL CREDITS 36**

## Police Science Degree Option

### Major Requirements

| Courses |                                   | Credits | Prerequisites         |
|---------|-----------------------------------|---------|-----------------------|
| CJU 123 | Criminal Justice I                | 3       |                       |
| CJU 124 | Criminal Justice II               | 3       | CJU 123               |
| CSC 105 | Computer Applications & Systems   | 3       |                       |
| POL 201 | Police Administration             | 3       |                       |
| POL 202 | Police Operations                 | 3       |                       |
| POL 204 | Law Enforcement and the Community | 3       |                       |
| POS 201 | U.S. State and Local Government   | 3       |                       |
| POS 220 | U.S. National Government          | 3       |                       |
| PSY 123 | Introductory Psychology           | 3       |                       |
| PSY 222 | Social Psychology                 | 3       | PSY 123 or<br>SOC 121 |

– Continued –

<sup>2</sup>You must have high school algebra I or MAT 013 and one year of high school laboratory science before taking this course.

<sup>3</sup>See footnote 2.

<sup>4</sup>You must have high school algebra I or MAT 013 and one year of high school laboratory biology and one year of high school laboratory chemistry before taking this course.

| Courses |                             | Credits | Prerequisites                       |
|---------|-----------------------------|---------|-------------------------------------|
| SOC 121 | Introduction to Sociology I | 3       |                                     |
| SOC 140 | Introduction to Criminology | 3       |                                     |
| SOC 225 | Juvenile Delinquency        | 3       |                                     |
|         | OR                          |         |                                     |
| POS 231 | Constitutional Law          | 3       | POS 121 or<br>POS 201 or<br>POS 220 |

### Core Requirements

| Courses |                               | Credits | Prerequisites |
|---------|-------------------------------|---------|---------------|
| ENG 121 | English Composition I         | 3       |               |
| ENG 122 | English Composition II        | 3       | ENG 121       |
|         | Humanities Electives          | 6       |               |
|         | Social Science Electives      | 6       |               |
|         | Mathematics/Science Electives | 6-8     |               |

Choose two courses from either Mathematics or Science

**Mathematics.** Choose six to eight credits of mathematics from the following sequences:<sup>5</sup>

|         |                                     |   |         |
|---------|-------------------------------------|---|---------|
| MAT 101 | Freshman Mathematics I              | 3 |         |
| MAT 102 | Freshman Mathematics II             | 3 | MAT 101 |
|         | OR                                  |   |         |
| MAT 123 | Intro to Probability and Statistics | 3 |         |
| MAT 124 | Statistics                          | 3 | MAT 123 |
|         | OR                                  |   |         |
| MAT 129 | Precalculus                         | 4 |         |
| MAT 131 | Analytic Geometry & Calculus I      | 4 | MAT 129 |
|         | OR                                  |   |         |
| MAT 131 | Analytic Geometry & Calculus I      | 4 | MAT 129 |
| MAT 132 | Analytic Geometry & Calculus II     | 4 | MAT 131 |
|         | OR                                  |   |         |

Choose two of the following courses:

|         |   |   |  |
|---------|---|---|--|
| BIO 105 | Heredity, Evolution & Society <sup>6</sup>  | 4 |  |
| BIO 106 | Human Bio & Bio Medical Issues <sup>7</sup> | 4 |  |
| ENV 211 | Environmental Science I                     | 4 |  |
| ENV 212 | Environmental Science II                    | 4 |  |
| SCI 155 | Intro to Geology & Oceanography             | 4 |  |
| SCI 156 | Intro to Astronomy                          | 4 |  |
|         | OR  |   |  |

**Laboratory Science.** Choose eight credits from the following sequences:

|         |  |   |         |
|---------|--|---|---------|
| BIO 117 | Biology I <sup>8</sup>   | 4 |         |
| BIO 118 | Biology II   | 4 | BIO 117 |
|         | OR   |   |         |
| BIO 123 | General Biology I <sup>9</sup>                                   | 4 |         |
| BIO 124 | General Biology II   | 4 | BIO 123 |
|         | OR   |   |         |
|         | One year laboratory science<br>sequence in chemistry or physics. | 8 |         |

**TOTAL CREDITS 64-68**

<sup>5</sup>You may fulfill the mathematics or laboratory science requirement by completing either two semesters of mathematics or two semesters of four credit laboratory science courses. If you choose to take mathematics, MAT 123-124 or MAT 129-131 recommended. All mathematics and science courses require knowledge of algebra I and some may require algebra II. You should discuss your choice with your academic advisor.

<sup>6</sup>You must have high school algebra I or MAT 013 and one year of high school laboratory science before taking this course.

<sup>7</sup>See footnote 2.

<sup>8</sup>See footnote 2.

<sup>9</sup>You must have high school algebra I or MAT 013 and one year of high school laboratory chemistry before taking this course.

# Dental Hygiene

## Dental Auxiliaries Education Department

**Why major in Dental Hygiene?** You can become a licensed professional who works under the supervision of a dentist and perform services that detect, prevent and treat diseases of the mouth. Services include performing oral examinations, scaling, root planning and polishing, applying decay preventing agents taking and processing oral X-rays, giving nutritional counseling, and providing patient education in preventive dentistry, and oral cancer screening.

**If I major in Dental Hygiene, what degree can I earn?** The Associate in Applied Science Degree which prepares you for a career as a registered dental hygienist. Graduates of this program qualify to take the North East Regional and the National Board Examinations for licensure to practice.

**If I major in Dental Hygiene, can I transfer to a four-year college or university?** Some colleges and universities will apply the courses you have taken for your degree towards a bachelor's degree.

**What will I learn if I study Dental Hygiene?** You study general education and science. Specialty courses in dental hygiene include both theory and practice. Laboratories, clinic, and radiology facilities are furnished with the most modern equipment. Your instructors include highly qualified dental hygienists and dentists who add to the high-quality education in the dental specialties.

**Are there any special requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Competency in algebra I must be verified with a passing score on the College's placement test. You must also have a C or better in high school laboratory biology and laboratory chemistry. When you apply, you must take the Allied Health Aptitude Test and score above the cutoff scores established by the College. As a result of your performance on the College's placement test, you may need developmental coursework. All developmental coursework must be completed before you will be considered for admission to the program.

**How long will it take for me to complete this degree?** If you register for an average of 18 credits each semester, you can complete the degree in two years.

**Are there any special requirements once I am admitted to this major?** You must meet the academic standards of progress to stay in the program.

**CHECK COURSE DESCRIPTIONS FOR COMPLETE LIST OF PREREQUISITES AND COREQUISITES.**

### Degree Program

#### Major Requirements

| Course   | Credits | Prerequisites               |
|--|---------|-----------------------------|
| DHY 102 Radiology <sup>1</sup>                           | 2       |                             |
| DHY 105 Oral and Histology                               | 4       |                             |
| DHY 107 Preventive Oral Health Services I                | 3       |                             |
| DHY 108 Preventive Oral Health Services II <sup>2</sup>  | 5       | DHY 102, 105 & 107          |
| DHY 110 Nutrition  | 3       | DHY 102, 105 & 107          |
| DHY 203 General and Oral Pathology                       | 2       | DHY 108, 110, 204 & 205     |
| DHY 204 Dental Materials                                 | 2       | DHY 102, 105 & 107          |
| DHY 205 Periodontology                                   | 2       | BIO 211; DHY 102, 105 & 107 |
| DHY 207 Dental Health Education                          | 2       | DHY 108, 110, 204 & 205     |
| DHY 208 Pharmacology                                     | 3       | DHY 203, 207, 211 & 215     |
| DHY 210 Public Health                                    | 2       | DHY 203, 207, 211 & 215     |
| DHY 211 Preventive Oral Health Services III <sup>2</sup> | 5       | DHY 108, 110, 204 & 205     |
| DHY 212 Preventive Oral Health Services IV <sup>2</sup>  | 5       | DHY 203, 207, 211 & 215     |
| DHY 215 Advanced Periodontology                          | 1       | DHY 108, 110, 204 & 205     |

#### Core Requirements

| Course  | Credits | Prerequisites |
|---|---------|---------------|
| BIO 111 Human Anatomy and Physiology I <sup>3</sup> | 4       |               |
| BIO 112 Human Anatomy and Physiology II             | 4       | BIO 111       |
| BIO 211 Principles of Microbiology <sup>4</sup>     | 4       |               |
| CHM 107 Principles of Chemistry                     | 4       |               |
| ENG 121 English Composition I                       | 3       |               |
| ENG 122 English Composition II                      | 3       | ENG 121       |
| PSY 123 Introductory Psychology                     | 3       |               |
| SOC 121 Introduction to Sociology                   | 3       |               |
| Physical/Health Ed Elective                         | 1-3     |               |
| Humanities Elective                                 | 3       |               |

**TOTAL CREDITS: 73-75**

#### Standards of Progress

1. Must achieve a "C" grade or better in all Dental Hygiene courses.
2. Any student achieving a grade less than a "C" in Dental Hygiene courses will be dropped from the program.
3. For readmission to the first semester the student must reapply and be re-ranked.
4. May retake a Dental Hygiene course only once.

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup> Credit by examination available if you are licensed to take radiographs in New Jersey.

<sup>2</sup> You must have current CPR certification.

<sup>3</sup> You must have high school algebra I or MAT 013 and one year high school laboratory biology and one year high school laboratory chemistry before taking this course.

<sup>4</sup> See footnote 3.

# Dietetic Technology

## Hotel, Restaurant and Institution Management

**Why major in Dietetic Technology?** The program is approved by The Commission on Accreditation/Approval for Dietetics Education (CAADE) and the Dietary Managers Association. When you graduate you are eligible for membership in the American Dietetic Association and/or to write the registration examination for dietetic technicians administered by the Commission on Dietetic Registration to become a Dietetic Technician Registered (DTR). You are also eligible for membership in the Dietary Managers Association and to sit for the credentialing examination to become a certified Dietary Manager (CDM).

**If I major in Dietetic Technology, what degree will I earn?** The Associate in Applied Science Degree which prepares you for a career as a dietetic technician in a health care facility, school, day care center correction facility, corporation or community health setting.

**What will I learn if I study Dietetic Technology?** You study the management of food service systems and how to function at the mid-management level in assessment, planning, implementation, and evaluation of the food service operations and nutrition care plans. You learn in the classroom and in clinical settings,

**If I major in Dietetic Technology, can I transfer to a four-year college or university?** Many upper division colleges and universities will apply the courses you have taken towards a Bachelor's degree in dietetics, foods and nutrition and hotel, restaurant management.

**Are there any requirements I must satisfy before I start taking courses in my major?** You must demonstrate proficiency in keyboarding or typewriting by either completing OAD 010, Keyboarding for Computers, or by appropriate waiver of the Office Administration Department Chairperson. Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. You also need a grade of C or higher in one year of high school laboratory science.

**How long will it take for me to complete this degree?** If you do not need developmental coursework, and you register for 17 credits each semester, you can complete the degree in two years.

**CHECK COURSE DESCRIPTIONS FOR COMPLETE LIST OF PREREQUISITES AND COREQUISITES.**

## Degree Program

### Major Requirements

| Course  |   | Credits | Prerequisites          |
|---------|---|---------|------------------------|
| BUS 107 | Introduction to Business Data Processing <sup>1</sup>         | 3       |                        |
| DTC 101 | Introduction to Dietetic Technology                           | 1       |                        |
| DTC 102 | Orientation to Dietary Services                               | 1       | DTC 101; HRI 103 & 105 |
| DTC 208 | Supervised Field Experience in Foodservice Management Sys I   | 3       | DTC 101; HRI 105       |
| DTC 209 | Supervised Field Experience in Foodservice Management Sys II  | 4       | DTC 208; HRI 210       |
| DTC 210 | Supervised Field Experience in Foodservice Management Sys III | 4       | DTC 209 & 218          |
| DTC 220 | Seminar in Dietetic Technology Operations                     | 1       | DTC 209; HRI 218       |
| HRI 103 | Principles of Food Selection and Preparation                  | 3       |                        |
| HRI 105 | Basic Nutrition   | 3       |                        |
| HRI 108 | Quantity Food Production                                      | 3       | HRI 103                |
| HRI 203 | Volume Food Management and Production                         | 4       | HRI 108                |
| HRI 205 | Food & Beverage Controls and Purchasing                       | 3       |                        |
| HRI 208 | Environmental Sanitation in Foodservice                       | 3       |                        |
| HRI 210 | Nutrition in Modified Diets                                   | 3       | HRI 105                |
| HRI 213 | Health Facilities Foodservice Management                      | 3       |                        |
| HRI 218 | Nutrition Throughout the Life Span                            | 3       | HRI 105                |

### Core Requirements

| Course  |   | Credits | Prerequisites          |
|---------|---|---------|------------------------|
| ENG 121 | English Composition I                               | 3       |                        |
| ENG 122 | English Composition II                              | 3       | ENG 121                |
| BIO 106 | Human Bio, Biomedical Issues & Society <sup>2</sup> | 4       | See course description |
| MAT 101 | Freshman Math I <sup>3</sup>                        | 3       |                        |
| PSY 123 | Introductory Psychology                             | 3       |                        |
| SOC 121 | Introduction to Sociology I                         | 3       |                        |
|         | Physical/Health Ed Elective                         | 1-3     |                        |
|         | Humanities Elective                                 | 3       |                        |

**TOTAL CREDITS 68-70<sup>4</sup>**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You must take OAD 010 at the same time you take BUS 107 or obtain an approved waiver demonstrating proficiency in keyboarding.

<sup>2</sup>You must have high school algebra I or MAT 013 and one year of high school laboratory science before taking BIO 106.

<sup>3</sup>You may enroll in a higher level mathematics course for which you have the appropriate academic background. If you want to transfer to a four-year college majoring in dietetics, you must meet with your academic advisor before selecting mathematics and science courses.

<sup>4</sup>Sixty-eight credits are required for graduation.

# Educational Technology

## Psychology and Learning Department

### **Why major in Educational Technology?**

You help prepare programs and activities, academic subject learning, caring for physical and emotional needs of children and supervising children in educational settings.

**If I major in Educational Technology, what degree will I earn?** The Associate in Applied Science Degree which prepares you for a paraprofessional career. You may choose to concentrate in one of the following options: Assistant in Early Childhood Education, Assistant in Special Education, or Teacher Assistant.

**If I major in Educational Technology, can I transfer to an upper division college or university?** Many colleges and universities will apply the courses you have taken towards a bachelor's degree. Consult the department chairperson for current transfer information.

**What will I learn if I study Educational Technology?** Your program combines a strong core of general education courses with a maximum of practical experiences in teaching/learning settings. You are supervised by professionals while working with individuals and small groups.

**Are there any requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test.

**How long will it take for me to complete this degree?** If you do not need developmental coursework, and you register for an average of 16 credits each semester, you can complete the degree in two years. You can shorten the amount of time by taking courses in the summer and winter sessions.

**Can I complete all of my degree requirements by enrolling in evening classes?** Not all courses are offered in the evening. You will have to take some classes during the day. If you are studying on a part-time basis in the evenings, contact the department chairperson.

**CHECK COURSE DESCRIPTIONS FOR COMPLETE LIST OF PREREQUISITES AND COREQUISITES.**

### **Assistant in Early Childhood Education Degree Option**

#### **Major Requirements**

| Courses |   | Credits | Prerequisites |
|---------|---|---------|---------------|
| EDU 121 | Introduction to Education                 | 3       |               |
| EDU 123 | Fundamentals of Reading Instruction       | 3       |               |
| EDU 126 | Orientation to Educational Practices      | 3       |               |
| EDU 207 | Introduction to Early Childhood Education | 3       |               |
| EDU 208 | Creative Activities for Young Children    | 3       |               |
| EDU 210 | Education of Exceptional Children         | 3       |               |
| EDU 225 | Early Childhood Seminar/Practicum I       | 4       | EDU 121&126   |
| EDU 226 | Early Childhood Seminar/Practicum II      | 4       | EDU 225       |
| ENG 212 | Children's Literature                     | 3       | ENG 121       |
| HED 209 | Child Health and Nutrition                | 3       | HED 150       |
| PSY 123 | Introductory Psychology                   | 3       |               |
| PSY 223 | Child Psychology                          | 3       | PSY 123       |
| SOC 121 | Introduction to Sociology I               | 3       |               |
| SOC 224 | Marriage and the Family                   | 3       |               |

Take one of the following:

|         |                              |   |         |
|---------|------------------------------|---|---------|
| PSY     | Psychology Elective<br>OR    | 3 |         |
| SOC 122 | Introduction to Sociology II | 3 | SOC 121 |

#### **Core Requirements**

| Courses |   | Credits | Prerequisites |
|---------|---|---------|---------------|
| ENG 121 | English Composition I                   | 3       |               |
| ENG 122 | English Composition II                  | 3       | ENG 121       |
| MAT     | Mathematics Requirement <sup>1</sup>    | 3       |               |
| MAT 104 | Mathematics in the<br>Elementary School | 3       |               |
|         | Humanities Elective                     | 3       |               |
|         | Physical/Health Ed Elective             | 1-3     |               |
|         | Science Elective                        | 3-4     |               |

**TOTAL CREDITS 66-69**

– Continued –

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO DETERMINE THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>MAT 101 is recommended. You may substitute any one of the following courses for which you have the appropriate academic background: MAT 123, 129 or 131.

## Assistant in Special Education Degree Option

### Major Requirements

| Courses  | Credits | Prerequisites |
|--|---------|---------------|
| EDU 121 Introduction to Education              | 3       |               |
| EDU 123 Fundamentals of Reading Instruction    | 3       |               |
| EDU 126 Orientation to Educational Practices   | 3       |               |
| EDU 210 Education of Exceptional Children      | 3       |               |
| EDU 221 Special Education Seminar/Practicum I  | 4       | EDU 121 & 126 |
| EDU 222 Special Education Seminar/Practicum II | 4       | EDU 221       |
| PSY 123 Introductory Psychology                | 3       |               |
| PSY Psychology Elective                        |         |               |
| OR   |         |               |
| SOC 121 Introduction to Sociology I            | 3       |               |
| PSY 223 Child Psychology                       | 3       | PSY 123       |
| PSY 227 Psychology of Handicapped              | 3       |               |
| PSY 235 Abnormal Psychology                    | 3       | PSY 123       |
| SOC 205 Minority Groups In U.S. Society        | 3       |               |

### Core Requirements

| Courses                                      | Credits | Prerequisites |
|--|---------|---------------|
| ENG 121 English Composition I                | 3       |               |
| ENG 122 English Composition II               | 3       | ENG 121       |
| MAT Mathematics Elective <sup>2</sup>        | 3       |               |
| MAT 104 Mathematics in the Elementary School | 3       |               |
| Humanities Elective                          | 3       |               |
| Physical/Health Ed Elective                  | 1-3     |               |
| Science Requirement                          | 3-4     |               |
| Electives <sup>3</sup>                       | 6       |               |

**TOTAL CREDITS      63-66**

## Teacher Assistant Degree Option

### Major Requirements

| Courses  | Credits | Prerequisites |
|--|---------|---------------|
| EDU 121 Introduction to Education              | 3       |               |
| EDU 123 Fundamentals of Reading Instruction    | 3       |               |
| EDU 126 Orientation to Educational Practices   | 3       |               |
| EDU 210 Education of Exceptional Children      | 3       |               |
| EDU 223 Teacher Assistant Seminar/Practicum I  | 4       | EDU121 & 126  |
| EDU 224 Teacher Assistant Seminar/Practicum II | 4       | EDU 223       |
| ENG 212 Children's Literature                  | 3       | ENG 121       |
| PSY 123 Introductory Psychology                | 3       |               |
| PSY 223 Child Psychology                       | 3       | PSY 123       |
| SOC 121 Introduction to Sociology I            | 3       |               |

*Take one of the following:*

|                                      |   |         |
|--------------------------------------|---|---------|
| PSY Psychology Elective              |   |         |
| OR                                   |   |         |
| SOC 122 Introduction to Sociology II | 3 | SOC 121 |

### Core Requirements

| Courses                                      | Credits | Prerequisites |
|--|---------|---------------|
| ENG 121 English Composition I                | 3       |               |
| ENG 122 English Composition II               | 3       | ENG 121       |
| MAT Mathematics Requirement <sup>4</sup>     | 3       |               |
| MAT 104 Mathematics in the Elementary School | 3       |               |
| Humanities Elective                          | 3       |               |
| Physical/Health Ed Elective                  | 1-3     |               |
| Science Elective                             | 3-4     |               |
| Approved Electives <sup>5</sup>              | 9       |               |

**TOTAL CREDITS      63-66**

<sup>2</sup>See footnote 1.

<sup>3</sup>You must take 6 credits of electives with the approval of the department chairperson. Recommended courses include: ENG 212 or SOC 223.

<sup>4</sup>See footnote 1.

<sup>5</sup>You must take 9 credits of electives with the approval of the department chairperson. Recommended courses include: EDU 207, HED 209, HIS 121, HIS 122, SOC 205, or SPA 121.



# Electronic and Computer Engineering Technology

Physics/Electrical Engineering Technology Department

## Why major in Electronic and Computer Engineering Technology?

As an electrical engineering technician, you can work as an engineering associate designing, refining, and building electronic equipment. Graduates find a career as a maintenance technician, troubleshooting and repairing electronic and computer equipment, or as a field engineer, servicing and selling electronics and computer equipment. This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.

## If I major in Electronic and Computer Engineering Technology, what degree can I earn?

The Associate in Applied Science Degree or the Certificate of Achievement which prepare you for career opportunities in electronics.

## If I major in Electronic and Computer Engineering Technology, can I transfer to an upper division college of university?

Many upper division colleges and universities will apply many of the courses you have taken towards a bachelor's degree. The College also have a Joint Admissions agreement with The New Jersey Institute of Technology which will allow you, upon graduation from this program to enter the B.S. in Electrical Engineering Technology program with junior standing.

## What will I learn if I study Electronic and Computer Engineering Technology?

You develop skills and the understanding of the theory of electronics. You develop skills in design, analysis, and the manufacture of electronic and computer equipment through courses that combine laboratory and classroom experiences. The laboratories are equipped with modern industrial-grade equipment and provide for a great variety of application of knowledge.

CHECK COURSE DESCRIPTIONS  
FOR A COMPLETE LIST OF  
COURSE PREREQUISITES  
OR COREQUISITES.

## Degree Program

### Major Requirements

| Course  |                                   | Credits | Prerequisites    |
|---------|-----------------------------------|---------|------------------|
| ELT 101 | Circuits I                        | 4       |                  |
| ELT 102 | Circuits II                       | 4       | ELT 101          |
| ELT 103 | Electronics I <sup>1</sup>        | 4       |                  |
| ELT 111 | Digital Electronics <sup>2</sup>  | 3       |                  |
| ELT 203 | Electronics II                    | 4       | ELT 103          |
| ELT 223 | Electronic Design & Manufacturing | 2       | ELT 111; MEC 117 |
| ELT 224 | Communication Electronics         | 3       | ELT 203          |
| ELT 226 | Microcomputers                    | 2       | ELT 111          |
| ELT 230 | Industrial Electronics            | 3       | ELT 103          |
| MCT 101 | Introduction to Technology        | 2       |                  |
| MEC 117 | Electrical Drawing                | 1       |                  |
|         | Technical Electives               | 6       |                  |

### Technical Elective Courses

Choose two courses from the following:

|         |  |   |               |
|---------|--|---|---------------|
| ELT 105 | Electromagnetic Devices                                      | 3 | ELT 102       |
| ELT 208 | Electronic & Computer Engineering Technology Work Experience | 3 | ELT 102 & 102 |
| ELT 232 | Computer Troubleshooting/Peripherals                         | 3 | ELT 226       |
| ELT 233 | Control of Industrial Motors                                 | 3 | ELT 230       |
| ELT 234 | Audio Technology   | 3 | ELT 103       |
| ELT 238 | Advanced Digital Electronics                                 | 3 | ELT 111       |
| ELT 239 | Digital Data Communications and Networking                   | 3 | ELT 226       |

### Core Requirements

| Course  |                                   | Credits | Prerequisites |
|---------|-----------------------------------|---------|---------------|
| ENG 121 | English Composition I             | 3       |               |
| ENG 122 | English Composition II            | 3       | ENG 121       |
| MAT 109 | College Algebra & Trigonometry I  | 3       |               |
| MAT 110 | College Algebra & Trigonometry II | 2       | MAT 109       |
| MAT 112 | Unified Calculus I                | 3       | MAT 110       |
| PHY 115 | College Physics I                 | 4       |               |
| PHY 116 | College Physics II                | 4       | PHY 115       |
|         | Humanities Elective               | 3       |               |
|         | Physical/Health Ed Elective       | 1-3     |               |
|         | Social Science Elective           | 3       |               |

**TOTAL CREDITS 67-69**

– Continued –

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You must enroll in ELT 102 at the same time you enroll in ELT 103.

<sup>2</sup>You must enroll in ELT 101 at the same time you enroll in ELT 111 or permission of chairperson.

**Are there any requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. You must also have a grade of C or better in high school algebra II and geometry.

**How long will it take for me to complete this degree?** If you do not need developmental coursework, and you register for an average of 17 credits each semester, you can complete the degree in two years. You can earn the certificate in three semesters. You can shorten the amount of time by taking courses in the summer and winter sessions.

## Certificate Program

### Major Requirements

| Course  |                                   | Credits | Prerequisites       |
|---------|-----------------------------------|---------|---------------------|
| ELT 101 | Circuits I                        | 4       |                     |
| ELT 102 | Circuits II                       | 4       | ELT 101             |
| ELT 103 | Electronics I <sup>1</sup>        | 4       |                     |
| ELT 111 | Digital Electronics <sup>2</sup>  | 3       |                     |
| ELT 223 | Electronic Design & Manufacturing | 2       | ELT 111;<br>MEC 117 |
| ELT 226 | Microcomputers                    | 2       | ELT 111             |
| MCT 101 | Introduction to Technology        | 2       |                     |
| MEC 117 | Electrical Drawing                | 1       |                     |

### Core Requirements

| Course  |                                   | Credits | Prerequisites |
|---------|-----------------------------------|---------|---------------|
| ENG 121 | English Composition I             | 3       |               |
| ENG 122 | English Composition II            | 3       | ENG 121       |
| MAT 109 | College Algebra & Trigonometry I  | 3       |               |
| MAT 110 | College Algebra & Trigonometry II | 2       | MAT 109       |

**TOTAL CREDITS 33**

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<sup>1</sup>You must enroll in ELT 102 at the same time you enroll in ELT 103.

<sup>2</sup>You must enroll in ELT 101 at the same time you enroll in ELT 111 or permission of chairperson.

# Engineering Science

## Physics/Electrical Engineering Technology Department

### **Why major in Engineering Science?**

Engineers are professionals with competency based on a theoretical level of education in mathematics and the physical and technical sciences. If you enjoy solving problems and working with technical or scientific equipment, and you do well in mathematics and science, Engineering Science may be a good choice of major.

**If I major in Engineering Science, what degree will I earn?** The Associate in Science Degree which prepares you to transfer to upper division colleges and universities to bachelor degree programs in engineering. If you graduate from this program with a GPA of 3.0 or higher, you are guaranteed admission with full junior status to the Rutgers College of Engineering. The College also has a joint admission agreement with the New Jersey Institute of Technology. Articulation agreements with many other engineering colleges facilitate transfer with full credit.

**What will I learn if I study Engineering Science?** You study theoretical and applied science, mathematics, and engineering subjects. You learn to apply mathematics and science to technical operations. You have the opportunity to study in small groups in an environment with close faculty contact.

**Are there any requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. You also need a grade of C or better in high school algebra II, geometry, advanced algebra, trigonometry, laboratory chemistry and laboratory physics.

**How long will it take for me to complete this degree?** If you do not need developmental coursework, and you register for an average of 17 credits each semester, you can complete the degree in two years. You can shorten the amount of time by taking courses in the summer and winter sessions.

**CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF COURSE PREREQUISITES OR COREQUISITES.**

### **Degree Program**

#### **Major Requirements**

| <b>Courses</b> |  | <b>Credits</b> | <b>Prerequisites</b> |
|----------------|--|----------------|----------------------|
| CHM 123        | General Chemistry I                            | 4              |                      |
| CHM 124        | General Chemistry II                           | 4              | CHM 123              |
| CSC 115        | Computer Programming for Engineers             | 3              |                      |
| MAT 131        | Analytic Geometry and Calculus I               | 4              | MAT 129              |
| MAT 132        | Analytic Geometry and Calculus II <sup>1</sup> | 4              | MAT 131              |
| MAT 233        | Analytic Geometry and Calculus III             | 4              | MAT 132              |
| MAT 234        | Differential Equations                         | 4              | MAT 233              |
| MEC 119        | Graphic Science                                | 2              |                      |
| MEC 221        | Engineering Mechanics I                        | 3              | MAT 131              |
| PHY 131        | Analytical Physics I                           | 4              |                      |
| PHY 132        | Analytical Physics II                          | 4              | PHY 131              |
| PHY 231        | Analytical Physics III                         | 4              | PHY 132; MAT 132     |
| CHM 223        | Organic Chemistry I<br>OR                      | 4              | CHM 124              |
| ELT 221        | Electric Circuits I                            | 4              |                      |
| CHM 224        | Organic Chemistry II<br>OR                     | 4              | CHM 223              |
| ELT 222        | Electric Circuits II<br>OR                     | 4              | ELT 221              |
| MEC 222        | Engineering Mechanics II                       | 3              | MEC 221              |

#### **Core Requirements**

| <b>Courses</b> |                             | <b>Credits</b> | <b>Prerequisites</b> |
|----------------|-----------------------------|----------------|----------------------|
| ENG 121        | English Composition I       | 3              |                      |
| ENG 122        | English Composition II      | 3              | ENG 121              |
|                | Social Science Electives    | 6              |                      |
|                | Physical/Health Ed Elective | 1-3            |                      |
|                | Humanities Electives        | 6              |                      |

**TOTAL CREDITS 70-73**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You must enroll in MAT 132 at the same time you enroll in ELT 221.

# Environmental Technology

## Chemistry Department

**Why major in Environmental Technology?** You prepare for employment as a water and wastewater technician, air pollution inspector, hazardous waste management technician, or occupational safety and health technician.

**If I major in Environmental Technology, what degree can I earn?** You have two choices with this major. You may earn the **Associate in Applied Science Degree** which prepares you for scientific careers in pollution control or the **Certificate of Achievement**.

**If I major in Environmental Technology, can I transfer to a four year college or university?** Many upper division colleges and universities will apply the courses you have taken towards a bachelor's degree.

**What will I learn if I study Environmental Technology?** You receive basic instruction in the physical, biological, and mathematical sciences, as well as in water and wastewater treatment, hazardous waste management, air pollution control and occupational safety and health.

**Are there any requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. You must also have a grade of C or better in one year of high school laboratory science.

**How long will it take for me to complete this degree?** If you do not need developmental coursework, and you register for an average of 16 credits each semester, you can complete the degree in two years. The certificate can be completed in one year. You can shorten the amount of time by taking courses in the summer and winter sessions.

**CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF COURSE PREREQUISITES OR COREQUISITES.**

### Degree Program

#### Major Requirements

| Course  | Credits | Prerequisites        |
|---|---------|----------------------|
| BIO 117 Biology I <sup>1</sup>                  | 4       |                      |
| BIO 118 Biology II                              | 4       | BIO 117              |
| CHM 117 Chemistry I <sup>2</sup>                | 4       |                      |
| CHM 118 Chemistry II                            | 4       | CHM 117              |
| ENV 205 Atmospheric Pollution Control           | 3       | BIO 118;<br>CHM118   |
| ENV 208 Community Sanitation                    | 3       |                      |
| ENV 220 Industrial Hygiene                      | 3       | CHM 118              |
| ENV 221 Hazardous Waste Management              | 3       |                      |
| ENV 222 Water and Wastewater Analysis           | 3       | CHM 118              |
| MAT 107 Mathematics I <sup>3</sup>              | 3       |                      |
| MAT 108 Mathematics II                          | 3       | MAT 107              |
| PHY 101 Principles of Physics                   | 4       | MAT 107              |
| <b>Technical Electives</b>                      |         | 9-10                 |
| <i>Choose three courses from the following:</i> |         |                      |
| BIO 211 Principles of Microbiology <sup>4</sup> | 3       |                      |
| BIO 221 Microbiology                            | 4       | BIO 118 &<br>CHM 118 |
| CHM 201 Principles of Organic Chemistry         | 4       | CHM 118              |
| CSC 105 Computer Applications & Systems         | 3       |                      |
| ENV 201 Advanced Wastewater Operations I        | 3       |                      |
| ENV 202 Advanced Wastewater Operations II       | 3       | ENV 201              |
| ENV 203 Advanced Water Operations I             | 3       | ENV 201              |
| ENV 204 Advanced Water Operations II            | 3       | ENV 201              |
| ENV 226 Environmental Technology Co-Op Ed       | 3       | ENV 201 or 203       |

#### Core Requirements

| Course                         | Credits | Prerequisites |
|--------------------------------|---------|---------------|
| ENG 121 English Composition I  | 3       |               |
| ENG 122 English Composition II | 3       | ENG 121       |
| Physical/Health Ed Elective    | 1-3     |               |
| Humanities Elective            | 3       |               |
| Social Science Elective        | 3       |               |

**TOTAL CREDITS 63-66**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You must have high school algebra I or MAT 013 and one year of high school laboratory science before taking this course. You may substitute BIO 123-124 for BIO 117-118 if you have completed a high school biology lab course.

<sup>2</sup>You may substitute CHM 123-124 for CHM 117-118 if you have completed a high school chemistry lab course.

<sup>3</sup>You may substitute MAT 123-124 or MAT 129-131 if you have completed two or more years of high school algebra.

<sup>4</sup>You must have high school algebra I or MAT 013 and one year high school laboratory biology and one year high school laboratory chemistry before taking this course.

## Certificate Program<sup>5</sup>

### Major Requirements

| Course  |   | Credits | Prerequisites |
|---------|---|---------|---------------|
| BIO 211 | Principles of Microbiology <sup>6</sup> | 4       |               |
| CHM 117 | Chemistry I                             | 4       |               |
| CSC 105 | Computer Applications & Systems         | 3       |               |
| ENV 208 | Community Sanitation                    | 3       |               |
| MAT 107 | Mathematics I                           | 3       |               |

*Take one of the following sequences:*

|         |                                   |   |         |
|---------|-----------------------------------|---|---------|
| ENV 201 | Advanced Wastewater Operations I  | 3 |         |
| ENV 202 | Advanced Wastewater Operations II | 3 | ENV 201 |
|         | OR                                |   |         |
| ENV 203 | Advanced Water Operations I       | 3 | ENV 201 |
| ENV 204 | Advanced Water Operations II      | 3 | ENV 201 |

### Optional

|         |   |   |                |
|---------|---|---|----------------|
| ENV 226 | Environmental Technology Co-op <sup>7</sup> | 3 | ENV 201 or 203 |
|---------|---|---|----------------|

### Core Requirements

| Course  |                        | Credits | Prerequisites |
|---------|------------------------|---------|---------------|
| ENG 121 | English Composition I  | 3       |               |
| ENG 122 | English Composition II | 3       | ENG 121       |

**TOTAL CREDITS 32**

<sup>5</sup>You must complete Introduction to Water Wastewater Operations (150 hours) at the Middlesex County Vocational Technology High School before starting this program.

<sup>6</sup>See footnote 4.

<sup>7</sup>This course meets the one year operating experience required for classifications 1 and 2 New Jersey State Operators License upon completion of the certificate program.

# Fashion Merchandising and Retail Management

## Business Administration and Management Department

### **Why major in Fashion Merchandising and Retail Management?**

Few areas of employment offer a better outlook for trained personnel. You will find career opportunities in the areas of fashion merchandising, sales promotion, retail advertising, and supportive retail service. As a graduate, you may find work in department stores, specialty shops, discount stores, as a retailing executive, an assistant buyer, an assistant department manager, an executive trainee, an advertising assistant, or an assistant fashion coordinator.

### **If I major in Fashion Merchandising and Retail Management, what degree can I earn?**

The Associate in Applied Science which prepares you for the many challenging opportunities that exist in the field of retailing.

### **If I major in Fashion Merchandising and Retail Management, can I transfer to a four year college or university?**

Many colleges and universities will apply the courses you have taken towards a bachelor's degree. You should meet with academic advisor for appropriate planning.

### **What will I learn if I study Fashion Merchandising and Retail Management?**

You acquire knowledge in areas of general education, business, and retailing. You apply classroom theory to on-the-job situations through a cooperative education work experience. Your classes prepare you for actual situations in retailing through multimedia instruction and a fully equipped retail laboratory offers students realistic preparation.

### **Are there any requirements I must satisfy before I start taking courses in my major?**

You must demonstrate proficiency in keyboarding or typewriting by either completing OAD 010, Keyboarding for Computers, or by appropriate waiver of the Office Administration Department Chairperson. Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test.

### **How long will it take for me to complete this degree?**

If you do not need developmental coursework, and you register for an average of 17 credits each semester, you can complete the degree in two years. You can shorten the amount of time by taking courses in the summer and winter sessions.

**CHECK COURSE DESCRIPTIONS FOR COMPLETE LIST OF PREREQUISITES AND COREQUISITES.**

## Degree Program

### Major Requirements

| Course  |   | Credits | Prerequisites                                   |
|---------|---|---------|---|
| ACC 101 | Financial Accounting                                  | 4       |   |
| ACC 102 | Managerial Accounting                                 | 4       | ACC 101   |
| BUS 101 | Business Organization and Management                  | 3       |   |
| BUS 107 | Introduction to Business Data Processing <sup>1</sup> | 3       |   |
| BUS 201 | Business Law I  | 3       |   |
| ECO 201 | Principles of Economics I                             | 3       |   |
| MKT 143 | Salesmanship  | 3       |   |
| MKT 201 | Marketing I   | 3       | BUS 101   |
| RET 201 | Fashion Merchandise Information                       | 4       |   |
| RET 202 | Retail Buying and Merchandising                       | 3       |   |
| RET 204 | Retail Management                                     | 3       | BUS 101; MKT 143 & 201; RET 201, 202, 205 & 207 |
| RET 205 | Store Field Experience I                              | 3       | Senior status                                   |
| RET 206 | Store Field Experience II                             | 3       | Senior status                                   |
| RET 207 | Retail Advertising, Sales Promotion, & Display        | 3       |   |

### Core Requirements

| Course  |                                       | Credits | Prerequisites |
|---------|---------------------------------------|---------|---------------|
| ENG 121 | English Composition I                 | 3       |               |
| ENG 122 | English Composition II                | 3       | ENG 121       |
|         | Mathematics Elective <sup>2</sup>     | 3       |               |
|         | Physical/Health Ed Elective           | 1-3     |               |
|         | Science Elective <sup>3</sup>         | 3       |               |
|         | Humanities Elective                   | 3       |               |
|         | Social Science or Humanities Elective | 3       |               |
|         | General Education Elective            | 3       |               |

**TOTAL CREDITS 67-69**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You must take OAD 010 at the same time you take BUS 107 or obtain an approved waiver demonstrating proficiency in keyboarding.

<sup>2</sup>BUS 115 is recommended. However, you may enroll in a higher level mathematics course for which you have the appropriate academic background.

<sup>3</sup>You may choose a science course for which you have the appropriate academic background from Biology, Chemistry, Environmental Science, Physics or Science.

# Fire Science Technology

## Physics/Electrical Engineering Technology Department

### **Why major in Fire Science Technology?**

This program meets the continuing education needs of professional and volunteer fire fighters. It enables fire fighters to perform their current duties more effectively and to prepare for greater levels of responsibility within the fire service system.

**If I major in Fire Science Technology, what degree can I earn?** The Associate in Applied Science Degree or the Certificate of Achievement which prepare you for professional or volunteer jobs in fire service field.

**If I major in Fire Science Technology, can I transfer to an upper division college or university?** Many upper division colleges and universities will apply some of the courses you have taken towards a bachelor's degree.

**What will I learn if I study Fire Science Technology?** You develop skills and knowledge in protection systems, hydraulics, hazardous materials, building construction and codes, departmental organization, investigation, fire ground strategy and tactics, and fire prevention and inspection.

**Are there any requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. You must also have a grade of C or better in one year of high school laboratory chemistry.

**How long will it take for me to complete this degree?** This program is offered exclusively in the evening. If you do not need developmental coursework, you can complete the degree in four years. You can earn the certificate in two years. You can shorten the amount of time by taking courses in the summer and winter sessions.

**CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF COURSE PREREQUISITES OR COREQUISITES.**

### **Degree Program**

#### **Major Requirements**

| Course   | Credits | Prerequisites       |
|--|---------|---------------------|
| CHM 107 Principles of Chemistry                  | 4       |                     |
| CSC 105 Computer Applications & Systems          | 3       |                     |
| FSC 103 Introduction to Fire Protection          | 3       |                     |
| FSC 204 Building Construction                    | 3       | FSC 103             |
| FSC 206 Fire Strategy and Tactics                | 3       | FSC 103             |
| FSC 207 Hazardous Materials for the Fire Service | 3       | CHM 107;<br>FSC 103 |
| FSC 209 Fire Suppression & Detection System      | 3       | FSC 103             |
| FSC 210 Fire and Arson Investigation             | 3       | FSC 103             |
| FSC 212 Fire Prevention and Inspection           | 3       | FSC 103             |
| MGT 200 Principles of Supervision                | 3       |                     |
| PHY 101 Principles of Physics I                  | 4       | MAT 107             |

#### **Core Requirements**

| Course   | Credits | Prerequisites |
|--|---------|---------------|
| ENG 121 English Composition I                    | 3       |               |
| ENG 122 English Composition II                   | 3       | ENG 121       |
| MAT 107 Mathematics I                            | 3       |               |
| MAT 108 Mathematics II                           | 3       | MAT 107       |
| Physical/Health Ed Elective                      | 1-3     |               |
| POS 201 United States State and Local Government | 3       |               |
| Humanities Elective                              | 3       |               |
| Social Science Elective                          | 3       |               |
| Free Elective                                    | 3       |               |

**TOTAL CREDITS 60-62**

### **Basic Fire Science Certificate Program**

#### **Major Requirements**

| Course   | Credits | Prerequisites       |
|--|---------|---------------------|
| FSC 103 Introduction to Fire Protection          | 3       |                     |
| FSC 204 Building Construction                    | 3       | FSC 103             |
| FSC 206 Fire Strategy and Tactics                | 3       | FSC 103             |
| FSC 207 Hazardous Materials for the Fire Service | 3       | CHM 107;<br>FSC 103 |
| FSC 209 Fire Suppression & Detection System      | 3       | FSC 103             |
| FSC 210 Fire and Arson Investigation             | 3       | FSC 103             |
| FSC 212 Fire Prevention and Inspection           | 3       | FSC 103             |

#### **Core Requirements**

| Course                          | Credits | Prerequisites |
|---------------------------------|---------|---------------|
| CHM 107 Principles of Chemistry | 4       |               |
| ENG 121 English Composition I   | 3       |               |
| MAT 107 Mathematics I           | 3       |               |

**TOTAL CREDITS 31**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

# Heating, Ventilating and Air Conditioning Design Technology

Mechanical and Civil/Construction Engineering Technology Department

## **Why major in Heating, Ventilating and Air Conditioning Design Technology?**

The heating, ventilating, and air conditioning industry (HVAC) is a dynamic and ever growing field. As a technician, you can find career opportunities working with mechanical contractors, equipment manufacturers and other large-scale industrial and commercial facilities. This career-oriented program is a joint effort between the College and the Middlesex County Vocational-Technical Schools.

**If I major in Heating, Ventilating and Air Conditioning Design Technology, what degree can I earn?** The Associate in Applied Science Degree or the Certificate of Achievement which prepare you for entry level jobs.

**If I major in Heating, Ventilating and Air Conditioning Design Technology, can I transfer to an upper division college of university?** Many upper division colleges and universities will apply some of the courses you have taken towards a bachelor's degree.

**What will I learn if I study Heating, Ventilating and Air Conditioning Design Technology?** You study the design of heating, ventilating and air conditioning system. The program does not teach you how to service or repair these systems.

**Are there any requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test.

**How long will it take for me to complete this degree?** If you do not need developmental coursework, and you register for an average of 16 credits each semester, you can complete the degree in two years. You can earn the certificate in four semesters. You can shorten the amount of time by taking courses in the summer and winter sessions. Major courses offered only in the evenings.

CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF COURSE PREREQUISITES OR COREQUISITES.

## **Degree Program**

### **Major Requirements**

| Course  |   | Credits | Prerequisites    |
|---------|---|---------|------------------|
| CSC 109 | Basic Programming and Systems                           | 3       |                  |
| ELT 215 | Applied Electricity                                     | 3       | MAT 108          |
| ELT 216 | HVAC Control Systems                                    | 3       | ELT 215          |
| HVA 101 | Air Conditioning, Refrigeration & Heating Principles I  | 4       |                  |
| HVA 102 | Air Conditioning, Refrigeration & Heating Principles II | 4       | HVA 101          |
| HVA 106 | HVAC Drafting   | 2       | MEC 123          |
| HVA 201 | HVAC Design Principles I                                | 4       | HVA 102; MAT 108 |
| HVA 202 | HVAC Design Principles II                               | 4       | HVA 201          |
| HVA 203 | HVAC Equipment Laboratory                               | 1       | HVA 102          |
| HVA 204 | Mechanical Estimating & Planning                        | 3       |                  |
| HVA 210 | Thermodynamics of Refrigeration                         | 3       | MAT 108          |
| MEC 123 | Technical /Graphics/CAD I                               | 3       |                  |
| MEC 210 | Fluid Systems   | 4       |                  |

### **Core Requirements**

| Course  |                             | Credits | Prerequisites |
|---------|-----------------------------|---------|---------------|
| ENG 121 | English Composition I       | 3       |               |
| ENG 122 | English Composition II      | 3       | ENG 121       |
| MAT 107 | Mathematics I               | 3       |               |
| MAT 108 | Mathematics II              | 3       | MAT 107       |
| PHY 101 | Principles of Physics       | 4       | MAT 107       |
|         | Humanities Elective         | 3       |               |
|         | Social Science Elective     | 3       |               |
|         | Physical/Health Ed Elective | 1-3     |               |

**TOTAL CREDITS 64-66**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**



## Certificate Program

### Major Requirements

| Course  |   | Credits | Prerequisites    |
|---|---|---------|------------------|
| CSC 109                                       | Basic Programming and Systems                     | 3       |                  |
| HVA 101                                       | Air Conditioning, Refrigeration & Heating Prin I  | 4       |                  |
| HVA 102                                       | Air Conditioning, Refrigeration & Heating Prin II | 4       | HVA 101          |
| HVA 106                                       | HVAC Drafting                                     | 2       | MEC 123          |
| HVA 203                                       | HVAC Equipment Laboratory                         | 1       | HVA 102          |
| MEC 123                                       | Technical Graphics/CAD I                          | 3       |                  |
| <i>Choose two courses from the following:</i> |   | 6-8     |                  |
| ELT 215                                       | Applied Electricity                               | 3       | MAT 108          |
| ELT 216                                       | HVAC Control Systems                              | 3       | ELT 215          |
| HVA 201                                       | HVAC Design Principles I                          | 4       | HVA 102; MAT 108 |
| HVA 202                                       | HVAC Design Principles II                         | 4       | HVA 201          |
| HVA 210                                       | Thermodynamics of Refrigeration                   | 3       | MAT 108          |
| MEC 210                                       | Fluid Systems                                     | 4       |                  |

### Core Requirements

| Course  |                        | Credits | Prerequisites |
|---------|------------------------|---------|---------------|
| ENG 121 | English Composition I  | 3       |               |
| ENG 122 | English Composition II | 3       | ENG 121       |
| MAT 107 | Mathematics I          | 3       |               |
| MAT 108 | Mathematics II         | 3       | MAT 107       |

**TOTAL CREDITS 35-37**

# Hotel, Restaurant and Institution Management

## Hotel, Restaurant and Institution Management Department

**Why major in Hotel, Restaurant and Institution Management?** You acquire the necessary practical and theoretical skills for employment in one of the nation's fastest growing industries. As a graduate, you may be employed as an assistant restaurant manager, hotel/motel assistant manager, front office manager, dining room manager, cafeteria production manager, cook, sous chef or management trainee. You are eligible for certification in several course areas by the American Hotel and Motel Association and the National Restaurant Association.

**If I major in Hotel, Restaurant and Institution Management, what degree can I earn?** The Associate in Applied Science Degree which prepares you for a career in restaurant and food service management hotel-motel management or Culinary Arts. You may choose the Hotel-Motel Management Option, the Restaurant Foodservice Management Option, or the Culinary Arts Management Option which prepares you to work in hotels, motels, resorts, restaurants, clubs, cruise ships, catering centers and health care facilities.

**If I major in Hotel, Restaurant and Institution Management, can I transfer to a four year college or university?** Many colleges and universities with hotel and restaurant management programs will apply the courses you have taken towards a bachelor's degree.

**What will I learn if I study Hotel, Restaurant and Institution Management?** You receive training in restaurant and food service management, hotel-motel management or Culinary Arts. If you have limited related industry experience, you are encouraged to enroll in a cooperative work experience seminar that includes paid employment in the final semester. In Culinary Arts additional training is provided in a culinary externship.

**CHECK COURSE DESCRIPTIONS FOR COMPLETE LIST OF PREREQUISITES AND COREQUISITES.**

### Culinary Arts Management Degree Option Major Requirements

| Course  |   | Credits | Prerequisites |
|---------|---|---------|---------------|
| BUS 107 | Introduction to Business Data Processing <sup>1</sup> | 3       |               |
| HRI 103 | Principles of Food Selection & Preparation            | 3       |               |
| HRI 107 | Baking Fundamentals                                   | 3       | HRI 103       |
| HRI 108 | Quantity Food Production                              | 3       | HRI 103       |
| HRI 109 | Professional Culinary Techniques                      | 3       | HRI 103       |
| HRI 111 | Food Preparation Practicum                            | 3       | HRI 103       |
| HRI 114 | Garde Manger  | 3       | HRI 103       |
| HRI 115 | Foodservice Operations                                | 3       |               |
| HRI 203 | Volume Food Management & Production                   | 4       | HRI 108       |
| HRI 205 | Food & Beverage Controls & Purchasing                 | 3       |               |
| HRI 208 | Environmental Sanitation in Food Service Operations   | 3       |               |
| HRI 215 | Beverage Management                                   | 3       |               |
| HRI     | HRI Elective  | 3       |               |

### Core Requirements

| Course               |                                   | Credits      | Prerequisites |
|----------------------|-----------------------------------|--------------|---------------|
| ENG 121              | English Composition I             | 3            |               |
| ENG 122              | English Composition II            | 3            |               |
| PSY 123              | Introductory Psychology           | 3            |               |
|                      | Mathematics Elective <sup>2</sup> | 3            |               |
|                      | Physical/Health Ed Elective       | 1-3          |               |
|                      | Science Elective <sup>3</sup>     | 3            |               |
|                      | General Education Elective        | 3            |               |
|                      | Humanities Elective               | 3            |               |
|                      | Social Science Elective           | 3            |               |
| <b>TOTAL CREDITS</b> |                                   | <b>65-67</b> |               |

### Certificate Program

#### Major Requirements

| Course  |  | Credits | Prerequisites |
|---------|--|---------|---------------|
| HRI 103 | Principles of Food Selection & Preparation | 3       |               |
| HRI 107 | Baking Fundamentals                        | 3       | HRI 103       |
| HRI 108 | Quantity Food Production                   | 3       | HRI 103       |
| HRI 111 | Food Preparation Practicum                 | 3       | HRI 103       |
| HRI 114 | Garde Manger                               | 3       | HRI 103       |
| HRI 115 | Foodservice Operations                     | 3       |               |
| HRI 203 | Volume Food Management & Production        | 4       | HRI 108       |
| HRI 205 | Food & Beverage Controls & Purchasing      | 3       |               |
| HRI 208 | Environmental Sanitation                   | 3       |               |

#### Core Requirements

| Course               |                            | Credits   | Prerequisites |
|----------------------|----------------------------|-----------|---------------|
| ENG 121              | English Composition I      | 3         |               |
|                      | General Education Elective | 3         |               |
| <b>TOTAL CREDITS</b> |                            | <b>34</b> |               |

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You must take OAD 010 at the same time you take BUS 107 or obtain an approved waiver demonstrating proficiency in keyboarding.

<sup>2</sup>BUS 115 is recommended. However, you may enroll in a higher level mathematics course for which you have the appropriate academic background.

<sup>3</sup>You may choose a science course for which you have the appropriate academic background from Biology, Chemistry, Environmental Science, Physics or Science.

## Hotel-Motel Management Degree Option

### Major Requirements

| Course  |  | Credits | Prerequisites |
|---------|--|---------|---------------|
| ACC 108 | Accounting for Hotels,<br>Restaurants & Institutions             | 4       |               |
| BUS 107 | Introduction to Business<br>Data Processing <sup>1</sup>         | 3       |               |
| HRI 101 | Intro to Hotel, Restaurant &<br>Institution Management           | 3       |               |
| HRI 103 | Principles of Food Selection &<br>Preparation                    | 3       |               |
| HRI 108 | Quantity Food Production   | 3       | HRI 103       |
| HRI 110 | Supervisory Development in the<br>Lodging & Foodservice Industry | 3       |               |
| HRI 201 | Hotel-Motel Front Office<br>Operations                           | 3       | BUS 107       |
| HRI 203 | Volume Food Management &<br>Production                           | 4       | HRI 108       |
| HRI 206 | Merchandising for Hospitality<br>Industry                        | 3       |               |
| HRI 208 | Environmental Sanitation in<br>Food Service Operations           | 3       |               |
| HRI 216 | Hospitality Property Management                                  | 3       |               |
| HRI 217 | Supervisory Housekeeping   | 3       |               |
| HRI     | HRI Elective   | 3       |               |

### Core Requirements

| Course  |                                   | Credits | Prerequisites |
|---------|-----------------------------------|---------|---------------|
| ENG 121 | English Composition I             | 3       |               |
| ENG 122 | English Composition II            | 3       | ENG 121       |
| PSY 123 | Introductory Psychology           | 3       |               |
|         | Mathematics Elective <sup>2</sup> | 3       |               |
|         | Physical/Health Ed Elective       | 1-3     |               |
|         | Science Elective <sup>3</sup>     | 3       |               |
|         | General Education Elective        | 3       |               |
|         | Humanities Elective               | 3       |               |
|         | Social Science Elective           | 3       |               |

**TOTAL CREDITS 66-68**

**Can I take more than one option in Hotel, Restaurant and Institution Management?** If your interests include both Hotel-Motel Management and Restaurant Foodservice Management you can apply for a dual option.

**Are there any requirements I must satisfy before I start taking courses in my major?** You must demonstrate proficiency in keyboarding or typewriting by either completing OAD 010, Keyboarding for Computers, or by appropriate waiver of the Office Administration Department Chairperson. Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test.

**How long will it take for me to complete this degree?** If you do not need to take developmental coursework, and you register for an average of 17 credits each semester, you can complete the degree in two years. You can shorten the amount of time by taking courses in the summer and winter sessions.

<sup>1</sup>You must take OAD 010 at the same time you take BUS 107 or obtain an approved waiver demonstrating proficiency in keyboarding.

<sup>2</sup>BUS 115 is recommended. However, you may enroll in a higher level mathematics course for which you have the appropriate academic background.

<sup>3</sup>You may choose a science course for which you have the appropriate academic background from Biology, Chemistry, Environmental Science, Physics or Science.

## Restaurant Foodservice Management Degree Option

### Major Requirements

| Course  |  | Credits | Prerequisites |
|---------|--|---------|---------------|
| ACC 108 | Accounting for Hotels,<br>Restaurants & Institutions             | 4       |               |
| BUS 107 | Introduction to Business<br>Data Processing <sup>1</sup>         | 3       |               |
| HRI 101 | Intro to Hotel, Restaurant &<br>Institution Management           | 3       |               |
| HRI 103 | Principles of Food Selection &<br>Preparation                    | 3       |               |
| HRI 108 | Quantity Food Production   | 3       | HRI 103       |
| HRI 110 | Supervisory Development in the<br>Lodging & Foodservice Industry | 3       |               |
| HRI 202 | Facilities Layout & Design                                       | 3       |               |
| HRI 203 | Volume Food Management &<br>Production                           | 4       | HRI 108       |
| HRI 205 | Food & Beverage Controls &<br>Purchasing                         | 3       |               |
| HRI 206 | Merchandising for Hospitality<br>Industry                        | 3       |               |
| HRI 208 | Environmental Sanitation in<br>Food Service Operations           | 3       |               |
| HRI 215 | Beverage Management  | 3       |               |
| HRI     | HRI Elective   | 3       |               |

### Core Requirements

| Course  |                                   | Credits | Prerequisites |
|---------|-----------------------------------|---------|---------------|
| ENG 121 | English Composition I             | 3       |               |
| ENG 122 | English Composition II            | 3       | ENG 121       |
| PSY 123 | Introductory Psychology           | 3       |               |
|         | Mathematics Elective <sup>2</sup> | 3       |               |
|         | Physical/Health Ed Elective       | 1-3     |               |
|         | Science Elective <sup>3</sup>     | 3       |               |
|         | General Education Elective        | 3       |               |
|         | Humanities Elective               | 3       |               |
|         | Social Science Elective           | 3       |               |

**TOTAL CREDITS 69-71**

<sup>1</sup>You must take OAD 010 at the same time you take BUS 107 or obtain an approved waiver demonstrating proficiency in keyboarding.

<sup>2</sup>BUS 115 is recommended. However, you may enroll in a higher level mathematics course for which you have the appropriate academic background.

<sup>3</sup>You may choose a science course for which you have the appropriate academic background from Biology, Chemistry, Environmental Science, Physics or Science.

# Industrial Technology

## Mechanical and Civil/Construction Engineering Technology Department

### **Why major in Industrial Technology?**

You acquire a technical education in quality control.

**If I major in Industrial Technology, what degree can I earn?** The Associate in Applied Science Degree or the Certificate of Achievement which prepare you for a variety of industrial career fields.

**If I major in Industrial Technology, can I transfer to an upper division college or university?** Many upper division colleges and universities will apply some of the courses you have taken towards a bachelor's degree.

**What will I learn if I study Industrial Technology?** You gain both theory and hands-on training necessary for a career in production management, process engineering, inspection, reliability and quality control. You also learn the practical aspects of Quality Control problem-solving in today's industrial world.

**Are there any requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test.

**How long will it take for me to complete this degree?** If you do not need developmental coursework, and you register for an average of 16 credits each semester, you can complete the degree in two years. You can earn the certificate in three semesters. You can shorten the amount of time by taking courses in the summer and winter sessions. Major courses offered only in the evenings.

**CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF COURSE PREREQUISITES OR COREQUISITES.**

### **Degree Program**

#### **Major Requirements**

| Course  |   | Credits | Prerequisites |
|---------|---|---------|---------------|
| BUS 101 | Business Organization and Management            | 3       |               |
| CHM 117 | Chemistry I                                     | 4       |               |
| ELT 215 | Applied Electricity                             | 3       |               |
| IND 103 | Occupational Safety & Health & OSHA Law         | 3       |               |
| IND 104 | Inspection Techniques                           | 3       |               |
| IND 105 | Industrial Graphics and Specifications          | 2       |               |
| IND 203 | Statistical Quality Control I                   | 3       |               |
| IND 204 | Statistical Quality Control II                  | 3       | IND 203       |
| IND 207 | Quality Control Concepts and Techniques         | 3       |               |
| MEC 111 | Manufacturing Processes & Materials I           | 4       |               |
| MEC 116 | Numerical Control, Robotics & Bonding Processes | 3       |               |
| MGT 210 | Concepts of Business Management                 | 3       | BUS 101       |
| MGT 214 | Operations Management                           | 3       | MGT 210       |

#### **Core Requirements**

| Course  |                             | Credits | Prerequisites |
|---------|-----------------------------|---------|---------------|
| CSC 109 | Basic Programming & Systems | 3       |               |
| ENG 121 | English Composition I       | 3       |               |
| ENG 122 | English Composition II      | 3       | ENG 121       |
| MAT 107 | Mathematics I <sup>1</sup>  | 3       |               |
| MAT 108 | Mathematics II <sup>2</sup> | 3       | MAT 107       |
| PHY 101 | Principles of Physics I     | 3       | MAT 107       |
|         | Humanities Elective         | 3       |               |
|         | Physical/Health Ed Elective | 1-3     |               |
|         | Social Science Elective     | 3       |               |

**TOTAL CREDITS 65-67**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You may substitute MAT 109 or 110 or 129 or 131.

<sup>2</sup>You may substitute MAT 110 or 112 or 131 or 132.

## Certificate Program

### Major Requirements

| Course  |   | Credits | Prerequisites |
|---------|---|---------|---------------|
| BUS 101 | Business Organization and Management            | 3       |               |
| IND 104 | Inspection Techniques                           | 3       |               |
| IND 105 | Industrial Graphics and Specifications          | 2       |               |
| IND 207 | Quality Control Concepts and Techniques         | 3       |               |
| MEC 111 | Manufacturing Processes & Materials I           | 4       |               |
| MEC 116 | Numerical Control, Robotics & Bonding Processes | 3       |               |
| MGT 210 | Concepts of Business Management                 | 3       | BUS 101       |
| MGT 214 | Operations Management                           | 3       | MGT 210       |

### Core Requirements

| Course  |                            | Credits | Prerequisites |
|---------|----------------------------|---------|---------------|
| ENG 121 | English Composition I      | 3       |               |
| ENG 122 | English Composition II     | 3       | ENG 121       |
| MAT 107 | Mathematics I <sup>3</sup> | 3       |               |

**TOTAL CREDITS 33**

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<sup>3</sup>You may take a higher level math course with advisement.

# Intensive English As A Second Language Program

## English As A Second Language Department

**Who is the intensive English as a Second Language program designed for?** If your native language is not English, and you are not yet proficient in English, this program provides intensive language study.

**How is the Intensive English As A Second Language Program different from other ESL programs?** You can study English full-time at the beginning, intermediate or advanced level during the day. You study in class for 14 to 17 hours per week including two hours in the ESL lab. You may also study in this program as a part-time student.

**Can International students enroll in the ESL Program?** Yes. You may obtain an I-20 to study in this program and be admitted as a full-time student. After fully completing the ESL program, you may move directly into an Associate Degree program. You must meet the selective admissions criteria for program in the health technologies.

**What is the application process for this program?** You submit a completed application form with a \$25 application fee to the Office of Admissions and Recruitment. Make an appointment for the ESL Placement Exam by calling (732) 906-2508 or visiting the Testing Center. Attend the oral interview in the ESL Department which is part of the placement test. You will be told what your placement is when you complete the oral interview. Once you have become proficient in English, if you want to pursue a degree program, you must re-submit an application to the Office of Admissions and Recruitment. There is no charge for the second application. You must provide high school and prior college transcripts when you apply for a major.

**What is the ESL Placement Exam?** It is a written test that takes approximately two hours to complete. The oral interview takes 15-20 minutes. The written test measures your listening skills, grammar and writing abilities. The oral interview tests your conversational skills.

**Who is required to take the test and can TOEFL scores be used for placement?** Anyone whose first language is not English. Even if you are a transfer student or a graduate student who has attended a foreign university, you must take the test. The Test of English as a Foreign Language (TOEFL) scores may not be used for placement.

**When can I take the test and is there a charge?** You can take the test on Thursday evenings or during specially scheduled day time hours. The test is free.

**If I study ESL, can I receive financial aid?** United States citizens and permanent residents may be eligible for financial aid but must declare a major. You may begin taking ESL courses as part of your major program.

### Level I

| Course               |              | Credit    | Equivalents |
|----------------------|--------------|-----------|-------------|
| ESL 060              | Listening I  | 3         |             |
| ESL 061              | Phonology I  | 3         |             |
| ESL 062              | Discussion I | 3         |             |
| ESL 063              | Structure I  | 4         |             |
| ESL 064              | Writing I    | 4         |             |
| <b>Total Credits</b> |              | <b>17</b> |             |

### Level II

| Course               |                                    | Credit    | Equivalents |
|----------------------|------------------------------------|-----------|-------------|
| ESL 071              | Phonology II                       | 3         |             |
| ESL 072              | Discussion/Cultural Orientation II | 3         |             |
| ESL 073              | Structure II                       | 4         |             |
| ESL 074              | Writing II                         | 4         |             |
| ESL 075              | Reading/Vocabulary II              | 3         |             |
| <b>Total Credits</b> |                                    | <b>17</b> |             |

### Level III

| Course               |                          | Credit    | Equivalents |
|----------------------|--------------------------|-----------|-------------|
| ESL 083              | Structure III            | 4         |             |
| ESL 084              | Writing III              | 4         |             |
| ESL 085              | Reading/Vocabulary III   | 3         |             |
| ESL 086              | Discussion/Phonology III | 3         |             |
| <b>Total Credits</b> |                          | <b>14</b> |             |

*You may also take a mathematics course.*

### Level IV

| Course               |                       | Credit   | Equivalents |
|----------------------|-----------------------|----------|-------------|
| ESL 093              | Structure/Writing IV  | 4        |             |
| ESL 094              | Reading/Vocabulary IV | 4        |             |
| <b>Total Credits</b> |                       | <b>8</b> |             |

*You may also take a mathematics course and one major course.*

### Level V

| Course               |                   | Credit   | Equivalents |
|----------------------|-------------------|----------|-------------|
| ESL 099              | Reading/Writing V | 4        |             |
| <b>Total Credits</b> |                   | <b>4</b> |             |

*You may also take a mathematics course and two major courses.*

INFORMATION ABOUT THE PROGRAM IS AVAILABLE IN GUJARATI, POLISH, RUSSIAN AND SPANISH FROM THE OFFICE OF ADMISSIONS AND RECRUITMENT.

# Internet/Web Page Development

## Computer Science Department

**Why major in Internet/Web Page Development?** This certificate is designed for students who have already completed two years of college level education including freshman composition.

**If I major in Internet/Web Page Development what type of certificate do I earn?** The Technical Certificate.

**Are there any requirements I must satisfy before I can start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. You must have completed BUS 107 or CSC 105 or CSC 107 or MCT 101 or demonstrated equivalent proficiency before beginning this certificate.

**How long will it take for me to complete this certificate?** If you do not need developmental coursework, you can shorten the amount of time by taking courses in the summer and winter sessions.

### Certificate Program

#### Major Requirements

| Course  |  | Credits | Prerequisites                 |
|---------|--|---------|-------------------------------|
| CSC 108 | Introduction to the Interneting            | 2       |                               |
| CSC 110 | Microcomputer Operating Syst & Arch        | 3       | CSC 105 or BUS 107            |
| CSC 125 | Web Page Design & Development              | 3       | CSC 108                       |
| CSC 230 | Multimedia Production & Authoring Tools    | 4       | CSC 110                       |
| MAD 121 | Graphics for Computer Authors & Presenters | 3       | BUS 107 or CSC 105 or MCT 101 |
|         | Elective <sup>1</sup>                      | 3       |                               |

**TOTAL CREDITS 18**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

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<sup>1</sup>CSC 160 is recommended.

CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF COURSE PREREQUISITES OR COREQUISITES.



# Legal Assistant

## Accounting and Legal Studies Department

**Why major in Legal Assistant?** As a Legal Assistant, you are a trained specialist, who under the supervision of an attorney, performs a wide variety of legal tasks. These include legal research, law office management and preparation of legal documents. The US and NJ Departments of Labor rank Legal Assistant as one of the fastest growing careers.

**If I major in Legal Assistant, what degree can I earn?** You have two choices with this major, which is also known as paralegal. You can earn the **Associate in Applied Science** which prepares you for employment in law offices, corporate legal departments, legal services corporations, state government offices, title companies and federal and state courts. If you have earned an A.A., A.S., A.A.S., B.A., or B.S. degree, you can earn the **Certificate of Achievement**.

**If I major in Legal Assistant, can I transfer to a four year college or university?** Many colleges and universities will apply the courses you have taken towards a bachelor's degree.

**Are there any requirements I must satisfy before I start taking courses in my major?** You must demonstrate proficiency in keyboarding or typewriting by either completing OAD 010, Keyboarding for Computers, or by appropriate waiver of the Office Administration Department Chairperson. You must have either a high school diploma or have passed an equivalency examination. Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the college's placement test.

**How long will it take for me to complete this degree?** If you do not need developmental coursework, and you register for an average of 17 credits each semester, you can complete the degree in two years. If you do not need developmental coursework, and you register for an average of 18 credits each semester, you can complete the certificate in one year. You can shorten the amount of time by taking courses in the summer and winter sessions.

**What are the objectives of this program?**

1. Maintain a strong, flexible program for the quality education of occupationally competent legal assistants.
2. Provide a legal assistant education program which leads to the opportunity for employment of its graduates by a wide range of employers.
3. Provide legal assistants with a well-rounded, balanced education founded on a beneficial mix of general education, theory, and practical courses, stressing understanding and reasoning rather than rote learning of facts.

– Continued –

**CHECK COURSE DESCRIPTIONS FOR COMPLETE LIST OF PREREQUISITES AND COREQUISITES.**

## Degree Program

### Major Requirements

| Course  |   | Credits | Prerequisites                      |
|---------|---|---------|------------------------------------|
| ACC 101 | Financial Accounting                                  | 4       |                                    |
| BUS 107 | Introduction to Business Data Processing <sup>1</sup> | 3       |                                    |
| ECO 201 | Principles of Economics I                             | 3       |                                    |
| LET 100 | Introduction to Legal Assisting                       | 2       |                                    |
| LET 101 | Legal Research  | 3       | ENG 121;<br>LET 100 <sup>2</sup>   |
| LET 104 | Property Transactions                                 | 3       | LET 101                            |
| LET 108 | Torts   | 3       | LET 101                            |
| LET 110 | Litigation Procedure                                  | 4       | LET 101                            |
| LET 111 | Contracts & the Uniform Commercial Code               | 3       | LET 101                            |
| LET 112 | Business Organizations & Govt Regulations             | 3       | LET 111                            |
| LET 113 | Legal Writing   | 3       | LET 101 <sup>3</sup>               |
| LET 114 | Computer Applications for the Law Office              | 3       | LET 101;<br>BUS 107                |
| LET 280 | Senior Seminar for Legal Assistants                   | 3       | LET 104, 108, 110<br>112, 113, 114 |
|         | Legal Technology Electives <sup>4</sup>               | 6       |                                    |

### Core Requirements

| Course  |                                   | Credits | Prerequisites |
|---------|-----------------------------------|---------|---------------|
| ENG 121 | English Composition I             | 3       |               |
| ENG 122 | English Composition II            | 3       | ENG 121       |
|         | Mathematics Elective <sup>5</sup> | 3-4     |               |
|         | Physical/Health Ed Elective       | 1-3     |               |
|         | Science Elective <sup>6</sup>     | 3-4     |               |
|         | Humanities Elective               | 3       |               |
|         | Social Science Elective           | 3       |               |
|         | Humanities or Social Sci Elective | 3       |               |

**TOTAL CREDITS 68-72**

### YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.

<sup>1</sup>You must take OAD 010 at the same time you take BUS 107 or obtain an approved waiver demonstrating proficiency in keyboarding.

<sup>2</sup>These courses may be taken either as prerequisites or corequisites.

<sup>3</sup>This course may be taken as a prerequisite or corequisite.

<sup>4</sup>You may choose from the following courses: LET 105, 106, 107, 109, 208.

<sup>5</sup>BUS 115 is recommended. However, you may enroll in a higher level mathematics course for which you have the appropriate academic background.

<sup>6</sup>You may choose a science course for which you have the appropriate academic background from Biology, Chemistry, Environmental Science, Physics or Science.

4. Support the general principle of ethical legal practice, professional responsibility and the prohibitions against the unauthorized practice of law by people.
5. Provide an educational program which is responsive to the needs of the State of New Jersey and contributes to the advancement of legal professionals.
6. Provide a program which instills respect for the legal profession and its foundations, institutions, and quest for justice.
7. Maintain equality of opportunity in the educational program without discrimination or segregation on the grounds of race, color, religion, and national origin or sex.

Our overall objective is to provide quality education for legal assistants so that they might assist the legal profession in rendering more personal, economical services to a greater number of persons.

**How are these objectives are met?**

1. Through flexible curriculum planning which stresses a balance between general education courses, law related courses, legal specialty courses, and electives.
2. Through continual assessment of the need for the program as evidenced by the legal profession's response to regular surveys and the ability of the program to place graduates.
3. By keeping the enrollment of the program to a size which will insure a good student-teacher ratio and give graduates a good chance for legal assistant employment. This will be determined in the same method as number 2 above.
4. By providing the program with a well qualified, full-time director with the necessary time to devote to the extensive administrative duties of the position.

**What will I be able to do when I complete this program?**

1. Use the law library, including encyclopedias, reporter systems, digests, and practice manuals, including updating sources; utilize computer assisted research using WESTLAW, including reporter systems, statutes, administrative codes, updating sources and extended databases.
2. Understand and use rules governing courts and basic litigation procedures including telephone technique, client interviews, complaints, interrogatories, etc.
3. Use forms and filing procedures relevant to typical legal proceedings.
4. Use forms and follow procedures in real and personal property transactions, including Real Estate Settlement Procedures Act.

**NOTE:** For students matriculating in this program, degree credit will not ordinarily be given for any course designated LET which was completed more than six years prior to completion of the degree program.

## Certificate Program

### Major Requirements

| Course  |  | Credits | Prerequisites                      |
|---------|--|---------|------------------------------------|
| LET 100 | Introduction to Legal Assisting              | 2       |                                    |
| LET 101 | Legal Research                               | 3       | ENG 121;<br>LET 100 <sup>7</sup>   |
| LET 104 | Property Transactions                        | 3       | LET 101                            |
| LET 108 | Torts  | 3       | LET 101                            |
| LET 110 | Litigation Procedure                         | 4       | LET 101                            |
| LET 111 | Contracts & the Uniform<br>Commercial Code   | 3       | LET 101                            |
| LET 112 | Business Organizations & Govt<br>Regulations | 3       | LET 111                            |
| LET 113 | Legal Writing                                | 3       | LET 101 <sup>8</sup>               |
| LET 114 | Computer Applications for the<br>Law Office  | 3       | LET 101;<br>BUS 107                |
| LET 280 | Senior Seminar for Legal<br>Assistants       | 3       | LET 104, 108, 110<br>112, 113, 114 |

**Electives:** *You may, but are not required to select one or more of the following Legal Technology electives.*

|         |                            |   |
|---------|----------------------------|---|
| LET 105 | Family Law                 | 3 |
| LET 106 | Wills and Estate Admin     | 3 |
| LET 109 | Criminal Law and Procedure | 3 |
| LET 208 | Legal Field Experience     | 3 |

### Core Requirements

| Course  |                        | Credits | Prerequisites |
|---------|------------------------|---------|---------------|
| ENG 121 | English Composition I  | 3       |               |
| ENG 122 | English Composition II | 3       | ENG 122       |

**TOTAL CREDITS    36**

<sup>7</sup>These courses may be taken as prerequisites or corequisites.

<sup>8</sup>This course may be taken as a prerequisite or corequisite.

# Liberal Arts

**Why major in Liberal Arts?** This program provides you with a foundation for lifelong intellectual development. It prepares you to adapt to, and take advantage of, an almost unlimited number of economic opportunities that the present holds and the future will create.

**If I major in Liberal Arts, what degree will I earn?** The Associate in Arts Degree which prepares you to transfer to upper division colleges and universities and prepares you to continue in most majors.

**What will I learn if I study Liberal Arts?** You receive a solid foundation upon which to build conceptual and communication skills and the essential components of a general education, which make up a large part of every liberal arts career or professional program at the bachelor's degree level. You also study a foreign language which is a basic component of a liberal arts education. It broadens your world perspectives by introducing you to another culture and helps you develop an awareness of your own language and cultural identity. You may earn your degree by selecting either the general option or by choosing one of the many specialized options.

**Are there any requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Competency in algebra I must be verified with a passing score on the College's placement test. You must also have a grade of C or better in one year of high school laboratory science.

**How long will it take for me to complete this degree?** If you do not need developmental coursework, and you register for an average of 16 credits each semester, you can complete the degree in two years. You can shorten the amount of time by taking courses in the summer and winter sessions.

**CHECK COURSE DESCRIPTIONS FOR COMPLETE LIST OF PREREQUISITES AND COREQUISITES.**

## Core Degree Requirements

| Course Code   |  | Credits | Prerequisites |
|---|--|---------|---------------|
| ENG 121   | English Composition I                        | 3       |               |
| ENG 122   | English Composition II                       | 3       | ENG 121       |
|   | OR   |         |               |
| ENG 125   | English Composition II:<br>Writing About Lit | 3       | ENG 121       |
| HIS 121   | History of Western Civilization I            | 3       |               |
| HIS 122   | History of Western Civilization II           | 3       |               |
| <b>Modern Languages.</b> Choose six credits in sequence of the same foreign language from <sup>1</sup> :  |  |         |               |
|   | French, German, Italian or Spanish           | 6       |               |
| HED/PED   | Health or Physical Education <sup>2</sup>    | 1-3     |               |
| <b>Mathematics.</b> Choose six to eight credits of mathematics from the following sequences: <sup>3</sup> |  |         |               |
|   |  | 6-8     |               |
| MAT 101   | Freshman Mathematics I                       | 3       |               |
| MAT 102   | Freshman Mathematics II                      | 3       | MAT 101       |
|   | OR   |         |               |
| MAT 123   | Intro to Probability and Statistics          | 3       |               |
| MAT 124   | Statistics                                   | 3       | MAT 123       |
|   | OR   |         |               |
| MAT 129   | Precalculus                                  | 4       |               |
| MAT 131   | Analytic Geometry & Calculus I               | 4       | MAT 129       |
|   | OR   |         |               |
| MAT 131   | Analytic Geometry & Calculus I               | 4       | MAT 129       |
| MAT 132   | Analytic Geometry & Calculus II              | 4       | MAT 131       |
| <b>Laboratory Science.</b> Choose two of the following courses:   |  |         |               |
| BIO 105   | Heredity, Evolution & Society <sup>4</sup>   | 4       |               |
| BIO 106   | Human Bio & BioMedical Issues <sup>5</sup>   | 4       |               |

– Continued –

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>If you completed at least two years of high school study in one modern language, your level of language will be determined by a placement test.

<sup>2</sup>You may satisfy this requirement with any HED or PED course except PED 270. If you take a three credit course, the extra credits may be used to satisfy the liberal arts elective requirement. HED and PED courses may also satisfy free elective requirements.

<sup>3</sup>You should choose the mathematics courses in consultation with an academic advisor. You should take the appropriate mathematics courses that will transfer to an upper division college or university and for which you have the appropriate academic background.

<sup>4</sup>You must have high school algebra I or MAT 013 and one year of high school laboratory science before taking this course.

<sup>5</sup>See footnote 4.

| <b>Courses</b>   |   | <b>Credits</b> | <b>Prerequisites</b> |
|--|---|----------------|----------------------|
| ENV 211  | Environmental Science I                                   | 4              |                      |
| ENV 212  | Environmental Science II                                  | 4              |                      |
| SCI 155  | Intro to Geology & Oceanography                           | 4              |                      |
| SCI 156  | Intro to Astronomy  | 4              |                      |
|  | OR  |                |                      |
|  | <i>Choose eight credits from the following sequences:</i> | 8              |                      |
| BIO 117  | Biology I <sup>6</sup>                                    | 4              |                      |
| BIO 118  | Biology II  | 4              | BIO 117              |
|  | OR  |                |                      |
| BIO 123  | General Biology I <sup>7</sup>                            | 4              |                      |
| BIO 124  | General Biology II  | 4              | BIO 123              |
|  | OR  |                |                      |
| One year laboratory science sequence in chemistry or physics<br>Students may also satisfy both the mathematics and science requirements by completing the new integrated math/science sequence:<br>MAT 115/SCI 115; MAT 116/SCI 116; MAT 117/SCI 117; MAT 118/SCI118 |   |                |                      |
| <b>Social Sciences.</b> Choose six credits from courses designated in the course descriptions as GE SS from the following:   |   |                | 6                    |
| African-American Studies, Economics, Political Science, Psychology and Sociology   |   |                |                      |
| <b>Humanities.</b> Choose six credits from courses designated as GE HUM in the course descriptions from the following:   |   |                | 6                    |
| African American Studies, Art, Dance, English, French, German, History, Italian, Languages and Cultures, Music, Philosophy, Spanish, Speech, Theatre   |   |                |                      |
| <b>Liberal Arts Electives.</b> Choose 13 credits of liberal arts electives, 12 of which must be in the option you select.  |   |                | 13                   |
| <b>Free Electives</b>  |   | 6              |                      |
| <b>Total Credits</b>   |   | <b>64-68</b>   |                      |

## **General Degree Option**

### **Major Requirements**

| <b>Courses</b>  |  | <b>Credits</b> |
|---|--|----------------|
| <i>Choose 13 credits from the following:</i>  |  | 13             |
| African-American Studies, Art, Communication, Dance, English, French, German, Health Education, History, Italian, Languages and Cultures, Music, Physical Education, Philosophy, Political Science, Psychology, Recreation, Sociology, Spanish, Speech, Social Science, Theatre |  |                |

**Total Credits 64-68**

## **Business Degree Option**

### **Major Requirements**

| <b>Courses</b>                              |                                   | <b>Credits</b> | <b>Prerequisites</b> |
|---|-----------------------------------|----------------|----------------------|
| ACC 101                                     | Financial Accounting              | 4              |                      |
| ACC 102                                     | Managerial Accounting             | 4              | ACC 101              |
| ECO 201                                     | Principles of Economics I         | 3              |                      |
| ECO 202                                     | Principles of Economics II        | 3              | ECO 201              |
| <b>Mathematics Electives.</b>               |                                   |                | 8                    |
| <i>Take one of the following sequences:</i> |                                   |                |                      |
| MAT 129                                     | Precalculus                       | 4              |                      |
| MAT 131                                     | Analytical Geometry & Calculus I  | 4              | MAT 129              |
|   | OR                                |                |                      |
| MAT 131                                     | Analytical Geometry & Calculus I  | 4              | MAT 129              |
| MAT 132                                     | Analytical Geometry & Calculus II | 4              | MAT 131              |

**Total Credits 65-69**

<sup>6</sup>See footnote 4.

<sup>7</sup>You must have high school algebra I or MAT 013 and one year high school laboratory biology and one year of high school laboratory chemistry before taking this course.

## Communication Degree Option

### Major Requirements

| Courses |  | Credits | Prerequisites |
|---------|--|---------|---------------|
| COM 105 | Introduction to Communication Study      | 3       |               |
| COM 121 | Mass Communication Study                 | 3       | COM 105       |
| COM 131 | Introduction to Broadcasting             | 3       | COM 105       |
| COM 208 | Communication Seminar & Field Experience | 3       | COM 105       |
|         | OR                                       |         |               |
| COM 210 | Radio Broadcasting Production            | 3       |               |

With permission of the department chairperson, COM 208 or COM 210 may be replaced with a course relevant to the student's special focus in the communication field which will assist the student in transferring to a senior institution in communication. In many instances this other course would be SPE 121 Fundamentals of Public Speaking, SPE 124 Oral Interpretation or ENG 205 Introduction to Journalism.

**Total Credits 64-68**

## Dance Degree Option

### Major Requirements

| Courses |                                       | Credits |
|---------|---------------------------------------|---------|
| DAN 131 | Elements of Dance                     | 3       |
| DAN 132 | Dance Appreciation                    | 3       |
| DAN 201 | Methods and Modern Technique in Dance | 3       |
| DAN 202 | Improvisation and Composition         | 3       |

| Recommended Courses: <sup>8</sup> |                                       | Credits |
|-----------------------------------|---------------------------------------|---------|
| HED 205                           | Nutrition for the Active Person       | 3       |
| MUS 123                           | Music History - Traditional           | 3       |
| PED 210                           | Scientific Principles of Conditioning | 3       |
| THE 123                           | Theatre History                       | 3       |

**Total Credits 64-68**

## Education Degree Option

### Major Requirements

| Courses |                                 | Credits | Prerequisites |
|---------|---------------------------------|---------|---------------|
| PSY 123 | Introductory Psychology         | 3       |               |
| PSY 223 | Child Psychology                | 3       | PSY 123       |
| SOC 121 | Introduction to Sociology       | 3       |               |
| SPE 121 | Fundamentals of Public Speaking | 3       |               |

**Total Credits 64-68**

You should meet with the chairperson of the of the Psychology and Learning Development Department, an advisor in the Academic Advising Center, or a counselor in The Counseling and Transfer Office to discuss which courses will transfer to the upper division college or university you plan to attend.

## English Degree Option

### Major Requirements

#### Courses

You may choose any English course numbered 200 or higher to satisfy the 12 credit requirement. All have a prerequisite of ENG 122 or 125 (except ENG 212, which has a prerequisite of ENG 121). In addition, related courses must be completed sequentially. For example, ENG 235 must be taken prior to ENG 236, and ENG 205 must be taken before ENG 206 or ENG 214.

**Total Credits 64-68**

<sup>8</sup>Recommended courses may be used to satisfy the social science electives, humanities electives and free elective requirements for the degree. Refer to the course descriptions for the appropriate general education designation and consult with an academic advisor before registering for courses.

– Continued –

## History Degree Option

### Major Requirements

| Courses  | Credits      |
|--|--------------|
| To satisfy the 12 credit requirement choose History courses that you have not taken to satisfy core requirements for the degree. |              |
|  | 12           |
| <b>Total Credits</b>   | <b>64-68</b> |

## Journalism Degree Option

### Major Requirements

| Courses                     | Credits        | Prerequisites                            |
|-----------------------------|----------------|--|
| ENG 205                     | 3              | Introduction to Journalism               |
| ENG 206                     | 3              | Journalism Workshop                      |
| ENG 214                     | 3              | Journalism/Writing Field Experience      |
|                             |                | ENG 122 or 125                           |
|                             |                | ENG 205                                  |
|                             |                | ENG 205 or 235 or BUS 205                |
| <b>Recommended Courses:</b> |                |  |
|                             | <b>Credits</b> |  |
| ENG 235                     | 3              | Creative Writing                         |
| ENG 225                     | 3              | World Literature I                       |
| ENG 226                     | 3              | World Literature II                      |
| POS 201                     | 3 <sup>9</sup> | United States State and Local Government |
| <b>Total Credits</b>        | <b>64-68</b>   |  |

## Modern Language Degree Option

### Major Requirements

| Courses  | Credits      |
|--|--------------|
| To satisfy the 12 credit requirement choose modern language courses that you have not taken to satisfy the core requirements for the degree. |              |
|  | 12           |
| <b>Total Credits</b>   | <b>64-68</b> |

## Music Degree Option

### Major Requirements

| Courses                                  | Credits        | Prerequisites                                |
|--|----------------|--|
| MUS 131                                  | 3              | Keyboard Studies I                           |
| MUS 132                                  | 3              | Keyboard Studies II                          |
| MUS 140                                  | 3              | Music Fundamentals                           |
| MUS 201                                  | 3              | Music Notation & Composition I <sup>10</sup> |
| MUS 202                                  | 3              | Music Notation & Composition II              |
|  |                | MUS 131                                      |
|  |                | MUS 140                                      |
|  |                | MUS 201                                      |
| <b>Recommended Courses:<sup>11</sup></b> |                |  |
|  | <b>Credits</b> |  |
| MUS 103                                  | 1              | Choral Performance I                         |
| MUS 104                                  | 1              | Choral Performance II                        |
| MUS 107                                  | 3              | Intro to Music                               |
| MUS 109                                  | 1              | Choral Performance III                       |
| MUS 110                                  | 1              | Choral Performance IV                        |
| MUS 123                                  | 3              | Music History - Traditional                  |
| MUS 124                                  | 3              | Music History - Contemporary                 |
| MUS 130                                  | 3              | Guitar I                                     |
| MUS 133                                  | 2              | Applied Music Studio I                       |
| MUS 134                                  | 2              | Applied Music Studio II                      |
| MUS 136                                  | 3              | Guitar II                                    |
| MUS 207                                  | 2              | Applied Music Studio III                     |
| MUS 208                                  | 2              | Applied Music Studio IV                      |
|  |                | MUS 103                                      |
|  |                | MUS 104                                      |
|  |                | MUS 109                                      |
|  |                | MUS 130                                      |
| <b>Total Credits</b>                     | <b>66-68</b>   |  |

<sup>9</sup>You may use this course to satisfy a free elective requirement or general education social science.

<sup>10</sup>You may substitute the prerequisite of MUS 140 with a passing score on the music theory placement exam.

<sup>11</sup>Recommended courses may be used to satisfy the humanities elective and free elective requirements for the degree. Refer to the course descriptions for the appropriate general education designation and consult with an academic advisor before registering for courses.

## Physical Education/Recreation Degree Option

### Major Requirements

| Courses              |  | Credits      |
|----------------------|--|--------------|
| HED 200              | Human Sexuality and Family Life          | 3            |
| PED 210              | Scientific Prin of Conditioning Programs | 3            |
| PED 212              | Aquatics Management                      | 3            |
| REC 203              | Outdoor Recreation                       | 3            |
| <b>Total Credits</b> |  | <b>64-68</b> |

## Political Science Degree Option

### Major Requirements

| Courses                                     |  | Credits      | Prerequisites            |
|---|--|--------------|--------------------------|
| POS 121                                     | Introductory Government & Politics             | 3            |                          |
| POS 220                                     | United States National Government              | 3            |                          |
| <i>Choose two of the following courses:</i> |  | 6            |                          |
| POS 201                                     | United States State and Local Government       | 3            |                          |
| POS 222                                     | Foreign Governments:<br>A Comparative Analysis | 3            |                          |
| POS 231                                     | Constitutional Law                             | 3            | POS 121 or 201<br>or 220 |
| <b>Total Credits</b>                        |  | <b>64-68</b> |                          |

## Psychology Degree Option

### Major Requirements

| Courses   |  | Credits |
|---|--|---------|
| Choose psychology courses to satisfy the 12 credit requirement that you have not taken to satisfy the core requirements for the degree. |  | 12      |

## Social and Rehabilitation Services Degree Option<sup>12</sup>

### Major Requirements

| Courses              |  | Credits      |
|----------------------|--|--------------|
| PSY 123              | Introductory Psychology                      | 3            |
| SOC 121              | Introduction to Sociology I                  | 3            |
| SOC 131              | Contemporary Social Problems                 | 3            |
| SOC 141              | Intro to Social Work & Social Welfare Policy | 3            |
| SOC 205              | Minority Groups in US Society                | 3            |
| SOC 210              | Methods of Social Casework & Counseling      | 3            |
| <b>Total Credits</b> |  | <b>64-68</b> |

## Social Sciences Degree Option

### Major Requirements

| Courses  |  | Credits      |
|--|--|--------------|
| <i>Choose liberal arts electives from:</i><br>POS, PSY or SOC. |  | 13           |
| <b>Total Credits</b>   |  | <b>64-68</b> |

<sup>12</sup>Certain major courses may be offered only in the evenings.

## Sociology Degree Option

### Major Requirements

| Courses  | Credits      |
|--|--------------|
| Choose sociology courses to satisfy the twelve credit requirement that you have not taken to satisfy core requirements for the degree. | 12           |
| <b>Total Credits</b>   | <b>64-68</b> |

## Theatre Degree Option

### Major Requirements

| Courses   | Credits        |
|---|----------------|
| THE 123 Theatre History                           | 3              |
| THE 124 Contemporary Theatre                      | 3              |
| THE 145 Stagecraft                                | 3              |
| THE 146 Play Production                           | 3              |
| Elective  | 3              |
| <b>Recommended Courses:</b>                       | <b>Credits</b> |
| THE 105 Introduction to Theatre                   | 3              |
| THE 131 Acting I                                  | 3              |
| THE 132 Acting II                                 | 3              |
| THE 152 American Musical Theatre                  | 3              |
| SPE 124 Oral Interpretation                       | 3              |
| DAN 131 Elements of Dance                         | 3              |
| DAN 132 Dance Appreciation                        | 3              |
| DAN 201 Methods and Modern Techniques<br>in Dance | 3              |
| DAN 202 Improvisation and Composition             | 3              |
| <b>Total Credits</b>                              | <b>64-68</b>   |

## Visual Arts Degree Option

### Major Requirements

| Courses   | Credits        | Prerequisites |
|---|----------------|---------------|
| ART 145 Art Fundamentals:<br>Two Dimensions                   | 3              |               |
| ART 146 Art Fundamentals:<br>Three Dimensions                 | 3              |               |
| <i>Choose two of the following three art history courses:</i> | <i>6</i>       |               |
| ART 123 Art History: Ancient to Renaissance                   |                |               |
| ART 124 Art History: Renaissance to Modern                    |                |               |
| ART 125 Art History: Modern & Contemporary                    |                |               |
| <b>Recommended Courses:</b> <sup>13</sup>                     | <b>Credits</b> |               |
| ART 109 Drawing   | 3              |               |
| ART 110 Figure Drawing  | 3              |               |
| ART 201 Ceramics: Handbuilding                                | 3              |               |
| ART 202 Ceramics: Wheelthrowing                               | 3              | ART 201       |
| ART 219 Printmaking: Monoprint &<br>Basic Relief              | 3              |               |
| ART 220 Printmaking: Screen & Intaglio                        | 3              |               |
| ART 221 Painting: Traditional                                 | 3              |               |
| ART 222 Painting: Contemporary                                | 3              |               |
| ART 223 Sculpture I   | 3              |               |
| ART 224 Sculpture II  | 3              | ART 223       |

Recommended courses may be used to satisfy the humanities elective or free elective requirements for the degree. See the course descriptions for the appropriate general education designation and consult with a academic advisor.

<sup>13</sup>You may use these courses to satisfy six credits of the humanities requirement for the degree.



# Management

## Business Administration and Management Department

### Why major in Management?

Management is a people-oriented career requiring you to have an understanding of the role of management in a complex and dynamic society. If you have experience in a particular field, earning your degree in Management may open up employment and promotion opportunities in various aspects of industry, commerce, specialized institutions, and government. The option in Credit and Financial Management opens career possibilities for you in credit and finance departments of commercial houses, industrial plants, or any establishment where credit is extended. As a Credit and Finance graduate, you will analyze financial reports and investigate the credit reputations of loan applicants. As a Food Industry Management graduate, you can work as a manager at the manufacturing, wholesale or retail level.

**If I major in Management, what degree can I earn?** You have several choices with this major. You can earn the **Associate in Applied Science in Management** or you can choose one of two options, **Credit and Finance** or **Food Industry Management**. Another choice is the **Certificate of Achievement in Management Support Services**.

**If I major in Management, can I transfer to a four year college or university?** Many colleges and universities will apply the courses you have taken towards a bachelor's degree. You should meet with an academic advisor for appropriate planning.

**What will I learn if I study Management?** You establish or upgrade your managerial skills. The program is a comprehensive blend of social science theories, organizational behavior and design, classical management theories, managerial processes, functions, and decision-making.

– Continued –

**CHECK COURSE DESCRIPTIONS FOR COMPLETE LIST OF PREREQUISITES AND COREQUISITES.**

### Degree Program

#### Major Requirements

| Course  |  | Credits | Prerequisites                                 |
|---------|--|---------|---|
| ACC 101 | Financial Accounting                           | 4       |   |
| ACC 102 | Managerial Accounting                          | 4       | ACC 101                                       |
| BUS 101 | Business Organization and Management           | 3       |   |
| BUS 107 | Intro To Business Data Processing <sup>1</sup> | 3       |   |
| BUS 201 | Business Law I                                 | 3       |   |
| BUS     | Business Elective <sup>2</sup>                 | 3       |   |
| ECO 201 | Principles of Economics I                      | 3       |   |
| ECO 202 | Principles of Economics II                     | 3       | ECO 201                                       |
| MGT 205 | Principles of Labor Relations                  | 3       | BUS 101 or MGT 220                            |
| MGT 210 | Concepts of Business Management                | 3       | BUS 101                                       |
| MGT 214 | Operations Management                          | 3       | MGT 210                                       |
| MGT 216 | Seminar in Management Experiences              | 3       | ACC 102; ECO 202; ENG 122; MGT 205, 210 & 220 |
| MGT 220 | Human Resources Management                     | 3       |   |

#### Core Requirements

| Course  |                                       | Credits | Prerequisites |
|---------|---------------------------------------|---------|---------------|
| ENG 121 | English Composition I                 | 3       |               |
| ENG 122 | English Composition II                | 3       | ENG 121       |
|         | Mathematics Requirement <sup>3</sup>  | 3       |               |
|         | Physical/Health Ed Elective           | 1-3     |               |
|         | Science Requirement <sup>4</sup>      | 3       |               |
|         | Humanities Elective                   | 3       |               |
|         | Social Science Elective               | 3       |               |
|         | Humanities or Social Science Elective | 3       |               |

**TOTAL CREDITS 63 or 65**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You must take OAD 010 at the same time you take BUS 107 or obtain an approved waiver demonstrating proficiency in keyboarding.

<sup>2</sup>You may choose from MGT 208, MKT 201, and RET 204.

<sup>3</sup>BUS 115 is recommended. However, you may enroll in a higher level mathematics course for which you have the appropriate academic background.

<sup>4</sup>You may choose a science course for which you have the appropriate academic background from Biology, Chemistry, Environmental Science or Science.

**Are there any requirements I must satisfy before I start taking courses in my major?**

You must demonstrate proficiency in keyboarding or typewriting by either completing OAD 010, Keyboarding for Computers, or by appropriate waiver of the Office Administration Department Chairperson. Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test.

**How long will it take for me to complete this degree?**

If you do not need developmental coursework, and you register for an average of 16 credits each semester, you can complete the degree in two years. If you do not need developmental coursework, and you register for an average of 15 credits each semester, you can complete the certificate in one year. You can shorten the amount of time by taking courses in the summer and winter sessions. **Some major courses in the management program are offered only in the evenings.**

## Credit and Financial Management Degree Option

### Major Requirements

| Course  |  | Credits | Prerequisites |
|---------|--|---------|---------------|
| ACC 101 | Financial Accounting                           | 4       |               |
| ACC 102 | Managerial Accounting                          | 4       | ACC 101       |
| BUS 101 | Business Organization and Management           | 3       |               |
| BUS 107 | Intro To Business Data Processing <sup>5</sup> | 3       |               |
| BUS 201 | Business Law I                                 | 3       |               |
| BUS 202 | Business Law II                                | 3       | BUS 201       |
| BUS 205 | Business Communications                        | 3       |               |
| ECO 201 | Principles of Economics I                      | 3       |               |
| ECO 202 | Principles of Economics II                     | 3       | ECO 201       |
| FIN 201 | Credit and Collection Principles               | 3       | ACC 101       |
| FIN 202 | Advanced Credits                               | 3       | FIN 201       |
| FIN 203 | Problems in Credit Management                  | 3       | FIN 202       |
| MGT 220 | Human Resources Management                     | 3       |               |
| SPE 121 | Fundamentals of Public Speaking                | 3       |               |
|         | <i>Take one of the following:</i>              | 3       |               |
| FIN 205 | Credit & Financial Mgt Field Experience        |         |               |
| MKT 143 | Salesmanship                                   |         |               |
| MKT 201 | Marketing I                                    |         | BUS 101       |

### Core Requirements

| Course  |                                   | Credits | Prerequisites |
|---------|-----------------------------------|---------|---------------|
| ENG 121 | English Composition I             | 3       |               |
| ENG 122 | English Composition II            | 3       | ENG 121       |
| PSY 123 | Introductory Psychology           | 3       |               |
|         | Mathematics Elective <sup>6</sup> | 3       |               |
|         | Physical/Health Ed Elective       | 1-3     |               |
|         | Science Elective <sup>7</sup>     | 3       |               |

**TOTAL CREDITS 63-65**

<sup>5</sup>You must take OAD 010 at the same time you take BUS 107 or obtain an approved waiver demonstrating proficiency in keyboarding.

<sup>6</sup>BUS 115 is recommended. However, you may enroll in a higher level mathematics course for which you have the appropriate academic background.

<sup>7</sup>You may choose a science course for which you have the appropriate academic background from Biology, Chemistry, Environmental Science or Science.

## Food Industry Management Degree Option

### Major Requirements

| Course  |  | Credits | Prerequisites     |
|---------|--|---------|-------------------|
| ACC 101 | Financial Accounting                           | 4       |                   |
| ACC 102 | Managerial Accounting                          | 4       | ACC101            |
| BUS 101 | Business Organization and Management           | 3       |                   |
| BUS 107 | Intro To Business Data Processing <sup>8</sup> | 3       |                   |
| ECO 201 | Principles of Economics I                      | 3       |                   |
| FIM 201 | Food Marketing & Merchandising                 | 3       | MKT 210           |
| FIM 202 | Sanitation & Regulatory Issues                 | 3       |                   |
| FIM 203 | Food Distribution, Sales & Production          | 3       |                   |
| FIM 204 | Food Management Co-Operative Ed                | 3       | FIM 201, 202, 203 |
| FIM 205 | Issues & Problems in Food Industry Mgt         | 3       | FIM 201, 202, 203 |
| MGT 210 | Concepts of Business Management                | 3       | BUS 101           |
| MKT 201 | Marketing I                                    | 3       | BUS 101           |

### Core Requirements

| Course  |                                       | Credits | Prerequisites |
|---------|---------------------------------------|---------|---------------|
| ENG 121 | English Composition I                 | 3       |               |
| ENG 122 | English Composition II                | 3       | ENG 121       |
|         | Mathematics Elective <sup>9</sup>     | 3       |               |
|         | Physical/Health Ed Elective           | 1-3     |               |
|         | Science Elective <sup>10</sup>        | 3       |               |
|         | Humanities Elective                   | 3       |               |
|         | Social Science Elective               | 3       |               |
|         | Social Science or Humanities Elective | 3       |               |
|         | Free Elective                         | 3       |               |

**TOTAL CREDITS 63 or 65**

<sup>8</sup> You must take OAD 010 at the same time you take BUS 107 or obtain an approved waiver demonstrating proficiency in keyboarding.

<sup>9</sup> BUS 115 is recommended. However, you may enroll in a higher level mathematics course for which you have the appropriate academic background.

<sup>10</sup>You may choose a science course for which you have the appropriate academic background from Biology, Chemistry, Environmental Science or Science.

## Management Support Services Certificate Program

### Major Requirements

| Course  |   | Credits | Prerequisites         |
|---------|---|---------|-----------------------|
| BUS 101 | Business Organization and<br>Management | 3       |                       |
| BUS 205 | Business Communications                 | 3       |                       |
| MGT 205 | Principles of Labor Relations           | 3       | BUS 101 or<br>MGT 220 |
| MGT 210 | Concepts of Business Management         | 3       | BUS 101               |
| MGT 220 | Human Resources Management              | 3       |                       |
|         | Business Electives                      | 6       |                       |

### Core Requirements

| Course  |                         | Credits | Prerequisites |
|---------|-------------------------|---------|---------------|
| ENG 121 | English Composition I   | 3       |               |
| ENG 122 | English Composition II  | 3       | ENG 121       |
|         | Social Science Elective | 3       |               |

**TOTAL CREDITS 30**

# Marketing

## Business Administration and Management Department

**Why major in Marketing?** The distribution of goods and services is one of the fastest growing business fields in the nation. If you are an alert, vigorous individual who is capable of bringing new ideas and talents to a dynamic and diversified business establishment, this major would be a good choice for you. Career possibilities include employment as a marketing trainee, marketing research assistant, advertising assistant, customer relations representative, or sales representative. The Materials Management Option is a senior year sequence, which will prepare you for a position in materials scheduling, forecasting and inventory management. The Transportation and Distribution option is a senior year elective sequence, which will prepare you for a position in customer servicing, transportation management, and/or warehousing and inventory supervision.

**If I major in Marketing, what degree can I earn?** You have several choices with this major. You can earn the **Associate in Applied Science** in Marketing or you can choose one of two options, **Materials Management** or **Transportation and Distribution**. You may also choose to earn the **Certificate of Achievement** in Materials Management or Transportation and Distribution.

**If I major in Marketing, can I transfer to a four year college or university?** Many colleges and universities will apply the courses you have taken towards a bachelor's degree. You should meet with an academic advisor for appropriate planning.

**What will I learn if I study Marketing?** You acquire a firm base of knowledge of business law and mathematics, accounting, data processing, and economics. You also study courses in general education and specific courses in marketing or, physical distribution, or materials management.

**CHECK COURSE DESCRIPTIONS FOR COMPLETE LIST OF PREREQUISITES AND COREQUISITES.**

### Degree Program

#### Graduation Requirements

| Course  |   | Credits | Prerequisites |
|---------|---|---------|---------------|
| ACC 101 | Financial Accounting                                  | 4       |               |
| ACC 102 | Managerial Accounting                                 | 4       | ACC 101       |
| BUS 101 | Business Organization and Management                  | 3       |               |
| BUS 107 | Introduction to Business Data Processing <sup>1</sup> | 3       |               |
| BUS 201 | Business Law I  | 3       |               |
| ECO 201 | Principles of Economics I                             | 3       |               |
| ECO 202 | Principles of Economics II                            | 3       | ECO 201       |
| MKT 143 | Salesmanship  | 3       |               |
| MKT 201 | Marketing I   | 3       | BUS 101       |
| MKT 202 | Marketing II  | 3       | MKT 201       |
| MKT 203 | Principles of Advertising                             | 3       | BUS 101       |
| MKT 206 | Marketing Management Seminar                          | 3       | Senior status |
|         | <i>Take one of the following:</i>                     | 3       |               |
| BUS 202 | Business Law II                                       | 3       | BUS 201       |
| MKT 209 | Marketing Field Experience                            | 3       | MKT 201       |

#### Core Requirements

| Course  |  | Credits | Prerequisites |
|---------|--|---------|---------------|
| ENG 121 | English Composition I                          | 3       |               |
| ENG 122 | English Composition II                         | 3       | ENG 121       |
|         | Mathematics Requirement <sup>2</sup>           | 3       |               |
|         | Physical/Health Ed Elective                    | 1-3     |               |
|         | Science Elective <sup>3</sup>                  | 3       |               |
|         | Humanities Elective                            | 3       |               |
|         | Social Science Elective                        | 3       |               |
|         | Humanities Elective or Social Science Elective | 3       |               |

**TOTAL CREDITS 63-65**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You must take OAD 010 at the same time you take BUS 107 or obtain an approved waiver demonstrating proficiency in keyboarding.

<sup>2</sup>BUS 155 is recommended. However, you may enroll in a higher level mathematics course for which you have the appropriate academic background.

<sup>3</sup>You may choose a science course for which you have the appropriate academic background from Biology, Chemistry, Environmental Science or Science.

**Are there any requirements I must satisfy before I start taking courses in my major?** You must demonstrate proficiency in keyboarding or typewriting by either completing OAD 010, Keyboarding for Computers, or by appropriate waiver of the Office Administration Department Chairperson. Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test.

**How long will it take for me to complete this degree?** If you do not need developmental coursework, and you register for an average of 16 credits each semester, you can complete the degree in two years. If you do not need developmental coursework, and you register for an average of 15 credits each semester, you can complete the certificate in one year. You can shorten the amount of time by taking courses in the summer and winter sessions.

## Materials Management Degree Option

### Major Requirements

| Course                            |   | Credits | Prerequisites         |
|-----------------------------------|---|---------|-----------------------|
| ACC 101                           | Financial Accounting  | 4       |                       |
| ACC 102                           | Managerial Accounting   | 4       | ACC 101               |
| BUS 101                           | Business Organization and Management                            | 3       |                       |
| BUS 107                           | Introduction to Business Data Processing <sup>4</sup>           | 3       |                       |
| BUS 201                           | Business Law I  | 3       |                       |
| DIS 101                           | Concepts of Materials Management, Transportation & Distribution | 3       | BUS 101               |
| ECO 201                           | Principles of Economics I                                       | 3       |                       |
| MGT 205                           | Principles of Labor Relations                                   | 3       | BUS 101 or<br>MGT 220 |
| MMG 201                           | Materials Management I  | 3       | DIS 101               |
| MMG 202                           | Materials Management II   | 3       | DIS 101               |
| MKT 201                           | Marketing I   | 3       | BUS 101               |
| PUR 201                           | Purchasing Principles   | 3       | BUS 101               |
| <i>Take one of the following:</i> |   | 3       |                       |
| MKT 209                           | Marketing Field Experience Business Elective                    |         | MKT 201               |

### Core Requirements

| Course  |                                       | Credits | Prerequisites |
|---------|---------------------------------------|---------|---------------|
| ENG 121 | English Composition I                 | 3       |               |
| ENG 122 | English Composition II                | 3       | ENG 121       |
|         | Mathematics Requirement <sup>5</sup>  | 3       |               |
|         | Physical/Health Ed Elective           | 1-3     |               |
|         | Science Requirement <sup>6</sup>      | 3       |               |
|         | Humanities Elective                   | 3       |               |
|         | Social Science Elective               | 3       |               |
|         | Social Science or Humanities Elective | 3       |               |

**TOTAL CREDITS 63-65**

<sup>4</sup>You must take OAD 010 at the same time you take BUS 107 or obtain an approved waiver demonstrating proficiency in keyboarding.

<sup>5</sup>BUS 155 is recommended. However, you may enroll in a higher level mathematics course for which you have the appropriate academic background.

<sup>6</sup>You may choose a science course for which you have the appropriate academic background from Biology, Chemistry, Environmental Science or Science.

## Materials Management Certificate Program

### Major Requirements

| Course  |  | Credits | Prerequisites |
|---------|--|---------|---------------|
| BUS 101 | Business Organization and Management                               | 3       |               |
| BUS 107 | Introduction to Business <sup>7</sup><br>Data Processing           | 3       |               |
| DIS 101 | Concepts of Materials Management,<br>Transportation & Distribution | 3       | BUS 101       |
| MMG 201 | Materials Management I   | 3       | DIS 101       |
| MMG 202 | Materials Management II  | 3       | DIS 101       |
| PUR 201 | Principles of Purchasing   | 3       | BUS 101       |
|         | Business Elective  | 3       |               |

### Core Requirements

| Course  |                         | Credits | Prerequisites |
|---------|-------------------------|---------|---------------|
| BUS 205 | Business Communications | 3       |               |
| ENG 121 | English Composition I   | 3       |               |
| ENG 122 | English Composition II  | 3       | ENG 121       |

**TOTAL CREDITS 30**

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<sup>7</sup>You must take OAD 010 at the same time you take BUS 107 or obtain an approved waiver demonstrating proficiency in keyboarding.

## Transportation and Distribution Option

### Major Requirements

| Course                            |  | Credits | Prerequisites     |
|-----------------------------------|--|---------|-------------------|
| ACC 101                           | Financial Accounting   | 4       |                   |
| ACC 102                           | Managerial Accounting  | 4       | ACC 101           |
| BUS 101                           | Business Organization and Management                             | 3       |                   |
| BUS 107                           | Introduction to Business Data Processing <sup>8</sup>            | 3       |                   |
| BUS 201                           | Business Law I   | 3       |                   |
| DIS 101                           | Concepts of Materials Management, Transportation, & Distribution | 3       | BUS 101           |
| DIS 201                           | Customer Servicing   | 3       | BUS 101           |
| DIS 202                           | Transportation   | 3       | DIS 101           |
| DIS 204                           | Warehousing and Inventory  | 3       | DIS 101           |
| ECO 201                           | Principles of Economics I  | 3       |                   |
| MKT 201                           | Marketing I  | 3       | BUS 101           |
| MGT 205                           | Principles of Labor Relations                                    | 3       | BUS 101 or MKT220 |
| <i>Take one of the following:</i> |  | 3       |                   |
| MKT 209                           | Marketing Field Experience<br>Recommended Business Elective      |         | MKT 201           |

### Core Requirements

| Course  |   | Credits | Prerequisites |
|---------|---|---------|---------------|
| ENG 121 | English Composition I                             | 3       |               |
| ENG 122 | English Composition II                            | 3       | ENG 121       |
|         | Mathematics Elective <sup>9</sup>                 | 3       |               |
|         | Science Elective <sup>10</sup>                    | 3       |               |
|         | Physical/Health Ed Elective                       | 1-3     |               |
|         | Humanities Elective                               | 3       |               |
|         | Social Science Elective                           | 3       |               |
|         | Humanities Elective or<br>Social Science Elective | 3       |               |

**TOTAL CREDITS 63-65**

<sup>8</sup>You must take OAD 010 at the same time you take BUS 107 or obtain an approved waiver demonstrating proficiency in keyboarding.

<sup>9</sup>BUS 115 is recommended. However, you may enroll in a higher level mathematics course for which you have the appropriate academic background.

<sup>10</sup>You may choose a science course for which you have the appropriate academic background from Biology, Chemistry, Environmental Science, Physics or Science.



## Transportation and Distribution Certificate Program

### Major Requirements

| Course  |  | Credits | Prerequisites |
|---------|--|---------|---------------|
| BUS 101 | Business Organization and Management                             | 3       |               |
| BUS 107 | Introduction to Business Data Processing <sup>11</sup>           | 3       |               |
| DIS 101 | Concepts of Materials Management, Transportation, & Distribution | 3       | BUS 101       |
| DIS 201 | Customer Servicing   | 3       | BUS 101       |
| DIS 202 | Transportation   | 3       | DIS 101       |
| DIS 204 | Warehousing and Inventory  | 3       | DIS 101       |
| MKT 201 | Marketing I  | 3       | BUS 101       |

### Core Requirements

| Course  |                         | Credits | Prerequisites |
|---------|-------------------------|---------|---------------|
| BUS 205 | Business Communications | 3       |               |
| ENG 121 | English Composition I   | 3       |               |
| ENG 122 | English Composition II  | 3       | ENG 121       |

**TOTAL CREDITS 30**

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<sup>11</sup>You must take OAD 010 at the same time you take BUS 107 or obtain an approved waiver demonstrating proficiency in keyboarding.

# Marketing Art and Design

## Marketing Art and Design Department

**Why major in Marketing Art and Design?** There is a growing need for computer graphic artists. This program includes a cooperative work experience option. As a senior, if you choose this option, you may be placed in a paid approved position that will enhance your competency by providing hands-on experience with state-of-the-art equipment used by professional designers and photographers. You spend a semester working part time on a one-to-one basis with a graphic designer or commercial photographer learning the latest techniques used in these fields. Job coordinators visit you at work to hold progress review sessions with you and your employer. You also attend a weekly co-op seminar on campus.

**If I major in Marketing Art and Design, what degree can I earn?** The Associate in Applied Science which prepares you for a career as a commercial artist, or a photographer, in advertising agencies, company advertising departments, publishing companies, photography studios, color reproduction laboratories, printing firms, or retail establishments.

**If I major in Marketing Art and Design, can I transfer to a four year college or university?** Many colleges and universities will apply the courses you have taken for your degree towards a bachelor's degree. Articulation agreements exist with some colleges that will accept you as a junior and accept all of your courses.

**What will I learn if I study Marketing Art and Design?** Your studies combine computer-linked commercial photography and commercial art with business and general education. The program emphasizes hands-on experience in the laboratory or studio to develop both your creative ability and the mechanical skills essential to business-oriented art and photography careers. The faculty who teach your major courses have professional experience in the fields of commercial art and photography as well as in marketing and business.

**CHECK THE COURSE DESCRIPTIONS FOR COMPLETE LIST OF PREREQUISITES AND COREQUISITES.**

### Degree Program

#### Major Requirements

| Course  |   | Credits | Prerequisites |
|---------|---|---------|---------------|
| ART 103 | Art in Industry and Commerce                          | 2       |               |
| BUS 101 | Business Organization and Management                  | 3       |               |
| BUS 107 | Introduction to Business Data Processing <sup>1</sup> | 3       |               |
| MAD 106 | Mechanical & Computer Studio Skills                   | 3       |               |
| MAD 107 | Photography I   | 3       |               |
| MAD 108 | Photography II  | 3       | MAD 107       |
| MAD 111 | Color and Design I                                    | 3       |               |
| MAD 112 | Color and Design II                                   | 3       | MAD 111       |
| MAD 117 | Freehand Drawing                                      | 3       |               |

*Take one of the following:*

|         |                           |   |         |
|---------|---------------------------|---|---------|
| MKT 143 | Salesmanship              | 3 |         |
| MKT 203 | Principles of Advertising | 3 | BUS 101 |

You may select the remaining eight credits in your major from the following courses. If you do not want to choose one of the two options, you may combine courses from either group to total eight credits. All students must take AGD 209 or PCP 213.

### Advertising Graphics Design Degree Option

#### Major Requirements

| Course  |                             | Credits | Prerequisites   |
|---------|-----------------------------|---------|---|
| AGD 209 | Portfolio Project           | 2       | 6 credits of AGD/PCP completed and 6 more in progress |
| AGD 205 | Layout Design               | 2       | ART 103; MAD 106, 108, 112 & 117                      |
| AGD 206 | Typography                  | 2       | ART 103; MAD 106, 108, 112 & 117                      |
| AGD 211 | Advertising Design I        | 2       | ART 103; MAD 106, 108, 112 & 117                      |
| AGD 212 | Advertising Design II       | 2       | AGD 211   |
| AGD 217 | Mechanical Print Production | 2       | MAD 106, 108, 112 & 117                               |
| AGD 218 | Computer Pre-Press          | 2       | AGD 217   |

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You must take OAD 010 at the same time or before you take BUS 107 or obtain an approved waiver demonstrating proficiency in keyboarding.

## Professional Commercial Photography Degree Option

### Major Requirements

| Course  |                                   | Credits | Prerequisites   |
|---------|-----------------------------------|---------|---|
| PCP 213 | Portfolio Project                 | 3       | 6 credits of AGD/PCP completed and 6 more in progress |
| PCP 221 | Color Printing Methods & Practice | 3       | MAD 106, 108, 112 & 117                               |
| PCP 224 | Computer Imagery                  | 3       | 6 credits of AGD/PCP                                  |
| PCP 225 | Production & Stock Photography    | 3       | ART 103; MAD 106 108, 112 & 117                       |
| PCP 226 | Professional/Studio Photography   | 3       | 6 credits of AGD/PCP                                  |

### Core Requirements

| Course  |  | Credits | Prerequisites |
|---------|--|---------|---------------|
| ENG 121 | English Composition I                    | 3       |               |
| ENG 122 | English Composition II                   | 3       | ENG 121       |
|         | Mathematics Elective <sup>2</sup>        | 3       |               |
|         | Physical/Health Ed Elective              | 1-3     |               |
|         | Science Elective <sup>3</sup>            | 3       |               |
|         | Humanities Elective                      | 3       |               |
|         | Social Science Elective                  | 3       |               |
|         | Humanities or<br>Social Science Elective | 3       |               |

**TOTAL CREDITS 65-67**

**Are there any requirements I must satisfy before I start taking courses in my major?** You must demonstrate proficiency in keyboarding or typewriting by either completing OAD 010, Keyboarding for Computers, or by appropriate waiver of the Office Administration Department Chairperson. Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test.

**How long will it take for me to complete this degree?** If you do not need developmental coursework, and you register for an average of 16 credits each semester, you can complete the degree in two years. You can shorten the amount of time by taking courses in the summer and winter sessions.

*"At MCC, I received a good foundation. In fact, for my first job out of school, I found myself totally prepared to handle professional production work. I was also trained in a way that made me very marketable in the 'real world.' I had little difficulty finding positions with reputable advertising agencies."  
Janice Mondocker  
Stone's Throw*

<sup>2</sup>MAT 101 recommended. However, you may choose a higher level mathematics course for which you have the appropriate academic background.

<sup>3</sup>You may choose a science course for which you have the appropriate academic background from Biology, Chemistry, Environmental Science or Science.

# Mechanical/Manufacturing Engineering Technology

Mechanical and Civil/Construction Engineering Technology Department

## **Why major in Mechanical/Manufacturing Technology?**

Mechanical/Manufacturing Engineering Technology provides the right combination of theory and hands-on training for the rapidly developing field of automated, flexible manufacturing. The program emphasizes manufacturing, electronics, robotics, and computers. Expertise in a wide variety of automated manufacturing applications prepares you for a career as a technician or engineer aide. This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.

## **If I major in Mechanical/Manufacturing Engineering Technology, what degree can I earn?**

The **Associate in Applied Science Degree** which prepares you for a career in Computer Assisted Design (CAD) drafting, mechanical design, material testing, fluid power, stress analyst or as an engineering assistant.

## **If I major in Mechanical/Manufacturing Engineering Technology, can I transfer to an upper division college or university?**

You may choose to participate in the Joint Admissions Program with the New Jersey Institute of Technology. Many other upper division colleges and universities will apply some of the courses you have taken towards a bachelor's degree.

## **Are there any requirements I must satisfy before I start taking courses in my major?**

Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. You must also have a grade of C or better in high school algebra II and geometry.

## **How long will it take for me to complete this degree?**

If you do not need developmental coursework, and you register for an average of 17 credits each semester, you can complete the degree in two years. You can shorten the amount of time by taking courses in the summer and winter sessions.

CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF COURSE PREREQUISITES OR COREQUISITES.

## Degree Program

### Major Requirements

| Course   | Credits | Prerequisites                            |
|--|---------|--|
| CIT 105 Statics for Technicians                | 3       | MEC 107; MAT 109                         |
| CIT 203 Strength of Materials                  | 4       | CIT 105; SPE 121                         |
| ELT 106 Technical Electricity                  | 4       | MAT 110                                  |
| MEC 107 Intro to Mechanical Engineering Tech   | 2       |  |
| MEC 111 Manufacturing Processes & Materials I  | 4       |  |
| MEC 112 Manufacturing Processes & Materials II | 4       | MEC 107 & 111                            |
| MEC 123 Technical Graphics/CAD I               | 3       |  |
| MEC 124 Technical Graphics/CAD II              | 3       | MEC 123                                  |
| MEC 204 Fluid Mechanics                        | 4       | CIT 105; MAT 110                         |
| MEC 219 Dynamics of Machine Elements           | 3       | MAT 110; MEC 107 & 123; PHY 115; SPE 121 |
| MEC 220 Intro to Robotics & Automated Systems  | 4       | ELT 106; MEC 112, 124, 219; PHY 116      |

### Core Requirements

| Course                                     | Credits | Prerequisites |
|--|---------|---------------|
| ENG 121 English Composition I              | 3       |               |
| ENG 122 English Composition II             | 3       | ENG 121       |
| MAT 109 College Algebra and Trigonometry I | 3       |               |
| MAT 110 College Algebra & Trigonometry II  | 2       | MAT 109       |
| MAT 112 Unified Calculus                   | 3       | MAT 110       |
| PHY 115 College Physics I                  | 4       | MAT 110       |
| PHY 116 College Physics II                 | 4       | PHY 115       |
| SPE 121 Public Speaking                    | 3       |               |
| Physical/Health Ed Elective                | 1-3     |               |
| Social Science Elective                    | 3       |               |

**Total Credits 70-72**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

# Mecomtronics Engineering Technology

(Proposed Program for Fall 1998)

Physics/Electrical Engineering Technology Department

**Why major in Mecomtronics Engineering Technology?** Mecomtronics combines the areas of mechanical, electronics, computers and telecommunications technology. As an engineering technician you will work individually, or as a member of a professional team, in the applied aspects of science and engineering devoted to the implementation and extension of existing and continually emerging new technologies.

**If I major in Mecomtronics Engineering Technology, what degree can I earn?** The Associate in Applied Science Degree which prepares you to begin your career after graduation. Career opportunities exist in business, industry and government.

**If I major in Mecomtronics Engineering Technology, can I transfer to an upper division college of university?** Many upper division colleges and universities will apply some of the courses you have taken towards a bachelor's degree in engineering technology, engineering and technology education.

**What will I learn if I study Mecomtronics Engineering Technology?** You acquire knowledge and skills in demand by business and industry in the areas of administration, installations and maintenance of computer and telecommunications system; automated systems development, operation and maintenance; assist with manufacturing processes, planning management and operation, as well as apply quality principles for improvement of products.

**Are there any requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. You must also have a grade of C or better in high school algebra II and one year of a laboratory science.

**How long will it take for me to complete this degree?** If you do not need developmental coursework, and you register for an average of 17 credits each semester, you can complete the degree in two years.

CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF COURSE PREREQUISITES OR COREQUISITES.

## Degree Program

### Major Requirements

| Course  |  | Credits | Prerequisites |
|---------|--|---------|---------------|
| MCT 101 | Intro to Technology                        | 2       |               |
| MCT 102 | Support & Maint of Computer Systems        | 2       | MCT 101       |
| MCT 103 | Foundations of Mecomtronics                | 4       |               |
| MCT 104 | Electrical & Mechanical Power Systems      | 4       | MCT 101 & 103 |
| MCT 106 | Automated Systems                          | 4       | MCT 101 & 103 |
| MCT 201 | Telecommunications with Indus Applications | 3       | MCT 106       |
| MCT 202 | Special Topics or Co-op Ed                 | 3       | MCT 104 & 106 |
| MCT 203 | Control & Automation of Manftg Systems     | 3       | MCT 106       |
| MCT 204 | Technical Elective                         | 3       | MCT 201 & 203 |
| MCT 205 | Manufacturing Processes & Quality Mgt      | 4       | MCT 106       |
| MCT 206 | Capstone Project                           | 3       | MCT 201 & 203 |

### Core Requirements

| Course                                  | Credits | Prerequisites |
|---|---------|---------------|
| Research, Composition and Presentations | 6       |               |
| Integrated Mathematics                  | 8       |               |
| Technical Science                       | 8       |               |
| Humanities Elective                     | 3       |               |
| Physical/Health Ed Elective             | 1-3     |               |
| Social Science Elective                 | 3       |               |

**TOTAL CREDITS 64-66**

YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.

# Medical Laboratory Technology

## Medical Laboratory Technology Department

### Why major in Medical Laboratory Technology?

Qualified personnel are needed to work for laboratories in the community. You can find positions in hospitals, reference laboratories, research laboratories, pharmaceutical companies, veterinary laboratories, as well as sales and quality control. As a technician you perform scientific analyses that facilitate physicians' diagnoses and treatment of diseases.

**If I major in Medical Laboratory Technology, what degree can I earn?** The Associate in Applied Science Degree which prepares you for a career as a medical laboratory technician, working as a member of the paramedical team. Graduates qualify to meet requirements for certification by the National Certification Agency (NCA), American Society of Clinical Pathologists, and other certifying bodies.

**What will I learn if I study Medical Laboratory Technology?** You receive an integrated experience, with lectures and laboratory practices both on-campus and in clinical facilities off-campus. You learn how to test specimens accurately and swiftly, with the highest ethical standards.

### Are there any requirements I must satisfy before I start taking courses in my major?

Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. You must have a C or better in high school laboratory biology and laboratory chemistry. As a result of your performance on the College's placement test, you may need developmental coursework. All developmental coursework must be completed before you will be considered for admission to the program.

**How long will it take for me to complete this degree?** If you register for an average of 17 credits each semester, you can complete the degree in two years. **You must register for the summer session following your first year.**

**Are there any special requirements once I am admitted to this major?** You must meet the academic standards of progress outlined to stay in the program.

**CHECK COURSE DESCRIPTIONS FOR COMPLETE LIST OF PREREQUISITES AND COREQUISITES.**

## Degree Program

### Major Requirements

| Course   | Credits | Prerequisites                               |
|--|---------|---|
| BIO 117 Biology I <sup>1</sup>                         | 4       |   |
| BIO 118 Biology II                                     | 4       | BIO 117                                     |
| BIO 221 Microbiology                                   | 4       | BIO 118; CHM 118                            |
| CHM 117 Chemistry I                                    | 4       |   |
| CHM 118 Chemistry II                                   | 4       | CHM 117                                     |
| CHM 201 Principles of Organic Chemistry                | 4       | CHM 118                                     |
| CHM 202 Biochemistry                                   | 4       | CHM 201                                     |
| MED 101 Intro to the Medical Laboratory I              | 2       |   |
| MED 102 Intro to the Medical Laboratory II             | 3       | BIO 117; CHM 117; ENG 121; MAT 107; MED 101 |
| MED 210 Medical Laboratory Technology I <sup>2</sup>   | 6       | BIO 118; CHM 118; ENG 122; MAT 108; MED 102 |
| MED 211 Medical Laboratory Technology II <sup>3</sup>  | 8       | MED 210                                     |
| MED 212 Medical Laboratory Technology III <sup>4</sup> | 8       | MED 211                                     |

### Core Requirements

| Course                             | Credits | Prerequisites |
|------------------------------------|---------|---------------|
| ENG 121 English Composition I      | 3       |               |
| ENG 122 English Composition II     | 3       | ENG 121       |
| MAT 107 Mathematics I <sup>5</sup> | 3       |               |
| MAT 108 Mathematics II             | 3       | MAT 107       |
| PSY 123 Introductory Psychology    | 3       |               |
| Humanities Elective                | 3       |               |
| Physical/Health Ed Elective        | 3       |               |

**TOTAL CREDITS 74-76**

### Standards of Progress

1. Maintain a cumulative grade point average of 2.0.
2. Must achieve a "C" grade or better in **all** the Medical Laboratory and science courses. Those not attaining these levels of achievement will be dropped from the program.
3. May retake a science or Medical Laboratory course only once and obtain a passing grade. (i.e. "C" or better). Repeating a Medical Lab course is subject to the restrictions as outlined below in #6.
4. Any student achieving a grade less than a "C" in a clinical MED course may not continue in the program. The clinical course with the deficient grade must be repeated subject to the restrictions of the program as outlined below in #6. **Any student failing the practicum portion of the course will fail the course.**
5. Must complete the MED sequence of 210, 211, 212 in consecutive sequential semesters as offered, i.e., MED-210 in Summer, MED-211 in Fall, and MED-212 in Spring.
6. A break in the sequence of MED 210, 211, 212 for any reason will require the student to reapply. Readmission to the MED course(s) will be determined by seat availability.
7. Formal sanctions for cheating in **any** course will result in **dismissal from the MLT program.**
8. The goals of the program are consistent with the College's mission of developing competencies for employment and continuing education.

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO DETERMINE THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You must have high school algebra I or MAT 013 and one year of high school laboratory science before taking this course. You may substitute BIO 123&124 and CHM 123 &124 for BIO 117&118 and CHM 117&118.

<sup>2</sup>This is an eight week, 40 hours/week summer clinical practicum.

<sup>3</sup>This includes 16 hours/week clinical practicum.

<sup>4</sup>This includes 16 hours/week clinical practicum.

<sup>5</sup>You may substitute MAT 123&124 or MAT129 &131 for MAT107 &108 if you have two or more years of high school algebra.

# Nursing

## Joint Program with the University of Medicine and Dentistry of New Jersey Nursing Department

**If I major in Nursing, can I transfer to a four year college or university?** The courses you take can be applied to the **Bachelor of Science Degree**. The College has established an articulation agreement with the University of Medicine and Dentistry of New Jersey to facilitate transfer into UMDNJ's program with Ramapo College of New Jersey and the New Jersey Institute of Technology.

**If I major in Nursing, what degree can I earn?** The **Associate in Science Degree** which prepares you for entry-level positions in nursing and to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). This program has full accreditation by the New Jersey Board of Nursing and The National League for Nursing (NLN).

**What does joint program mean?** The Joint Nursing Program is offered collaboratively by the University of Medicine and Dentistry of New Jersey (UMDNJ) and Middlesex County College. All courses are offered on the campus of MCC. The general education courses are taught by the MCC faculty and the nursing courses are taught by the UMDNJ nursing faculty.

**Are there additional requirements after graduating to be eligible for licensure?** The New Jersey State Board of Nursing requires that an applicant for licensure as a registered nurse must "submit to the Board evidence in such form as the Board may prescribe that the applicant: . . . is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded *nolo contendere, non vult contendere* or *non vult* to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs . . ." Application for licensure may be denied by the Board if violations exist.

Application for licensure also may be denied by the Board of Nursing if an applicant has charges pending or has ever been convicted of a felony or misdemeanor and/or been found guilty of professional misconduct or negligence. These matters should be cleared with the New Jersey Board of Nursing before applying for admission to the Joint Nursing Program.

**Are there any special requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I must be verified with a passing score on the College's placement test. You must have a C or better in high school laboratory biology and laboratory chemistry. You must have a current Cardiopulmonary Resuscitation certification. When you apply, you must take the National League of Nursing Exam and score above the cutoff scores established by the College. As a result of your performance on the College's placement test, you may need developmental coursework. All

developmental coursework must be completed before you will be considered for admission to the program.

**How long will it take for me to complete this degree?** If you register for an average of 17 credits each semester, you can complete the degree in two years. If you are highly motivated and have health care experience you may obtain credit for previously acquired nursing knowledge and skills by taking advantage of the Advanced Placement Program (APP). You must pass a nationally prepared written test and a clinical performance evaluation in order to receive credit for nursing courses. If you challenge nursing courses through APP you must also successfully complete a Transition Course.

**Are there any special requirements once I am admitted to this major?** You must meet the academic standards of progress outlined below to stay in the program.

### Degree Program

#### Major Requirements

| Course  |   | Credits | Prerequisites                   |
|---------|---|---------|---------------------------------|
| CSC 107 | Computer Applications in Health Tech      | 1       |                                 |
| NRS 111 | Foundations of Nursing                    | 6       |                                 |
| NRS 112 | Principles & Practice of Health Promotion | 3       |                                 |
| NRS 115 | Family Health Across the Life Span        | 8       | BIO 111; NRS 111 & 112; PSY 123 |
| NRS 211 | Nursing of Adults I                       | 8       | NRS 115; BIO 112                |
| NRS 212 | Nursing of Adults II                      | 8       | BIO 211; NRS 211                |

#### Core Requirements

| Course  |   | Credits | Prerequisites |
|---------|---|---------|---------------|
| BIO 111 | Anatomy and Physiology I <sup>1</sup>   | 4       |               |
| BIO 112 | Anatomy and Physiology II               | 4       | BIO 111       |
| BIO 211 | Principles of Microbiology <sup>2</sup> | 4       |               |
| ENG 121 | English Composition I                   | 3       |               |
| ENG 122 | English Composition II                  | 3       | ENG 121       |
| PSY 123 | Introductory Psychology                 | 3       |               |
| SCI 121 | Physical Science                        | 4       |               |
|         | Humanities Elective                     | 6       |               |
|         | Sociology Elective                      | 3       |               |
|         | Physical/Health Ed Elective             | 1-3     |               |

**TOTAL CREDITS 69-71**

#### Standards of Progress

- Maintenance of cumulative grade point average of 2.0;
- Must achieve a C grade or better in all nursing and science courses in order to progress in the curriculum;
- May have one (1) unsatisfactory grade (i.e. a grade less than C) in any nursing course for the duration of the program;
- May retake a nursing or science course only once and obtain a passing grade (i.e., C or better);

Students who do not successfully complete the major nursing sequence under these conditions may not continue in the program.

Each nursing student prior to matriculation must undergo a complete history and physical examination and be in compliance with the UMDNJ Student Policy on Immunizations and Immune Status.

### YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.

**CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF PREREQUISITES AND COREQUISITES.**

<sup>1</sup>You must have high school algebra I or MAT 013 and one year of high school laboratory biology and one year high school laboratory chemistry before taking this course.

<sup>2</sup>See footnote 1.

# Office Administration

## Office Administration Department

### Why major in Office Administration?

Technology continues to change the office environment, and office personnel at all levels must keep pace to retain a professional edge. Job opportunities are available part-time while attending Middlesex and full time upon graduation. As a graduate of this program, you can play a strategic role in helping an organization run smoothly. As a senior or graduate, you are eligible to take the Certified Professional Secretary Examination (CPS) given by Professional Secretaries International.

**If I major in Office Administration, what degree can I earn?** You have two choices with this major. You can earn the **Associate in Applied Science Degree** or the **Certificate of Achievement**, both of which prepare you to become an integral member of a professional office team.

**If I major in Office Administration, can I transfer to a four year college or university?** Many colleges and universities will apply the courses you have taken for your degree towards a bachelor's degree.

**What will I learn if I study Office Administration?** You acquire a background in business and general education, enhanced by the development of high-level technological and organizational skills including decision making, time management, teamwork, and setting priorities as well as the ability to use word processing, spreadsheet, database, graphics, desktop publishing, and communications software. Through cooperative work experiences, you apply skills and classroom theory to on-the-job situations.

**Are there any requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. If you demonstrate proficiency in touch typewriting, the introductory course (Document Processing I) may be waived with the permission of the Office Administration Department Chairperson.

**CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF PREREQUISITES AND COREQUISITES.**

## Degree Program

### Major Requirements

| Course  |   | Credits | Prerequisites       |
|---------|---|---------|---------------------|
| ACC 101 | Financial Accounting                                  | 4       |                     |
| BUS 101 | Business Organization and Management                  | 3       |                     |
| BUS 107 | Introduction to Business Data Processing <sup>1</sup> | 3       | OAD 101             |
| OAD 101 | Document Processing I <sup>2</sup>                    | 2       |                     |
| OAD 102 | Document Processing II <sup>3</sup>                   | 2       | OAD 101             |
| OAD 107 | Transcription for Business                            | 3       | OAD 101, 102 & 122  |
| OAD 122 | Word Processing                                       | 3       | OAD 101& OAD 102    |
| OAD 207 | Advanced Transcription                                | 3       | OAD 102, 107 & 122  |
| OAD 208 | Office Adm Cooperative Work Experience                | 3       | OAD 211             |
| OAD 210 | Records Management                                    | 3       | OAD 101             |
| OAD 211 | Contemporary Office Procedures                        | 3       | OAD 102, 107 & 122  |
| OAD 213 | Administrative Office Management                      | 3       | OAD 211             |
| OAD 222 | Information Processing                                | 3       | BUS 107;<br>OAD 122 |
| OAD 223 | Integrated Software Applications                      | 3       | OAD 222             |

### Core Requirements

| Course  |                                   | Credits | Prerequisites |
|---------|-----------------------------------|---------|---------------|
| ENG 121 | English Composition I             | 3       |               |
| ENG 122 | English Composition II            | 3       | ENG 121       |
|         | General Education Electives       | 6       |               |
|         | Mathematics Elective <sup>4</sup> | 3       |               |
|         | Physical/Health Ed Elective       | 1-3     |               |
|         | Science Elective <sup>5</sup>     | 3       |               |
|         | Humanities Elective               | 3       |               |
|         | Social Science Elective           | 3       |               |

**TOTAL CREDITS 66-68**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You must take OAD 101 at the same time you take BUS 107 or obtain an approved waiver.

<sup>2</sup>With permission of the Department Chairperson, you may have this course waived and substitute a business elective for the requirement. Credit-By-Exam is available for this course.

<sup>3</sup>Credit-By-Exam is available for this course.

<sup>4</sup>BUS 115 is recommended. However, you may enroll in a higher level mathematics course for which you have the appropriate academic background.

<sup>5</sup>You may choose a science course for which you have the appropriate academic background from Biology, Chemistry, Environmental Science or Science.



## Certificate of Achievement Program

### Major Requirements

| Course  |  | Credits | Prerequisites         |
|---------|--|---------|-----------------------|
| BUS 107 | Introduction to Business<br>Data Processing <sup>6</sup> | 3       |                       |
| BUS 205 | Business Communications                                  | 3       |                       |
| OAD 101 | Document Processing I <sup>7</sup>                       | 2       |                       |
| OAD 102 | Document Processing II <sup>8</sup>                      | 2       | OAD 101               |
| OAD 107 | Transcription for Business                               | 3       | OAD 101               |
| OAD 122 | Word Processing  | 3       | OAD 101               |
| OAD 211 | Contemporary Office Procedures                           | 3       | OAD 102, 107<br>& 122 |
| OAD 222 | Information Processing                                   | 3       | BUS 107;<br>OAD 122   |

### Core Requirements

| Course  |                                   | Credits | Prerequisites |
|---------|-----------------------------------|---------|---------------|
| ENG 121 | English Composition I             | 3       |               |
|         | General Education Elective        | 3       |               |
|         | Mathematics Elective <sup>9</sup> | 3       |               |

**TOTAL CREDITS 31**

<sup>6</sup>You must take OAD 101 at the same time you take BUS 107 or obtain an approved waiver.

<sup>7</sup>With permission of the Department Chairperson, you may have this course waived and substitute a business elective for the requirement. Credit-By-Exam is available for this course.

<sup>8</sup>Credit-By-Exam is available for this course.

<sup>9</sup>BUS 115 is recommended. However, you may enroll in a higher level mathematics course for which you have the appropriate academic background.

**How long will it take for me to complete this degree?** If you do not need to take developmental coursework, and you register for an average of 17 credits each semester, you can complete the degree in two years. You can complete the certificate of achievement program in one year if you register for an average of 15 credits each semester. You can shorten the amount of time by taking courses in the summer and winter sessions or by taking Credit-By-Exam.

**If you have been working as an Office Professional, you may have acquired some of the skills needed for the degree.** By passing the Certified Professional Secretaries Examination, you can earn as many as 23 college credits that will be applied to your degree. If interested in CBE or the CPS Exam, contact the Testing Center, Johnson Learning Center, Room 229, (732) 906-2508, for more information. The College awards credit for successful completion of the examination(s).

*"MCC was a major stepping stone in my career. The individual attention that I received as well as the organizational skills that developed in my curriculum of Secretarial Science have guided me to my present position. Even my extracurricular activity in the Drama Club played an important role in my avocation as a theater scenic designer/artist. As manager of Acquisition/Operations for MTV Networks, my department is responsible for re-editing for air all acquired programming for six networks: Nickelodeon, Nick at Night, VH1, MTV, TVLand and nickelodeon Latin America. The day to day operations can always be a challenge when dealing with so many procedures but I feel secure in my ability because of my education at MCC."*  
Dorothy A. Bitetto

**CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF PREREQUISITES AND COREQUISITES.**

# Pharmacy Assistant

## **Why major in Pharmacy Assistant**

**Technology?** As a pharmacy technician, you can assist in various technical activities in a pharmacy under the supervision of a licensed pharmacist. You can maintain patient records; set-up, package and label medication doses; fill and dispense routine orders for stock supplies in patient care areas; maintain drug supply inventories and mix drugs with injectable fluids.

**If I major in Pharmacy Assistant Technology, what do I earn?** The **Certificate of Achievement** which prepares you to enter the field as supportive personnel in hospitals or community pharmacies.

**If I major in Pharmacy Assistant Technology, can I transfer to an upper division college or university?** Many upper division colleges and universities will apply some of the courses you have taken towards a bachelor's degree program in science or pharmacy.

**Are there any requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. You must also have one year of high school laboratory chemistry with a grade of C or better.

**How long will it take for me to complete this certificate?** If you do not need developmental coursework, and you register for an average of 17 credits each semester, you can complete the certificate in one year. You can shorten the amount of time by taking courses in the summer and winter sessions.

**CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF COURSE PREREQUISITES OR COREQUISITES.**

## **Certificate Program**

### **Major Requirements**

| <b>Course</b> |  | <b>Credits</b> | <b>Prerequisites</b> |
|---------------|--|----------------|----------------------|
| BIO 106       | Human Bio, Biomedical <sup>1</sup><br>Issues & Society | 4              |                      |
| CHM 107       | Principles of Chemistry <sup>2</sup>                   | 4              |                      |
| CSC 107       | Computers in Health<br>Technologies <sup>3</sup>       | 1              |                      |
| HED 150       | Contemporary Health Issues                             | 3              |                      |
| HIS 130       | Health Care & Medicine in<br>Western World             | 3              |                      |
| NRS 103       | Medication Administration                              | 1              |                      |
| PHA 101       | Intro to Pharmacy                                      | 4              | CHM 107              |
| PSY 123       | Introductory Psychology                                | 3              |                      |

### **Core Requirements**

| <b>Course</b> |                            | <b>Credits</b> | <b>Prerequisites</b> |
|---------------|----------------------------|----------------|----------------------|
| ENG 121       | English Composition I      | 3              |                      |
| ENG 122       | English Composition II     | 3              | ENG 121              |
| MAT 107       | Mathematics I <sup>4</sup> | 3              |                      |
| MAT 108       | Mathematics II             | 3              | MAT 107              |

**TOTAL CREDITS 35**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You must have high school algebra I or MAT 013 and one year of high school laboratory science before taking this course.

<sup>2</sup>You may substitute CHM 117 OR 123 for CHM 107.

<sup>3</sup>You may substitute a higher level computer science course.

<sup>4</sup>You may substitute MAT 129-131 for MAT 107-108.

# Psychosocial Rehabilitation and Treatment

Joint Program with the University of Medicine and Dentistry of New Jersey  
Psychosocial Rehabilitation and Treatment Department

**Why major in Psychosocial Rehabilitation and Treatment?** It is an exciting and innovative field that empowers and encourages the psychiatrically disabled to become more self-sufficient, improve their quality of life, and sustain themselves in the community.

**If I major in Psychosocial Rehabilitation and Treatment, what degree can I earn?** The Associate in Science Degree which prepares you for a career caring for ill individuals with mental illness in community based service settings.

**What will I learn if I study Psychosocial Rehabilitation and Treatment?** You can empower and encourages people with psychiatric disabilities to become more self-sufficient, improve their quality of life, and sustain themselves in the community. You learn basic helping skills and specific techniques of psychiatric rehabilitation.

**Are there any requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be satisfied with a passing score on the College's placement test. You must have a C or better in one year of a high school laboratory science. As a result of your performance on the College's placement test, you may need developmental coursework. All developmental coursework must be completed before you will be considered for admission to the program.

**How long will it take for me to complete this degree?** If you register for an average of 15 credits each semester, you can complete the degree in two years. You must register for the summer session at the end of your first year.

**Are there any special requirements once I am admitted to this major?** You must meet the academic standards of progress outlined below to stay in the program.

CHECK COURSE DESCRIPTIONS FOR COMPLETE LIST OF PREREQUISITES AND COREQUISITES.

## Degree Program

### Major Requirements

| Course  |  | Credits | Prerequisites      |
|---------|--|---------|--------------------|
| PSR 101 | Intro to the Prin of Psychosocial Rehab                              | 3       |                    |
| PSR 102 | Communication Techniques for Interviewing and Counseling             | 3       | PSR 101            |
| PSR 103 | Intro to Group Dynamics  | 3       | PSR 101            |
| PSR 104 | Clinical Prin in Psychosocial Rehab and Treatment                    | 3       | PSR 101            |
| PSR 105 | Rehab and the Individual with Serious Mental Illness I               | 5       | PSR 102, 103 & 104 |
| PSR 206 | Rehab and the Individual with Serious Mental Illness II              | 5       | PSR 105            |
| PSR 207 | Community Resource Mgt and the Individual with Severe Mental Illness | 3       | PSR 101            |
| PSR 208 | Rehab and the Individual with Serious Mental Illness III             | 5       | PSR 206 & 209      |
| PSR 209 | Emerging Topics in Psychosocial Rehab and Treatment                  | 3       | PSR 206            |

### Core Requirements

| Course  |   | Credits | Prerequisites |
|---------|---|---------|---------------|
| BIO 105 | Heredity, Evolution & Society <sup>2</sup>          | 4       |               |
| BIO 106 | Human Bio, Biomedical <sup>1</sup> Issues & Society | 4       |               |
| CSC 107 | Computers in Health Technologies                    | 1       |               |
| ENG 121 | English Composition I                               | 3       |               |
| ENG 122 | English Composition II                              | 3       | ENG 121       |
|         | Humanities Elective                                 | 3       |               |
| PHI 123 | Ethics  | 3       |               |
|         | Physical/Health Ed Elective                         | 1-3     |               |
| PSY 123 | Introductory Psychology                             | 3       |               |
| PSY 235 | Abnormal Psychology                                 | 3       | PSY 123       |
| SOC 121 | Intro to Sociology                                  | 3       |               |

**TOTAL CREDITS 64-66**

### Standards of Progress

1. Achieve a grade of C or better in all major clinical courses.
2. Complete designated prerequisites before enrolling in clinical courses.

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You must have high school algebra I or MAT 013 and one year of high school laboratory science before taking this course.

<sup>2</sup>See footnote 1.

# Radiography Education

## Radiography Education Department

### Why major in Radiography Education?

Growth in the medical field has created a national demand for individuals trained in this allied health discipline.

**If I major in Radiography Education, what degree can I earn?** The Associate in Applied Science Degree which prepares you for a career as a Radiographer in hospitals, industry, private physician's and chiropractor's offices and clinics. Related jobs can also be found in x-ray manufacturing firms and medical supply companies. Graduates of this program qualify to take The American Registry of Radiologic Technology Board Examination for National registration and New Jersey State Licensure.

**What will I learn if I study Radiography Education?** You study general education and science courses. Extensive study in radiography provides you with comprehensive theoretical and practical knowledge and skills. Instruction takes place in well-equipped classrooms, small-group study areas and laboratory area with two energized radiographic units with associated film processing room. Clinical practice is accomplished at three of our eight affiliates providing a well rounded practical experience.

**Are there any requirements I must satisfy before I start taking courses in my major?** You must have a C or better in high school laboratory biology and laboratory chemistry. Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. When you apply, **you must take the Allied Health Aptitude Test and score above the cutoff scores established by the College.** As a result of your performance on the College's placement test, you may need developmental coursework. All developmental coursework must be completed before you will be considered for admission to the program.

**How long will it take for me to complete this degree?** If you register for an average of 16 credits each semester, you can complete the degree in two years. This program runs for 24 consecutive months. **You must register for courses in the summer session for both years.**

**Are there any special requirements once I am admitted to this major?** You must meet the academic standards of progress outlined below to stay in the program.

**CHECK COURSE DESCRIPTIONS FOR COMPLETE LIST OF PREREQUISITES AND COREQUISITES.**

## Degree Program

### Major Requirements

| Course  |                                      | Credits | Prerequisites                             |
|---------|--------------------------------------|---------|---|
| CSC 107 | Computers in Health Technologies     | 1       |   |
| PHY 108 | Radiographic Physics I               | 3       |   |
| PHY 109 | Radiologic Physics II                | 4       | PHY 108                                   |
| RAD 127 | Radiation Biology                    | 1       | RAD 220; PHY 109                          |
| RAD 201 | Intro to Radiographic Technology     | 4       |   |
| RAD 203 | Radiographic Positioning/Anatomy I   | 3       |   |
| RAD 204 | Radiographic Positioning/Anatomy II  | 3       | BIO 111;<br>RAD 201,203,207               |
| RAD 205 | Radiographic Positioning/Anatomy III | 4       | RAD 204, 208 &<br>210; BIO 112<br>RAD 220 |
| RAD 206 | Radiographic Positioning/Anatomy IV  | 3       |   |
| RAD 207 | Exposure I/Radiation Protection      | 4       |   |
| RAD 208 | Exposure II                          | 2       | BIO 111;<br>RAD 201,203,207               |
| RAD 210 | Clinical Practicum I                 | 2       | BIO 111; RAD 201,<br>203 & 207            |
| RAD 215 | Advanced Radiography                 | 2       | RAD 220                                   |
| RAD 219 | Introduction to Pathology            | 2       | RAD 127, 206,<br>215 & 230                |
| RAD 220 | Clinical Practicum II                | 2       | RAD 205                                   |
| RAD 230 | Clinical Practicum III               | 2       | RAD 205                                   |
| RAD 250 | Clinical Practicum IV                | 3       | RAD 127, 206,<br>215 & 230                |
| RAD 256 | Radiographic Seminar I               | 2       | PHY 109; RAD 127<br>206, 215 & 230        |
| RAD 257 | Radiographic Seminar II              | 2       | RAD 256 & 260                             |
| RAD 260 | Clinical Practicum V                 | 3       | RAD 219, 250 &<br>256                     |

### Core Requirements

| Course  |   | Credits | Prerequisites |
|---------|---|---------|---------------|
| BIO 111 | Human Anatomy and Physiology I <sup>1</sup> | 4       |               |
| BIO 112 | Human Anatomy and Physiology II             | 4       | BIO 111       |
| ENG 121 | English Composition I                       | 3       |               |
| ENG 122 | English Composition II                      | 3       | ENG 121       |
|         | Humanities Elective                         | 3       |               |
|         | Physical/Health Ed Elective                 | 1-3     |               |
| PSY 123 | Introductory Psychology                     | 3       |               |

**TOTAL CREDITS: 72-75**

### Standards of Progress

1. Maintain a cumulative grade point average of 2.0;
2. Must achieve a C grade or better in all Radiography courses in order to progress through the curriculum;
3. Must achieve a C grade or better in all science courses to satisfy degree requirements;
4. Must complete the Radiography Education program in no fewer than two and no more than five consecutive years from the point of admission to the full time program track.

Students who do not complete the major Radiography course sequence under these conditions may not continue in the program.

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You must have high school algebra I or MAT 013 and one year high school laboratory biology and one year high school laboratory chemistry before taking this course.

# Respiratory Care

## Joint Program with the University of Medicine and Dentistry of New Jersey Respiratory Therapy Department

**If I major in Respiratory Care, what degree can I earn?** The Associate in Science Degree which prepares you for a career as a respiratory therapist.

**Why major in Respiratory Care?** If you would like to help people of all ages recover from serious illness, and if you like working with high tech equipment, you'll like working in Respiratory Care.

**What will I learn if I study Respiratory Care?** You will learn the latest techniques used to diagnose, treat and prevent cardiopulmonary disorders among infants, children and adults. You will also learn the work skills needed to get and maintain a satisfying job in the fast-paced health care environment.

**Do I need any special skills before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. You must also have a C or better in high school laboratory biology and laboratory chemistry and algebra II. As a result of your performance on the College's placement test, you may need developmental coursework. All developmental coursework must be completed before you will be considered for admission to the program.

**How long will it take for me to complete this degree?** If you register for an average of 15 credits each semester, you can complete the degree in two years. **You must register for the summer session at the end of your first year.**

**Are there any special requirements once I am admitted to this major?** You must meet the academic standards of progress outlined below to stay in the program.

Beginning Fall 1998, the program will become a one to one model in which science and general education courses will be completed during the first year. Respiratory Care courses will begin in the summer session of the first year.

**YOU MUST COMPLETE ALL GENERAL EDUCATION AND SCIENCE COURSES BEFORE ENROLLING IN THE MAJOR COURSES.**

### Degree Program

#### Major Requirements

| Course  |                                   | Credits | Prerequisites      |
|---------|-----------------------------------|---------|--------------------|
| RST 100 | Core Concepts in Respiratory Care | 1       |                    |
| RST 101 | Fund of Respiratory Care          | 4       |                    |
| RST 102 | Clinical Practice I               | 1       |                    |
| RST 103 | Applied Cardiopulm Pathology I    | 2       |                    |
| RST 105 | Principles of Ventilatory Support | 4       | RST 101            |
| RST 106 | Clinical Practice II              | 2       | RST 101&102        |
| RST 107 | Special Topics in Resp Care       | 2       | RST 103, 104 & 105 |
| RST 108 | Clinical Practice III             | 2       | RST 105 & 106      |
| RST 201 | Patient Mgt/Critical Care         | 3       | RST 105 & 107      |
| RST 202 | Clinical Practice IV              | 1       | RST 107 & 108      |
| RST 203 | Appl Cariopulm Path II            | 2       | RST 103            |
| RST 204 | Cardiopulmonary Pharmacology      | 1       | RST 104            |
| RST 205 | Advanced Concepts in Resp Care    | 3       | RST 107            |
| RST 206 | Clinical Practice V               | 2       | RST 202            |

#### Core Requirements

| Course  |   | Credits | Prerequisites |
|---------|---|---------|---------------|
| BIO 111 | Human Anatomy & Physiology I <sup>1</sup> | 4       |               |
| BIO 112 | Human Anatomy & Physiology II             | 4       | BIO 111       |
| BIO 211 | Prin of Microbiology <sup>2</sup>         | 4       |               |
| CHM 119 | Gen Organic & Biochemistry I              | 4       |               |
| ENG 121 | English Composition I                     | 3       |               |
| ENG 122 | English Composition II                    | 3       | ENG 121       |
| MAT 107 | Math I                                    | 3       |               |
| PSY 123 | Introductory Psychology                   | 3       |               |
|         | Humanities Electives                      | 6       |               |
|         | Social Science Elective                   | 3       |               |

#### TOTAL CREDITS 67

#### Standards of Progress

1. Maintenance of cumulative grade point average of 2.0;
2. Must achieve a C grade or better in all Respiratory Care and science courses in order to progress in the curriculum;
3. May have only one (1) unsatisfactory grade (i.e. a grade less than C) in any Respiratory Care or science course for the duration of the program;
4. May retake a Respiratory Care or science course only once and obtain a passing grade (i.e., C or better);

**Note:** Currently, all Respiratory Care Courses (RST) are offered only at the UMDNJ campus in Newark.

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You must have high school algebra I or MAT 013 and one year high school laboratory biology and one year high school laboratory chemistry before taking this course.

<sup>2</sup>See footnote 1.

# Science Transfer

**Why major in Science Transfer?** You may choose from amongst five options which parallel the first two years of baccalaureate degree programs in any of the natural sciences or science-related fields. Your major prepares you, upon graduation, to transfer to a four-year college or university to pursue professional careers in biology, chemistry, computer science, mathematics, physics, and in many areas of allied health. *This major prepares you for pre-professional programs including Pre-Chiropractic, Pre-Dental, Pre-Medical, Pre-Occupational Therapy, Pre-Pharmacy, Pre-Physical Therapy and Pre-Veterinarian.*

**If I major in Science Transfer, what degree will I earn?** The Associate in Science Degree which prepares you to transfer to upper division colleges. If you are interested in a pre-professional program, you should choose either the Biology or Chemistry options. Contact the pre-professional faculty advisor for specific course selection.

**What will I learn if I study Science Transfer?** You concentrate on the theoretical and applied sciences, and mathematics. Your studies prepare you to meet the challenges of advanced study in professional careers.

**Are there any requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. If you choose the Biology, Chemistry or Computer Science options, you must also have a grade of C or better in algebra II, geometry, laboratory chemistry and one additional year of laboratory science. If you choose the Mathematics or Physics options you must also have a grade of C or better in high school algebra II, geometry, advanced algebra and trigonometry, laboratory chemistry and laboratory physics.

**CHECK COURSE DESCRIPTION FOR A COMPLETE LIST OF COURSE PREREQUISITES OR COREQUISITES.**

## Biology Degree Option

### Major Requirements

| Courses |  | Credits | Prerequisites                   |
|---------|--|---------|---------------------------------|
| BIO 123 | General Biology I <sup>1</sup>         | 4       |                                 |
| BIO 124 | General Biology II                     | 4       | BIO 123                         |
| BIO 221 | Microbiology                           | 4       | BIO 118 or 124 & CHM 118 or 124 |
| BIO 224 | Applied Microbiology <sup>2</sup>      | 4       | BIO 221                         |
| CHM 123 | General Chemistry I                    | 4       |                                 |
| CHM 124 | General Chemistry II                   | 4       | CHM 123                         |
| MAT 129 | Precalculus <sup>3</sup>               | 4       |                                 |
| MAT 131 | Analytical Geometry & Calculus I       | 4       | MAT 129                         |
| PHY 121 | General Physics I                      | 4       | MAT 129                         |
| PHY 122 | General Physics II                     | 4       | PHY 121                         |
| CSC     | Computer Science Elective <sup>4</sup> | 3-4     |                                 |

### Core Requirements

| Courses |                             | Credits | Prerequisites |
|---------|-----------------------------|---------|---------------|
| ENG 121 | English Composition I       | 3       |               |
| ENG 122 | English Composition II      | 3       | ENG 121       |
|         | General Elective            | 3       |               |
|         | Humanities Electives        | 6       |               |
|         | Physical/Health Ed Elective | 1-3     |               |
|         | Social Science Electives    | 6       |               |

**Total Credits 65-68**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You must have high school algebra I or MAT 013 and one year high school laboratory biology and one year high school laboratory chemistry before taking this course.

<sup>2</sup>You may substitute BIO 214 or another 200 level biology course with permission of your advisor.

<sup>3</sup>You may substitute MAT 131-132 for MAT 129-131 if you have four years of college prep math.

<sup>4</sup>Choose CSC 109 or higher.

## Chemistry Degree Option

### Major Requirements

| Courses                                    | Credits | Prerequisites |
|--|---------|---------------|
| BIO 123 General Biology I <sup>5</sup>     | 4       |               |
| BIO 124 General Biology II                 | 4       | BIO 123       |
| CHM 123 General Chemistry I                | 4       |               |
| CHM 124 General Chemistry II               | 4       | CHM 123       |
| CHM 223 Organic Chemistry I                | 4       | CHM 124       |
| CHM 224 Organic Chemistry I                | 4       | CHM 223       |
| MAT 129 Precalculus <sup>6</sup>           | 4       |               |
| MAT 131 Analytic Geometry & Calculus I     | 4       | MAT 129       |
| PHY 121 General Physics I                  | 4       | MAT 129       |
| PHY 122 General Physics II                 | 4       | PHY 121       |
| CSC Computer Science Elective <sup>7</sup> | 3-4     |               |

### Core Requirements

| Courses                        | Credits | Prerequisites |
|--------------------------------|---------|---------------|
| ENG 121 English Composition I  | 3       |               |
| ENG 122 English Composition II | 3       | ENG 121       |
| General Elective               | 3       |               |
| Humanities Electives           | 6       |               |
| Social Science Electives       | 6       |               |
| Physical/Health Ed Elective    | 1-3     |               |

**Total Credits 65-67**

## Computer Science Degree Option

### Major Requirements

| Courses  | Credits | Prerequisites              |
|--|---------|----------------------------|
| CSC 133 Introduction to Computer Science Using C++       | 4       |                            |
| CSC 134 Object Oriented Programming Using C++            | 4       | CSC 133;<br>MAT 125 or 129 |
| CSC 233 Computer Architecture & Assembly Lang I          | 4       | CSC 134                    |
| CSC 235 Data Structures                                  | 4       | CSC 134;<br>MAT 126 or 131 |
| <i>Select four courses from the following sequences:</i> |         |                            |
| MAT 129 Precalculus                                      | 4       |                            |
| OR   |         |                            |
| MAT 131 Analytic Geometry and Calculus I                 |         | MAT 129                    |
| MAT 131 Analytic Geometry and Calculus I                 | 4       |                            |
| OR   |         |                            |
| MAT 132 Analytic Geometry and Calculus II                |         | MAT 131                    |

– Continued –

<sup>5</sup>See footnote 1.

<sup>6</sup>You may substitute MAT 131-132 for MAT 129-131 if you have four years of college prep math.

<sup>7</sup>Choose CSC 109 or higher

<sup>8</sup>You should consult with an academic advisor before choosing courses to satisfy this requirement. Your choices should be compatible with the requirements of the upper division college or university you plan to attend.

**How long will it take for me to complete this degree?** If you do not need developmental coursework, and you register for an average of 16 credits each semester, you can complete the degree in two years. You can shorten the amount of time by taking courses in the summer and winter sessions.

### Core Requirements

| Courses              |                                | Credits | Prerequisites |
|----------------------|--------------------------------|---------|---------------|
| ENG 121              | English Composition I          | 3       |               |
| ENG 122              | English Composition II         | 3       | ENG 121       |
|                      | Science Electives <sup>9</sup> | 8       |               |
|                      | Humanities Electives           | 6       |               |
|                      | Physical/Health Ed Elective    | 1-3     |               |
|                      | Social Science Electives       | 6       |               |
| <b>Total Credits</b> |                                |         | <b>65-69</b>  |

### Mathematics Degree Option

#### Major Requirements

| Courses |   | Credits | Prerequisites |
|---------|---|---------|---------------|
| MAT 131 | Analytic Geometry and Calculus I        | 4       |               |
| MAT 132 | Analytic Geometry and Calculus II       | 4       | MAT 131       |
| MAT 233 | Analytic Geometry and Calculus III      | 4       | MAT 132       |
| MAT 234 | Differential Equations                  | 4       | MAT 233       |
| PHY 121 | General Physics I <sup>10</sup>         | 4       | MAT 129       |
| PHY 122 | General Physics II                      | 4       | PHY 121       |
|         | Computer Science Elective <sup>11</sup> | 3-4     |               |
|         | Mathematics Electives <sup>12</sup>     | 6-8     |               |

#### Core Requirements

| Courses              |                                 | Credits | Prerequisites |
|----------------------|---------------------------------|---------|---------------|
| ENG 121              | English Composition I           | 3       |               |
| ENG 122              | English Composition II          | 3       | ENG 121       |
|                      | General Elective                | 3       |               |
|                      | Humanities Electives            | 6       |               |
|                      | Physical/Health Ed Elective     | 1-3     |               |
|                      | Social Science Electives        | 6       |               |
|                      | Science Electives <sup>13</sup> | 8       |               |
| <b>Total Credits</b> |                                 |         | <b>63-68</b>  |

<sup>9</sup>Choose from BIO 117-118, 123-124, CHM 117-118, 123-124 ENV 211-212, PHY 121-122, 131-132 or 231.

<sup>10</sup>You may substitute PHY 131-132 for PHY 121-122.

<sup>11</sup>Choose CSC 109 or higher.

<sup>12</sup>Choose two courses from MAT 206, 210, 257, 285.

<sup>13</sup>Choose either BIO 123-124 or CHM 123-124.



## Physics Degree Option

### Major Requirements

| Courses                                    | Credits | Prerequisites    |
|--|---------|------------------|
| CHM 123 General Chemistry I                | 4       |                  |
| CHM 124 General Chemistry II               | 4       | CHM 123          |
| MAT 131 Analytic Geometry and Calculus I   | 4       |                  |
| MAT 132 Analytic Geometry and Calculus II  | 4       | MAT 131          |
| MAT 210 Linear Algebra                     | 4       | MAT 132          |
| MAT 233 Analytic Geometry and Calculus III | 4       | MAT 132          |
| MAT 234 Differential Equations             | 4       | MAT 233          |
| PHY 131 Analytical Physics I               | 4       | MAT 131          |
| PHY 132 Analytical Physics II              | 4       | PHY 131          |
| PHY 231 Analytical Physics III             | 4       | PHY 132; MAT 132 |
| Computer Science Elective <sup>14</sup>    | 3-4     |                  |

### Core Requirements

| Courses                        | Credits | Prerequisites |
|--------------------------------|---------|---------------|
| ENG 121 English Composition I  | 3       |               |
| ENG 122 English Composition II | 3       | ENG 121       |
| Humanities Electives           | 6       |               |
| Social Science Electives       | 6       |               |
| Physical/Health Ed Elective    | 1-3     |               |

**Total Credits 62-65**

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<sup>14</sup>Choose CSC 109 or higher.

# Teacher Aide

## Psychology and Learning Development Department

**If I major in Teacher Aide, what certification can I earn?** The Certificate of Achievement which prepares you for a job working with children in an educational setting.

**If I major in Teacher Aide, can I use the credits I have earned towards a degree?** You can apply the credits you earn towards the Associate In Applied Science Degree in Educational Technology.

**What will I learn if I study Teacher Aide?** Your program combines general education courses with practical experience in teaching/learning settings.

**Are there any special requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test.

**How long will it take for me to complete this certificate?** If you do not need developmental coursework, and you register for an average of 15 credits each semester, you can complete the certificate in one year.

**CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF PREREQUISITES AND COREQUISITES.**

### Certificate Program

#### Major Requirements

| Course  |   | Credits | Prerequisites |
|---------|---|---------|---------------|
| EDU 121 | Introduction to Education                 | 3       |               |
| EDU 123 | Fundamentals of Reading Instruction       | 3       |               |
| EDU 126 | Orientation to Educational Practices      | 3       |               |
| EDU 223 | Teacher Assistant Seminar/ Practicum I    | 4       | EDU 121 & 126 |
| EDU/HED | Education/Health Ed Elective <sup>1</sup> | 3       |               |
| ENG 212 | Children's Literature                     | 3       | ENG 121       |
| SOC 121 | Introduction to Sociology I               | 3       |               |
| PSY 223 | Child Psychology                          | 3       | PSY 123       |

#### Core Requirements

| Course  |                                      | Credits | Prerequisites |
|---------|--------------------------------------|---------|---------------|
| ENG 121 | English Composition I                | 3       |               |
| MAT 104 | Mathematics in the Elementary School | 3       |               |

**TOTAL CREDITS 31**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO DETERMINE THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

<sup>1</sup>You may choose one of the following courses: EDU 207, 208, 210, OR HED 209.

# Telemedia Communications Technology

(Proposed Program for Fall 1998)  
Physics/Electrical Engineering Technology Department

**Why major in Telemedia Communications Technology?** Telemedia is the transmission of multimedia information over distances. The telecommunications industry has an on-going need for technicians in such areas as computer installation and operations, network installation and maintenance, video and teleconferencing, network testing and troubleshooting, cable installation and multimedia authoring and presentation.

**If I major in Telemedia Communications Technology, what degree can I earn?** The Associate in Applied Science Degree which prepares you to begin your career after graduation. Career opportunities exist in business and industry.

**If I major in Telemedia Communications Technology, can I transfer to an upper division college of university?** Many upper division colleges and universities will apply some of the courses you have taken towards a bachelor's degree.

**What will I learn if I study Telemedia Communications Technology?** You acquire a background in digital and analog electronics, computer technology, multimedia authoring and presentations, local and wide area networking, videoconferencing and remote and automated testing. Additionally, you study mathematics, science, and general education.

**Are there any requirements I must satisfy before I start taking courses in my major?** Algebra I is a prerequisite for all majors. Algebra I competency must be verified with a passing score on the College's placement test. You must also have a grade of C or better in one year of high school laboratory science.

**How long will it take for me to complete this degree?** If you do not need developmental coursework, and you register for an average of 17 credits each semester, you can complete the degree in two years.

CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF COURSE PREREQUISITES OR COREQUISITES.

## Degree Program

### Major Requirements

| Course  |                            | Credits | Prerequisites |
|---------|----------------------------|---------|---------------|
| MAD 121 | Multimedia Presentation I  | 3       | MCT 101       |
| MCT 101 | Introduction to Technology | 2       |               |
| TCT 103 | Product Maintenance I      | 4       |               |
| TCT 104 | Product Maintenance II     | 4       | TCT 103       |
| TCT 122 | Multimedia Presentation II | 3       | MAD 121       |
| TCT 201 | Product Installation       | 4       | TCT 104       |
| TCT 202 | Remote & Automated Testing | 4       | TCT 201       |
| TCT 221 | Teleconferencing I         | 4       | TCT 104 & 122 |
| TCT 222 | Teleconferencing II        | 4       | TCT 221       |

### Core Requirements

| Course                                  | Credits | Prerequisites |
|---|---------|---------------|
| Research, Composition and Presentations | 6       |               |
| Mathematics                             | 8       |               |
| Science                                 | 8       |               |
| Humanities Elective                     | 3       |               |
| Physical/Health Ed Elective             | 1-3     |               |
| Social Science Elective                 | 3       |               |
| Technical Elective or Co-op Ed          | 3       |               |

**TOTAL CREDITS 64-66**

**YOU SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST ORDER IN WHICH TO TAKE YOUR COURSES.**

# COMMUNITY OUTREACH

## CENTERS

### Career Training Center

The Center provides employment oriented adults with a comprehensive education and skill training plan including: aptitude and skill assessment, career advisement, basic skills development programs, short term vocational training programs, educational advancement opportunities, and job placement.

The vocational skills training range from 12 weeks to 16 weeks in duration. Both full-time day and part-time evening programs are available. Many are established with the support of the Job Training Partnership Act (JTPA) in response to the current job market demands. All instruction is individualized.

Upon training completion and job placement, it may also be possible to pursue an academic plan of study on a part-time basis using evaluation of training to earn college credits.

All vocational skills training programs provide an employment preparation component in which students learn resume preparation, interview skills, and personal and professional etiquette related to seeking employment. Comprehensive job placement services ensure that those who successfully complete their training programs are provided with specific employment opportunities suited to their newly developed skills.

Programs are offered on the main campus in Edison, at the New Brunswick Center, and the Perth Amboy Center and include: Automated Accounts Clerk, Specialized Office Skills, Computer Applications, and Software Applications for Business.

### New Brunswick Center

The New Brunswick Center was opened in April, 1980. It was established through the efforts of New Brunswick Tomorrow, the city's redevelopment organization, aided by an advisory committee composed of representatives from government, business, industry, and community groups. The Center provides career assessment, admissions, financial aid counseling, computer training, English as a second language placement, college placement testing and job referral services.

The Center is the site for a wide range both of credit and non-credit course offerings as well as programs of the Career Training Center. The courses are scheduled at convenient times, days, evenings and Saturdays. Community and business input is always welcome and is used to develop future course offerings.

The Center also works in collaboration with the City of New Brunswick and New Brunswick Tomorrow to provide the alliance for Successful Teen Employment Program (A-STEP). The program is a good representation of the varied services available through the Center.

The Center is located at 317 George Street, Plaza Two, New Brunswick, NJ 08901. The telephone number is (732) 249-6207.

### Perth Amboy Community Career Center

The Perth Amboy Center provides academic offerings which include a full range of English as a Second Language courses; developmental courses in reading, writing and math; and college credit courses in liberal arts and business.

The Center also offers a variety of counseling services including vocational assessment, academic and financial aid advisement, training and job referral services. These services are available on an individual basis by appointment or through group sessions and workshops conducted at the Center. All counseling services are offered in English and/or Spanish. Tutoring and a variety of student activities are offered for students at the Center.

In addition, the Center offers non-credit programs such as short term computerized training, job training and referral and credit free mini-courses.

Child care services for children two and a half to five years of age are available during day hours.

The Perth Amboy Center is located at 133 New Brunswick Avenue. For more information call (732) 324-0700.

### The Center for International Education

The Center offers a unique certificate program in International Trade for individuals who have not had any previous training in international trade and who wish to start a career in international trade or start their own international business.

This program is designed to give participants the appropriate background in the field of International Trade. Specialization in this field prepares participants for lower management positions in international trade or export-import positions.

The non-degree certificate program requires the completion of five core courses. After successful completion of the specified course of study outlined by the department, a certificate will be awarded to the participant. Additional courses may be taken to learn the language and culture and commercial traditions of various countries. Arabic, Chinese, French, German, Italian, Japanese, Russian, and Spanish courses are offered.

### The Center for the Study of Prejudice, Genocide, and the Holocaust

Recognizing the negative and deleterious impact prejudice and discrimination have on people and society, the Board of Trustees authorized the establishment of the Center for the Study of Prejudice, Genocide, and the Holocaust. Through a variety of academic programs and courses, the Center seeks to promote understanding and respect for people of diverse backgrounds and cultures. Members of the Center's Board of Directors include Bonnie Dimun, Executive Director for Organizational Development, John Dunning, Director of Minority Student Affairs, Eileen Hansen, Chairperson and Associate Professor, Department of English As A Second Language, Eric Hepburn, Dean of the Division of Social Sciences and Humanities and Albert Nicolai, Professor, Department of English. Program faculty include Saul Kelton, Assistant Professor, Department of Psychology and Learning Development; Norman Poppel, Professor, Department of Psychology and Learning Development; Jerome Shindelman, Professor, Department of History and Social Behavior.

## Office of School Relations

The Office of School Relations represents the College in expanding collaborations with local school districts. The Middlesex Tech Prep Initiative, coordinated through this office, is a cooperative program beginning in the eleventh grade that links high school academic and technical courses to college level courses. Other programs offered through the Office of School Relations include teacher training workshops and summer institutes in math, science, and technology, customized inservice workshops to meet the needs of local school districts, education partnership programs that include the College, school districts and business and industry, and career awareness and academic enrichment programs for students.

## PROGRAMS AND SERVICES

### For the Community-at-Large

Mini-courses are credit-free classes that address general interests, issues, and professional needs of the public. Classes are open to everyone regardless of educational background and typically have no prerequisites, grades, or examinations. These courses are offered in such areas as basic skills; career skills; international studies; hobbies and recreation; personal improvement; computers; career and self exploration; recreation and physical fitness; business, labor and industry; and music, visual, and performing arts.

Non-credit Certificate Programs are also offered in Travel and Tourism, International Trade, Child Care and Commercial Writing.

### For Young People

Activities range from foreign language camps for kids to professional children's theatre to preparation for Scholastic Aptitude Tests for high school students, and include youth enrichment programs in computers, law, math, science and art for grades 3-12. Summer sports camps in basketball, wrestling, tennis, baseball, soccer, and softball are also available.

### Job Readiness and Job Search

Job Readiness is a short-term program designed to meet the personal developmental needs of the Family Development Program (FDP) clientele in order to best prepare them to be successful in a job skill training program. Participants are provided with activities to improve their skills in parenting, communications, self-esteem, decision-making, time management, personal finance and job survival skills.

Job Search is designed to meet the job placement needs of FDP participants. Employment opportunities are presented with the objective of finding a career, not just short-term employment. Students are provided with instruction in job search activities.

The programs are offered at both the New Brunswick and Perth Amboy Centers.

### Project RESOURCES

RESOURCES is a volunteer-based program aiding those over 50 who are looking for work. Volunteer peer advisors assist participants in finding full-time, part-time or temporary employment opportunities. A monthly schedule of job skills seminars is maintained and computer training courses are offered each semester. The RESOURCES office is staffed from 9 a.m. to noon Mondays through Thursdays. For information call (732) 906-2554.

### Project S.P.A.N.

The Supportive Parent Aide Network (SPAN) is a unique community volunteer program that provides a wide range of supportive services to families where there are varying degrees of existing or potential cases of child abuse and/or neglect.

By placing trained adult volunteers in contact with these families, SPAN offers, on a one-to-one basis, practical guidance, information, counseling, and emotional support.

SPAN volunteers are first carefully trained in the dynamics of abusive families, parenting skills, early childhood development, crisis intervention, and community resources. They are then assigned to a family who has consented to accept a SPAN volunteer. Great care is taken to match the right volunteer with the right family. Under this professional supervision, the SPAN volunteer becomes an integral part of the community effort to prevent child abuse. To participate or receive more information, call (732) 906-2553.

### International Round Table

The International Business Round Table sponsored by the Center for International Education has been a gathering place for business, government and education leaders since 1975. It is a central venue to give and receive information regarding foreign markets, new shipping regulations, new export credit and insurance requirements and all critical data for the expansion of foreign trade. A panel of experts in the various fields of international trade exchange accurate, up-to the minute information on a bimonthly basis. For further information call (732) 906-2529.

### The Institute for Management and Technical Development: Customized Training, Technical Services Center

The Institute's customized training division located on the Edison campus at the Technical Services Center provides management development, support staff and technical training for business, industry, non-profit organizations and professional groups. Members of The Institute's staff work with clients who identify needs and provide quality training that is flexible and cost-effective.

*For information on customized training call The Institute at:*  
The Technical Services Center  
Middlesex County College  
Edison, NJ 08818  
(732) 906-4681  
FAX: (732) 906-4689

### The Institute for Management and Technical Development: Public Seminars, Raritan Center

The Institute offers a wide variety of professional training and development seminars that meet the continuously changing needs of business, government and public sector of Middlesex County. These non-credit seminars are geared for working men and women who wish to enhance their current position and to increase opportunities for advancement. Seminars are developed with business applications in mind and are taught by professionals who are keenly aware of what is necessary to perform the job more effectively. Class sizes are limited, allowing plenty of interaction with the instructor, and courses are scheduled at flexible times: evenings, Saturdays and weekdays.

*For information on the current course schedule contact The Institute at:*  
98 Northfield Avenue  
Edison, NJ 08837  
(732) 417-0690  
FAX: (732) 417-9034

# Course Descriptions

The course descriptions on the following pages are listed alphabetically by subject area. The three letters identify the subject area and are followed by three numbers which identify the course. The numbers in parentheses indicate the number of lecture and lab hours, respectively, scheduled per week in a typical 14 week semester. By adding the numbers, students can determine the number of contact hours required per week for each course. (NOTE: Courses will meet for more hours per week in a short session such as is scheduled in the summer.)

The number of credits is used to calculate tuition and fees, to determine credit load and full-time/part-time status, and is the normal academic measure to monitor progress toward the requirements for a degree. Courses listed as "credit equivalent" do not count towards the degree requirements and are used solely for the calculation of charges. However, the courses do present program requirements for many students based upon past academic performance and/or the results of the New Jersey College Basic Skills Placement Test.

Prerequisites are courses or other requirements which must be satisfied before enrolling in a course. Corequisites may be satisfied prior to enrollment or may be taken at the same time. The italicized information included at the end of some course descriptions is advisory and is designed to assist students in the selection of courses.

Courses that satisfy any of the General Education requirements are coded as follows:

GE COM Communications  
GE CSC Computer Science  
GE HUM Humanities  
GE MAT Mathematics  
GE PED Physical Education/Health  
GE SCI Nature Sciences  
GE SS Social Sciences

Courses coded GE HUM satisfy the humanities elective requirement and those coded GE SS satisfy the social sciences elective requirement.

All courses coded GE PED satisfy both the Physical Education/Health Graduation Requirement and the General Education elective requirement included in some programs. Activity courses listed under "PED" satisfy Physical Education/Health Education Graduation Requirement, but not the General Education Requirement.

To determine which courses satisfy the computer science, mathematics, and natural science requirements for a particular degree program, refer to the section in this catalog on Degree Requirements and also the Plan of Study for the specific degree or certificate in the appropriate Division. Not all programs require computer science, mathematics, and natural science courses.

The General Education requirement in communications is also specified in the individual program outlines included in this catalog.

In programs that include a "General Education Elective", any course with a "GE" designation may be used to satisfy that requirement, regardless of the General Education category.

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## ACCOUNTING

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### ACC 101 FINANCIAL ACCOUNTING 4 credits (4-0)

Covers the accounting cycle from the recording and analyzing procedures through the summarizing procedures and preparation of general purpose financial statements; the introduction of accounting for corporations with emphasis on the capital structure of the corporation.

### ACC 102 MANAGERIAL ACCOUNTING 4 credits (4-0)

*Prerequisite: ACC 101*  
Covers the statement of cash flows; financial statement analysis, the nature of Managerial Accounting, job order cost systems, process cost systems, cost allocation and activity-based costing; analyses for managerial decision-making; budgeting, standard cost systems, accounting for decentralized operations and transfer pricing.

### ACC 108 ACCOUNTING PRACTICES FOR HOTELS, RESTAURANTS, AND INSTITUTIONS 4 credits (4-0)

Basic concepts and techniques of accounting principles as applied to the public hospitality industry. Emphasizes internal control, departmental reports, and operating statistics.

### ACC 202 COST ACCOUNTING 4 credits (4-0)

*Prerequisite: ACC 102*  
Instruction in the principles of cost accounting and the keeping of cost records. Job order, process, standard cost systems and a survey of other costing techniques and applications.

### ACC 203 ACCOUNTING SYSTEMS AND PROCEDURES 3 credits (3-0)

*Prerequisite: ACC 102*  
Students design and install an accounting system tailored to the requirements of a particular business and available automatic data processing equipment. Commences with an analytical approach to the problem and proceeds through the theoretical knowledge required for the actual design of procedures.

### ACC 206 TAX ACCOUNTING 3 credits (3-0)

*Prerequisite: ACC 102*  
Federal income tax laws, rules, and regulations with particular emphasis on their application to individuals. Instruction and practice in the preparation of tax returns of individuals and research and reporting tax problems.

### ACC 207 AUDITING 3 credits (3-0)

*Prerequisite: ACC 212 or permission of department chairperson*  
Current concepts in auditing, the coverage of Generally Accepted Auditing Standards, accounting concepts and procedures, and the preparation and interpretation of the audit report.

### ACC 208 ACCOUNTING FIELD EXPERIENCE 3 credits (1-12)

*Prerequisites: ACC 202 and 211*  
A cooperative work experience program whereby students are employed in an accounting position to gain the practical experience necessary for success in accounting. Supervision of this departmentally approved position is provided by the College through on-the-job visits and individual progress review sessions. Students are required to establish learning objectives related to their position in order to effect the attainment of specific job competencies. Students attend a weekly one-hour seminar on campus and work a minimum of 180 hours a semester. *Individuals must be recommended by the faculty of the department.*

### ACC 211 INTERMEDIATE ACCOUNTING I 4 credits (4-0)

*Prerequisite: ACC 102*  
A review of the accounting cycle for a manufacturing and for a merchandise operation. Emphasizes the capital structure of the corporation and the theory and concepts underlying accounts such as cash, receivables, inventories and investments.

### ACC 212 INTERMEDIATE ACCOUNTING II 4 credits (4-0)

*Prerequisite: ACC 211*  
A continuation of ACC 211. Concludes the theoretical study of the major accounts on the financial statements. Emphasizes the analytical process relevant to comparative, analysis, application of funds, income tax allocation and price-level impact on financial statements.

### ACC 280 SENIOR ACCOUNTING SEMINAR 3 credits (3-0)

*Prerequisites: BUS 107, BUS 202, ACC 202, ACC 211*  
*Corequisite: ACC 212*  
Students integrate their knowledge of theoretical concepts and practical application of intermediate and cost accounting, business law and use of computers through case analysis and the completion of assigned projects.

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## AFRICAN-AMERICAN STUDIES

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### AFS 121 INTRODUCTION TO AFRICAN-AMERICAN STUDIES 3 credits (3-0)

Introduction to the foundations and approaches of African-American studies. Examines historical, sociological, psychological, religious and philosophical perspectives of the African-American experience.

### AFS 122 INTRODUCTION TO AFRICAN-AMERICAN AESTHETICS 3 credits (3-0)

Introduction to the concepts and definitions necessary for a basic understanding of the African-American aesthetic. Designed to acquaint students with important historical and philosophical investigations of the creative process and to explore interrelationships, similarities, and differences in the various cultural expressions (art, music, dance, poetry, etc.) of African peoples.

### AFS 123 INTRODUCTION TO AFRICAN CIVILIZATIONS 3 credits (3-0)

A survey of the historical development of African civilizations from earliest times to the present. Focus on the cultural, political, social, and economic factors which shaped Africa and its people.

### AFS 201 AFRICAN DIASPORA IN LATIN AMERICA 3 credits (3-0)

Examines comparatively the origin and development of the African Diaspora in colonial Spanish societies. The Spanish "Slavocracy" is examined within the context of African phenomenon and cultural continuity. Aspects of the African Diaspora in South American, Central American and Caribbean geographies (e.g. Cuba, Puerto Rico, Panama, Mexico, Peru, Colombia, Venezuela) will be analyzed with respect to social, cultural, political, economic, religious, psychological and moral content.

### AFS 202 AFRICAN LATIN SOCIETIES 3 credits (3-0)

Examines the development of the African in Latin America and the Caribbean. The concepts of racial democracy, cultural relativism and national culture will be compared and contrasted in various Latin American Societies. A comparative approach will be used to investigate African experiences during colonial and post-colonial periods. Emphasis will be placed on the African Latino experiences and the emancipatory predicament.

### AFS 211 AFRICAN-AMERICAN HISTORY 3 credits (3-0)

Historical material focusing on the influence, contributions and impact of African peoples in the Americas from 1468 to the present. Emphasis on North and South America and the Caribbean Islands.

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## ADVERTISING GRAPHICS DESIGN

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*(For related courses and prerequisites, see Marketing Art and Design)*

### AGD 205 LAYOUT DESIGN 2 credits (1-2)

*Prerequisites: All MAD courses and ART 103*  
Covers principles and applications of page layout for advertising including: type identification, measurements (point system), and specifications related to copy fitting. Computer graphics, especially page layout applications such as PageMaker and QuarkXPress, are stressed within the projects.

**AGD 206**  
**TYPOGRAPHY**  
**2 credits (1-2)**

*Prerequisites: All MAD courses and ART 103*  
Explores the identification of typefaces, both traditional and computer generated, their suitability for various uses and the relationship and integration of typography into layout design and composition. Both hand skills and computers are used in interdisciplinary learning. Further competence is developed with both PC and MAC based typography.

**AGD 209**  
**PORTFOLIO PROJECT**  
**(Advertising Graphics Design)**  
**2 credits (1-3)**

*Prerequisites: All MAD courses, ART 103 and minimum of six credits of AGD/PCP courses*  
*Corequisites: Any number of credits of AGD and PCP courses such that 12, in addition to this course, will have been completed by semester's end*  
Guides students in job search, including resume writing and interviewing techniques, in addition to the major concentration on the methods and techniques for best presenting their creative work. Includes considerable research and some additional design project work. Students must purchase a suitable portfolio case.

**AGD 211**  
**ADVERTISING DESIGN I**  
**2 credits (1-2)**

*Prerequisites: All MAD courses and ART 103*  
Applications of design fundamentals to practical layout and advertising design problems such as: brochures, posters, books, magazine ads, and audio-visual materials. Stresses individual projects. Covers the use of various commercial art techniques and computer applications relevant to print media advertising.

**AGD 212**  
**ADVERTISING DESIGN II**  
**2 credits (1-2)**

*Prerequisite: AGD 211 or permission of department chairperson*  
Advanced study of specialized advertising graphic design problems, including packaging, trademarks, and logotypes. Interdisciplinary teams will participate in producing a comprehensive advertising campaign. Emphasizes professional presentation of thumbnail sketches, roughs, layouts, and of comprehensives made using relevant computer software.

**AGD 217**  
**MECHANICAL PRINT PRODUCTION**  
**2 credits (1-2)**

*Prerequisites: All MAD courses*  
Covers the mechanical aspects of the graphic arts process, emphasizing the need to prepare artwork, type, and photographs in the form needed by the particular method of reproduction. Comparison of commercial methods of color separation, reproduction, plate engraving, and printing. Field trips to printing or platemaking facilities may be undertaken.

**AGD 218**  
**COMPUTER PRE-PRESS**  
**2 credits (1-2)**

*Prerequisite: AGD 217 or permission of department chairperson*  
Study of the contemporary processes and procedures of graphics reproduction for print. Includes studio work or demonstrations covering both traditional process camera photography, stripping, platemaking, and computer generated master art and platemaking, as related to modern types of printing. Also covers quantity, and quality, control, trade vocabulary, and business procedures in the graphic arts.

**AGD 222**  
**MARKETING ART AND DESIGN**  
**FIELD EXPERIENCE**  
**3 credits (1-12)**

*Prerequisite: Senior status in advertising graphics design option or professional commercial photography option*  
A cooperative work experience program whereby students are provided with a job that will enhance their competency by getting practical hands-on experience on state-of-the-art technology utilized by commercial designers and photographers. Students are assigned to work on a one-to-one basis with a professional designer or photographer using the latest techniques and equipment. Supervision of this departmentally approved position is provided by the College through on-the-job visits and individual progress review sessions. Students are required to establish learning objectives related to their position in order to attainment specific job competencies. Students attend a weekly, one-hour seminar on campus and work a minimum of 180 hours during the semester. Open to senior students recommended by the faculty of the department. Career interest, and goals taken into account. *Marketing Art and Design Field Experience is not a graduation requirement.*

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**ART**

*(For related courses, see Marketing Art and Design)*

**ART 103**  
**ART IN INDUSTRY AND COMMERCE**  
**2 credits (2-0)**

The relationship of visual arts to modern business and industry covering industrial design, packaging design, advertising, and sales promotion, as well as the influences of fine arts on the development of commercial art and design.

**ART 105** **GE HUM**  
**INTRODUCTION TO ART**  
**3 credits (3-0)**

A combination lecture and studio course designed to increase appreciation of art through experimentation with materials in a variety of media. Includes exploration of elementary two-and-three-dimensional problems in design. Field trips.

**ART 109** **GE HUM**  
**DRAWING**  
**3 credits (3-0)**

A workshop and lecture course exploring media, concepts and techniques of drawing. Skill in representing objects, landscape, human and imaginative form is approached through practice and the examination of the works of previous and present day artists. Individual criticism aimed at personal growth of artistic ability and insight. Outside assignments to be reviewed by instructor. Field trips.

**ART 110** **GE HUM**  
**FIGURE DRAWING (Formerly Drawing II)**  
**3 credits (3-0)**

Practice combining nature and the imagination is directed toward exploring form and developing the basic techniques of figure drawing. Field trips.

**ART 123** **GE HUM**  
**ART HISTORY: ANCIENT TO RENAISSANCE**  
**3 credits (3-0)**

Developments in painting, sculpture and architecture from prehistory to the High Renaissance in Western art. Significant periods emphasized through slides and films. Field trips.

**ART 124** **GE HUM**  
**ART HISTORY: RENAISSANCE TO MODERN**  
**3 credits (3-0)**

Developments in painting, sculpture and architecture from the High Renaissance to the twentieth century in Western art. Significant artists and their contributions to techniques. Field trips.

**ART 125** **GE HUM**  
**ART HISTORY: MODERN AND CONTEMPORARY**  
**3 credits (3-0)**

Examines developments in painting, sculpture and architecture in Western Art since the Industrial Revolution to the present day via major styles, movements and significant artists. Field trips.

**ART 145** **GE HUM**  
**ART FUNDAMENTALS: TWO DIMENSIONS**  
**3 credits (2-2)**

A studio course to explore two-dimensional concepts and develop visual thinking in relation to various fine arts areas such as drawing and painting. Open to non-art majors as an elective. *Required of art majors.*

**ART 146** **GE HUM**  
**ART FUNDAMENTALS: THREE DIMENSIONS**  
**3 credits (2-2)**

A studio course to explore three-dimensional design concepts and develop visual thinking in relation to various fine arts areas such as sculpture and ceramics. Mixed media - the interaction of two- and three-dimensional concepts is explored. Open to non-art majors as an elective. *Required of art majors.*

**ART 201** **GE HUM**  
**CERAMICS: HANDBUILDING**  
**3 credits (3-0)**

Experience in the various hand-building and decorating techniques as well as some experience in the process of stacking and firing the kiln. Field trips.

**ART 202** **GE HUM**  
**CERAMICS: WHEELTHROWING**  
**3 credits (3-0)**

*Prerequisite: ART 201*  
Basic skill is developed in the use of the potter's wheel. Study of glaze materials and use of original glaze texts. Field trips.

**ART 205**  
**ADVANCED CERAMICS WORKSHOP**  
**3 credits (3-0)**

*Prerequisite: ART 202 or demonstrated throwing ability*  
Advanced throwing techniques and surface treatments, including engobe decoration, wax resist, lustres, and glazes. Thrown forms are used to experiment with various techniques. Slides, lectures and a museum visit will supplement the weekly demonstrations. Critiques will enable students to develop both their work and critical faculties.

**ART 219** **GE HUM**  
**PRINTMAKING: MONOPRINT AND BASIC RELIEF**  
**3 credits (3-0)**

Introductory Printmaking is explored through the practice of two traditional and evolving graphic techniques, including the processes of monoprinting, collagraphy (collage graphics) and the similar methods of woodcutting and linocutting. Technical control, basic pictorial concepts, and an awareness of the cultural application of the monoprint and the basic relief print are emphasized. A materials fee and a field trip are required.

**ART 220** **GE HUM**  
**PRINTMAKING: SCREEN AND INTAGLIO**  
**3 credits (3-0)**

Introductory Printmaking is explored through the practice of two traditional yet growing graphic techniques: screenprinting and intaglio - any method that involves a "plate" from which multiples may be printed. Technical control, basic pictorial concepts, and an awareness of the cultural application of the screenprint and the intaglio print are emphasized. A materials fee and a field trip are required.

**ART 221** **GE HUM**  
**PAINTING: TRADITIONAL**  
**3 credits (3-0)**

The language and materials of painting are explored through still life, landscape and live model. Practice of easel techniques are enhanced by the examination of traditional paintings past and present. A materials fee and a field trip are required. Students will provide some of their own supplies.

**ART 222** **GE HUM**  
**PAINTING: CONTEMPORARY**  
**3 credits (3-0)**

Objective and imaginative form in painting is explored through traditional and experimental techniques incorporating individual interpretation on guided projects. Study of modern art movements and contemporary artists are combined with studio assignments. A materials fee and a field trip is required. Students will provide some of their own supplies.

**ART 223** **GE HUM**  
**SCULPTURE I**  
**3 credits (3-0)**

A studio course on the basic elements of sculptural form through the handling of materials (clay, wood, plastics, etc.) and employing the processes of modeling, carving and constructing. Slides, films and field trips.

**ART 224  
SCULPTURE II  
3 credits (3-0)**

*Prerequisite:* ART 223

Further experience with techniques and materials employed in the creation of three-dimensional forms. Directed research in development of individual idiom. Slides, films and field trips.

**GE HUM**

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**AUTOMOTIVE TECHNOLOGY**

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**AUT 108  
AUTOMOTIVE TECHNOLOGY  
WORK EXPERIENCE I  
3 credits (1-12)**

*Prerequisites:* AUT 111, 115 and 117

A cooperative work experience program employing students in a technical position in order to gain practical experience necessary for success in the automotive service industry. Supervision of this departmentally approved position is provided by the College through on-the-job visits and individual progress review sessions. Students are required to establish learning objectives related to their position in order to effect the attainment of specific job competencies. Students attend a weekly seminar on campus and work for a minimum of 180 hours for the duration of the session. *Students must register with the Department of Cooperative Education. Students must be sponsored by a Ford-Lincoln/Mercury Dealer.*

**AUT 111  
MINOR AUTOMOTIVE SERVICES  
3 credits (0-6)**

*Corequisite:* MAT 107

Introduces shop operations, customer relations, flat rate manuals, safety, organizational design, pay structure, equipment, tools and basic operational theories. Includes service procedures for lubrication, batteries, the cooling system, wheels and tires and new car pre-delivery service.

**AUT 115  
AUTOMOTIVE BRAKE SYSTEMS  
2 credits (0-5)**

*Corequisite:* AUT 111

Covers diagnosis and repair of both drum and disc brake systems, power brake boosters, master cylinders, wheel cylinders and related component parts.

**AUT 117  
AUTOMOTIVE ELECTRICAL SYSTEMS  
3 credits (0-6)**

*Corequisite:* AUT 111

Covers the automobile electrical system including batteries, wiring, lighting, alternators, generators, starters and voltage regulators. Includes the use of electrical test equipment and schematics. Stresses the proper care and use of tools.

**AUT 122  
ANALYSIS AND TUNE UP  
3 credits (0-6)**

*Prerequisite:* AUT 108

*Corequisites:* AUT 124 and 126

Covers techniques for diagnosing the automobile engine and other areas. Stresses electronics and conventional ignition systems. Introduces carburetion and injection systems. Complete tune-up procedures, using the latest test equipment, are studied to insure the proper application to the automobile.

**AUT 124  
AUTOMOTIVE HVAC SYSTEMS  
3 credits (0-6)**

*Prerequisite:* AUT 108

Focuses on the principles of operation and service techniques applied to automobile air conditioning systems. Topics include components familiarization, testing, diagnosing, charging and repair practices.

**AUT 126  
ALIGNMENT, SUSPENSION AND  
STEERING SYSTEMS  
2 credits (0-5)**

*Prerequisite:* AUT 108

A study of the proper techniques and procedures for complete front-end service, wheel alignment, replacement of worn parts, balancing wheels and related front-end and steering mechanisms.

**AUT 208  
AUTOMOTIVE TECHNOLOGY  
WORK EXPERIENCE II  
3 credits (1-12)**

*Prerequisites:* AUT 122, 124, and 126

A cooperative work experience program employing students in a technical position in order to gain practical experience necessary for success in the automotive service industry. Supervision of this departmentally approved position is provided by the College through on-the-job visits and individual progress review sessions. Students are required to establish learning objectives related to their position in order to effect the attainment of specific job competencies. Students attend a weekly seminar on campus and work for a minimum of 180 hours for the duration of the session. *Students must register with the Department of Cooperative Education. Students must be sponsored by a Ford-Lincoln/Mercury Dealer.*

**AUT 211  
STANDARD TRANSMISSION &  
DRIVE TRAIN  
3 credits (0-6)**

*Prerequisite:* AUT 208

A study of the operating principles, construction, and maintenance of the manual transmission and related drive train components.

**AUT 213  
AUTOMATIC TRANSMISSION I  
3 credits (0-6)**

*Prerequisite:* AUT 208

*Corequisite:* AUT 211

A study of the theory, operation and diagnosis of automatic transmissions. Rebuilding of automatic transmissions is introduced.

**AUT 216  
FUEL AND EMISSION SYSTEMS  
3 credits (0-6)**

*Prerequisite:* AUT 208

*Corequisite:* AUT 217

A study of the principles and functions of the automotive fuel system including the carburetor, fuel pump, gas tank and emission control systems. Stresses the diagnosis and repair and adjustment of emission control systems, repair and adjustment of the carburetor, fuel injection and their components.

**AUT 217  
ENGINE DIAGNOSTICS & REPAIR I  
3 credits (0-6)**

*Prerequisite:* AUT 208

*Corequisite:* AUT 216

A study of the operational theory of the internal combustion engine. Engine rebuilding, mechanical diagnosis and failure analysis are introduced. Emphasis is on the proper use of hand tools, measuring instruments and equipment.

**AUT 218  
AUTOMOTIVE TECHNOLOGY  
WORK EXPERIENCE III  
3 credits (1-12)**

*Prerequisites:* AUT 211, 213, 216, and 217

A cooperative work experience program employing students in a technical position in order to gain practical experience necessary for success in the automotive service industry. Supervision of this departmentally approved position is provided by the College through on-the-job visits and individual progress review sessions. Students attend a weekly seminar on campus that guides them through the process of job search and decision-making. Explores career opportunities in the automotive field, develops resume writing skills, interviewing techniques, and demonstrates how to apply these techniques and skills in the job market. Students must work for a minimum of 180 hours for the duration of the session. *Students must register with the Department of Cooperative Education. Students must be sponsored by a Ford-Lincoln/Mercury Dealer.*

**AUT 226  
AUTOMATIC TRANSMISSION II  
2 credits (0-5)**

*Prerequisite:* AUT 218

A continuation of Automatic Transmission I. Transmission rebuilding is continued with emphasis on in-service automotive repair.

**AUT 228  
ENGINE DIAGNOSTICS & REPAIR II  
3 credits (0-6)**

*Prerequisite:* AUT 218

A continuation of Engine Diagnostics and Repair I. Engine rebuilding is continued with emphasis on the proper use of hand tools, measuring instruments and equipment.

**AUT 229  
AUTOMOTIVE ELECTRICITY  
AND ELECTRONICS  
3 credits (0-6)**

*Prerequisites:* MAT 108 and AUT 218

*Corequisites:* AUT 226 and 228

An introduction to electrical/electronic principles and applications to automotive systems. Covers DC and AC circuit fundamentals, wiring diagrams, electronic devices, use of test equipment and troubleshooting techniques.

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**BIOLOGY**

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(For related courses, see Science)

**BIO 010  
BASIC BIOLOGY  
4 credit equivalents (3-3)**

*Corequisite:* MAT 013

An introduction equivalent to one year of high school biology. The basic principles and terminology of biological sciences. Recommended for students with insufficient background in biology to prepare them for college level biology courses. "C" is the minimum acceptable grade for movement from one remedial/developmental level to another and for completion of remediation/development requirements.

**BIO 105  
HEREDITY, EVOLUTION AND SOCIETY  
4 credits (3-2)**

*Prerequisites:* Two years high school mathematics or Algebra I (or MAT 013) and one year high school laboratory science

An introduction to classical and modern genetics and evolutionary theory. A survey on the historic and scientific developments leading to our current concepts of heredity and evolution. The individual and societal implications of the powerful ideas and technologies associated with modern genetics and evolutionary theory. Includes computer simulations, audiovisual materials and laboratory observations (without dissection). *Recommended for non-science majors.*

**BIO 106  
HUMAN BIOLOGY, BIOMEDICAL ISSUES  
AND SOCIETY  
4 credits (3-2)**

*Prerequisites:* Two years high school mathematics or Algebra I (or MAT 013) and one year high school laboratory science

An introduction to the functioning of the human body; a survey of selected body systems in health and disease. There will be discussions and written assignments concerning human biological issues from both historical and current perspectives. Laboratory exercises (without dissection), audiovisual materials, computer simulations and current readings are included. *Recommended for non-science majors.*

**BIO 111  
HUMAN ANATOMY AND PHYSIOLOGY I  
4 credits (3-3)**

*Prerequisites:* One year of high school laboratory biology or BIO 010 and one year of high school laboratory chemistry or CHM 010

A study of human cells and tissues as they relate to organs and systems. Structural and functional features of the skeletal, muscular and nervous systems are examined. *Recommended for students in the health sciences.*

**BIO 112  
HUMAN ANATOMY AND PHYSIOLOGY II  
4 credits (3-3)**

*Prerequisite:* BIO 111

A continuation of BIO 111. Study of the structure and function of the body is continued by examining the endocrine, reproductive, circulatory, digestive, respiratory and excretory systems.

**BIO 117  
BIOLOGY I  
4 credits (3-3)**

*Prerequisites:* Two years of high school mathematics or MAT 013 and one year high school laboratory science or BIO 010

A general study of the physical and chemical properties of living material, cell organelles, transport cell division, energy transformations in photosynthesis and cellular respiration, plant and animal tissues, the classification of organisms and genetics.



**BIO 118** **GE SCI**  
**BIOLOGY II**  
**4 credits (3-3)**

*Prerequisite:* BIO 117  
A continuation of Biology 117. Emphasis is on supporting life processes, animal systems, evolution, ecosystems and communities.

**BIO 123** **GE SCI**  
**GENERAL BIOLOGY I**  
**4 credits (3-3)**

*Prerequisites:* One year of high school laboratory biology or BIO 010 and one year of high school laboratory chemistry or CHM 010. Also one year of high school algebra or MAT 013  
A study of the basic principles and origins of life; the chemistry of living things; cell structure, function and reproduction; cell metabolic processes; plant taxonomy, anatomy, physiology and reproduction; Mendelian genetics and modern genetics principles. *Required of science transfer students in biology, chemistry, mathematics and physics.*

**BIO 124** **GE SCI**  
**GENERAL BIOLOGY II**  
**4 credits (3-3)**

*Prerequisite:* BIO 123  
A continuation of BIO 123. Emphasis is on plant and animal systems, evolution and ecology.

**BIO 203**  
**METHODS OF BIOTECHNOLOGY**  
**3 credits (2-3)**

*Prerequisites:* BIO 118 or 124; CHM 118 or 124; MAT 108 or department approval

*Corequisite:* BIO 221  
Laboratory experience in common biological techniques. Emphasis is on microscopy, histological techniques, tissue culturing, and macromolecular separation and identification.

**BIO 211**  
**PRINCIPLES OF MICROBIOLOGY**  
**4 credits (3-3)**

*Prerequisites:* One year of high school laboratory biology or BIO 010 and one year of high school laboratory chemistry or CHM 010

An introductory study of the microbial world with emphasis on the nature and behavior of microorganisms, the interrelationships that operate between microbes and the human host in health and disease, and the principles of prevention and control of infectious disease. Laboratory experience develops techniques in the proper handling, observation and identification of microbial cultures. *Recommended for students in the health sciences.*

**BIO 214**  
**VERTEBRATE PHYSIOLOGY**  
**4 credits (3-3)**

*Prerequisites:* BIO 118 or 124; CHM 118 or 124  
An analysis of basic physiological concepts and their relationship to selected vertebrate types. Emphasis is on mammalian physiology with laboratory exercises in instrumentation, animal handling and basic in class computer analysis of data. Formal laboratory reports and notebooks are required.

**BIO 221**  
**MICROBIOLOGY**  
**4 credits (3-3)**

*Prerequisites:* BIO 118 or 124; CHM 118 or 124  
A comprehensive study of microorganisms with emphasis on bacteria. Topics include: cellular and viral structure and function, taxonomy, microbial metabolism and genetics, physical and chemical methods of controlling microorganisms and concepts of pathogenicity and immunology. The laboratory exercises emphasize practical skills in manipulating, observing, controlling and identifying microbes.

**BIO 224**  
**APPLIED MICROBIOLOGY**  
**4 credits (3-3)**

*Prerequisite:* BIO 221  
Topics include: microbial ecology, aquatic microbiology, including water and wastewater treatment; microbiology of air, soil and food; dairy microbiology; industrial microbiology. In the laboratory students learn standard methods of analysis for microorganisms in the environment.

**BIO 226**  
**BIOLOGICAL TECHNOLOGY**  
**COOPERATIVE EDUCATION**  
**3 credits (1-12)**

*Prerequisite:* Departmental approval must be obtained  
A cooperative work experience program whereby students are employed in a technical position in order to gain some of the practical experience necessary for success in biological technology. Supervision of this departmentally approved position is provided by the college through on-the-job visits and individual progress review sessions. Students are required to establish learning objectives related to their position in order to effect the attainment of specific job competencies. Students attend a weekly, one hour seminar on campus and works a minimum of 180 hours per semester. *Individuals must be recommended by the faculty of the department and registered with the department of cooperative education.*

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**BUSINESS**

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**BUS 010**  
**FRESHMAN SEMINAR**  
**3 credit equivalents (3-0)**

An introduction to the touch operation of the alphabetic, numeric, and symbolic keys of the computer keyboard. Increases students' ability to think critically, abstractly, and systematically. Students are required to paraphrase, analyze, outline and summarize various types of problems in order to expand the deductive thinking and problem-solving skills most demanded in an academic environment. Emphasis placed on solving cases, study skills and time management.

**BUS 101**  
**BUSINESS ORGANIZATION AND**  
**MANAGEMENT**  
**3 credits (3-0)**

The planning, supervision, control and performance of activities involved in the production of goods and services. The problems of human relations and labor-management and the functions of human resources, marketing, purchasing, production and finance are explored from the standpoint of effectively carrying on business that relates positively to the society of which it is a part.

**BUS 107**  
**INTRODUCTION TO BUSINESS DATA**  
**PROCESSING**  
**3 credits (3-0)**

*Corequisite:* OAD 010 or waiver approved by the chairperson of the Office Administration Department  
Covers a full range of data processing methods and devices. Emphasis is placed on the use of microcomputers. Hands-on-instruction includes use of electronic spreadsheets, database management software, word processing, disk operating systems and graphics.

**BUS 115**  
**MATHEMATICS OF FINANCE**  
**3 credits (3-0)**

*Prerequisite:* Passing score on the College's Placement Test or successful completion of MAT 013  
Covers the mathematics of consumer interest, compound interest, time value of money, and problems in retailing, business ownership and basic business probability and statistics.

**BUS 201**  
**BUSINESS LAW I**  
**3 credits (3-0)**

Brief surveys of the American legal system, procedural law, crimes and torts, administrative agencies, consumer, environmental and planning law. Detailed study of the substantive law of contracts, personal property and bailments and sales law. (In applicable areas the Uniform Commercial Code is covered as well as the common law principles.)

**BUS 202**  
**BUSINESS LAW II**  
**3 credits (3-0)**

*Prerequisite:* BUS 201  
Detailed study of the substantive law of commercial paper, agency and employment, security devices, bankruptcy, partnerships and corporations and real property. Decedents' estates, wills and trusts as well as insurance law are surveyed. (In applicable areas the Uniform Commercial Code is covered as well as the common law principles.)

**BUS 205**  
**BUSINESS COMMUNICATIONS**  
**3 credits (3-0)**

*Prerequisite:* A passing score on the College's Placement Test or a grade of "C" or better in English 010: Writing Skills for College

A practical approach to writing reports, memos and business letters and making oral presentations. Writing techniques relating to the nature of audience, the effectiveness of language, purpose and other rhetorical considerations.

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**CHEMISTRY**

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(For related courses, see Science)

**CHM 010**  
**BASIC CHEMISTRY**  
**4 credit equivalents (2-4)**

*Prerequisite:* MAT 013 or one year of high school algebra  
An introduction to the fundamental principles of chemical structure and reactions. Includes applications in related laboratory work. "C" is the minimum acceptable grade for movement from one remedial/developmental level to another and for completion of remediation/developmental requirements.

**CHM 107** **GE SCI**  
**PRINCIPLES OF CHEMISTRY**  
**4 credits (3-2)**

*Prerequisite:* One year of high school laboratory chemistry or CHM 010

An introduction to basic concepts of inorganic, organic and biochemistry. Topics include the metric system, ionic and covalent bonding, acids, bases, and salts, radioactivity, solutions, colloids, emulsions, gases, and important organic compound classes such as alcohols, ethers, esters, carbohydrates, proteins, lipids and enzymes.

**CHM 117** **GE SCI**  
**CHEMISTRY I**  
**4 credits (2-5)**

*Prerequisites:* One year of high school algebra, or MAT 013 and one year of high school laboratory science or departmental approval

A foundation course involving a study of the metric system, bonding, periodic table, chemical equations, mole-related concepts, stoichiometry and gas law. Laboratory experiences stress proper lab technique, use of equipment, treatment of data and safety.

**CHM 118** **GE SCI**  
**CHEMISTRY II**  
**4 credits (2-5)**

*Prerequisite:* CHM 117  
A continuation of CHM 117. Topics include qualitative and quantitative solution chemistry, acid-base theory, chemical equilibria, oxidation-reductions and basic electrochemistry. Laboratory experiences cover qualitative analysis and volumetric methods of analysis. The volumetric techniques include acid-base and redox titrations and spectrophotometric analysis.

**CHM 119** **GE SCI**  
**GENERAL, ORGANIC AND**  
**BIOCHEMISTRY I**  
**4 credits (3-3)**

*Prerequisites:* One year of high school laboratory chemistry or CHM 010 and two years of high school algebra or MAT 014

An introduction to the concepts of inorganic, organic, and biochemistry. Topics include: the metric system, atomic structure, periodic law, ionic and covalent bonding, nuclear radiation, chemical reactions and stoichiometry, gas laws, liquids and solids, acids, bases and salts, solutions, colloids and electrolytes, chemical kinetics and equilibrium and an introduction to hydrocarbon chemistry. Laboratory experiments conducted for each of the major topics. *Recommended for health sciences, liberal arts students.*

**CHM 120** **GE SCI**  
**GENERAL, ORGANIC AND**  
**BIOCHEMISTRY II**  
**4 credits (3-3)**

*Prerequisite:* CHM 119  
A continuation of CHM 119. Topics include hydrocarbon and functional group organic chemistry, carbohydrates, lipids and proteins, including the metabolism of these substances, nucleic acids, and the chemistry of blood and urine. Laboratory experiments conducted for each of the major topics.

**CHM 123** **GE SCI**  
**GENERAL CHEMISTRY I**  
**4 credits (2-5)**

*Prerequisites:* Two years of high school algebra and geometry or MAT 014, and one year of high school chemistry

A theoretical treatment of principles and laws underlying atomic structure, chemical reactions, enthalpy changes, bonding and states of matter integrated with descriptive material and quantitative calculations. Laboratory experiences reinforce both theoretical and quantitative aspects of the lecture topics.

**CHM 124** **GE SCI**  
**GENERAL CHEMISTRY II**  
**4 credits (2-5)**

*Prerequisite:* CHM 123

A continuation of CHM 123. A study of acids and bases, oxidation and reduction, thermodynamics, kinetics, equilibrium, electrochemistry. Laboratory experiences include qualitative and quantitative determinations related to lecture topics.

**CHM 201** **GE SCI**  
**PRINCIPLES OF ORGANIC CHEMISTRY**  
**4 credits (3-3)**

*Prerequisite:* CHM 118 or equivalent

An introduction to the basic concepts of organic chemistry in a nonmechanistic approach. Laboratory experiences include standard techniques are learned, such as recrystallization, distillation, chromatography, extraction and organic synthesis. A one-semester course.

**CHM 202** **GE SCI**  
**BIOCHEMISTRY**  
**4 credits (3-3)**

*Prerequisite:* CHM 201

An introduction to the chemistry of compounds present in living systems. Topics include the structure and properties of carbohydrates, lipids, proteins and nucleic acids and the metabolism of these substances in the body. Laboratory experiments include the qualitative and quantitative analysis of these compounds. A one-semester course.

**CHM 219**  
**MODERN METHODS OF ANALYSIS I**  
**5 credits (3-6)**

*Prerequisites:* CHM 118 and MAT 014 or equivalent

Covers the theory relating to the quantitative techniques of volumetric, gravimetric and spectrophotometric analysis. Topics include evaluation of measurements, concentration calculations, acid-base and precipitation equilibria. Laboratory experiments cover classical volumetric and gravimetric analysis and use of visible spectrometers.

**CHM 220**  
**MODERN METHODS OF ANALYSIS II**  
**5 credits (3-4)**

*Prerequisites:* CHM 219 and CHM 201 or equivalent  
Covers modern instrumental analysis theory treating such topics as UV, VIS and IR spectrophotometry, AA and NMR spectrometry, electroanalytical techniques and chromatography (VPC, HPLC, TLC). Laboratory experiences relate to these topics.

**CHM 223** **GE SCI**  
**ORGANIC CHEMISTRY I**  
**4 credits (2-5)**

*Prerequisite:* CHM 124 or equivalent

A mechanistic study of the preparation and chemical reactivity of aliphatic and aromatic hydrocarbons. Laboratory experiences include the basic techniques of organic synthesis and the related techniques used in the isolation and purification of organic compounds.

**CHM 224** **GE SCI**  
**ORGANIC CHEMISTRY II**  
**4 credits (2-5)**

*Prerequisite:* CHM 223

A mechanistic study of the preparation and chemical reactivity of aliphatic and aromatic alcohols, ethers, aldehydes, ketones, amines, carboxylic acids, and their derivatives. Laboratory, experiences include the classical chemical tests used in the characterization of the various functional molecules. Infrared and nuclear magnetic resonance spectroscopy are used in structure determination. Basic techniques of gas chromatography and high performance liquid chromatography are included.

**CHM 226**  
**CHEMICAL TECHNOLOGY COOPERATIVE EDUCATION**

**3 credits (1-12)**

*Prerequisites:* CHM 201 or CHM 223 and CHM 219 and departmental approval

Departmental approval must be obtained. A cooperative work experience program employing students in technical positions to gain practical experience necessary for success in chemical technology. Supervision of this departmentally approved position is provided by the college through on-the-job visits and individual progress review sessions. Students are required to establish learning objectives related to their positions in order to effect the attainment of specific job competencies. Students attend a weekly, one hour seminar on campus and work a minimum of 180 hours a semester. *Individuals must be recommended by the faculty of the department and register with the department of cooperative education.*

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**CIVIL/CONSTRUCTION ENGINEERING TECHNOLOGY**

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**CIT 104**  
**CONSTRUCTION SURVEYING I**  
**3 credits (1-2-3)**

*Prerequisites:* MAT 109, CIT 106

Introduction to surveying, measurement theory, field and office procedures and error analysis. Lectures emphasize the concepts, computations, analysis and adjustments of leveling, angle observation, distance measure and control traverses. Field exercises stress the techniques of distance measure from rough pacing to use of the Electronic Distance Measure instrument, as well as the correct procedures for horizontal and vertical angle observations. Students prepare drawings and maps from their field notes.

**CIT 105**  
**STATICS FOR TECHNICIANS**  
**3 credits (3-0)**

*Prerequisites:* CIT 110, MAT 109

Practical study of statics for the engineering technology student. Topics include: force system resultants, force system equilibrium, load analysis of structural trusses and frames, cross-sectional area properties, centroid, moment of inertia, radius of gyration, and polar moment of inertia. Use of the TI-85 calculator or approved equivalent is required for the solution of several types of problems.

**CIT 106**  
**CIVIL ENGINEERING DRAWING**  
**2 credits (1-2)**

*Prerequisite:* Passing score on the College's Placement Test or successful completion of MAT 014, MEC 123, CIT 110

Study and execution of drawings normally encountered in Civil Engineering. These include: survey plans, deed plots, topographic plans, right of way utility plan and profiles, property subdivision plans, structural sketches in steel, wood and concrete. Plans will be made using surveyors notes as input and calculations associated with horizontal and vertical control will be covered.

**CIT 107**  
**CONSTRUCTION QUANTITY ESTIMATING I**  
**2 credits (1-2)**

*Prerequisite:* Passing score on the College's Placement Test or successful completion of MAT 013

Introduction to familiarize students with the drawings and procedures used in the construction industry. Students will examine and interpret construction drawings to determine quantities of various materials of construction. Construction material properties and methods of quantity takeoffs are presented. Topics include: area and volume calculations; blueprint reading; quantity calculations; use of engineering scales; construction documents and the use of computer programs for estimating. Laboratory projects reinforce the lecture material and emphasize proper estimating procedures and format. Students will prepare a quantity estimate for a small construction project.

**CIT 110**  
**INTRODUCTION TO CIVIL/CONSTRUCTION ENGINEERING TECHNOLOGY**

**2 credits (1-2)**

*Prerequisite:* Passing score on the College's Placement Test or successful completion of MAT 013

*Corequisite:* MAT 014

Introduction to engineering practices in the field of Civil and Construction Engineering Technology through the use of project-centered/activity-based learning. Hands-on activities include PC setup and software use, construction blueprint reading and sketching, along with structural model building and testing.

**CIT 116**  
**CONSTRUCTION GRAPHICS/CAD II**  
**2 credits (1-2)**

*Prerequisites:* CIT 110 and MEC 123

*Corequisite:* CIT 106

Advanced computer graphics designed for students who have passed MEC 123 or equivalent. Includes advanced drafting techniques using AutoCad such as: menu customization, use of LISP routines to facilitate drafting production. Advanced techniques applied to drawings commonly used in a civil/construction environment.

**CIT 151**  
**URBAN AND SUBURBAN DEVELOPMENT**  
**3 credits (3-0)**

*Prerequisite:* CIT 205

Land use planning, zoning and planning boards, general building codes, local control surveys, land data systems, subdivision design, professional land planning systems.

**CIT 203**  
**STRENGTH OF MATERIALS**  
**4 credits (3-3)**

*Prerequisites:* CIT 105 and SPE 121

Study of strength of materials with emphasis on practical applications. Topics include: axial stress and strain, material properties, torsional stress and strain, shear and moment diagrams, bending moment stresses, bending shear stresses, beam design, theoretical and specification column analysis and design, connection analysis, and combined stresses using Mohr's Circle. Weekly laboratory experiments and formal written reports are used to reinforce lecture material. Students are required to present one oral presentation during the semester. Graphical calculator required.

**CIT 205**  
**CONSTRUCTION SURVEYING II**  
**3 credits (2-3)**

*Prerequisites:* CIT 104 and CIT 106

A continuation of Construction Surveying I with emphasis on the methods of layout of construction projects. Topics include: traverse computations and adjustment; control surveys for topography; N.J. State Plane Coordinates, horizontal and vertical curve calculations and stakeout methods, radial stakeouts; pipeline and utility stakeouts, road and street stakeouts; building stakeouts, earthwork calculations and Right of Way acquisition computations. Laboratory exercises demonstrate and reinforce these topics. Computer software is available to aid in the computations.

**CIT 208**  
**REINFORCED CONCRETE DESIGN**  
**3 credits (3-0)**

*Prerequisites:* CIT 203 and MAT 110

Analysis and design of beams, girders, columns and footings using The Strength Design criteria. Topics include principles of structural design, loads, properties of concrete and reinforcement. Emphasizes the use of the ACI code. Use of computer programs will aid the student in the design process. Review of basic detailing practices.

**CIT 209**  
**STEEL DESIGN**  
**2 credits (1-2)**

*Prerequisites:* CIT 203 and MAT 110

Practical applications of strength of materials using the AISC Steel Manual in allowable stress design. Topics include: steel framing load analysis, tension member analysis and design, beam analysis and design, concentric and eccentric column analysis and design, concentric connection analysis and design. Graphing calculator required.

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**CIT 210  
SOILS IN CONSTRUCTION****2 credits (1-2)**

*Prerequisite:* CIT 105

Basic study of soils and soil mechanics in construction and environmental projects. Topics include: Index properties; soil classification systems, soil moisture; shear strength; subsurface stresses; lateral earth pressure; settlement; bearing capacity; subsurface investigations; landfill soil utilization and use of geosynthetics for stabilization and prevention of groundwater contamination. Topics covered in lectures dealing with theory and practical computations. The use of some computer software will be required to carry out some of the computational projects.

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**CIT 211  
CONSTRUCTION COST ESTIMATING**  
**2 credits (1-2)**

*Prerequisites:* CIT 107, CIT 110, MAT 109

Basic discussions will be presented for cost estimating of residential, commercial and heavy-highway construction projects. Specifications and specification standards will be reviewed as set forth by the CSI. Includes types of estimates, alternate quantity takeoff procedures, unit pricing, material and labor costs, job overhead and profit and contingencies. Discussions of various construction documents and bid presentations. The use of the computer and estimating software will be used to facilitate the final estimate and summary sheets.

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**CIT 212  
WATER RESOURCES TECHNOLOGY**  
**3 credits (1-5)**

*Prerequisites:* MAT 110, PHY 115, SPE 121

Study of Hydrology and Hydraulics as they relate to Stormwater generation and collection; Wastewater collection and treatment and Water treatment and distribution systems. Lectures include: Hydrology and runoff; groundwater; pipeline hydraulics; open channel hydraulics; Wastewater treatment; pump selection; reservoir and detention design; drainage structures; water pollution and flood control. Laboratory exercises consist of design projects such as stormwater collection system, sanitary sewer lift station, culvert, drainage channel, culvert, detention pond, backwater curves and water distribution system. Computer software is available to aid in the design calculations.

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**CIT 213  
CONSTRUCTION MATERIALS LABORATORY**  
**2 credits (1-3)**

*Prerequisite:* CIT 107

Laboratory experience emphasizing procedures and techniques involved in standard soil, concrete and asphalt testing. Testing of field and laboratory soil samples is carried out to determine the engineering properties of the soil. Aggregates for concrete and asphalt are tested for acceptability. Concrete and asphalt mixes are designed and tested for workability and strength.

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**CIT 214  
CURRENT TOPICS IN CIVIL/CONSTRUCTION  
ENGINEERING TECHNOLOGY**  
**1 credit (1-0)**

*Prerequisites:* CIT 116, 203, 205, and PHY 116

Broadens the education of the civil technology student by covering several selected topics chosen from a pool of topics and team-taught by faculty and local engineers who have particular expertise in the subject. Topics run in sequence and are chosen from a pool which includes: traffic & transportation, construction inspection, computer applications, timber design, construction law, construction accounting, route surveying, electricity in construction, HVAC systems, and soil conservation permits. A senior-level course.

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**CIT 216  
STRUCTURAL DESIGN**  
**4 credits (2-4)**

*Prerequisites:* CIT 106, 116 and 203

Practical design in steel and concrete. Topics include member nomenclature, loads, framing, tension, compression, connections and bending. Computer programming and use of appropriate software will be included. Laboratory experiences will cover detail drafting of both concrete and steel, as well as computer aided drafting detailing.

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**CRIMINAL JUSTICE**

*(For related courses, see Correction Administration and Police Science)*

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**CJU 123  
CRIMINAL JUSTICE I**  
**3 credits (3-0)**

Examines both the substantive and procedural criminal law with a special focus on the administration of justice. Particular attention will be given to the role of the police, courts and correctional systems and how each separate entity must function within the framework of Constitutional law. Special emphasis will be on New Jersey statutory law and court rules.

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**CJU 124  
CRIMINAL JUSTICE II**  
**3 CREDITS (3-0)**

*Prerequisite:* CJU 123

A continuation of Criminal Justice I. Particular emphasis on the New Jersey court system including detailed discussions of the role of prosecutors versus defense attorneys; pretrial, trial and post-trial functions and the constant influence of ethical considerations.

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**COMMUNICATION**

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**COM 105  
INTRODUCTION TO  
COMMUNICATION STUDY**  
**3 credits (3-0)**

A survey of the field of communication studies, including the production, transmission and reception of messages among persons, groups, organizations and cultures.

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**COM 121  
MASS COMMUNICATION STUDY**  
**3 credits (3-0)**

*Prerequisite:* COM 105 or permission of department chairperson

A survey of the institutions, history and technology of the mass communication media, concentrating on radio, television, film and other electronic and print media forms. Topics include the growth of print and electronic media, and the relationship among government, media and the public, including the social responsibility and ethics of mass communication.

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**COM 131  
INTRODUCTION TO BROADCASTING**  
**3 credits (3-0)**

*Prerequisite:* COM 105 or permission of department chairperson

A comprehensive introduction to the historical development and regulatory policies of radio and television broadcasting. Emphasizes the social, economic and ethical impact of radio and television on society and its citizens.

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**COM 208  
COMMUNICATION SEMINAR &  
FIELD EXPERIENCE**  
**3 credits (1-12)**

*Prerequisite:* COM 105 and/or permission of department chairperson

A cooperative program whereby the student may gain experience in a communication-related position in radio, television or public relations in order to gain some of the practical experience necessary for growth and success. Supervision of this departmentally approved position is provided by the College through site visits and individual progress review related to the position in order to effect the attainment of specific competencies. The student attends a weekly, one-hour seminar on campus and serves a minimum of 180 hours during the semester.

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**COM 210  
RADIO BROADCASTING PRODUCTION**  
**3 credits (3-0)**

Classroom and studio practice in the preparation and presentation of radio materials including writing, announcing, newscasting, interviewing, musical and dramatic programing. Practical concerns involve studio recording techniques, editing of audio tapes and program organization and management. The emphasis is on effective communication and ethical and aesthetic values in a production setting. Hands-on experience with equipment conducted in the campus radio studio, WMCC.

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**CORRECTION ADMINISTRATION**

*(For related courses, see Criminal Justice)*

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**COR 201  
INTRODUCTION TO CORRECTION  
ADMINISTRATION**  
**3 credits (3-0)**

*Prerequisite or corequisite:* CJU 123

Examines the vast spectrum of systems, processes and people involved in the correctional field. Emphasizes the legal impact of the correctional process as well as correctional management theories and applications. Particular attention will be given to the massive changes of modern correctional facilities and emerging prison issues such as overcrowding, drugs and the AIDS problem.

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**COR 207  
CORRECTIONAL INSTITUTIONS**  
**3 credits (3-0)**

*Prerequisite or corequisite:* CJU 123

Provides a thorough examination of the major issues that correctional institutions must deal with daily as well as the long term effects of decision and policy making. Particular attention given to treatment programs, their uses and limitations. Provides an overview of the past and current status of penal servitude. Explains the lifestyle of the offender in correctional facilities and evaluates efforts to integrate the institutional experience with the post-release life of the inmates.

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**COR 280  
CORRECTIONS EXTERNSHIP**  
**3 credits (2-0-6)**

*Prerequisite or corequisite:* COR 201 or COR 207

A cooperative work experience program whereby students are provided with a job that will enhance their competency by getting practical hands-on experience in county or state correctional facilities. Supervision of this departmentally approved position is provided by the College through on-the-job visits and individual progress review sessions. Students are required to establish learning objectives related to their position in order to effect the attainment of specific job competencies. Students attend a weekly, two-hour seminar on campus and work a minimum of 90 hours a semester.

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**COUNSELING AND  
PLACEMENT SERVICES**

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**CPS 031  
BECOMING A MASTER STUDENT**  
**3 credit equivalents (3-0)**

A course designed to help students learn how to learn, to become "Master Students." Topics covered include notetaking, taking tests, improving memory, "effective" reading, managing time and finances, dealing with pressure, handling relationships with family, friends, and faculty, setting goals and communicating effectively.

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**COMPUTER SCIENCE**

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**CSC 010  
CONCEPTS IN COMPUTERS**  
**3 credit equivalents (3-0)**

An introduction to computer concepts (equivalent to a one year course at the high school level). Topics include computer terminology, hardware, software, problem solving techniques, elementary concepts of sequence, selection, and repetition. Provides hands-on experience on PC's using Microsoft Word for Windows and BASIC, and interactive software.

*Recommended for students interested in computer science who have not had a computer course in high school and who may be enrolled in developmental courses such as RDG 009, MAT 010, or MAT 013.*

## **CSC 020** **INTRODUCTION TO ADAPTIVE TECHNOLOGY**

### **3 credit equivalents (2-1)**

Introduction to the personal computer and adaptive hardware and software aids for the personal computer. Students learn to use DOS and Windows to operate a microcomputer, start applications, and install and load adaptive software. Screen text magnifiers, CCTV (closed caption television) for enlargement, a scanner for input of data directly from the printed page, OCR (Optical Character Recognition) for translation of scanned data into editable text, voice input hardware and software for direct entry of text and commands, and voice output software for production of synthesized speech will be presented. Students learn word processing concepts. DOS- and Windows-based word processors will be used to produce and edit documents, using adaptive hardware and software. Artificial Intelligence-based software will be used to minimize the keystrokes necessary to enter text.

## **CSC 103** **COMPUTERS FOR TECHNICIANS**

An introduction to microcomputer systems and their use by technicians. This course will incorporate an understanding of terminology, hardware, and software including operating systems, word processing and database management applications. The laboratory portion of the class will utilize DOS, WordPerfect, and dBase III Plus. Various hands-on experiences and projects are exemplified.

## **CSC 105** **GE CSC** **COMPUTER APPLICATIONS AND SYSTEMS**

A survey of computer and information science. Defines what computers and computer programs are and their application in business, industry, institutions, and government. Topics include the history of computers, hardware devices, software programs, data processing ideas and terminology, privacy of information, ethical behavior requirements of personnel, feedback control concepts, and the influence of computers on people and society. Hands-on experience includes: data entry through electronic spreadsheets, electronic mail, word processing, creation and use of a database to support transaction processing, and on-line communication between computer users. *Recommended for anyone who will be involved in computers and computer generated information.*

## **CSC 107** **COMPUTERS IN HEALTH TECHNOLOGIES**

A survey of computer applications and their use in the health technology fields. Discussion of the major components of a computer, an introduction to software application packages including word processing and database, and an exposure to a personal computer operating system. Hands-on experience will be emphasized utilizing Microsoft Word and ACCESS.

## **CSC 108** **INTRODUCTION TO THE INTERNET**

*Prerequisite recommended: Prior completion of one of the following courses: CSC 105, CSC 107, or BUS 107 or equivalent microcomputer experience*  
Introduction to the skills necessary to use the Internet and the World Wide Web including the use of electronic mail, newsgroups, remote logins, file transfers, Web browsers, hypertext documents, and Internet addressing. Includes intranets and how they are used in organizations. Students will also learn to select an Internet Service Provider (ISP), and then use the Internet for business applications. Emphasizes terminology used on the Internet and the appropriate behavior ("netiquette") for Internet users.

## **CSC 109** **GE CSC** **"BASIC" PROGRAMMING AND SYSTEMS**

*Prerequisite: Two years of high school Algebra or MAT 013*  
*Corequisite: MAT 014*  
Covers the history, art and discipline of computer programming and problem solving techniques using the BASIC language and the implications for change in the present and future of society. Major emphasis is on problem solving using computers from a personal and professional point of view. Topics include top-down programming design, structural control logic, elementary data structures and sequential file handling.

## **CSC 110** **MICROCOMPUTER OPERATING SYSTEMS AND ARCHITECTURE**

### **3 credits (2-2)**

*Prerequisite: CSC 105 or BUS 107 or permission of department chairperson*  
The role of microcomputer operating systems and how the operating systems interact with the computer. Covers the structure and function of hardware including input/output devices, memory, central processing unit, storage devices, communications devices, and buses. Discusses and emphasizes commonly used microcomputer operating systems Windows and DOS with hands-on exercises covering topics including: disk maintenance, directory and file management, batch files, interaction of graphical user interface, and utilities. Discusses configuration and optimization of standard hardware and system software.

## **CSC 115** **COMPUTER PROGRAMMING FOR ENGINEERS**

*Prerequisite: Four years of high school mathematics or MAT 129 or any higher level math course*  
*Corequisite: MAT 131*  
The design, storage, retrieval, and execution of algorithms, data structures and computer programs. Emphasis is placed on use of an interactive time-sharing system. Applications include solving systems of equations and performing numerical integration. *The first course in programming for engineering science majors.*

## **CSC 117** **INTRODUCTION TO TECHNICAL PROGRAMMING**

*Prerequisite: Two years of high school algebra or equivalent*  
The development of problem solving skills with the BASIC language using modern digital computers and terminals. The application of flowcharting and logical decision-making and programming techniques to a wide range of scientific and technical problems.

## **CSC 125** **WEB PAGE DESIGN AND DEVELOPMENT**

*Prerequisite: CSC 108 or permission of department chairperson*  
Introduction to the process necessary to design and develop Web Pages. Provides students with hands-on experience in the creation of Web Pages that include text, images, audio, and video. Emphasizes appearance and functionality of the Web Page. Utilizes HTML, editors, and templates.

## **CSC 133** **INTRODUCTION TO COMPUTER SCIENCE USING C++**

*Prerequisites: MAT 014 or two years of high school Algebra and Geometry*  
*Corequisite: MAT 125 or MAT 129*  
First major course in Computer Science required for students interested in pursuing any of the three options in Computer Science. Also suitable for students in other programs seeking a rigorous introduction to Computer Science and Programming. Introduction to programming and problem solving using an object-oriented language. Introduces algorithm development and basic problem solving techniques. Includes fundamental topics of computer programming such as selection, repetition, development of functions and simple data structures such as lists, tables, objects and classes. Problems are implemented using object-oriented techniques in the C++ programming language.

## **CSC 134** **OBJECT ORIENTED PROGRAMMING USING C++**

*Prerequisites: CSC 133, MAT 125 or MAT 129*  
*Corequisite: MAT 126 or MAT 131*  
Builds on the C++ foundation developed in CSC 133 and is the second core course required for students in CIS and Computer Science Transfer Program. Discusses the principle of encapsulation and how it is used to create abstract data types. The object-oriented programming features of classes, inheritance and polymorphism are covered, along with the C++ features of templates and operator overloading. Students implement programs using these features in the C++ programming language.

## **CSC 152** **INTRODUCTION TO COBOL**

### **4 credits (3-3)**

*Prerequisites: Two years of high school Algebra and Geometry or MAT 014 or permission of department chairperson*  
Provides the elementary knowledge of how problems stated in business terminology can be solved using a modern computer language. A basic understanding of the features of Common Business Oriented Language (COBOL) is developed. American National Standard COBOL is used throughout the course. Students develop experience in problem solving through class problems, case studies and individual projects. Emphasizes flowcharting, coding, debugging and problem documentation. Students develop well-structured programming solutions to common business applications. Focuses on techniques used in batch applications, off-line.

## **CSC 160** **INTRODUCTION TO UNIX\***

*Prerequisites: Two years of high school Algebra and Geometry or MAT 014 or permission of department chairperson*  
An introduction to the UNIX\* operating system and its many capabilities and applications. Presents text editing, word processing, electronic mail, terminal-to-terminal communications. A hierarchical file system with a command programming language are introduced and applied in programming assignments.

## **CSC 165** **BEGINNERS C-PROGRAMMING**

*Prerequisite: Two years of high school algebra or MAT 014*  
Covers the syntax and semantics of the C programming language including: data types, operators, control structures, functions, program structure, pointers, array, structures, input and output. Students complete programs in C of moderate complexity on the UNIX\* system.

## **CSC 200** **NETWORKING TECHNOLOGIES**

*Prerequisite: CSC 110*  
Provide the student with a thorough understanding of the basic concepts of data communications, networking, and connectivity. This includes the topics covered in Novell course #200 Networking Technologies. Upon completion the student will have the necessary knowledge and be eligible to sit for the certification test for this Novell course.

## **CSC 202** **NETWARE INSTALLATION AND CONFIGURATION**

*Prerequisite: CSC 247*  
Students install and configure a Novell network. Both server and client software will be presented. This course includes topics covered in Novell course - #802 NetWare Installation and Configuration Workshop. Upon completion, the student will have the necessary knowledge and be eligible to take the certification test for this Novell course.

## **CSC 205** **DATA PROCESSING WORK EXPERIENCE I**

*Prerequisite: Completion of all courses in first year of Computer/Information Systems or Novell option curricula or permission of department chairperson*  
A cooperative work experience program whereby students are employed in computing/information systems positions in order to gain some of the practical experience necessary for success in the computing field. Supervision of this departmentally approved position is provided by the College through on-the-job visits and individual progress review sessions. Students are required to establish learning objectives related to their position in order to affect the attainment of specific job competencies. Students attend a weekly, one-hour seminar on campus and work a minimum of 180 hours a semester. Individuals must be selected by the cooperating employer and recommended by the chairperson of the computer science department.

## **CSC 206** **DATA PROCESSING WORK EXPERIENCE II**

*Prerequisite: CSC 205*  
A continuation of CSC 205. Includes practical experience in the organization and operation of information and Data Processing departments. A term paper is required that discusses the work experiences and learning objectives of the student and is presented to the class.

**CSC 208**  
**VISUAL BASIC PROGRAMMING**  
**4 credits (3-3)**

*Prerequisite:* CSC 109 or 115 or 133 or 152 or 165  
Studies the Visual BASIC programming language, presenting top-down structured programming, visual interface design and implementation, functions, procedures, arrays, data file access methods, graphics programming, and database access programming. Hands-on experience with event-driven programming for an interactive Graphical User Interface under Windows will be introduced. The creation and customizing of forms, controls (menu bars, scrolling list boxes, buttons, arrays of controls), their properties and their underlying BASIC programs (methods) will be studied. Error-handling routines and advanced debugging techniques will be used to produce reliable programs.

**CSC 211**  
**PROGRAMMING IN JAVA**  
**4 credits (3-3)**

*Prerequisite:* CSC 134 or permission of department chairperson  
*Corequisite:* CSC 125 or CSC 241 or permission of department chairperson  
Students learn to design, write, compile, test, and execute Java programs. Create both stand-alone and client/server applications using the Java programming language. Enhancement of Web Site functionality and embedding Java Applets in HTML code. Platform independent graphical user interfaces will be built using Java's Abstract Windowing Toolkit (AWT).

**CSC 225**  
**SYSTEMS ANALYSIS**  
**3 credits (2-3)**

*Prerequisite:* CSC 134  
An introductory systems analysis and design course for computer programmers and systems analysts. Presents an overview of information systems and the systems development life cycle. Stresses the techniques for systems documentation using the Excelerator case tools. Classical and structured methods for describing data flow, data modeling, process flow, file design, input and output design, and program specifications will be utilized to document systems. Also surveys other important skills for the systems analyst such as fact-finding, communications, and project management.

**CSC 226**  
**NETWARE 3 TO 4 UPDATE**  
**3 credits (2-1)**

*Prerequisites:* CSC 247 and MAT 125 or higher or permission of department chairperson  
Provides a 3.1x System Administrator with an overview of the NetWare 4 NDS (NetWare Directory Services) environment. Topics include contrasting the differences between the two systems and the integration of NetWare 3 and NDS. Upon successful completion of the course, the student will be prepared to take the associated Novell Certification test which is required for CNE (Certified Novell Engineer) certification.

**CSC 227**  
**CICS - ADVANCED COBOL**  
**4 credits (3-3)**

*Prerequisites:* CSC 152 or permission of department chairperson  
Designed to extend the student's knowledge of ANSICOBOL with a concentration in on-line processing using CICS concepts such as transaction handling, multitasking, multithreading and re-entrant code. Advanced techniques including table handling, linkages and VSAM will be studied.

**CSC 230**  
**MULTIMEDIA PRODUCTION AND AUTHORIZING TOOLS**  
**4 credits (2-3)**

*Prerequisite:* CSC 110 or permission of department chairperson  
*Recommended:* MAD 121  
Incorporation of the multimedia components of graphics, text, video, animation and sound into an interactive presentation. Topics include the hardware and software needed to author multimedia titles and the design of multimedia projects. Includes hands-on experience with leading software and authoring multimedia presentations.

**CSC 233**  
**COMPUTER ARCHITECTURE AND ASSEMBLY LANGUAGE I**  
**4 credits (3-2)**

*Prerequisite:* CSC 134  
*Corequisite:* CSC 235  
Emphasizes computer organization and architecture of digital systems. Covers the assembly process in depth. Laboratory assignments on a large mainframe system (IBM-370).

**CSC 234**  
**COMPUTER ARCHITECTURE AND ASSEMBLY LANGUAGE II**  
**4 credits (3-2)**

*Prerequisite:* CSC 233  
A continuation of CSC 233. An overview of PDP 11 assembly language and the comparative architectures are discussed. Programs are written in VAX and IBM assembly language.

**CSC 235**  
**DATA STRUCTURES**  
**4 credits (3-1-2)**

*Prerequisites:* CSC 134, MAT 126 or MAT 131  
The different techniques of storing, accessing and processing data as utilized in the development of programs and algorithms. Topics include linked lists, stacks, queues, trees, recursion and graphs. Algorithms for applications such as sorting, searching and merging will be analyzed and implemented. Solutions are designed using object-oriented techniques and implemented in the C++ programming language. The third course in the C++ programming sequence and is a required course for students in the Computer Information Systems General Option and Computer Science Transfer Option.

**CSC 239**  
**DATABASE SYSTEM CONCEPTS**  
**3 credits (2-3)**

*Prerequisite:* CSC 134 or permission of department chairperson  
Provides students with a thorough understanding of what a database is and how it is used. Emphasis will be placed on the relationship and use of a database for the effective storage and retrieval of user data. The use of structured query language (SQL) will be presented. Hands-on laboratory experiences will provide the student with practical applications in the use of databases.

**CSC 241**  
**INTERNET APPLICATIONS – HTML/CGI**  
**4 credits (3-3)**

*Prerequisite:* CSC 208  
Prepare the student to build and maintain computer applications utilizing the Internet and the World Wide Web as its platform. Emphasis placed on planning, analysis, design, implementation, promotion, and innovation as they pertain to the Web Development process. Studies client server/computing, human computer interaction, and hands-on use of HTML, CGI, and form tools to implement effective applications.

**CSC 243**  
**ADVANCED PROGRAMMING IN C**  
**3 credits (2-3)**

*Prerequisite:* CSC 165 or permission of department chairperson  
Covers advanced topics in program design, testing and modular integration. Presents "C" programming language and its use to implement programs of moderate difficulty in a UNIX\* environment. Topics include data types, control structures, functions, pointers, arrays, structures, UNIX\* system interface, readability, efficiency, portability and tools for software development.

**CSC 244**  
**C++ FOR C PROGRAMMERS**  
**4 credits (3-3)**

*Prerequisite:* CSC 243 or permission of department chairperson  
Designed for students who have a strong background in 'C' programming. Introduces the concepts underlying object oriented programming design. Topics include definitions of objects and classes employed in abstract data types and how inheritance is utilized to reuse code that implements common features of different classes. Students learn how to use polymorphism to define similar operators in different classes by applying these concepts to the writing of programs in the C++ programming language. Students also learn how to use existing class libraries provided with the C++ compiler as basic building blocks to create more complex programs.

**CSC 245**  
**UNIX AND SHELL PROGRAMMING**  
**4 credits (3-3)**

*Prerequisite:* CSC 134  
Presents the basic concepts of the UNIX\* Operating System including directories, files, processes, filters and communication ports. Explores the features of the UNIX\* shell, input and output redirection, pipes, pattern matching using SED, AWK and GREP. Students learn the Bourne shell and develop the ability to write shell programs of moderate difficulty. Covers basic text processing and large software project tools.

**CSC 246**  
**UNIX AND WEB SERVER ADMINISTRATION**  
**3 credits (2-3)**

*Prerequisite:* CSC 245 or department chairperson's approval  
Builds on the basic understanding of UNIX and shell programming developed in CSC 245. UNIX is the dominant operating system of Internet routers and Web servers. Covers the essential elements of designing a client - server UNIX configuration, setting it up, and keeping it running in an effective fashion. Local Area Networks (LANs), Wide Area Networks (WANs), and the TCP/IP protocol suite are a fundamental part of the UNIX client - server configuration, and are fully covered. Covers the installation of UNIX applications with electronic mail tools and Web browsers as primary examples of these applications. Emphasizes serving UNIX client - server needs on a global basis as occurs in a modern multinational corporation.

**CSC 247**  
**NETWORK SYSTEM ADMINISTRATION**  
**3 credits (2-2)**

*Prerequisite:* CSC 105 or permission of department chairperson  
*Corequisite:* CSC 110  
This course deals with introductory data communication and networking concepts. ISO model is discussed as well as PC and mainframe interfacing techniques. Topics include communication security and communication packages. Step-by-step hands-on tutorials will be used to introduce the basic concepts of a Network Operating System using Novell NetWare.

**CSC 248**  
**NETWORK SERVICE AND SUPPORT**  
**3 credits (2-2)**

*Prerequisites:* CSC 200, 202  
Provide students with the knowledge necessary to support and service a Novell network. Cabling, Network Interface Cards, and other Novell network hardware components will be studied. Hardware and software installation, troubleshooting, and the use of network diagnostic and repair utilities will also be examined. Includes topics covered in Novell course - #801 NetWare Service and Support. Upon completion, the student will have the necessary knowledge and be eligible to take the certification test for this Novell course.

**CSC 249**  
**INTERNETWORKING PRINCIPLES**  
**3 credits (2-3)**

*Prerequisites:* CSC 245, CSC 247  
This course will concentrate on the principles of internetworking. Transmission Control Protocol/ Internetwork Protocol (TCP/IP) and Network File System (NFS) are the primary technological components of this course. The student will use TCP/IP to provide connectivity and NFS to facilitate data movement between a UNIX operating system and a Novell network. This course will include the topics covered in Novell courses - #605 TCP/IP Transport and #610 NFS. Upon completion of this course, the student will be eligible to sit for the certification tests for these courses.

**CSC 255**  
**X WINDOW SYSTEM PROGRAMMING WITH MOTIF**  
**4 credits (3-2)**

*Prerequisite:* CSC 243 or permission of department chairperson  
Presents concepts of GUI programming: consistent interface design for all applications running on a user's workstation, easily-remembered patterns for essential or frequently-used functions, and simple methods to customize user applications. Students learn how to write GUI applications based on these concepts by using Motif, a GUI toolkit that also sets forth guidelines as to how a user interface should look and feel. Students also learn that when programming with Motif their applications become hardware independent, and can run on any machine that runs X Windows.

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## DANCE

(For related courses, see *Physical Education and Recreation*)

### DAN 131 GE HUM ELEMENTS OF DANCE 3 credits (3-3)

Provides fundamental movement skills, and body awareness in Modern Dance, basic training at the elementary level of Ballet technique, introduction to a cross section of jazz technique, movement styles and rhythms, theory and practical application in the principles of dance forms.

Emphasizes placement, strength, flexibility, coordination, musicality within the different dance idioms; the exploration of space, time and energy as the raw materials in dance; the specific vocabulary relating to the different dance techniques and the creative experiences of short movement patterns.

### DAN 132 GE HUM DANCE APPRECIATION 3 credits (3-3)

Designed to inform the student about dance as a performing art, through the critical evaluations of the various dance styles.

Discusses the role and collaboration of performers/dancers, choreographers, artistic advisors, composers, technicians and the audience.

Include lectures, lecture-demos, discussion, selected readings, films, video tapes, slides, live performances, and experimental dance/movement sessions.

Attendance at recommended dance performances is required. Written reports are required.

### DAN 201 GE HUM METHODS AND MODERN TECHNIQUES IN DANCE 3 credits (3-3)

Provides development in Modern Dance through theory and practical application. Emphasizes the practice of composition skills, clarity of movement, initiation, body articulation, and dynamics of performance.

Focuses on the development of small group work and solos, including form and structure. Attendance is required at two professional dance productions. Written reports must be submitted.

### DAN 202 GE HUM IMPROVISATION AND COMPOSITION 3 credits (3-3)

A comprehensive approach, introducing the creative and theoretical aspects of contemporary dance, with focus on improvisation toward composition. Dance studies will be designed through problem-solving experiences, exploration of resources, use of ideas, knowledge of forms, development of craft. Emphasizes the excitement of making choices and taking chances.

Studies will be performed as works in progress at the end of semester. (Informal showing: individuals or group).

Class sessions will include lectures, films, discussion, selected readings on theory, philosophy, current trends of dance, and experimental dance/movements.

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## DENTAL HYGIENE

### DHY 102 RADIOLOGY 2 credits (1-2)

The nature, production, and utilization of x-rays as theoretical and technically related to dentistry. Exposure, processing and mounting techniques as well as film interpretation. Introduction to hazards and safeguards.

### DHY 105 ORAL ANATOMY AND HISTOLOGY 4 credits (3-4)

Detailed anatomical and histological study of the oral cavity. Emphasis on the teeth and related bones, muscles, nerves, glands and blood vessels. Didactic materials are supplemented by laboratory exercises.

### DHY 107 PREVENTIVE ORAL HEALTH SERVICES I 3 credits (1-6)

Introduction to primary dental hygiene services. The basic sciences are related to the performance of such services as taking the medical and dental history oral inspection, scaling and polishing teeth and patient education. Didactic materials are supplemented by laboratory and clinical exercises. *May not be audited.*

### DHY 108 PREVENTIVE ORAL HEALTH SERVICES II 5 credits (2-10)

*Prerequisites:* DHY 102, 105 and 107 and current CPR certification

Clinical practice on patients of selected difficulty, encompassing the areas of oral inspection, Extra and Intra oral radiology, prophylaxis and patient education. Lectures material cover clinic related skills as well as a general reference to the entire scope of practice of this profession. *May not be audited.*

### DHY 110 NUTRITION 3 credits (3-0)

*Prerequisites:* DHY 102, 105 and 107

Fundamental principles of normal nutrients, nutrient requirements, sources, food values, deficiencies, and energy. Covers basic nutrition as it applies to general and oral health. Nutritional concepts applied to the science of preventive dentistry.

### DHY 203 GENERAL AND ORAL PATHOLOGY 2 credits (2-0)

*Prerequisites:* DHY 108, 110, 204 and 205

An introduction to the basic principles of pathology. A consideration of common diseases affecting the human body and knowledge of how to correlate basic principles of general pathology to oral diseases and lesions. Special attention focused on abnormal conditions of the oral cavity.

### DHY 204 DENTAL MATERIALS 2 credits (1-2)

*Prerequisites:* DHY 102, 105 and 107

A study of the chemical and physical properties of materials most commonly used in dental practice. Includes demonstration and performance of basic laboratory and operatory procedures as related to these materials.

### DHY 205 PERIODONTOLOGY 2 credits (2-0)

*Prerequisites:* BIO 211; DHY 102, 105 and 107

A detailed study of the principles and concepts of periodontal disease, including the tissues surrounding the teeth in both healthy and disease states. Emphasizes the dental hygienist's role in initial therapy and as a disease control therapist in the maintenance of oral health.

### DHY 207 DENTAL HEALTH EDUCATION 2 credits (2-0)

*Prerequisites:* DHY 108, 110, 204 and 205

Principles and procedures of dental health education and the use of visual aids as applied to all types of dental programs. Emphasis on group presentations. Opportunity provided for observation and practice teaching.

### DHY 208 PHARMACOLOGY 2 credits (2-0)

*Prerequisites:* DHY 203, 207, 211 and 215

A study of the physical and chemical properties, dosage and effect of drugs with special consideration to those used in dentistry.

### DHY 210 PUBLIC HEALTH 2 credits (1-3)

*Prerequisites:* DHY 203, 207, 211 and 215

A basic course in the concept, scope and administration of public health programs. Emphasis on the needs of the population and the role of the dental hygienist within public health practice. Opportunity provided for field experience in analysis and planning of public health education projects.

### DHY 211 PREVENTIVE ORAL HEALTH SERVICES III 5 credits (1-13)

*Prerequisites:* DHY 108, 110, 204 and 205 and current CPR certification

Continuation of DHY 108. *May not be audited.*

### DHY 212 PREVENTIVE ORAL HEALTH SERVICES IV 5 credits (1-13)

*Prerequisites:* DHY 203, 207, 211 and 215 and current CPR certification

Continuation of DHY 211. *May not be audited.*

### DHY 215 ADVANCED PERIODONTOLOGY 1 credit (1-1)

*Prerequisites:* DHY 108, 110, 204 and 205

An expanded study of the principles and concepts of, and current research on periodontal disease. In this advanced course the evaluation and monitoring of the periodontal disease process; the latest concepts in treatment; immunology; the relationship of periodontics to other dental specialties; and critique of related literature will be discussed. Various guest lecturers will share their expertise with the students.

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## DISTRIBUTION (INCLUDING PHYSICAL DISTRIBUTION, TRANSPORTATION, MATERIALS MANAGEMENT)

### DIS 101 CONCEPTS OF MATERIALS MANAGEMENT, TRANSPORTATION AND DISTRIBUTION 3 credits (3-0)

*Prerequisite:* BUS 101

An introduction to basic principles of materials management and physical distribution. The interrelationships between materials management, physical distribution and other organizational activities are studied. Principal methods of planning and forecasting as related to these disciplines are examined. Control and measurement methods in terms of costs, processes, and efficiency are identified and defined in detail.

### DIS 201 CUSTOMER SERVICING 3 credits (3-0)

*Prerequisite:* BUS 101

A study of physical distribution concepts and the development and processing of orders for goods and services placed on suppliers. Manual and data processing order-handling systems are discussed and cost benefits of each system are detailed. Includes analysis and student preparation for communications between customer service personnel and internal or external individuals such as manufacturing, credit and collection, the sales force, and customers. The order analyst is conceptualized as a self-contained entity capable of troubleshooting problem orders through the system.

### DIS 202 TRANSPORTATION 3 credits (3-0)

*Prerequisite:* DIS 101

History, organization, and economic aspects of the American transportation system are considered. Introductory topics include the development of interstate rail, water, motor, and air carriers. The evolution of public regulation for each mode is studied. Advantages and limitations of each form of transportation are considered. Middlemen, such as freight forwarders and intermodal transportation companies, are discussed. Major aspects of international transportation are considered. Insurance and packaging aspects of each transportation mode are analyzed.

### DIS 204 WAREHOUSING AND INVENTORY 3 credits (3-0)

*Prerequisite:* DIS 101

A survey of public and private storage, materials control, and materials handling. Manual and electronic-processing-based control systems, physical count, access, and location of materials inventory from raw material to finished goods, interpretation of data processing reports and updating, methods of physical inventory, including sampling. Manual versus automated storage and retrieval, storage at the factory versus storage near the marketplace, and the usage of integrated distribution centers versus storage warehouses are analyzed.

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## DIETETIC TECHNOLOGY

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(For related courses, see Hotel, Restaurant and Institution Management)

### DTC 101 INTRODUCTION TO DIETETIC TECHNOLOGY

**1 credit (1-0)**  
An introduction to the organization of food service in health care facilities and the role of the dietetic technician.

### DTC 102 ORIENTATION TO DIETARY SERVICES

**1 credit (1-0)**  
*Prerequisites:* DTC 101, HRI 103 and HRI 105. Students must have earned a grade of "C" or better in all prerequisites.

*Corequisites:* HRI 108 and HRI 210  
An introduction to the total organization of health care facilities, departmental function and responsibilities, as well as professional and paraprofessional interrelationships.

### DTC 208 SUPERVISED FIELD EXPERIENCE IN FOODSERVICE MANAGEMENT SYSTEMS I

**3 credits (0-9)**  
*Prerequisite:* DTC 101 and HRI 105 both with a grade of "C" or better

*Corequisites:* DTC 102, HRI 108 and HRI 210  
A clinical experience designed to introduce students to the organization of food service in a specific health care facility and to provide an integrated approach to the nutritional care of patients.

### DTC 209 SUPERVISED FIELD EXPERIENCE IN FOODSERVICE MANAGEMENT SYSTEMS II

**4 credits (1-9)**  
*Prerequisite:* DTC 208 and HRI 210 both with a grade of "C" or better

*Corequisites:* HRI 213 and HRI 203  
A clinical experience in a health care facility designed to give students an opportunity to apply classroom theory to quantity food production, patient and employee food service, and personnel management.

### DTC 210 SUPERVISED FIELD EXPERIENCE IN FOODSERVICE MANAGEMENT SYSTEMS III

**4 credits (0-12)**  
*Prerequisite:* DTC 209 and HRI 218 both with a grade of "C" or better

*Corequisites:* HRI 205, DTC 220  
A clinical experience in a health care facility designed to emphasize the managerial functions of planning and control in relation to food procurement, inventory management, cost accounting and overall evaluation of a dietary department.

### DTC 220 SEMINAR IN DIETETIC TECHNOLOGY

**1 credit (1-0)**  
*Prerequisite:* DTC 209 and HRI 218 both with a grade of "C" or better

*Corequisites:* HRI 205, DTC 210  
Explores the expanding dimensions of the dietetic technician's role in health care facilities and community nutrition programs and prepares students for entry into the health care field.

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## ECONOMICS

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### ECO 201 PRINCIPLES OF ECONOMICS I

GE 5S

**3 credits (3-0)**  
*Prerequisite:* A passing score on the algebra portion of the College's Placement Test or MAT 013  
Introduces the foundations of economic analysis and explores the problems of macroeconomics, including national income, equilibrium analysis, and fiscal and monetary policy. The public sector of the national economy is also stressed.

### ECO 202 PRINCIPLES OF ECONOMICS II

GE 5S

**3 credits (3-0)**  
*Prerequisite:* ECO 201 or permission of department chairperson  
Microeconomics: included are such topics as the price system, allocation of resources, distribution of income and the prospects for economic change. International trade is also studied.

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## EDUCATION

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### EDU 121 INTRODUCTION TO EDUCATION

**3 credits (3-0)**  
Analyzes the interaction of culture and education, develops from a historical perspective the evolution of modern education and examines contemporary issues and problems in American education. Students are required to complete a 25 hour volunteer assignment working in a teaching/learning setting.

### EDU 123 FUNDAMENTALS OF READING INSTRUCTION

**3 credits (3-0)**  
Presents elementary reading programs and the various causes of reading disabilities. An introduction to methods and materials of teaching reading, formal and informal tests, scoring and interpreting data, reading laboratory materials, phonics, vocabulary and comprehension problems and individualized reading programs. Students also investigate how young children learn their own language. An essential course component is the role of the aide in the reading environment.

### EDU 126 ORIENTATION TO EDUCATIONAL PRACTICES

**3 credits (3-0)**  
Designed to acquaint students with the many fundamental concepts related to the teaching and learning process and the methods and activities which motivate learning. Traditional and innovative instructional procedures are demonstrated and analyzed. The role of the paraprofessional in the teaching/learning environment is explored. Students are required to complete a 25 hour volunteer assignment working in a teaching/learning setting.

### EDU 207 INTRODUCTION TO EARLY CHILDHOOD EDUCATION

**3 credits (3-0)**  
The physical and mental health needs of young children, as well as curriculum, equipment and learning procedures appropriate for early school years are considered. Studies of current trends and issues in early childhood education are considered, with emphasis on established and innovative programs in the field.

### EDU 208 CREATIVE ACTIVITIES FOR YOUNG CHILDREN

**3 credits (3-0)**  
An examination of the significance of creative play in the education of young children. Students learn to understand, use and direct activities in art, music and science for preschoolers. Selection and use of audiovisual materials are considered. How young children learn and when they are ready to learn are concepts which this course develops. These concepts provide the rationale for planning creative activity programs.

### EDU 210 EDUCATION OF EXCEPTIONAL CHILDREN

**3 credits (3-0)**  
An introduction to the educational programs for exceptional and special learners. Current as well as historical specialized programs and issues. Recent research of special students' needs. Rationale-based strategies and instructional techniques to use with the exceptional population.

### EDU 221 SPECIAL EDUCATION SEMINAR AND PRACTICUM I

**4 credits (2-4)**  
*Prerequisites:* EDU 121 and 126 and departmental approval  
Combines classroom instruction with experience in the special education field. Students function as special education assistants in public and private schools and institutions and agencies. Techniques of caring for the special population.

### EDU 222 SPECIAL EDUCATION SEMINAR AND PRACTICUM II

**4 credits (2-4)**  
*Prerequisite:* EDU 221 with grade of "C" or above with departmental approval  
A continuation of EDU 221. Placements are of a different nature than those assigned in EDU 221.

### EDU 223 TEACHER ASSISTANT SEMINAR AND PRACTICUM I

**4 credits (2-4)**  
*Prerequisites:* EDU 121 and 126 and departmental approval  
The nature and scope of the role of the paraprofessional in education is examined in seminars. Students will assist a teacher in the classroom of a cooperating school.

### EDU 224 TEACHER ASSISTANT SEMINAR AND PRACTICUM II

**4 credits (2-4)**  
*Prerequisite:* EDU 223 with grade of "C" or above and departmental approval  
A continuation of EDU 223. Increased effectiveness of the paraprofessional in the school setting. Classroom experiences are evaluated by students and supervising teachers. The placement is of a different nature than assigned in EDU 223.

### EDU 225 EARLY CHILDHOOD SEMINAR AND PRACTICUM I

**4 credits (2-4)**  
*Prerequisite:* EDU 121 and 126 and departmental approval  
Includes on-campus classes and on-site practical experiences. Observation, evaluation, planning and strategies of classroom presentations and management. Supervised paraprofessional work with young children in day care centers, preschools and kindergartens. Students assist with evaluating their own progress in individual conferences with instructor.

### EDU 226 EARLY CHILDHOOD SEMINAR AND PRACTICUM II

**4 credits (2-4)**  
*Prerequisite:* EDU 225 with grade of "C" or above and departmental approval  
A continuation of EDU 225. Students gain additional supervised experience as paraprofessionals in early childhood settings through academic work on campus and through evaluational procedures. Practicum placement is of a different nature than that assigned in EDU 225.

### EDU 227 EARLY CHILDHOOD COOPERATIVE SUPERVISED FIELD EXPERIENCE I

**4 credits (2-12)**  
*Prerequisites:* EDU 121 and 126 and departmental approval  
In this supervised field experience, students are employed in a preschool, public/private school or kindergarten. Supervision is provided by the College through on-site visits and individual progress review sessions. Students are required to attend a two (2) hour weekly seminar on campus and work a minimum of 12 hours per week. This course may be substituted for EDU 225, Early Childhood Seminar/Practicum I.

### EDU 228 EARLY CHILDHOOD COOPERATION SUPERVISED FIELD EXPERIENCE II

**4 credits (2-12)**  
*Prerequisite:* EDU 227 with grade "C" or better and departmental approval  
Builds upon experiences, techniques and information introduced in EDU 227. Proficiency is advanced in areas of classroom management, anecdotal reporting, interpersonal relationship and self-awareness. Students are required to attend a two (2) hour weekly seminar on campus and to continue to work a minimum of 12 hours per week. This course may be substituted for EDU 226, Early Childhood Seminar/Practicum II.

### EDU 280 EDUCATION FIELD EXPERIENCE

**3 credits (3-6)**  
*Prerequisites:* EDU 126, ENG 121 and 122  
Observation and analysis of the teaching/learning experience in settings from preschool to high school. Includes observation, research and application of current practices in light of psychological, philosophical and historical theories of education. Requires a research paper.

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## ELECTRICAL ENGINEERING TECHNOLOGY AND COMPUTER ELECTRONICS

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### ELT 100 INTRODUCTION TO ELECTRICAL TECHNOLOGY

#### 3 credit equivalents (3-0)

*Corequisite: MAT 013*

Introduction to terms and methods used in the field of Electrical Technology and the mathematics and physical concepts that are essential for higher level courses. Increases students' ability to think critically, abstractly, and systematically. Calculator proficiency will be gained. Provides laboratory experiences. Recommended for all Electrical Engineering Technology students who must remediate MAT 013 or MAT 014.

### ELT 101 CIRCUITS I

#### 4 credits (3-3)

*Corequisites: MAT 109 and MCT 101*

A study of the fundamentals of DC electrical circuits. Topics include: current and voltage, resistance and resistive networks, work and power, network theorems, electrical measurement techniques, capacitance and inductance and an introduction to AC theory. Computers are used in the analysis of electric circuits. Theory is supplemented by laboratory experimentation.

### ELT 102 CIRCUITS II

#### 4 credits (3-3)

*Prerequisite: ELT 101 or equivalent*

*Corequisite: MAT 110*

A continuation of ELT 101. Topics include inductance, DC transients, alternating current circuits, power, reactance and impedance, and frequency analysis, vector mathematics and resonance. Theory is supplemented by laboratory experimentation.

### ELT 103 ELECTRONICS I

#### 4 credits (3-3)

*Corequisite: ELT 102*

An investigation of the physical operation of semiconductor devices and a discussion of the analytical and graphical techniques used in the design and analysis of circuits which use these devices. Equivalent circuits are used to describe the operation of basic amplifying circuits. Applications of these circuits are covered. Computers are used in the analysis of electronic circuits.

### ELT 106 TECHNICAL ELECTRICITY

#### 4 credits (3-3)

*Corequisite: MAT 110*

A study of the theory and practical applications of electricity. Topics include fundamental principles of electricity, AC and DC circuits, electrical instruments, electro-magnetic devices (transformers and rotating machinery) and electronic circuits and devices. Laboratory provides hands-on experience.

### ELT 111 DIGITAL ELECTRONICS

#### 3 credits (2-3)

*Corequisite: ELT 101*

A study of a digital electronic circuits and systems. Introduces number system and Boolean Algebra topics. Digital electronic circuits and systems are analyzed and designed. Topics covered are: logic gates, Flip-Flops, registers, counters, arithmetic logic circuits, memories and various logic families.

### ELT 203 ELECTRONICS II

#### 4 credits (3-3)

*Prerequisite: ELT 103*

A study of the performance and applications of transistor and linear integrated circuits. Laboratory experiments are used to supplement the studies of circuits and to verify analytical results. Topics covered are feedback systems, operational amplifiers, power amplifiers, regulated power supplies and power control circuits. Computers are used in the analysis of electronic circuits.

### ELT 205 ELECTROMAGNETIC DEVICES

#### 3 credits (2-3)

*Prerequisite: ELT 102*

An introduction to the basic principles and practice of electromechanical energy conversion devices. AD-DC motors and generators, transformers, magnetic amplifiers, and three phase circuits.

### ELT 208 ELECTRICAL ENGINEERING TECHNOLOGY CO-OP WORK EXPERIENCE

#### 3 credits (1-12)

*Prerequisites: ELT 102 and 103*

A cooperative work experience program whereby students are employed in a technical position in order to gain some of the practical experience necessary for success in technology. Supervision of this departmentally approved position is provided by the College through on-the-job visits and individual progress review sessions. Students are required to establish learning objectives related to their position in order to effect the attainment of specific job competencies. Students attend a weekly, one hour seminar on campus and work for a minimum of 13 hours a week. Students are required to work a total of 180 hours during the semester. Students must be recommended by the Department faculty. *Students must register with the department of cooperative education.*

### ELT 215 APPLIED ELECTRICITY

#### 3 credits (2-3)

*Corequisite: MAT 108*

An introduction to the theory and practical applications of electricity. Topics such as: DC and AC circuit theory, electrical instrumentation, electromagnetic devices and circuits and electronic devices and circuits are covered. Laboratory experimentation included.

### ELT 216 HVAC CONTROL SYSTEMS

#### 3 credits (2-3)

*Prerequisite: ELT 215*

An introduction to the fundamentals of measurement and control of electric, electronic and fluid control systems. Topics to include control of residential, commercial and industrial air conditioning and heating systems, zone control, special control systems and supervisory control systems.

### ELT 221 ELECTRIC CIRCUITS I

#### 4 credits (3-3)

*Corequisite: MAT 132*

Introduction to electric circuit theory. Topics include: the mathematical development, current voltage, resistance, power, passive electrical components, laws of electricity and network theorems. Stresses analysis techniques. Theory is supplemented by laboratory work. Recommended for engineering students.

### ELT 222 ELECTRIC CIRCUITS II

#### 4 credits (3-3)

*Prerequisite: ELT 221*

A continuation of ELT 221. Study of the phasor concept, AC power, complex frequency, resonance, Fourier analysis techniques, Laplace transforms, polyphase circuits, and two port networks. Laboratory experiments supplement theoretical topics.

### ELT 223 ELECTRONIC DESIGN AND MANUFACTURING

#### 2 credits (1-3)

*Prerequisites: ELT 111 and MEC 117*

*Corequisite: ELT 103*

A study of electronic design and manufacturing techniques. Students perform individual technical projects which encompass all phases of modern design, development, and manufacturing processes. Topics such as: Cost Analysis, Engineering Design, Component Selection, Time Scheduling, Printed Circuit Board Layout and Fabrication Techniques, and Product Evaluation are discussed. Monolithic and Hybrid IC fabrication techniques are studied.

### ELT 224 COMMUNICATION ELECTRONICS

#### 3 credits (2-3)

*Prerequisite: ELT 203*

A study of Electronic Communication Systems. An introduction to signal processing methods, analog and digital modulation techniques, radio receivers, transmitters, and microwave principles and antennas.

### ELT 226 MICROCOMPUTERS

#### 2 credits (1-3)

*Prerequisite: ELT 111*

A study of the hardware, software, interfacing and programming of a contemporary microcomputer. Students demonstrate the application of the microcomputer through laboratory projects. *For electrical engineering technology students.*

### ELT 230 INDUSTRIAL ELECTRONICS

#### 3 credits (2-3)

*Prerequisite: ELT 103 or approval of department chairperson*

A study of industrial electronics, components and systems. Topics include: Operational Amplifiers and Linear Integrated Circuits in Industrial Applications, Motors, Industrial Control Devices and Circuits, Transducers, Industrial Process Control, Programmable Controllers, Virtual Instrumentation and Principles of Robotics.

### ELT 232 COMPUTER TROUBLESHOOTING/ PERIPHERALS

#### 3 credits (2-3)

*Prerequisite: ELT 226*

A study of computer system hardware and peripherals with an emphasis on microcomputer systems. Peripheral devices studied include: fixed and removable magnetic disk drives, optical disk drives, printers, tape drives, and monitors. ROM POST and other software diagnostics are covered.

### ELT 233 CONTROL OF INDUSTRIAL MOTORS

#### 3 credits (2-3)

*Corequisite: ELT 230*

A study of control circuits used in starting, stopping, reversing, and speed control of DC and AC motors. Both conventional and programmable logic methods are used to implement control circuits.

### ELT 234 AUDIO TECHNOLOGY

#### 3 credits (2-3)

*Prerequisite: ELT 103*

A study of the basic principles of acoustics. Students consider the specific roles of the audio building-blocks—the microphone, amplifier, filter, mixer, loudspeaker, etc. Topics include home and professional (studio) configuration with consumer education.

### ELT 238 ADVANCED DIGITAL ELECTRONICS

#### 3 credits (2-3)

*Prerequisite: ELT 111*

A continuation of ELT 111. Topics include: Combinational Logic Design, Sequential Logic Design, Memory Systems, I/O Devices and Digital Data Transmission.

### ELT 239 DIGITAL DATA COMMUNICATION AND NETWORKING

#### 3 credits (2-3)

*Prerequisite: ELT 226*

A study of various types of data communication systems including WANS and LANS, system components, network structures, and interface techniques are examined. Transmission codes and multiplexing methods are emphasized. Extensive laboratory work includes use of protocol analyzers, installation of networks, hardware and software troubleshooting.

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## ENGLISH

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### ENG 009 WRITING SKILLS FOR COLLEGE I

#### 4 credit equivalents (3-1)

For students whose College Placement Test scores show they need intensive work to improve their writing abilities. Objectives are designed to develop the ability to write in Standard American English. Instruction is provided in sentence structure, punctuation, and usage; students regularly practice writing effective sentences, paragraphs and short essays. Students may have to enroll in ENG 010 after successfully completing ENG 009. *"C" is the minimum acceptable grade for movement from one remedial/developmental level to another and for completion of remediation/developmental requirements.*



**ENG 010**  
**WRITING SKILLS FOR COLLEGE II**  
**3 credit equivalents (3-0)**  
*Prerequisite:* Appropriate score on the College's Placement Test or a grade of "C" or better in ENG 009  
 Designed to improve fundamental skills of Standard American English through the writing of effective sentences, paragraphs, and essays and to build confidence in beginning writers. Correct spelling, punctuation and grammar are stressed. "C" is the minimum acceptable grade for movement from one remedial/developmental level to another and for completion of remediation/developmental requirements.

**ENG 121** **GE COM**  
**ENGLISH COMPOSITION I**  
**3 credits (3-0)**  
*Prerequisite:* A passing score on the College's Placement Test or a Grade of "C" or better in English 010  
 Through a variety of writing projects requiring description, characterization, narration, illustration, process analysis, comparison and contrast, and definition, as well as through a documented essay, the student develops competence writing clear, correct, effective English prose. Extensive reading materials serve as structural models and as the bases for discussion and for the writing of essays involving response, analysis, and synthesis. During the course, the student will write between 7,000 and 10,000 words, including drafts and revisions.

**ENG 122** **GE COM**  
**ENGLISH COMPOSITION II**  
**3 credits (3-0)**  
*Prerequisite:* A grade of "C" or better in ENG 121  
 Through writing, reading of essays, short stories and poems, and speaking, the student will continue to learn and to practice the skills of clear, correct, effective English. Through a variety of writing projects, requiring techniques such as cause and effect, analysis, evaluation, classification, argumentation and persuasion, as well as through a formal research (library) paper, the student will write between 7,000 and 10,000 words, including drafts and revisions.

**ENG 125** **GE COM**  
**ENGLISH COMPOSITION II:**  
**WRITING ABOUT LITERATURE**  
**3 credits (3-0)**  
*Prerequisite:* A grade of "C" or better in ENG 121  
 This course enables students to continue strengthening academic writing skills while developing an appreciation for literature. By reading, discussing, and writing about poetry, short stories, drama, and critical essays, students continue to practice skills introduced in English Composition I and learn techniques important to argumentation, critical analysis, literary interpretation, and literary research. Various writing projects, including a formal full-length research paper on a literary topic—amounting to between 7,000 and 10,000 words—are required. *This course may be substituted for ENG 122 and carries full credit for graduation in all programs.*

**ENG 205** **GE HUM**  
**INTRODUCTION TO JOURNALISM**  
**3 credits (3-0)**  
*Prerequisite:* ENG 122 or 125 or permission of department chairperson  
 Introduces the prospective reporter to the various forms of journalistic writing, including news and feature stories, editorials, and opinion columns. Students learn to recognize, weigh, gather, report and edit the news as they learn to develop, organize and publish their work as professional reporters working on the staff of the College newspaper. In addition, they are introduced to the major historical trends in journalism as well as the ethical and moral issues that journalists face each day as they perform their jobs.

**ENG 206**  
**JOURNALISM WORKSHOP**  
**3 credits (3-0)**  
*Prerequisite:* ENG 205 or permission of department chairperson  
 Should the department chairperson waive the prerequisite of ENG 122 and permit students to enter this course after completing ENG 121 only, ENG 122 or 125 will become a corequisite. An advanced course in journalism emphasizing the development of editorial skills and actual newspaper production. Membership on the school newspaper is required.

**ENG 212** **GE HUM**  
**CHILDREN'S LITERATURE**  
**3 credits (3-0)**  
*Prerequisite:* ENG 121. It is strongly recommended that all degree students complete ENG 122 or 125 before registering for this course  
 Surveys the field of children's literature. Covers many forms of this literature, both traditional and modern. Attention is given to ways of helping children enjoy literature.

**ENG 214** **GE HUM**  
**JOURNALISM/WRITING FIELD EXPERIENCE**  
**3 credits (2-6)**  
*Prerequisites:* ENG 205 or ENG 235 or BUS 205 and permission of department chairperson  
*Corequisite:* ENG 206  
 A cooperative work experience through which students are employed in a professional writing or journalism position to gain the practical experience necessary for success in the field. Supervision of this departmentally approved position is provided by the College through the instructor's on-the-job visits and individual progress reviews. Students are required to establish learning objectives toward the attainment of specific job competencies. They attend a weekly one-hour seminar on campus and work a minimum of 180 hours during the semester.

**ENG 215** **GE HUM**  
**SCIENCE FICTION**  
**3 credits (3-0)**  
*Prerequisite:* ENG 122 or 125 or permission of department chairperson  
 Significant works of science fiction like those of Shelley, Verne, Wells, Huxley, Asimov, Heinlein, and Bradbury are read and analyzed. Major topics include science fiction as a literary genre, the advance of technology and its effects on society and the individual, and the scientist as evil genius.

**ENG 220** **GE HUM**  
**DETECTIVE FICTION**  
**3 credits (3-0)**  
*Prerequisite:* ENG 122 or 125 or permission of department chairperson  
 A study of the "Who Done It?" as it evolved in America and spread through the world as a popular genre. Students read, analyze, and write about crime/mystery fiction with emphasis on the development of the character of the detective. Writers include but are not limited to Poe, Conan Doyle, Hammett, Chandler, Chesterton, Freeman, Brahmah, Futrelle, Ross MacDonald, McBain, Christie, Ibarquengoitia, Sayers, P.D. James, Robert Parker, Simeon, Sjowall & Wahloo, Rendell, Stribling, Togawa, and Van der Vettering.

**ENG 221** **GE HUM**  
**ENGLISH LITERATURE I**  
**3 credits (3-0)**  
*Prerequisite:* ENG 122 or 125 or permission of department chairperson  
 Works by major authors in English literature from the Anglo-Saxon period through 1789 are read and analyzed. Authors studied include the Beowulf poet, Chaucer, Shakespeare, Milton, the metaphysical poets, Swift and Blake.

**ENG 222** **GE HUM**  
**ENGLISH LITERATURE II**  
**3 credits (3-0)**  
*Prerequisite:* ENG 122 or 125 or permission of department chairperson  
 Works by major authors in English literature from 1789 to the present are read and analyzed. Authors studied include Wordsworth, Shelley, Keats, Tennyson, Browning, Yeats, Joyce, and Eliot.

**ENG 225** **GE HUM**  
**WORLD LITERATURE I**  
**3 credits (3-0)**  
*Prerequisite:* ENG 122 or 125 or permission of department chairperson  
 An introduction to masterpieces of world literature to 1500. A variety of cultural, intellectual, historical and literary perspectives are explored in selections by authors from Asia, Africa, and Continental Europe. Students complete reading, writing, and research assignments designed to develop the skills of literary interpretation and analysis.

**ENG 226** **GE HUM**  
**WORLD LITERATURE II**  
**3 credits (3-0)**  
*Prerequisite:* ENG 122 or 125 or permission of department chairperson  
 An introduction to masterpieces of world literature from 1500. A variety of cultural, intellectual, historical and literary perspectives are explored in selections by authors from Asia, Africa, Continental Europe and Latin America. Students complete reading, writing, and research assignments designed to develop the skills of literary interpretation and analysis.

**ENG 227** **GE HUM**  
**LITERATURE OF BLACK AMERICA**  
**3 credits (3-0)**  
*Prerequisite:* ENG 122 or 125 permission of department chairperson  
 The literature of the black American from African and Pre-Civil War songs and tales to the writers of the Reconstruction, the early 1900's, the Harlem renaissance, the WPA Writers' Workshop, and the new black writers of the 1990's.

**ENG 228** **GE HUM**  
**MODERN BRITISH AND AMERICAN POETRY**  
**3 credits (3-0)**  
*Prerequisite:* ENG 122 or 125 permission of department chairperson  
 British and American poets from the time of Dickinson through the 20th century are read and analyzed. Poets studied could include Dickinson, Whitman, Yeats, Frost, Stevens, Eliot, Hughes, Auden, Brooks, Ginsberg, Sexton, Rich, and Plath.

**ENG 233** **GE HUM**  
**INTRODUCTION TO THE NOVEL**  
**3 credits (3-0)**  
*Prerequisite:* ENG 122 or 125 or permission of department chairperson  
 The novel from its earliest forms to the present. Authors include Fielding, Austen, Dickens, Melville, James, Flaubert, Dostoevski, Joyce and Faulkner. Works are analyzed in terms of genre, point of view, structure, characterization and theme.

**ENG 234** **GE HUM**  
**INTRODUCTION TO SHAKESPEARE**  
**3 credits (3-0)**  
*Prerequisite:* ENG 122 or 125 or permission of department chairperson  
 An introduction to Shakespeare's dramas. Students read, discuss, and write about selected histories, comedies, and tragedies. Included is a discussion of the Elizabethan theater.

**ENG 235** **GE HUM**  
**CREATIVE WRITING I**  
**3 credits (3-0)**  
*Prerequisite:* ENG 122 or 125 or permission of department chairperson  
 A basic course in creative and imaginative writing. Various literary forms are discussed and undertaken by the students. Student manuscripts are extensively analyzed and criticized.

**ENG 236** **GE HUM**  
**CREATIVE WRITING II**  
**3 credits (3-0)**  
*Prerequisite:* ENG 122 or 125 or permission of department chairperson  
 A continuation of ENG 235. Various literary forms are discussed and undertaken. Student manuscripts are extensively analyzed and criticized by both students and instructor. Students focus on one major writing project. Various forms, techniques and styles of imaginative writing are discussed via an investigation of professional as well as student writing.

**ENG 237** **GE COM**  
**ADVANCED WRITING WORKSHOP**  
**3 credits (3-0)**  
*Prerequisite:* ENG 122 or 125 or permission of department chairperson  
 An advanced writing course in which students continue to improve composition skills by interacting with both instructor and peers (including students from various curricula) to form a community of writers. Students are required to undertake sustained reading of books, periodicals, and monographs in their fields, and to complete research and other writing projects on topics related to their majors and fields of interest.

**ENG 238**  
**TECHNICAL WRITING**  
**3 credits (3-0)**

*Prerequisite:* ENG 122 or 125 or permission of department chairperson

This advanced writing course is designed especially for the students majoring in the various A.S. and A.A.S. curricula (with the exception of business majors). The course enhances students' skills for technology communication projects with particular emphasis on informal and formal report writing. It emphasizes clarity, conciseness, objectivity and practicality of style.

**ENG 239** **GE HUM**  
**WOMEN IN LITERATURE**  
**3 credits (3-0)**

*Prerequisite:* ENG 122 or 125 or permission of department chairperson

Writers who have shaped woman as a literary image and spoken with a woman's voice in novels, short stories and poems.

**ENG 243** **GE HUM**  
**LITERATURE OF THE UNITED STATES:**  
**BEGINNINGS TO 1880**  
**3 credits (3-0)**

*Prerequisite:* ENG 122 or 125 or permission of department chairperson

A survey of works illustrating the literary experience in the United States from colonial times to 1880. Various cultural, intellectual, historical and literary perspectives are explored. Students complete reading, writing, and research assignments to develop the skills of literary interpretation and analysis.

**ENG 244** **GE HUM**  
**LITERATURE OF THE UNITED STATES:**  
**1880-1945**  
**3 credits (3-0)**

*Prerequisite:* ENG 122 or 125 or permission of department chairperson

A survey of works illustrating the literary experience in the United States from 1880 to 1945. Various cultural, intellectual, historical and literary perspectives are explored. Students complete reading, writing, and research assignments to develop the skills of literary interpretation and analysis.

**ENG 245** **GE HUM**  
**LITERATURE OF THE UNITED STATES:**  
**WORLD WAR II TO PRESENT**  
**3 credits (3-0)**

*Prerequisite:* ENG 122 or 125 or permission of department chairperson

A survey of works illustrating the literary experience in the United States from World War II to the present. Students complete reading, writing, and research assignments about contemporary American authors such as Albee, Angelou, Baldwin, Brooks, Heller, Oates, O'Connor and Updike, whose works provide perspectives on the social, moral, and political changes taking place in contemporary society.

**ENG 247** **GE HUM**  
**PRINCIPLES OF LITERARY STUDY:**  
**INTRODUCTION TO POETRY**  
**3 credits (3-0)**

*Prerequisite:* ENG 122 or 125 or permission of department chairperson

Introduces students to the principles of studying and analyzing different poetic forms. While reading, listening to, discussing and writing about various kinds of poems by such poets as Shakespeare, Milton, Keats, Frost, Plath, and others, students learn to evaluate and appreciate poetry by understanding such concepts as figurative language, poetic speaker and situation, meter, sound, form, and rhyme. Students are required to write a number of literary analyses.

**ENG 248** **GE HUM**  
**INTRODUCTION TO SHORT FICTION**  
**3 credits (3-0)**

*Prerequisite:* ENG 122 or 125 or permission of department chairperson

Students read short fiction by various authors of the 19th and 20th centuries and discover ways of talking and writing about it. Concepts such as point of view, character and plot are introduced. Students learn how to read with greater appreciation and skill and to see literature as a means to understand themselves and their world.

**ENG 249** **GE HUM**  
**BIOGRAPHY AND AUTOBIOGRAPHY**  
**3 credits (3-0)**

*Prerequisite:* ENG 122 or 125 or permission of department chairperson

An examination through letters, memoirs, journals, autobiography, and biography of some of the seminal figures of our time. Through discussion and written response, the impact of cultural, ethnic, economic, and political factors on the individual and the expression of such influences as they emerge in the writings are analyzed. The readings focus on individuals who represent the following: artists (art, dance, music, film), authors/playwrights/poets, scientists, politicians/statesmen, religious/philosophical figures.

**ENG 250** **GE HUM**  
**GAY AND LESBIAN LITERATURE**  
**credits (3-0)**

*Prerequisite:* ENG 122 or 125 or permission of department chairperson

Students read works which have either homosexuality as a prominent theme or prominent homosexual characters. Writers include, but are not limited to, Sappho, Catullus, Walt Whitman, Gertrude Stein, Virginia Woolf, Allen Ginsberg, Martin Duberman, Rita Mae Brown, Audre Lorde, Susan Sontag, Adrienne Rich, Minnie Bruce Pratt and Paul Monette. Old world and new world cultures, as well as a variety of genres, will be discussed in this course.

**ENG 253** **GE HUM**  
**MYTHOLOGY IN LITERATURE**  
**3 credits (3-0)**

*Prerequisite:* ENG 122 or 125 or permission of department chairperson

Myths of ancient cultures are read and discussed through some of their great epics, plays, poems and histories.

**ENG 254** **GE HUM**  
**LITERATURE AND FILM**  
**3 credits (3-0)**

*Prerequisite:* ENG 122 or 125 or permission of department chairperson

Works by writers such as Steinbeck, Bronte, Warren, Shakespeare and Dickens and their transfer to film by such directors as Ford, Wyler, Rossen, Olivier, and Lean are studied. A study of the literary and cinematic approaches taken by each is included.

**ENG 257** **GE HUM**  
**THE LITERATURE OF EVIL**  
**3 credits (3-0)**

*Prerequisite:* ENG 122 or 125 or permission of department chairperson

Works by writers such as Euripides, Shakespeare, Machiavelli, Marlowe, Milton, Hawthorne, Poe, Shelley, Blatty, Tryon, and O'Connor are studied. Students discuss various genres and types of evil characters as well as dominant motifs in the literature of evil.

**ENG 258** **GE HUM**  
**MODERN DRAMATIC LITERATURE**  
**3 credits (3-0)**

*Prerequisite:* ENG 122 or 125 or permission of department chairperson

An introductory study of modern dramatic literature, including plays by Ibsen, Shaw, Chekhov, Brecht, Beckett, Williams, Miller and O'Neill. Major works are analyzed for literary style, form and content; discussions touch on topics such as alienation, theatre of the absurd, existentialism in drama, tragicomedy, dramatic irony, and tragedy of the common man, and the playwright as social agitator.

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**ENGLISH AS A SECOND LANGUAGE**

**ESL 060**  
**LISTENING-INTENSIVE LEVEL I**  
**3 credit equivalents (3-0)**

*Corequisites:* ESL 061 and 062

A beginning level listening course to help students comprehend basic interaction in a variety of contexts. Students acquire new vocabulary in addition to aural comprehension through classroom activities using tapes, workbook exercises, dictations, and participation in group communication activities.

**ESL 061**  
**PHONOLOGY-INTENSIVE LEVEL I**  
**3 credit equivalents (3-0)**

*Corequisites:* ESL 060 and 062

Pronunciation at the beginning level. Students learn the vowel and consonant sounds of English and the ability to produce them correctly. Students practice transferring this knowledge to dialogues and short conversations. Methods of self monitoring and correction are taught.

**ESL 062**  
**DISCUSSION-INTENSIVE LEVEL I**  
**3 credit equivalents (3-0)**

*Corequisites:* ESL 060 and 061

Oral communication at the beginning level. Students participate in social conversations and acquire basic vocabulary in order to communicate better. Appropriate cultural behavior will be discussed in the context of social interaction.

**ESL 063**  
**STRUCTURE-INTENSIVE LEVEL I**  
**4 credit equivalents (3-1)**

*Corequisite:* ESL 064

A basic course in English structure in the context of listening, speaking, reading and writing. Approximately 1,000 vocabulary items are presented. Students are required to attend one hour of individualized work in the ESL Learning Center in addition to class hours.

**ESL 064**  
**WRITING INTENSIVE LEVEL I**  
**4 credit equivalents (3-1)**

*Corequisite:* ESL 063

A basic course in writing. Students learn to write grammatically correct simple sentences. More complex sentences will be practiced later and guided writing will be done based upon pictures, personal experience and other stimuli.

**ESL 071**  
**PHONOLOGY-INTENSIVE LEVEL II**  
**3 credit equivalents (3-0)**

*Prerequisite:* ESL 061 or permission of department chairperson

*Corequisite:* ESL 072

An intermediate course in pronunciation. Students review the vowel and consonant sounds, and intensive practice done on contrasting the different vowel sounds. Accented and unaccented syllables are addressed and practice starts on intonation.

**ESL 072**  
**DISCUSSION/CULTURAL ORIENTATION-**  
**INTENSIVE LEVEL II**  
**3 credit equivalents (3-0)**

*Prerequisite:* ESL 062 or permission of department chairperson

*Corequisite:* ESL 071

A course in oral communication at the intermediate level. Attention paid to conversation techniques and strategies in different situations. Addresses the cultural conventions of communicating in American English.

**ESL 073**  
**STRUCTURE-INTENSIVE LEVEL II**  
**4 credit equivalents (3-1)**

*Prerequisite:* ESL 063 or permission of department chairperson

*Corequisites:* ESL 071, 072, 074 and 075

A review of the basic structures in ESL 063 and an introduction to more advanced verb tenses and more complex and advanced structural items. Students required to attend one hour of individualized work in the ESL Learning Center in addition to class hours.

**ESL 074**  
**WRITING-INTENSIVE LEVEL II**  
**4 credit equivalents (3-1)**

*Prerequisite:* ESL 064

*Corequisites:* ESL 071, 072, 073, and 075

Develops skills in written structures at the intermediate level. Students review how to form a good sentence and then learn to combine these sentences to form a good paragraph. Students are required to attend one hour of individualized work in the ESL Learning Center in addition to class hours.

**ESL 075**  
**READING/VOCABULARY-INTENSIVE LEVEL II**  
**3 credit equivalents (3-0)**

*Prerequisite:* ESL 063

*Corequisites:* ESL 071, 072, 073, and 074  
Introduces students to reading. Vocabulary development is an integral part of this course. Emphasizes comprehension and vocabulary through context clues.

**ESL 083**  
**STRUCTURE-INTENSIVE LEVEL III**  
**4 credit equivalents (3-1)**

*Prerequisite:* ESL 073 or permission of department chairperson

*Corequisites:* ESL 084, 085, and 086  
A continuation of ESL 073. Introduces additional advanced structural items. Covers all of the advanced verb tenses and students gain a good functional knowledge of American English grammar. Students are required to attend one hour of individualized work in the ESL Learning Center in addition to class hours.

**ESL 084**  
**WRITING-INTENSIVE LEVEL III**  
**4 credit equivalents (3-1)**

*Prerequisite:* ESL 074 or permission of department chairperson

*Corequisites:* ESL 083, 085, and 086  
A continuation of ESL 074. Emphasizes expanding paragraph development. Attention paid to more advanced, complex grammar in the context of writing. Students are required to attend one hour of individualized work in the ESL Learning Center in addition to class hours.

**ESL 085**  
**READING/VOCABULARY-INTENSIVE III**  
**3 credit equivalents (3-0)**

*Prerequisite:* ESL 075 or permission of department chairperson

*Corequisites:* ESL 083, 084, and 086  
Students practice reading longer passages than in previous courses. Emphasizes vocabulary development, comprehension, context clues and increased reading speed. Introduces specific reading attack skills for specific types of reading.

**ESL 086**  
**DISCUSSION/PHONOLOGY-INTENSIVE LEVEL III**  
**3 credit equivalents (3-0)**

*Prerequisites:* ESL 071 and 072 or permission of department chairperson

*Corequisites:* ESL 083, 084, and 085  
Advanced review of all the sounds of English and work on syllables, stress, and intonation. Addresses listening skills. Students have the opportunity to learn different conventions of communication through discussions. An oral presentation is required.

**ESL 093**  
**ESL STRUCTURE/WRITING IV**  
**4 credit equivalents (3-1)**

*Prerequisite:* ESL 084 or permission of department chairperson

An advanced structure/writing course reviewing all of the structures covered in previous courses. Special attention made to the advanced structures necessary for good composition. Paragraph practice with an introduction to the various types of expository writing. Individualized work is required in the ESL Learning Center in addition to class hours. "C" is the minimum acceptable grade for movement from one remedial/developmental level to another and for completion of remediation/developmental requirements to include all credit equivalent courses.

**ESL 094**  
**ESL READING/VOCABULARY IV**  
**4 credit equivalents (3-1)**

*Prerequisite:* ESL 085 or permission of department chairperson

Review and utilize all of the skills developed in previous courses. Continued emphasis upon comprehension, advanced vocabulary development and increased reading speed. Students read and interpret advanced reading passages. Individualized work is required in the ESL Learning Center in addition to class hours. "C" is the minimum acceptable grade for movement from one remedial/developmental level to another and for completion of remediation/developmental requirements to include all credit equivalent courses.

**ESL 099**  
**ESL READING/WRITING V**  
**4 credit equivalents (3-1)**

*Prerequisite:* ESL 093 or permission of department chairperson

Advanced course in reading/writing to improve composition skills through interpretation of reading passages. Students analyze readings and develop good expository essays in response to the readings. Individualized work is required in the ESL Learning Center in addition to class hours. "C" is the minimum acceptable grade for movement from one remedial/developmental level to another and for completion of remediation/developmental requirements to include all credit equivalent courses.

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**ENVIRONMENTAL TECHNOLOGY**

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**ENV 201**  
**ADVANCED WASTEWATER OPERATIONS I**  
**3 credits (3-0)**

*Prerequisites:* CHM 010, MAT 013, or a course in introduction to water and wastewater operations approved by the New Jersey Department of Environmental Protection  
Covers topics such as wastewater and characteristics, flow measuring devices, physical treatment systems and sludge digestion and disposal. Both ENV 201 and 202 must be taken to make students eligible for the New Jersey State Wastewater Treatment Operator License exams. ENV 201 and 202 are not sequenced and may be completed in reverse order if desired.

**ENV 202**  
**ADVANCED WASTEWATER OPERATIONS II**  
**3 credits (3-0)**

*Prerequisite:* See ENV 201  
Covers basic microbiology, biological treatment, advanced treatment processes, package plant operation, disinfection, and an approach to total treatment of wastewater. Both ENV 201 and 202 must be taken to make students eligible to take the New Jersey State Wastewater Operator License exams. ENV 201 and 202 are not sequenced and may be completed in reverse order if desired.

**ENV 203**  
**ADVANCED WATER OPERATIONS I**  
**3 credits (3-0)**

*Prerequisite:* See ENV 201  
Sources of water and their characteristics, water cycle balance, reservoirs in New Jersey, surface and ground water supplies, methods of analysis, disinfection, tastes, and odors. Both ENV 203 and 204 must be taken to make students eligible for New Jersey State Water Operator License exams. ENV 203 and 204 are not sequenced and may be completed in reverse order if desired.

**ENV 204**  
**ADVANCED WATER OPERATIONS II**  
**3 credits (3-0)**

*Prerequisite:* See ENV 201  
Water treatment operations including pretreatment and filtration, distribution systems, records, budgeting, and supervision. Both ENV 203 and 204 must be taken to make students eligible for the New Jersey State Water Operator License exams. ENV 203 and 204 are not sequenced and may be completed in reverse order if desired.

**ENV 205**  
**ATMOSPHERIC POLLUTION CONTROL**  
**3 credits (2-3)**

*Prerequisites:* BIO 118; CHM 118; MAT 014 or equivalent  
Community air pollution, stressing problems and the technology used for their detection and control. Students are taught the use of air monitoring equipment and air sampling procedures. Effects on the community are considered on the basis of air quality standards.

**ENV 206**  
**ENVIRONMENTAL TECHNOLOGY LABORATORY**  
**3 credits (3-5)**

*Prerequisites:* CHM 117, ENV 201 and 202 or ENV 203 and 204  
Study of laboratory procedures as applied to water supplies wastewater operations and air sampling and analysis. Covers both the theory and the laboratory techniques required to perform basic analyses of water supplies, wastewater, and air.

**ENV 207** **GE SCI**  
**CONCEPTS OF ENVIRONMENTAL SCIENCE**  
**3 credits (2-2)**

An exploration of the possible causes and cures of all types of pollution in our society. Problems are reviewed from both a technological and an economic standpoint, focusing on private, municipal, and industrial operations that pollute the environment. A one-semester course for the career-oriented student.

**ENV 208**  
**COMMUNITY SANITATION**  
**3 credits (2-2)**

A survey of current community and environmental health problems with emphasis on communicable diseases, waste disposal, water and air pollution control, food sanitation and radiological health, and other topics. Contemporary federal and New Jersey state statutes regulating these activities are studied.

**ENV 211** **GE SCI**  
**ENVIRONMENTAL SCIENCE I**  
**4 credits (3-3)**

*Prerequisite:* Two years of high school mathematics or MAT 013 and one year of high school laboratory science  
Basic topics include the values, attitudes, and concepts necessary to understand and appreciate the interrelationships among people, their culture, and their biophysical environment. Emphasis is on the water and air environment. Includes laboratory and field trips. ENV 211 and 212 are not sequenced and may be completed in reverse order if desired.

**ENV 212** **GE SCI**  
**ENVIRONMENTAL SCIENCE II**  
**4 credits (3-3)**

*Prerequisite:* Two years of high school mathematics and one year of high school laboratory science  
Focuses on hazardous wastes, noise, radiation, energy, industrial hygiene and other miscellaneous environment areas of concern. Includes laboratory and field trips. ENV 211 and 212 are not sequential and may be taken in either order.

**ENV 220**  
**INDUSTRIAL HYGIENE**  
**3 credits (2-3)**

*Prerequisite:* CHM 118 or equivalent  
An introduction to industrial hygiene, this course examines the sampling and analytical techniques required to evaluate the safety and health hazards associated with the chemical, physical, biological, and other stresses in the industrial environment. In addition, various control methods are considered.

**ENV 221**  
**HAZARDOUS WASTE MANAGEMENT**  
**3 credits (3-0)**

Covers in detail the Resource and Recovery Act regulations as they pertain to the generation, transportation, storage, and disposal of hazardous wastes.

**ENV 222**  
**WATER AND WASTEWATER ANALYSIS**  
**3 credits (2-3)**

*Prerequisite:* CHM 118 or equivalent  
A systematic study of laboratory procedures as applied to water analysis and purification. Covers both the theory and the laboratory techniques required to perform all analysis needed to determine the sanitary characteristics of water from a variety of sources.

**ENV 226**  
**ENVIRONMENTAL TECHNOLOGY CO-OPERATIVE EDUCATION**  
**3 credits (1-12)**

*Prerequisite:* ENV 201 or 203 and department chairperson's permission  
*Corequisite:* ENV 202 or 204  
A cooperative work experience program whereby the student is employed in a technical position in order to gain some of the practical experience necessary for success in Environmental Technology. Supervision of this approved position is provided by the College through on-the-job visits and individual progress review sessions. The student attends a weekly, one hour seminar on campus and works a minimum of 180 hours per semester. The student must be recommended by the faculty of the department in order to participate in this experience.

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## FOOD INDUSTRY MANAGEMENT

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### FIM 101 FOOD MARKETING AND MERCHANDISING 3 credits (3-0)

*Prerequisite:* MKT 201  
Food Marketing and Merchandising provides an introduction to the food industry. Topics include the structure of the food industry, product and service categories, and regulations affecting food merchandising. Students will be introduced to store layout, buying and price management, advertising and promotion, profitability, and potential career options.

### FIM 202 SANITATION AND REGULATORY ISSUES 3 credits (3-0)

Techniques and procedures for employing hygienic practice in the food industry including food sanitation and microbiology, food spoilage and foodborne illnesses, and education and training in sanitation of food industry personnel. Government regulations, as they pertain to the food industry, will be studied.

### FIM 203 FOOD DISTRIBUTION, SALES AND PRODUCTION 3 credits (3-0)

Food Distribution, Sales and Production focuses on the structure and formulation of the channels of distribution, sales strategies, and marketing logistics in the food industry. Customer service, logistical costs, system planning and management are all analyzed. Topics also include transportation, warehouse operations, sales management and the application of information systems.

### FIM 204 FOOD MANAGEMENT CO-OP 3 credits (1-12)

*Prerequisites:* FIM 201, 202 and 203  
Enables the student to learn and practice food marketing skills under professional guidance in a college approved work environment. The student's work is supervised by a trained faculty member. Students must work a minimum number of hours for the semester and attend a weekly seminar.

### FIM 205 ISSUES AND PROBLEMS IN FOOD INDUSTRY 3 credits (3-0)

*Prerequisites:* FIM 201, 202 and 203  
Issues and Problems in Food Industry. Discusses the strategic basic aspects of food marketing and management. As the capstone course of the Food Industry Management Program it integrates theoretical concepts from a variety of business administration fields with current issues and problems in the food industry.

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## FINANCE

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### FIN 101 CREDIT AND COLLECTION PRINCIPLES 3 credits (3-0)

*Prerequisite:* ACC 101  
A basic course in credit and collections. Nature and function of credit, types and classification of credit, principles of bank and commercial credit, factors of credit risk, sources of information, analysis of agency reports, interchange services, and collection procedures.

### FIN 202 ADVANCED CREDITS 3 credits (3-0)

*Prerequisite:* FIN 101  
Interpreting the financial statement including value and purpose of the financial statement and types of financial statement; the analysis of financial statements as a basis for credit; the use of ratios of sales and balance sheet relationships in the analysis of financial statements; comparative statement analysis; policies and organizations for collections; procedures in handling collections; collection correspondence; legal aid and processes to assist creditors; adjustments and use of adjustment bureaus; bankruptcy; insurance and guarantees; credit practices and policies of banks; factors and finance companies; foreign credits and collections; and the retail credit organization and procedures.

### FIN 203 PROBLEMS IN CREDIT MANAGEMENT 3 credits (3-0)

*Prerequisites:* FIN 201 and 202  
The everyday functions of an operating credit manager in personnel hiring, motivation, decision-making, presentation, financial analysis, funds flow, policy, and management problems. In-depth cases studies are utilized.

### FIN 205 CREDIT AND FINANCIAL MANAGEMENT FIELD EXPERIENCE I 3 credits (1-12)

A cooperative work experience program whereby students are employed in a credit or financial position in order to gain some of the practical experience necessary for success in the credit and financial management field. Supervision of this departmentally approved position is provided by the college through on-the-job visits and individual progress review sessions. Students are required to establish learning objectives related to their positions in order to attain specific job competencies. Students attend a weekly one-hour seminar on campus and work a minimum of 180 hours a semester. *Individuals must be recommended by the faculty of the department.*  
*FIN 205 Credit and Financial Management Field Experience is offered as an alternative to MKT 143 or 201.*

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## FRENCH

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### FRE 121 ELEMENTARY FRENCH I 3 credits (3-0)

Systematic training in speaking, reading, and writing the French language. Laboratory work is required. *For students with little or no previous knowledge of French.*

### FRE 122 ELEMENTARY FRENCH II 3 credits (3-0)

*Prerequisite:* FRE 121  
Continuation of FRE 121.

### FRE 221 INTERMEDIATE FRENCH I 3 credits (3-0)

*Prerequisite:* FRE 122 or two years of high school French  
Continuation of principles established during the first year: review of grammar, reading, and conversation. Emphasis on conversational activities and original compositions. Laboratory work is required.

### FRE 222 INTERMEDIATE FRENCH II 3 credits (3-0)

*Prerequisite:* FRE 221 or 224 or 228 or permission of department chairperson  
Continuation of FRE 221.

### FRE 224 CONTEMPORARY FRENCH LITERATURE 3 credits (3-0)

*Prerequisite:* FRE 221 or 222 or 224 or 228 or permission of department chairperson  
Reading, analysis and discussion of works of representative Francophone writers from the late 19th and 20th centuries. Readings and discussions are primarily in French with a strong emphasis on the analysis of short stories, plays, poems, modern era and excerpts of novels.

### FRE 228 FRENCH CIVILIZATION AND CULTURE 3 credits (3-0)

*Prerequisite:* FRE 221 or 222 or 224 or 228 or permission of department chairperson  
Readings, analysis and discussion of French civilization and culture of major periods from prehistoric times to the present. Readings and discussions primarily in French. *This course may be taken in lieu of FRE 222 to complete the modern language requirement for the A.A.*

### FRE 231 FRENCH CONVERSATION AND COMPOSITION I 3 credits (3-0)

*Prerequisite:* FRE 222 or a minimum of three years of high school French  
An advanced course providing intensive training in speaking and writing colloquial French. Includes oral and written reports and discussions.

### FRE 232 FRENCH CONVERSATION AND COMPOSITION II 3 credits (3-0)

*Prerequisite:* FRE 231  
Continuation of FRE 231.

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## FIRE SCIENCE

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### FSC 103 INTRODUCTION TO FIRE PROTECTION 3 credits (3-0)

Introduces a history and philosophy of fire protection including a review of statistics of loss of life and property by fire; introduction to agencies involved in fire protection; chemistry of fire; building construction; fire protection systems and extinguishing agents; firefighting strategy and tactics; fire department organization and equipment; legislative developments; and the discussion of current related problems and future needs related to fire protection, including the study of legal rights, duties, liability concerns and responsibilities of fire department organizations.

### FSC 204 BUILDING CONSTRUCTION 3 credits (3-0)

*Prerequisite:* FSC 103 or permission of instructor  
Provides fire service personnel with an understanding of the basic principles of building construction and how design considerations and materials selection affect the life safety of both the building's occupants and fire fighters. The five different types of construction will be covered in detail; wood frame, ordinary, non-combustible, mill and fire-resistive. Case studies of catastrophic fire losses will be examined from the building construction viewpoint and new construction materials and techniques will be explored.

### FSC 206 FIRE STRATEGY AND TACTICS 3 credits (3-0)

*Prerequisite:* FSC 103 or permission of instructor  
Principles of fire control through preplanning and fire ground decision making: the "size up" emphasizes life safety of occupants and fire fighting personnel as well as effective utilization of manpower, apparatus, and equipment for preservation of life and confinement of fire. Case studies of fire ground decisions are reviewed.

### FSC 207 HAZARDOUS MATERIALS OR THE FIRE SERVICE 3 credits (3-0)

*Prerequisites:* CHM 107 and FSC 103 or permission of instructor  
Chemical characteristics related to storage, transportation and handling of hazardous materials, i.e., flammables, combustibles, oxidizers, explosives, compressed gasses. Emphasizes emergency response, mitigation and fire suppression. Students will also receive certification in the AWARENESS and OPERATIONAL levels of haz-met responder requirements as per OSHA 1910.120. Provides introduction to the TECHNICIAN and INCIDENT COMMANDER levels will also be provided.

### FSC 209 FIRE SUPPRESSION AND DETECTION SYSTEMS 3 credits (3-0)

*Prerequisite:* FSC 103 or permission of instructor  
Fundamentals of design and installation of fixed fire protection systems. Selection and application of fire suppression and detection systems as well as engineering principles are covered. Systems studied will include, but are not limited to: sprinkler, standpipe, dry chemical, foam, halon, carbon dioxide, smoke/heat/fire detection, evacuation/public address and explosion. Case studies address issues related to systems selection, installation, and maintenance.

### FSC 210 FIRE AND ARSON INVESTIGATION 3 credits (3-0)

*Prerequisite:* FSC 103 or permission of instructor  
Fire causes, natural and accidental; fire and police investigation; orientation and introduction to arson and incendiary; laws of arson; technical analysis of arson and fraud; collection and preservation of evidence; photography, diagrams, and notes; interviewing and detention of witnesses; records, reports, briefs, and court procedures; arson prevention; processing of criminal evidence and pertinent procedures required by statute.

**FSC 212**  
**FIRE PREVENTION AND INSPECTION**  
**3 credits (3-0)**

*Prerequisite:* FSC 103 or permission of instructor  
Basic principles of fire prevention and inspection, emphasizing recognition of fire hazards, and the protection systems minimizing and/or coping with these hazards; includes methods of building inspection, enforcement of applicable laws, codes and ordinances and consideration of practical test facilities.

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**GERMAN**

**GER 121** **GE HUM**  
**ELEMENTARY GERMAN I**  
**3 credits (3-0)**

Basic skills: listening, speaking, reading, writing. Supporting work in the language laboratory. For students beginning German or with less than two years of German in high school.

**GER 122** **GE HUM**  
**ELEMENTARY GERMAN II**  
**3 credits (3-0)**

*Prerequisite:* GER 121  
Continuation of GER 121.

**GER 221** **GE HUM**  
**INTERMEDIATE GERMAN I**  
**3 credits (3-0)**

*Prerequisite:* GER 122 or two years of secondary school German

Review and continued study of grammatical structures. Practice in listening and reading skills; emphasis on speaking and writing based on modern German short stories and cultural topics. Supporting work in the language laboratory.

**GER 222** **GE HUM**  
**INTERMEDIATE GERMAN II**  
**3 credits (3-0)**

*Prerequisite:* GER 221 or 224 or 228 or permission of department chairperson  
Continuation of GER 221.

**GER 224** **GE HUM**  
**MODERN GERMAN LITERATURE**  
**3 credits (3-0)**

*Prerequisite:* GER 221 or 222 or 228 or permission of department chairperson  
Introduces major writers of the modern era; emphasis is on short stories by authors from Austria, Germany, and Switzerland.

**GER 228** **GE HUM**  
**GERMAN CULTURE AND CIVILIZATION**  
**3 credits (3-0)**

*Prerequisite:* GER 221 or 222 or 224 or equivalent  
Survey of the major aspects of German culture and civilization, both historical and contemporary. Extensive use of media: film, slides, recordings.

**GER 231** **GE HUM**  
**GERMAN CONVERSATION AND COMPOSITION I**  
**3 credits (3-0)**

*Prerequisite:* GER 222 or equivalent  
Emphasis on speaking and writing skills; vocabulary buildings in contemporary cultural, social, and literary contexts; expanded study of syntax and grammar through example and expression.

**GER 232** **GE HUM**  
**GERMAN CONVERSATION AND COMPOSITION II**  
**3 credits (3-0)**

*Prerequisite:* GER 231 or equivalent  
Continuation of GER 231.

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**HEALTH**

*(For related courses, see Physical Education, Recreation and Dance)*

**HED 150** **GE PED**  
**CONTEMPORARY HEALTH ISSUES**  
**3 credits (3-0)**

Examines health as a dynamic foundation of life having psychological, physiological and environmental dimensions. Using an individualized lecture and discussion approach that includes contemporary health topics: assessing personal health status and behavior, decision making in the health area, eliciting health promoting behaviors and interpreting existing or proposed social actions that affect all areas of health. Written and oral assignments are given to assist students in their quest for clear understanding of the topics. A research paper is required.

**HED 200** **GE PED**  
**HUMAN SEXUALITY AND FAMILY LIFE**  
**3 credits (3-0)**

Healthy family life with four major areas of concentration: interpersonal relationships, foundations of human growth and development, responsible personal behavior, and establishment of strong family life. Particular emphasis is given to the implication each area of concentration has on the health of the individual, family and community. A series of written critiques, panel discussions, and research papers are required.

**HED 205** **GE PED**  
**NUTRITION FOR THE ACTIVE PERSON**  
**3 credits (3-0)**

All areas of nutrition, as it affects the active person. Emphasizes the essential dietary nutrients, the body's nutritional reaction to increased activity demands, meal planning, body weight and composition, and long and short-term effects of nutrition. A research paper is required.

**HED 209**  
**CHILD HEALTH AND NUTRITION**  
**3 credits (3-0)**

*Prerequisite:* HED 150 and permission of department chairperson  
Basic principles and research findings concerning health and nutrition of young children in group settings. Sensitivity to mental and physical healthy: planning nutrition programs and optimal physical care in child care centers.

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**HISTORY**

**HIS 121** **GE HUM**  
**HISTORY OF WESTERN CIVILIZATION I**  
**3 credits (3-0)**

The historical development of Western civilization from ancient times to approximately 1715 A.D. Emphasis is on the social economic, political, and cultural forces that helped to shape the West, beginning with the early Mediterranean civilizations and following through to the subsequent rise of European civilization.

**HIS 122** **GE HUM**  
**HISTORY OF WESTERN CIVILIZATION II**  
**3 credits (3-0)**

Europe and the world since 1715. Emphasis is on the emerging nation-state political system, the Industrial Revolution of the nineteenth century, and intellectual history of the nineteenth and twentieth centuries, the rise of totalitarianism in the twentieth century, and the world balance of power since 1914.

**HIS 123** **GE HUM**  
**HISTORY OF NON-WESTERN CIVILIZATION IN EAST ASIA**  
**3 credits (3-0)**

Traces the social, economic, political, and cultural forces that have shaped the cultures of the Far East from ancient times to the present. Emphasis is on the cultural interpenetration between these different ways of life in India, China, and Japan and the Civilization of the West. (For a similar study of the Third World see HIS 124).

**HIS 124** **GE HUM**  
**HISTORY OF NON-WESTERN CIVILIZATION IN THE THIRD WORLD**  
**3 credits (3-0)**

Traces the social, economic, political, and cultural forces that shaped the cultures of the Third World from ancient times to the present. Emphasis is on the cultural interpenetration between ways of life in Pre-Columbian (Maya, Aztec, Inca) America, the Middle East and Africa and the Civilization of the West. (For a similar study of East Asia see HIS 123.)

**HIS 130** **GE HUM**  
**HEALTH CARE AND MEDICINE IN THE WESTERN WORLD**  
**3 credits (3-0)**

Examines the historical development of health and medical care in societies from the ancient Greek to the modern American. Emphasis on scientific and technological advancement, care of the ill, treatment of disease, and training of health care practitioners. Discussion of the values of each historical period and the relationships between social values, ethics and prescribed health care.

**HIS 202** **GE HUM**  
**ANCIENT EGYPT'S HISTORY: AN INTRODUCTION**  
**3 credits (3-0)**

This survey traces the genesis, rise, and development of the high culture and dynastic civilization of pharaonic Egypt from the Predynastic Period through New Kingdom (approx. 3500 to 1000 B.C.). An interdisciplinary approach will be used that takes into account the effects that geography and topography had on Egypt's cultural development. Topics discussed will include language, religion, mummification, funerary architecture, and art. Course will be illustrated with slides as well as with artifacts and artifact-facsimiles.

**HIS 221** **GE HUM**  
**UNITED STATES HISTORY I**  
**3 credits (3-0)**

Historical importance of the Puritan heritage, the American Revolution, the Constitution, Jacksonian democracy, Manifest Destiny, and the Civil War to understand pre-Civil War America.

**HIS 222** **GE HUM**  
**UNITED STATES HISTORY II**  
**3 credits (3-0)**

Historical importance of Reconstruction, the rise of big business, the Progressive Movement, the World Wars, the New Deal, and the Cold War. Understanding American institutions and values from the Civil War to the present.

**HIS 240** **GE HUM**  
**TECHNOLOGY AND WESTERN CULTURE**  
**3 credits (3-0)**

An introduction to the historical significance of technological development on the structure of modern society. The development, usage and impact of selected technologies as they relate to the historical development of Western Civilization.

**HIS 245** **GE HUM**  
**HISTORY OF MAJOR WORLD RELIGIONS**  
**3 CREDITS (3-0)**

The origins, beliefs, and contemporary practices of Judaism, Christianity, Islam, Hinduism, Buddhism, Taoism, Confucianism, Shintoism. Attention is given to the interaction of specific religions and the cultures in which they are practiced.

**HIS 256** **GE HUM**  
**HISTORY OF THE TWENTIETH CENTURY**  
**3 credits (3-0)**

Cultural and intellectual history, assessing the effect of historical events on the lives of individuals, as well as societies. Focus on increased government influence over the lives of its citizens, especially in the area of politics and economics.

**HIS 258** **GE HUM**  
**HISTORY OF WOMEN**  
**3 credits (3-0)**

The background of women in the Western world. The roles of women in various societies and upon the contributions made by women. Several women's movements are studied in detail.

**HIS 260** **GE HUM**  
**DIMENSIONS OF PREJUDICE, GENOCIDE**  
**AND THE HOLOCAUST**

**3 credits (3-0)**

This course will enhance students' understanding of global genocide and the Holocaust of World War II. A variety of studies will permit students to gain a broader understanding of prejudice and racism, as well as to develop their insight and knowledge of human inhumanity. Comparisons of worldwide genocides will be traced throughout the 20th century, with special focus on the Nazi Holocaust. Attention will be given to major issues pertaining to conscience and moral responsibility regarding prejudice, genocide, and the Holocaust.

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**HOTEL, RESTAURANT, AND**  
**INSTITUTION MANAGEMENT**

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**HRI 101**  
**INTRODUCTION TO HOTEL,**  
**RESTAURANT, AND INSTITUTION**  
**MANAGEMENT**

**3 credits (3-0)**

An introduction to the lodging and feeding industry: its history and development, current trends, its organization, its challenges and opportunities for service.

**HRI 103**  
**PRINCIPLES OF FOOD SELECTION AND**  
**PREPARATION**

**3 credits (1-4)**

A study of the classification, selection, and preparation of foods. Emphasis on working techniques and the development of professional skills.

**HRI 105**  
**BASIC NUTRITION**

**3 credits (3-0)**

Principles of nutrition including the various essential nutrients in foods and their functions in the human body.

**HRI 107**  
**BAKING FUNDAMENTALS**

**3 credits (1-5)**

*Prerequisite: HRI 103*

Practical baking fundamentals for quality and quantity production of sweet dough, breads, pies, cakes, pastries and specialty bakery and dessert products, including cake decorating.

**HRI 108**  
**QUANTITY FOOD PRODUCTION**

**3 credits (1-4)**

*Prerequisite: HRI 103*

The study and application of techniques, standards, and principles of quantity cookery. Emphasis is on the flow of food production through the kitchen of foodservice operations, and the development of skills in the culinary arts.

**HRI 109**  
**PROFESSIONAL CULINARY TECHNIQUES**

**3 credits (1-4)**

*Prerequisite: HRI 103*

The study of professional cooking based on a knowledge of ingredients and procedures with an emphasis on classical culinary methods, menu planning and influences on modern American cuisine.

**HRI 110**  
**SUPERVISORY DEVELOPMENT IN THE**  
**LODGING & FOODSERVICE INDUSTRY**

**3 credits (3-0)**

An introduction to the principles of effective supervision by today's hospitality managers. Supervisory skills that impact the working relationships between supervisors and employees. Industry certification.

**HRI 111**  
**FOOD PREPARATION PRACTICUM**

**3 credits (1-13)**

*Prerequisite: HRI 103. Admission to the Culinary Arts Program.*

A practicum designed to develop and refine professional food preparation and production skills through an approved on-site industry experience. Learning activities are planned, supervised and evaluated by qualified chefs and/or food production managers in coordination with the program coordinator.

**HRI 114**  
**GARDE MANGER**

**3 credits (1-5)**

*Prerequisite: HRI 103*

Decorating foods and platters for a la carte and buffet production. Food specialties such as sculptures, aspics, pates, chaudfroids, terrines, galantines and sauces are prepared.

**HRI 115**  
**FOODSERVICE OPERATIONS**

**3 credits (3-0)**

Introduction to the restaurant and catering business including terminology, principles of foodservice management and elements of dining room service.

**HRI 201**  
**HOTEL-MOTEL FRONT OFFICE**  
**OPERATIONS**

**3 credits (2-2)**

*Prerequisite: BUS 107*

Theory and practice in front office management for small and large properties. Function and operation of systems and equipment used in the front office through the complete guest cycle. Practical applications of management concepts through lab exercises and computer simulation. Industry certification.

**HRI 202**  
**FACILITIES LAYOUT AND DESIGN**

**3 credits (2-2)**

Study of physical property, selection, design, operation, and maintenance of equipment essential for hotel, restaurant, and institution operations. Industry certification.

**HRI 203**  
**VOLUME FOOD MANAGEMENT AND**  
**PRODUCTION**

**4 credits (2-4)**

*Prerequisite: HRI 108*

The organization and management techniques for distribution and service of food, sanitation and safety, menu planning, employee relationships. Includes actual experience in conducting luncheons catered by students in the curriculum.

**HRI 204**  
**SEMINAR AND COOPERATIVE**  
**WORK EXPERIENCE**

**3 credits (1-12)**

*Prerequisites: HRI 101, 103 and 208 or permission of department chairperson*

A critical review and analysis of operations, materials, and equipment based on current reports in trade journals and periodicals. Discussion of employment experiences in industry. The influence of menu and clientele on preparation and functions of management in the food and lodging industry. One lecture hour a week on campus and minimum of 180 hours a semester on related work experience.

**HRI 205**  
**FOOD AND BEVERAGE CONTROLS AND**  
**PURCHASING**

**3 credits (2-2)**

Food controls and the importance of purchasing, receiving, storing, and issuing. The utilization of employees and maintenance of records to control food and labor costs. Industry certification.

**HRI 206**  
**MERCHANDISING FOR THE HOSPITALITY**  
**INDUSTRY**

**3 credits (2-2)**

Principles and practices of public hospitality merchandising. Use of advertising and promotional media as related to internal and external sales. Laboratory practice in creating promotional materials.

**HRI 208**  
**ENVIRONMENTAL SANITATION IN FOOD**  
**SERVICE OPERATIONS**

**3 credits (3-0)**

Techniques and procedures for employing hygienic practice in food service including food sanitation and microbiology, food spoilage and food-borne illnesses, and education and training in sanitation of food service personnel. Industry certification.

**HRI 210**  
**NUTRITION IN MODIFIED DIET**

**3 credits (3-0)**

*Prerequisite: HRI 105 with a grade of "C" or better*  
Relationship of the principles of nutrition to special and abnormal physical conditions. The various types of school lunches, hospital diets, geriatrics, and related problems are explored.

**HRI 213**  
**HEALTH FACILITIES FOOD SERVICE**  
**MANAGEMENT**

**3 credits (3-0)**

The organization of a hospital dietary department including the various types of food services available.

**HRI 215**  
**BEVERAGE MANAGEMENT**

**3 credits (2-2)**

An introduction to planning, equipping, staffing, operating, and marketing, regulations and terms of the trade as they relate to purchasing, control, merchandising and bar management. The identification, use and service of wines and other alcoholic beverages.

**HRI 216**  
**HOSPITALITY PROPERTY MANAGEMENT**

**3 credits (3-0)**

Property management including the care of guest rooms, and public space, security, parking, laundry, recreation rooms, and pools, and other outdoor recreation facilities with emphasis in staffing, equipment, capital investment, rentals and renovations. Industry certification.

**HRI 217**  
**SUPERVISORY HOUSEKEEPING**

**3 credits (3-0)**

The fundamentals of housekeeping management. Management functions, tools and practices required in lodging and institutional housekeeping departments. Industry certification.

**HRI 218**  
**NUTRITION THROUGHOUT THE LIFE**  
**SPAN**

**3 credits (3-0)**

*Prerequisite: HRI 105 with a grade of "C" or better*  
Explore the principles and impact of nutrition on preconception, pregnancy, lactation, infancy, childhood, adolescence, adulthood and aging. For every phase of life, investigate characteristics of normal growth and development, nutrition assessment, the most common nutritional deficiencies seen, nutrient needs and practical means of delivering nutrition. Practice in planning meals appropriate for each stage of life is included.

**HRI 220**  
**TRAINING DEVELOPMENT OF**  
**HOSPITALITY MANAGEMENT**

**3 credits (3-0)**

Training needs in the hospitality industry. The systematic design of instruction, the evaluation of training programs, and management of the training function. Industry certification.

**HRI 250**  
**LAW FOR HOSPITALITY OPERATIONS**

**3 credits (3-0)**

A basic course in hotel, motel, and restaurant law. Introduces fundamental laws, rules and regulations applicable to the hospitality industry.

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**HEATING, VENTILATING AND**  
**AIR CONDITIONING DESIGN**  
**TECHNOLOGY**

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**HVA 101**  
**AIR CONDITIONING, REFRIGERATION**  
**AND HEATING PRINCIPLES I**

**4 credits (3-3)**

*Prerequisite: MAT 013*

Basic refrigeration and air conditioning principles and system components. Topics include: Properties of Matter, Refrigeration Systems, Refrigerant Controls, Fundamentals of Electricity and Magnetism, Electric Motors and Refrigerant. Laboratory projects present experimental learning through a hands-on approach to illustrate and reinforce the lecture topics.

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**HVA 102  
AIR CONDITIONING, REFRIGERATION  
AND HEATING PRINCIPLES II****4 credits (3-3)***Prerequisite: HVA 101*

A continuation of HVA 101. Covers commercial refrigeration, air conditioning and heating systems. Topics include: Commercial System Components, Heating and Cooling Load Analysis utilizing computers and standard forms, use of the Psychometric Chart, Air Conditioning and Heating System Components, Filtration Systems, Concepts of Air Duct Systems and Solar Energy Systems. Laboratory projects present experimental learning through a hands-on approach to illustrate and reinforce the lecture topics.

**HVA 106  
HVAC DRAFTING  
2 credits (0-6)***Prerequisite: MEC 123 or equivalent*

A continuation of MEC 123. Emphasis is on the specialized topics used in the HVAC industry. Topics include: reading building construction drawings (particularly mechanical plans), orthographic and isometric ductwork drawings, sectional drawings and details, standard HVAC symbols, sheet metal developments, electrical control diagrams, and HVAC specifications. Laboratory time is divided between using the conventional drafting board and the computer aided drafting system.

**HVA 201  
HVAC DESIGN PRINCIPLES I  
4 credits (3-3)***Prerequisites: HVA 102 and MAT 108*

An introduction to the design principles necessary for designing heating, refrigeration, and air conditioning systems. A survey of the scope of the HVAC industry precedes the topics of heating load analysis, boilers and furnaces, hydronic piping systems, cooling load analysis and Psychometrics analysis. Laboratory design projects included.

**HVA 202  
HVAC DESIGN PRINCIPLES II  
4 credits (3-3)***Prerequisite: HVA 201*

A continuation of design principles covered in HVA 201. Topics include: fluid flow in pipes and ducts, fan and air distribution devices, centrifugal pumps, expansion tanks, air conditioning system design, refrigeration system design, energy conservation, planning and designing HVAC systems, and solar energy system design. Laboratory design projects included.

**HVA 203  
HVAC EQUIPMENT LABORATORY  
1 credit (0-3)***Prerequisite: HVA 102*

Performance testing and evaluation of air conditioning, refrigeration and heating systems. Laboratory projects include the analysis of: solar energy systems, cooling towers, commercial air and water cooled refrigeration systems, ductwork systems, and various heating and cooling systems. Oral presentation required.

**HVA 204  
MECHANICAL ESTIMATING AND  
PLANNING  
3 credits (2-3)***Corequisite: HVA 202*

An introduction to the techniques and practices of quantity take-offs and cost estimates of mechanical systems including sheet metal, piping, electrical, site utility work, materials, HVAC equipment and labor. Bids are prepared at the budget stage, conceptual stage, and final design stage. Bidding strategies, labor and material problems, and energy management systems are discussed. Projects are planned utilizing the critical path method and cost engineering methods.

**HVA 210  
THERMODYNAMICS OF REFRIGERATION  
3 credits (3-0)***Prerequisite: MAT 108*

Thermodynamics analysis of the mechanical refrigeration cycle and its associated equipment. Topics include: Properties of Matter, Ideal Gas Processes, The First & Second Laws of Thermodynamics, Mollier and p-h Diagrams, Psychometric Properties of Air, Reciprocating Compressors, Evaporators, System Equilibrium, Condensers and Cooling Towers.

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**INDUSTRIAL TECHNOLOGY**

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**IND 103  
OCCUPATIONAL SAFETY AND HEALTH  
AND THE OSHA LAW****3 credits (3-0)**

A study of the requirements and implications of The Occupational Safety and Health Act (OSHA) on the working environment. Topics included are accident causes and costs, workman's compensation, controlling unsafe acts and conditions, OSHA standards, inspection rights, enforcement procedures, and penalties.

**IND 104  
INSPECTION TECHNIQUES  
3 credits (2-2)**

A study of the selection, operation, and use of measuring instruments, mechanical, pneumatic, optical, and electronic gauges and non-destructive tests utilized by inspectors to control product quality. Laboratory assignments provide hands-on experience in the selection, set-up, and use of inspection tools for checking manufacturing specifications.

**IND 105  
INDUSTRIAL GRAPHICS AND  
SPECIFICATIONS  
2 credits (1-3)**

A fundamental graphical language course interpreting industrial drawings and specifications. Topics include detail and assembly drawings, bills of materials, tolerances, fit of mating parts, surface quality, welding, piping, and sheetmetal drawings, and drawings of mechanical components such as gears, cams, etc. Laboratory assignments supplement the lecture material.

**IND 203  
STATISTICAL QUALITY CONTROL I  
3 credits (3-0)**

A two-course sequence that provides students with the tools necessary to apply statistics to quality control problems. Topics include objectives of statistical quality control, fundamental statistical concepts, and fundamental concepts of probability. Laboratory assignments supplement the lecture material.

**IND 204  
STATISTICAL QUALITY CONTROL II  
3 CREDITS (3-0)***Prerequisite: IND 203*

A continuation of IND 203. Topics include quality control charts, acceptance sampling, aspects of life testing, reliability and cost of quality decisions. Laboratory assignments provide hands-on experience in quality control.

**IND 207  
QUALITY CONTROL CONCEPTS AND  
TECHNIQUES  
3 credits (3-0)**

An introduction to the concepts and techniques of quality control as used in industry today. Topics include quality policies and objectives, economics, organization, maintenance, reliability and specifications of quality control.

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**ITALIAN**

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**ITA 121  
ELEMENTARY ITALIAN I  
3 credits (3-0)****GE HUM**

Use of integrated materials allows students to acquire and employ the fundamentals of speaking, reading and writing the language. Laboratory work is required. *For students with little or no knowledge of Italian.*

**ITA 122  
ELEMENTARY ITALIAN II  
3 credits (3-0)****GE HUM***Prerequisite: ITA 121*

A continuation of ITA 121. Use of integrated materials allows students to acquire and employ the fundamentals of speaking, reading and writing the language. Laboratory work is required.

**ITA 221  
INTERMEDIATE ITALIAN I  
3 credits (3-0)****GE HUM**

*Prerequisite: ITA 122 or two years of high school Italian*  
A review and reinforcement of the principles established on the elementary level: emphasis on conversational activities, readings from selected works of literature and compositions.

**ITA 222  
INTERMEDIATE ITALIAN II  
3 credits (3-0)****GE HUM***Prerequisite: ITA 221 or equivalent*

A review and reinforcement of the principles established on the elementary level: emphasis on conversational activities, readings from selected works of literature and compositions.

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**LAND SURVEYING TECHNOLOGY**

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**LST 250  
BOUNDARY LAW I  
3 credits (3-0)**

An introductory course which analysis elements of boundary law, consisting of legal research, evidence, procedures and the synthesis needed for the surveying of land.

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**LANGUAGES AND CULTURES**

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**LNG 121  
INTRODUCTION TO THE STUDY OF  
HUMAN LANGUAGE  
3 credits (3-0)****GE HUM**

Gives the student a broad understanding of morphology, syntax, semantics, and pragmatics. Other areas focus on language acquisition, the history of English, dialects, social variations of language, and cross-cultural and multi-cultural perspectives of language.

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**LEGAL TECHNOLOGY**

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**LET 100  
INTRODUCTION TO LEGAL ASSISTING  
2 credits (2-0)**

An introduction to the functions and duties of the legal assistant. Students explore the regulation of legal assistants, ethics, privilege and ABA considerations. Students are introduced to the court system and law office routines.

**LET 101  
LEGAL RESEARCH  
3 credits (3-0)**

*Prerequisites or Corequisites: ENG 121 and LET 100*  
An introduction to the functions and duties of the legal assistant. Students explore the American legal system and are introduced to the New Jersey court system. Students use the law library including encyclopedias, reporter systems, digests, and practice manuals including updating sources. Students are introduced to the use of computer assisted research by use of WESTLAW including reporter systems, statutes, administrative codes, updating sources and extended databases.

**LET 104  
PROPERTY TRANSACTIONS  
3 credits (3-0)***Prerequisite: LET 101*

Forms and procedures used in real and personal property transactions including Real Estate Settlement Procedures Act.

**LET 105  
FAMILY LAW  
3 credits (3-0)***Prerequisite: LET 101*

An introduction to the substance and procedural aspects of family law in such areas as divorce, adoption, support and separation agreements, including domestic relation court procedures.

**LET 106  
WILLS AND ESTATE ADMINISTRATION  
3 credits (3-0)***Prerequisite: LET 101*

Substance and procedure with respect to wills, estates, trusts, probate, life insurance, and federal and state taxes.

**LET 107  
LAW OFFICE MANAGEMENT  
3 credits (3-0)**

*Prerequisite:* LET 101

Students learn the basics of law office management including accounting procedures, scheduling, filing, and office systems and many other areas.

**LET 108  
TORTS  
3 credits (3-0)**

*Prerequisite:* LET 101

A study of the principles of tort law, their application in commonly faced situations in law practice, and the role of the legal assistant in the preparation of a tort claim or defense.

**LET 109  
CRIMINAL LAW AND PROCEDURE  
3 Credits (3-0)**

*Prerequisite:* LET 101

Introduction to the elements of crime and the criminal procedure system. A study of the incidents before and after trial, and an analysis of the impact of the constitution on crimes and criminal procedure.

**LET 110  
LITIGATION PROCEDURE  
4 credits (4-0)**

*Prerequisite:* LET 101

Covers the rules governing courts and basic litigation procedures including telephone technique, client interviews, complaints, interrogatories, etc.

**LET 111  
CONTRACTS AND THE UNIFORM  
COMMERCIAL CODE  
3 credits (3-0)**

*Prerequisite:* LET 101

Detailed study of the substantive law of contracts, sales law, and commercial paper. (In applicable areas, the Uniform Commercial Code is covered as well as the common law principles.) Emphasis is placed on source materials, research and writing. Legal principles are applied to theoretical problems as well as current New Jersey cases.

**LET 112  
BUSINESS ORGANIZATIONS AND  
GOVERNMENT REGULATIONS  
3 credits (3-0)**

*Prerequisite:* LET 111

Detailed study of the substantive law of agency and employment, security devices, bankruptcy, partnerships and corporations. (In applicable areas the Uniform Commercial Code is covered as well as the common law principles.)

**LET 113  
LEGAL WRITING  
2 credits (2-0)**

*Corequisite:* LET 101

A writing course focusing on the tasks commonly encountered by legal assistants. Topics covered include correspondence, opinion letters, various forms of briefs and memoranda. Emphasis will be placed on clarity and precision in the use of language.

**LET 114  
COMPUTER APPLICATIONS FOR THE  
LAW OFFICE  
2 credits (2-0)**

*Prerequisites:* LET 101, BUS 107 (BUS 107 is not a prerequisite for LT candidates)

Introduces students to a variety of computer applications found in many law offices. They include time and billing document assemblers, litigation support and real estate closing packages. Students will be exposed to a variety of internet research techniques.

**LET 208  
LEGAL ASSISTANT FIELD EXPERIENCE  
3 credits (1-12)**

*Prerequisites:* LET 101, 104, 108, 109, 110 and 113

A cooperative work experience whereby students are employed in law-related positions to gain some of the practical experience necessary for success as legal assistants. Supervision of these departmentally approved positions is provided by the College through on-the-job visits and individual progress review sessions. Students are required to establish learning objectives related to their positions to effect the attainment of specific job competencies.

Students attend a weekly, one-hour seminar on campus and work approximately 20 hours a week for a minimum of 180 hours during the semester. *Individuals must be recommended by the faculty of the department.*

**LET 280  
SENIOR SEMINAR FOR LEGAL ASSISTANTS  
2 credits (2-0)**

*Prerequisites:* LET 101, 104, 108, 110, 111, 112, 113 and 114

Students integrate their knowledge of theoretical concepts and practical application of legal research, litigation, property, torts, and business law through case analysis and the completion of assigned projects.

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**MARKETING ART AND DESIGN**

*(See also Advertising Graphics Design, ART 103 and Professional Commercial Photography)*

**MAD 106  
MECHANICAL AND COMPUTER  
STUDIO SKILLS  
3 credits (1-5)**

Introduction to the basic tools and techniques of linework, geometric construction, and mechanical art, both by hand and by use of computer draw and paint programs. Covers thumbnails, roughs, layouts, lettering, typography, mechanicals, and paste-ups. Stress is on practical exercises to develop accuracy and neatness in preparing artwork. Practical problems in the preparation of basic master art for printers demonstrate how to meet print reproduction needs.

**MAD 107  
PHOTOGRAPHY I  
3 credits (2-3)**

The theory, practice, technique, and technology of black & white still photography. Students learn about: use of the camera, composition, lighting, exposure control, use of filters, film and paper processing, and printing. Students have access to extensive darkroom facilities. Students are required to have their own manually settable 35mm SLR camera.

**MAD 108  
PHOTOGRAPHY II  
3 credits (2-3)**

*Prerequisite:* MAD 107

Emphasizes creative visual communication. Students will expose and process various types of black & white and color films. Through projects, they will explore the challenges of lighting in different locations and conditions, including the effective use of incandescent and electronic flash lighting in the studio. Darkroom and computer projects, including special effects printing, emphasize print quality.

**MAD 111  
COLOR AND DESIGN I  
3 credits (1-5)**

Introduction to principles and characteristics of light, color, and design. The interaction of colors is stressed using student projects and computer demonstrations. Two-dimensional surfaces and their compositional possibilities are studied and related to increasingly complex graphic concepts. Applicable computer paint and draw programs are introduced.

**MAD 112  
COLOR AND DESIGN II  
3 credits (1-5)**

*Prerequisite:* MAD 111

Explores three-dimensional form along with the possibilities of new shapes and structures. Color experiments are carried out in various three-dimensional media, including projects in the application of color and design to subjects from architecture to packaging.

**MAD 117  
FREEHAND DRAWING  
3 credits (1-5)**

Develops a firm foundation in the fundamentals of drawing and design, while developing visual awareness with sensitivity to line, texture, form, and value. Drawing and composition techniques are developed through the design of illustrative layouts, stressing the use of various media and the application of general illustration to the advertising design field. Computer draw and paint software is incorporated.

**MAD 121  
GRAPHICS FOR COMPUTER AUTHORS  
AND PRESENTERS  
3 credits (1-3)**

*Corequisite:* BUS 107 or CSC 105 or MCT 101 or the equivalent

An introductory layout, color, design, and graphics course, not part of the Marketing Art & Design curriculum, for students interested in producing graphics solely for electronic media and presentation. Particular attention is paid to the peculiarities of electronic colors and imagery, file import and export, and the use of different computer applications to create special aesthetic effects. Access is provided to both MAC-OS and Windows. Students learn by hands-on development of finished graphic projects.

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**MATHEMATICS**

**MAT 009  
BASIC MATHEMATICS ALTERNATIVE  
1 credit equivalent (1-0)**

*Prerequisite:* Permission of Mathematics Department or Department of Continuing Studies

A one-week version of MAT 010. The topics covered are addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals; ratio and proportion, percentage, average, arithmetic mean, approximation, square roots, and measurement of common geometric figures. "C" is the minimum acceptable grade for movement from one remedial/developmental level to another and for completion of remediation/developmental requirements to include all credit equivalent courses.

**MAT 010  
BASIC MATHEMATICS  
3 credit equivalents (3-0)**

Basic arithmetic computational skills. Covers addition, subtraction, multiplication, and division of whole numbers, fractions and decimals. Includes ratio and proportion, percentage, measurement, geometric figures, a brief introduction to algebra, and basic descriptive statistics. "C" is the minimum acceptable grade for movement from one remedial/developmental level to another and for completion of remediation/developmental requirements to include all credit equivalent courses.

**MAT 013  
ALGEBRA I  
4 credit equivalents (4-0)**

*Prerequisite:* MAT 010 or passing score on placement examination

Covers topics in elementary algebra: integral, irrational and complex numbers, basic geometry, techniques of graphing and solving linear equations, inequalities, polynomials and functions and their operations, special products and factoring, fractional expressions and equations, quadratic equations and methods of solutions, scientific notation and radical expressions. "C" is the minimum acceptable grade for movement from one remedial/developmental level to another and for completion of remediation/developmental requirements to include all credit equivalent courses.

**MAT 014  
ALGEBRA II  
4 credit equivalents (4-0)**

*Prerequisite:* MAT 013, equivalent, or passing score on the College's Placement Test

Covers the topics of intermediate algebra: polynomials, fractional expressions and equations, exponents, powers, roots, quadratic equations and functions, logarithmic and trigonometric functions and an introduction to computer software. The use of a calculator is essential. "C" is the minimum acceptable grade for movement from one remedial/developmental level to another and for completion of remediation/developmental requirements to include all credit equivalent courses.



**MAT 020**  
**GEOMETRY**  
**credit equivalent (3-0)**

*Prerequisite: MAT 013*

A traditional high school geometry course for students who have successfully completed one year of high school algebra or equivalent. Includes an understanding of Euclidean geometry with topics such as basic proofs, congruent triangles, parallel and perpendicular lines, lines and planes in space, polygons, circles, and the Pythagorean Theorem. Optional topics include logic and construction. "C" is the minimum acceptable grade for movement from one remedial/developmental level to another and for completion of remediation/developmental requirements to include all credit equivalent courses.

**MAT 080**  
**ALGEBRA I REVIEW**  
**1 credit equivalent (1-0)**

*Prerequisites: MAT 010 or equivalent and passing score on the College's Placement Test*

A one-week review of elementary algebra. Covers elementary algebra including: integral, rational and irrational numbers, techniques of graphing and solving linear equations, polynomials and their operations, special products and factoring, fractional expressions and equations, quadratic equations and methods of solutions, radical expressions, and inequalities.

**MAT 101**  
**FRESHMAN MATHEMATICS I**  
**3 credits (3-0)**

**GE MAT**

*Prerequisite: Passing score on the College's Placement Test, two years of high school mathematics or MAT 013 or departmental approval*

Survey topics of inductive and deductive reasoning, calculators and computers, number systems, and consumer arithmetic. The first half of a two-semester course designed primarily for liberal arts students planning a year's study of college level mathematics.

**MAT 102**  
**FRESHMAN MATHEMATICS II**  
**3 credits (3-0)**

**GE MAT**

*Prerequisite: MAT 101*

A continuation of MAT 101. A survey course of algebra, topology, probability and statistics. Designed primarily for liberal arts students planning a year's study of college level mathematics.

**MAT 104**  
**MATHEMATICS IN THE ELEMENTARY SCHOOL**  
**3 credits (3-0)**

*Prerequisite: Passing score on the College's Placement Test or successful completion of MAT 013*

An introduction to basic mathematics for para-professionals. Includes the teaching of arithmetic operations in those number systems appropriate for the elementary school, problem-solving techniques for the development of mathematical concepts, and the use of instructional aids.

**MAT 107**  
**MATHEMATICS I**  
**3 credits (3-0)**

**GE MAT**

*Prerequisite: Passing score on the College's Placement Test, MAT 013, or departmental approval*

Basic mathematics with an emphasis on the technical, manipulative skills that are required in a technological society. Emphasis is on understanding concepts in each of the many application-oriented problems. Stresses the importance of precision, accuracy, and the clear presentation of results. Topics include arithmetic operations, measurement, rounding, conversions, fractions, decimals, percents, ratio, proportion, scientific notation, use of calculators, metric system, solving linear equations, and pairs of equations, and graphic linear equations. The first semester of a two-semester course.

**MAT 108**  
**MATHEMATICS II**  
**3 credits (3-0)**

**GE MAT**

*Prerequisite: MAT 107*

A continuation of MAT 107. Basic mathematics stressing manipulative, technical math skills. Presents many more technological applications with an emphasis on understanding basic principles. Topics include solving quadratic equations, graphic quadratic, logarithmic, and exponential functions, essentials of trigonometry and selected geometry problems, and many topics from statistics: frequency distribution, presentation of statistical data (graphs, charts, tables) measures of central tendency, measures of dispersion, normal distribution, binomial distribution, hypothesis testing, and sampling.

**MAT 109**  
**COLLEGE ALGEBRA AND TRIGONOMETRY I**  
**3 credits (3-0)**

*Prerequisites: Passing score on the College's Placement Test, MAT 014, at least two years of high school algebra, satisfactory score on placement examination, or departmental approval*

Prepares students for calculus. Its purpose is to make students aware of the concepts and skills needed in a technological society. Some essential topics are linear, quadratic, and trigonometric functions, vectors, solutions of triangles, and use of the calculator. Additional topics include use of determinants and technical applications. The first semester of a two-semester course.

**MAT 110**  
**COLLEGE ALGEBRA AND TRIGONOMETRY II**  
**2 credits (2-0)**

*Prerequisite: MAT 109 or equivalent*

A continuation of MAT 109. Essential topics are quadratic, trigonometric, exponential and logarithmic functions and their graphs, and use of the calculator. Additional topics include complex numbers, statistics, and graphing including the use of logarithmic graph paper.

**MAT 112**  
**UNIFIED CALCULUS I**  
**3 credits (3-0)**

*Prerequisite: MAT 110 or equivalent*

An introduction to calculus with topics from analytic geometry, with a special emphasis on technical applications. Essential topics include equations of lines and circles, development of the derivative of polynomial and transcendental functions, derivative applications such as curve sketching, maxima-minima problems, related rates, development of the integrals of polynomials, and integral applications such as area under curves. Additional topics are applications such as volumes, centroids, moments of inertia, and inverse trigonometric functions.

**MAT 115**  
**CRITICAL ISSUES IN SCIENCE AND TECHNOLOGY I: THE ENVIRONMENTAL CHALLENGE**  
**2 credits (2-0)**

An interdisciplinary, interactive math/science laboratory course that examines the nature of air and water resources, their current status, and the global needs for these resources as we approach the 21st century. Science topics will include composition and analysis of water and air; water consumption and treatment; climatic changes; greenhouse gases and global warming. Math topics will include types of measurement, error analysis, organization and analysis of data using graphs and basic statistics.

**MAT 116**  
**CRITICAL ISSUES IN SCIENCE AND TECHNOLOGY II: CREATING A BETTER ENVIRONMENT**  
**2 credits (2-0)**

An interdisciplinary, interactive math/science laboratory course that examines the issue of pollution. Science topics will include the causes and effects of air and water pollution and methods of pollution control. Math topics will stress analysis of data and graphs, probability, normal distribution, exponentials and logarithms.

The math and science will be taught within the context of current issues. Students must co-enroll in both the mathematics and science components.

**MAT 117**  
**CRITICAL ISSUES IN SCIENCE AND TECHNOLOGY III: THE WORLD'S ENERGY RESOURCES**  
**2 credits (2-0)**

An interdisciplinary, interactive math/science laboratory course that examines different types of energy and their uses and the effects on the earth and its inhabitants. Science topics will include types of energy, transformation of energy types, and the advantages and disadvantages of the various types of energy studied. Math topics will include problem solving techniques, hypothesis testing, and analysis of data from graphs.

The math and science will be taught within the context of current issues. Students must co-enroll in both the mathematics and science components.

**GE MAT**

**MAT 118**  
**CRITICAL ISSUES IN SCIENCE AND TECHNOLOGY IV: NEW SOURCES OF ENERGY AND CONSERVATION**  
**2 credits (2-0)**

An interdisciplinary, interactive math/science laboratory course that examines different types of energy and their uses, and the effects on the earth and its inhabitants. Science topics will include nuclear, electrical, and alternative types of energy. Math topics will include methods of problem solving, statistical analysis, and curve fitting.

The math and science will be taught within the context of current issues. Students must co-enroll in both the mathematics and science components.

**MAT 123**  
**INTRODUCTION TO PROBABILITY AND STATISTICS**  
**3 credits (3-0)**

*Prerequisite: Passing score on the College's Placement Test, MAT 014, at least two years of high school algebra, satisfactory score on placement examination, or departmental approval*

Provides a foundation in statistics for liberal arts, business, computer science and science students. Topics covered are probability distributions (binomial, normal, and Poisson), and expected value, random variable, organization of data using graphs and descriptive statistics (mean, median, mode & variability). The first semester of a two-semester course.

**MAT 124**  
**STATISTICS**  
**3 credits (3-0)**

**GE MAT**

*Prerequisite: Either MAT 123, or equivalent, or departmental approval*

A continuation of MAT 123. An introduction to descriptive statistics, sampling distributions, the central limit theorem, hypothesis testing, z and t statistics, Chi square, analysis of variance, regression and correlation, and some topics in non-parametric statistics. Students are encouraged to assume the role of a statistician, plan an experiment centered about their interest, and make inferences about a population based upon sample data collected.

**MAT 125**  
**MATHEMATICS FOR DECISION SCIENCES I**  
**3 credits (3-0)**

**GE MAT**

*Prerequisite: Passing score on the College's Placement Test, MAT 014, at least two years of high school algebra, satisfactory score on placement examination, or departmental approval*

Introduces students to methods of mathematical thinking, to prepare them for more advanced courses and to introduce them to mathematical concepts that occur in programming and algorithm development. Topics introduced in the first semester are logic, truth tables, number systems, linear equations, systems of equations, matrix operations, mathematics of finance, exponentials, logarithms, relations and functions. Topics stress discrete mathematics. This is the first semester of a two semester sequence designed for students in computer science.

**MAT 126**  
**MATHEMATICS FOR DECISION SCIENCES II**  
**3 credits (3-0)**

**GE MAT**

*Prerequisite: MAT 125*

A continuation of MAT 125. Familiarizes students with mathematical methods and applications used in programming applications and in algorithm development. Topics introduced in the second semester are sets and counting, probability, statistics, difference equations, graph theory and trees. Topics stress discrete mathematics.

**MAT 127**  
**PRECALCULUS I**  
**2 credits (3-0)**

*Prerequisites: Passing score on the College's Placement Test and MAT 014 or at least two years of high school algebra, satisfactory score on placement examination, or departmental approval*

The first half of a two semester precalculus course designed to give students extended enrichment to prepare for a first course in calculus. Emphasis is on algebra topics to develop skills properly for a thorough understanding of the algebra and trigonometry concepts needed to study calculus. Topics include the algebraic functions and their graphs. Of special interest are the characteristics of polynomials and rational functions.

**MAT 128  
PRECALCULUS II  
2 credits (2-0)**

*Prerequisite:* MAT 127 or an equivalent course  
The second half of a two-semester precalculus course designed to give students extended enrichment to prepare for a first course in calculus. Emphasis is on the graphs and properties of exponential, logarithmic and trigonometric functions. The mathematical concepts underlying algebraic and trigonometric procedures are studied in order to prepare for proper understanding of the methods used in calculus.

**MAT 129  
PRECALCULUS  
4 credits (4-0)**

*Prerequisite:* Passing score on the College's Placement Test, MAT 014, at least two years of high school algebra, satisfactory score on placement examination, or departmental approval

Emphasis is on those topics from algebra and trigonometry that best prepare students for the first course in calculus. The areas of study are algebraic and transcendental functions and their graphs. Of special interest are polynomials, rational, exponential, logarithmic, and trigonometric functions. Additional topics include vectors, the polar coordinate system, matrices, and determinants.

**MAT 131  
ANALYTIC GEOMETRY AND CALCULUS I  
4 credits (4-0)**

*Prerequisite:* Passing score on the College's Placement Test, Mat 129 or equivalent, or four years of high school mathematics or equivalent or departmental approval

Presents fundamental ideas of calculus such as the derivative, integral, and their applications. Topics include fundamentals of analytic geometry. *The first course in a sequence of calculus courses intended for the student interested in mathematics, engineering, and the natural, physical and social sciences.*

**MAT 132  
ANALYTIC GEOMETRY AND CALCULUS II  
4 credits (4-0)**

*Prerequisite:* MAT 131 or equivalent  
Topics include trigonometric and hyperbolic functions, areas, centroids, techniques of integration, parametric curves and vectors, indeterminate forms, Taylor's formula, infinite series and topics in analytic geometry. *Recommended for students majoring in engineering, mathematics, computer science, social sciences, and the science related areas of chemistry and physics.*

**MAT 206  
INTRODUCTION TO DISCRETE  
MATHEMATICS  
4 credits (4-0)**

*Prerequisite:* MAT 132 or approval of department chairperson of mathematics  
An introduction to mathematical concepts and theories that are needed for the theoretical understanding of major ideas in computer science, including logic, Boolean algebra, and relations and functions. Includes a fundamental treatment of: sets, counting techniques, logic, relations and functions, graphs, semigroups, monoid, groups, homomorphisms and isomorphism. Also provides illustrations and applications of these theoretical concepts to the computer field, for example, combinational network, computer logic, coding theory, introductions to finite state machines and formal languages. Prepares students for advanced work in computability theory, algorithms analysis, machine design and construction and Turing machines.

**MAT 210  
LINEAR ALGEBRA  
4 credits (4-0)**

*Prerequisite:* MAT 132  
Covers geometric vectors, vector spaces, systems of linear equations, determinants, linear transformations, matrix algebra and the applications of matrices to the engineering, social and management sciences. Advanced topics include linear product spaces, eigenvalues and vectors, canonical forms, and computations via the computer. Topics include linear differential equations, linear programming, factor analysis, stochastic processes. Utilizes computer software to solve real-life problems and to facilitate computations involving the mathematical operations listed above.

**MAT 233  
ANALYTIC GEOMETRY AND CALCULUS III  
4 credits (4-0)**

*Prerequisite:* MAT 132 or equivalent  
Emphasis is on the study of analytic geometry and calculus in three dimensions. Topics include solid analytic geometry, partial derivatives, multiple integrals, and topics in vector analysis such as Green's theorem, the divergence theorem, surface integrals and Stokes theorem. *Recommended for students majoring in engineering, mathematics, computer science, social sciences, and the science related fields of chemistry and physics.*

**MAT 234  
DIFFERENTIAL EQUATIONS  
4 credits (4-0)**

*Prerequisite:* MAT 233 or approval of department chairperson of mathematics  
An introduction to differential equations for students interested in mathematics and sciences - both physical and social sciences. Covers first and higher order equations, linear equations with constant and variable coefficients, series solutions, Laplace transforms, some linear algebra and matrix methods, linear systems. Topics stress not only existence of solutions and the techniques used in finding them, but also the process of mathematical modeling - the process of abstracting a real world problem into an appropriate model. Discusses relevance and history of differential equations.

**MAT 257  
SELECTED TOPICS IN MATHEMATICS  
3 credits (3-0)**

*Prerequisite:* MAT 132  
Introduces students to a selected branch of mathematics. Topics to be determined in advance by the department from one or more of the following areas: Chaos & Fractals, Combinatorics, Graph Theory, Number Theory, Numerical Analysis, Topology, Complex Variables, Probability Theory, Statistics, and Logic. Specific topics will appear in the College Brochure for the particular semester the course is taught. Especially relevant for mathematics, as well as science transfer and engineering science majors, interested in learning about mathematics areas not normally covered in the standard calculus sequence. The course illustrates the key problems from which the subject evolved and develops theoretical concepts along with analytical problem solving skills.

**MAT 285  
BASIC STATISTICS FOR BUSINESS  
4 credits (4-0)**

*Prerequisite:* MAT 131 or equivalent calculus course  
An in-depth study of descriptive statistics, probability, theory, sampling distributions, principles of hypothesis testing, analysis of variance and regression analysis. The material is designed to give students the knowledge and skills for gathering, organizing, and interpreting statistical data as relevant to business. This course will also provide a sound foundation for the study of more advanced topics.

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**MECHANICAL ENGINEERING  
TECHNOLOGY**

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**MCT 101  
INTRODUCTION TO TECHNOLOGY  
2 credits (1-2)**

*Prerequisite:* MAT 013 or passing score on the College's Placement Test

*Corequisite:* MAT 014  
Introduction to engineering practices through an integration of computer applications with electrical and mechanical components and systems. Activity based learning is accomplished through a variety of hands-on projects.

**MEC 107  
INTRODUCTION TO MECHANICAL  
ENGINEERING TECHNOLOGY  
2 credits (1-2)**

*Prerequisite:* MAT 013 or appropriate score on the College's Placement Test

*Corequisite:* MAT 014  
Introduction to engineering practices in the field of Mechanical and Manufacturing Engineering Technology through the use of project - centered/ activity-based learning. Hands-on activities include PC setup and software use, sketching and interpretation of mechanical drawings, along with mechanical model building and testing.

**MEC 111  
MANUFACTURING PROCESSES AND  
MATERIALS I  
4 credits (3-3)**

A study of conventional and non-conventional machining processes, quality control techniques, and a survey of metallic and non-metallic materials used in manufacturing. Topics include manufacturing operations, machining variables, the selection, failure and life of cutting tools, machining tolerances and surface quality, inspection devices and quality control charts, and material selection. Laboratory provides hands-on experiences in the set-up and operation of machine tools.

**MEC 112  
MANUFACTURING PROCESSES AND  
MATERIALS II  
4 credits (3-3)**

*Prerequisites:* MEC 107 and 111  
Study of materials, their engineering properties, destructive and non-destructive materials testing, primary forming processes used in manufacturing as well as processes used to modify the properties of materials. Laboratory projects provide hands-on experience with commonly used materials testing and inspection methods, heat treatment, coldworking and joining processes.

**MEC 116  
NUMERICAL CONTROL, ROBOTICS, AND  
BONDING PROCESSES  
3 credits (2-3)**

*Corequisite:* MAT 108  
Study of the modern manufacturing processes of chipless machining, numerical control, (CNC, DNC, CAM), robotics, and joining along with the primary forming processes of casting, forging, rolling, and extruding. Laboratory emphasis is on numerical control, robotics, and joining processes.

**MEC 117  
ELECTRICAL DRAWING  
1 credit (0-3)**

The graphic language as it applies to electrical drawings. Includes linework, lettering, wiring diagrams, logic diagrams, and printed circuits. *All projects are completed using (CAD), computer-aided drafting system with AUTOCAD.*

**MEC 119  
GRAPHIC SCIENCE  
2 credits (1-3)**

A study of the graphical language specifically designed for the engineering science student. Emphasizes the interpretation of engineering drawings used to communicate ideas in the major engineering disciplines. Topics include: techniques of drafting and sketching and interpretation of chemical, civil, electrical, electronic, mechanical and welding engineering drawings. Laboratory time is divided between using (CAD), computer-aided drafting and sketching techniques to complete required drawings.

**MEC 123  
TECHNICAL GRAPHICS/CAD I  
3 credits (0-6)**

Study of the graphic language of engineering and technology to include linework, lettering, geometric construction, orthographic projection, pictorial, sectional and auxiliary views and dimensioning techniques. Laboratory time is divided between technical sketching and drawings produced using AUTOCAD software.

**MEC 124  
TECHNICAL GRAPHICS/CAD II  
3 credits (0-6)**

*Prerequisite:* MEC 123  
A study of working drawings as they relate to the mechanical field to include detail, assembly, exploded pictorial and welding drawings. Also included are limits, precision, geometric tolerances and fits of mating parts. Laboratory projects develop and demonstrate graphic skills. Projects are all completed using (CAD) computer-aided drafting with AUTOCAD.

**MEC 204  
FLUID MECHANICS  
4 credits (3-3)**

*Prerequisites:* CIT 105, MAT 110

A study of the basic principles of conservation of energy, continuity of flow, and fluid mechanics as related to fluid systems at rest and in motion. Laboratory experiments provide hands-on experience in the set-up, operation, analysis, and design of fluid systems. Computer software is used in several analysis and design projects. Oral presentation required.

**MEC 210  
FLUID SYSTEMS  
4 credits (3-3)**

*Prerequisite:* MAT 108 or 109, CSC 117 or 109

An introduction to hydraulic and pneumatic fluid power systems, liquid and air distribution systems, and the selection of the system components. Topics include: fluid statics, fluid dynamics, system flow and losses, pressure and flow measurement.

**MEC 219  
DYNAMICS OF MACHINE ELEMENTS  
3 credits (2-3)**

*Prerequisites:* MEC 107, MAT 110, MEC 123, PHY 115, SPE 121

Study of the displacements, velocities and accelerations associated with the motion of mechanisms including four bar linkages, cams and gears. Also included is an examination of the dynamic forces generated by the mechanisms. Solutions to dynamics problems are obtained by making use of analytical techniques, using a programmable calculator, as well as appropriate computer software.

**MEC 220  
INTRODUCTION TO ROBOTICS AND  
AUTOMATED SYSTEMS  
4 credits (3-3)**

*Prerequisites:* ELT 106; MEC 112, 124, 219; PHY 116  
*Corequisite:* MEC 204

Study of the hydraulic, pneumatic, electrical, and mechanical components and drives utilized in robotics and automated systems. Topics include the terminology, movements work envelopes, controllers, operations, and applications of robots. Students are required to complete a comprehensive project in an area of CIM (Computer Integrated Manufacturing) using the equipment in the laboratories including Robotics, FMS (Flexible Manufacturing System) cell, CAD/CAM (Computer-Aided Drafting/Computer-Aided Manufacturing) software, and CNC (Computer Numeric Control) machines. Professionally prepared reports and an oral presentation are required.

**MEC 221  
ENGINEERING MECHANICS I  
3 credits (3-0)**

*Prerequisite:* MAT 131

Basic concepts for the study of force systems and Newtonian mechanics, trusses, frames, torsion, bending, friction, centroids and moments of inertia. Engineering examples are stressed to develop understanding and application skills.

**MEC 222  
ENGINEERING MECHANICS II  
3 credits (3-0)**

*Prerequisite:* MEC 221

A continuation of MEC 221. Deals with the displacements, velocities, accelerations of bodies and the forces which cause the motion. Topics include kinematic and kinetic analysis of rectilinear, curvilinear, rotational and plane motion of bodies. Stresses engineering applications.

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**MEDICAL LABORATORY  
TECHNOLOGY**

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**MED 101  
INTRODUCTION TO  
THE MEDICAL LABORATORY I  
2 credits (1-2)**

Basic understanding of medical laboratory terminology, specimen collection, and manual procedures in hematology, hemostasis, body fluids, immunohematology and serology. Lectures are combined with laboratory experiences. Stresses medical ethics.

**MED 102  
INTRODUCTION TO THE  
MEDICAL LABORATORY II  
3 credits (2-3)**

*Prerequisites:* BIO 117, CHM 117, ENG 121, MAT 107 and MED 101

Continuation of MED 101. Emphasis on clinical chemistry, clinical microbiology and safety in the laboratory. Provides hands-on experience with those concepts and techniques essential to medical laboratory technology students. Laboratory experiences include manual methods with principles on techniques and accuracy being stressed.

**MED 210  
MEDICAL LABORATORY TECHNOLOGY I  
6 credits (3-12)**

*Prerequisites:* BIO 118, CHM 118, ENG 122, MAT 108, MED 102, and permission of the Health Technologies Division

Basic medical terminology, organization of hospital laboratories, and rules of ethical behavior. Stresses the practical side of basic laboratory work in the areas of specimen collection, hematology, urinalysis, blood banking, serology, chemical analysis, microbiology, quality control, etc. Includes on-the-job education in laboratory work. Students supervised by medical technologists and specialists. *May not be audited. An eight week, 40 hours a week, Summer clinical experience.*

**MED 211  
MEDICAL LABORATORY TECHNOLOGY II  
8 credits (4-16)**

*Prerequisite:* MED 210

A study of the theoretical and practical aspects of hematology, coagulation, urinalysis, serology, and blood banking. Clinical instruction and technique are obtained in affiliated hospitals under the supervision of medical technologists and specialists. *May not be audited. Requires 16 hours a week in a hospital laboratory.*

**MED 212  
MEDICAL TECHNOLOGY III  
8 credits (4-16)**

*Prerequisite:* MED 211

Continuation of MED 211. Includes microbiology and parasitology, and clinical chemistry. Clinical instruction and technique are obtained in affiliated hospitals. *May not be audited. Requires 16 hours a week in a hospital laboratory.*

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**MANAGEMENT**

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**MGT 200  
PRINCIPLES OF SUPERVISION  
3 credits (3-0)**

Supervisory practices and principles with maximum opportunities for practical involvement in applying theory to real-life situations. Emphasizes first and middle-level supervisory positions. Stresses the aspects of job leadership and effective human relations. Includes procedures for dealing with interpersonal relationships among and between employees and management, quality circles, quality of work life, conflict management, cost-benefit analysis, organization development, time management and stress management. *Recommended for persons employed in or seeking entry-level employment in supervisory positions in business, industry, or public service.*

**MGT 205  
PRINCIPLES OF LABOR RELATIONS  
3 credits (3-0)**

*Prerequisites:* BUS 101 or MGT 220

A survey course that evaluates union growth and structure. A study of the nature of the labor market, collective bargaining, labor legislation, wages, employment, and productivity. An analysis of policies and techniques of employers, wage earners, and government in trying to find solutions to the labor problems in American society.

**MGT 208  
MANAGEMENT FIELD EXPERIENCE  
3 credits (1-12)**

*Prerequisite:* MGT 210

A cooperative work experience program employing students in a management position in order to gain some practical experience necessary for success in management. Supervision of this departmentally approved position is provided by the College through on-the-job visits and individual progress review sessions. Students are required to establish learning objectives related to their position in order to effect the attainment of specific job competencies. Students attend a weekly, one-hour seminar on campus and work a minimum of 180 hours a semester. *Individuals must be recommended by the faculty of the department and register with the department of cooperative education.*

**MGT 210  
CONCEPTS OF BUSINESS MANAGEMENT  
3 credits (3-0)**

*Prerequisite:* BUS 101

Theories, techniques, and insights from the behavioral sciences of the major areas of management including planning, organizing, directing, controlling and administration. Concepts relating to all levels of management are studied.

**MGT 214  
OPERATIONS MANAGEMENT  
3 credits (3-0)**

*Prerequisite:* MGT 210

The development of an awareness of the tools a user/manager utilizes in the design modification and implementation of a manual or automated system. Students select a particular technique, apply it to a system, and develop cost justification for implementation of the technique. A combination of lecture and workshop oriented sessions are used in developing the various management techniques. The various tools and management techniques for evaluating the operations functions of a business are examined.

**MGT 216  
SEMINAR IN MANAGEMENT EXPERIENCES  
3 credits (3-0)**

*Prerequisites:* ACC 102, ECO 202, ENG 122, MGT 205, 210 and 220

*Corequisite:* MGT 214

An interdisciplinary course concentrating on associating material gleaned from previous courses. Emphasis is on establishing an environment to employ previously learned material, with the opportunity to practice decision-making and control techniques based on this material. Case studies are employed and supplemented with simulation techniques such as role-playing and in basket. Special consideration is given to subordinate-supervisor interaction, with the students as participants.

**MGT 220  
HUMAN RESOURCES MANAGEMENT  
3 credits (3-0)**

An analysis of the principles of organization for effective human resources management. Selection of personnel, delegation of responsibilities, the psychology of motivating and directing people, dealing with unions and other organized groups and training and maintaining morale.

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**MARKETING**

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**MKT 143  
SALESMANSHIP  
3 credits (3-0)**

The fundamentals of selling with particular stress on preparation, approach, demonstration, overcoming objectives, and closing sales. Developed through discussions and participation in sales situations.

**MKT 201  
MARKETING I  
3 credits (3-0)**

*Prerequisite:* BUS 101

An overview of the field of marketing and the marketing concept. Students develop an understanding of the growing importance of the consumer, differences between industrial and consumer marketing, the impact of government and environment on marketing, and the basic marketing functions of product planning, marketing channels, physical distribution, promotion, pricing, and marketing research.

**MKT 202**  
**MARKETING II**  
**3 credits (3-0)**

*Prerequisite:* MKT 201

An advanced and interdisciplinary analysis of marketing planning, using the concept of strategic management, through the case history approach.

**MKT 203**  
**PRINCIPLES OF ADVERTISING**  
**3 credits (3-0)**

*Prerequisite:* BUS 101

The principles of advertising and the role of advertising in the field of business. The course traces advertising through its various steps from the initial need to its implementation in the marketplace.

**MKT 206**  
**MARKETING MANAGEMENT SEMINAR**  
**3 credits (3-0)**

*Prerequisite or corequisite:* ACC 102; BUS 201; ECO 201; ENG 122; MKT 202 & 203

Students integrate their knowledge of the major areas of marketing and management and test their theoretical concepts through marketing planning projects. Students' analyses of the class projects are directed at the managerial level.

**MKT 209**  
**MARKETING FIELD EXPERIENCE**  
**3 credits (1-12)**

*Prerequisite:* MKT 201

A cooperative work experience program employing students in a marketing position in order to gain practical experience necessary for success in marketing. Supervision of this departmentally approved position is provided by the College through on-the-job visits and individual progress review sessions. Students are required to establish learning objectives related to their positions in order to effect the attainment of specific job competencies. Students attend a weekly, one-hour seminar on campus and work a minimum of 180 hours a semester. MKT 209 Marketing Field Experience is offered as an alternative to BUS 202. *Students must register with the department of cooperative education.*

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**MATERIALS MANAGEMENT**

*(See Transportation, Physical Distribution and Materials Management)*

**MMG 201**  
**MATERIALS MANAGEMENT I**  
**3 credits (3-0)**

*Prerequisite:* DIS 101

An analysis of the characteristics of closed-loop materials management systems. Master production scheduling, materials requirement planning and capacity requirements planning will be introduced and described in detail. Principles, methods and processes in forecasting. Exponential smoothing, PERT and statistical methods will be reviewed.

**MMG 202**  
**MATERIALS MANAGEMENT II**  
**3 credits (3-0)**

*Prerequisite:* DIS 101

Analysis of the elements of an effective inventory management system, shop floor control and intermediate capacity control. Finite loading and infinite loading techniques will be examined in detail, together with such topics as input/output analysis dispatch lists, critical ratio and economic order quantity determination.

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**MUSIC**

**MUS 103**  
**CHORAL PERFORMANCE I**  
**1 credit (0-2)**

A working approach to the understanding of music through singing. Proper vocal production and elementary music reading. Participation in the college chorus is required.

**MUS 104**  
**CHORAL PERFORMANCE II**  
**1 credit (0-2)**

*Prerequisite:* MUS 103 or permission of the instructor. Continuation of MUS 103 with a more advanced choral experience in small groups. Participation in the college chorus is required.

**MUS 107**  
**INTRODUCTION TO MUSIC**  
**3 credits (3-0)**

Contemporary and classical music will be dealt with as integral parts of today's musical scene. Students listen, discuss, analyze, and evaluate music in order to increase appreciation and understanding. Attendance at a minimum of five professional college performances required.

**MUS 109**  
**CHORAL PERFORMANCE III**  
**1 credit (0-2)**

*Prerequisite:* MUS 104 or permission of the instructor. Small ensemble singing and solo performance. Advanced sight-singing and rhythmic dictation. Participation in the college chorus is required.

**MUS 110**  
**CHORAL PERFORMANCE IV**  
**1 credit (0-2)**

*Prerequisite:* MUS 109 or permission of the instructor after audition. Continuation of MUS 109 with a more advanced choral experience in small ensembles and solo performance. Participation in the college chorus is required.

**MUS 123**  
**MUSIC HISTORY: TRADITIONAL**  
**3 credits (3-0)**

Understanding and appreciation of music from the historical point of view. Major periods studied include the classical, the baroque, and the romantic. Course fee and field trip are required. Required of music majors.

**MUS 124**  
**MUSIC HISTORY: CONTEMPORARY**  
**3 credits (3-0)**

Understanding and appreciation of music from the historical point of view. Special emphasis on the music of Tchaikovsky, Debussy, Stravinsky, and twentieth-century American music. Course fee and field trip are required. Required of music majors.

**MUS 130**  
**GUITAR I**  
**3 credits (3-0)**

Guitar for the beginning student. Enable the beginner to read fundamental music notation and play guitar. Basics of technique, sight-reading and elementary literature. Students must supply their own instruments. Listening to great music. Attendance is required at two professional concerts. Written concert reviews must be submitted. Students are responsible for concert fees.

**MUS 131**  
**KEYBOARD STUDIES I**  
**3 credits (3-0)**

Students develop an appreciation and understanding of great keyboard composers, performers and literature by giving them the ability to read and play keyboard music. Fundamentals of technique, keyboard harmony and sight-reading. Attendance at two professional concerts required. Written concert reviews must be submitted. Students are responsible for concert fees. *Required for music majors. Open to non-music majors.*

**MUS 132**  
**KEYBOARD STUDIES II**  
**3 credits (3-0)**

*Prerequisite:* MUS 131. Follow MUS 131 with further emphasis on great keyboard literature. Students are introduced to more difficult keyboard harmony, sight-reading, and more advanced techniques. Listening to great keyboard literature. Attendance is required at two professional keyboard concerts. Written concert reviews must be submitted. Students are responsible for concert fees. *Required for music majors. Open to non-music majors.*

**MUS 133**  
**APPLIED MUSIC STUDIO I**  
**2 credits (1-2)**

One hour private instruction weekly in piano, organ, voice, or orchestral instruments. Credit to be determined through recital. To be arranged with the music faculty and the department chairperson. Students must have studied formally for a minimum of two years, or play on a two-year level. Fee: approximately \$20.00 per lesson.

**MUS 134**  
**APPLIED MUSIC STUDIO II**  
**2 credits (1-2)**

For course description and fee, see MUS 133.

GE HUM

**MUS 136**  
**GUITAR II**  
**3 credits (3-0)**

*Prerequisite:* MUS 130 or permission of the instructor. Intermediate guitar technique, including choral accompaniment and solos. Use of standard notation. Students must supply their own instrument. Listening to great music. Attendance at two professional concerts. Written reports must be submitted. Students are responsible for concert fees.

**MUS 140**  
**MUSIC FUNDAMENTALS**  
**3 credits (3-0)**

An introductory course in the study of music theory. The course concentrates on the basic elements of pitch, rhythm, scales, intervals and triads. Notational skills will be developed and aural recognition of musical elements will be introduced. A working knowledge of the piano will be developed as theoretical concepts are related to the keyboard. *No prior musical training required.*

**MUS 201**  
**MUSIC NOTATION & COMPOSITION I**  
**3 credits (3-0)**

*Prerequisite:* MUS 140 or passing score on music theory placement test. A practical approach to music encompassing analysis, basic harmonic writing, and ear training. Designed for students with some previous musical background. *Required of music majors. Formerly Music Theory I.*

**MUS 202**  
**MUSIC NOTATION & COMPOSITION II**  
**3 credits (3-0)**

*Prerequisite:* MUS 201. Continuation of MUS 201. Students build musical skills in analysis, harmonic writing, and ear training. *Required of music majors. Formerly Music Theory II.*

**MUS 207**  
**APPLIED MUSIC STUDIO III**  
**2 credits (1-2)**

For course description, see MUS 133.

**MUS 208**  
**APPLIED MUSIC STUDIO IV**  
**2 credits (1-2)**

For course description, see MUS 133.

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**NURSING**

**NRS 100**  
**TRANSITION CONCEPTS**  
**2 credit equivalents (2-0)**

*Prerequisite:* Admission to the Joint Nursing program. This course is designed for students who are seeking advanced placement. It facilitates the transition of selected candidates into the nursing program. Familiarizes students with the philosophy of the program. Emphasizes the nursing process, an approach to solving nursing problems, ethical and legal issues, communication skills and the transition to the role of registered nurse. This course is open to any student who has been admitted to Middlesex County College. Priority admission status will be given to advanced placement students.

**NRS 111**  
**FOUNDATIONS OF NURSING**  
**6 credits (3-3-6)**

*Prerequisite:* CPR Certificate

*Corequisites:* BIO 111, NRS 112

Provides the student with the foundation of basic nursing principles necessary to identify human-environmental interactions as they relate to nursing practice. Classroom lectures, seminars and symposiums provide students with opportunities to explore the concepts of basic nursing including: Roger's Theory of Unitary Humans, nursing process, normal nutrition, epidemiology, ethical and legal concepts and critical thinking. Faculty supervised learning laboratory practice provides the student with opportunities to develop cognitive and psychomotor skills related to nursing, physical assessment and medication administration skills. Faculty supervised clinical experiences will enable the student to apply newly gained cognitive and psychomotor skills in a variety of clinical settings. Practicum experiences will be provided in a variety of acute, sub-acute, long-term and community settings.

GE HUM

## **NRS 112 PRINCIPLES AND PRACTICE OF HEALTH PROMOTION**

**3 credits (2-3)**

*Prerequisite:* Acceptance into a health technologies curriculum

*Corequisites:* NRS 111 for nursing students, BIO 111 and ENG 121 and the permission of the Dean of Health Technologies and the nursing faculty administrator.

Enables students to recognize how various life-style patterns influence health. Classroom lectures and symposiums provide opportunities to explore measures that are designed to protect and promote health. Health promotion practices related to the psychosocial, protective, fluid/gas exchange, comfort/rest/activity/mobility (CRAM), nutrition, elimination, and growth and development problems will be introduced. The nursing process provides a framework for students to critically think when learning and teaching the concepts of health promotion and maintenance in the community.

## **NRS 115 FAMILY HEALTH ACROSS THE LIFE SPAN**

**8 credits (4-3-9)**

*Prerequisites:* NRS 111, 112; BIO 111; PSY 123

*Corequisite:* BIO 112

Enables students to recognize patterns of human development from conception through older adulthood. Classroom lectures and seminars provide opportunities to explore the family as a unified whole and discuss its patterns through conception, childbearing, childrearing, middle adult and older adult years. Faculty-supervised learning laboratory practice and clinical practicum experiences provide students with opportunities to develop cognitive and psychomotor skills in assessing, planning, implementing and evaluating nursing care for individuals and families.

## **NRS 211 NURSING OF ADULTS I**

**8 credits (4-3-9)**

*Prerequisites:* NRS 111, 112 and 115; BIO 112

*Corequisite:* BIO 211

Classroom lectures and critical thinking symposiums will provide students with opportunities to explore selected aspects of altered fluid/gas exchange, protection, nutrition, sensory perceptual elimination, and psychosocial patterns. The learning lab experience will enable students to gain proficiency in those psychomotor skills that are essential to holistic nursing practice. The faculty will guide the students in the utilization of the nursing process which will help clients mobilize their unique energy patterns in varied health care settings.

## **NRS 212 NURSING OF ADULTS II**

**8 credits (4-0-12)**

*Prerequisites:* NRS 211 and BIO 211

*Corequisite:* SCI 121

Through faculty-supervised lectures, seminars, symposia and clinical lab/practicum, students will further develop their cognitive, psychomotor and management skills as they utilize the nursing process to develop plans for care for diverse groups of clients. Students will utilize these skills within multi-faceted settings in order to assist in the repatterning of humans and their environmental fields. The varied teaching modalities will provide the students with opportunities to explore selected CRAM patterns as well as psychosocial, gerontological, community and rehabilitative aspects of nursing care. Students will also be provided with opportunities to explore current health care trends/issues as they relate to our ever-changing health care arena. A close relationship between the students and the clinical site will foster growth in nursing practice and support the students as they prepare for their new role as graduate nurses.

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## **OFFICE ADMINISTRATION**

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### **OAD 101 KEYBOARDING FOR COMPUTERS**

**1 credit equivalent (0-2)**

Keyboarding computer skills are developed through hands-on applications. The course teaches the touch operation of the alphabetic, numeric, and command/function keys. Students learn to keyboard rapidly and accurately. Vocabulary and concepts used in keyboarding operations are also incorporated. Not open to Office Administration students.

### **OAD 101 DOCUMENT PROCESSING I**

**2 credits (1-3)**

Introduction to the basic techniques of touch typewriting. The course includes accuracy and speed development and the preparation of business documents.

### **OAD 102 DOCUMENT PROCESSING II**

**2 credits (1-3)**

*Prerequisite:* OAD 101 or permission of department chairperson

Covers the preparation of business documents through concepts and hands-on applications using WordPerfect/DOS software. Introduction to DOS is also included. Emphasis will continue to be placed on development of speed and accuracy.

### **OAD 103 SHORTHAND I**

**4 CREDITS (3-2)**

The emphasis of Shorthand I is balanced between theory and speed building. Thus, the first half of the semester yields a heavy concentration of theory and a gradual implementation of dictation; the second half reverses to a major emphasis on dictation, with heavy concentration on speed building. The standards have been set up realistically in order to concentrate on the preparation of quality shorthand writers.

### **OAD 104 SHORTHAND II**

**3 credits (2-2)**

*Prerequisites:* OAD 101 and 103

Reinforces the fundamental principles of shorthand to develop word-building power, phrasing skill, and typewritten transcription skill. Emphasis is on increasing shorthand speed and transcription skills for mailability.

### **OAD 106 KEYBOARDING/BASIC WORD PROCESSING FOR THE SECOND LANGUAGE LEARNER**

**2 credits (1-2)**

Designed to introduce the second language learner to the computer keyboard and fundamentals of word processing concepts and applications. Students will learn the touch typewriting method to input text. Basic word processing applications will include creating and editing a variety of documents allowing students to expand their vocabulary, increase their writing proficiency, and reinforce grammar usage. Word processing and computer terminology as well as instruction will be adapted for the second language learner. (ESL STUDENTS ONLY - recommended for students at the minimum level ESL 080 courses and above.) (NOT FOR OFFICE ADMINISTRATION STUDENTS)

### **OAD 107 TRANSCRIPTION FOR BUSINESS**

**3 credits (2-2)**

*Prerequisite:* OAD 101

*Corequisites:* OAD 102, OAD 122 or permission of department chairperson

Integrates machine transcription and word processing skills to produce mailable documents. Machine transcription incorporates the skills of transcribing, proofreading, and editing. Students apply punctuation, spelling, vocabulary building, formatting, proofreading, and grammar to the transcription process.

### **OAD 110 PRINCIPLES AND APPLICATIONS OF MICROSOFT ACCESS**

**2 credits (1-1)**

*Prerequisite:* Keyboarding experience

Introduction to Microsoft Access, a database software program. A short (28 hours) hands-on course focusing on how to create and customize tables, edit, copy, restructure, and delete tables, forms, and reports.

### **OAD 113 PRINCIPLES AND APPLICATIONS OF MICROSOFT EXCEL**

**2 credits (1-1)**

*Prerequisite:* Keyboarding experience

Introduction to Microsoft Excel, a spreadsheet software package. A short (28 hours) hands-on course focusing on how to create a worksheet, use formulas, enhance a worksheet, save and print worksheets and create graphs.

### **OAD 114 PRINCIPLES AND APPLICATIONS OF MICROSOFT WORD**

**2 credits (1-1)**

*Prerequisite:* Keyboarding experience

Introduction to Microsoft Word, a word processing software package. A short (28 hours) hands-on course focusing on how to create and edit documents; insert graphics, symbols, and special characters; merge form letters; and print documents.

### **OAD 115 PRINCIPLES AND APPLICATIONS OF WORDPERFECT FOR WINDOWS**

**2 credits (1-1)**

*Prerequisite:* Keyboarding experience

Introduction to WordPerfect for Windows, a word processing software package. A short (28 hours) hands-on course focusing on how to create and edit documents; insert graphics, symbols, and special characters; merge form letters; and print documents.

### **OAD 116 PRINCIPLES AND APPLICATIONS OF MICROSOFT POWERPOINT**

**2 credits (1-1)**

*Prerequisite:* Keyboarding experience

Introduction to concepts and terminology of PowerPoint, a presentation software program. A short (28 hours) hands-on course focusing on creating presentations using the features of PowerPoint. A slide show will be produced and presented to the class.

### **OAD 122 WORD PROCESSING**

**3 credits (2-2)**

*Prerequisite:* OAD 101 or permission of department chairperson

*Corequisite:* OAD 102 or permission of department chairperson

Covers the basics of WordPerfect and Word for Windows software applications with emphasis on the preparation of business documents. Introduction to Windows is also included.

### **OAD 207 ADVANCED TRANSCRIPTION FOR BUSINESS**

**3 credits (2-2)**

*Prerequisites:* OAD 101, OAD 102, OAD 107, OAD 122 or permission of department chairperson

*Corequisite:* OAD 222

Advanced integration of machine transcription and word processing skills. Students will continue to refine their skills in transcribing, proofreading, editing, grammar, punctuation, and formatting. Critical thinking and decision making skills will be used in the production of complex business documents including minutes of meetings, legal, medical, government, and international communications.

### **OAD 208 OFFICE ADMINISTRATION COOPERATIVE WORK EXPERIENCE**

**3 credits (1-12)**

*Prerequisite:* OAD 211 and GPA 2.0 in OAD courses or permission of department chairperson

Provides students with the opportunity to gain some of the practical experience necessary for success in the automated office. Supervision of this departmentally approved position is provided by the College through on-the-job visits and individual progress review sessions. Students are required to establish learning objectives related to their position in order to effect the attainment of specific job competencies. Students attend a weekly, one-hour seminar on campus and work a minimum of 180 hours a semester.

### **OAD 210 RECORDS MANAGEMENT**

**3 credits (3-0)**

*Prerequisite:* OAD 101 or keyboarding experience or permission of department chairperson

Study of the management of information from creation to disposition. Focuses on systems approach to paper management and electronic records. Covers practical application of manual and electronic filing systems.

**OAD 211  
CONTEMPORARY OFFICE PROCEDURES  
3 credits (3-0)**

*Prerequisites:* OAD 102, OAD 107, OAD 122 or permission of department chairperson  
Focuses on administrative procedures. Students develop competence in a variety of administrative office tasks. Decision-making skills are emphasized and career opportunities are explored.

**OAD 213  
ADMINISTRATIVE OFFICE MANAGEMENT  
3 credits (3-0)**

*Prerequisite:* OAD 211 or permission of department chairperson  
This course covers the scope and responsibilities of administrative office managers. Emphasis is on administrative service responsibilities of the office and the management of administrative systems.

**OAD 222  
INFORMATION PROCESSING  
3 credits (2-2)**

*Prerequisites:* OAD 122 or permission of department chairperson; BUS 107 or permission of department chairperson  
Further develops understanding of the integration of office functions through the use of technology. Office-simulation projects using advanced information processing applications allow students to develop proficiency in word processing, spreadsheet, database, graphics, and desktop publishing software.

**OAD 223  
INTEGRATED SOFTWARE APPLICATIONS  
3 credits (2-2)**

*Prerequisite:* OAD 222 or permission of department chairperson  
Advanced information processing. Mastery of advanced word processing, spreadsheet, database, graphics, and presentation applications. Projects are used for advanced business applications.

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**PHARMACY**

**PHA 101  
INTRODUCTION TO PHARMACY  
4 credits (3-2)**

*Prerequisites:* CHM 107 and MAT 013 or passing score on algebra portion of the College's Placement Test  
An introduction to the field of Pharmacy dealing with the daily activities that occur in pharmacy settings such as hospitals, nursing homes, home health care and community pharmacies. The course will teach many aspects of pharmacy including medical terminology, prescriptions and medications, pharmaceutical calculations, aseptic techniques, pharmacy law and pharmaceutical repackaging.

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**PHOTOGRAPHY (Professional Commercial Photography)**

*(See Marketing Art and Design for prerequisite courses)*

**PCP 213  
PORTFOLIO PROJECT  
2 credits (1-3)**

*Prerequisites:* All MAD courses; ART 103; minimum of six credits from AGD/PCP  
*Corequisites:* Any number of AGD/PCP credits such that 12, in addition to this course, will have been completed by the semester's end.

Guides students in job search, including resume writing and interviewing techniques, in addition to the major concentration on the methods and techniques for best presenting their creative work. Considerable research and some additional design project work is to be expected. Students are expected to purchase a suitable portfolio case.

**PCP 221  
COLOR PRINTING METHODS & PRACTICE  
3 credits (2-2)**

*Prerequisites:* All MAD courses and ART 103 or permission of department chairperson  
Study of photographic color and printing materials and techniques: subtractive color printing, visual and electronic analysis of color balance, making of internegatives, transparency duplication, and reversal printing. Advanced color print finishing techniques. Color correction and color separation for print media, manually and on the computer.

**PCP 222  
MARKETING ART AND DESIGN FIELD  
EXPERIENCE  
3 credits (1-12)**

*Prerequisite:* Senior status in advertising graphics design option or professional commercial photography option  
A cooperative work experience program whereby students are provided with a job that will enhance their competency by getting practical hands-on experience in state-of-the-art technology utilized by commercial designers and photographers. Students are assigned to work on a one-to-one basis with a professional designer or photographer using the latest techniques and equipment. Supervision of this departmentally approved position is provided by the College through on-the-job visits and individual progress review sessions. Students are required to establish learning objectives related to their position in order to effect the attainment of specific job competencies. Students attend a weekly, one-hour seminar on campus and work a minimum of 180 hours during the semester. *Open to senior students recommended by the faculty of the department. Marketing Art and Design Field Experience is not a graduation requirement.*

**PCP 224  
COMPUTER IMAGERY  
3 credits (2-2)**

*Prerequisites:* All MAD courses, six credits of AGD/PCP, and ART 103  
Development of techniques to manipulate multiple inputs to produce press-ready outputs for print media. Included are subjects such as: photomanipulation and special effects, production of transparencies and prints from digital images, and combining grabbed, scanned and electronic imagery.

**PCP 225  
PRODUCT AND STOCK PHOTOGRAPHY  
3 credits (2-2)**

*Prerequisites:* All MAD courses and ART 103 or permission of department chairperson  
Course emphasizes the link between field and studio commercial photography and the production of images for the print media and for distribution through stock agencies. Extensive hands-on experience in the use of the view camera and studio lighting equipment will be combined with practice in the use of the computer for image correction and enhancement. Projects will concentrate on practical applications, such as the making of large format negatives and color transparencies for reproduction, as well as the production of line and halftone negatives for use in the print industry.

**PCP 226  
PROFESSIONAL/STUDIO PHOTOGRAPHY  
3 credits (2-2)**

*Prerequisites:* All MAD courses, six credits of AGD/PCP, and ART 103  
Studio and location portraiture and photojournalism, in medium and large format, from the point of view of professional. Photography of: events, groups, weddings, children, men, women, etc. Printing, finishing, and retouching of the resultant images. Quantity, and quality, control, trade vocabulary, and business procedures for the studio are also covered.

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**PHYSICAL EDUCATION**

*(For related courses, see Health, Recreation and Dance)*

**PED 112  
TENNIS AND VOLLEYBALL  
1 credit (0-2)**

Students perform the basic skills of the activities and apply the rules and playing procedures.

**PED 120  
GOLF  
1 credit (0-2)**

Basic instruction in the skills, rules, playing procedures. Students demonstrate appropriate shot-making abilities.

**PED 122  
VOLLEYBALL  
1 credit**

The student will receive instruction in the skills, playing procedures and strategies of volleyball. Team play will be developed and stressed.

**PED 124  
SKIING  
1 credit (0-2)**

Basic techniques, equipment selection and care, safety procedures and etiquette essential in skiing. (The half-semester course will require a weekend trip to an area ski resort at students' expense.)

**PED 127  
TENNIS  
1 credit (0-2)**

Students receive instruction in the beginning skills playing procedures, etiquette and strategies of tennis.

**PED 132  
BACKPACKING  
1 credit (0-2)**

The types of equipment, skills and procedures necessary to plan and undertake a safe backpacking experience. Trip planning and preparation, meeting basic needs and unexpected occurrences, and low impact use of the environment. Six on-campus meetings and a weekend trip are required. Students are responsible for providing their own equipment, food, and transportation for the weekend.

**PED 139  
EXERCISE, FITNESS AND CONDITIONING  
1 credit (0-2)**

Develops an awareness and understanding of the necessity for planned physical activity as it pertains to the enhancement of one's physical, mental, and emotional well being. Students are required to participate in exercise programs defined by the instructor. Acquaints the student with proper nutrition. Briefly examines cardiovascular disease and its causes.

**PED 140  
RACQUETBALL  
1 credit (0-2)**

The rules, basic strokes, shots and strategies of racquetball. Experience is provided in singles and doubles play.

**PED 141  
AEROBIC DANCE  
1 credit (0-2)**

Principles of dance, calisthenics and aerobics with specific exercises geared to strengthen the cardiovascular system. Aerobic dance to improve physical fitness as well as motor performance. A study of rhythmic dance-like movements executed to music.

**PED 143  
BEGINNING SWIMMING  
1 credit (0-2)**

For the non-swimmer and the beginner swimmer. Basic water skills including adjustment to the water, overcoming fear, treading water, beginner stroke, crawl stroke, floating and swimming on the back, artificial respiration and basic rescue techniques. American Red Cross guidelines.

**PED 144  
INTERMEDIATE SWIMMING  
1 credit (0-2)**

A second level course for students who successfully complete the beginning swimming course, PED 143, or demonstrate the ability to swim the crawl with head in the water using rhythmic breathing for at least 50 meters. A variety of strokes and skills including elementary backstroke, basic diving, sidestroke, breast stroke, underwater swimming, various kicks, and personal safety skills. American National Red Cross guidelines.

**PED 146  
STEP AEROBICS  
1 credit (0-2)**

This course is designed to acquaint the student with a lifetime (recreational) fitness activity that combines basic principles and techniques involved in step training. It is executed to music and provides enjoyment through progression in both aerobic capacity and motor skill level.

**PED 210  
SCIENTIFIC PRINCIPLES OF  
CONDITIONING PROGRAMS  
3 credits (3-0)**

The physiological basis of fitness. Students explore the areas of strength, muscular and cardiovascular endurance, flexibility and nutrition. Students demonstrate, design and implement correct programs in these areas.

GE PED

**PED 212**  
**AQUATICS MANAGEMENT**  
**3 credits (3-0)**

Develops professional aquatic workers. Includes an examination of the principles involved in establishing a multifaceted aquatic program. Includes the interrelationship between resources and management, facilities and equipment, facility operation, safety and legal considerations, lifeguarding, budgeting, staffing and managing, program development and promotion. Explores theoretical and practical aspects through classroom discussion and field trips.

**PED 245**  
**ARC LIFEGUARD TRAINING,**  
**CARDIOPULMONARY RESUSCITATION**  
**AND STANDARD FIRST AID**  
**3 credits (3-0)**

*Prerequisites: Students must be 15 years of age by the course*

- Swim 500 yards continuously, using each of the following strokes for at least 100 yards each: crawl stroke, breaststroke, and sidestroke.

- Submerge to a minimum depth of 7 feet, retrieve a 10-pound object, and return with it to the surface. There is no time requirement for this skill.

- Tread water for 2 minutes using legs only. Participants cross their arms across their chest and place their hands under their armpits.

Provides the lifeguard candidates with the skills and knowledge necessary to keep the patrons of aquatic facilities safe in and around the water.

Upon successful completion of all course requirements, students will receive the American Red Cross Lifeguarding/First Aid Certificate and CPR for the Professional Rescuer Certificate.

Students may take the course for college credit without becoming a certified lifeguard.

Course fee includes: chapter fee, packet mask, manikin rentals and ARC T-shirt.

**PED 270**  
**PHYSICAL EDUCATION FIELD EXPERIENCE**  
**3 credits (1-13)**

A cooperative work experience program employing students in a physical education related position in order to gain practical experience necessary for success in that field. Supervision of this departmentally approved position is provided by the College through on-the-job visits and individual progress review sessions. Students are required to establish learning objectives related to their position in order to effect the attainment of specific job competencies. Students attend a weekly, one-hour seminar on campus and work for a minimum of 13 hours a week. Students are required to work a total of 180 hours during the semester. *Students must be recommended by the faculty of the department.*

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**PHILOSOPHY**

**PHI 121** **GE HUM**  
**PHILOSOPHY**  
**3 credits (3-0)**

Background, fundamental problems, and developing types of philosophy as expressed in selected writings of major classical and modern philosophers of the Western tradition.

**PHI 122** **GE HUM**  
**LOGIC**  
**3 credits (3-0)**

Elementary presentation of the basic tools of logic. The nature and purpose of definition, concepts of truth, and the pitfalls of language. The modern methods of symbolic logic are employed throughout.

**PHI 123** **GE HUM**  
**ETHICS**  
**3 credits (3-0)**

A survey of the philosophical foundations of Western moral/ethical theory, including natural law, social contract theory, Kantian duty, and utilitarianism. These approaches are employed to consider solutions to such moral dilemmas as abortion, nuclear weaponry, poverty and euthanasia.

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**PHYSICS**

**PHY 010**  
**BASIC PHYSICS**  
**4 credit equivalents (2-4)**

*Corequisite: MAT 014 or equivalent*  
A one-semester non-credit introductory physics course designed to give students sufficient background to enter into non-calculus physics courses.

**PHY 101** **GE SCI**  
**PRINCIPLES OF PHYSICS I**  
**4 credits (3-2)**

*Prerequisite: MAT 107 or equivalent*  
Includes an introduction to Newtonian mechanics with application of the conservation laws to physical systems. Electromagnetism and geometrical optics are introduced at an elementary level. Topics in wave propagation, thermodynamics, atomic and nuclear physics.

**PHY 108**  
**RADIOGRAPHIC PHYSICS I**  
**3 credits (2-2)**

*Prerequisite: Algebra I or equivalent*  
Technical skills needed for physics course and for other courses in the Radiography Education Program are taught including calculating skills, using formulas, and graphing. Basic physics consists of mechanics, energy, electrostatics, simple D. C. circuits, and atomic theory. Appropriate laboratory experience provided and include computer skills. *The first semester of a two semester course.*

**PHY 109**  
**RADIOGRAPHIC PHYSICS II**  
**4 credits (2-4)**

*Prerequisite: PHY 108 or equivalent*  
A continuation of PHY 108. Topics include: D.C. and A.C. circuit theory, electromagnetism, quantum theory, and x-rays. A detailed study of x-rays (properties, production, x-ray tubes, x-ray interactions, x-ray machines circuitry, interactions of x-rays, detection, and dosimetry). Appropriate laboratory experience provided and include computer skills.

**PHY 115** **GE SCI**  
**COLLEGE PHYSICS I**  
**4 credits (2-4)**

*Corequisite: MAT 110*  
Emphasizes problem-solving methods for a technological environment. Students will use computers in the laboratory for developing programming skills and for the analysis of experimental data. Topics include kinematics and dynamics, conversation of energy and momentum, waves, temperature and heat, and thermodynamics. *The first semester of a one-year trigonometry-based physics sequence course.*

**PHY 116** **GE SCI**  
**COLLEGE PHYSICS II**  
**4 credits (2-4)**

*Prerequisite: PHY 115*  
Emphasizes problem-solving methods for a technological environment. Students will use computers in the laboratory for developing programming skills and for the analysis of experimental data. Topics include electrostatics, direct current circuits, electromagnetism, alternating currents, electromagnetic waves, geometrical and physical optics, quantum theory, atomic physics, and nuclear physics. *The second semester of one-year trigonometry-based physics sequence.*

**PHY 121** **GE SCI**  
**GENERAL PHYSICS I**  
**4 credits (2-4)**

*Prerequisite: MAT 129*  
Emphasizes theoretical models and basic physical principals. The course is precalculus based and uses some basic calculus in the development and applications of physical principles in a scientific environment. Students will use computers in the laboratory for developing programming skills for the analysis of experimental data. Topics include kinematics, dynamics, conservation of energy and momentum, waves, temperature and heat, and thermodynamics. *The first semester of a two-semester college-parallel sequence for liberal arts science and pre-professional students.*

**PHY 122** **GE SCI**  
**GENERAL PHYSICS II**  
**4 credits (2-4)**

*Prerequisite: PHY 121*  
Emphasizes theoretical models and basic physical principles. The course is precalculus based and uses some basic calculus in the development and applications of physical principals in a scientific environment. Students will use computers in the laboratory for developing programming skills and for the analysis of experimental data. Topics include electrostatics, direct current circuits, electromagnetism, alternating currents, electromagnetic waves, geometrical and physical optics, quantum theory, atomic physics, and nuclear physics. *The second semester of a two-semester college-parallel sequence for liberal arts science and pre-professional students.*

**PHY 131** **GE SCI**  
**ANALYTICAL PHYSICS I**  
**4 credits (2-4)**

*Corequisite: MAT 131 or equivalent*  
A calculus-based general physics course. Topics include statics, kinematics, dynamics, and the conservation of energy and momenta. Appropriate computer and laboratory experiences are included. *The first semester of a three-semester course.*

**PHY 132** **GE SCI**  
**ANALYTICAL PHYSICS II**  
**4 credits (2-4)**

*Prerequisite: PHY 131*  
*Corequisite: MAT 132 or equivalent*  
A continuation of PHY 131. Topics include wave motion, special relativity, thermodynamics, electrostatics and DC circuits. Appropriate computer and laboratory experiences included.

**PHY 231** **GE SCI**  
**ANALYTICAL PHYSICS III**  
**4 credits (2-4)**

*Prerequisites: PHY 132; MAT 132 or one year of integral and differential calculus*  
Continuation of PHY 132. Topics include magnetism, AC circuits, electro magnetic waves, optics and atomic and nuclear physics. Appropriate computer and laboratory experiences included.

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**POLICE SCIENCE**

*(For related courses, see Criminal Justice)*

**POL 201**  
**POLICE ADMINISTRATION**  
**3 credits (3-0)**

The administrative and organizational structures and major functions of representative law enforcement agencies. Allocating responsibility, support functions, command coordination, recruitment, and career advancement.

**POL 202**  
**POLICE OPERATIONS**  
**3 credits (3-0)**

Administration of police line operations, including patrol as the basic police function, investigation, juvenile, traffic, and special operational units. Liaison between units, enforcement policy, manpower distribution, and analysis of operations.

**POL 204**  
**LAW ENFORCEMENT AND THE COMMUNITY**  
**3 credits (3-0)**

The relationship between professional police officers and the community they serve with emphasis on ethical standards, human relations, civil rights, and community service. The attitudes and actions of the police and the public that lead to both positive and negative relationships between them.

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**POLITICAL SCIENCE**

**POS 121** **GE SS**  
**INTRODUCTORY GOVERNMENT AND POLITICS**  
**3 credits (3-0)**

Surveys the field of political science including an analysis of the discipline as an academic pursuit and a profession. Themes are theory, behavior, and public opinion, parties and interest groups, public administration, law, comparative government, and international relations. Includes a case study of the most recent U.S. presidential election.

**POS 201** **GE SS**  
**UNITED STATES STATE AND LOCAL GOVERNMENT**  
**3 credits (3-0)**

A comparative analysis of the state, county, and municipal levels of government in the United States is offered. Particular attention is given to New Jersey government and politics, state party organizations, interest groups, and electorate behavior, as well as the formal governmental structure.

**POS 220** **GE SS**  
**UNITED STATES NATIONAL GOVERNMENT**  
**3 CREDITS (3-0)**

The organization, powers, and procedures of the United States national government are presented along with such topics as the role of political parties, electorate behavior, and interest groups as a continuing process of United States politics.

**POS 222** **GE SS**  
**FOREIGN GOVERNMENTS:  
A COMPARATIVE ANALYSIS**  
**3 credits (3-0)**

The political systems of the major European powers and the developing nations compared. Political institutions are viewed against their economic, social, and cultural backgrounds.

**POS 231** **GE SS**  
**CONSTITUTIONAL LAW**  
**3 Credits (3-0)**

*Prerequisite: POS 121 or POS 201 or POS 220*  
Examines the principal methods by which United States Supreme Court Justices give meaning to Constitutional provisions in the context of individual cases. Particular attention paid to the fundamental importance of a full and coherent understanding of the principles, precedents and problems of America's democratic system.

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**PSYCHOSOCIAL REHABILITATION**

**PSR 101**  
**INTRODUCTION TO THE PRINCIPLES OF PSYCHOSOCIAL REHABILITATION**  
**3 credits (3-0)**

Enables students to identify the methods by which individuals with severe mental illness are helped in psychosocial rehabilitation and treatment settings. Classroom lectures and seminars provide students with opportunities to explore concepts unique to psychosocial rehabilitation, including history, philosophy and values of psychosocial rehabilitation.

**PSR 102**  
**COMMUNICATION TECHNIQUES IN INTERVIEWING AND COUNSELING**  
**3 credits (2-2)**

*Prerequisite/Corequisite: PSR 101 or permission of department chairperson*  
Introduces students to the principles, and skills necessary for the effective use of therapeutic communication. The student will learn about values, and attitudes impacting on professional interpersonal relationships. Classroom lectures and practice sessions expose students to interviewing, and helping principles through active participation in faculty supervised clinical practice.

**PSR 103**  
**INTRODUCTION TO GROUP DYNAMICS**  
**3 credits (2-2)**

*Prerequisite/Corequisite: PSR 101 or permission of department chairperson*  
Introduces the student to the principles, and skills necessary for the effective use of groups to engage people, and achieve goals. Classroom lectures and practice sessions to demonstrate group dynamics, and group process. It will include participation in a faculty supervised group experience.

**PSR 104**  
**CLINICAL PRINCIPLES IN PSYCHOSOCIAL REHABILITATION AND TREATMENT**  
**3 credits (3-0)**

*Prerequisite: PSR 101*  
Introduces students to an understanding of psychopathology as it is addressed through psychosocial rehabilitation intervention efforts. Students will be able to define and differentiate between mental health and mental illness. The use of common psychotropic drugs and their side effects will also be covered. Current psychiatric practices will be discussed.

**PSR 105**  
**REHABILITATION AND THE INDIVIDUAL WITH SEVERE MENTAL ILLNESS I**  
**5 credits (3-0-12)**

*Prerequisites: PSR 101, PSR 102, PSR 103, PSR 104*  
Students will observe and identify common interventions for working with the individual with serious mental illness. Clinical experiences (12 hours weekly, for a minimum of 168 hours) will emphasize participation under supervision in group activities, program tasks, clients skills training and skills practice. Classroom lectures and seminars will provide students with opportunities to integrate theory with practical experience.

**PSR 206**  
**REHABILITATION AND THE INDIVIDUAL WITH SEVERE MENTAL ILLNESS II**  
**5 credits (3-0-12)**

*Prerequisite: PSR 105*  
Enables students to continue to develop intervention skills and strategies. Faculty supervised field practica (12 hours weekly, for a minimum of 168 hours) provide students with opportunities to develop appropriate clinical judgement, as well as initial participation in service planning and choice of interventions. Students will begin to lead activities under supervision and be introduced to documentation requirements.

**PSR 207**  
**COMMUNITY RESOURCE MANAGEMENT AND THE INDIVIDUAL WITH SEVERE MENTAL ILLNESS**  
**3 credits (3-0)**

*Prerequisite: PSR 101*  
Introduces students to the principles and practices of systems utilization for the improved functioning of the psychiatrically disabled. Needs evaluation and goal formulation will be the basis of case coordination and resource linking within a systems framework. Classroom lectures and seminars provide students with opportunities to explore the relationship of services to the individual's needs.

**PSR 208**  
**REHABILITATION AND THE INDIVIDUAL WITH SEVERE MENTAL ILLNESS III**  
**5 credits (3-0-12)**

*Prerequisites: PSR 206, PSR 209*  
Builds upon students' previous knowledge obtained in prerequisite courses and enables students to implement effectively the psychosocial rehabilitative role in a faculty supervised clinical practicum (12 hours weekly, for a minimum of 168 hours). These experiences are designed to expand the student's skills and clinical judgement as part of a multi-disciplinary team providing service to severely mentally ill clients.

**PSR 209**  
**EMERGING TOPICS IN PSYCHOSOCIAL REHABILITATION AND TREATMENT**  
**3 credits (3-0)**

*Corequisite: PSR 208*  
Acquaints the student with emerging developments in the field of psychosocial rehabilitation and treatment, focusing on current issues and trends. The purpose of the course is to help the student conceptualize psychosocial rehabilitation as a diverse and evolving field.

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**PSYCHOLOGY**

**PSY 123** **GE SS**  
**INTRODUCTORY PSYCHOLOGY**  
**3 CREDITS (3-0)**

Provides a psychological basis for the understanding of human behavior. A survey of fundamentals that are necessary for subsequent psychology courses. Topics include but are not limited to: learning, motivation, cognition, personality, abnormal behavior, development and social psychology.

**PSY 163** **GE SS**  
**PSYCHOLOGY OF THE AFRICAN-AMERICAN EXPERIENCE**  
**3 credits (3-0)**

Exploration of Black Psychology - its principles, theories and assessment techniques in relation to the personality and behavioral development of African-Americans.

**PSY 217**  
**PSYCHOLOGY OF WOMEN**  
**3 credits (3-0)**

The issues raised by the new female self-awareness. Topics include personality and biological differences between the sexes; the role of women in the family, society, and sexual relationships; and the influence of the women's liberation movement.

**PSY 219**  
**THEORIES OF PERSONALITY**  
**3 credits (3-0)**

An introduction to and evaluation of modern personality theories. A study of representative theories from different schools, including psychoanalysis.

**PSY 222** **GE SS**  
**SOCIAL PSYCHOLOGY**  
**3 credits (3-0)**

*Prerequisites: SOC 121 or PSY 123*  
The behavior and development of the individual in society, the functions of social attitudes, and the emergence of social awareness. Also, the character of group conflict and group solidarity.

**PSY 223** **GE SS**  
**CHILD PSYCHOLOGY**  
**3 credits**

*Prerequisite: PSY 123*  
Human behavior from prenatal development to maturity. The study of physical, intellectual, and emotional behavior. Behavior characteristics of different age levels, individual differences, and methods of adjustment.

**PSY 227** **GE SS**  
**PSYCHOLOGY OF THE HANDICAPPED**  
**3 credits (3-0)**

Examines the psychological development and problems of children with handicaps and learning disabilities.

**PSY 234** **GE SS**  
**PSYCHOLOGY OF DEATH AND DYING**  
**3 credits (3-0)**

The attitudes and feelings toward death and loss. An examination of the facts about death and dying in our society.

**PSY 235** **GE SS**  
**ABNORMAL PSYCHOLOGY**  
**3 credits (3-0)**

*Prerequisite: PSY 123 or permission of department chairperson*  
A multidisciplinary approach to the problems of mental health and illness stressing the role of physical, psychological, and sociological forces as causative factors in personality disturbances.

**PSY 240** **GE SS**  
**PERSPECTIVES ON SEXUAL IDENTITY**  
**3 credits (3-0)**

*Prerequisite: PSY 123 or SOC 121 or SOC 123 or permission of department chairperson*  
Examines the processes involved in the formation of sexual identity from psychological and anthropological perspectives, including contemporary, historical and cross-cultural viewpoints. Covers biological, cultural and psychological determinants of sex role behaviors and gender identification. Team taught by psychology and anthropology/sociology faculty. May be taken to satisfy 3 credits in either psychology or sociology, but not both.

**PSY 244** **GE SS**  
**BUSINESS AND INDUSTRIAL PSYCHOLOGY**  
**3 credits (3-0)**

The methods and techniques of psychology are applied to such problems as personnel selection, performance measurement, employee development, job satisfaction, and decision making. Organization and leadership are explored within the framework of psychological and social principles.

**PSY 255** **GE SS**  
**ADOLESCENT PSYCHOLOGY**  
**3 credits (3-0)**

*Prerequisite: PSY 123*  
An in-depth exploration of the transition period from childhood to adulthood. Biological, social and psychological processes involved in this transition are examined.



**PSY 260**  
**PSYCHOLOGY FIELD EXPERIENCE**  
**3 credits (1-12)**

*Prerequisite:* PSY 123 with a grade of "C" or better  
A cooperative work experience program whereby the student is employed in a departmentally approved position in order to gain the practical competency necessary for success in Applied Psychology. Supervision is provided by the College through on-the-job visits and individual progress review sessions. The student must be approved by the department and is required to establish learning objectives related to his or her position. The regular day student attends a weekly, seminar and works for a total of 180 field experience hours during the semester. *DCE students' hours are adjusted to fit the different semester lengths, yet reflect the same total hours.*

**PSY 270** **GE SS**  
**ADULT DEVELOPMENT AND AGING**  
**3 credits (3-0)**

*Prerequisite:* PSY 123  
Examines the psychological processes of development from young adulthood through the middle years and later life. Specific attention will be paid to psychological adjustments relating to changes in physical health, cognitive functioning, emotional outlook and social interactions of both men and women.

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**PURCHASING**

**PUR 201**  
**PURCHASING PRINCIPLES**  
**3 credits (3-0)**

*Prerequisite:* BUS 101  
The purchasing functions in an organization and their role in business. Analytical descriptions of the latest development and techniques directed to price and value analysis, planning and forecasting, inventory control requirements, and its effect on the project structure.

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**RADIOGRAPHY EDUCATION**

*(These courses may not be audited)*

**RAD 127**  
**RADIATION BIOLOGY**  
**1 credit (1-0)**

*Prerequisites:* RAD 220 and PHY 109  
*Corequisites:* RAD 206, 215, 230  
An introduction to the biological effects of radiation exposure.

**RAD 201**  
**INTRODUCTION TO RADIOGRAPHY**  
**4 credits (3-2)**

*Corequisites:* RAD 203, 207 and BIO 111  
Provides an overview of clinical radiography, introduces the students to the basic radiographic principles of; radiation protection, medical ethics, medical terminology, and provides the student with a familiarization with the operation of the Radiology Department. The course also offers an analysis of the health care delivery system, and the quality and delivery of patient care, vital signs, infection control and asepsis, as well as an introduction to the structure and concepts of medical language with an emphasis on etymological word analysis.

Completed student health forms, including the required immunizations and tests, must be on file with the Office of the Health Services Coordinator prior to clinical attendance.

**RAD 203**  
**RADIOGRAPHIC POSITIONING AND ANATOMY I**  
**3 credits (2-3)**

*Corequisites:* RAD 201, 207 and BIO 111  
Specific bony and soft tissue anatomy, as visualized radiographically of the upper extremity, shoulder girdle, thorax, lungs, and abdominal cavity. Radiography of these anatomical areas is performed in the energized radiographic laboratory using the phantom patient. *Practical competency must be demonstrated in the radiographic laboratory prior to advancing to the next level.*

**RAD 204**  
**RADIOGRAPHIC POSITIONING AND ANATOMY II**  
**3 credits (2-3)**

*Prerequisites:* RAD 201, 203, 207 and BIO 111  
*Corequisites:* RAD 208, 210 and BIO 112, PHY 108  
A study of specific anatomy of the lower extremities, pelvis and vertebral column with the appropriate positioning techniques. Radiographic demonstrations performed using the energized radiographic laboratory and the phantom patient. Practical competency must be demonstrated in the radiographic laboratory prior to advancing to the next level.

**RAD 205**  
**RADIOGRAPHIC POSITIONING AND ANATOMY III**  
**4 credits (3-3)**

*Prerequisites:* RAD 204, 208, 210 and BIO 112  
A study of the specific anatomy of the digestive, biliary and urinary systems with the appropriate positioning techniques. Radiographic demonstration of these systems performed using the energized radiographic laboratory and the phantom patient. Practical competency must be demonstrated in the radiographic laboratory prior to advancing to the next level.

**RAD 206**  
**RADIOGRAPHIC POSITIONING AND ANATOMY IV**  
**3 credits (2-3)**

*Prerequisite:* RAD 220  
*Corequisites:* RAD 127, 215, 230 and BIO 112 and PHY 109  
A study of the specific bony and soft tissue anatomy of the skull and facial bones as visualized radiographically. Radiographic demonstration of these areas is required using the energized radiographic laboratory and the phantom patient. *Practical competency must be demonstrated in the radiographic laboratory prior to advancing to the next level.*

**RAD 207**  
**EXPOSURE I/RADIATION PROTECTION**  
**4 credits (3-2)**

*Corequisites:* RAD 201, 203 and BIO 111  
An in depth study of the basic concepts and practices in radiation protection for the radiation worker. Principles of radiographic exposure will be considered, among these the components of the x-ray tube, composition and function of radiographic film, latent image formation, the radiographic function and interrelationship of the four prime factors as well as an introduction to the processing room, accessory equipment, quality assurance and processing procedures.

**RAD 208**  
**EXPOSURE II**  
**2 credits (2-0)**

*Prerequisites:* RAD 201, 203, 207 and BIO 111  
*Corequisites:* RAD 204, 210 and BIO 112, PHY 108  
Fluoroscopic, automatic exposure, and sensitometric techniques are analyzed. Theoretical aspects of radiographic technique are related to clinical application. Discussions relating to the composition and function of beam limiting devices, filters, grids and intensifying screens is included. Provides an in depth study of the concepts surrounding the interaction of radiation and matter.

**RAD 210**  
**CLINICAL PRACTICUM I**  
**2 credits (0-16)**

*Prerequisites:* RAD 201, 203, 207 and BIO 111  
*Corequisites:* RAD 204, 208, BIO 112, PHY 108  
An introduction to the functioning of a radiology department. Under direct supervision, students assist with, and perform radiographic examinations of the appendicular skeleton, bony thorax, lungs and abdomen on patients at an assigned clinical agency. Stresses competency in performance and in the development of a professional work ethic. Weekly discussions, assignments and reviews are given. *Practical competencies must be demonstrated in specific radiographic examinations.*

**RAD 215**  
**ADVANCED RADIOGRAPHY**  
**2 credits (2-0)**

*Prerequisite:* RAD 220  
*Corequisites:* RAD 127, 206, 230 and PHY 109  
A study of radiographic anatomy and techniques as they apply to pediatric patients. An introduction to special radiographic equipment and procedures is provided including computerized tomography and magnetic resonance imaging. A discussion of interventional radiographic procedures is also included.

**RAD 219**  
**INTRODUCTION TO PATHOLOGY**  
**2 credits (2-0)**

*Prerequisites:* RAD 127, 206, 215, 230  
*Corequisites:* RAD 250, 256  
An introduction to disorders of the adult and pediatric patient with emphasis on recognizing abnormal radiographic patterns. This course provides the student with an introduction to the concepts of disease and pathology as it relates to various radiographic procedures.

**RAD 220**  
**CLINICAL PRACTICUM II**  
**2 credits (0-16)**

*Prerequisite:* RAD 205  
Provides experiences toward mastery of competency in examinations of the digestive, biliary and urinary systems at an assigned clinical agency. Continued development of the student's professional work ethic and practical competency will be demonstrated on examinations of the appendicular skeleton, bony thorax, lungs and abdomen. Weekly discussions, assignments and reviews are given.

**RAD 230**  
**CLINICAL PRACTICUM III**  
**2 credits (0-16)**

*Prerequisite:* RAD 220  
*Corequisites:* RAD 127, 206, 215 and PHY 109  
Provides experiences toward mastery of competencies in the skull and sinuses. Continued practical competency will be demonstrated in examinations of the appendicular skeleton, thorax, lungs, abdomen digestive system, biliary system and urinary system. Continued development of the student's professional work ethic is required. Weekly discussions, assignments and reviews are given.

**RAD 250**  
**CLINICAL PRACTICUM IV**  
**3 credits (0-24)**

*Prerequisites:* RAD 127, 206, 215, 230  
*Corequisites:* RAD 219, 256  
Emphasizes competency relating to examinations of the skull and sinuses and in the area of special radiographic procedures. Continued practical competencies will be demonstrated in the areas of the appendicular skeleton, thorax, lungs, abdomen, digestive system, biliary system and urinary system. The student must demonstrate competency in twenty five designated examinations. Continued development of the student's professional work ethic is required.

**RAD 256**  
**RADIOGRAPHIC SEMINAR I**  
**2 credits (1-2)**

*Prerequisites:* RAD 127, 206, 215, 230 and PHY 109  
*Corequisites:* RAD 219, 250  
Review of the five major areas of radiography required for the National Board examination, utilizing testing, computerized review and problem solving. Simulated board examinations are administered throughout the course. A grade of 75% on the final simulated Board Exam is required to pass the course.

**RAD 257**  
**RADIOGRAPHIC SEMINAR II**  
**2 credits (1-2)**

*Prerequisite:* RAD 256 and 260  
Continued review of the five major areas of radiography required for the National Board examination, utilizing testing, computerized review and problem solving. Simulated board examinations are administered throughout the course. A grade of 80% on the final simulated Board Exam is required to pass the course.

**RAD 260**  
**CLINICAL PRACTICUM V**  
**3 credits (0-24)**

*Prerequisites: RAD 219, 250, 256*  
A completion of the competency requirements as specified by the Radiologic Technology Board of Education in Radiologic Technology. Emphasizes the assessment of performance competency and the student's mastery of the clinical objectives.

Seven terminal competencies are to be completed prior to completion of the course.

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**READING**

**RDG 009**  
**READING SKILLS FOR COLLEGE I**  
**4 credit equivalent (3-1)**

Provides intensive instruction to help students develop basic reading comprehension, vocabulary, communication and study skills. "C" is the minimum acceptable grade for movement from one remedial/developmental level to another and for completion of remediation/developmental requirements to include all credit equivalent courses.

**RDG 011**  
**READING SKILLS FOR COLLEGE II**  
**credit equivalent (3-0)**

*Prerequisite: Appropriate score on the College's Placement Test or a grade of "C" or better in RDG 009*  
Designed to help students improve their comprehension and speed, to develop a college-level vocabulary, and to learn academic study skills. Mastery of the behavioral objectives will enable students to comprehend collegiate texts. "C" is the minimum acceptable grade for movement from one remedial/developmental level to another and for completion of remediation/developmental requirements to include all credit equivalent courses.

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**REAL ESTATE**

**REA 240**  
**REAL ESTATE PRINCIPLES AND PRACTICES FOR SALESPeOPLE**  
**5 credits (5-0)**

Introduction to physical, economic, and social aspects of real estate principles. Conveyancing, mortgaging, valuation, marketing techniques, and practical application are discussed. Approved by New Jersey Real Estate Commission as prerequisite for Real Estate sales license examination.

**REA 243**  
**REAL ESTATE APPRAISAL**  
**3 credits (3-0)**

Basic principles of determining property value, the appraisal process, approaches to value, depreciation techniques, and the preparation of appraisal reports.

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**RECREATION**

(For related courses see, Physical Education)

**REC 203** **GE PED**  
**OUTDOOR RECREATION**  
**3 credits (2-2)**

The fundamental values of nature and ways in which these relate to all people of the world. The application of theories, techniques and leadership skills to aid students in their study of the importance of comprehensive outdoor recreation programs and how they contribute to a better quality of life. Written projects and papers requiring the use of the library are necessary to complete the course.

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**FASHION MERCHANDISING AND RETAIL MANAGEMENT**

**RET 201**  
**FASHION MERCHANDISE INFORMATION**  
**4 credits (4-0)**

*Corequisite: BUS 101*  
The fashion and technical characteristics of various textiles and nontextiles and how students can use this information in developing a good sales presentation.

**RET 202**  
**RETAIL BUYING AND MERCHANDISING**  
**3 credits (3-0)**

The latest techniques employed in the merchandising division of a store. The functions of the buyer and buyer's problems are analyzed and discussed. The analysis and determination of consumer demand, when and how much to buy, sources of supply, formulation and merchandise plans for profit, and planning and control of stock.

**RET 204**  
**RETAIL MANAGEMENT**  
**3 credits (3-0)**

*Prerequisites: BUS 101, RET 201, 202, 205, and 207, MKT 143 and 201*

*Corequisite: RET 206*  
The management principles and practices used in stores with emphasis on organization, operations, and customer relations.

**RET 205**  
**STORE FIELD EXPERIENCE I**  
**3 credits (1-12)**

*Prerequisite: Senior status in Fashion Merchandising and Retail Management or permission of department chairperson*  
A cooperative work experience program employing students in retail stores to gain some of the practical experience necessary for success in retailing. Supervision of this departmentally approved position is provided by the College through on-the-job visits and individual progress review sessions. Students are required to establish learning objectives related to their positions in order to effect the attainment of specific job competencies. Students attend a weekly, one-hour seminar on campus and work a minimum of 180 hours a semester. *Students must register with the department of cooperative education.*

**RET 206**  
**STORE FIELD EXPERIENCE II**  
**3 credits (1-12)**

*Prerequisite: Senior status in Fashion Merchandising and Retail Management or permission of department chairperson*  
A cooperative work experience program employing students in retail positions to gain practical experience necessary for success in retailing. Supervision of this departmentally approved position is provided by the College through on-the-job visits and individual progress review sessions. Students are required to establish learning objectives related to their positions in order to effect the attainment of specific job competencies. Students attend a weekly, one-hour seminar on campus and work a minimum of 180 hours a semester. *Students must register with the department of cooperative education.*

**RET 207**  
**RETAIL ADVERTISING, SALES PROMOTION, AND DISPLAY**  
**3 credits (2-2)**

Techniques of advertising, sales promotion, and display to promote sales. Topics include: policies and procedures used in planning and preparing advertisements, evaluation and selection of media, planning and coordinating advertising, sales promotion, and display.

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**RESPIRATORY CARE**

**RST 100**  
**CORE CONCEPTS IN RESPIRATORY CARE**  
**1 credit (0-2-1)**

Provides foundation theory and laboratory practice in methods of infection control, bedside patient assessment, and cardiopulmonary resuscitation. Also covered are key aspects of health care delivery, including manual and computerized medical record - keeping and protocol - based respiratory care.

**RST 101**  
**FUNDAMENTALS OF RESPIRATORY CARE**  
**4 credits (3-3-4)**

*Prerequisite: Acceptance into Respiratory Therapy Technician Program*  
*Corequisites: RST 100 and 102*  
An introduction to basic therapeutic modalities employed in contemporary respiratory care, including medical gas therapy, humidity and aerosol therapy, airway pharmacology, chest physical therapy and lung expansion therapy (Lecture hours: 45; laboratory hours: 45).

**RST 102**  
**CLINICAL PRACTICE I**  
**1 credit (0-6-1)**

*Prerequisite: Acceptance into Respiratory Therapy Technician Program*  
*Corequisites: RST 100 and 101*  
An orientation to the hospital environment and to the basic respiratory care procedures covered in Fundamentals of Respiratory Care. Clinical instruction and supervised practice are provided in the areas of medical charting, infection control, basic patient assessment, and basic therapeutics (Clinical hours: 90).

**RST 103**  
**APPLIED CARDIOPULMONARY PATHOPHYSIOLOGY I**  
**2 credits (2-0-2)**

A study of the anatomy and physiology of the cardiopulmonary system as it relates to respiratory care. Includes basic anatomy of the pulmonary and cardiac systems; physiology of circulation; ventilation; gas exchange and transport, acid-base balance and the control of respiration; and an overview of the pathophysiology and treatment of common disorders of the cardiopulmonary system (Lecture hours: 30).

**RST 105**  
**PRINCIPLES OF VENTILATORY SUPPORT**  
**4 credits (3-3-4)**

*Prerequisite: RST 101*  
*Corequisite: RST 106*  
An introduction to the physiologic principles and techniques of artificial ventilatory support, including airway management, indications for and application of mechanical ventilation, functional operation of mechanical ventilators, and basic monitoring and management of the patient in respiratory failure (Lecture hours: 30; laboratory hours: 45).

**RST 106**  
**CLINICAL PRACTICE II**  
**2 credits (0-12-0)**

*Prerequisites: RST 101 and RST 102*  
*Corequisite: RST 105*  
Further practice and mastery of basic respiratory care procedures introduced in Clinical Practice I. Also introduced are airway management skills and principles of intensive respiratory care, including patient assessment and basic ventilator monitoring (Clinical hours: 180).

**RST 107**  
**SPECIAL TOPICS IN RESPIRATORY CARE**  
**2 credits (2-0-2)**

*Prerequisites: RST 103 and RST 105*  
*Corequisite: RST 108*  
An exploration of advanced practice topics for the entry-level respiratory care technician, to include history, physical and clinical laboratory studies; bedside respiratory and cardiovascular monitoring; pulmonary function testing; arterial blood gas analysis; basic electrocardiography and neonatal and pediatric respiratory care. (Lecture hours: 30).

**RST 108**  
**CLINICAL PRACTICE III**  
**2 credits (0-12-0)**

*Prerequisites: RST 105 and RST 106*  
*Corequisite: RST 107*  
Supervised experience in critical care, with an emphasis on developing the skills necessary to function independently in a critical care setting. Observational experience in pulmonary function testing and pediatric-neonatal respiratory care is also provided (Clinical hours: 180).

**RST 201**  
**PATIENT MANAGEMENT - CRITICAL CARE**  
**3 credits (2-3-3)**

*Prerequisites: RST 105 and RST 107*  
*Corequisite: RST 202*  
An in-depth study of the clinical management of the cardiopulmonary patient in the critical care setting, emphasizing specialized respiratory assessment, advanced ventilatory management, basic interpretation of the chest film, hemodynamic monitoring, ECG interpretation, and the effects of cardiopulmonary disorders on other major body systems (Lecture hours: 30; laboratory hours: 45).

**RST 202**  
**CLINICAL PRACTICE IV**  
**1 credit (0-6-1)**

*Prerequisites: RST 107 and RST 108*

*Corequisite: RST 201*

In-depth experience in the respiratory management of the critically ill patient, including the development and implementation of patient care plans with an emphasis on interaction with other members of the health care team (*Clinical hours: 90*).

**RST 203**  
**APPLIED CARDIOPULMONARY**  
**PATHOPHYSIOLOGY II**  
**2 credits (2-0-2)**

*Prerequisite: RST 103*

A study of the pathophysiology of disorders of ventilation, perfusion and oxygenation which result in cardiopulmonary failure, with an emphasis on diagnosis and treatment in the clinical setting (*Lecture hours: 30*).

**RST 204**  
**CARDIOPULMONARY PHARMACOLOGY**  
**1 credit (1-0-1)**

*Prerequisite: RST 104*

An overview of systemic drugs affecting the cardiopulmonary system, including steroids, antibiotics, skeletal muscle relaxants, central nervous system, depressants, respiratory stimulants, diuretics and cardiovascular agents (*Lecture hours: 15*).

**RST 205**  
**ADVANCED CONCEPTS IN**  
**RESPIRATORY CARE**  
**3 credits (2-3-3)**

*Prerequisite: RST 107*

*Corequisite: RST 206*

An emphasis of the special respiratory care needs of neonatal and pediatric patients, including physiologic development of the cardiopulmonary system, diagnosis and management of cardiopulmonary disease, oxygen and aerosol therapy, and mechanical ventilation (*Lecture hours: 30; laboratory hours: 45*).

**RST 206**  
**CLINICAL PRACTICE V**  
**2 credits (0-12-2)**

*Prerequisite: RST 202*

*Corequisite: RST 205*

Provides experience in respiratory management of the neonatal and pediatric patient, with an emphasis on application of basic and critical care therapeutics and the development and implementation of patient care plans. Also provides for supervised experience in the management of a respiratory department, in providing clinical instruction and in-service, and clinical specialties such as certification in endotracheal intubation, and participation in cardiopulmonary rehabilitation and home care. (*Clinical hours: 180*).

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## SCIENCE

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**SCI 108** **GE SCI**  
**NATURAL HISTORY OF NEW JERSEY**  
**3 credits (2-2)**

Emphasis is on exposing students to the diversity of natural habitats found within New Jersey. Bogs, freshwater marshes, salt marshes, swamps, hardwood forests, the Pine Barrens, and seashore environments are explored on field trips. Students observe and study species of animals and plants which are characteristic of each ecosystem type and develop an awareness of the impact of human activities on the natural environment.

**SCI 115**  
**CRITICAL ISSUES IN SCIENCE AND**  
**TECHNOLOGY I: THE ENVIRONMENTAL**  
**CHALLENGE**  
**2 credits (1-2)**

An interdisciplinary, interactive math/science laboratory course that examines the nature of air and water resources, their current status, and the global needs for these resources as we approach the 21st century. Science topics will include composition and analysis of water and air; water consumption and treatment; climatic changes; greenhouse gases and global warming. Math topics will include types of measurement, error analysis, organization and analysis of data using graphs and basic statistics.

**SCI 116**  
**CRITICAL ISSUES IN SCIENCE AND**  
**TECHNOLOGY II: CREATING A BETTER**  
**ENVIRONMENT**  
**2 credits (1-2)**

An interdisciplinary, interactive math/science laboratory course that examines the issue of pollution. Science topics will include the causes and effects of air and water pollution and methods of pollution control. Math topics will stress analysis of data and graphs, probability, normal distribution, exponentials and logarithms.

The math and science will be taught within the context of current issues. Students must co-enroll in both the mathematics and science components.

**SCI 117**  
**CRITICAL ISSUES IN SCIENCE AND**  
**TECHNOLOGY III: THE WORLD'S ENERGY**  
**RESOURCES**  
**2 credits (1-2)**

An interdisciplinary, interactive math/science laboratory course that examines different types of energy and their uses and the effects on the earth and its inhabitants. Science topics will include types of energy, transformation of energy types, and the advantages and disadvantages of the various types of energy studied. Math topics will include problem solving techniques, hypothesis testing, and analysis of data from graphs.

The math and science will be taught within the context of current issues. Students must co-enroll in both the mathematics and science components.

**SCI 118**  
**CRITICAL ISSUES IN SCIENCE AND**  
**TECHNOLOGY IV: NEW SOURCES OF**  
**ENERGY AND CONSERVATION**  
**2 credits (1-2)**

An interdisciplinary, interactive math/science laboratory course that examines different types of energy and their uses, and the effects on the earth and its inhabitants. Science topics will include nuclear, electrical, and alternative types of energy. Math topics will include methods of problem solving, statistical analysis, and curve fitting.

The math and science will be taught within the context of current issues. Students must co-enroll in both the mathematics and science components.

**SCI 121**  
**PHYSICAL SCIENCE**  
**4 credits (2-2-2)**

*Prerequisite: One year of high school chemistry or CHM 010*

An introduction to concepts of chemistry and physics. The physics topics include: mechanics, energy, heat and temperature, properties of liquids and gases, and basic electricity. The chemistry topics include: atoms and elements, radioactivity, ionic and covalent bonding, acids, bases, and salts, solutions, colloids, and emulsions, important organic chemicals and important biochemicals such as carbohydrates, proteins, and lipids. This fulfills the science requirement for the A.S. Degree in Nursing.

**SCI 155** **GE SCI**  
**INTRODUCTION TO GEOLOGY AND**  
**OCEANOGRAPHY**  
**4 credits (3-2)**

*Prerequisite: MAT 014, Algebra II or equivalent*

A one-semester course dealing predominately with Geology and with the physical aspects of the ocean. Topics include a discussion and identification of rocks and minerals, volcanism, the geologic time scale, earthquakes, and their origin. Introduces important topics in Physical Oceanography and the Geology of New Jersey and environs. Students are required to go on an all day field trip. Provides appropriate laboratory exercises.

**SCI 156** **GE SCI**  
**INTRODUCTION TO ASTRONOMY**  
**4 credits (3-2)**

*Prerequisites: One year of high school laboratory science, MAT 014, Algebra II or equivalent*

An introduction to descriptive space science covering the historical development of astronomy and planetology. Basic physical laws are introduced to help explain the tools used in the investigation of the solar system and the galaxy. Topics include stellar and solar systems, evolution and cosmology. The possibility of extraterrestrial life and communication with it is included as a necessary part of the subject. Laboratory experience included.

**SCI 204** **GE SCI**  
**CONCEPTS OF PHYSICAL SCIENCE**  
**3 credits (2-2)**

Direct scientific experiences through an investigation of natural laws. A one-semester laboratory science course for non-science majors.

**SCI 208**  
**LABORATORY INSTRUMENTATION**  
**3 credits (2-3)**

*Prerequisites: CHM 118 and MAT 108 or equivalent*

An introduction to the theory and practical operation of common analytical instruments and techniques. Emphasis is on spectrophotometry (visible, UV, and IR) and chromatography (thin layer and VPC).

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## SOCIOLOGY

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**SOC 121** **GE SS**  
**INTRODUCTION TO SOCIOLOGY I**  
**3 credits (3-0)**

Examines concepts of role, status, community, and stratification with special emphasis on social and racial problems in contemporary America.

**SOC 122** **GE SS**  
**INTRODUCTION TO SOCIOLOGY II**  
**3 credits (3-0)**

*Prerequisite: SOC 121*

Continues the basic concepts of Sociology 121 by focusing on the basic social institutions in America (e.g. religion, the economy, family politics, law, science, education), collective behavior, social movements, and social change.

**SOC 123** **GE SS**  
**INTRODUCTION TO ANTHROPOLOGY**  
**3 credits (3-0)**

Combines physical and cultural anthropology by exploring the relationship between physical evolution and the corresponding development of human cultural life. A study of cultures and customs around the world. These customs include: magic and religion, marriage and sex roles, political structure and subsistence patterns such as hunting and farming.

**SOC 131** **GE SS**  
**CONTEMPORARY SOCIAL PROBLEMS**  
**3 credits (3-0)**

Surveys some contemporary social problems: physical disability, mental-emotional disability, drug abuse, crime and delinquency, poverty, discrimination, and unemployment.

**SOC 140** **GE SS**  
**INTRODUCTION TO CRIMINOLOGY**  
**3 credits (3-0)**

The nature and sources of criminal law, incidences and trends of criminology, relationship of culture and social systems to criminology, biological, psychological and sociological theories of criminology.

**SOC 141**  
**INTRODUCTION TO SOCIAL WORK**  
**AND SOCIAL WELFARE POLICY**  
**3 credits (3-0)**

An introduction to the evolution of the policies and practices of social welfare and social work. Historical developments, current provisions, social, attitudinal, economic and political trends in the United States affecting institutionalized responses to perceived health and welfare needs are analyzed.

**SOC 205** **GE SS**  
**MINORITY GROUPS IN U.S. SOCIETY**  
**3 credits (3-0)**

Introduces students to both the historical and the contemporary experiences, diverse cultural values, life styles and contributions of a cross-section of racial and ethnic groups, and other minority groups such as women and the aged.

**SOC 210**  
**METHODS OF SOCIAL CASEWORK**  
**AND COUNSELING**  
**3 credits (3-0)**

An introductory study of social work methods: interviewing, diagnostic assessment, casework, counseling, problem solving, service coordination, placement and others used in social service agencies, institutions, programs and organizations.

**SOC 222** **GE SS**  
**POLITICAL SOCIOLOGY**  
**3 credits (3-0)**  
Analyzes the social conditions that affect government, politics, and law. Some topics discussed: democracy in theory and in practice, political socialization, and the nature of mass movements.

**SOC 223** **GE SS**  
**SOCIAL STRATIFICATION**  
**3 credits (3-0)**  
Various theories concerning the origin and role of social stratification and attempts to analyze the bearing of class structure on current racial and ethnic tensions.

**SOC 224** **GE SS**  
**MARRIAGE AND THE FAMILY**  
**3 credits (3-0)**  
Analyzes the nature and role of the family by focusing on the institution of marriage and such related matters as separation, divorce, and the rearing of children.

**SOC 225** **GE SS**  
**JUVENILE DELINQUENCY**  
**3 credits (3-0)**  
Examines the nature and extent of juvenile crime, juvenile delinquency as a social and cultural problem, social and cultural factors in the explanation of delinquent behavior, types of offenders, theories of delinquency, and treatment and prevention of delinquency.

**SOC 231** **GE SS**  
**INDIANS OF THE AMERICAS**  
**3 credits (3-0)**  
A comparative analysis of the native Indian cultures of the Americas. Their traditions and more are explored from an archeological and anthropological perspective. Topics discussed are origin of the Indians, subsistence patterns, religion, social systems, magic, medicine, architecture, art, and music.

**SOC 234** **GE SS**  
**SOCIOLOGY OF WORK AND ORGANIZATIONS**  
**3 credits (3-0)**  
Provides students with the opportunity to examine the relationships between individuals and the economic sector of society, with emphasis upon the world of work. Special focus will be given to the sociology of industry, especially the topics of: power, theories of human motivation and management, multinational corporations, social stratification, employment, organizations and bureaucracies and the possibilities of alternative workplace situations.

**SOC 235** **GE SS**  
**LAND AND PEOPLE OF THE SOUTH WEST - ANTHROPOLOGICAL FIELD EXPERIENCE**  
**3 credits (3-0)**  
Examines the culture of the Indians of the Southwest, focusing on the Pueblo tradition. Theoretical framework of cultural ecology will be utilized to explore the rich cultural history of the region. Anthropological field methodology will be stressed as students carry out closely supervised research projects while living in a Pueblo village and participating in village life. Offered during Summer Session only.

**SOC 240** **GE SS**  
**PERSPECTIVES ON SEXUAL IDENTITY**  
**3 credits (3-0)**  
*Prerequisite: PSY 123 or SOC 121 or SOC 123 or permission of department chairperson*  
Examines the processes involved in the formation of sexual identity from psychological and anthropological perspectives, including contemporary, historical and cross-cultural viewpoints. Covers biological, cultural and psychological determinants of sex role behaviors and gender identification. Team taught by psychology and anthropology/sociology faculty. May be taken to satisfy 3 credits in either psychology or sociology but not both.

**SOC 260** **GE SS**  
**MULTI-CULTURAL LONDON-THE ANTHROPOLOGY OF THE CITY**  
**3 credits (3-0)**  
Focusing on London, urban patterns of social, economic and political activity are explored as well as emerging metropolitan structures. Theoretical perspectives on the evolution of cities and their cultural roles are examined. The methodological and theoretical contributions of anthropology to urban studies are discussed while dynamics of urban life are analyzed through ethnographies. Offered during Summer Session only.

**SOC 261** **GE SS**  
**STEREOTYPES AND THE IRISH: ANTHROPOLOGY OF IRELAND**  
**3 credits (3-0)**  
Examines the culture of Ireland, focusing on an analysis of common exogenous stereotypes of the Irish. These stereotypes are addressed within the theoretical framework of cultural anthropology applied to an exploration of social structure, economy, language and religion in contemporary Ireland. The dynamics of Irish culture are analyzed through ethnographies and supervised field experiences. Offered in summer session only.

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## SPANISH

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**SPA 121** **GE HUM**  
**ELEMENTARY SPANISH I**  
**3 credits (3-0)**  
Use of integrated materials enables students to acquire and employ the fundamentals of reading, writing, and speaking the language. Laboratory work is required. For students with little or no background in Spanish.

**SPA 122** **GE HUM**  
**ELEMENTARY SPANISH II**  
**3 credits (3-0)**  
*Prerequisite: SPA 121 or equivalent*  
A continuation of SPA 121.

**SPA 124** **GE HUM**  
**CONVERSATIONAL SPANISH**  
**3 credits (3-0)**  
Fundamentals of speaking are introduced to provide students with basic conversational skills of the language. Laboratory work is required. This course does not satisfy the foreign language requirement for the Associate in Arts Degree.

**SPA 210** **GE HUM**  
**SPANISH FOR HISPANICS**  
**3 credits (3-0)**  
Designed to improve language skills in speakers of Spanish as the home language. Emphasis is placed on grammar needed to reach command of reading and writing skills. The course highlights some differences between English and Spanish language usage. Class work is entirely in Spanish.

**SPA 221** **GE HUM**  
**INTERMEDIATE SPANISH I**  
**3 credits (3-0)**  
*Prerequisite: SPA 122 or equivalent (two years of high school Spanish)*  
General review of grammar and fundamentals. Conversation is emphasized. Reading selections include works by typical Spanish authors and excerpts dealing with Hispanic civilization. Laboratory work is required.

**SPA 222** **GE HUM**  
**INTERMEDIATE SPANISH II**  
**3 credits (3-0)**  
*Prerequisite: SPA 221 or equivalent*  
A continuation of SPA 221.

**SPA 224** **GE HUM**  
**CONTEMPORARY HISPANIC LITERATURE**  
**3 credits (3-0)**  
*Prerequisite: SPA 221 or 210 or 222 or 226 or 228 or permission of department chairperson*  
Class work includes reading, analysis, and discussion of major Spanish and Latin American writers from the Generation of '98 and the Modernist Period to the present. Readings and discussions mainly in Spanish.

**SPA 226** **GE HUM**  
**HISPANIC CIVILIZATION (Ibero-American)**  
**3 credits (3-0)**  
*Prerequisite: SPA 221 or 210 or 222 or 226 or 228 or permission of department chairperson*  
Reading, analysis, and discussion of Hispanic-American civilization and culture from pre-Columbian times to the present. Spanish readings are discussed mainly in Spanish.

**SPA 228** **GE HUM**  
**SPANISH CIVILIZATION AND CULTURE (Iberian)**  
**3 credits (3-0)**  
*Prerequisite: SPA 221 or 210 or 222 or 224 or 226 or permission of department chairperson*  
Political, economic, social and cultural development of Spain from prehistoric times to the present. Readings and discussions mainly in Spanish.

**SPA 231** **GE HUM**  
**SPANISH CONVERSATION AND COMPOSITION I**  
**3 credits (3-0)**  
*Prerequisites: SPA 222 or equivalent (three or more years of high school Spanish)*

An intensive study of advanced Spanish grammar specializing in analysis of grammatical and syntactical structures of modern Spanish. Selections from contemporary Spanish and Latin American authors are analyzed according to new linguistic methods. Emphasis is also given to special problems of English-speaking students. Course is conducted mainly in Spanish.

**SPA 232** **GE HUM**  
**SPANISH CONVERSATION AND COMPOSITION II**  
**3 credits (3-0)**  
*Prerequisite: SPA 231*  
A continuation of SPA 231.

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## SPEECH

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**SPE 121** **GE HUM**  
**FUNDAMENTALS OF PUBLIC SPEAKING**  
**3 credits (3-0)**  
Introduction to the theory and practice of public address; the study of representative public addresses, and the preparation and delivery of short speeches.

**SPE 124** **GE HUM**  
**ORAL INTERPRETATION**  
**3 credits (3-0)**  
The theory and practice of effective oral reading. Materials include selections in poetry, prose, and drama. The appreciation of literary forms through individual oral performance and choral readings. Development of effective voice and articulation.

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## SOCIAL SCIENCE

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**SSC 131** **GE SS**  
**COMPARATIVE POLITICAL AND CULTURAL SYSTEMS**  
**3 credits (3-0)**  
The cultural and political systems of the major European powers, developing nations, and Hispanic nations are compared. Specific emphasis is placed on the different types of political and cultural systems that are found in capitalistic, socialistic, and communistic nations with different cultures, languages, and business environments. Emphasis on the relationship of the political and cultural influences on the business environment in these various nations.

**SSH 010**  
**FRESHMAN SEMINAR**  
**credit equivalent (3-0)**  
Increases students' ability to think critically, abstractly and systematically. Students are required to paraphrase, analyze, outline and summarize various types of problems in order to expand the deductive thinking and problem-solving skills most demanded in an academic environment. Study skills and the development of a positive self-concept are also emphasized.

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## THEATRE

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### THE 105 INTRODUCTION TO THEATRE 3 credits (3-0) GE HUM

An investigation of the on stage and backstage elements of contemporary theatre, film and television. Emphasis on the collaboration of performers, writers, directors, designers and technicians and the role of the audience. *Attendance at professional and college productions is required.*

### THE 123 THEATRE HISTORY 3 credits (3-0) GE HUM

A study of theatre as an art form with an emphasis on production practices in the Golden Ages of theatre: Greek, Roman, Medieval, Renaissance, and Restoration. Representative plays, theatres, acting, staging and design styles explored. Required of theatre majors, open to all students. *Attendance at performances required.*

### THE 124 CONTEMPORARY THEATRE 3 credits (3-0) GE HUM

A study of the development of twentieth century theatre art from Realism to New Theatre eclectic styles. The background and evolution of Realism, Expressionism, Theatre of the Absurd, and current theatre movements explored. Required of theatre majors, open to all students. *Attendance at performances required.*

### THE 131 ACTING I 3 credits (3-0)

Basic techniques of theatrical communication. Pantomime and improvisational exercises for perception and self-awareness. Use of the voice, body to interpret emotion and project characterization. Practical application through learning to approach the performing of scenes. *Attendance at performances required.*

### THE 132 ACTING II 3 credits (3-0)

*Prerequisite: THE 131*

Further development of the basic techniques of theatrical communication. Learning to externalize through stage movement. Scene study to utilize clues in the script to fulfill the author's or director's intent. Study of the director-actor-audience relationship. Practical application through rehearsal and performance of one-act plays. *Attendance at performances required.*

### THE 145 STAGECRAFT 3 credits (2-2)

A practical theatre studio course to instruct students in the basic elements of set and lighting design and construction. Practical application of theoretical knowledge in the theatre shop and college productions. *Required of theatre majors.*

### THE 146 PLAY PRODUCTION 3 credits (2-2)

A practical theatre studio course in the elements of play production including design concepts, two-dimensional working drawings, and scale model and lighting techniques. Practical application of theoretical knowledge in the theatre shop and college productions. *Required of theatre majors.*

### THE 152 AMERICAN MUSICAL THEATRE 3 credits (3-0)

All aspects of America's most popular art form. Includes many trips to see musicals on stage and backstage as well as lectures and classroom discussions of the American musical theatre. *A laboratory fee covers the cost of tickets.*

## THE 208 THEATRE FIELD EXPERIENCE 3 credits (1-12)

*Prerequisite: THE 145 or permission of department chairperson*

A cooperative work experience program whereby students are employed in a performing arts position in order to gain some of the practical experience necessary for success in various aspects of theatre: artistic, technical and/or administrative. Supervision of this departmentally approved position is provided by the College through on-the-job visits and individual progress review sessions. Students are required to establish learning objectives related to their position in order to effect the attainment of specific job competencies. Students attend a weekly, one-hour seminar on campus and work a minimum of 13 hours a week. *Individuals must be recommended by the faculty and the chairperson of the department. For additional details see the department chairperson.*

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**Daniel Zimmerman**, Associate Professor; English, B.A., M.A., Ph.D., State University of New York at Buffalo

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### ADJUNCTS THAT HAVE TAUGHT AT LEAST 4 SEMESTERS AS OF SPRING 97.

**Louis Adickes**, B.A., Rutgers, The State University; M.A., Rider University

**Daniel Ajerman**, B.S., M.S., Long Island University

**Mitchell Albert**, B.A., M.B.A., City University of New York

**Lucille Alfieri**, B.S., M.S., Brooklyn College

**Vincent Alfieri**, B.S., Cooper Union; M.S., New York University

**Susan Altman**, B.F.A., State University of New York; M.F.A., Tyler School of Art

**Anne Anderson**, B.A., University of North Carolina

**Nathaniel C. Anderson**, B.S., Kean College

**Vivek Arora**, B.S., MS., Piloni University, India

**Eloise Ascoli**, B.A., Notre Dame College of Staten Island, NY; M.S., C.W. Post College

**Paul Bachmann**, B.S., Stevens Institute of Technology; M.S., Seton Hall University

**Walter Bader**, B.A., M.A., Brooklyn College

**Daniel Baker**, B.A., William Paterson College, M.A., Montclair State University

**Gilbert Barcus**, B.S., New York University; M.B.A., Long Island University

**Ronald Batko**, B.A., Rutgers, The State University, M.S., Seton Hall University

**Joseph Bartkovicz**, B.A., Rutgers, The State University; M.A., Montclair State University

**Joseph Beaumont**, B.A., Rutgers, The State University; M.A., Trenton State

**Michael Beltranena**, A.A., Rider University; B.S., Rutgers, The State University; M.A., John Jay College of Criminal Justice

**Jack Bernardo**, M.P.A., Ph.D., University of Tennessee; A.B., Syracuse University

**Louise Bernbaum**, B.A., Adelphi University; M.A., Fairleigh Dickinson University

**Michael Berns**, M.S.E.E., Power Institute

**Vinod Bhandari**, Ph.D., Oklahoma State University; M.S., Rutgers University; B.E., Birla Institute of Technology

**Michael Bockelman**, B.S., Bowling Green University; M.A., Xavier University

**Celia Bonadies**, M.A., Rutgers University; B.A., Manhattanville College

**Richard Bonilla**, B.S., University of California; M.S., Rutgers, The State University

**Joseph Bonner**, B.A., Saint Peter's College, New Jersey; M.A., Fairleigh Dickinson University, New Jersey

**Arnold Bornstein**, B.A., New York University, Washington Square College; M.A., New York University, Graduate School of Arts and Sciences

**Audrey Botnick**, B.A., Brooklyn College; M.A., Kean College of New Jersey

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**Tami Bronstein**, B.S., Hofstra University

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**Lillian Burke**, B.A., Pace University; M.A., New York University

**Salvatore Calcaterra**, B.A., M.A., Jersey

**Steven Campbell**, B.A., Florida International University; J.D., Howard University

**Crystal Cannella**, B.A., M.A., St. Bonaventure University

**James Cardillo**, B.S., N.Y. Institute of Technology; J.D. Brooklyn Law School

**Joseph Cardone**, B.S., Wilkes College; M.S., Temple University

**John Carpenter**, M.A., Kean College; B.A., Siena College

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**Marie Chen**, B.S., Providence College, Taiwan; M.S., State University of New York

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**Jerald Cilente**, B.A., St. Johns University; M.A., New School for Social Research

**Phyllis Cirbus**, M.A., B.A., Kean College; A.A., Alphonsus Jr. College

**Hope Claire Holbeck**, B.A., New York State University; B.S., Columbia University

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**Donna Dingle**, B.S. The College of New Jersey

**Robert Dingle**, A.B., Albright College; M.A., Jersey City State College

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**John Evancho**, B.S., Trenton State

**William Fabiano**, B.A., St. John's University; M.A., Long Island University

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**Harmon Zacune**, Professor Emeritus, Dental Auxiliaries Education, D.D.S. University of Buffalo

**Andrew Zangrillo**, B.B.A., Pace University; M.B.A., Bernard Baruch University

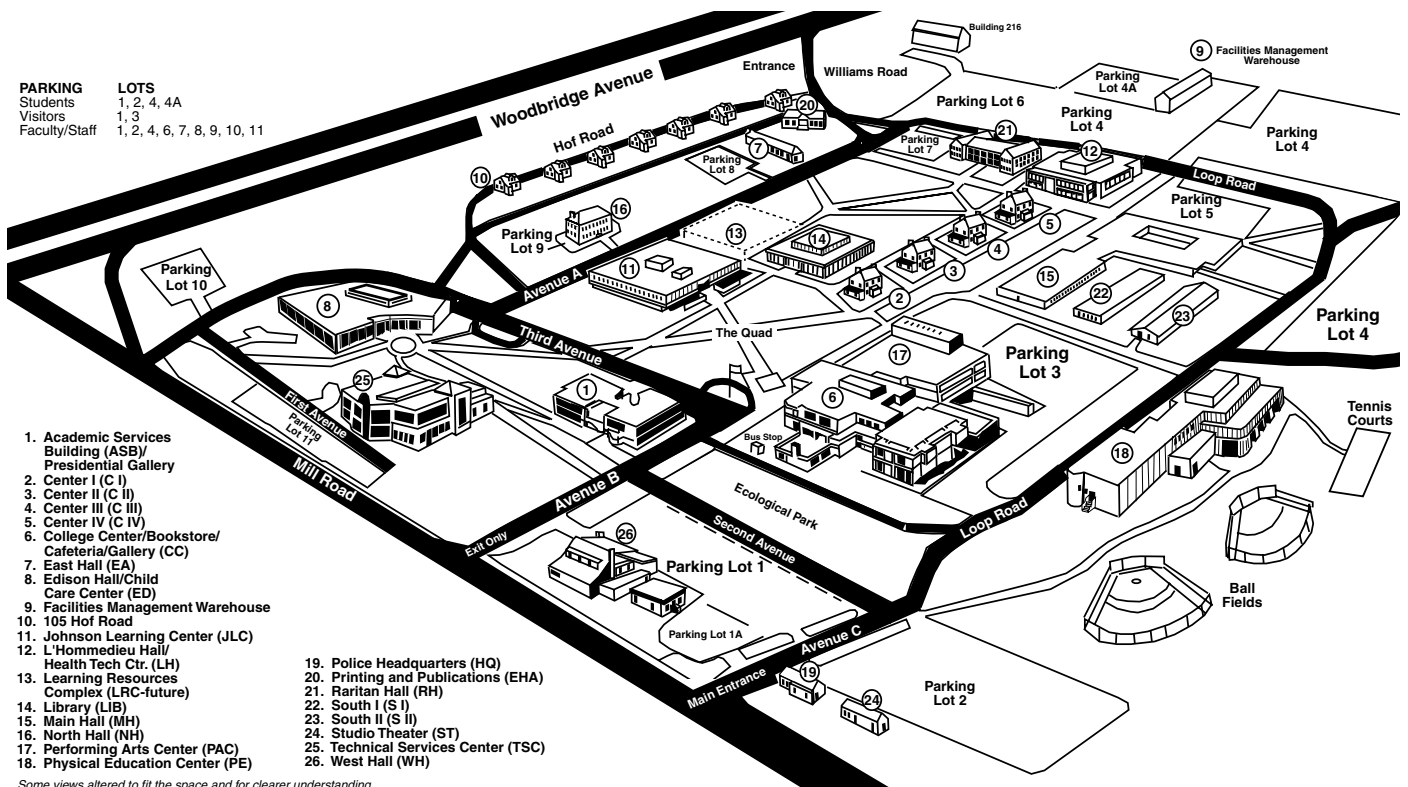
**Anne Zaun**, B.S., Fordham University; J.D., Seton Hall Law

**Josephine Zifchak**, B.A., Queens College of City University of New York

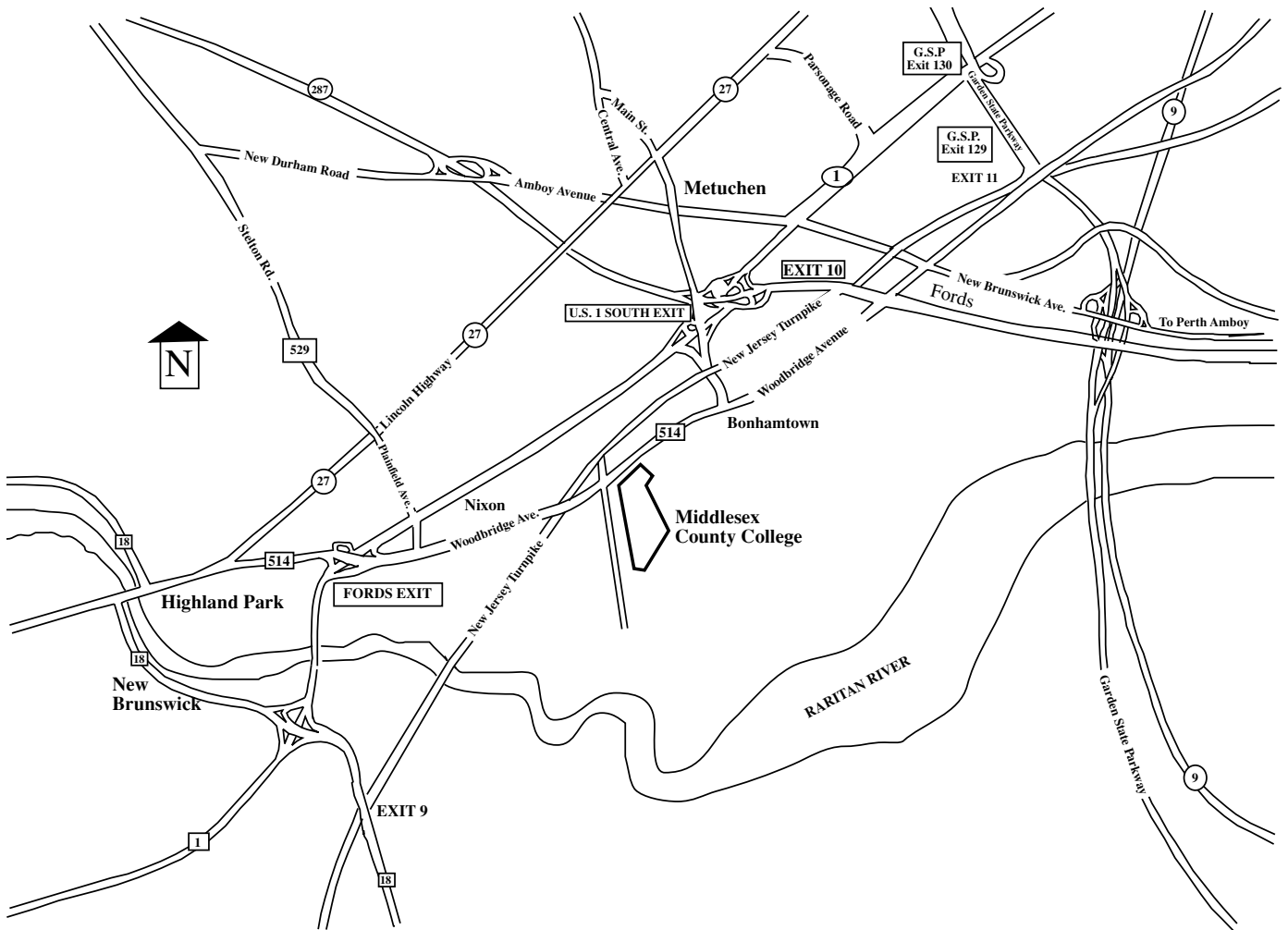
**Wendy Zimmerman**, ARRT, School of Radiologic Technology

**Linda Zrike**, B.S., Kean College; M.S., Stevens Institute of Technology

# Campus Map



# Area Map



## HOW TO GET THERE

**U.S. Highway 1 North**—Turn off at the Fords Exit just past the Raritan River Bridge onto Woodbridge Ave. Proceed on Woodbridge Ave. through 3 traffic lights. Just before the 4th traffic light, turn onto Mill Rd. Take the 2nd gate on your left for the College's MAIN ENTRANCE.

**U.S. Highway 1 South**—Turn off at Bonhamtown Exit to Main St. and proceed to traffic light. Turn right (just before light) onto Woodbridge Ave. Proceed to 3rd traffic light and turn left onto Mill Rd. Take 2nd gate on your left for the College's MAIN ENTRANCE.

**Garden State Parkway North**—Turn off at Exit 127 and follow the signs to Interstate 287 and then the signs to 514 West, Bonhamtown (Woodbridge Ave.). When on 514 West, turn left at the 6th traffic light onto Mill Rd. The College's MAIN ENTRANCE is the 2nd gate on your left.

**Garden State Parkway South**—Turn off at Exit 130 to U.S. Highway 1 South, take Bonhamtown Exit off Rt. 1 to Main St. Proceed down Main St. and turn right (just before light) onto Woodbridge Ave. Proceed to 3rd traffic light and turn left onto Mill Rd. The College's MAIN ENTRANCE is the 2nd gate on your left.

**New Jersey Turnpike North & South**—Turn off at Exit 10 and take the Highland Park Exit onto Woodbridge Ave. Proceed to 5th traffic light and turn left onto Mill Rd. The College's MAIN ENTRANCE is the 2nd gate on your left.

**Interstate Highway 287**—Turn off at U.S. 1 South Exit to Main St. Proceed to traffic light. Turn right (just before light) onto Woodbridge Ave. Proceed to 3rd traffic light and turn onto Mill Rd. The College's MAIN ENTRANCE is the 2nd gate on your left.

**Public Transportation:** NJ Transit Bus #M13 from Perth Amboy; NJ Transit Bus #14 from North Brunswick to New Brunswick to the College.