Passaic County Community College

Academic Bulletin

2007-2009

One College Boulevard
Paterson, New Jersey 07505-1179

Wanaque Academic Center
500 Union Avenue
Wanaque, New Jersey

PCCC Public Safety Academy
300 Oldham Road
Wayne, New Jersey

Passaic Academic Center
2 Paulison Avenue
Passaic, New Jersey
License and Accreditations

License
Passaic County Community College is licensed by the State of New Jersey.

Accreditations
Passaic County Community College is accredited by the Middle States Commission on Higher Education,
3624 Market Street
Philadelphia, PA 19104
Telephone: 215-662-5606

The Middle States Commission on Higher Education is an institutional accrediting agency, recognized by the US Secretary of Education and the Commission Recognition of Post Secondary Accreditation.

In addition, the following programs have been accredited and approved by the organizations indicated:

Electronic Engineering Technology
• Technology Accreditation Commission of ABET
  111 Market Place, Suite 1050
  Baltimore, MD 21202-4012
  Telephone: 410-347-7700

Health Information Technology
The Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

• Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
  Accreditation Services
  c/o AHIMA
  233 N. Michigan Ave., Suite 2150
  Chicago, IL 60601-5800
  Telephone: 312-233-1131

Human Services
• Council for Standards in Human Services Education (CSHSE)
  Harrisburg Area Community College
  One HACC Drive, Harrisburg, PA 17110
  Telephone: 717-780-2518

Nurse Education
• National League for Nursing Accrediting Commission
  61 Broadway, 33rd Floor, New York, NY 10006
  Telephone: 1-800-669-1656 Ext. 153

• Department of Law and Public Safety
  Division of Consumer Affairs
  New Jersey Board of Nursing
  P.O. Box 45010, Newark, NJ 07107
  Telephone: 973-504-6430

Radiography
• Joint Review Committee on Education in Radiologic Technology (JRCERT)
  20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182
  Telephone: 312-704-5300

• Radiologic Technology Board of Examiners of New Jersey
  P.O. Box 415, Trenton, NJ 08638
  Telephone: 609-984-5890

2007
Passaic County Community College, Paterson, NJ
All rights reserved
Passaic County Community College opened in 1971 with a few hundred students and the goal of providing the residents of Passaic County with quality educational programs. Today, thirty-six years later, PCCC enrolls over 10,000 students a year in over 60 associate degree, certificate, and diploma programs plus an extensive program of English as a Second Language, continuing education, and customized training. Instruction is offered on our three campuses in Paterson, Wanaque and Wayne and also offered online. Our fourth campus is due to open in 2008 in the City of Passaic.

Over the years our strength has been and continues to be the quality of the programs we offer and the individual attention students receive from our dedicated faculty and staff. At PCCC, you will enter a learning environment that is intimate and nurturing, where small class size encourages meaningful dialogue with instructors and where friendships develop and grow. PCCC is a richly diverse College where every student is respected for his or her potential. Our faculty and staff are committed to helping you achieve your goals. PCCC is now one of the most technologically advanced campuses in the region. Due to the strong support the College receives from the Passaic County Board of Chosen Freeholders our tuition is affordable. Federal and New Jersey financial aid is available to those who qualify and numerous scholarships are offered due to the generosity of many in our community.

So on behalf of the entire College family, I welcome each of you and look forward to hearing about your personal triumphs and contributions as you make your way towards achieving your life’s goals.

Steven M. Rose, Ed.D.
President
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# Academic Calendar

## Fall 2007 — Summer 2009

### FALL 2007
- **Registration Saturday** ............... August 25
- **Registration** .................. August 27-30, Sept. 5
- **Labor Day (College Closed)** ........ September 3
- **Convocation** ................. September 4
- **Classes Begin** ................. September 6
- **Late Registration & Add/Drop** .... September 6-8, 10, 11
- **Last Day for Registration Changes** .... September 12
- **Last Day Automatic Withdrawal** .... November 1
- **Thanksgiving Recess (College Closed)** .... November 22-24
- **Classes Resume (Monday)** .......... November 26
- **Last Day to Withdraw** ......... November 29
- **Final Examinations** .......... December 1-17-22

### SPRING 2008
- **WINTERIM** .................. January 2-15
- **Registration** .......... January 15-19, 22
- **M.L. King, Jr. Day (College Closed)** .... January 21
- **Classes Begin** ........ January 23
- **Late Registration & Add/Drop** .... January 23-26, 28
- **Last Day for Registration Changes** .... January 29
- **Spring Recess (No Classes)** .... March 17-22
- **Spring Recess (College Closed)** .... March 20-22
- **Classes Resume (Monday)** .......... March 24
- **Last Day Automatic Withdrawal** .... March 27
- **Last Day to Withdraw** ......... April 24
- **Final Examinations** .......... May 7-13
- **Graduate Awards** .......... May 20
- **Commencement** ........ May 22

### SUMMER SESSION I 2008
- **Registration** .......... May 20-21
- **Memorial Day (College Closed)** .... May 26
- **Classes Begin** ........ May 27
- **Last Day for Registration Changes** .... June 2
- **Last Day Automatic Withdrawal** .... June 12
- **Last Day to Withdraw** ......... June 19
- **Independence Day (College Closed)** .... July 4
- **Last Day (6-week session)** ........ July 7
- **Last Day (8-week session)** .......... July 23

### SUMMER SESSION II 2008
- **Registration** .......... July 9
- **Classes Begin** ........ July 10
- **Last Day for Registration Changes** .... July 16
- **Last Day Automatic Withdrawal** .... July 31
- **Last Day to Withdraw** ......... August 7
- **Last Day of Classes** .......... August 18

### FALL 2008
- **Registration Saturday** ............... August 23
- **Registration** .................. August 25-28, Sept. 3
- **Labor Day (College Closed)** ........ September 1
- **Convocation** ................. September 2
- **Classes Begin** ........ September 4
- **Late Registration & Add/Drop** .... September 4-6, 8, 9
- **Last Day for Registration Changes** .... September 10
- **Last Day Automatic Withdrawal** .... October 30
- **Thanksgiving Recess (College Closed)** .... November 22-24
- **Classes Resume (Monday)** .......... November 27-29
- **Classes Resume (Monday)** .......... November 29
- **Last Day to Withdraw** ......... December 1
- **Final Examinations** .......... December 15-20

### SPRING 2009
- **WINTERIM** .................. January 5-15
- **Registration** .......... January 13-17, 20
- **M.L. King, Jr. Day (College Closed)** .... January 19
- **Classes Begin** ........ January 21
- **Late Registration & Add/Drop** .... January 21-24, 26
- **Last Day for Registration Changes** .... January 27
- **Last Day Automatic Withdrawal** .... March 19
- **Spring Recess (No Classes)** .... March 23-28
- **Spring Recess (College Closed)** .... March 26-28
- **Classes Resume (Monday)** .......... March 30
- **Last Day to Withdraw** ......... April 23
- **Final Examinations** .......... May 6-12
- **Graduate Awards** .......... May 19
- **Commencement** ........ May 21

### SUMMER SESSION I 2009
- **Registration** .......... May 19-20
- **Memorial Day (College Closed)** .... May 25
- **Classes Begin** ........ May 26
- **Last Day for Registration Changes** .... June 1
- **Last Day Automatic Withdrawal** .... June 11
- **Last Day to Withdraw** ......... June 18
- **Independence Day (College Closed)** .... July 3
- **Last Day (6-week session)** ........ July 6
- **Last Day (8-week session)** .......... July 22

### SUMMER SESSION II 2009
- **Registration** .......... July 8
- **Classes Begin** ........ July 9
- **Last Day for Registration Changes** .... July 15
- **Last Day Automatic Withdrawal** .... July 30
- **Last Day to Withdraw** ......... August 6
- **Last Day of Classes** .......... August 17
Mission Statement

The Mission of Passaic County Community College is to provide academic, cultural, and technological resources and experiences to the residents of Passaic County. Through education, we seek to help bring about more satisfying and productive personal lives, stronger community leadership, and a strengthened economic base.

High quality college programs are at the heart of our mission. Additionally, we are committed to addressing community needs through English as a Second Language instruction, basic skills instruction, career training, cultural programming, and collaboration with other organizations and agencies.

Passaic County’s rich diversity defines us and shapes our efforts. We know that if our programs are to be accessible and our students are to succeed, we must go beyond the basic requirements of open admission, relevant programs, convenient locations, and affordability. We must strive to address our wide variety of student learning needs through excellence in teaching and the innovative use of technology. We must take every opportunity to offer students both formal and informal experiences that foster learning, personal growth, and civic responsibility. We must respect individual differences. We must maintain a supportive, open environment where learning and creativity can flourish.

Passaic County Community College values honesty, integrity, and accountability. Through an ongoing process of planning, assessment, and reflection, we work continually to improve our effectiveness in the community.

Approved: January 28, 2002

Institutional Goals

Passaic County Community College Institutional Goals (2007-2012)

Goal 1: Provide a learner-centered environment focused on student success.
Rationale We believe that by engaging students in all aspects of college life we are able to effectively address the issues that might impede their progress and develop additional ways to assist them to move forward. Our outcomes-based assessment process assists us in helping students achieve the learning outcomes of their educational programs.

Goal 2: Make higher education accessible to the community we serve.
Rationale Passaic County Community College's mission is “to provide academic, cultural, and technological resources and experiences to the residents of Passaic County.” Many in our community face significant obstacles that interfere with their ability to get the education and job training that they need. These obstacles include financial problems, transportation issues, language barriers, lack of educational preparation, and family responsibilities. Being proactive requires that we devise ways to ensure that higher education is financially and practically feasible for our community.

Goal 3: Educate students in high quality programs that respond to changing community needs.
Rationale The College recognizes the need to adjust its programs to changing demographics and to the workforce requirements of the modern economy, while maintaining and strengthening academic quality as our student population grows. Technological changes and the globalization of the economy make retraining and lifelong learning imperatives for the workforce. We are committed to providing up-to-date programs that prepare our students for successful employment and future education. We must be responsive to market demand, whether for transfer programs or for workforce training.

Goal 4: Participate actively in the cultural, educational, and economic development of Passaic County.
Rationale We serve a community with significant needs and are committed to being a positive force in the development of Passaic County. Partnering with high schools promotes student academic preparation for college-level work. Outreach to under-served areas and to schools, local businesses, government agencies, and community-based organizations assists us in achieving our primary mission.

Goal 5: Provide faculty and staff development opportunities that support the mission of the College.
Rationale High quality, up-to-date programs require highly trained professionals. Changing demographics, a focus on accountability, the infusion of educational technology, and the movement towards a more learner-centered environment all require that faculty and staff continually work to stay abreast of these changes in order to serve students and our community well. Even in a time of diminishing financial resources, this remains a priority.

Goal 6: Demonstrate college-wide accountability through assessment.
Rationale Systematic assessment is necessary for maintaining and improving institutional effectiveness at every level. The College is accountable to its stakeholders and must provide evidence of effectiveness in fulfilling its Mission and Goals.

Goal 7: Provide personnel, facilities, and services to support the College’s Mission.
Rationale Demand for community college education is expected to increase. Growth brings increasing demands on human resources, facilities, and technological capacity. Analysis of assessment data will guide us as we determine our need for personnel, facilities, and services.

Revised: 1/29/07
PCCC College History

Passaic County Community College received its charter in 1968 to serve the residents of Passaic County with educational and cultural programs. The College opened its doors in October 1971, offering programs in both transfer and career areas, and graduated its first class in 1973.

Since its inception more than 35 years ago, the college has grown significantly. In 1971, PCCC enrolled 324 students in seven programs of study, which included liberal arts, business and health sciences. PCCC now enrolls over 10,000 students in more than 60 Associate degree and certificate programs plus an extensive program of English as a Second Language, customized training and continuing education. PCCC has embraced technological advances in education and now expands its service to the community with Interactive Television (ITV) courses and on-line courses using the Internet.

As enrollment grew so did the physical confines of the college. From the original single building in Paterson, PCCC built the Educomplex in 1978, which added classrooms, the Theater, and the Gymnasium. In 1988, PCCC opened Hamilton Hall, the Business and Technology Center, which added more classrooms plus labs for Information Technology and Office Administration. In 1999, an addition to the main campus opened which included an expanded Library/Learning Resources Center, a Child-Care Development Center, plus state-of-the-art classrooms and lecture halls. In 2000, the College opened the historic Hamilton Club building for use as a Conference and Continuing Education Center. The Wanaque Academic Center opened its doors in 2000 and already serves over 1000 students, with a multimedia center, hi-tech classrooms, and lecture halls. The PCCC Public Safety Academy opened in September 2002 and serves as the home for Fire Training and Emergency Medical Technician programs. In addition to the classrooms, labs and computer rooms this facility also has the latest technology in fire training including a Fire Training Facility and Simulator. In the Fall of 2003, PCCC opened the Paterson Community Technology Center, which provides technological resources to enable Passaic County residents to bridge the digital divide. In order to better serve the growing PCCC community, the College built a parking deck at the Paterson campus that connects directly to the main campus. The Spring 2007 saw an expansion of our gymnasium complex to include an expanded fitness and recreation center. The College has begun work on a new campus in the City of Passaic which will house the growing Nursing program and offer general education and English as a Second Language courses. Future expansion plans include a new Academic Building at the Paterson Campus and more space and offerings at the Wanaque Academic Center. PCCC will continue to work to make education available and affordable to the community.

The original philosophy of Passaic County Community College included developing programs that would contribute “to the general cultural development of the community through the individual”. PCCC’s most recent mission statement expands on that idea and states, “Through education, we seek to help bring about more satisfying and productive personal lives, stronger community leadership, and a strengthened economic base.” (2002). PCCC remains steadfast in its commitment to provide academic, cultural, and technological resources and experiences to the residents of Passaic County.
Facilities

Main Campus, Paterson

**Academic Hall** Academic Hall, located between Broadway and College Boulevard, houses the Cafeteria, Paterson Room, classrooms, computer and science laboratories, the Learning Resources Center, the Child Care Center, the Testing and Academic Resource Center, Admissions, the Registrar, Financial Aid, the E.O.F. program, the Bursar, and the Center for Student Success, which houses the offices of Academic Advising, and Career, College Transfer, Counseling, and International and Veterans Services. Room numbers preceded by the letter “A” refer to rooms located in Academic Hall.

**The Spine** The Special Needs counselor and some faculty members have offices on The Spine, a passageway that crosses over College Boulevard and connects Academic Hall to Founders’ Hall. The Spine also connects Academic Hall to the Gymnasium and Theater, which are adjacent to Founders’ Hall. Room numbers preceded by the letter “S” refer to rooms on The Spine.

**Founders’ Hall** Founders’ Hall, situated between College Boulevard and Ellison Street, houses many administrative and service offices including: the President, Vice President for Academic and Student Affairs, Vice President for Finance and Administration, Dean for Academic Affairs, Budget, College Services, Information Technology, Institutional Research and Planning, Payroll, Human Resources, Purchasing, Physical Plant Maintenance, and Security. Some faculty offices, the gymnasium, and the 300-seat Theater are also located in Founders’ Hall. Room numbers preceded by the letter “F” refer to rooms in Founders’ Hall.

**Hamilton Hall** Hamilton Hall, located on Ellison Street opposite the Gymnasium and Theater, houses Computer and Information Sciences labs and classrooms, Office Administration labs and classrooms, Accounting and Business Administration classrooms, Business Programs, the Health Information Technology Program, and faculty offices. Room numbers preceded by the letter “H” refer to rooms in Hamilton Hall.

**Hamilton Club Building** The Hamilton Club Building is located at 32 Church Street. It houses Continuing Education and Workforce Development, Cultural Affairs, Contract Training, Institutional Advancement, study areas and PCCC’s Conference Center. Room numbers preceded by the letters “HC” refer to rooms in the Hamilton Club building.

**Pruden Building** The Pruden Building is located at 44 Church Street. This building houses the Mathematics Department which includes all faculty offices, laboratories and classrooms. Room numbers preceded by the letter “U” refer to rooms in the Pruden Building.

Community Technology Center The Community Technology Center, at 218 Memorial Drive in Paterson, is the community’s conduit for the College’s expertise. Funded through the Federal, State and County government, the center supports community service organizations and houses the Urban Consortium. This facility and its programs enable community groups to extend the College’s expertise to their constituents with the aide of communication technologies. This three-story complex houses computer labs for multi-media training in Internet access, instructional labs, and the federally funded Upward Bound program.

Cafeteria and Paterson Room Located in Academic Hall, the cafeteria serves breakfast, lunch, and dinner whenever the College is in session. The food is prepared by students enrolled in our Culinary Arts Program. The Paterson Room is available for scheduled meetings and luncheons. Vending machines are located in the cafeteria, as well as in Hamilton Hall and Founders’ Hall, and catering is available upon request.

**Bookstore** During regular business hours, textbooks, stationery, art and science supplies, athletic clothing, novelties, and souvenirs may be purchased in the bookstore, located at 126 Broadway.

Wanaque Academic Center

Wanaque Academic Center is located in Wanaque, New Jersey, at 500 Union Avenue, just off Route 287 at Exit 55. The Wanaque Academic Center offers an array of day, evening, and Saturday credit and non-credit courses in a multi-functional 40,000-square-foot facility on a twenty-acre site. Room numbers preceded by the letters “WAC” refer to rooms in Wanaque.

PCCC Public Safety Academy

The PCCC Public Safety Academy is located in Wayne, New Jersey, at 300 Oldham Road, between Preakness Avenue and Central Avenue. The Public Safety Academy is the home to the Fire Science Programs, Fire Training, and Emergency Medical Technician programs. This multi-functional facility also offers various credit and non-credit courses. This site has a 6,400-square-foot fire training center and a 3,600-square-foot four-story burn training building. Room numbers preceded by the letters “PSA” refer to rooms in Wayne.

Passaic Academic Center

The Passaic Academic Center is located in Passaic, New Jersey, at 2 Paulison Avenue. The Passaic Academic Center will be the home of the state-of-the-art Nurse Education Program. It will also offer an array of day, evening, and Saturday courses in General Education, Developmental Education, and English as a Second Language.
Admissions Policy

All persons who have earned a high school diploma or General Education Diploma, or who are at least 18 years of age will be welcomed at Passaic County Community College, as space and budget permit. Applications will be processed on a first-come, first-served basis.

Highly motivated secondary school-age students who seek to earn college credits at an early age may be admitted to the College as non-matriculants provided that they meet all of the following requirements:

- Must be at least 16 years of age;
- Can demonstrate that they have an overall average of “B” in high school courses;
- Must have written approval by parent or guardian as well as from a guidance counselor where applicable;
- A score of 540 on the verbal/critical reading portion of the SAT will exempt a student from placement testing. A score of 530 and above automatically exempts a student from the Elementary Algebra requirement. (SAT scores can be amended by Academic Council);
- Fulfill all prerequisites and/or corequisites for the desired courses.

These students will not be able to take developmental courses. They will be permitted to take up to two courses per semester when enrolling for the fall or spring terms. During the summer, students will be permitted to take one course per session. The credits earned may be applied to a PCCC degree or transferred to another institution.

High school juniors who are applying for Early Admission in place of their senior year may attend as matriculated students on a full-time basis and must meet all of the above requirements. Written approval from the high school should include specific courses that may be required for high school completion.

For programs in which demand exceeds space available, Passaic County residents will be given priority over those applicants who do not reside in Passaic County. Each applicant will indicate a desired status, matriculant or non-matriculant. The applicant desiring non-matriculant status is, by definition, not accepted to a particular program, but is permitted to enroll as a part-time student only, and is not eligible to receive financial aid. Most applicants are encouraged to make program selection and seek matriculated status. However, all college-level courses are available to the non-matriculated, provided the applicant has met those prerequisites that are given in terms of other courses; and provided the course is not limited to students enrolled in a specific degree or certificate program.

How to Apply

All new students, whether planning to take one course or a full-time program, must complete an Application for Admission. Applications are obtained by calling, writing to, or stopping by the Admissions Office, Passaic County Community College, One College Boulevard, Paterson, New Jersey 07505-1179, 973-684-6868. You may also pick up an application at the Wanaque Academic Center, the PCCC Public Safety Academy, or the Passaic Academic Center or you may download one from the PCCC web site (www.pccc.edu).

Applications must be filled out completely and returned. To provide ample opportunity for processing, placement testing and program selection, students are encouraged to apply at least one month before the semester begins. Although we do accept applications during the in-person registration period, applicants are strongly encouraged to apply early.

Applicants are responsible for having official high school transcripts, General Education Diploma (GED) scores, immunization records, and college transcripts sent to PCCC. If schooling was completed outside the U.S., transcripts may need to be evaluated by World Education Services (forms are available in the Admissions Office). If transcripts are not in English, official translations need to accompany the documents. Applications are processed on a first-come, first-served basis. Students are notified by mail of their acceptance to the College. Acceptance to the College does not guarantee or imply acceptance into the following programs: Health Information Technology, Nurse Education, or Radiography. Applicants interested in these programs must contact the Admissions Office to obtain specific entrance requirements.

Student Status

Matriculated Those seeking admission to study toward an associate degree, diploma, or certificate program should:

1. Have an official copy or transcript of all high school courses or a copy of the General Education Diploma sent to the Admissions Office.
2. Complete the placement testing conducted by the College. Testing appointments are scheduled after the College receives the completed application. Test results are used for placement purposes only. They do not affect admission.
3. Meet the specific admissions criteria for the particular program, if any.

Non-matriculated By definition, non-matriculated students are not admitted to any particular program, can only attend part-time, and are not eligible for financial aid. However, all college-level courses are available to non-matriculants, provided they have met the appropriate prerequisites, including placement testing, and provided the course is not limited to students enrolled in a specific degree or diploma program.

A non-matriculant may accumulate a maximum of 11 credits in college-level courses before applying for matriculation. A non-matriculant who wishes to earn more than 11 credits must apply to the Vice President for Academic and Student Affairs for permission. All students are encouraged to make an early program selection and to seek matriculated status.
Admissions

Transfer Students
Students who have earned credits at other accredited institutions are responsible for having official transcripts mailed directly to Passaic County Community College, Office of Admissions. Once official college transcripts are received, a transfer credit evaluation will be done based on the student’s declared major. Transfer credit evaluations are not done for students who do not declare a major or who have listed “undecided” as a program of study. Transferable credit will be posted to the student record once they enroll. PCCC requires students to earn a minimum of 30 credits at PCCC. Additionally, students must complete at least one-half of their major courses at PCCC.

Transfer Credit Evaluations are done by the Admissions Office. See page 21, section entitled Advanced Standing.

Visiting Students
Students from other institutions should obtain written permission from their home college before registering. Prerequisite and placement testing requirements must be met. Visiting students must bring a current college transcript to registration. Visiting students interested in financial aid must contact their home college.

Nursing Admission Requirements
The Nurse Education Program at PCCC is a competitive program. Admission to the College does not guarantee admission to the program. Additionally, preference is given to county residents. Once admitted to the college, prospective Nursing students must contact the Nursing Department to begin the Nursing Admissions process.

To be selected for the Nursing program, a student must complete the steps listed below. A Selection Point System (defined in the Nurse Education Program Information Booklet) has been designed to provide ranking to each candidate. Students are selected for the program based on their score, in rank order, as space is available.

Steps for Admission to the PCCC Nursing Program
Candidates for admission to the program must be high school graduates or have high school equivalency diplomas and meet admission criteria selected to ensure that accepted candidates have the potential to succeed in a rigorous academic program. These admission criteria are minimum standards.

1. Apply to PCCC and meet admission criteria.
2. Achieve college-level placement on the College's Basic Skills test or ESL test. If you do not place at college level in English, reading and math, you must complete the required remediation with a grade of “C” or higher.
3. Completion of CH 103 with a grade of “C” or higher. For students who are out of high school for more than 5 years, successful completion of SC 004 is required in order to take CH 103. Recent high school graduates must have taken lab science during high school or complete SC 004 in order to take CH 103.
4. Achieve a minimum score at or above the 50th percentile on the Nurse Entrance Test. A passing score is considered valid for admission to the program within three years of successfully passing the test.
5. Candidates who do not achieve a score at the 50th percentile on the Entrance Test may qualify for acceptance into the program by successfully completing the following courses with a minimum grade of “C” and a cumulative grade point average of 2.5 within three (3) years of completion of the science courses: BS 103, BS 104, BS 203, EN 101, EN 102.

Required Components
Upon acceptance into the Nurse Education Program, and prior to participation in courses with a clinical component, the following are required:
1. A completed health form signed by a physician or nurse practitioner.
2. Evidence of current Professional Liability Insurance coverage for nursing students.
3. Verification of current certification by an American Heart Association Basic Life Support Health Care Provider Card.
4. Evidence of health insurance coverage.
5. Completion of a criminal history background check.

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<td>First Fri. in April</td>
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<td>LPN Mobility PCCC Paterson*</td>
<td>Day</td>
<td>Late Spring — May</td>
<td>First Fri. in March</td>
</tr>
<tr>
<td>Nurse Education SCCC Newton</td>
<td>Day</td>
<td>Spring — Jan.</td>
<td>First Fri. in Oct.</td>
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*The Paterson Nursing program will be relocated to PCCC’s Passaic Campus when completed.
Special Note to High School Students
Admission to the Nursing program is very selective. PCCC will consider High School students based on their high school performance including their grades in lab biology and chemistry.

To be considered for the Fall Nursing class high school seniors must:

- Take the Nurse Entrance exam prior to applying.
- Apply to PCCC Admissions and the Nursing Department by the first Friday in April.
- Place at college-level in English, reading and math on the placement exam.
- Include official copies of the high school transcript and the Nurse Entrance Test scores.

Accepted students will be required to take CH 103, during one of the following Summer Sessions. The acceptance to the program is conditional upon successful completion of CH 103 with a “C” or better and official notification of high school completion.

Radiography Admission Requirements
The requirements listed below are minimum standards:
1. Apply to PCCC and meet admission criteria.
2. Achieve college-level placement on the College’s Basic Skills test or ESL test. If college level placement is not achieved in English, reading and math, students are required to complete the required remediation with a grade of “C” or better.
3. Successfully complete one year of laboratory science. For students who are out of high school for more than 5 years, successful completion of SC 004 is required.
   Recent high school graduates must have taken lab science during high school or complete SC 004 to be considered for the program.
4. Demonstrate a satisfactory level of competency in science and math from an approved standardized test if these prerequisites are lacking.
5. Interview with the program director and/or members of the Admissions Committee.

Immunization
All first-time, full-time students are required by the state to provide proof of immunization for measles, mumps, and rubella. Also, they must provide evidence of a second dose of a measles-containing vaccine or blood test indicating virus immunity. Exempt students must meet any of the conditions listed below:
1. Student was born before 1957.
2. Medical reasons. Physician’s statement must be submitted to the Dean of Evening Administration/Associate Dean for Student Affairs.
3. Religious reasons. A statement from an official of the religious institution must be submitted to the Dean of Evening Administration/Associate Dean for Student Affairs.

Students who do not comply with this state-mandated requirement may jeopardize their registration.

International Students
Passaic County Community College is authorized under federal law to issue the required immigration forms that will allow eligible F-I or M-I non-immigrants to pursue a full course of study. International applicants must submit documentation that shows that their high school credentials are equivalent to those of the United States high school graduate. A certified translator must translate all credentials into English. Photocopies and faxed documents are not acceptable. If schooling was completed outside of the United States, transcripts may need to be evaluated by World Education Services. All international applicants must provide proof of financial support either from the individual student or from a sponsor. For more information, contact the Admissions Office.

The College will monitor students’ enrollment and academic progress according to U.S. Immigration and Customs Enforcement (ICE) regulations.

Placement Testing and Basic Skills Proficiency
The College recognizes that entering students demonstrate various abilities in the basic skills of reading, writing, and mathematics. To ensure that students are placed in the appropriate courses, all new students must take the Basic Skills Placement Test. The results do not affect admission to the college; rather they ensure that students are placed in the appropriate courses. Students whose first language is not English and have not studied English must take the ESL Placement Test. Students are invited to take the test after they apply. There is no fee for these tests. Results of the test are available prior to registration. An adviser explains the test scores and assists students in registering for appropriate courses. Transfer students who have 30 or more college-level credits are exempt from placement testing once an official transcript is received. Cut scores for reading, writing and mathematics are available from the Testing Department.

Students accepted into the College who do not achieve college-level placement should not feel discouraged. PCCC accepts students at their ability level and provides the remediation and support services necessary to help them achieve success in reaching their goals.

Readmission
Students who have been away from the College for at least one full semester must contact the Admissions Office for readmission. Students who were academically dismissed from the College must appear before the Academic Appeals Committee in order to be considered for readmission. For more information contact the Admissions Office.
Registration

Each semester there is Early Registration, in-person Registration and Late Registration where students meet with advisors and select their courses for the following semester. New students must complete all Admissions requirements and may need to take a placement exam. Current students are encouraged to take advantage of Early Registration. In-person Registration is open to new and returning students and is held the week before the beginning of the semester.

Web Registration

Students who are in good standing (excluding probationary status and dismissal), have declared a major, and have completed a minimum of twenty four college-level credits will be able to register on the web. Advisement is highly recommended.

Schedule of Courses

The academic year consists of two 15-week semesters (fall and spring), intensive 8-week Express semesters plus summer sessions. Courses are held from 7:30 a.m. to 9:45 p.m., Mondays through Fridays, and from 8:00 a.m. to 4:00 p.m. on Saturdays. A schedule of day, evening, and Saturday courses is published in advance of each semester and is available on the College's web site.

Scheduling

Full-time students carry 12 or more credits a semester, whereas part-time students carry 11 credits or fewer. If needs change from one semester to the next, students can shift from a full-time to a part-time schedule or from a part-time to a full-time schedule.

Although the majority of programs are offered during day and evening hours, some programs are scheduled during daytime hours only.

Course Load and Restrictions

Full-time students: A full-time course load consists of 12 to 18 credits of course work per semester. For the summer sessions, a student is limited to a maximum of 8 credits per summer session. A course load of more than 18 credits per semester or more than 8 credits per summer session must be approved by the Vice President for Academic and Student Affairs.

Withdrawal from Courses

Students withdrawing from courses who are receiving financial aid should be aware that the withdrawal may affect their financial aid status (see Regulations, page XX).

For information regarding tuition refunds, see Refund Policy. To withdraw officially from a course, the following terms and conditions apply:

15-week term  First two weeks from the first day of classes
Express and Summer terms  First week from the first day of classes — Also known as Automatic Withdrawal, students may drop a course by submitting an Add/Drop form or by notifying the Registrar in writing of their intent to withdraw from the course. There is no academic penalty for withdrawing and the drop is not recorded on the permanent academic record. Add/Drop forms must be signed by one of the following: the course instructor, department chairperson, academic adviser, or counselor.

15-week term  Third through the end of the eighth week
Express and Summer terms  Second though end of fourth week — Students may drop a course by submitting an Add/Drop form to the Registrar's Office. A grade of “W” appears on the permanent academic record. Students are responsible for obtaining the signatures from the following: course instructor, department chairperson, academic adviser, or counselor. Students who are experiencing any academic or personal difficulties should confer with a counselor.

15-week term  Ninth through the end of the twelfth week
Express and Summer terms  Fifth through the end of the sixth week — Students may drop a course by submitting an Add/Drop form to the Registrar’s Office. A grade of “W” appears on the permanent academic record. Students are responsible for obtaining the signatures of their counselors and the necessary instructors for each withdrawal.

15-week term  After the twelfth week
Express and Summer terms  After the sixth week — Students are not permitted to withdraw from courses except under the most extraordinary circumstances and then only with the written approval of the Academic Vice President or designee. Students should note that the official date of withdrawal is recorded as the date the Registrar's Office receives the approved Add/Drop form. Specific course sections are sometimes paired for academic reasons. Class schedules will reflect any paired courses. These courses are linked for an entire semester. Any drop/withdrawal for any reason from one of the paired courses will result in a similar drop/withdrawal from its pair(s).
Withdrawal from the College

Students withdrawing from all of their courses must go to the Center for Student Success or EOF Department, if applicable, to complete the withdrawal form and confer with their counselors. The approved Withdrawal from College form must be submitted to the Registrar's Office.

After the second week of the 15-week semester (first week of Express and Summer terms), a grade of “W” is recorded on the students' academic records. Students withdrawing from all courses who are receiving financial aid are required to see a financial aid officer in addition to their counselors.

Students who withdraw from all their courses have their tuition refunded according to the refund policy. Financial aid students who withdraw officially from the College have their aid awards adjusted according to the schedule. (see Return of Title IV Funds Policy, on page 18).

After the twelfth week of the 15-week semester (sixth week of Express and Summer terms), withdrawals from the College are approved only for extraordinary circumstances and only with the approval of the Vice President of Academic and Student Affairs or designee.

The official date of withdrawal is recorded as the date the Registrar's Office receives the approved withdrawal form.

Classification of Students

**Full-time** Students who carry 12 or more credit hours in a semester (or the proportionate equivalent for shorter terms).

**Part-time** Students who carry 11 or fewer credit hours in a semester (or the equivalent for shorter terms).

**Freshmen** Students who have earned fewer than 24 college-level credit hours and are working toward degrees.

**Sophomores** Students who have earned 24 college-level credit-hour and are working toward degrees.

Auditing a Course

Students who wish to take courses regularly but do not wish to receive credit for the courses may request permission to register as auditors. To receive permission to audit, students must meet all admissions requirements expected of matriculated students enrolled in these courses, including any course prerequisites and/or corequisites. Permission to audit may be granted as appropriate for the entire course or for separate sections of the course, such as the lecture, lab, clinics, or studio as long as no credit is being sought for any part of the course. Permission to audit is granted on a space-available basis only after all students seeking the course for credit have been accommodated.

Auditing students must pay the same tuition and fees for the entire course as students receiving credit. Veteran's and Financial Aid benefits do not include auditing courses. Attendance requirements for auditing are determined by the course instructor. Intention to audit a course must be declared at registration and to the instructor during the first class period. The appropriate form must be completed and submitted during registration.

Changing from an audit to a credit basis during the semester is not permitted. Credit for audited courses cannot be established at a later date. To receive credit, students must enroll in the course in a subsequent semester and satisfy all course requirements.
Financial Information

Tuition and Fees
Tuition and Fees are subject to change at any time as authorized by the Passaic County Community College Board of Trustees.

Tuition Fees (Subject to change)
All Students — NJ Residents/Per Credit $82.50 (with the exception of online students noted below)
Out-of-State Residents/Per Credit $165.00
Students Taking Online Classes with Section Codes OL Only
NJ Residents/Per Credit $82.50 (No General Fees charged)
Out-of-State Residents/Per Credit $165.00 (No General Fees Charged)

Note: Out-of-state students who took at least one online class in the Spring, 2007 semester will be charged the NJ Resident tuition rate.

All PCCC courses offered at high schools when taught by high school teachers $100.00 (per course, no fees charged)

Note: All high school students taught by PCCC faculty, regardless of location pay $82.50 per credit. No general fees charged. Course fees, as applicable, are charged for classes taught at PCCC.

General Fees (Charged per credit)
General College Fee/Per Credit $14.35 (All students)
Student Activity Fee/Per Credit $2.10 (All students)
Athletic Activity Fee/Per Credit $1.60 (All students)
Technology Fee/Per Credit $3.75 (All students)

Semester Fees (Charged per student per semester)
All online courses (OL section code) taken by PCCC students $60.00

Course Fees Some courses require an additional course fee, which cannot exceed $370 per semester, with the exception of nursing.

Payment Policy
Students are responsible for paying the bill or any portion thereof if it is determined that the student is ineligible for financial aid or if the student does not receive sufficient aid to cover the bill.

If tuition and fees are paid by someone other than the student (such as financial aid, third party, scholarship, etc.), a valid document or formal letter from the sponsoring parties must be presented to the Bursar’s Office at the time of registration. Otherwise, students must pay the bill in full. A payment plan is available for students, who are U.S. residents, with four credits or more who are in good standing. Terms and conditions are available at www.pccc.edu/bursar.

Credit Card Payment Master Card, Visa, and Discover credit cards may be used to pay for tuition, fees, and books. Online payment is also available at www.pccc.edu/bursar.

Withdrawal and Refund Policy
A refund of tuition and fees is granted according to the schedule listed below only for students who withdraw officially (See Withdrawal Policy). The date on which the Registrar receives the written request for withdrawal will determine the amount refunded.

*Our refund policy is subject to change based on federal and state regulations.

Summer Session
Up to the 5th weekday after the first day of the semester 100%
From the 6th to 10th weekday after the first day of the semester 50%
After the 10th weekday after the first day of the semester 0%

Fall and Spring Semesters 2007 - 2008
Up to the 10th weekday after the first day of the semester 100%
From the 11th to the 20th weekday after the first day of the semester 50%
After the 20th weekday after the first day of the semester 0%

Note: If a course is cancelled by the College, enrolled students have the opportunity to enroll in other courses when seating permits. If students are unable to find substitute courses, a 100% refund of tuition, course fees, college fees, and student activity fees will be made.

Failure to attend class does not constitute withdrawal. If a registered student does not plan to attend classes, intent must be made in writing and be presented to the Registrar’s Office.

If a student takes no formal action to withdraw, the student is responsible for payment of all tuition and fees relating to registration.

Students who receive financial aid should note that all withdrawals are monitored by the Financial Aid Office. Students who withdraw from courses and reduce their course loads will have their financial aid reduced accordingly. Changes in credits are adjusted according to the Return of Title IV Regulations (see page 18).

Exception for Military Service Students who do not attend classes long enough to qualify for credit, but who continue to attend classes up to within one week of induction into active military service, will receive a refund of 100% for tuition and fees. Students must present activation paperwork.
### Special Tuition Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Who’s Eligible</th>
<th>What’s Covered</th>
<th>What’s Not Covered</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni</td>
<td>Any regular or life member of the PCCC Alumni Association</td>
<td>One course up to 4 credits</td>
<td>Course fees</td>
<td>Students may register on the last day of In-person Registration.* Students must present their valid membership card to the Bursar when registering.</td>
</tr>
<tr>
<td>Senior Citizen Audit</td>
<td>Passaic County residents who have reached their 60th birthday prior to the first day of registration</td>
<td>Tuition and General fees</td>
<td>Course fees</td>
<td>Students may register on the last day of In-person Registration.* Students must present valid proof of age and residency to the Bursar.</td>
</tr>
<tr>
<td>Credit</td>
<td>Residents of NJ who receive certification from the Employment Services Office in his/her respective township. The Employment Service Interviewer will determine certification. Determination is at their discretion.</td>
<td>Tuition and General fees</td>
<td>Course fee &amp; insurance</td>
<td>Students may register on the last day of In-person Registration.* Students must exhaust eligibility for financial aid and present a certified Unemployed Persons Job Training Form from NJDOL to the Admission Office. Admissions will issue a waiver that must be presented to the Bursar at registration.</td>
</tr>
<tr>
<td>Unemployed</td>
<td>Residents of NJ who receive certification from the Employment Services Office in his/her respective township. The Employment Service Interviewer will determine certification. Determination is at their discretion.</td>
<td>Tuition and General fees</td>
<td>Course fee &amp; insurance</td>
<td>Students may register on the last day of In-person Registration.* Students must exhaust eligibility for financial aid and present a certified Unemployed Persons Job Training Form from NJDOL to the Admission Office. Admissions will issue a waiver that must be presented to the Bursar at registration.</td>
</tr>
<tr>
<td>National Guard</td>
<td>Active members of the NJ National Guard or a child or spouse of a National Guard member who was killed in the line of duty.</td>
<td>Up to 15 credits of tuition</td>
<td>General &amp; Course fees</td>
<td>Students must exhaust eligibility for financial aid and present valid commander’s certification from their unit when registering. Students may register anytime during registration.</td>
</tr>
<tr>
<td>Volunteer Fire, First Aid &amp; Rescue Squad Members &amp; Families</td>
<td>NJ residents who are active members in good standing with volunteer fire or rescue squads, or their dependent children &amp; spouses in eligible municipalities.</td>
<td>$300 in tuition per semester for a maximum of $2400 in a lifetime per family</td>
<td>Tuition &amp; fees in excess of $300 per semester.</td>
<td>Students may register on the last day of In-person Registration.* Students must present to the bursar at registration an original Certificate of Authorization from their assigned municipal official. Upon completion of each semester, the student must submit a transcript to the municipality. Students must maintain a grade point average of 2.0 in the courses taken under the program to continue eligibility.</td>
</tr>
</tbody>
</table>

*Registration for these programs is limited to those classes where space is available and tuition-paying students constitute the minimum number required for the course. Determination of space availability is made the last day of registration. Please see the current semester’s schedule for exact registration date.*
Financial Aid

The Financial Aid Office will administer a number of state and federal financial aid programs to help Passaic County Community College students meet their college expenses. Financial aid awards include grants, scholarships, loans, employment, or any combination of these. Although the Financial Aid staff makes every effort to inform students of financial aid guidelines, the ultimate responsibility for complying with financial aid regulations falls on the applicant. Financial aid awards are based on need. Students are encouraged to apply for financial aid before June 1.

General Requirements
To apply for state or federal financial aid programs, applicants must be United States citizens or permanent residents of the U.S. and meet all the eligibility requirements of the programs for which they are applying.

All applicants must complete an Application for Federal Student Aid Form (FAFSA). Forms are available in the Passaic County Community College Office of Financial Aid, public libraries, high school guidance offices, and online. This basic application for federal grants and other forms of aid must be completed and mailed to Federal Student Aid Programs, P.O. Box 4008, Mt. Vernon, IL 62864-8608. Students are notified of their eligibility by The Pell Grant Program.

Please Note: All income figures reported on the Financial Aid Form must be supported by official documents or records. (Students are responsible for paying the bill, or any portion, if it is determined that students are ineligible for financial aid, or if students do not receive sufficient aid to cover the bill.)

Cost of Attendance 2007-2008
Below are the estimated costs of attending PCCC for an average full-time student (15 credits) for one year (2 semesters). The total amount is used to determine financial aid awards based on the student’s eligibility index.

<table>
<thead>
<tr>
<th>Student</th>
<th>Independent</th>
<th>Dependent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$3869</td>
<td>$3869</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$1000</td>
<td>$1000</td>
</tr>
<tr>
<td>Room</td>
<td>$8100</td>
<td>$1800</td>
</tr>
<tr>
<td>Board</td>
<td>$2700</td>
<td>$2700</td>
</tr>
<tr>
<td>Transportation</td>
<td>$ 880</td>
<td>$ 880</td>
</tr>
<tr>
<td>Living Expense</td>
<td>$1080</td>
<td>1080</td>
</tr>
<tr>
<td>Other 1 (1)</td>
<td>0-0</td>
<td>0-0</td>
</tr>
<tr>
<td>Other 2 (2)</td>
<td>0-0</td>
<td>0-0</td>
</tr>
<tr>
<td>Total Budget</td>
<td>$17,629</td>
<td>$11,329</td>
</tr>
</tbody>
</table>

NOTES: (1) Estimated Child Care Expenses = $1000 max
(2) Additional Costs Allied Health Program = $120

Financial Aid Programs

Federal Work-Study Program (FWS) Federal Work-Study provides employment opportunities for students who need additional funds to meet their educational expenses. While employed in the Work-Study Program, students must maintain good academic standing and be enrolled at least half-time.

Students may also work off-campus as part of the Community Service Program. Jobs could be in areas of welfare, social services, public safety, recreation, youth corps, or support services for students with disabilities or mentoring activities.

To be eligible for this program, students must be citizens of the United States or lawful, permanent resident-alien. Proof of citizenship is required.

Garden State Scholars Program Based on academic achievement, this program provides assistance to full-time students. Applicants must be residents of New Jersey for 12 consecutive months prior to application.

Passaic County Community College Foundation Scholarships The College Foundation offers a number of academic scholarship opportunities. Request applications from the Dean of Evening Administration/Associate Dean of Students Office. There are also need-based scholarships from the Foundation available. These requests must be made in the Financial Aid Office.

Federal Pell Grant The Higher Education Act of 1972 established this grant program to provide aid to needy students attending college either full-time or part-time. Applicants must be undergraduates and must be enrolled in an eligible program of study.

Federal Stafford Loan Program This program makes funds available through a Stafford Loan Program in cooperation with local banks, credit unions, or other lending institutions. Applications are available from the lending institutions or the Financial Aid Office.

Federal Supplementary Educational Opportunity Grants (SEOG) This program awards funds to undergraduate students with the greatest need. Priority is given to students who apply prior to August 1.

Tuition Aid Grant (TAG) The Tuition Aid Grant provides financial assistance to full-time college students who have been residents of New Jersey for 12 consecutive months prior to enrollment. Returning students must file by June 1.

NJSTARS This is a merit-based program which is offered to the top 20% of high school graduates. The scholarship covers tuition and fees. This applies to students who graduated high school in 2004 and onward.

All scholarship and grant funds received by students in excess of amounts used for payment of tuition, fees, books, supplies, and equipment, are considered taxable income for U.S. income tax purposes, and it is the student’s responsibility to report this income on the tax return.
Financial Aid Regulations

**Attendance** All students receiving financial assistance must attend classes regularly.

**Federal Regulations on Satisfactory Academic Performance and Progress** To remain eligible for financial aid, students must demonstrate satisfactory academic performance and progress. Satisfactory academic progress is defined as the ratio of credits completed compared to the number of credits attempted. Satisfactory academic performance is defined as maintaining a satisfactory cumulative Grade Point Average (GPA):

- First semester, a cumulative GPA of 1.4 or higher is required.
- Second semester, a cumulative GPA of 1.6 or higher is required.
- Third semester, a cumulative GPA of 1.8 or higher is required.
- Fourth semester, or more, a cumulative GPA of 2.0 or higher is required.

**Satisfactory Academic Progress**

<table>
<thead>
<tr>
<th>credits attempted</th>
<th>percentage completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 24</td>
<td>50%</td>
</tr>
<tr>
<td>25 - 48</td>
<td>60%</td>
</tr>
<tr>
<td>49 - 72</td>
<td>70%</td>
</tr>
<tr>
<td>73 - 96</td>
<td>80%</td>
</tr>
<tr>
<td>97 +</td>
<td>90%</td>
</tr>
</tbody>
</table>

“D” grades do not count as completed courses.

Students are allowed to use the summer session (with financial assistance, if eligible) to earn the required cumulative GPA to meet academic standing requirements. If you do not meet the Standards of Satisfactory Academic Progress due to your GPA or completion ratio, you will need to appeal for Financial Aid Probation for one session. If you do not meet the requirements by the end of your session on Probation, you will be placed on Suspension and will be ineligible for further financial aid until you have brought your progress up to the minimum requirements.

You will need to pay for the courses you take while under Suspension. Remember you must appeal for reinstatement of aid once you are back in good standing. If you have attempted 150% of the hours needed for your PCCC degree program (for most students this is 96 credit hours), you will no longer be eligible for financial aid.

**Please Note:** The Federal programs will only pay for 30 attempted credits of Remediation.

**Example:** 64 credits = A.A. Degree  
96 credits attempted = Maximum Credits for Financial Aid Eligibility

**State of New Jersey Regulations** To receive funds from the State of New Jersey, students must register for a minimum of 6 credits each semester. Academic progress regulations are the same as the federal regulations. Progress is monitored at the end of each spring semester.

**Note:** State funds are adjusted according to the College’s Refund Policy when the student voluntarily withdraws from all courses, or drops below 12 credits.

**EOF Program** Normally, EOF students must complete 12 credits within a semester. With written approval from the EOF campus director, students may, for academic reasons, complete no fewer than six credits within a semester. EOF students are required to complete all remedial courses within the first four semesters.

Upon formal request and approval by the Director of EOF, students attending PCCC are eligible to receive up to six semesters of EOF funding with additional awards up to a maximum of eight semesters.

If state financial aid is denied, students and institutions have the right to appeal. Contact the Financial Aid Office or the EOF Office for procedures.

**Withdrawals** All withdrawals are monitored by the Financial Aid Office. Students who withdraw from courses and reduce their course loads after registration will have their financial aid reduced accordingly.

Charges and credits are adjusted according to the College Refund Policy. Federal aid is adjusted according to the Return of Title IV regulations.
Financial Aid

Return of Title IV Funds Policy
The Return of Title IV Funds policy applies to students who are awarded Title IV funds who withdraw from all classes before completing more than 60% of the term (in days). If a student has received a refund, this policy also applies. The amount of Title IV funds earned is determined according to the following:

1. The term “Title IV Funds” refers to the Federal Financial Aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: unsubsidized Federal Stafford Loans, subsidized Federal Stafford Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, and Federal SEOG.

2. A student’s withdrawal date is:
   • the date the student began the institution’s withdrawal process at the Registrar’s Office
   • the student’s last date of attendance at a documented academically-related activity, or
   • the midpoint of the semester for a student who leaves without notifying the institution

Title IV aid is earned in a prorated manner on days attended up to greater than the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Financial Aid Office.

Students withdrawing before the last day to add/drop for a given term will receive a 100% refund. Notices of possible refunds and adjusted bills will be sent to the student’s home address following withdrawal.

In accordance with federal regulations, when financial aid is involved, refunds are allocated in the following order: unsubsidized Federal Stafford Loans, subsidized Federal Stafford Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, Federal SEOG, other Title IV assistance, other federal sources of aid.

Institutional responsibilities in regard to the return of Title IV Funds are:
• providing each student with the information given in this policy.
• identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students.
• returning any Title IV Funds that are due the Title IV programs.

The student’s responsibilities in regard to the return of Title IV Funds include:
• Returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time. Any notification of a withdrawal or cancellation should be in writing and addressed to the Registrar.
Every student should know and comply with all policies and regulations written in this catalog, in the Student Handbook and in each semester’s Schedule of Courses. Students should also be aware of and responsible for their academic standing at all times, including their cumulative and major grade point average, number of credits completed, and their progress toward meeting the graduation requirements for the degree they have selected.

Students who experience academic problems should consult first with the faculty member directly concerned. If the problem cannot be resolved, students should seek their department chairperson or visit the Center for Student Success.

Course Requirements

Enrollment in College-level Courses
In order to be eligible for enrollment in a college-level course, a student must possess proficiency in the reading and writing skills required for the course. Minimum proficiency is determined by the following:
1. Basic Skills placement test.
2. Completion of required basic skills reading and writing classes.
3. Completion of ESL classes.
4. Evidence of equivalent academic preparation in specific skill requirements and additional course prerequisites as noted in individual course descriptions.

Prerequisites and Corequisites
Prerequisites consist of course, courses, or competencies a student must have before being allowed to register for a more advanced course in the same or related subject area. Corequisites are courses that a student is required to take while enrolled or prior to enrollment in another related course.

Course Load and Restrictions
Full-time students - A full-time course load consists of 12- to-18 credits of course work per semester. For the summer sessions, a student is limited to a maximum of 8 credits per summer session. A course load of more than 18 credits per semester or more than 8 credits per summer session must be approved by the Vice President for Academic and Student Affairs.

Credit Equivalents
Academic credit is not given for work in basic skills course work. In order to assist in planning student programs and to determine full or part-time status for financial aid and other purposes, credit equivalents are used in much the same way that credit is used with college-level courses. Only courses that carry regular academic credit may be applied toward certificates, diplomas, and degrees.

Degree Requirements
To be approved for graduation, candidates for an Associate in Arts Degree, an Associate in Science degree, or an Associate in Applied Science Degree must fulfill the following requirements:

Basic Skills Requirements All matriculated students are required to take the College’s Basic Skills College Placement Test. Students must qualify at prescribed levels in reading, writing, arithmetic computation, and algebra. Students who fail to meet prescribed standards must take basic courses in the areas of their deficiencies before they undertake other course work. Students may take certain college-level courses along with basic courses as long as all identified deficiencies are also being addressed. Such a program should be worked out with a faculty adviser or counselor.

The College Experience This required college-level course introduces skills necessary for success in college, including time management, note taking, test taking, critical thinking, information literacy, and e-learning (eTutoring, Eduspace, the portal). Additionally, students will become aware of different learning styles and discover their own learning style preferences. Students will also explore career choices and learn to navigate Web Advisor. Finally, students will become familiar with the range of academic programs offered at the College as well as the institution’s regulations, policies, and procedures.

1. The College Experience (COL 102) is a required college-level course that all students should take during the first semester they are enrolled at Passaic County Community College.
2. Part-time students who are taking a single course and have no intention of pursuing a degree at Passaic County Community College are not required to take COL 102.
3. Students transferring to Passaic County Community College from other colleges who have successfully completed a minimum of 12 credits of college-level work, with a 2.0 grade point average or better, do not have to take COL 102. And students who have successfully completed a minimum of 12 credits of college-level work at Passaic County Community College, with a 2.0 grade point average or better, may have the COL 102 requirement waived.
Academic Policies

Writing-Intensive Course Requirements

Beginning with the incoming class of fall 2007, students who enroll at PCCC and intend to obtain an A.A. degree will be required to take, and pass with a “C” or better, two writing-intensive courses prior to graduation. Beginning with the incoming class of fall 2009, students who enroll at PCCC and intend to obtain either an A.S. or A.A.S degree will be required to take, and pass with a “C” or better, two writing-intensive courses prior to graduation.

Definition: A writing-intensive course incorporates discipline-specific writing extensively into the course, and the writing contributes significantly to each student's grade. The instructor uses writing assignments to promote the learning of the course content, as well as to increase the students' critical thinking and information literacy skills. Instructors use both formal and informal writing assignments.

Criteria: A writing-intensive course should:
• Incorporate frequent informal, writing assignments to help students generate ideas and better engage with their learning;
• Require students to do writing assignments, totaling up to no less than 2,500 words for the semester;
• Incorporate research requirements that exercise information literacy competencies in at least one of the writing assignments;
• Employ the same assessment rubric for writing as is used for the GWE scoring;
• Have a prerequisite of EN 101;
• Not be taken concurrently (i.e., only one W-I course may be taken by a student in any given semester);
• Have enrollment limited to 25 students; and
• Be approved by the Office for Academic Affairs.

Objectives: Upon completion of a writing-intensive course, students should be able to:
• Use the process of writing, including pre-writing and revision strategies;
• Support their ideas in writing with specific details and evidence;
• Structure their ideas in an organized format;
• Edit their writing according to the rules of standard academic English;
• Evaluate their sources for credibility and academic appropriateness;
• Employ techniques for integrating information, such as paraphrasing, summarizing, and quoting;
• Exhibit the ability to think critically;
• Demonstrate, through their writing, familiarity with the College's standard, evaluative writing rubric; and
• Cite sources using an appropriate documentation style.

Transfer students may have waived one of the two PCCC W-I courses required for graduation.

Computer Literacy Requirements

All degree programs require students to complete CIS 101 to demonstrate computer literacy. A computer literate person is referred to as one who understands how computers work, uses them, and identifies the role of computers in society. Students should have a basic understanding of computers and how to access information on the World Wide Web. They should be able to use available computer tools, such as (but not limited to) word processing, spreadsheets, databases, and multimedia. Upon completion of the Associate Degree, students should be able to:
1. Use a keyboard and a mouse.
2. Describe how computers function and their relevance.
3. Understand the components of a computer system (for example: input/output devices, system unit, storage devices, and communication devices).
4. Distinguish among types of computer software.
5. Search the Internet to find information.
6. Demonstrate Windows skills.
7. Demonstrate basic Microsoft Office skills.
8. Identify ethical issues related to computers and technology.
9. Use resource materials to learn new technology.

Information Literacy Requirements

Prior to graduation, all students should be able to demonstrate the following information literacy competencies as described by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 and the Association of College and Research Libraries:
1. Determine the nature and extent of information needed.
2. Access the needed information effectively and efficiently.
3. Evaluate information and its sources critically.
4. Use information effectively to accomplish a specific purpose.
5. Access and use information ethically and legally.

These competencies will be assessed in the majors and General Education courses through the use of a standard rubric.

Comprehensive Nursing Examination

Students are not awarded the Associate in Applied Science Degree in Nurse Education until they have passed a comprehensive nursing examination near the end of the program. For further information, see the Assistant Dean for Nurse Education and Health Sciences.

Credit Requirements

To be eligible for graduation, students must complete a minimum of 64 credits at the college level. Students who have completed 48-50 credits should apply for graduation before registering for the final 12-14 credits.

Grade Point Average

To be eligible for graduation, students must maintain a cumulative grade point average of 2.0 or higher. Credits transferred from other colleges are calculated in the total number of credits completed. The cumulative grade point average (GPA), however, includes only grades earned at Passaic County Community College.
Graduate Writing Exam To graduate from the College, students must successfully complete the GWE. Students may take this essay exam only after completing EN 102 and 30 college credits. They may attempt the examination more than once if necessary. For more information, see the Coordinator of Testing or the College Registrar.

Students who enter the College in the fall of 2007 with the intention of obtaining an A.A. degree will have to take the GWE at the completion of their second writing-intensive course.

Beginning in the fall of 2009, students who enter the College with the intention of obtaining an A.A. or A.S. degree, in addition to those seeking the A.A. degree, will have to take the GWE at the completion of their second writing-intensive course.

Students are not awarded their degrees from Passaic County Community College until they successfully complete the GWE. Students may attempt the examination more than once if necessary. For more information, see the Coordinator of Testing, the Registrar, or the Vice President for Academic and Student Affairs.

Curriculum All degree programs require students to select an “academic program.” Many departments also require that an option be selected with the declared academic program. Academic Programs (and options) have detailed requirements that must be satisfied. All curricula require coursework that is considered “general education.” (see Academic Programs for full descriptions of general education). General education requirements are designed to ensure that every academic program provides students rich educational backgrounds that extend far beyond any one specific subject area.

Complete curricula for all degree programs and most other programs offered by the College are presented in the Curricula section of this catalog. These curricula should be followed carefully with the assistance of a faculty adviser.

Academic Regulations and Program Requirements
The first semester of attendance indicates the Academic Bulletin that students must follow except for students who entered the academic program prior to the Fall 2001 semester. They must follow the academic regulations and program requirements in the 2007-2009 catalog.

Residency Requirement Associate Degree candidates who have transferred with advanced standing must earn a minimum of 30 credits at Passaic County Community College. Students must complete at least one-half of their major at Passaic County Community College.

Credit for Prior Learning
Advanced Standing
Students may be awarded academic credit for prior educational experiences in several ways:
1. By attending other accredited institutions of post-secondary education. The Division of Enrollment Management evaluates, at the request of students, official transcripts submitted and awards course-for-course credit and elective credit by discipline for other courses. Only grades of “C” or higher are acceptable.
2. By achieving the 50th percentile or higher on College-level Equivalency Program (CLEP) examinations. The Division of Enrollment Management awards a maximum of 12 credits for CLEP.
4. By completing other non-college sponsored instruction. Work done through corporations, unions, government agencies, and similar sponsors is evaluated by PCCC using the annual publication National Guide for Credit Recommendations for Non-college Courses. A maximum of 12 credits may be awarded.
5. By taking Advanced Placement Examinations (minimum score 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 Admissions for evaluation. These scores can be sent by writing to:
   Advanced Placement Examination Program
   College Entrance Examination Board
   Princeton, NJ 08541-6671

Problems arising from these regulations are referred to the Vice President for Academic and Student Affairs, who issues a ruling.
Academic Policies

**Credit By Examination**

Students may receive credit for a course if they can demonstrate they have reached a level of proficiency necessary to satisfy the requirements for that course. Students who wish to obtain credit by examination must receive approval from both the department chairperson and the Vice President for Academic and Student Affairs. Credit by examination, with some restrictions, can be awarded for courses in which students are not presently registered. Upon satisfactory performance on a comprehensive exam and payment of the appropriate exam fee, students are awarded a final grade of “E.” Credit by examination is not given for remedial-level courses. Students who are currently enrolled, or have ever been enrolled in a specific course at Passaic County Community College, may not attempt credit by examination for that particular course.

*Students may not repeat a credit-by-exam test for any one course.*

**Independent Study**

When a particular course does not appear in the current schedule and is needed to fulfill the requirements for a student’s program, sometimes it can be offered in an independent study format. A course given by independent study involves a close working relationship between instructor and student. Details are specified in a learning contract agreed to by the student and the faculty member directing the study. The contract also requires approval by the Vice President for Academic and Student Affairs.
Grade Interpretation

Evaluation of student achievement in each course is made in relation to the attainment of specific course objectives. At the beginning of a course, faculty will distribute a syllabus explaining the objectives and the basis upon which grades are determined. Grades in each course are recorded in the student’s permanent record.

The following represents the College’s grading system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior achievement</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>Above average achievement</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Above average achievement</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>Acceptable academic achievement</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>Minimally acceptable achievement for general education requirements, but unacceptable academic performance for application to prerequisites or general courses</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Acceptable academic achievement</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Minimally acceptable achievement for general education requirements, but unacceptable academic performance for application to prerequisites or general courses</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Academic failure</td>
<td>0</td>
</tr>
<tr>
<td>Q</td>
<td>Registered for audit</td>
<td>N/A</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>N/A</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>N/A</td>
</tr>
<tr>
<td>T</td>
<td>Transfer credit</td>
<td>N/A</td>
</tr>
<tr>
<td>E</td>
<td>Credit by examination (internal)</td>
<td>N/A</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Incomplete The grade “I” (Incomplete) is a temporary grade that may be given when students are unable to complete the semester’s work or the final examination because of illness or other circumstances beyond their control. Students can request an “I” grade from the instructor or the instructor can give an “I” grade at their discretion. Valid reasons for the work missed must be presented. Students must make arrangements with the instructor to make up all incomplete work by the end of the following semester (not including summer), approval for an additional semester extension must be obtained from the faculty and Vice President for Academic and Student Affairs. No extensions beyond an additional semester are granted. Students who want to enroll in a course sequential to one in which an “I” was obtained must change the “I” to a passing grade before enrolling in the next course. When the work is completed, the permanent grade is recorded. If the work is not completed by the specified date, the grade “F” is recorded.

Grade Changes Grade changes are permitted for up to two years (four semesters, fall and spring) after the semester in which the grade is earned.

Grade Point Average (GPA) A student’s academic achievement is measured in part by grade point average, for work done in any one semester, and by the cumulative average, which shows the quality of all work done at the College. The cumulative average (all the student’s work) and the semester average (work in one semester) are computed in the same manner. To determine the average:

1. Multiply the number of quality points that represent the letter grade received by the number of credit hours for the course to determine the quality points earned in each course.

2. Divide the sum of the quality points for all courses by the total number of credit hours of work. The quotient represents the semester average. When this method is applied to all work attempted to date, the quotient represents the cumulative average.

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Final Grade</th>
<th>Grade Points</th>
<th>Number of Credits</th>
<th>Quality Points</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>D</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Course 2</td>
<td>C</td>
<td>2</td>
<td>3</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Course 3</td>
<td>B+</td>
<td>3.3</td>
<td>3</td>
<td>9.9</td>
<td></td>
</tr>
<tr>
<td>Course 4</td>
<td>A</td>
<td>4</td>
<td>2</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

or \( \frac{27.9}{12} = 2.33 \)

Degree Completion Once a student completes a degree, future academic work is not included in the GPA.

Standards for Academic Performance

Satisfactory Academic Performance Passaic County Community College has established minimum standards of satisfactory academic performance to be achieved by all students. These minimum standards are expressed in terms of cumulative grade point average and number of credit hours attempted as shown below:

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Satisfactory Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-18</td>
<td>cumulative average at 1.4 or higher</td>
</tr>
<tr>
<td>19-36</td>
<td>cumulative average at 1.6 or higher</td>
</tr>
<tr>
<td>37-48</td>
<td>cumulative average at 1.8 or higher</td>
</tr>
<tr>
<td>49 and more</td>
<td>cumulative average at 2.0 or higher</td>
</tr>
</tbody>
</table>
Academic Regulations

Probation and Suspension  Students are placed on academic probation for one semester if their cumulative average (GPA) falls below the acceptable minimum standard appropriate to credit hours attempted. During the probationary semester, students will be allowed to register for a maximum of 9 credit hours. If, after the one semester of probation, the student’s cumulative average is still not sufficient to warrant removal from academic probation, the student is, with one exception, suspended from the College for one semester. The exception provides that a student is allowed to continue one additional semester to attempt to raise the cumulative average to the required standard under the following two circumstances:
1. Students with fewer than 49 credits who achieve at least a 2.0 semester GPA in the probationary semester.
2. Students with 49 or more credits who achieve at least a 2.3 semester GPA in the probationary semester.
A maximum of two semesters on academic probation is allowed before suspension from the College. Students on probation may not hold office, participate in intercollegiate functions, or be public representatives of the College.

Students in basic skills courses in Reading, English, ESL, Science, and Mathematics who receive a “D” or “F” for the second time, regardless of GPA, are placed on probation. If a “D” or “F” is received on the third try, the students are suspended.

Repeating a Course
Students must repeat any prerequisite or major course in which they earn a “D” or “F” grade. The choice of repeating any other course in which a “D” or “F” was earned is left to student discretion.

Normally, courses in which an “A”, “B”, or “C” have been earned should not be repeated. Both the original grade and the grade for the repeated course appear on the student’s transcript. When a course is repeated, the higher of the two grades is used when computing the cumulative average.

Attendance
Students are expected to attend all classes. Only illness or serious personal matters may be considered adequate reasons for absences. It is the prerogative of the instructor to excuse absences for valid reasons provided the students are able to fulfill all course requirements. It should be noted that by law, the College is required to make attendance reports to various agencies for students who are funded by The Veterans’ Administration, The Social Security Administration, and various other federal, state, or private scholarship programs.

Plagiarism
Plagiarism, or the act of copying, stealing, or taking the ideas or words of another as one’s own without giving credit to the source, is prohibited. Students should understand the instructors’ requirements for footnotes and citing sources for research papers, term papers, and other academic projects.

Academic Bankruptcy
Students who attended Passaic County Community College in the past with poor academic records and who wish to return to the College without being penalized for a long-standing poor record, may declare academic bankruptcy for all courses taken during previous attendance at the College.

Students may declare academic bankruptcy if there is a five-year interim (10 consecutive semesters, excluding summers) between the time a student took his or her last course and the time he or she declares academic bankruptcy.

Once academic bankruptcy is declared, the student’s previous record is retained on the transcript with “bankrupt policy applies” indicated. This statement separates the past from the current coursework. The academic bankruptcy policy is printed on the back of the student’s transcript.

When a student declares academic bankruptcy, all courses taken during his or her first affiliation with the College are included. Selecting only certain courses is not permitted. Also, no minimum number of credits is required before a student is eligible to declare academic bankruptcy.

Students who are eligible for Academic Bankruptcy and are suspended from the College may automatically register for 6 credits upon returning to the College. If these students wish to register for more than 6 credits, they must appear before the Academic Appeals Committee.

Student veterans who declare academic bankruptcy upon re-entry into the College are advised that VA benefits are not paid for courses which received passing grades during the initial attendance period.

Students considering academic bankruptcy must contact the Center for Student Success for additional information.

Academic Achievement

Dean’s List
Outstanding scholastic achievement merits inclusion on the Dean’s Honor List compiled each semester. There is a Dean’s list for full time matriculated students who have earned at least 12 credits during the semester and a 3.5 GPA or higher, with no final grade of “D”, “F”, “W” or “I” in that semester. In addition there is a Dean’s list for part-time matriculated students who have earned at least 6 credits during the semester and a 3.5 GPA or higher, with no final grade of “D”, “F”, “W” or “I” in that semester.
**Honors Program**

The Honors Program offers highly motivated, academically-accomplished students an expanded learning environment. Challenging seminars, special courses, and independent research projects further develop students’ analytical skills and creative abilities. Distinguished faculty members representing a comprehensive range of disciplines work closely with and encourage students participating in this rigorous and rewarding program.

The benefits of the Honors Program are both immediate and long-lasting. The program sponsors many exciting, enjoyable events, including a scholar-in-residence program, eminent guest speakers, museum visits, art exhibits, concerts, theatrical productions, dance presentations and opera. This balance of stimulating creativity and enhanced intellectual exploration provides successful students with powerful advantages in future efforts, whether in pursuit of career opportunities or transfer options to four-year colleges and universities.

**Admission criteria include:**
- A minimum of 3.3 cumulative grade point average
- Completion of 12 college-level credits
- Completion of Honors application
- Recommendation of the Honors Advisory Committee.

Honors students enroll in Honors courses, Honors sections of selected regular courses, or Honors independent study. Graduation from the Honors Program requires students to complete a minimum of four Honors courses or options plus an interdisciplinary seminar, and hold a 3.3 grade point average each semester. Honors courses and Honors sections (designated as Section HP) are listed in each semester’s Course Schedule.

For further information on individual courses, see the Honors Program page: www.pccc.edu on the College’s web site. Information and applications for admission to the program are available from Prof. Randy Rader in the English Department.

**Phi Theta Kappa**

This honor society of two-year colleges has been recognizing academic achievement for 75 years. Alpha Eta Chi, the PCCC chapter, was chartered in 1982. Membership is by invitation to students having completed at least 12 credits of college-level coursework leading to an Associate’s Degree, with a GPA of 3.5 or higher. In addition, if the student falls below the 3.3 GPA, he/she must inform the advisor and will have one semester to bring the average back up to 3.3. If not, Phi Theta Kappa states that membership is revoked, and a member has to meet all eligibility requirements again. Superior scholarship and a commitment to continued excellence, leadership, and community service are the hallmarks of Phi Theta Kappa members.

Phi Theta Kappa students are inducted during the College’s annual Honors Day celebration. Graduating seniors are recognized at the annual Graduate Awards Ceremony. In addition to certificates and gold keys, students receive gold tassels and gold stoles worn at commencement exercises.

Members are eligible for special scholarships at four-year colleges and universities. They compete in state and national competitions, such as the All USA Academic Team, the Guistwhite Program, and the Jack Kent Cooke Scholarship.

Phi Theta Kappa graduates have been awarded thousands of dollars in scholarships and have been recognized by local and state officials, including the Governor of New Jersey.

**Chi Alpha Epsilon**

Chi Alpha Epsilon (XAE) National Honor Society recognizes the academic achievements of students who have utilized or are enrolled in support services programs, such as EOF. Our members are committed to promoting high academic standards, fostering communication among members, and honoring the academic excellence of those students admitted into the EOF program. Originally founded at West Chester University in Pennsylvania by Dr. Elbert M. Saddler, there are now over 20 chapters in New Jersey. Passaic County Community College’s Chapter, Gamma Upsilon, was chartered in 2002. Membership is by invitation to EOF students who have earned a minimum of 24 credits with a GPA of 3.00 or higher.

**Graduation**

Students must apply for graduation. The application should be filled out before registering for the final semester. Applications and information are available at the Registrar’s Office and the Center for Student Success.

The annual Commencement ceremony is held at the end of the spring semester. However, students completing their graduation requirements in August or December will have their degrees posted to the transcript by the end of said month. All graduates are expected to participate in commencement exercises. Only students whose eligibility for graduation has been approved by their academic department and certified by the Registrar are permitted to participate in commencement activities.

**Graduation Honors**

Three levels of outstanding academic performance are recognized at commencement. A candidate who has earned a cumulative grade point average of 3.50 to 3.69 graduates with honors; a candidate who has earned a cumulative grade point average of 3.70 to 3.89 graduates with high honors; and a candidate who has earned a cumulative grade point average of 3.90 to 4.0 graduates with highest honors.

**Second Associate Degree**

A. If students have earned Associate degrees from PCCC and wish to earn second degrees from PCCC, they must submit a minimum of 15 semester hours above those used for the first degree and meet all academic program requirements specific to the second degree. Please note that students are not eligible for the same degree using different options.

B. If students have earned Associate or higher degrees from other regionally accredited colleges and wish to earn second associate degrees from PCCC, they must submit a minimum of 30 semester hours above those used for the first degree and meet all the major requirements specific to the second degree (see Residency Requirements on p. 21).
Academic Skills Resource Center (ASRC)
Through supplemental reinforcement of classroom instruction, the labs assist students in developing language, basic mathematical, reading and writing, technical and critical thinking skills that are necessary for a successful academic career in higher education, and participation in the workforce, as well as, in their formal and informal life experiences. Instruction in the ESL labs is provided by qualified tutors with experience in the teaching of English as a Second Language. The tutors assist students in developing their grammar, speaking and writing skills, improving their listening comprehension, and building vocabulary, utilizing multimedia technology to enhance students’ communicative and written competence in English. Labs are open six days a week, including Saturdays. (Drop in tutoring hours are posted on the door of each lab.) Lab hours are modified during the summer sessions.

Math tutoring is available in two labs, staffed by qualified tutors. The tutors’ efforts are supported by a variety of software and other educational resources directly related to the students’ course of study. Math students in developmental and college-level courses receive assistance with instructor-generated assignments and/or lab-produced assignments that reinforce the skills they have been taught in the classroom. Students in MA 006 and MA 007 work with online tutorials. Each semester, both math labs post the scheduled and drop-in/open hours of operation on Monday through Saturday.

The Reading and Writing Lab provides tutoring for students registered in basic and developmental reading and writing courses. Computers are available to students for word-processing, online research, web-based programs and specific skills review and exercises. Staffed by dedicated educators with years of experience. Lab hours are posted each semester.

Learning Resources Center (LRC)
Scope The LRC serves students, faculty, and staff at the main campus in Paterson and at the alternate campuses (Wanaque, Wayne, and Passaic). The LRC supplies a varied collection of books, electronic resources, audio-visual, and other materials covering subjects related to the College curriculum and beyond. All materials acquired support the philosophy and mission of PCCC. Additionally, librarians lead information literacy integration at the College, from the first-year experience through general education courses.

Hours During the academic year, the LRC is open daily, except Sunday and designated holidays. Library hours are posted at the door and on the Library Web page.

Circulation Materials are loaned to students, faculty, and staff as well as public library cardholders of Passaic County. Instructors place materials on reserve for limited loan periods. The PCCC Library is a member of the Passaic County Library System (PALS), the Highland Regional Library Cooperative (HRLC), and the Virtual Academic Library Environment (VALE).

Collection The collection consists of materials that support classroom instruction and individual information needs. The Library’s resources are much enhanced through online database subscriptions.

Multi-Media Materials The LRC maintains a large collection of multimedia content, including CD’s, DVD’s, and audio books on cassette as well as online books and videos.

Archives The College archives and related documents are maintained in the Library.

Adjunct Faculty
Each semester, the College employs adjunct instructors who teach courses in the various academic departments and degree programs. Part-time faculty are experienced and qualified professionals, who have proper credentials to teach in institutions of higher education. In addition to expertise in their academic discipline, adjunct instructors bring to students practical knowledge of the job market and career opportunities.

The Office of Adjunct Faculty Services seeks to provide a collegial atmosphere where instructors can share ideas and experiences, and meet with their students for conferences or additional educational guidance. Mail boxes, messages and Internet access are available here for instructors. The Office also provides professional development activities for adjunct faculty that support a positive classroom experience. The office, located on the first floor of Founders’ Hall, Room E109, can be reached by calling 973-684-5302. It is staffed by a full-time administrator and part-time assistants from Monday through Saturday.

Courses Offered in Spanish
To facilitate the transition from the English as a Second Language program to regular college programs, the following courses are taught in Spanish for native speakers:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL</td>
<td>The College Experience</td>
</tr>
<tr>
<td>MA</td>
<td>Basic Arithmetic</td>
</tr>
<tr>
<td>MA</td>
<td>Basic Mathematics</td>
</tr>
<tr>
<td>PS</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>SO</td>
<td>Introduction to Sociology</td>
</tr>
</tbody>
</table>

Students who wish to learn the Spanish language may choose from a variety of courses listed under Spanish in the Course Descriptions section of this catalog.
PCCC Degree Programs

PCCC offers Associate degrees, certificate programs and certificate of achievement programs. The Associate in Arts and the Associate in Science degrees are intended for students who wish to transfer to continue their education at the baccalaureate level. The Associate in Applied Science degree is intended for direct career entry. The certificate programs offer training for employment and the credits earned can be applied to a related degree program. The certificate of achievement programs are offered by the departments for immediate employment and often respond to community needs. Students who plan to continue their education beyond the community-college level are advised to speak to faculty advisers and/or counselors early in the academic program. Students should also communicate with the four-year colleges of their choice to become familiar with procedures and qualifications for admission, as well as academic standards to be maintained. Students should consult the catalog of the particular institution to which they plan to transfer and select their courses accordingly. Generally, the minimum acceptable transfer grade is “C.” Some transfer institutions, however, may require a higher cumulative grade point average. It is the students’ responsibility to know what requirements are necessary for transferring to the next institution. Information about individual colleges, filing applications, interviews, and recruitment schedules can be obtained from the transfer counselor. Staff in the Center for Student Success are available to assist in students’ plans to transfer to other institutions.

Graduates for all transfer (A.A. or A.S. Degree) programs are generally eligible for admission with advanced standing to accredited four-year undergraduate colleges.

General Education Requirements  In addition to courses in the majors, all students enrolled in degree programs must complete the College’s general education requirements. According to the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, “General education incorporates essential knowledge, cognitive abilities, and an understanding of values and ethics, and it enhances students” intellectual growth. General education programs draw students into new areas of intellectual experience, expanding their cultural and global awareness and sensitivity, and preparing them to make enlightened judgments outside as well as within their academic specialty. To the extent appropriate for their degree or certificate, graduates will:

- Communicate effectively in both speech and writing.
- Use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.
- Use the scientific method of inquiry, through the acquisition of scientific knowledge.
- Use the computer systems or other appropriate forms of technology to achieve educational and personal goals.
- Use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.
- Analyze works in the fields of art, music, or theater; literature; philosophy and/or religious studies; and/or gain competence in the use of a foreign language.
- Understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.
- Understand the importance of a global perspective and cultural diverse peoples.
- Understand ethical issues and situations.

The General Education requirements vary according to the degree program. A.A. Programs require 45 general education credits; A.S. Programs require 30; A.A.S. Programs require 20. In general, no more than 16 hours in one discipline (e.g., English, Chemistry, Psychology, History) may be counted toward the general education requirement for each degree.

Associate in Arts Degree (A.A.)

The Associate in Arts degree is offered to students who choose a general Liberal Arts program and wish to transfer to a four-year college. Students in the A.A. program major in Liberal Arts with a concentration in:

- Communication
- Criminal Justice
- Early Childhood Education
- English
- Humanities
- Musical Studies
- Psychology
- Sociology
- Teacher Education
- Theater

These areas of concentration are called options. The credits listed under options are part of the total credits required to graduate.

Diversity Requirements

Students choose one of the following to meet the diversity course requirements for the Associate in Arts Degree (A.A.):

- CT 101 Critical Thinking in a Diverse World
- EN 204 Introduction to African-American Literature
- EN 212 Introduction to Hispanic-American Literature
- GE 101 Cultural Geography
- HI 103 History of Puerto Rico and the Caribbean
- HI 104 History of Latin America
- HI 106 History of the Middle East
- HI 190 African-American History
- HI 220 Introduction to African Civilization
- HI 221 History of Modern Africa
- PH 102 Oriental Philosophy
- RL 101 Comparative Religion
- SO 102 Institutional Racism I
- SO 202 Cultural Anthropology

Writing Intensive Requirements  Beginning with the incoming class of fall 2007, students who enroll at PCCC and intend to obtain an A.A. degree will be required to take, and pass with a “C” or better, two writing-intensive courses prior to graduation. For further information on Writing-Intensive Course Requirements see page 20.
Academic Programs

Associate in Science Degree (A.S.)
The Associate in Science degree is also offered to students who wish to transfer to four-year colleges. Students may choose to earn an A.S. in the following disciplines:

Applied Computer Science
Business Administration
  Options:
  • Accounting/Finance
  • Hospitality Management
  • Information Technology
  • International Business
  • Management/Marketing
  • Public Administration

Health Science
Human Services
  Options:
  • Addictions
  • Gerontology

Liberal Arts
  Options:
  • Biotechnology
  • Engineering Science
  • Exercise Science
  • Mathematics
  • Preprofessional Scientific
  • Science

Associate in Applied Science Degree (A.A.S.)
This degree is for students who plan to enter a career field upon graduation. Students who wish to continue studies leading to a four-year degree should know that four-year colleges usually decide on a course-by-course basis whether to accept credits for transfer. Each Associate in Applied Science degree program requires a general education core of 20 credits as well as courses in career or technical areas. The Associate in Applied Science degree offers academic programs and options in the following areas:

Accounting
Criminal Justice
  Options:
  • Corrections
Information Technology
  Options:
  • Business Technology
  • Network Administration
  • User Support Services
  • Web Technology
Early Childhood Education
Electronic Engineering Technology
Energy Utility Technology
Fire Science Technology
Health Information Technology
Nurse Education
Office Administration
Radiography
Technical Studies

Graduates of career programs are prepared for jobs at an entry level or above in business, industry, and service professions. Information with respect to career opportunities may be obtained from Admissions officers, individual program coordinators, or from the transfer counselor.

Shorter Career Programs
Certificate Programs These programs offer training in a variety of careers that can be entered after one year of coursework. Certificate Programs consist of 30-36 credits, including 6 credits of general education. In most cases, the credits earned in certificate programs can be applied to related degree programs. Passaic County Community College offers academic certificates in:

Corrections
Criminal Justice
Fire Science
Human Services Specialist
Information Technology
Legal Administrative Assistant
Medical Coding
Medical Transcription
Word Processing Specialist

Certificate of Achievement In addition to the career programs listed above, Passaic County Community College offers several special-purpose training programs for immediate employment. These programs are often designed to meet community needs and require less than 30 credits. Upon successful completion of the required courses, the department will issue a Certificate of Achievement. The following programs were available at press time:

AutoCAD Drafting
CDA Child Development Associate
Computerized Accounting Certificate
Culinary Arts Program (non-credit)
Cyber Security and Computer Forensics
E-Commerce
Emergency Management
Fitness Specialist
Graphic Design and Digital Media
Medical Assistant (non-credit)
Microcomputer Software Specialist
Network Administration
Patient Care Associate (non-credit)
PC Basic Skills
Sales Associate
Web Technology

Students interested in any of these programs should contact the Admissions Office for more information.
**Academic Programs**

**Rutgers Dual Degree Program**

PCCC also participates in the Rutgers Dual Degree Program (DDP). Through this program, Rutgers offers admission into the DDP program to a select group of first-year New Jersey high school students. These are students for whom space is unavailable at the university because of the growing number of high school graduates applying to Rutgers and their increasingly competitive records.

Those first-year students offered admission through the DDP will begin their studies by enrolling at PCCC in a recommended transfer program. Upon completion of their associate of arts or associate of science degree, DDP participants will be admitted to at least one college of Rutgers University provided a cumulative grade point average of 3.0 is achieved at PCCC.

**Degree Pathways Program**

Passaic County Community College and Thomas Edison State College have created a partnership to offer adults in Passaic County the opportunity to complete one of five baccalaureate degrees available through Thomas Edison State College. Under the Degree Pathways Program, Passaic County Community College graduates are able to transfer immediately to a baccalaureate program at Thomas Edison State College, where they can continue their education without leaving the county. Up to 80 community college credits will transfer toward the 120 credits required for the baccalaureate degree at Thomas Edison State College.

Students enrolled in the Degree Pathways Program can earn credits at Thomas Edison State College through many and varied ways, including guided study courses, on-line computer classroom courses, portfolio assessment, and classroom instruction at other four-year colleges. The full range of Thomas Edison State College advisement services is available to Passaic County Community College students.

**Burgundy-Blue Connection**

*Fairleigh Dickinson University*

The Burgundy-Blue Connection (B-BC) is a formal articulation program offered by Passaic County Community College and Fairleigh Dickinson University (FDU). The program is available to any student who is currently matriculated or intends to matriculate at Passaic County Community College. To be eligible for a B-BC Achievement grant a student must first receive an associate degree from Passaic County Community College. Passaic County Community College students who transfer to FDU without an associate degree are not covered by this agreement and shall be evaluated on a course by course basis.

Please contact the PCCC Admissions Office for further information about this program at 973-684-6868.

**NJTransfer — A Statewide Transfer System**

NJTransfer is a computerized data information system created to facilitate the transfer of students from county colleges to the four-year colleges and universities of New Jersey. NJTransfer allows students and advisers at the institutions to ascertain the transferability status of any community college course. It indicates whether the course is transferable and, if so, the receiving institution’s equivalent course number of applicability towards elective credits. Recommended course selections for each major are also available. For further information, visit www.njtransfer.org.

**English as a Second Language (ESL)**

The ESL program offers special English language instruction for non-native speakers of English. Entering students must take a placement exam that indicates appropriate placement in one of five levels of English-language proficiency. Listening, speaking, reading, and writing skills are developed to help students attain their personal and academic goals. To develop cross-cultural understanding and to prepare students for full participation in American society, students also study American culture.

The program core courses are sequenced and represent five different levels of language mastery. Successful completion of each level is a prerequisite for promotion to the next. Two elective courses offer additional instruction in pronunciation and speaking. To supplement classroom instruction and to facilitate language learning, the ESL Program provides a tutorial lab for grammar and writing courses, and a multi-media lab for reading and oral communication and pronunciation and speaking courses. In addition, personal, academic, and employment counseling services are available to students enrolled in the ESL Program.

The ESL Program is college-integrated. Students are assisted in developing academic programs that lead to certificates and/or degrees and are given support throughout their academic careers. College courses are available to students according to their level of proficiency. To support English-language learners in achieving their academic goals, the College offers courses taught in Spanish, learning communities, paired Content/ESL courses and technology courses. Furthermore, students are encouraged to participate in and contribute to the social and cultural life of the College.

At a gala ceremony each fall semester, the ESL Department provides two types of awards to recognize student achievement. A Program Completion Award is given to students who have completed their ESL course work and six additional credits. A Language Competency Award is given to those students who have completed Advanced ESL Grammar (ESLG 004), ESL Reading in American Culture (ESLR 004), Intermediate ESL Writing (ESLW 003), and a speaking and pronunciation course (ESLS). Students are invited to apply for a recognition award through the ESL Department each year in September.
Academic Programs

Distance Learning
Among two-year colleges in New Jersey, PCCC is a leader in educational technology and distance education. The College offers a wide range of college-level online courses — now over 60 — including complete associate degree programs in liberal arts and Health Information Technology. Fully online programs in Criminal Justice and Fire Science are near completion. Success in online courses requires the same mastery of competencies from students as in traditional, face-to-face courses. (Refer to the PCCC website at www.pccc.edu/library/courses.html for the complete online course schedule.)

Online Courses are delivered over the Internet through Blackboard, a leading course management system. Through course discussion boards, e-mail messages, and chat as well as a variety of mixed media such as print, audio, and video, students interact with their instructors and their peers. Although assignments have deadlines, students work at the time of day or night most convenient to them. Most courses do not require visits to the campus, although some may require a limited number of campus visits for exams.

Online courses cover the same material and carry the same number of credits as their traditional classroom counterparts, and are ideal for students whose schedules or responsibilities make traveling to campus difficult. In order to succeed in an online course, students must be self-disciplined, strongly motivated and able to work independently.

What are the technical requirements?
• Access to a computer with Internet access
• Familiarity with Internet browsers such as Internet Explorer and Firefox
• Familiarity with word processing software such as Microsoft Word

Online academic support is available to all PCCC students via eTutoring (www.etutoring.org). Professional tutors offer help to students in writing, math, science, accounting, research methods, information literacy, and many other areas. Assistance is both synchronous (real time) and asynchronous.

ITV (Interactive Television) courses are live classes that are transmitted at a specific time, usually from the Main Campus in Paterson to the alternate campuses (Wanaque, Wayne, and Passaic) as well as to other county colleges such as Morris, Sussex, and Bergen. ITV students are able to interact with their instructor and their fellow classmates. These courses observe the same attendance policies as traditional courses. Alternatively, the instructor for each ITV course may teach the course from the remote site back to the Main Campus, if he or she chooses.

Course Codes
Allied Health: HIT, NUR, RA
American Sign Language: ASL
Business: AC, BU, BUR, OA
College Experience: COL
Computer Science and Engineering: CIS, ES, ET, UTI
Criminal Justice: CJ
Early Childhood Education: ECE
Education: EDU
English as a Second Language: ESLG, ESLR, ESLS, ESLW
Fire Science: FS
Graphic Design and Digital Media: GD
Honors: HP
Human Services: HS
Humanities: AE, AR, ARB, COM, CT, EN, ENS, FR, GE, HI, MU, PH, PT, RD, RL, SP, ST, ENR, ENW
Mathematics: MA
Physical Education: PE
Science: BS, CH, GIS, PY, SC, SCT
Social Science: EC, PL, PS, SO
The Center For Student Success

The Center for Student Success (CSS) mission is to provide students (including international and veterans) with easy access to an integrated, seamless, and holistic system of support services, including academic planning and advising, career services, college transfer, job placement, and counseling. Our objective is to empower students with the ability to make excellent informed choices.

In order to ensure effective advisement campus wide, the CSS provides academic guidance to students, advisor training and development to faculty advisors, and information and referrals to the general campus community. The Center is open six days a week and is staffed by administrators, counselors, volunteer faculty and paraprofessionals. Students are encouraged to make an appointment; however, walk-ins are welcome.

Academic Planning and Advising

The college actively engages in advising according to the developmental advisement model, which emphasizes academic exploration and decision-making that results in a comprehensive educational plan. Academic services and activities are designed to assist students in developing and achieving their academic and career goals. Students meet with advisors in the Center to choose a major, select courses, review degree requirements, learn about academic policies, and get information on transferring to four-year institutions.

Career Services

A variety of career services are available to students at PCCC. The career counseling process begins the moment a student enters college, therefore all students are encouraged to visit the office periodically to discuss their future plans. Career Services helps students gain insight into their interests, abilities and skills; learn about different careers; prepare for the job search; and find employment opportunities. A list of the office services is provided below. Additional information can be found at the Center for Student Success (CSS — Room A-230) or on the Career Services homepage on the PCCC web site.

Available services include:

Career Planning Staff members are available to assist students in choosing an appropriate academic program or career path. Students are able to assess their vocational interests using Sigi3, our career planning software, and through career inventories, books, periodicals, videos and the Internet. Students should make appointments with their counselors, or take advantage of the walk-in hours at the Center.

Career Workshops A variety of workshops are offered throughout the year that address specific career fields, choosing a major, resume writing, interviewing techniques, and success on the job. Professionals with a broad range of career experiences present many of the workshops along with PCCC faculty, college counselors and Career Services staff. Workshops may be conducted in Spanish as well. All students are encouraged to attend.

Job Placement Information on potential job opportunities is available to students through the College web site on the Career Services homepage. An on-line job service that displays full time and part time opportunities, temporary jobs and internships offers students access to area employers. Organizations can post their positions onto the site and review resumes, while students can post their resumes and view current opportunities.

On Campus Recruitment Students have the opportunity to meet directly with employers who are looking to fill current openings within their organizations. Information detailing the employers and the recruitment schedules is posted on the Bulletin Boards outside the CSS.

Career Library To help decide if a career is an appropriate fit, a solid understanding of what the position entails is needed. An updated library of career and vocational information is available for student use. Computers and a laser printer are dedicated for students who wish to write their resumes, look up job search and career information, and access related internet sites.

Additional resources are available which provide information on four year colleges, scholarships, employment trends and popular careers.

College Transfer Services

The CSS offers services and resources to assist students in making plans for a seamless transfer to a four-year college or university. A schedule of transfer events for the current semester can be found at the center, or on the Transfer Services homepage which is located on the PCCC web site. Services and programs sponsored for transfers include:

Career and Transfer Resource Library: The Center maintains a Career and Transfer Resource Library that contains college guidebooks, admission applications, scholarship information and career resources. In addition, two PCs are available to offer students the opportunity to research career and transfer information, submit on-line admission applications and access the NJ Transfer web site for transfer planning.

Individual Transfer Counseling: At various points in the transfer planning process students can meet with a transfer counselor on an individual basis. Students are encouraged to make appointments in advance by stopping by the CSS, A-230, or by calling 973-684-5524.

Transfer College Fair: The Transfer College Fair provides an opportunity for students to gather information from a variety of different colleges and universities simultaneously. This event is held in the spring and is open to all PCCC students.

Transfer Immediate Admission Decision Programs: This series of programs allows PCCC students with 40+ college level credits to meet with a representative from a four-year institution and have an on-the-spot decision made on their transfer application. The programs are held during the fall and spring semesters. A separate date is scheduled for each institution, and students must sign up for their appointments in advance.
**Student Affairs and Services**

**Transfer Workshops:** Workshops on a variety of topics related to the transfer process are offered throughout the academic year. The workshops are designed to provide transfer bound students with the skills and information needed to make informed decisions during the transfer planning process. The workshops are presented in an interactive format and students are encouraged to actively participate. Workshop topics include "Planning for a Successful Transfer", "Take Advantage of NJ Transfer", and "What to Expect When You Transfer".

**University Information Sessions:** At these events, held during the fall semester, university representatives provide an overview of their institutions and academic programs, admission requirements, student life, tuition, and scholarship opportunities. The presentation also includes a question and answer period.

**Articulation (Transfer) Agreements**
Passaic County Community College has signed articulation (transfer) agreements with a number of colleges and universities. These agreements frequently ease the transition from the associate to the baccalaureate level. Agreements in effect when this catalog was being prepared are listed below. Students should consult with their faculty advisors or counselors for other agreements.

**Applied Computer Science**
Caldwell College, Caldwell, NJ
College of Saint Elizabeth, Morristown, NJ
Fairleigh Dickinson University, Madison and Teaneck, NJ
Felician College, Lodi, NJ
CIS / Computer Security & Information Assurance (Fast Track) Program
Montclair State University, Montclair, NJ
New Jersey City University, Jersey City, NJ
New Jersey Institute of Technology, Newark, NJ
Computer Technology Program
Ramapo College, Mahwah, NJ
William Paterson University, Wayne, NJ

**Business Administration**
Bloomfield College, Bloomfield, NJ
Caldwell College, Caldwell, NJ
The College of Insurance, New York, NY
College of Saint Elizabeth, Morristown, NJ
Fairleigh Dickinson University, Madison and Teaneck, NJ
Felician College, Lodi, NJ
Kean University, Union, NJ
Montclair State University, Montclair, NJ
New Jersey City University, Jersey City, NJ
Ramapo College, Mahwah, NJ
Rutgers, the State University of New Jersey, Newark, NJ
Thomas Edison State College, Trenton, NJ
William Paterson University, Wayne, NJ

**Information Technology**
Bloomfield College, Bloomfield, NJ
College of Saint Elizabeth, Morristown, NJ
Fairleigh Dickinson University, Madison and Teaneck, NJ
Felician College, Lodi, NJ
CIS / Computer Security & Information Assurance (Fast Track) Program
Monroe College, New York, NY
New Jersey Institute of Technology, Newark, NJ
Computer Technology Program
Thomas Edison State College, Trenton, NJ

**Criminal Justice**
Bloomfield College, Bloomfield, NJ
John Jay College, New York, NY
Montclair State University, Montclair, NJ
Criminal Justice Option
Rutgers, The State University of New Jersey, Newark, NJ

**Dual Admission Program Agreements**
Fairleigh Dickinson University, Madison and Teaneck, NJ
Kean University, Union, NJ
Rutgers, The State University of New Jersey, Newark, NJ
New Jersey Institute of Technology, Newark, NJ

**Early Childhood/Teacher Education**
Montclair State University, Montclair, NJ
Thomas Edison State College, Trenton, NJ
William Paterson University, Wayne, NJ

**Engineering**
New Jersey Institute of Technology, Newark, NJ
Stevens Institute of Technology, Hoboken, NJ

**Human Services**
Bloomfield College, Bloomfield, NJ
Caldwell College, Caldwell, NJ
Fairleigh Dickinson University, Teaneck and Madison, NJ
Kean University, Union, NJ
Manhattan College, Riverdale, NY
New Jersey City University, Jersey City, NJ
New Jersey Institute of Technology, Newark, NJ
New York Chiropractic College, Seneca Falls, NY
Pennsylvania College of Straight Chiropractic, Horsham, PA
Ramapo College, Mahwah, NJ
Saint Peter's College, Jersey City, NJ
Stevens Institute of Technology, Hoboken, NJ
Thomas Edison State College, Trenton, NJ
William Paterson University, Wayne, NJ

**Liberal Arts**
Bloomfield College, Bloomfield, NJ
Caldwell College, Caldwell, NJ
Fairleigh Dickinson University, Teaneck and Madison, NJ
Kean University, Union, NJ
New Jersey City University, Jersey City, NJ
New Jersey Institute of Technology, Newark, NJ
New Jersey City University, Jersey City, NJ
Ramapo College, Mahwah, NJ
Rutgers, The State University of New Jersey, Newark, NJ
Thomas Edison State College, Trenton, NJ
William Paterson University, Wayne, NJ

**Nurse Education**
College of Saint Elizabeth, Convent Station, NJ
East Stroudsburg University, East Stroudsburg, PA
New York University, New York, NY

**Science**
Caldwell College, Caldwell, NJ
Kean University, Union, NJ
New Jersey City University, Jersey City, NJ
Palmer College of Chiropractic, Davenport, IA
Ramapo College, Mahwah, NJ
Rutgers, The State University of New Jersey, Newark, NJ
Saint Petersburg College, Saint Petersburg, FL
Thomas Edison State College, Trenton, NJ
Weber State University, Ogden, UT
William Paterson University, Wayne, NJ
Counseling Services
College counselors, experienced in working with students from diverse backgrounds, provide a wide range of services and programs. Counseling services include group and individual counseling, behavioral, problem-oriented workshops on stress management, test anxiety, assertiveness, and other issues; crisis intervention counseling; and student referral to outside agencies when necessary.

Special programs include:
Freshman Year Program First year students participate in a Freshman Year Program that is designed to help ensure that students begin their educational career successfully. This program includes participating in the New Student Orientation (see below) and being assigned a college counselor until they have met the following stipulations: earned three college level credits, declared an academic program, and maintained satisfactory academic progress. In addition, they must complete the required College Experience course where students are introduced to the college’s academic policies and procedures and learn how to select a major.

New Student Orientation This one-day session, run in an open, informal and friendly setting, provides students with the chance to meet their fellow classmates before classes begin. Faculty and administrators are also available to answer questions and to provide information on state regulations (immunization and insurance), financial aid, tutoring, library resources and computer labs.

International and Veterans Student Services
The International and Veterans’ Affairs counselors provide services for international students on an F-1 visa, as well as students who have served or are serving in the Armed Forces. Services primarily include regulation monitoring and eligibility for benefits, but can also include academic advisement and referral to outside agencies for appropriate assistance. Students from both groups should contact the Center for Student Success for referral to the appropriate counselor.

Services for Students with Special Needs/Disabilities
The College is committed to maintaining programs and services that are accessible to students with disabilities. Barrier-free parking facilities are available to students who display Division of Motor Vehicle identification. Elevators, ramps, and a wheelchair lift permit access to all buildings for students who are mobility impaired.

The College’s goal is to provide students with special needs services that equalize their chances for success. The College offers services to assist students whose learning, physical, and emotional needs are verified in writing by an appropriate professional. Such students should submit documentation of their disability to the Disabilities Specialist. Documentation is reviewed and eligibility for services determined by the Office of Disabilities Services. Depending on documentation, students may be eligible for academic adjustments, assistance with advisement and registration, alternative testing, accommodations to a physical setting, referral to an outside agency, or other academic support.

Confidentiality of Student Records
Students’ educational, counseling, and financial records are confidential. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student’s education records within 45 days of the date the College receives a request for access.

Students should submit to the registrar, dean, academic department head, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request was submitted.

That official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of a student’s education records that the student believes is inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College notifies the student of the decision and advises the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures is provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Optional Upon request, the College discloses education records without consent to officials of another school at which a student seeks or intends to enroll. (Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)
Student Affairs and Services

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

   Note: In addition, an institution may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.

The College reserves the right to make public, without the student's consent, “directory information,” in particular, the student's name, address, age, sex, dates of registration, major, and diploma or degree. Students who wish not to have directory information released must notify the Registrar's Office in writing each year.

Athletics

The College competes in the following Intercollegiate sports: Men's and Women's Basketball, Women's Volleyball, and Men's Soccer. Students must be full time and maintain a G.P.A. of 2.00 or better. Part time students may participate as long as they maintain part time status throughout their semesters of PCCC/NJCAA competition. Passaic County Community College is a member of the NJCAA Region XIX and Garden State Athletic Conference. Our athletic teams are very competitive in conference and regional play. The Men's and Women's Basketball have won conference and regional championships over the past 6 years. Both teams have earned several opportunities to compete at the NJCAA National Tournament. Women's Volleyball and Men's Soccer are very competitive in intercollegiate conference/regional play. For further information please contact the Athletic Director.

Student Activities

At Passaic County Community College, student activities are planned, organized, and developed by the Student Government Association (SGA) in conjunction with the Office of Student Activities.

To be officially recognized, each club or organization must submit a constitution for SGA’s review and approval. This constitution must be in line with the policies, regulations, and philosophy of the College. The organization must have an administrator or faculty advisor as well.

Activities are financed by the Student Activities Fee. Each organization is responsible for planning its program of activities, which includes community service projects. All activities must be approved by the organization’s adviser, Director of Student Activities, and the Associate Dean for Academic Affairs.

A calendar of events is maintained by the Office of Student Activities. All activities must be scheduled through this office, located in Room E102.

Student Government Association (SGA)

The Student Government Association is the official voice of the student body to the faculty and the administration. Its function includes providing students with the opportunity to experience and receive training in a democratic form of government. The SGA assists in planning student activities and encourages students to become involved with campus life. The Student Government Association consists of ten students who are elected by the student body in a college-wide election for a one-year term. Students who are interested in being on the SGA Board must have a GPA of 2.5 and take a minimum of nine credits each semester. There are also two advisors who serve on the Board.
The College has a clearly defined student conduct code. The full text is printed below.

I. Title of Regulation: Student Code of Conduct

II. Objective of Regulation

In keeping with the values defined in our Mission Statement, Passaic County Community College strives to maintain a supporting, open environment where learning and creativity can flourish. Passaic County Community College values honesty, integrity, and accountability. The College must take every opportunity to offer students both formal and informal experiences that foster learning, personal growth, and civic responsibility. As such, its rules should be conceived for the purpose of furthering and protecting the rights of all members of the College community in achieving these ends.

Passaic County's rich diversity defines us and shapes our efforts. Passaic County Community College students are expected to respect the human dignity of all members of the community and resist behavior that may cause danger or harm to others. All Passaic County Community College students are expected to observe established standards of scholarship and academic freedom by respecting the intellectual property of others and by honoring the right of all students to pursue their education in an environment free from harassment and intimidation. Students are expected to adhere to the civil and criminal laws of the local community, state, and nation and to regulations, policies, and procedures set forth by the College.

This document describes the College's Student Code of Conduct. It specifies prohibited types of behavior, the sanctions that can be applied, and the jurisdiction, structure, and operation of the College's system for deciding disciplinary cases. It is the responsibility of all Passaic County Community College students to familiarize themselves with these regulations.

III. Definitions

A. The term “PCCC” or “College” means Passaic County Community College.

B. The term “student” includes all persons taking credit and non-credit courses at PCCC, pursuing undergraduate or continuing education studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with PCCC are considered “students.”

C. The term “faculty member” means any person hired by PCCC to conduct classroom activities.

D. The term “College Official” includes any person employed by PCCC performing assigned administrative or professional responsibilities.

E. The term “member of the PCCC community” includes any person who is a student, faculty member, PCCC official, or any other person employed by PCCC.

F. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College.

G. The term “organization” means any group of persons that has complied with the formal requirements for College recognition.

H. The term “Student Development Committee” means a standing committee of the Academic Council, the academic governing body of PCCC. The Student Development Committee is authorized by the Bylaws of the Academic Council to determine whether a student has violated the Student Code of Conduct and to recommend the imposition of sanctions.

I. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructions in writing papers, preparing reports, solving problems, or carrying out the assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

J. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

K. The term “disruptive behavior” includes engaging in any reckless, tumultuous, or unlawful act or course of conduct outside of class, or engaging in any classroom behavior detrimental to the learning environment that may require the faculty member to verbally dismiss the student from the classroom and/or request a security escort. This behavior includes, but is not limited to, acting out, participating in side conversations, and the use of cellular telephones, audible beeper messages, or other forms of audible electronic devices. This provision is not designed to be used as a means to punish classroom dissent. The lawful expression of a disagreement with the teacher is not in itself “disruptive” behavior.

L. The term “expulsion” means permanent separation of the student from the College.

IV. Purpose and Scope of the Student Code of Conduct

A. The purpose of the Student Code of Conduct is to provide a set of regulations and to ensure that all students receive fair treatment as described in this Student Code of Conduct when violations of the regulations occur.

B. The Student Code of Conduct will apply to students engaging in activities on campus, or at any of the Passaic County Community College premises as well as to student organizations sponsoring approved functions on or off campus.

V. Violation of Conduct

A. Any student found to have committed the following misconduct is subject to the disciplinary sanctions set forth in the Student Code of Conduct:

1. Physical abuse of another; or use of or threat to use physical force or violence to harass, abuse, intimidate, coerce, or injure another.

2. Causing physical harm to another; verbal abuse of others; intimidation or harassment by verbal or written threats; or any actions that incite the use of physical force or violence by others.

3. Persisting in making or causing to be made unreasonable, excessive tumultuous noise, which includes but is not limited to profanity or offensive language.

4. Obstruction or restraining the free movement of another or causing a campus disorder in authorized activities and events.

5. Engaging in “disruptive behavior” (Section III Definitions, Article K).

6. Use of cellular telephones, audible pagers, or other forms of audible electronic devices in all academic learning environments (including, but not limited to, laboratories, testing centers, classrooms, library, learning centers, theater, and so forth) unless previously approved by the instructor or other authorized administrator.

7. Unauthorized possession, use, or storage of any firearms, shotguns, pistols, knives, razors, explosives, or any other dangerous weapons, instruments, or dangerous chemical substances in or on College premises or at any functions sponsored by the College.

8. Use, possession, or distribution of narcotics or other controlled substances except as permitted by law.

9. Use, possession, or distribution of alcoholic beverages on College premises or public intoxication on College premises. Alcohol is not allowed at any PCCC premises or events. Alcohol at off-campus events is the responsibility of the host facility and students must adhere to local and federal laws.

10. Smoking on College premises or non-designated areas.

11. Engaging in any form of gambling while on College premises or during functions sponsored by the College.

12. Acts of dishonesty, including, but not limited to, the following:

a. Cheating, plagiarism, or other forms of academic dishonesty.

b. Furnishing false information to any College official, faculty member, or office.

c. Forgery, alteration, or misuse of any authorized activities and events.

13. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by or participated in by the College.

14. Engaging in any form of sexual harassment and/or sexual assault.

15. Misrepresentation of oneself or misrepresentation of an organization as being an agent authorized to act for or on behalf of the College.

16. Theft of or damage to College property; damage to property in the possession of or owned by a member of the College Community; or, possession of stolen property on College premises.

17. Violation of federal, state, or local law on College premises or at PCCC sponsored or supervised activities, or in a manner that adversely affects the PCCC Community and/or the pursuit of its objectives.

18. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

19. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to, or use of, College premises.
Student Code of Conduct

2. When a student is charged by federal, state, or local law, these violations will not be subject to the Student Code of Conduct.

23. Severe hygiene problems which interfere with the learning environment of others.

B. Violations of Law and College Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local law, these violations will not be subject to the Student Code of Conduct.

2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding under the Student Code of Conduct, however, the College may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the College community.

3. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus.

VI. Disciplinary Procedures
A. Charges and Hearing

1. Any member of the College Community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Dean of Evening Administration/Associate Dean for Student Affairs, the administrator responsible for the enforcement of the College Student Code of Conduct. Any charge should be submitted as soon as possible after the event takes place, preferably within five (5) days.

2. The Dean of Evening Administration/Associate Dean for Student Affairs may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. Such disposition shall be final, and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Dean of Evening Administration/Associate Dean for Student Affairs may refer the matter to the Student Development Committee, or in the case of a lesser offense, handle as noted below:

a. Lesser Offenses — in the case of all lesser offenses deemed by the Dean of Evening Administration/Associate Dean for Student Affairs not to constitute acts that would result in suspension or expulsion of the student or students, the Dean of Evening Administration/Associate Dean for Student Affairs will determine whether a regulation violation has occurred and the sanctions which are appropriate by an informal process which will include: talking to the student(s), and giving the student(s) said to have violated a regulation information about the regulation allegedly violated and an opportunity to state his/her side of the incident. The Dean of Evening Administration/Associate Dean for Student Affairs may impose disciplinary action as follows:

i. Verbal reprimands.

ii. Verbal reprimands confirmed in writing.

iii. Acceptable College community service.

iv. All of the aforementioned.

Such disposition shall be final and there shall be no subsequent proceedings.

b. Other Offenses — in cases where the alleged violation is of such a nature that, in the opinion of the Dean of Evening Administration/Associate Dean for Student Affairs suspension or expulsion could be imposed, the Dean of Evening Administration/Associate Dean for Student Affairs will refer the student to the Student Development Committee.

3. All charges shall be presented to the accused student in a written form. A time shall be set for a hearing preferably no more than ten (10) business days after the student has been notified.

4. Hearings shall be conducted by the Student Development Committee according to the following guidelines:

a. The Student Development Committee as constituted by the Academic Council will be composed of the Dean of Evening Administration/Associate Dean for Student Affairs, the Chief Admissions Enrollment Management Officer, two (2) students appointed by the Dean of Evening Administration/Associate Dean for Student Affairs, the President of the Student Government Association, three (3) faculty elected at-large by the Academic Council, and two (2) counselors elected at-large by the Academic Council. The members of the Student Development Committee shall elect the Chairperson of the Committee. Five members will be needed to form a quorum.

b. Each person involved as a complainant or as an accused student will be required to supply a written account of the incident.

c. The accused student and the complainant will be notified by the Dean of Evening Administration/Associate Dean for Student Affairs in writing of the time and place of the hearing, the charges against him/her, and his/her right to identify witnesses on his/her behalf.

d. At the disciplinary hearing, the Chairperson of the Student Development Committee will read all charges alleging violations of the Student Code of Conduct.

e. Hearings will be conducted in private.

f. The Student Development Committee, at the discretion of the Chairperson, may accept pertinent records, exhibits, and written statements as information for consideration. In-person statements by eyewitnesses are preferred.

g. All procedural questions are subject to the final decision of the Chairperson of the Student Development Committee. Formal rules of evidence, such as those used in a criminal or civil court, do not apply.

h. The complainant and the accused have the right to be assisted by any adviser they choose. The complainant and/or the accused is responsible for presenting his or her own information to the Committee. Advisers are not permitted to speak or to participate directly in any hearing before the Student Development Committee.

i. The complainant, the accused, and the Dean of Evening Administration/Associate Dean for Student Affairs may identify witnesses who may have helpful information for the Committee. The Committee will determine what questions to ask of witnesses, with input the Committee considers helpful from the complainant, accused student, and the Dean of Evening Administration/Associate Dean for Student Affairs.

j. After the hearing, the Student Development Committee shall determine by majority vote whether the student has violated each section of the Student Code of Conduct that the student is charged with violating. The Student Development Committee’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct. The Committee will make a written recommendation to the Dean of Evening Administration/Associate Dean for Student Affairs about possible appropriate sanctions, if any violations of the Student Code of Conduct are found.
k. There shall be a single verbatim record, such as a tape recording, of all hearings before the Student Development Committee. This record shall be the property of the College.

B. Sanctions
1. The Dean of Evening Administration/Associate Dean for Student Affairs may impose the following sanctions upon any student found to have violated the Student Code of Conduct, but before doing so, the Dean of Evening Administration/Associate Dean for Student Affairs will consider the recommendation of the Student Development Committee and will consult with the Vice President for Academic and Student Affairs. The Dean of Evening Administration/Associate for Student Affairs will notify the student. One or more of the following sanctions may be imposed for a single rules violation.
   a. Warning — A notice in writing to the student that the student is violating or has violated College regulations.
   b. Probation — A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College regulation(s) during the probationary period.
   c. Loss of privileges — Denial of specified privileges for a designated period of time.
   d. Restitution — Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
   e. Suspension
      i. Separation of the student from the College for a given period of time with the term specified to the student. The conditions for readmission will be specified. A student suspended from the College forfeits all rights and privileges of a student. This may include the opportunity to attend any public and/or non-public College-sponsored functions. This may include being barred from PCCC premises. All suspension actions will be noted in the student's record.
      ii. In certain circumstances the Dean for Evening Administration/Associate Dean for Student Affairs, with approval of the Vice President for Academic and Student Affairs, may impose an interim suspension from PCCC prior to a hearing of the Student Development Committee.
      iii. In the event of an appeal, the Vice President for Academic and Student Affairs and/or the Dean of Evening Administration/Associate Dean for Student Affairs may continue any previous suspension until disposition of the appeal.
   f. Expulsion — Permanent separation of the student from the College. An expelled student may apply for readmission to the Vice President for Academic and Student Affairs and/or the Dean of Evening Administration/Associate Dean for Student Affairs.

C. Appeals
1. A decision that a student did or did not violate PCCC regulations and/or a decision that imposed sanctions may be appealed by the accused student or complainants to the President of Passaic County Community College within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the President or his or her designee. In such appeals the President does not “re-hear” the case but respects the decision of the Student Development Committee and/or the Dean of Evening Administration/Associate Dean for Student Affairs. The President reviews the matter only to determine whether one of the following grounds for appeal has merit:
   a. was the original hearing conducted fairly in light of the charges and information presented and in conformity with PCCC regulations and/or procedures;
   b. was the determination about whether the regulations and/or procedures were violated based upon substantial information; that is, was there information sufficient to justify the Committee's determination;
   c. was the sanction(s) imposed appropriate for the violation of the Student Code of Conduct which the student was found to have committed;
   d. is there new information sufficient to alter a decision because such information was not known to the person appealing at the time of the original hearing.
2. The President, upon the filing of such appeal, may (a) affirm the decision as to whether PCCC regulations were violated and, if so, impose a sanction(s) or (b) remand to the original Student Development Committee and the Dean of Evening Administration/Associate Dean for Student Affairs and/or the Vice President for Academic and Student Affairs to correct an error in following PCCC procedures, or (c) impose a new sanction, either more or less severe.
3. The President will advise the student in writing within a reasonable time of his/her decision.

VII. Interpretation and Revision
A. Presidential Power — nothing in these regulations will be deemed to limit the final authority of the President of the College in all matters relating to violations of the Student Code of Conduct and the imposition of the discipline or sanction(s).
B. The Student Code of Conduct should be reviewed periodically under the direction of the Dean of Evening Administration/Associate Dean for Student Affairs.
C. Any question or interpretation regarding the Student Code of Conduct shall be referred to the Dean of Evening Administration/Associate Dean for Student Affairs.
Student Affairs and Services

Parking
Parking decals and cards are issued by the College in the Office of Public Safety (on the first floor of Founders’ Hall) to all who are authorized to park on the College properties. The owner of any vehicle parked on College property in violation of College policy may receive a ticket or may be subject to disciplinary action and may risk having the vehicle towed away. Special parking is available for the disabled.

Emergency Notification
Requests for students to be released from class are honored only in emergency cases. Such requests are cleared through the Dean of Evening Administration/Associate Dean for Student Affairs Office.

Identification Cards
During registration, each new student receives a picture identification card in the Office of Public Safety located on the first floor of Founders’ Hall. Returning students receive validation stickers for their cards at the same location. Identification cards serve the dual role of student activity card and library card. If the card is lost, the student pays a $10.00 fee for a new identification card.

Smoking Policy
Smoking is prohibited in all areas of the College.

Weather Closing
When inclement weather conditions make it necessary to close the College or delay the opening, announcements are made over radio stations WCBS (880 am); TV Channel 12, New Jersey News; and WNBC — Channel 4.
Students seeking additional closing information should call 973-684-6800.
Cultural Affairs Department

Cultural Affairs offers a full schedule of quality programs in art, music, theater, dance, and literature for the enrichment of the college community as well as for the general public. Thousands of people, young and old, enjoy the facilities of our 300-seat theater and our 1500-seat gymnasium to hear concerts, see live theater, hear poetry readings, meet famous artists, and view films. The department emphasizes diverse ethnic programs, including Latino and African and American art, theater, and poetry, which are offered by the art galleries, the internationally-recognized Poetry Center, the Theater and Poetry Project: a Language Arts Enrichment Partnership, and the Passaic County Cultural and Heritage Council. A Poetry Center Library of books and literary magazines is housed in the Learning Resources Center. Through the Cultural Affairs programs, students, faculty, and the community have the opportunity to interact with well-known artists and writers and enter writing competitions.

Continuing Education and Workforce Development

PCCC’s focus on lifelong learning targets the adult learner’s need for professional development and Continuing Education Units; certifications; job retraining and skill development; or, college preparedness. We provide occupational and professional learning opportunities to individuals, businesses, industries, and health and government agencies throughout Passaic County. Courses are given days, evenings, and Saturdays at the main campus in Paterson, the PCCC Public Safety Academy in Wayne and the Wanaque Academic Center. Distance based and online options are also available. Continuing Education also hosts a GED Testing Center. Please contact the office for the most up to date information at 973-684-6153 or www.pccc.edu/ce

Programs available in Wayne include:
• Alternate Route to Teaching (NPTNJ)
• Emergency Medical Services (EMT)
• Fire Safety
• Human Resources
• Human Services
• Professional Development for Educators
• Security Officer Training
• Spanish for the Workplace
• Substitute Teacher
• Teacher Education
• Watercraft & Boating Certification

Programs available in Wanaque include:
• Computer Training
• Entrepreneur Certificate Program

We also offer an array of Online Courses. For a complete schedule, visit our Web site at: www.pccc.edu/ce

Office of Contract Training

The Office of Contract Training works with local businesses in training employees for the workplace by offering courses customized to individual company needs on a request-for-service basis. Courses are flexibly scheduled and are available days, evenings, weekends, on-site, or at the main campus in Paterson. Staff can also assist with the application process for Customized Training Grants from the New Jersey Department of Labor and Workforce Development. For further information about Contract Training, call 973-684-6213.

Evening and Saturday Programs

Students unable to take courses during the day can take advantage of a full schedule of evening and Saturday courses and programs that provide a variety of instructional support services to the entire campus.

Cooperative Education

This program allows students to enroll in credit-bearing courses that provide practical work experience in fields related to their majors. The work experience may be part-time or full-time, paid or unpaid. The Associate Director of Career Development, along with the students, employers, and appropriate faculty members, establish learning objectives. Objectives must be achieved within a 15-week semester, in which students work a minimum of 15 hours per week. Three credits are awarded.

The cooperative education experience enables students to test the work environment in their chosen fields. Students develop confidence, good work habits, and make valuable contacts.
Special Programs and Services

Educational Opportunity Fund Program (EOF)
Instituted and sponsored by the State of New Jersey, this is an academic support program providing access to higher education for students who show potential, but who need additional support services and financial aid to succeed academically. Students are selected for participation in the program based on documented financial need and potential for success.

The Educational Opportunity Fund program provides financial aid, individual and group counseling, and tutorial services that are designed to support students’ academic programs. Cultural, leadership, and career workshops and extracurricular activities are provided within the resources of the EOF Program. Transfer counseling and assistance are provided for graduating EOF students.

All students accepted into the EOF Program must attend full-time, be pursuing a degree, be residents of the State of New Jersey for at least one year, meet all program requirements, and be citizens or permanent residents of the United States.

Urban Consortium College-Bound Program
This office currently houses several pre-college and academic after school programs for middle and high school students in Passaic County.

SMT College Bound Serves 9th-12th grade students attending Abbott district high schools in Passaic County. The mission of College Bound is preparing 21st century high school students for college and careers in science, math and technology.

GEAR UP Serves 6th grade and 9th-12th grade students attending target schools within the Paterson School district. The program's mission is to significantly increase the number of low income students who are prepared to enter postsecondary education.

Upward Bound Serves 9th-12th grade low income, high-risk students who attend Passaic High School. The program's mission is to provide skills and motivation needed to graduate from high school and succeed in postsecondary education.

Project Excel The Urban Consortium has been approved by the New Jersey Department of Education as a supplemental educational services provider for Title I schools in Passaic County. As a supplemental educational provider, this program offers after school tutorial services in math and language arts to 9th-12th grade students in need of improvement as indicated by their school.

After School Career Academy (ASCA) The Urban Consortium has partnered with the Passaic County Workforce Investment Board (WIB) to provide academic instruction and tutorial services to the 21st Century Community Learning Center Program. This program is conducted in four locations throughout the City of Paterson. The Urban Consortium is responsible for designing the curriculum, screening and hiring teachers and tutors for the twelve academies, as well as providing professional development for teaching professionals and parent information sessions. For additional information about these programs, call the Urban Consortium at 973-684-5294 or 5910.

TRIO — Student Support Services (SSS) Program
Funded by the U.S. Department of Education under Title IV of the Higher Education Act of 1965, the SSS Program is an academic support program designed to support part-time students through graduation and to facilitate transfer to a four-year college. The SSS Program provides services and experiences supportive of retention and success, including academic, career, and financial aid counseling. SSS students benefit from one-on-one tutoring, individualized educational plans, and social and enrichment activities. Also, eligible participants in good standing may apply for financial resources, namely grant aid, childcare, and book vouchers. Since the SSS Program only serves a limited number of students each year, emphasis is placed on student-staff interaction and on intensive monitoring of students' academic performance.

To be eligible to participate in the SSS Program, a student must be low-income, a first-generation college student, or disabled. In addition, a student must meet program academic requirements and be a U.S. citizen, permanent resident, or meet the residency requirement for federal student financial assistance. Participants are selected based on Student Support Services eligibility criteria without regard to gender, race, national origin, color, disability or age. Applications are available in any SSS Program Office, Rooms E203, E204, & E205.
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## Programs at a Glance

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<td>Theater</td>
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<td></td>
<td>Biotechnology</td>
<td>Associate in Science</td>
<td>103</td>
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<td></td>
<td>Engineering Science</td>
<td>70</td>
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<td></td>
<td>Exercise Science</td>
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<td></td>
<td>Mathematics</td>
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<tr>
<td></td>
<td>Preprofessional Scientific Science</td>
<td>102</td>
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</tr>
<tr>
<td></td>
<td>Associate in Science</td>
<td>101</td>
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<td>Office Administration</td>
<td>Associate in Applied Science</td>
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<td>Office Administration</td>
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<tr>
<td>Legal Administrative Assistant</td>
<td>Certificate</td>
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<td>Word Processing Specialist</td>
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<td></td>
<td>Associate in Applied Science</td>
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</table>

*This program has specific Admissions requirements. Please see the program description for information regarding admission to the program.*
## General Education (30-32 credits)
- EC 101 Economics I
- EC 102 Economics II
- EN 101 Composition I
- EN 102 Composition II
- ENS 106 Public Speaking
- 3 credits in Humanities
- 6 credits in Social Sciences
- 3-4 credits in Math
- 3-4 credits in Science

## Courses in Major (33 credits)
*(A minimum grade of "C" is required for all courses with the following course codes: AC, BU, CIS.)*
- AC 101 Financial Accounting I
- AC 102 Financial Accounting II
- AC 205 Managerial Accounting
- AC 210 Accounting Applications in Excel
- AC 215 Federal Taxation
- AC 220 Accounting Software Applications I
- AC 221 Accounting Software Applications II
- BU 101 Introduction to Business
- BU 102 Business Mathematics
- BU 235 Job-Seeking Techniques
- CIS 101 Computer Concepts and Applications
- CIS 125 Microcomputer Software I

## Sample Program

### First Semester Program
- AC 101 Financial Accounting I 3
- BU 101 Introduction to Business 3
- BU 102 Business Mathematics 3
- CIS 101 Computer Concepts and Applications 3
- EC 101 Economics I 3
- EN 101 Composition I 3
- Total: 18

### Second Semester Program
- AC 102 Financial Accounting II 3
- CIS 125 Microcomputer Software I 3
- EN 102 Composition II 3
- EC 102 Economics II 3
- Social Science Elective 3
- Total: 15

### Third Semester Program
- AC 205 Managerial Accounting 3
- AC 210 Accounting Applications in Excel 1
- AC 220 Accounting Software Applications I 3
- ENS 106 Public Speaking 3
- Social Science Elective 3
- Math Elective 3-4
- Total: 16-17

### Fourth Semester Program
- AC 215 Federal Taxation 3
- AC 221 Accounting Software Applications II 3
- BU 235 Job-Seeking Techniques 1
- Humanities Elective 3
- Science Elective 3-4
- Total: 13-14

### Total Credits for Degree 62-64
Business Administration

Associate in Science Degree

For continued study toward a bachelor's degree in Business Administration. Prepares for specialization in Accounting, Business Technology, Hospitality Management, Public Administration, Finance, Management, Marketing, or other related business studies. Students are strongly encouraged to consult the business department faculty as early as possible to ensure choosing electives acceptable to transfer institutions. The Associate in Science degree is awarded at the completion of this program.

Graduates should be able to:

- Demonstrate general business knowledge.
- Give a clear, well-organized verbal presentation.
- Demonstrate general information literacy skills.
- Demonstrate analytical skills necessary to solve business problems.
- Analyze a company's financial position.

Accounting/Finance Option

For continued study in the field of accounting or finance at four-year institutions.

General Education (32 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EC 101</td>
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<tr>
<td>EC 102</td>
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</tr>
<tr>
<td>EN 101</td>
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<td>MA 110</td>
<td>3</td>
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<tr>
<td>MA 111</td>
<td>3</td>
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</tbody>
</table>

6 credits in Social Sciences

Business Administration (33 credits)

(A minimum grade of "C" is required for all courses with the following course codes: AC, BU, CIS.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>AC 101</td>
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</tr>
<tr>
<td>AC 102</td>
<td>3</td>
</tr>
<tr>
<td>AC 205</td>
<td>3</td>
</tr>
<tr>
<td>AC 210</td>
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<td>BU 101</td>
<td>3</td>
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<td>MA 109</td>
<td>3</td>
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<td>MA 110</td>
<td>3</td>
</tr>
<tr>
<td>MA 111</td>
<td>3</td>
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</table>

3 credits in Humanities, 4 credits in Laboratory Science

Sample Program

First Semester

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
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<td>BU 101</td>
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<tr>
<td>EC 101</td>
<td>3</td>
</tr>
<tr>
<td>EN 101</td>
<td>3</td>
</tr>
<tr>
<td>ENS 106</td>
<td>3</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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<td>CIS 125</td>
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<td>EC 102</td>
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<td>EN 102</td>
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<td>MA 109</td>
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<td>MA 110</td>
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Third Semester

<table>
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<td>AC 210</td>
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<td>BU 201</td>
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<tr>
<td>BU 203</td>
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<td>ENS 106</td>
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Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>BU 222</td>
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<tr>
<td>BU 235</td>
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<tr>
<td>BS 120</td>
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</table>

Total Credits for Degree 65
### Business Administration

#### Information Technology Option

For continued study of computer-based information systems in business at four-year institutions.

**General Education (32 credits)**
- EC 101 Economics I
- EC 102 Economics II
- EN 101 Composition I
- EN 102 Composition II
- ENS 106 Public Speaking
- *MA 109 Pre-Calculus or*
- MA 110 Quantitative Mathematics or
- MA 111 Business Calculus

3 credits in Humanities, 4 credits Laboratory Science
6 credits in Social Sciences

**Business Administration (25 credits)**

(A minimum grade of “C” is required for all courses with the following course codes: AC, BU, CIS.)

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AC 101</td>
<td>Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>AC 102</td>
<td>Financial Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>AC 205</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BU 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>*BU 201</td>
<td>Business Law or</td>
<td></td>
</tr>
<tr>
<td>BU 213</td>
<td>Legal Environment of Business, Government and Society</td>
<td>3</td>
</tr>
<tr>
<td>BU 206</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BU 222</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 107</td>
<td>Information Technology Fundamentals and Applications or higher level computer course</td>
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</tbody>
</table>

**Computer Information Systems (9 credits)**

*Seek advice from the Business Administration Department.

#### Sample Program

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
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</tr>
<tr>
<td>AC 101</td>
<td>Financial Accounting I</td>
<td>3</td>
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</tr>
<tr>
<td>BU 101</td>
<td>Introduction to Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EC 101</td>
<td>Economics I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EN 101</td>
<td>Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities and/or Social Science Electives</td>
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<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td>AC 102</td>
<td>Financial Accounting II</td>
<td>3</td>
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<tr>
<td>CIS 125</td>
<td>Microcomputer Software I</td>
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<td>EC 102</td>
<td>Economics II</td>
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<tr>
<td>AC 205</td>
<td>Managerial Accounting</td>
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<tr>
<td>BU 201</td>
<td>Business Law or</td>
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<td>BU 213</td>
<td>Legal Environment of Business, Government and Society</td>
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<tr>
<td>BU 203</td>
<td>Principles of Marketing</td>
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<tr>
<td>BU 222</td>
<td>Principles of Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MA 109</td>
<td>Pre-Calculus or</td>
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<td>MA 110</td>
<td>Quantitative Mathematics or</td>
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<tr>
<td>MA 111</td>
<td>Business Calculus</td>
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<tr>
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<td>Business Statistics</td>
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<td>BU 224</td>
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<tr>
<td>BU 235</td>
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<td><strong>Total Credits for Degree</strong></td>
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</table>
## Business Administration

### Associate in Science Degree

For continued study toward a bachelor’s degree in Business Administration. Prepares for specialization in Accounting, Business Technology, Hotel and Restaurant Management, Public Administration, Finance, Management, Marketing, or other related business studies. Students are strongly encouraged to consult the Business faculty as early as possible to ensure choosing electives acceptable to transfer institutions. The Associate in Science degree is awarded at the completion of this program.

**Graduates should be able to:**

- Demonstrate general business knowledge.
- Give a clear, well-organized verbal presentation.
- Demonstrate content knowledge through in-class written assignments.
- Analyze a company’s financial position after reviewing the contents of Basic Financial Statements.

### Hospitality Management Option

For continued study of hospitality management at four-year institutions. However, upon completion of this program, gaining entry-level positions in the hospitality industry is possible.

**General Education (32 credits)**

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<th>Title</th>
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<tbody>
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<td>Composition I</td>
</tr>
<tr>
<td>EN 102</td>
<td>Composition II</td>
</tr>
<tr>
<td>*MA 109</td>
<td>Pre-Calculus or</td>
</tr>
<tr>
<td>MA 110</td>
<td>Quantitative Mathematics or</td>
</tr>
<tr>
<td>MA 111</td>
<td>Business Calculus</td>
</tr>
<tr>
<td>HI 101</td>
<td>Western Civilization I or</td>
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<tr>
<td>HI 102</td>
<td>Western Civilization II</td>
</tr>
<tr>
<td>PS 101</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>SC 102</td>
<td>Health and Nutrition</td>
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<td>SC 102L</td>
<td>Health and Nutrition Lab</td>
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</table>

* Humanities (6 credits in foreign language)

**Business Administration (29 credits)**

(A minimum of a “C” grade is required for all courses with the following course codes: AC, BU, CIS)

<table>
<thead>
<tr>
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<th>Title</th>
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<tr>
<td>AC 102</td>
<td>Financial Accounting II</td>
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<tr>
<td>AC 205</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>BU 101</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BU 203</td>
<td>Marketing</td>
</tr>
<tr>
<td>BU 206</td>
<td>Business Statistics</td>
</tr>
<tr>
<td>BU 213</td>
<td>Legal Environment of Business, Government, and Society</td>
</tr>
<tr>
<td>BU 222</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>BU 235</td>
<td>Job-Seeking Techniques</td>
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<tr>
<td>CIS 125</td>
<td>Microcomputer Software I</td>
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</table>

**Hospitality Management (6 credits)**

<table>
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<tbody>
<tr>
<td>BU 117</td>
<td>Introduction to Hospitality Industry</td>
</tr>
<tr>
<td>BU 121</td>
<td>Sanitation and Safety in Food Service Operations</td>
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</table>

* Seek advice from Business Administration Department.

### Sample Program

#### First Semester Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AC 101</td>
<td>Financial Accounting I</td>
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<tr>
<td>BU 101</td>
<td>Introduction to Business</td>
<td>3</td>
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<td>EC 101</td>
<td>Economics I</td>
<td>3</td>
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<tr>
<td>EN 101</td>
<td>Composition I</td>
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<tr>
<td>PS 101</td>
<td>Introduction to Psychology</td>
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<td>Foreign Language I</td>
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#### Second Semester Credits

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<tr>
<td>BU 117</td>
<td>Introduction to Hospitality Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125</td>
<td>Microcomputer Software I</td>
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<td>EC 102</td>
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<td>Foreign Language I</td>
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#### Third Semester Credits

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<th>Title</th>
<th>Credits</th>
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<td>BU 203</td>
<td>Marketing</td>
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<tr>
<td>BU 213</td>
<td>Legal Environment of Business, Government, and Society</td>
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<td>3</td>
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<tr>
<td>BU 222</td>
<td>Principles of Management</td>
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</tr>
<tr>
<td>MA 109</td>
<td>Pre-Calculus or</td>
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<tr>
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<td>Quantitative Mathematics or</td>
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#### Fourth Semester Credits

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>BU 121</td>
<td>Sanitation and Safety in Food Service Operations</td>
<td>3</td>
</tr>
<tr>
<td>BU 206</td>
<td>Business Statistics</td>
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<td>BU 235</td>
<td>Job-Seeking Techniques</td>
<td>1</td>
</tr>
<tr>
<td>HI 101</td>
<td>Western Civilization I or</td>
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</tr>
<tr>
<td>HI 102</td>
<td>Western Civilization II</td>
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</tr>
<tr>
<td>SC 102</td>
<td>Health and Nutrition</td>
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<tr>
<td>SC 102L</td>
<td>Health and Nutrition Lab</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits for Degree**

| Credits | 67 |

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**PCCC Academic Bulletin 07/09**
Business Administration

Management/Marketing Option
For continued study in the fields of management or marketing at four-year institutions.

General Education (33 credits)
EC 101 Economics I
EC 102 Economics II
EN 101 Composition I
EN 102 Composition II
EN 103 Business Writing
ENS 106 Public Speaking
MA 109 Pre-Calculus or
MA 110 Quantitative Mathematics or
MA 111 Business Calculus
3 credits in Humanities,
4 credits Laboratory Science
6 credits in Social Sciences

Business Administration (32 credits)
(A minimum of a “C” grade is required for all courses with the following course codes: AC, BU, CIS)
AC 101 Financial Accounting I
AC 102 Financial Accounting II
AC 205 Managerial Accounting
BU 101 Introduction to Business
*BU 201 Business Law or
BU 213 Legal Environment of Business,
  Government and Society
BU 203 Principles of Marketing
BU 206 Business Statistics
BU 222 Principles of Management
BU 224 Principles of Finance
BU 235 Job-Seeking Techniques
CIS 125 Microcomputer Software I

* Seek advice from the Business Administration Department.

Sample Program

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 101</td>
<td>Financial Accounting I</td>
</tr>
<tr>
<td>BU 101</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>EC 101</td>
<td>Economics I</td>
</tr>
<tr>
<td>EN 101</td>
<td>Composition I</td>
</tr>
<tr>
<td>Humanities and/or Social Science Electives</td>
<td>6</td>
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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 102</td>
<td>Financial Accounting II</td>
</tr>
<tr>
<td>CIS 125</td>
<td>Microcomputer Software I</td>
</tr>
<tr>
<td>EC 102</td>
<td>Economics II</td>
</tr>
<tr>
<td>EN 102</td>
<td>Composition II</td>
</tr>
<tr>
<td>ENS 106</td>
<td>Public Speaking</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AC 205</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>BU 201</td>
<td>Business Law or</td>
</tr>
<tr>
<td>BU 213</td>
<td>Legal Environment of Business, Government and Society</td>
</tr>
<tr>
<td>BU 203</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>BU 222</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>MA 109</td>
<td>Pre-Calculus or</td>
</tr>
<tr>
<td>MA 110</td>
<td>Quantitative Mathematics or</td>
</tr>
<tr>
<td>MA 111</td>
<td>Business Calculus</td>
</tr>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 206</td>
<td>Business Statistics</td>
</tr>
<tr>
<td>BU 224</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>BU 235</td>
<td>Job Seeking Techniques</td>
</tr>
<tr>
<td>College Level Lab Science Humanities or Social Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>EN 103</td>
<td>Business Writing</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Total Credits for Degree** 65
Business Administration

Associate in Science Degree

For continued study toward a bachelor’s degree in Business Administration.
Prepares for specialization in Accounting, Business Technology, Hotel and Restaurant Management, Public Administration, Finance, Management, Marketing, or other related business studies. Students are strongly encouraged to consult the Business faculty as early as possible to ensure choosing electives acceptable to transfer institutions. The Associate in Science degree is awarded at the completion of this program.

Graduates should be able to:
• Demonstrate general business knowledge.
• Give a clear, well-organized verbal presentation.
• Demonstrate content knowledge through in-class written assignments.
• Analyze a company’s financial position after reviewing the contents of Basic Financial Statements.

Public Administration Option

For continued study in the field of public administration at four-year institutions.

General Education (36 credits)
EC 101 Economics I
EC 102 Economics II
EN 101 Composition I
EN 102 Composition II
EN 103 Business Writing
ENS 106 Public speaking
*MA 109 Pre-Calculus or
MA 110 Quantitative Mathematics or
MA 111 Business Calculus
PL 101 Introduction to Political Science
PL 102 American National Government
PL 104 Introduction to Law
3 credits in Humanities
4 credits Laboratory Science

Business Administration (29 credits)
(A minimum grade of “C” is required for all courses with the following course codes: AC, BU, CIS.)
AC 101 Financial Accounting I
AC 102 Financial Accounting II
AC 205 Managerial Accounting
BU 101 Introduction to Business
*BU 201 Business Law or
BU 213 Legal Environment of Business, Government and Society
BU 203 Principles of Marketing
BU 206 Business Statistics
BU 222 Principles of Management
BU 235 Job-Seeking Techniques
CIS 125 Microcomputer Software I

* Seek advice from the Business Administration Department.

Sample Program

First Semester Credits
AC 101 Financial Accounting I 3
BU 101 Introduction to Business 3
EC 101 Economics I 3
EN 101 Composition I 3
PL 101 Introduction to Political Science 3
Humanities Elective 3
18

Second Semester Credits
AC 102 Financial Accounting II 3
CIS 125 Microcomputer Software I 3
EC 102 Economics II 3
EN 102 Composition II 3
PL 102 American National Government 3
15

Third Semester Credits
AC 205 Managerial Accounting 3
BU 201 Business Law or 3
BU 213 Legal Environment of Business, Government and Society 3
BU 203 Principles of Marketing 3
ENS 106 Public Speaking 3
PL 104 Introduction to Law 3
15

Fourth Semester Credits
BU 206 Business Statistics 4
BU 222 Principles of Management 3
BU 235 Job-Seeking Techniques 1
MA 109 Pre-Calculus or
MA 110 Quantitative Mathematics or
MA 111 Business Calculus 4
College-Level Lab Science 4
EN 103 Business Writing 1
17

Total Credits for Degree 65
International Business Option

General Education (35 credits)
EC 101 Economics I
EC 102 Economics II
EN 101 Composition I
EN 102 Composition II
ENS 106 Public speaking
*MA 109 Pre-Calculus or
MA 110 Quantitative Mathematics or
MA 111 Business Calculus
PL 101 Introduction to Political Science
6 credits in Humanities (foreign language I and II)
3 credits Diversity Course
4 credits Laboratory Science

Business Administration (32 credits)
(A minimum grade of “C” is required for all courses with the following course codes: AC, BU, CIS.)
AC 101 Financial Accounting I
AC 102 Financial Accounting II
BU 101 Introduction to Business
*BU 201 Business Law or
BU 213 Legal Environment of Business, Government and Society
BU 203 Principles of Marketing
BU 206 Business Statistics
BU 222 Principles of Management
BU 235 Job-Seeking Techniques
CIS 125 Microcomputer Software I
BU 216 International Business
BU 240 International Management

* Seek advice from the Business Administration Department.

Sample Program

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 101 Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BU 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>EC 101 Economics I</td>
<td>3</td>
</tr>
<tr>
<td>EN 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PL 101 Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language I</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AC 102 Financial Accounting II</td>
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</tr>
<tr>
<td>CIS 125 Microcomputer Software I</td>
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</tr>
<tr>
<td>EC 102 Economics II</td>
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</tr>
<tr>
<td>EN 102 Composition II</td>
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</tr>
<tr>
<td>Foreign Language II</td>
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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*MA 109 Pre-Calculus or</td>
<td></td>
</tr>
<tr>
<td>MA 110 Quantitative Mathematics or</td>
<td></td>
</tr>
<tr>
<td>MA 111 Business Calculus</td>
<td>4</td>
</tr>
<tr>
<td>BU 222 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BU 216 International Business</td>
<td>3</td>
</tr>
<tr>
<td>College-Level Lab Science</td>
<td>4</td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
</tr>
<tr>
<td>Diversity Elective</td>
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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENS 106 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>BU 203 Principles of Marketing</td>
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<tr>
<td>BU 206 Business Statistics</td>
<td>4</td>
</tr>
<tr>
<td>BU 213 Legal Environment of Business, Government, and Society</td>
<td>3</td>
</tr>
<tr>
<td>BU 235 Job Seeking Techniques</td>
<td>1</td>
</tr>
<tr>
<td>BU 204 International Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
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</tbody>
</table>

Total Credits for Degree **67**

Associate in Science Degree
For continued study toward a bachelor’s degree in Business Administration.
Prepares for specialization in International Business, or other related business studies.
Students are strongly encouraged to consult the business department faculty as early as possible to ensure choosing electives acceptable to transfer institutions. The Associate in Science degree is awarded at the completion of this program.

Graduates should be able to:
- Demonstrate general business knowledge.
- Give a clear, well-organized verbal presentation.
- Demonstrate general information literacy skills.
- Demonstrate analytical skills necessary to solve business problems.
- Analyze a company’s financial position.
- Analyze the differences between domestic and international businesses.
## Curricula

### Business Administration

#### Certificates of Achievement

**Sales Associate**
For those interested in securing an entry-level sales position, retail sales position, or telemarketing position in a competitive business environment.

**Graduates should be able to:**
- Demonstrate an effective sales presentation.
- Solve various mathematical problems that a salesperson might confront.
- Demonstrate an understanding of the marketing mix and its relationship to sales.
- Do word-processing tasks, utilize spreadsheets for solving financial problems, create databases, and generate charts and graphs for presentation purposes.

**E-Commerce**
For those interested in becoming e-business entrepreneurs and in securing employment managing an E-Commerce business.

**Graduates should be able to:**
- Develop an e-commerce business/marketing plan.
- Use different types of Internet marketing strategies.
- Understand the basic requirements of website design.
- Perform marketing and sales activities via the Internet.

**Computerized Accounting**
For those interested in securing a clerical position in the Accounting field.

**Graduates should be able to:**
- Demonstrate basic accounting knowledge
- Work effectively with QuickBooks software or software comparable with QuickBooks
- Work effectively with PeachTree software, or software comparable with PeachTree.

#### Sales Associate

**General Education (6 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENS 106</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Courses in Major (17 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BU 102</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BU 203</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BU 209</td>
<td>Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>BU 235</td>
<td>Job-Seeking Techniques</td>
<td>1</td>
</tr>
<tr>
<td>BU 238</td>
<td>Practice Selling Techniques</td>
<td>1</td>
</tr>
<tr>
<td>CIS 125</td>
<td>Microcomputer Software I</td>
<td>3</td>
</tr>
</tbody>
</table>

#### E-Commerce

**General Education (3 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Courses in Major (18)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 140</td>
<td>Managerial Electronic Commerce</td>
<td>3</td>
</tr>
<tr>
<td>BU 245</td>
<td>Electronic Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BU 250</td>
<td>Current Topics in E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125</td>
<td>Microcomputer Software I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 152</td>
<td>Internet/E-Commerce Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CIS 170</td>
<td>Web Page Design</td>
<td>3</td>
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</table>

#### Computerized Accounting

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 102</td>
<td>Financial Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>AC 205</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>AC 210</td>
<td>Accounting Applications in Excel</td>
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</tr>
<tr>
<td>AC 220</td>
<td>Accounting Software Applications I</td>
<td>3</td>
</tr>
<tr>
<td>AC 221</td>
<td>Accounting Software Applications II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Computer Concepts and Applications or</td>
<td>3</td>
</tr>
<tr>
<td>CIS 107</td>
<td>Information Technology Fundamentals and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125</td>
<td>Microcomputer Software I</td>
<td>3</td>
</tr>
</tbody>
</table>
Computer Science

Courses in Major
(Passing grade of “C” is required for all Computer Science courses)

Computer Science (17 credits)
CIS 160 Fundamentals of Computer Science I 4
CIS 161 Fundamentals of Computer Science II 4
CIS 235 Assembler & Machine Language 3
CIS 250 Discrete Structures 3
CIS 260 Data Structures 3

Computer Science Electives (6 credits)
Two of the following:
CIS 125 Microcomputer Software I 3
CIS 166 Java Programming 3
CIS 180 Networking Essentials 3
CIS 201 Operating Systems 3
CIS 202 Systems Analysis & Design 3
CIS 290 Database Fundamentals (formerly CIS 190) 3

General Education (40 credits)

Humanities (15 credits)
EN 101 Composition I 3
EN 102 Composition II 3
HI 101 History of Western Civilization I 3
HI 102 History of Western Civilization II 3
and one of the following Humanities electives:
AE 101 Art Appreciation 3
EN 205 Introduction to Literature 3
MU 106 Music Appreciation 3
PH 101 Introduction to Philosophy 3

Sample Program

First Semester  Credits
CIS 160 Fundamentals of Computer Science I 4
MA 109 Pre-Calculus Mathematics 4
EN 101 Composition I 3
HI 101 History of Western Civilization I 3
MA 101 College Mathematics I 3
17

Second Semester  Credits
CIS 161 Fundamentals of Computer Science II 4
CIS Elective 3
EN 102 Composition II 3
HI 102 History of Western Civilization II 3
MA 120 Calculus I 4
17

Third Semester  Credits
CIS 235 Assembler & Machine Language 3
CIS 250 Discrete Structures 3
PS 101 Introduction to Psychology 3
Humanities Elective 3
PY 120 Physics I 4
16

Fourth Semester  Credits
CIS Elective 3
CIS 260 Data Structures 3
SO 101 Introduction to Sociology or 3
PY 121 Physics II 4
Free Elective 3
16

Total Credits for Degree: 66

Students should take Calculus I and Calculus II if they plan to transfer to a B.S. program in Computer Science.

Assocate in Science Degree

Applied Computer Science

Provide the students with the skills and background necessary to further their academic career by transferring to institutions of higher learning for a bachelor’s degree in a Computer Science or Information Technology discipline.

Graduates should be able to:
• Define, design and code a programming solution to problems using both procedure and object-oriented methods.
• Utilize Object Oriented Programming in problem solving.
• Apply discrete methods in solving and testing problems.
• Illustrate an understanding of machine/assembly language, hardware organization and architecture.
• Demonstrate knowledge of hardware restrictions and data structures implementations.
• Select appropriate data structures to increase the speed and efficiency of program execution.
Computer and Information Sciences

Associate in Applied Science Degree

Information Technology

For those interested in careers in Information Technology as a Web Site Developer, Network Administrator, User Support Service Specialist, or a Microsoft Office Specialist. This degree can also be used by others who are interested in securing a position as a computer specialist that involves direct use of microcomputers in business or financial applications, or for those already in the job market who require technical knowledge to advance in their present positions.

Graduates should be able to:
- Apply software development methodologies, problem solutions and techniques to information technology projects.
- Utilize office productivity software in a business environment.
- Demonstrate an understanding of computer systems as well as the ability to operate them.
- Utilize the Internet as a link to information resources and communication.
- Communicate in an effective manner as an Information Technology professional.
- Demonstrate the knowledge to apply the tools, skills and techniques required for a Web Site Developer or Network Administrator or User Support Specialist or a Microsoft Office Specialist.

Courses in Major (40/41 credits)
(Passing grade of “C” is required for all courses in the major)

<table>
<thead>
<tr>
<th>General Education (25 credits)</th>
<th>Core Courses (20 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 101 Composition I</td>
<td>BU 101 Introduction to Business</td>
</tr>
<tr>
<td>EN 102 Composition II</td>
<td>CIS 106 Introduction to Windows</td>
</tr>
<tr>
<td>MA 101 College Mathematics I</td>
<td>CIS 107 Information Technology Fundamentals and Applications</td>
</tr>
<tr>
<td>ENS 106 Public Speaking</td>
<td>CIS 125 Microcomputer Software I</td>
</tr>
<tr>
<td>4 credits College level lab. Science</td>
<td>CIS 152 Internet / E-Commerce Technologies</td>
</tr>
<tr>
<td>3 credits Humanities (codes: AE, HI, MU, PH)</td>
<td>CIS 202 Systems Analysis &amp; Design</td>
</tr>
<tr>
<td>6 credits Social Sciences (codes: EC, PL, PS, SO)</td>
<td>CIS 290 Database Fundamentals (formerly CIS 190)</td>
</tr>
<tr>
<td></td>
<td>CIS 295 Capstone Project</td>
</tr>
</tbody>
</table>

Choose one of the following four options (20/21 credits):

Business Technology Option (20 credits)

<table>
<thead>
<tr>
<th>Business Technology Option (20 credits)</th>
<th>User Support Services Option (21 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 213 Legal Environment of Business, Government and Society</td>
<td>CIS 108 Programming Fundamentals</td>
</tr>
<tr>
<td>BU 223 Behavior in Organizations</td>
<td>CIS 116 Software/Hardware Maintenance &amp; Diagnostics</td>
</tr>
<tr>
<td>BU 235 Job Seeking Techniques</td>
<td>CIS 126 Microcomputer Software II</td>
</tr>
<tr>
<td>BU 222 Principles of Management or AC 101 Financial Accounting I</td>
<td>CIS 165 Fundamentals of C++ Programming</td>
</tr>
<tr>
<td>CIS 126 Microcomputer Software II</td>
<td>CIS 180 Networking Essentials</td>
</tr>
<tr>
<td>CIS 127 Microcomputer Software III</td>
<td>CIS 281 Network Administration I (formerly CIS 181)</td>
</tr>
<tr>
<td>CIS 170 Web Site Design and Tools or CIS 180 Networking Essentials</td>
<td>CIS Elective (3 Credits)</td>
</tr>
<tr>
<td>EN 103 Business Writing</td>
<td></td>
</tr>
</tbody>
</table>

Network Administration Option (21 Credits)

<table>
<thead>
<tr>
<th>Network Administration Option (21 Credits)</th>
<th>Web Technology Option (21 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 108 Programming Fundamentals</td>
<td>CIS 108 Programming Fundamentals</td>
</tr>
<tr>
<td>CIS 116 Software/Hardware Maintenance &amp; Diagnostics</td>
<td>CIS 165 Fundamentals of C++ Programming</td>
</tr>
<tr>
<td>CIS 165 Fundamentals of C++ Programming</td>
<td>CIS 170 Web Site Design and Tools</td>
</tr>
<tr>
<td>CIS 180 Networking Essentials</td>
<td>CIS 271 Web Application Development I (formerly CIS 171)</td>
</tr>
<tr>
<td>CIS 281 Network Administration I (formerly CIS 181)</td>
<td>CIS 273 Web Graphics (formerly CIS 173)</td>
</tr>
<tr>
<td>CIS 282 Network Administration II (formerly CIS 182)</td>
<td>CIS 275 Web Application Development II</td>
</tr>
<tr>
<td>CIS 283 Networking Infrastructure (formerly CIS 183)</td>
<td>CIS Elective (3 Credits)</td>
</tr>
</tbody>
</table>

CIS Elective (3 Credits)
### Business Technology Option

IT majors with this option are qualified for positions with titles such as Help Desk Support Specialist, Microsoft Office Specialist, Microcomputer Support Specialist, Office Systems Support Specialist, User Support Specialist, and Technical Assistant.

**Graduates should be able to:**
- Utilize presentation graphics and word processing software to create, organize and format content, and manage and deliver documents and presentations in a business environment
- Use database software to structure and manage databases, and to enter and organize data
- Use spreadsheet software to create and format data and content, analyze data, and manage workbooks
- Display strong communication and presentation skills in a business environment
- Sit for the Microsoft Office Specialist examinations for Access and PowerPoint, and Microsoft Office Expert examinations for Excel and Word

### Sample Program

#### First Semester Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 106 Introduction to Windows</td>
<td>1</td>
</tr>
<tr>
<td>CIS 107 Information Technology Fundamentals and Applications</td>
<td>3</td>
</tr>
<tr>
<td>BU 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>EN 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MA 101 College Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities or Social Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
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</table>

#### Second Semester Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 125 Microcomputer Software I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 152 Internet/E-Commerce Technologies</td>
<td>3</td>
</tr>
<tr>
<td>BU 223 Behavior in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>EN 102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENS 106 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Humanities or Social Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

#### Third Semester Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CIS 126 Microcomputer Software II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 127 Microcomputer Software III</td>
<td>3</td>
</tr>
<tr>
<td>CIS 202 Systems Analysis &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>EN 103 Business Writing</td>
<td>1</td>
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<td>Business/Accounting Requirement (BU 222 or AC 101)</td>
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<tr>
<td>Humanities or Social Science</td>
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<td><strong>Total</strong></td>
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#### Fourth Semester Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Level Lab Science</td>
<td>4</td>
</tr>
<tr>
<td>BU 235 Job Seeking Techniques</td>
<td>1</td>
</tr>
<tr>
<td>BU 213 Legal Environment of Business, Government and Society</td>
<td>3</td>
</tr>
<tr>
<td>CIS 290 Database Fundamentals (formerly CIS 190)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 295 Capstone Project</td>
<td>1</td>
</tr>
<tr>
<td>Humanities or Social Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Total Credits for Degree** | **65**
Network Administration Option

IT majors with this option are qualified for positions as Network Administrator, Network Support Specialist, Network Analyst, Internet Support Specialist, and Technical Support Specialist.

Graduates should be able to:

• Select and construct the optimum network layout for different environments.
• Install, configure and implement a Network Operating System, Applications, Protocols, Network Services, and Storage Media.
• Deploy user applications and manage hardware/software resources.
• Administer users and group accounts rights, permissions and policies.
• Install, configure, customize and troubleshoot a LAN in a Windows Networking environment.

Sample Program

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 106</td>
<td>Introduction to Windows</td>
</tr>
<tr>
<td>CIS 107</td>
<td>Information Technology Fundamentals and Applications</td>
</tr>
<tr>
<td>CIS 108</td>
<td>Programming Fundamentals</td>
</tr>
<tr>
<td>EN 101</td>
<td>Composition I</td>
</tr>
<tr>
<td>MA 101</td>
<td>College Mathematics I</td>
</tr>
<tr>
<td>Humanities or Social Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 116</td>
<td>Software/Hardware Maintenance &amp; Diagnostics</td>
</tr>
<tr>
<td>CIS 125</td>
<td>Microcomputer Software I</td>
</tr>
<tr>
<td>CIS 165</td>
<td>Fundamentals of C++ Programming</td>
</tr>
<tr>
<td>CIS 180</td>
<td>Networking Essentials</td>
</tr>
<tr>
<td>EN 102</td>
<td>Composition II</td>
</tr>
<tr>
<td>Humanities or Social Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 152</td>
<td>Internet/E-Commerce Technologies</td>
</tr>
<tr>
<td>CIS 281</td>
<td>Network Administration I (formerly CIS 181)</td>
</tr>
<tr>
<td>CIS 282</td>
<td>Network Administration II (formerly CIS 182)</td>
</tr>
<tr>
<td>CIS 202</td>
<td>Systems Analysis &amp; Design</td>
</tr>
<tr>
<td>ENS 106</td>
<td>Public Speaking</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Level Lab Science</td>
<td>4</td>
</tr>
<tr>
<td>BU 101</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>CIS 283</td>
<td>Networking Infrastructure (formerly CIS 183)</td>
</tr>
<tr>
<td>CIS 290</td>
<td>Database Fundamentals (formerly CIS 190)</td>
</tr>
<tr>
<td>CIS 295</td>
<td>Capstone Project</td>
</tr>
<tr>
<td>Humanities or Social Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

Total Credits for Degree: **66**
User Support Services Option

IT majors with this option are qualified for positions as Desktop Support Technician, Help Desk Specialist, Internet Support Specialist, Microcomputer Support Specialist, and Office Systems Support Specialist.

Graduates should be able to:
- Install and configure hardware components and upgrade microcomputer systems.
- Configure and manage software for stand-alone and networked environments.
- Troubleshoot PC components using hardware/software utility tools.
- Support users in the use of PC and MS Office application programs.

Sample Program

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 106 Introduction to Windows</td>
<td>1</td>
</tr>
<tr>
<td>CIS 107 Information Technology</td>
<td></td>
</tr>
<tr>
<td>Fundamentals and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 108 Programming Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>EN 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MA 101 College Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities or Social Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 116 Software/Hardware Maintenance &amp; Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125 Microcomputer Software I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 165 Fundamentals of C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>EN 102 Composition II</td>
<td>3</td>
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<tr>
<td>Humanities or Social Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>18</td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 126 Microcomputer Software II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 152 Internet/E-Commerce Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CIS 180 Networking Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CIS 202 Systems Analysis &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>ENS 106 Public Speaking</td>
<td>15</td>
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</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Level Lab Science</td>
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<tr>
<td>CIS 281 Network Administration I</td>
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</tr>
<tr>
<td>(formerly CIS 181)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 290 Database Fundamentals</td>
<td></td>
</tr>
<tr>
<td>(formerly CIS 190)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 295 Capstone Project</td>
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<td>Humanities or Social Science</td>
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<tr>
<td>CIS Elective</td>
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<td></td>
<td>17</td>
</tr>
</tbody>
</table>

Total Credits for Degree: 66
Computer and Information Sciences

Associate in Applied Science Degree

Information Technology Degree Options

Web Technology Option

IT majors with this option are qualified for positions as Web Applications Developer, Web Support Specialist and Web Manager and Administrator.

*Graduates should be able to:*
- Design and maintain technically sound web sites.
- Design and code Internet applications utilizing web-programming languages.
- Develop animated web sites for e-commerce applications utilizing authoring tools.
- Demonstrate a knowledge and understanding of software layers and hierarchy.

Sample Program

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 106 Introduction to Windows</td>
<td>1</td>
</tr>
<tr>
<td>CIS 107 Information Technology</td>
<td></td>
</tr>
<tr>
<td>Fundamentals and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 108 Programming Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>EN 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MA 101 College Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities or Social Science</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CIS 125 Microcomputer Software I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 152 Internet/E-Commerce</td>
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</tr>
<tr>
<td>Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CIS 165 Fundamentals of C++</td>
<td></td>
</tr>
<tr>
<td>Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 170 Web Site Design and Tools</td>
<td>3</td>
</tr>
<tr>
<td>EN 102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Humanities or Social Science</td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CIS 271 Web Application</td>
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<tr>
<td>Development I</td>
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<tr>
<td>(formerly CIS 171)</td>
<td></td>
</tr>
<tr>
<td>CIS 273 Web Graphics</td>
<td>3</td>
</tr>
<tr>
<td>(formerly CIS 173)</td>
<td></td>
</tr>
<tr>
<td>CIS 290 Database Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>(formerly CIS 190)</td>
<td></td>
</tr>
<tr>
<td>CIS 202 Systems Analysis &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>ENS 106 Public Speaking</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Level Lab Science</td>
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<tr>
<td>BU 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 275 Web Application</td>
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<tr>
<td>Development II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 295 Capstone Project</td>
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</tr>
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<td>Humanities or Social Science</td>
<td>3</td>
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<td>CIS Elective</td>
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</table>

**Total Credits for Degree:** 66
For those seeking technical computer training to obtain a position without completing the general education requirements for the associate degree.

### General Education

<table>
<thead>
<tr>
<th>Course</th>
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<td>EN 101</td>
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<tr>
<td>MA 101</td>
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</table>

### Courses in Major

(Passing grade of "C" is required for all Courses in major)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 106</td>
<td>1</td>
</tr>
<tr>
<td>CIS 107</td>
<td>3</td>
</tr>
<tr>
<td>CIS 108</td>
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<tr>
<td>CIS 125</td>
<td>3</td>
</tr>
<tr>
<td>CIS 152</td>
<td>3</td>
</tr>
<tr>
<td>CIS 165</td>
<td>3</td>
</tr>
</tbody>
</table>

One of the following Options: 15

Total Credits for Certificate: 37

### Select One Option

#### Network Administration Option

- CIS 116: Software/Hardware Maintenance & Diagnostics
- CIS 180: Networking Essentials
- CIS 281: Network Administration I (formerly CIS 181)
- CIS 282: Network Administration II (formerly CIS 182)
- CIS 283: Networking Infrastructure (formerly CIS 183)

#### User Support Services Option

- CIS 116: Software/Hardware Maintenance & Diagnostics
- CIS 126: Microcomputer Software II
- CIS 180: Networking Essentials
- CIS 281: Network Administration I (formerly CIS 181)
- CIS 290: Database Fundamentals (formerly CIS 190)

#### Web Technology Option

- CIS 170: Web Site Design and Tools
- CIS 271: Web Application Development I (formerly CIS 171)
- CIS 273: Web Graphics (formerly CIS 173)
- CIS 275: Web Application Development II
- CIS 290: Database Fundamentals (formerly CIS 190)
Network Administration

This certificate is designed for those who wish to become proficient in the fundamentals of Networking technology in general and the latest Windows Operating System in particular. It provides breadth and depth in the full range of technology needed for a career in networking administration. Can be taken either as a stand-alone certificate or as an addition to the standard A.A.S. Degree in Information Technology. The certificate program serves as preparation for the Microsoft Certified Professional (MCP), Microsoft Certified Desktop Support Technician (MCDST) Microsoft Certified System Administrator (MCSA), and Microsoft Certified System Engineer (MSCE) certification. Meets the training needs of those who are entering the work force for the first time, those re-entering the job market or those who are currently employed and seeking a career change.

Upon completion of this certificate students should be able to:

- Identify the components and the primary network architectures of a LAN.
- Create and administer user and group accounts, and set up and administer permissions for network resources.
- Implement and configure Windows 2003 and organize Active Directory.
- Migrate from previous Windows versions to Windows 2003.
- Install, configure and optimize the TCP/IP Protocol suite based on a Microsoft Windows Operating Systems.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 180 Networking Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CIS 281 Network Administration I (formerly CIS 181)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 282 Network Administration II (formerly CIS 182)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 283 Networking Infrastructure (formerly CIS 183)</td>
<td>3</td>
</tr>
</tbody>
</table>

Cyber Security and Computer Forensics

This multidisciplinary certificate program serves as preparation for those seeking to be trained as information security technicians with skills necessary to identify criminal activities such as hacking, phishing, identity theft, email, virus and DOS (Denial of Service) attacks. Through lab-based courses, students will gain the skills necessary to deploy security measures in order to thwart potential attacks. The program is intended for those who desire an entry level position in the Information Security field or people seeking a career change who have had criminal justice experience. Some of the courses are mapped to the objective for the CompTIA Security Certification Program. Positions are available in national or local government agencies as well as private security firms.

Upon completion of this certificate students are able to:

- Describe the components of the criminal justice process in the United States
- Explain the current criminal laws (TITLE 2C) of the state of New Jersey
- Demonstrate an understanding of the process of criminal investigation
- Demonstrate an understanding of the causes of Information Technology crime in our society.
- Explain the reasoning and the cost factors involved in the implementation of an Information Security program
- Explain system hardening, including features in operating systems and networks that enable target hardening
- Demonstrate knowledge of data acquisition, computer forensic analysis, e-mail investigations, image file recovery, investigative report writing, and expert witness requirements
- Identify the major steps in the cyber-crime investigative process
- Graduates are satisfied with the program

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 101 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJ 105 Investigative Functions</td>
<td>4</td>
</tr>
<tr>
<td>CJ 106 Criminal Law of New Jersey</td>
<td>3</td>
</tr>
<tr>
<td>CIS 180 Networking Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CIS 286 Network Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIS 289 Computer Forensics and Investigations</td>
<td>4</td>
</tr>
</tbody>
</table>
Graphic Design and Digital Media
This multidisciplinary certificate program prepares the student to apply the principles and elements of design to create original graphic design work in digital media and web design. The students are exposed to cutting-edge software packages used for design creation. Students receive training in a wide range of activities including typography, publication design, computer aided graphic design, and design alongside the development of visual communication skills. Students explore typography and how it relates to basic layout and design of materials, as well as color selection, paper selection, and media selection.

Upon completion of this certificate, students are able to:
• Apply graphic design concepts to produce original digital works
• Utilize typography to design materials
• Demonstrate knowledge of color selection
• Implement a web site using Web site development tools
• Create content in Microsoft Word
• Create presentations in Microsoft PowerPoint
• Demonstrate knowledge of the Computer Graphics field, its employment opportunities and future direction.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR 110</td>
<td>Introduction to Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>AR 111</td>
<td>Advanced Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>AR 210</td>
<td>Computer Enhanced Layout and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Microcomputer Software III</td>
<td>3</td>
</tr>
<tr>
<td>CIS 170</td>
<td>Web Site Design and Tools</td>
<td>3</td>
</tr>
<tr>
<td>CIS 273</td>
<td>Web Graphics</td>
<td>3</td>
</tr>
</tbody>
</table>

Web Technology
This certificate is designed for those who wish to become proficient in the fundamentals of Web Technology. Can be taken as a stand-alone certificate program or as an addition to the standard A.A.S. Degree in Information Technology.

For those seeking the necessary education to find employment as an entry-level Web Applications developer, Web Support Specialist, Web Manager and Administrator. Satisfy the training needs of those entering the work force for the first time, or those re-entering the job market or those who are currently employed and who are seeking a career change.

Upon completion of this certificate students should be able to:
• Design and maintain technically sound web sites.
• Design and code Internet applications utilizing web-programming languages.
• Develop animated web sites for e-commerce applications utilizing authoring tools.
• Develop Web applications for industry; non-profit and government agencies.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 106</td>
<td>Introduction to Windows</td>
<td>1</td>
</tr>
<tr>
<td>CIS 152</td>
<td>Internet/E-Commerce Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CIS 170</td>
<td>Web Site Design and Tools</td>
<td>3</td>
</tr>
<tr>
<td>CIS 271</td>
<td>Web Application Development I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(formerly CIS 171)</td>
<td></td>
</tr>
<tr>
<td>CIS 273</td>
<td>Web Graphics (formerly CIS 173)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 275</td>
<td>Web Application Development II</td>
<td>3</td>
</tr>
</tbody>
</table>
Curricula

Information Technology

Certificates of Achievement

Network Administration
Cyber Security and Computer Forensics
Graphic Design and Digital Media
Web technology
PC Basic Skills
Microcomputer Software Specialist

PC Basic Skills
Designed for individuals with no prior PC experience who desire an entry-level position in a computerized environment, or those re-entering the job market, or those who are currently employed and who are seeking a career change.

For those seeking to be fully functional and operational in the changing office environment.

Upon completion of this certificate students should be able to:
• Obtain positions as data entry clerks or test data technicians.
• Operate Windows and Graphical User Interface systems in small business environments.
• Operate Word, Excel and Access, and create simple documents and retrieve file data.
• Type up to 35 words per minute.

Required Courses
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 104</td>
<td>Data Entry</td>
<td>3</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Introduction to Windows</td>
<td>1</td>
</tr>
<tr>
<td>*CIS 107</td>
<td>Information Technology Fundamentals and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125</td>
<td>Microcomputer Software I</td>
<td>3</td>
</tr>
<tr>
<td>OA 101</td>
<td>Word Processing I</td>
<td>3</td>
</tr>
</tbody>
</table>

*Since this certificate is open to majors in all disciplines, students who are non-CIS majors may take CIS 101. However, IT and CS majors should take CIS 107.

Microcomputer Software Specialist
Designed for individuals who are interested in Microsoft Office applications. This program can be taken either as a stand-alone certificate or as an addition to the standard A.A.S. Degree in Information Technology.

For those seeking to be fully functional and operational in any business environment where Microsoft Office is used. Meets the training needs of those entering the work force for the first time, or those re-entering the job market, or those who are currently employed and who are seeking a career change.

Upon completion of this certificate students should be able to:
• Create documents using Microsoft Word.
• Create spreadsheets, develop functions, and write macros using Microsoft Excel.
• Design databases using Microsoft Access.
• Create presentations using Microsoft PowerPoint.
• Utilize the integrated software package to link files, create reports, and queries.

Required Courses
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 106</td>
<td>Introduction to Windows</td>
<td>1</td>
</tr>
<tr>
<td>*CIS 107</td>
<td>Computer Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIS 108</td>
<td>Programming Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125</td>
<td>Microcomputer Software I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 126</td>
<td>Microcomputer Software II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Microcomputer Software III</td>
<td>3</td>
</tr>
</tbody>
</table>

*Since this certificate is open to majors in all disciplines, those who are non-majors may take CIS 101. However, CS and IT majors should take CIS 107.
General Education (24-25 Credits)
- EN 101 Composition I
- EN 102 Composition II
- PL 104 Introduction to Law
- PS 101 Introduction to Psychology
- SO 101 Introduction to Sociology
- CIS 101 Computer Concepts and Applications
- College-level Math or Science Elective
  (proficiency in MA005 or test placement is required to graduate.)
- 3 credits in Humanities

Courses in Major (32-34 Credits)
- CJ 101 Introduction to Criminal Justice
- CJ 102 Criminal Justice Organization and Administration
- CJ 103 Juvenile Delinquency and Youth Crime
- CJ 105 Investigative Function
- CJ 106 Criminal Law of New Jersey
- CJ 109 Police Community Relations
- CJ 208 Criminology
- CJ 210 Current Issues in Criminal Justice/Capstone Experience
- Select 2 courses from the following:
  - CJ 130 Principles and Practices of Security
  - CJ 131 Principles of Loss Prevention
  - CJ 132 Security Hardware and Applications
  - CJ 202 Crisis Intervention
  - CJ 203 Drug and Alcohol Use, Misuse, and Abuse
  - CJ 205 Criminal Justice Practicum I
  - CJ 206 Criminal Justice Practicum II
- Free Electives (8 - 9 credits)

Highly Recommended:
- PL 202 Public Administration

Total Credits for Degree 64

Credit for Prior Learning
Students may be awarded academic credit for prior educational experiences.
Please consult with the Chair of the Human Services Department for further information.

Sample Program

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 101</td>
<td>Introduction to Criminal Justice</td>
</tr>
<tr>
<td>EN 101</td>
<td>Composition I</td>
</tr>
<tr>
<td>PL 104</td>
<td>Introduction to Law</td>
</tr>
<tr>
<td>PS 101</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>SO 101</td>
<td>Introduction to Sociology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 102</td>
<td>Criminal Justice Organization and Administration</td>
</tr>
<tr>
<td>CJ 109</td>
<td>Police Community Relations</td>
</tr>
<tr>
<td>EN 102</td>
<td>Composition II</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Computer Concepts and Applications</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 103</td>
<td>Juvenile Delinquency and Youth Crime</td>
</tr>
<tr>
<td>CJ 106</td>
<td>Criminal Law of New Jersey</td>
</tr>
<tr>
<td>CJ 208</td>
<td>Criminology</td>
</tr>
<tr>
<td>CJ 205</td>
<td>Criminal Justice Practicum I</td>
</tr>
<tr>
<td>Free Elective</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 105</td>
<td>Investigative Function</td>
</tr>
<tr>
<td>CJ 210</td>
<td>Current Issues in Criminal Justice/Capstone</td>
</tr>
<tr>
<td>Criminal Justice Electives</td>
<td>6</td>
</tr>
<tr>
<td>CJ 206</td>
<td>Criminal Justice Practicum II</td>
</tr>
<tr>
<td>Free Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits for Degree 64

Associate in Applied Science Degree

Criminal Justice Option
For those seeking careers in law enforcement, the administration of justice, or in private security.
Provides in-service criminal justice professionals an opportunity to advance their careers by attaining a college credential.

Graduates should be able to:
- Discuss the history and philosophy of the components of the criminal justice system.
- Discuss the roles of various criminal justice professionals.
- Describe the fundamental concepts and principles of management and administration employed in various criminal justice agencies.
- Demonstrate general knowledge of constitutional and criminal law.
- Demonstrate an understanding of the causes of crime in society.
- Demonstrate general knowledge of the structure, process, and the relationship between law enforcement, the courts, and corrections.
- Demonstrate general knowledge of the issues of race, class, and gender in criminal justice.
- Use a computer to access criminal justice information and data.
- Analyze, assess, and conform to ethical standards as related to the criminal justice profession.
Associate in Applied Science Degree

Corrections Option

For those seeking careers in corrections, parole, or probation agencies. Provides in-service corrections professionals an opportunity to advance their careers by attaining a college credential.

Graduates should be able to:

- Demonstrate an understanding of the causes of crime in our society.
- Demonstrate an understanding of the concepts of incarceration, rehabilitation, and community-based programs.
- Demonstrate general knowledge of the issues of race, class, and gender in corrections.
- Have the ability to use a computer to access data and information.
- Analyze, assess, and conform to ethical standards as related to the criminal justice profession.

General Education (24 -25 Credits)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN</td>
<td>Composition I</td>
</tr>
<tr>
<td>EN</td>
<td>Composition II</td>
</tr>
<tr>
<td>PL</td>
<td>Introduction to Law</td>
</tr>
<tr>
<td>PS</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>SO</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>CIS</td>
<td>Computer Concepts and Applications</td>
</tr>
</tbody>
</table>

College-Level Math or Science Elective

(Proficiency in MA005 or test placement is required to graduate.)

3 credits in Humanities

Courses in Major (31 -33 Credits)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ</td>
<td>Introduction to Corrections</td>
</tr>
<tr>
<td>CJ</td>
<td>Criminal Justice Organization and Administration</td>
</tr>
<tr>
<td>CJ</td>
<td>Juvenile Delinquency and Youth Crime</td>
</tr>
<tr>
<td>CJ</td>
<td>Investigative Function</td>
</tr>
<tr>
<td>CJ</td>
<td>Criminal Law of New Jersey</td>
</tr>
<tr>
<td>CJ</td>
<td>Community Corrections: Probation and Parole</td>
</tr>
<tr>
<td>CJ</td>
<td>Institutional Treatment of the Offender</td>
</tr>
<tr>
<td>CJ</td>
<td>Current Issues in Criminal Justice/Capstone Experience</td>
</tr>
</tbody>
</table>

Select 2 courses from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ</td>
<td>Principles and Practices of Security</td>
</tr>
<tr>
<td>CJ</td>
<td>Principles of Loss Prevention</td>
</tr>
<tr>
<td>CJ</td>
<td>Security Hardware and Applications</td>
</tr>
<tr>
<td>CJ</td>
<td>Crisis Intervention</td>
</tr>
<tr>
<td>CJ</td>
<td>Drug and Alcohol Use, Misuse, and Abuse</td>
</tr>
<tr>
<td>CJ</td>
<td>Criminal Justice Practicum I</td>
</tr>
<tr>
<td>CJ</td>
<td>Criminal Justice Practicum II</td>
</tr>
</tbody>
</table>

Free Electives (8-9 credits)

Highly Recommended

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL</td>
<td>Public Administration</td>
</tr>
</tbody>
</table>

Total Credits for Degree 64 credits
### Criminal Justice — Certificate Program

For employment in criminal justice and positions in private security. Credits earned toward this certificate may be applied toward the Associate in Applied Science Degree in Criminal Justice.

<table>
<thead>
<tr>
<th>General Education (6 Credits)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PL 104 Introduction to Law</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses in Major (25 Credits)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 101 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJ 102 Criminal Justice Organization and Administration</td>
<td>3</td>
</tr>
<tr>
<td>CJ 105 Investigative Function</td>
<td>4</td>
</tr>
<tr>
<td>CJ 208 Criminology</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 12 Credits from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 103</td>
<td>Juvenile Delinquency and Youth Crime</td>
<td>3</td>
</tr>
<tr>
<td>CJ 106</td>
<td>Criminal Law of New Jersey</td>
<td>3</td>
</tr>
<tr>
<td>CJ 109</td>
<td>Police Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>CJ 130</td>
<td>Principles and Practices of Security</td>
<td>3</td>
</tr>
<tr>
<td>CJ 131</td>
<td>Principles of Loss Prevention</td>
<td>3</td>
</tr>
<tr>
<td>CJ 132</td>
<td>Security Hardware and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CJ 202</td>
<td>Crisis Intervention</td>
<td>3</td>
</tr>
<tr>
<td>CJ 203</td>
<td>Drug and Alcohol Use, Misuse, and Abuse</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits for Certificate 31

### Corrections — Certificate Program

This Certificate is designed for students interested in seeking employment in Corrections, Probation, and Parole departments. Current employees of Passaic County correctional facilities are also potential students as they seek to attain college credit to enhance their portfolios. Credits earned toward this certificate may be applied toward the Associate in Applied Science Degree in Criminal Justice, Corrections option.

Certificate graduates will:
1. Explain the history, philosophy, and evolution of Corrections.
2. Apply knowledge and skills necessary for delivery of Correctional Services.
3. Discuss the differences between Institutional Confinement and Rehabilitation Community-based Supervision.
4. Apply knowledge of major social problems to crime and the corrections system.

<table>
<thead>
<tr>
<th>General Education Core (6 credits)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PL 104 Introduction to Law</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses in Major (13 credits)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 105 Investigative Functions</td>
<td>4</td>
</tr>
<tr>
<td>CJ 111 Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJ 112 Community Corrections: Probation and Parole</td>
<td>3</td>
</tr>
<tr>
<td>CJ 113 Institutional Treatment of the Offender</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 12 credits from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 102</td>
<td>Criminal Justice Organization and Administration</td>
<td>3</td>
</tr>
<tr>
<td>CJ 103</td>
<td>Juvenile Delinquency and Youth Crime</td>
<td>3</td>
</tr>
<tr>
<td>CJ 106</td>
<td>Criminal Law of New Jersey</td>
<td>3</td>
</tr>
<tr>
<td>CJ 109</td>
<td>Police Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>CJ 202</td>
<td>Crisis Intervention</td>
<td>3</td>
</tr>
<tr>
<td>CJ 203</td>
<td>Drug and Alcohol Use, Misuse, and Abuse</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits for Certificate 31
Criminal Justice

Emergency Management — Certificate of Achievement
The Emergency Management Certificate is designed to give students both theoretical and practical knowledge in Homeland Security and Emergency Management that will prepare them to pursue careers at the local, state, and federal levels of government or in the private sector. The curriculum for the Certificate in Emergency Management is comprised of five (5) courses which are designed to integrate a common knowledge base in emergency management. In addition, students will have access to hands-on training at the Forensic Science Laboratory on the College’s Main Campus and at the Public Safety Academy.

Upon completion of this program, students should be able to:
- Define the types of natural and man made disasters and emergencies.
- Demonstrate the fundamentals of emergency management and decision making.
- Exercise emergency response techniques.
- Demonstrate a fundamental understanding of homeland security and terrorism.
- Identify the capabilities of the Forensic Science Laboratory at Passaic County Community College.
- State the functions of the specialized fire science equipment at the College’s Public Safety Academy.

Courses in Emergency Management Credits
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 105</td>
<td>Investigative Functions</td>
<td>4</td>
</tr>
<tr>
<td>CJ 209</td>
<td>Terrorism and Political Violence</td>
<td>3</td>
</tr>
<tr>
<td>CJ 214</td>
<td>Emergency Management and Response</td>
<td>3</td>
</tr>
<tr>
<td>FS 202</td>
<td>Hazardous Materials</td>
<td>3</td>
</tr>
<tr>
<td>SC 109</td>
<td>Forensic Science</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits for Certificate 17
**Culinary Arts Program**

*Introduction to Food Service Preparation (900 hours Part A & B)*

This course is designed to introduce the basics of the food service industry to prepare students for employment. Successful completion of this hands-on course counts as six months of industry experience.

The following topics are covered: sanitation and safety, menu building, stocks, soups & sauces, nutritional awareness, plate presentation, food costing, catering techniques, basic cooking methods, weight & measures, baking techniques and more. The Food Service Preparation program prepares students to learn and work in a real time commercial kitchen. This program is on an open admissions schedule in which students begin the program on a rolling basis. (Part-time options are available.) Hours are individually calculated to reach course completion dates.

*This program is approved for Pell Grant, financial assistance.*

*Place: Paterson, Cafeteria*

* Flexible schedule can be arranged.

**Spanish instruction available in the evenings**

---

*Basic Baking (550 hours)*

This course includes the preparation of simple dough to be used for various types of breads and rolls; and dough for cakes and pastries. Students learn the oven preparation for baking each item including time and temperature. Finishing touches are taught with the basics of cake decorating. This clock-hour program is on an open admissions schedule in which students may begin the program on any Monday. Hours are individually calculated to reach course completion dates.

*Place: Paterson, Cafeteria*

---

*Kitchen Management (30 hours)*

Non-chef managers and supervisors join us to learn the back of the house. This 30 hour course is a combination of classroom basics, kitchen management theory and practical hands-on activities. Gain knowledge and experience in inventory, cash flow, organization, production planning and more.

*Place: Paterson, Cafeteria*

---

To register call 973-684-6153 or 973-684-5782.

Visit our web site at [www.pccc.edu/ce](http://www.pccc.edu/ce)
# Early Childhood Education Program

## Associate in Applied Science Degree

For those seeking employment as paraprofessionals in early childhood settings, or for those who wish to upgrade their skills and competencies in early care/child development facilities.

**Graduates should be able to:**

- Understand the philosophy and theory of developmentally appropriate education.
- Work effectively with administration, staff, children and their parents in an early childhood setting through a supervised field experience.
- Know and follow the ethical guidelines presented by the National Association for the Education of Young Children.
- Participate in professional development activities.

## General Education (27 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>EN 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>EN 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENS 106</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MA 101</td>
<td>College Math I</td>
<td>3</td>
</tr>
<tr>
<td>SC 102</td>
<td>Health and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>SO 203</td>
<td>Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td>PS 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Diversity Course*

## Courses in Major (32 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 102</td>
<td>Creative Expression: Art, Music and Movement for Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 106</td>
<td>Practical Math and Science for Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 108</td>
<td>Group Care of Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>ECE 200</td>
<td>Early Childhood Education in Contemporary America</td>
<td>3</td>
</tr>
<tr>
<td>ECE 201</td>
<td>Observing and Recording Children's Behavior</td>
<td>3</td>
</tr>
<tr>
<td>ECE 202</td>
<td>Supervised Field Work I</td>
<td>4</td>
</tr>
<tr>
<td>ECE 203</td>
<td>Supervised Field Work II</td>
<td>3</td>
</tr>
<tr>
<td>EN 209</td>
<td>Introduction to Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td>PS 102</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>PS 201</td>
<td>Child Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Free Electives (5 credits)

## Sample Program

### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>ECE 102</td>
<td>Creative Expression: Art, Music and Movement for Children</td>
<td>3</td>
</tr>
<tr>
<td>EN 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENS 106</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MA 101</td>
<td>College Math I</td>
<td>3</td>
</tr>
<tr>
<td>PS 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
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</table>

18 credits total

### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECE 106</td>
<td>Practical Math and Science for Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 108</td>
<td>Group Care of Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>EN 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PS 102</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>SC 102</td>
<td>Health and Nutrition</td>
<td>3</td>
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</tbody>
</table>

15 credits total

### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 200</td>
<td>ECE in Contemporary America</td>
<td>3</td>
</tr>
<tr>
<td>ECE 202</td>
<td>Supervised Field Work I</td>
<td>4</td>
</tr>
<tr>
<td>EN 209</td>
<td>Introduction to Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td>PS 201</td>
<td>Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SO 203</td>
<td>Marriage and Family</td>
<td>3</td>
</tr>
</tbody>
</table>

16 credits total

### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 201</td>
<td>Observing and Recording Children's Behavior</td>
<td>3</td>
</tr>
<tr>
<td>ECE 203</td>
<td>Supervised Field Work 11</td>
<td>4</td>
</tr>
<tr>
<td>Diversity Course*</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Free electives</td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

15 credits total

**Total Credits for degree** 64

*Students transferring to William Paterson University must take SO 102, Institutional Racism. All other students please see page for Diversity Course choices.*
Early Childhood Education Program

Child Development Associate
A one-year program for those who work full- or part-time, as a volunteers with children ages 2 to 6 years, in group care settings such as child care centers, private or parochial school kindergartens, preschools, and Head Start programs. Students in the CDA Prep Program improve skills and knowledge and receive professional recognition while working in the chosen career, but may not be ready to work toward a college degree. Upon completion of the CDA Prep Program, students have met eligibility requirements of 120 hours of formal training and 480 hours of working experience with young children within the last five years. After satisfactorily completing the CDA Prep Program, students are prepared to apply for the CDA national credential.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 110 CDA Workshop I</td>
<td>4</td>
</tr>
<tr>
<td>ECE 111 CDA Workshop II</td>
<td>4</td>
</tr>
<tr>
<td>ECE 210 CDA Externship</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits for Certificate 11
Electronic Engineering Technology

Associate in Applied Science Degree

Prepares graduates for entry-level work as technicians or for pursuing B.S. degrees in electronic engineering technology. Students gain knowledge and skills in one of five concentrations chosen from the Engineering Technology curriculum: general, computer, communications, clinical, and rehabilitation.

Graduates should be able to:

- Use the following computer programs: Pspice, Electronic Bench, Derive, Microsoft Office.
- Solve Engineering problems using calculus.
- Solve numerical problems associated with the principles of engineering.
- Construct and analyze simple DC and AC circuits.
- Construct and analyze solid-state circuits consisting of diodes and transistors.
- Construct and analyze digital logic circuits.
- Describe and utilize basic structures and operation of microprocessors including assembly language programming.
- Manipulate scientific apparatus, gather and analyze data, draw conclusions from laboratory information and write clear concise scientific reports.

General Education (31 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 165</td>
<td>Fundamentals of C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>EN 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>EN 102</td>
<td>Composition II</td>
<td>1</td>
</tr>
<tr>
<td>MA 109</td>
<td>Pre-Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MA 115</td>
<td>Applied Calculus</td>
<td>4</td>
</tr>
<tr>
<td>PY 101</td>
<td>College Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PY 102</td>
<td>College Physics II</td>
<td>4</td>
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</tbody>
</table>

Humanities Elective

Social Science Elective

Courses in Major (33 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES 101</td>
<td>Introduction to Engineering</td>
</tr>
<tr>
<td>ES 105</td>
<td>Engineering Graphics</td>
</tr>
<tr>
<td>ET 101</td>
<td>Fundamentals of CAD</td>
</tr>
<tr>
<td>ET 111</td>
<td>Principles of Electrical Circuits</td>
</tr>
<tr>
<td>ET 112</td>
<td>AC Circuits</td>
</tr>
<tr>
<td>ET 113</td>
<td>Engineering Technology Software Applications</td>
</tr>
<tr>
<td>ET 121</td>
<td>Basic Electronics I</td>
</tr>
<tr>
<td>ET 225</td>
<td>Electronics II</td>
</tr>
<tr>
<td>ET 226</td>
<td>Digital Logic Circuits</td>
</tr>
<tr>
<td>ET 227</td>
<td>Introduction to Microprocessor</td>
</tr>
</tbody>
</table>

Sample Program

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ES 101</td>
<td>Introduction to Engineering</td>
<td>1</td>
</tr>
<tr>
<td>ET 111</td>
<td>Principles of Electrical Circuits</td>
<td>4</td>
</tr>
<tr>
<td>MA 109</td>
<td>Pre-Calculus</td>
<td>4</td>
</tr>
<tr>
<td>PY 101</td>
<td>College Physics I</td>
<td>4</td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ET 112</td>
<td>AC Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ET 113</td>
<td>Engineering Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>ET 121</td>
<td>Basic Electronics</td>
<td>4</td>
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</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 165</td>
<td>Fundamentals of C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>ES 105</td>
<td>Engineering Graphics</td>
<td>2</td>
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<tr>
<td>ET 225</td>
<td>Electronics II</td>
<td>4</td>
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<tr>
<td>ET 226</td>
<td>Digital Logic Circuits</td>
<td>4</td>
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<tr>
<td>Social Science Elective</td>
<td>3</td>
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</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 101</td>
<td>Fundamentals of CAD</td>
<td>3</td>
</tr>
<tr>
<td>ET 227</td>
<td>Introduction to Microprocessor</td>
<td>4</td>
</tr>
<tr>
<td>MA 115</td>
<td>Applied Calculus</td>
<td>4</td>
</tr>
<tr>
<td>PY 102</td>
<td>College Physics II</td>
<td>4</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits for Degree 64
Energy Utility Technology

Students must attain a “B” or better in UTI 101 to continue with the program. UTI 101, 102, and 103 must be completed before enrolling in the PSE&G internship courses. A “C” or better is required in all mathematics and UTI courses.

General Education (23 credits)

Communications (6 credits)
EN 101 Composition I 3
EN 102 Composition II 3

Social Sciences (6 credits)
PL, PS, or SO course 6

Math (4 credits)
MA 109 Pre-Calculus 4

Information Technology (3 credits)
CIS 101 Computer Concepts and Applications 3

Humanities (4 credits)
ENS 106 Public Speaking 3
COL 102 College Experience 1

Sample Program

First Semester Credits
EN 101 Composition I 3
ET 111 Principles of Electrical Circuits 4
UTI 101 Introduction to Energy Utility Industry 3
COL 102 College Experience 1
Social Science Elective 3

Second Semester Credits
EN 102 Composition II 3
UTI 102 Fundamentals of Gas Combustion 3
UTI 103 Fundamentals of Power Alternating Current 3
ENS 106 Public Speaking 3
MA 109 Pre-Calculus Mathematics 4

Summer Credits
UTI 201 Energy Utility Co-op I 4
Energy Utility Elective 4-7

Third Semester Credits
Laboratory Science Course 4
CU 222 Principles of Management 3
Social Science Elective 3
CIS 101 Computer Concepts and Applications 3

Fourth Semester Credits
Laboratory Science Course 4
Energy Utility Elective 4-7

Summer Credits
UTI 202 Energy Utility Co-op II 4

Total Credits for Degree 63-69

Courses in Major (25-31 Credits)

UTI 101 Introduction to Energy Utility Industry 3
UTI 102 Fundamentals of Gas Combustion 3
UTI 103 Fundamentals of Power Alternating Current 3
UTI 201 Energy Utility Co-op I 4
UTI 202 Energy Utility Co-op II 4
Energy Utility Elective 4-7
Energy Utility Elective 4-7

Additional Course Requirements (15 credits)

ET 111 Principles of Electrical Circuits 4
BU 222 Principles of Management 3
Laboratory Science Course 4
Laboratory Science Course 4

Total Credits for Degree 63-69

Associate in Science Degree

Prepares graduates for employment in various career fields in the energy industry as energy technicians. The specialized areas are Appliance Service, Inside Plant Operations, Energy Utility Engineering, Metering Underground Utilities, and Gas Distribution.

Graduates should be able to:

• Explain the energy industry including the history of providing reliable service and regulatory influences.
• Read schematic electrical circuit diagrams for purposes of testing and development.
• Diagnose combustion problems as they relate to the energy utility industry.
• Use basic electronic test and measurement instruments including multimeters and oscilloscopes to troubleshoot electronic devices.
• Perform piping on residential appliances and gas leak investigation.
• Install and test meters.
• Demonstrate an understanding of electrical utility distribution.

1Select, in consultation with an academic advisor, from the following courses:
UTI 104, UTI 105, UTI 106, UTI 107, UTI 108, UTI 109, UTI 110.

2Select, in consultation with an academic advisor, an appropriate BS, CH, or PH course.
Engineering Science

**Associate in Science Degree**

**Liberal Arts with Engineering Science Option**

For entry into a four-year engineering science program. For additional information, contact a counselor or the department chairperson.

Graduates should be able to:
- Write accurate scientific reports.
- Analyze and solve numerical problems related to engineering.
- Use computers for word processing, data collection, and analysis.
- Program computers to solve engineering problems.
- Design and carry out scientific experiments.
- Manipulate scientific apparatus.
- Understand the relationships between history and the development of scientific thought.

Minimum grade of “C” is required for all courses in major, and all science, mathematics, computer science and engineering courses.

**Humanities (12 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>EN 102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HI 101 History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HI 102 History of Western Civilization II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Social Science (6 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC 101 Economics I</td>
<td>3</td>
</tr>
<tr>
<td>EC 102 Economics II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Science (16 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 111 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CH 112 General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>PY 120 Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PY 121 Physics II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Mathematics (16 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 120 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MA 121 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MA 201 Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MA 202 Differential Equations</td>
<td>4</td>
</tr>
</tbody>
</table>

**Computer Science (3 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 165 Fundamentals of C++ Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

**Engineering Option (13 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES 101 Introduction to Engineering</td>
<td>3</td>
</tr>
<tr>
<td>ES 105 Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ES 206 Engineering Mechanics I (Statics)</td>
<td>3</td>
</tr>
<tr>
<td>ES 207 Engineering Mechanics II (Dynamics)</td>
<td>3</td>
</tr>
<tr>
<td>PY 220 Physics III</td>
<td>4</td>
</tr>
</tbody>
</table>

**Sample Program**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 101 Composition I</td>
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</tr>
<tr>
<td>ES 101 Introduction to Engineering</td>
<td>1</td>
</tr>
<tr>
<td>ES 105 Engineering Graphics</td>
<td>2</td>
</tr>
<tr>
<td>HI 101 History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>MA 120 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PY 120 Physics I</td>
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</tr>
<tr>
<td><strong>Total Credits for Degree</strong></td>
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</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 165 Fundamentals of C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>EN 102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HI 102 History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>MA 121 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PY 121 Physics II</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credits for Degree</strong></td>
<td><strong>66</strong></td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 111 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>EC 101 Economics</td>
<td>3</td>
</tr>
<tr>
<td>ES 206 Engineering Mechanics I (Statics)</td>
<td>3</td>
</tr>
<tr>
<td>MA 201 Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>PY 220 Physics III</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credits for Degree</strong></td>
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</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 112 General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>EC 102 Economics II</td>
<td>3</td>
</tr>
<tr>
<td>ES 207 Engineering Mechanics II</td>
<td>3</td>
</tr>
<tr>
<td>MA 202 Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credits for Degree</strong></td>
<td><strong>66</strong></td>
</tr>
</tbody>
</table>
Engineering Science — AutoCAD-Drafting

Certificate of Achievement

Prepares students for engineering, architecture, design, construction and manufacturing, or for any profession that requires drafting using AutoCAD. Ideal for those who need to retrain for their jobs, or upgrade their skills to find employment.

Graduates should be able to:

• Generate 2D drawing and demonstrate an understanding of the editing procedures, using lines, arcs, and circles with multiple layers, line types, and colors.

• Add text and dimensions to drawings along with blocks, polylines and other complex 2D entities.

• Generate 3D objects, including wireframe, surface, and solid modeling.

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>Computer Concepts and Applications or</td>
</tr>
<tr>
<td>CIS 107</td>
<td>Information Technology Fundamentals and Applications</td>
</tr>
<tr>
<td>ES 105</td>
<td>Engineering Graphics</td>
</tr>
<tr>
<td>ET 101</td>
<td>Fundamental of AutoCAD</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES 101</td>
<td>Introduction to Engineering</td>
</tr>
<tr>
<td>ET 201</td>
<td>Advanced AutoCAD</td>
</tr>
<tr>
<td>EN 103</td>
<td>Technical Writing</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>
English as a Second Language

An academic program to facilitate college-level study for those with limited English proficiency who require the skills necessary for success in college. Entering students are tested and placed in writing, reading, and oral communication, and grammar courses in one of five levels of language proficiency.

At the completion of ENW 107 and ENR 107, students will:

• Be prepared to pursue college-level studies in English.
• Communicate effectively in written and spoken English.
• Have an understanding of American cultural patterns.
• Effectively use English-language information for life-long learning.
• Have increased confidence in their ability to use English.

Core Courses

Grammar

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLG 001-class</td>
<td>Beginning ESL Grammar I</td>
</tr>
<tr>
<td>ESLG 01L-lab</td>
<td>Beginning ESL Grammar II</td>
</tr>
<tr>
<td>ESLG 002-class</td>
<td>Intermediate ESL Grammar</td>
</tr>
<tr>
<td>ESLG 02L-lab</td>
<td>Advanced ESL Grammar</td>
</tr>
<tr>
<td>ESLG 03-class</td>
<td>ESL Speaking and Pronunciation I</td>
</tr>
<tr>
<td>ESLG 04-class</td>
<td>ESL Speaking and Pronunciation II</td>
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</tbody>
</table>

Reading and Oral Communication

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLR 001-class/lab</td>
<td>Beginning ESL Reading and Oral Communication I</td>
</tr>
<tr>
<td>ESLR 002-class/lab</td>
<td>Beginning ESL Reading and Oral Communication II</td>
</tr>
<tr>
<td>ESLR 003-class/lab</td>
<td>Intermediate ESL Reading and Oral Communication</td>
</tr>
<tr>
<td>ESLR 004-class/lab</td>
<td>Advanced ESL Reading in American Culture</td>
</tr>
<tr>
<td>ENR 107-class/lab</td>
<td>Advanced Readings in American Studies</td>
</tr>
</tbody>
</table>

Writing

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLW 001-class</td>
<td>Beginning ESL Writing I</td>
</tr>
<tr>
<td>ESLW 01L-lab</td>
<td>Beginning ESL Writing II</td>
</tr>
<tr>
<td>ESLW 002-class</td>
<td>Intermediate ESL Writing</td>
</tr>
<tr>
<td>ESLW 02L-lab</td>
<td>Advanced ESL Writing I</td>
</tr>
<tr>
<td>ESLW 03L-lab</td>
<td>Advanced ESL Writing II</td>
</tr>
<tr>
<td>ENW 107-class/lab</td>
<td>Advanced ESL Writing II</td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESLS 002-class/lab</td>
<td>ESL Speaking and Pronunciation</td>
</tr>
<tr>
<td>ESLS 003-class/lab</td>
<td>ESL Speaking and Pronunciation</td>
</tr>
</tbody>
</table>

Concurrent Content Courses

College courses are available to students according to their level of language proficiency. To support English-language learners in college-level courses, the College offers paired content and ESL courses as well as Learning Communities. Some college-level courses are taught in Spanish. An academic adviser in the Center for Student Success, Room A230, can provide additional information about these opportunities.

Courses Available in Spanish

The following courses are taught in Spanish: COL 102, MA 001, MA 004, PS 101, SO 101, SP 205.

Learning Communities

In order to provide our ESL students with a rich language experience, PCCC offers ESL Learning Communities at beginning through advanced levels. In a Learning Community, the content of the courses is integrated and students and instructors form a supportive learning community. In beginning- and intermediate-level Learning Communities, students take 12-credits of ESL instruction with the same group of students. In upper-level Learning Communities, students take 6 credits together, a special sheltered section of a college-level course and a related ESL Reading course.

Paired Courses

To assist advanced level English-language learners in making the transition to college-level courses, the College offers paired content/ESL courses. In the Paired Courses, ESL students join college-level students in a content course, and their work is supported in a special ESL reading section.

Technology for ESL Students

All ESL students participate in the multimedia lab that supplements all Reading and Speaking/Pronunciation courses. In addition, students have access to computers during sessions in Smart Classrooms, in writing and grammar labs, and in the Library.

ESL Achievement Awards

The ESL Department provides two types of awards to recognize student achievement. A Program Completion Award is given to students who have completed their ESL course work and six additional credits. A Language Competency Award is given to those students who have completed Advanced ESL Grammar (ESLG 004), Advanced ESL Reading in American Culture (ESLR 004), Intermediate ESL Writing (ESLW 003), and a speaking and pronunciation course. The ESL Department invites students to apply for these recognition awards in September each year. Awards are presented at a ceremony during the fall semester.
Exercise Science and Fitness Specialist Certificate

Humanities (27 Credits)
- AE 101 Art Appreciation
- MU 106 Music Appreciation
- EN 101 Composition I
- EN 102 Composition II
- EN 205 Introduction to Literature
- HI 101 History of Western Civilization I
- HI 102 History of Western Civilization II
- PH 101 Introduction to Philosophy
- ENS 106 Public Speaking
- Diversity Course*

Science (11 Credits)
- BS 100 Human Biology
- BS 201 Fundamentals of Exercise Physiology
- SC 102 Health and Nutrition

Mathematics (6 Credits)
- MA 101 College Mathematics
- MA 103 Basic Statistics

Computer Science (3 Credits)
- CIS 101 Computer Concepts and Applications

Social Sciences (6 Credits)
- PS 101 Introduction to Psychology
- SO 101 Introduction to Sociology

Exercise Science Electives (12 Credits)
- PE 114 First Aid, CPR and Safety Education
- PE 116 Concepts of Fitness and Wellness
- PE 117 Applied Concepts of Fitness
- PE 119 Care and Prevention of Athletic Injuries

Humanities (27 Credits)
- AE 101 Art Appreciation
- MU 106 Music Appreciation
- EN 101 Composition I
- EN 102 Composition II
- EN 205 Introduction to Literature
- HI 101 History of Western Civilization I
- HI 102 History of Western Civilization II
- PH 101 Introduction to Philosophy
- ENS 106 Public Speaking
- Diversity Course*

Science (11 Credits)
- BS 100 Human Biology
- BS 201 Fundamentals of Exercise Physiology
- SC 102 Health and Nutrition

Mathematics (6 Credits)
- MA 101 College Mathematics
- MA 103 Basic Statistics

Computer Science (3 Credits)
- CIS 101 Computer Concepts and Applications

Social Sciences (6 Credits)
- PS 101 Introduction to Psychology
- SO 101 Introduction to Sociology

Exercise Science Electives (12 Credits)
- PE 114 First Aid, CPR and Safety Education
- PE 116 Concepts of Fitness and Wellness
- PE 117 Applied Concepts of Fitness
- PE 119 Care and Prevention of Athletic Injuries

Fitness Specialist Certificate — Certificate of Achievement

The Fitness Specialist Certificate program prepares students for employment in corporate and commercial health fitness centers.

Graduates should be able to:
- Instruct clients in a wide variety of fitness and recreational activities.
- Develop and design a healthy lifestyle program for the average adult.
- Perform CPR and emergency first aid when necessary.
- Assist in the marketing of services in health and fitness facilities.

First Semester Credits
- BS 100 Human Biology 4
- PE 114 First Aid, CPR, and Safety Education 3
- PE 116 Concepts of Fitness and Wellness 3
- PE 117 Applied Concepts of Fitness 3
- Total Credits 13

Second Semester Credits
- BS 201 Fundamentals of Exercise Physiology 4
- PE 119 Care and Prevention of Athletic Injuries 3
- PH 101 Introduction to Philosophy 3
- ENS 106 Public Speaking 3
- SO 101 Introduction to Sociology 3
- Diversity Course* 3
- Total Credits 15

Total Credits for Degree 65

*Students transferring to William Paterson University must take SO 102, Institutional Racism. All other students please see page 27 for Diversity Course choices.

Graduates will be able to:
- Integrate knowledge and skills from the sciences, liberal arts, and exercise science into Fitness/Wellness care.
- Design a healthy lifestyle program for the average adult.
- Instruct clients in a wide variety of fitness and recreational activities.
- Assist in the marketing of services in health and fitness facilities.
- Communicate effectively with consumers, providers, employees, and other allied health professionals from diverse backgrounds.
Fire Science Technology

Associate in Applied Science Degree

For those seeking positions as fire protection and prevention specialists, municipal public safety officers, arson investigators, industrial safety inspectors, or fire suppression system salespersons. This degree is also intended for those who seek advancement within their careers in the fire service. Successful completion of this program can lead to eligibility for Fire Inspector certification.

Graduates should be able to:

- Describe the components of modern fire department responsibility, including emergency incident management, public education, training, resource management, and customer service.
- Perform effective inspections using knowledge of fire safety and enforcement codes.
- Apply the principles of personnel management in order to develop effective leadership techniques.
- Identify and recognize hazardous materials based upon their chemical and physical properties.
- Identify fire patterns, causes, origins, and evidence of arson.
- Detail the appropriate methods of fire fighting for the various types of wood, siding, sheathing, masonry, and steel buildings.
- Evaluate the organization and management of fire service systems.
- Analyze, assess, and conform to ethical standards as related to the fire science profession.

Courses in Major (33 -34 Credits)

FS 101 Introduction to Fire Science 3
FS 102 Fire Prevention and Related Codes 3
MA 102 College Mathematics II 3
SC 101 Introduction to Physical Science 4
SO 101 Introduction to Sociology 3

Second Semester Credits
EN 102 Composition II 3
FS 102 Fire Prevention and Related Codes 3
PS 101 Introduction to Psychology 3
CIS 101 Computer Concepts and Applications 3
Diversity Course* 3

Total Credits for Degree 64

Free Electives (3 Credits)

Sample Program

First Semester Credits
EN 101 Composition I 3
FS 101 Introduction to Fire Science 3
MA 102 College Mathematics II 3
SC 101 Introduction to Physical Science 4
SO 101 Introduction to Sociology 3

Total Credits for Degree 64

Free Electives (3 Credits)

Third Semester Credits
FS 106 Fire Protection Systems 3
FS 107 Fire Apparatus Specifications, Inspections, and Maintenance 3
FS 205 Fire Investigation 3
FS 207 Emergency Medical Technician 3
MA 108 College Algebra 3
PL 104 Introduction to Law 3
PL 202 Public Administration 3

Fourth Semester Credits
FS 204 Fire Protection, Building Construction 3
FS 206 Fire Hydraulics 3
PL 104 Introduction to Law 3
FS 210 Current Issues in Fire Science/Capstone Experience 3

Free Elective 3

*Note: We strongly recommend that students seeking to transfer to a degree program in fire science at a four-year college consider taking the following courses:
BU 223 Behavior in Organizations 3
MA 108 College Algebra 3
CH 103 Introduction to General and Organizational Chemistry, and
PL 202 Public Administration 3

Diversity Course*

Fire Science Certificate Program

For employment in the fields of fire fighting and fire prevention and for career and volunteer fire service personnel to advance their knowledge and skills. The credits earned for this certificate may be applied toward the Associate in Applied Science Degree in Fire Science Technology.

General Education (7 credits)
EN 101 Composition I 3
SC 101 Introduction to Physical Science 3

Courses in Major (24 credits)
FS 101 Introduction to Fire Science 3
FS 102 Fire Prevention and Related Codes 3

Fire Science Technology Electives (12 Credits)
Individual selection subject to Chairperson's approval.

All other students please see page for Diversity Course choices.

*Students transferring to William Paterson University must take SO 102, Institutional Racism.

PCCC Academic Bulletin 07/09 74
Graphic Design and Digital Media

This multidisciplinary certificate program prepares the student to apply the principles and elements of design to create original graphic design work in digital media and web design. The students are exposed to cutting-edge software packages used for design creation. Students receive training in a wide range of activities including typography, publication design, computer aided graphic design, and design alongside the development of visual communication skills. Students explore typography and how it relates to basic layout and design of materials, as well as color selection, paper selection, and media selection.

Upon completion of this certificate, students are able to:
- Apply graphic design concepts to produce original digital works
- Utilize typography to design materials
- Demonstrate knowledge of color selection
- Implement a web site using Web site development tools
- Create content in Microsoft Word
- Create presentations in Microsoft PowerPoint
- Demonstrate knowledge of the Computer Graphics field, its employment opportunities and future direction.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR 110</td>
<td>Introduction to Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>AR 111</td>
<td>Advanced Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>AR 210</td>
<td>Computer Enhanced Layout and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Microcomputer Software III</td>
<td>3</td>
</tr>
<tr>
<td>CIS 170</td>
<td>Web Site Design and Tools</td>
<td>3</td>
</tr>
<tr>
<td>CIS 273</td>
<td>Web Graphics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>
Health Information Technology

**Associate in Applied Science Degree**

Through a mixture of general education, professional course work, and clinical experience at local health care facilities, students gain the knowledge and skills required to collect, analyze, and utilize information essential to the health-care industry.

**Graduates should be able to:**
- Perform the functions of entry-level health information technicians.
- Comply with regulatory, accrediting and professional practice standards for health records and health information systems.
- Assign valid diagnostic and procedure codes and accurately abstract health care data for statistical and reimbursement purposes.
- Apply ethical principles and legal practice standards.
- Communicate effectively with consumers, providers, employees, and other healthcare professionals from diverse backgrounds.

**Distance Learning**

This degree may be completed through online and classroom courses. All HIT courses and most general education courses are offered online. Students may also earn an AAS in Health Information Technology by combining online courses from PCCC and equivalent general education courses transferred from a local college.

**Advanced Standing**

Students providing documentation of a current CCS or CCS-P coding credential from AHIMA may be awarded up to 13 credits towards the AAS degree in Health Information Technology.

**Program Admission Requirements**

1. Meet Passaic County Community College’s admission criteria.
2. College-level placement in English, Reading, and Mathematics. *(SC 004 highly recommended for students who have not had a lab science course within five years.)*
3. Achieve a “C” or higher in the following courses:
   - BS 103 Anatomy and Physiology I
   - EN 101 English Composition I
   - HIT 101 Health Care Organization
4. Achieve a minimum GPA of 2.5.
5. Submit recommendation form from a person outside the immediate family.

**Curriculum Requirements**

1. Minimum grade of “C” is required for all HIT and Science courses plus EN 101, CIS 101.
2. Prior to participation in Professional Practice courses, the following are required:
   a. A completed health form signed by a physician or nurse practitioner
   b. Completion of a criminal background check
   c. Signed Privacy/Confidentiality statement
   d. Other documentation, as may be required by the placement site
3. Additional requirements — Refer to HIT Student Handbook

**General Education (29 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 103 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BS 104 Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BS 205 Physiology of Disease</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101 Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>EN 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>EN 102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MA 103 Basic Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PS 101 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EN 104 Speech Fundamentals or</td>
<td>3</td>
</tr>
<tr>
<td>EN 106 Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Courses in Major (40 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 104 Health Care Organization</td>
<td>2</td>
</tr>
<tr>
<td>HIT 105 Professional Practice Experience I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 106 Legal Aspects of Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>HIT 108 Health Record Content and Structure</td>
<td>3</td>
</tr>
</tbody>
</table>

**Sample Program**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 103 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>CIS 101 Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>EN 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 101 Health Care Organization</td>
<td>2</td>
</tr>
<tr>
<td>HIT 104 Health Care Terminology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 104 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>EN 102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HIT 106 Legal Aspects of Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>HIT 108 Health Record Content and Structure</td>
<td>1</td>
</tr>
<tr>
<td>HIT 109 Health Record Management</td>
<td>3</td>
</tr>
<tr>
<td>ENS 104 Speech Fundamentals or</td>
<td>3</td>
</tr>
<tr>
<td>ENS 106 Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Summer Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 105 Professional Practice Experience I</td>
<td>2</td>
</tr>
<tr>
<td>PS 101 Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 205 Physiology of Disease</td>
<td>3</td>
</tr>
<tr>
<td>MA 103 Basic Statistics</td>
<td>3</td>
</tr>
<tr>
<td>HIT 201 ICD-9-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT 208 Supervision and Management in Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>HIT 212 Computer Applications in Healthcare</td>
<td>3</td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 205 Professional Practice Experience II</td>
<td>2</td>
</tr>
<tr>
<td>HIT 210 Health Statistics and Quality Improvement</td>
<td>3</td>
</tr>
<tr>
<td>HIT 211 Health Information Technology Seminar</td>
<td>2</td>
</tr>
<tr>
<td>HIT 221 Advanced ICD-9-CM and Coding Applications</td>
<td>3</td>
</tr>
<tr>
<td>HIT 231 CPT Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT 240 Principles of Healthcare Reimbursement</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits for Degree** 69
Curricula

Associate in Science Degree

This 66 credit A.S. Degree program is designed for those who are currently licensed or certified in a health science field such as dental assistant, medical assistant, dietician, emergency medical technician, licensed practical nurse, radiographer, surgical technician, or any graduate of a hospital-based or accredited post-secondary program. It is ideal for those candidates seeking academic advancement to B.A. programs, into advanced practice programs, or into new career paths and it does not confer eligibility for advanced standing or advanced licensure in any health science field.

Graduates should be able to:
1. Integrate knowledge and skills from the sciences and liberal arts into health care.
2. Define the basic laws and theories of science, including its research and ethical questions.
3. Identify similarities and differences among diverse cultures.
4. Communicate effectively with consumers, providers, employees, and other health-care professionals from diverse backgrounds.

Admission Requirements
1. Documentation of a license or certification in a health science, hospital-based or accredited post-secondary program.
2. Official transcripts from the appropriate learning institution.
3. Acceptance into the program by the VP for Academic and Student Affairs or her designee.
4. Admittance into the program before “specialized” professional health science courses can be taken.

Transferred Credits and Waiver Stipulations
1. Transferred students with advance standing must earn a minimum of 30 Passaic County Community College credits to be awarded a degree.
2. A maximum of 24 credits may be awarded to the student for professional license or certification based upon evaluation.
3. Upon professional study review, required professional credit coursework that is still needed will be fulfilled from the “Professional Elective” listing.
4. Evaluation of awarded credits will be completed by the VP for Academic and Student Affairs or her designee.

General Education (33 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 101</td>
<td>Composition I</td>
</tr>
<tr>
<td>EN 102</td>
<td>Composition II</td>
</tr>
<tr>
<td>PS 101</td>
<td>Introduction to Psychology or Introduction to Sociology</td>
</tr>
<tr>
<td>SO 101</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>AE 101</td>
<td>Art Appreciation or Music Appreciation</td>
</tr>
<tr>
<td>Diversity Course*</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Computer Concepts and Applications</td>
</tr>
<tr>
<td>MA 101</td>
<td>College Math I or Basic Statistics</td>
</tr>
<tr>
<td>MA 103</td>
<td>Basic Statistics</td>
</tr>
</tbody>
</table>

One Year Sequence of:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 101</td>
<td>Biology I and Anatomy and Physiology I and Anatomy and Physiology II or General Chemistry I and General Chemistry II</td>
</tr>
<tr>
<td>BS 203</td>
<td>Microbiology</td>
</tr>
</tbody>
</table>

Professional Electives (9) Select from list below

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 205</td>
<td>Physiology of Disease</td>
</tr>
<tr>
<td>BU 101</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>CH 103</td>
<td>Introduction to General and Organic Chemistry</td>
</tr>
<tr>
<td>CT 101</td>
<td>Introduction to Critical Thinking</td>
</tr>
<tr>
<td>EC 101</td>
<td>Economics I</td>
</tr>
<tr>
<td>EC 102</td>
<td>Economics II</td>
</tr>
<tr>
<td>ENS 106</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>HI 101</td>
<td>History of Western Civilization I</td>
</tr>
<tr>
<td>HI 102</td>
<td>History of Western Civilization II</td>
</tr>
<tr>
<td>HIT 104</td>
<td>Health Care Terminology</td>
</tr>
<tr>
<td>HIT 202</td>
<td>Supervision and Management in Health Care</td>
</tr>
<tr>
<td>HIT 210</td>
<td>Health Statistics and Quality Improvement</td>
</tr>
<tr>
<td>HIT 212</td>
<td>Computer Applications in Health Care Organizations</td>
</tr>
<tr>
<td>PH 101</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>PS 102</td>
<td>Human Growth and Development</td>
</tr>
<tr>
<td>SC 102</td>
<td>Health and Nutrition</td>
</tr>
<tr>
<td>SC 201</td>
<td>Basic Pharmacology</td>
</tr>
<tr>
<td>SO 203</td>
<td>Marriage and Family</td>
</tr>
<tr>
<td>SP 101</td>
<td>Elementary Spanish I</td>
</tr>
<tr>
<td>SP 102</td>
<td>Elementary Spanish II</td>
</tr>
</tbody>
</table>

Total Credits for Degree 66
Curricula

Human Services

Associate in Science Degree
For those who plan to pursue a baccalaureate degree in Human Services, Psychology, or Social Work, and for those seeking entry-level employment in public and private community agencies and institutions involved with the “helping” professions. With an Associate in Science (AS) degree, the graduate is prepared to work as a team member, generally working under the direction of a professional, in providing help to the client. Students develop competencies in counseling techniques, group work, and community organizations fundamental to human services. The Program emphasizes a multi-disciplinary approach that includes courses in psychology, sociology, human biology, English, mathematics, computer fundamentals, interpersonal communication, history, and diversity.

Graduates should be able to:
• Apply counseling theories and techniques to guide clients in obtaining their goals and to assist in the change process.
• Implement the theories and skills necessary to be a successful group facilitator.
• Define the functions of a service agency and its delivery of services.
• Transfer to a 4-year college.

General Education Requirement 32 Credits

<table>
<thead>
<tr>
<th>Communications (9 credits)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>EN 102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENS 106 Principles of Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities (7 credits)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 102 The College Experience</td>
<td>1</td>
</tr>
<tr>
<td>HI 201 U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>HI 202 U.S. History II</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics and Science (10 credits)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 100 Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>CIS 101 Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>MA 101 College Mathematics I or</td>
<td>3</td>
</tr>
<tr>
<td>MA 103 Basic Statistics or</td>
<td>3</td>
</tr>
<tr>
<td>MA 108 College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Sciences (3 credits)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 101 Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

| Diversity Course (3 credits)* | 3 |

Required Courses 32 Credits

| PS 102 | Human Growth and Development or | 3 |
| PS 209 | Adult Development and Aging     | 3 |
| PS 203 | Abnormal Psychology             | 3 |
| SO 101 | Intro to Sociology or           | 3 |
| SO 203 | Marriage and The Family         | 3 |

Human Services Program Credits

| HS 101 | Intro to Human Services | 3 |
| HS 203 | Counseling Techniques   | 3 |
| HS 204 | Group Dynamics          | 3 |
| HS 207 | Human Services Program Fieldwork I | 4 |
| HS 208 | Human Services Program Fieldwork II | 4 |
| HS 209 | Drugs, Society and Human Behavior | 3 |
| Diversity Course* | 3 |
| Psychology or Social Sciences Elective | 3 |

Total Program Credits 64

Sample Program

First Semester Credits

| CIS 101 | Computer Concepts and Applications | 3 |
| COL 102 | The College Experience | 1 |
| EN 101  | Composition I                     | 3 |
| HI 201  | U.S. History I                     | 3 |
| HS 101  | Introduction to Human Services     | 3 |
| PS 101  | Introduction to Psychology         | 3 |

Second Semester Credits

| BS 100  | Human Biology                      | 4 |
| EN 102  | Composition II                      | 3 |
| HS 203  | Counseling Techniques              | 3 |
| PS 102  | Human Growth and Development or     | 3 |
| PS 209  | Adult Development and Aging         | 3 |
| PS 203  | Abnormal Psychology                 | 3 |

| ENS 106 | Public Speaking                     | 3 |
| HI 202  | U.S. History II                     | 3 |
| HS 208  | Human Services Program Fieldwork II | 4 |
| HS 209  | Drugs, Society and Human Behavior   | 3 |
| SO 101  | Intro to Sociology or               | 3 |
| SO 203  | Marriage and The Family             | 3 |

Third Semester Credits

| HS 204 | Group Dynamics                      | 3 |
| HS 207 | Human Services Program Fieldwork I   | 4 |
| MA 101 | College Mathematics or              | 3 |
| MA 103 | Basic Statistics or                 | 3 |
| MA 108 | College Algebra                      | 3 |
| Diversity Course* | 3 |
| Psychology or Social Science Elective | 3 |

Fourth Semester Credits

| ENS 106 | Public Speaking                     | 3 |
| HI 202  | U.S. History II                     | 3 |
| HS 208  | Human Services Program Fieldwork II | 4 |
| HS 209  | Drugs, Society and Human Behavior   | 3 |
| SO 101  | Intro to Sociology or               | 3 |
| SO 203  | Marriage and The Family             | 3 |

Total Credits for Degree 64

*Students transferring to William Paterson University must take SO 102, Institutional Racism. All other students please see page 78 for Diversity Course choices.
Human Services

General Education Requirement 32 Credits

**Communications (9 credits)**
- EN 101 Composition I 3
- EN 102 Composition II 3
- ENS 106 Principles of Public Speaking 3

**Humanities (7 credits)**
- HI 201 U.S. History I 3
- HI 202 U.S. History II 3
- COL 102 The College Experience 1

**Mathematics & Science (10 credits)**
- BS 100 Human Biology 4
- CIS 101 Computer Concepts and Applications 3
- MA 101 College Mathematics or MAT 101 3
- MA 103 Basic Statistics or MAT 102 3
- MA 108 College Algebra 3

**Social Sciences (6 credits)**
- PS 101 Introduction to Psychology 3
- Diversity Course* 3

---

Required Courses 32 Credits

**Courses in Major (19 credits)**

- HS 101 Introduction to Human Services 3
- HS 203 Counseling Techniques 3
- HS 204 Group Dynamics 3
- HS 207 Human Services Program Fieldwork I 4
- PS 203 Abnormal Psychology 3
- SO 101 Introduction to Sociology or PS 101 3
- SO 203 Marriage & the Family 3

**Addictions Option Credits**
- HS 208 Human Services Program Fieldwork II* 4
- HS 209 Drugs, Society and Human Behavior 3
- HS 210 Counseling and Treatment of Addictions 3
- PS 206 Behavior Modification 3

**Total Program Credits** 64

*Fieldwork II is alcohol/drug specific.

---

**Required Courses 32 Credits**

**Courses in Major (19 credits)**

- HS 101 Introduction to Human Services 3
- HS 203 Counseling Techniques 3
- HS 204 Group Dynamics 3
- HS 207 Human Services Program Fieldwork I 4
- PS 102 Human Growth and Development or PS 209 3
- SO 101 Introduction to Sociology 3

**Gerontology Option Credits**
- HS 208 Human Services Program Fieldwork II* 4
- PS 204 Psychology of Aging 3
- SO 107 Sociology of Aging 3
- SO 205 Death and Dying 3

**Total Program Credits** 64

*Fieldwork II is Gerontology specific.

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*Students transferring to William Paterson University must take SO 102, Institutional Racism. All other students please see page for Diversity Course choices.

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Addictions Option

Intended for those who want to gain the skills necessary to work in the field of addictions. This Option will focus on assessment, diagnoses, and treatment of addictions and the impact on addicts, their families, their friends, and society. This Option will provide the student with the 270 hours of course work required by the Addictions Professionals Certification Board of New Jersey, Inc. for the Chemical Dependency Associate (CDA) certification, the Certified Alcohol and Drug Counselor (CADC) certification, and the Licensed Clinical Alcohol and Drug Counselor (LCADC) licensure.

Gerontology Option

Intended for those who want to gain the skills necessary to work in the field of Gerontology. The student will be prepared to work with the geriatric population in nursing homes, rehabilitation facilities, and home health care.
Human Services Certificate Program

Human Services Specialist
For those interested in securing an entry-level position in the counseling and addictions profession and for those wanting to complete the 270 hours of course work as required by the Addiction Professionals Certification Board of New Jersey, Inc. for the Certified Alcohol and Drug Counselor (CADC) certification.

Students completing the Human Services Specialist certificate program should be able to:
• Apply counseling theories and techniques to guide clients in obtaining their goals and to assist in the change process.
• Implement the theories and skills necessary to be a successful group facilitator.
• Define the functions of a service agency and its delivery of services.
• Qualify for entry-level employment in the field of counseling and addictions.

Curriculum
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HS 101</td>
<td>Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HS 203</td>
<td>Counseling Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HS 204</td>
<td>Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>HS 209</td>
<td>Drugs, Society, and Human Behavior</td>
<td>3</td>
</tr>
<tr>
<td>HS 210</td>
<td>Counseling &amp; Treatment of Addictions or</td>
<td></td>
</tr>
<tr>
<td>PS 102</td>
<td>Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>PS 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PS 202</td>
<td>Theories of Personality</td>
<td>3</td>
</tr>
<tr>
<td>PS 203</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PS 206</td>
<td>Behavior Modification</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits For Certificate 30
Certificate Program

For those seeking entry-level office careers in law offices, immigration, municipal organizations, courts, title, and insurance companies. Many of the credits earned can be applied toward other degrees, like A.A.S. Office Administration, A.S. Business Administration and A.A.S. Information Technology.

Graduates should be able to:

- Demonstrate competency in keyboarding, word processing, transcription, and legal office procedures.
- Use appropriate legal forms and documents.
- Communicate effectively.
- Apply legal office practices, as prescribed by ethical codes.

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 104 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OA 101 Word Processing I</td>
<td>3</td>
</tr>
<tr>
<td>OA 102 Word Processing II</td>
<td>3</td>
</tr>
<tr>
<td>OA 109 Legal Terminology</td>
<td>3</td>
</tr>
<tr>
<td>OA 229 Practical Legal Applications</td>
<td>3</td>
</tr>
<tr>
<td>OA 232 Legal Office Procedures and Transcription</td>
<td>3</td>
</tr>
<tr>
<td>BU 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BU 201 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BU 235 Job-Seeking Techniques</td>
<td>1</td>
</tr>
<tr>
<td>CIS 101 Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125 Microcomputer Software I</td>
<td>3</td>
</tr>
<tr>
<td>EN 101 Composition I</td>
<td>3</td>
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</table>

**Total** 34
### Liberal Arts

#### Associate in Arts Degree

For a well-rounded liberal arts education flexible enough to allow concentrations in a particular field of interest, or to explore new interests through electives. In addition, the Associate in Arts degree in Liberal Arts offers students program options in Humanities, Communication, Criminal Justice, Early Childhood, English, Psychology, Sociology, Teacher Education, Musical Studies, and Theater.

**Graduates should be able to:**

- Communicate effectively in standard English and be proficient in math.
- Use analytical and critical thinking skills to do research.
- Understand the complex world of history and politics and be familiar with the basic concepts of social and natural science.
- Gain aesthetic appreciation and maintain a lifelong interest in learning.

#### Humanities Option

Prepares those who want to major in history, economics, philosophy, political science, and religion, and who plan to transfer to four-year colleges. Ideal for those planning to enter pre-law or pre-med.

**Humanities (27 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE 101</td>
<td>Art Appreciation or</td>
</tr>
<tr>
<td>MU 106</td>
<td>Music Appreciation</td>
</tr>
<tr>
<td>EN 101</td>
<td>Composition I</td>
</tr>
<tr>
<td>EN 102</td>
<td>Composition II</td>
</tr>
<tr>
<td>ENS 106</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>EN 205</td>
<td>Introduction to Literature</td>
</tr>
<tr>
<td>HI 101</td>
<td>History of Western Civilization I and</td>
</tr>
<tr>
<td>HI 102</td>
<td>History of Western Civilization II or</td>
</tr>
<tr>
<td>HI 201</td>
<td>U.S. History I and</td>
</tr>
<tr>
<td>HI 202</td>
<td>U.S. History II</td>
</tr>
<tr>
<td>PH 101</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>Diversity Course*</td>
<td></td>
</tr>
</tbody>
</table>

**Math (6 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 101</td>
<td>College Math I</td>
</tr>
<tr>
<td>MA 102</td>
<td>College Math II or</td>
</tr>
<tr>
<td>MA 103</td>
<td>Basic Statistics</td>
</tr>
</tbody>
</table>

**Laboratory Science (8 credits)**

Two college-level laboratory science courses

**Social Sciences (6 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC 101</td>
<td>Economics I</td>
</tr>
<tr>
<td>GE 101</td>
<td>Cultural Geography</td>
</tr>
<tr>
<td>PL 101</td>
<td>Introduction to Political Science</td>
</tr>
<tr>
<td>PS 101</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>SO 101</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SO 202</td>
<td>Cultural Anthropology</td>
</tr>
</tbody>
</table>

**Computer Literacy (3 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>Computer Concepts and Applications or</td>
</tr>
<tr>
<td>CIS Elective</td>
<td></td>
</tr>
</tbody>
</table>

**Humanities Electives (9 credits)**

Choose any three courses from the following areas:
Art, Music, Theatre, Dance, Literature, Foreign Language, Philosophy, Religion, History

**Free Electives (6 credits)**

#### Sample Program

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>MU 106 Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>EN 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MA 101 College Math I</td>
<td>3</td>
</tr>
<tr>
<td>Laboratory Science</td>
<td>4</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>EN 102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MA 102 College Math II</td>
<td>3</td>
</tr>
<tr>
<td>Laboratory Science</td>
<td>4</td>
</tr>
<tr>
<td>ENS 106 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
<tr>
<td><strong>Summer Session</strong></td>
<td></td>
</tr>
<tr>
<td>SO 101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>GE 101 Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>6</td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
</tr>
<tr>
<td>HI 101 Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>EN 205 Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>Diversity Course*</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101 Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
</tr>
<tr>
<td>HI 102 Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>Free Elective</td>
<td>3</td>
</tr>
<tr>
<td>Free Elective</td>
<td>3</td>
</tr>
<tr>
<td>PH 101 Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>12</td>
</tr>
<tr>
<td><strong>Total Credits for Degree</strong></td>
<td>65</td>
</tr>
</tbody>
</table>

*Students transferring to William Paterson University must take SO 102, Institutional Racism. All other students please see page for Diversity Course choices.
Communication Option
For those who plan to pursue a B.A. in mass communication or media studies for an entry-level job in the mass media.

Humanities (27 credits)
AE 101 Art Appreciation or  
MU 106 Music Appreciation  
EN 101 Composition I  
EN 102 Composition II  
ENS 106 Public Speaking  
EN 205 Introduction to Literature  
HI 101 History of Western Civilization I and  
HI 102 History of Western Civilization II or  
HI 201 U.S. History I and  
HI 202 U.S. History II  
PH 101 Introduction to Philosophy  
Diversity Course*

Math (6 credits)
MA 101 College Math I  
MA 103 Basic Statistics  

Laboratory Science (8 credits)
Two college-level laboratory science courses  
*See adviser for science transfer information

Social Sciences (6 credits)
Choose any two courses:  
EC 101 Economics I  
GE 101 Cultural Geography  
PL 101 Introduction to Political Science  
PS 101 Introduction to Psychology  
SO 101 Introduction to Sociology  
SO 202 Cultural Anthropology  

Computer Literacy (3 credits)
CIS 101 Computer Concepts and Applications

Communication Studies (12 credits)
(Minimum grade of “C” is required for all courses in Communication.)
COM 101 Introduction to the Mass Media  
COM 103 Foundations of Media Design  
COM 104 Video Production  
COM 105 Introduction to Digital Multimedia  

Electives (3 credits)
Choose any one course:  
COM 102 Legal and Ethical Issues in Mass Communication  
CT 101 Introduction to Critical Thinking  
EN 105 Journalism  
EN 108 Creative Writing  
EN 208 Introduction to Film Appreciation

Sample Program
First Semester Credits
AE 101 Art Appreciation 3  
EN 101 Composition I 3  
MA 101 College Math I 3  
Laboratory Science 4  
COM 101 Introduction to the Mass Media 3  
16

Second Semester Credits
EN 102 Composition II 3  
ENS 106 Public Speaking 3  
MA 103 Basic Statistics 3  
Laboratory Science 4  
COM 103 Foundations of Media Design 3  
16

Third Semester Credits
PL 101 Introduction to Political Science 3  
CIS 101 Computer Concepts and Applications 3  
COM 104 Video Production 3  
HI 201 U.S. History I 3  
Diversity Course* 3  
15

Fourth Semester Credits
PH 101 Introduction to Philosophy 3  
COM 105 Introduction to Digital Multimedia 3  
HI 202 U.S. History II 3  
Communications Elective 3  
12

Total Credits for Degree 65

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Associate in Arts Degree
For a well-rounded liberal arts education flexible enough to allow concentrations in a particular field of interest, or to explore new interests through electives. In addition, the Associate in Arts degree in Liberal Arts offers students program options in Humanities, Communication, Criminal Justice, Early Childhood, English, Psychology, Sociology, Teacher Education, Musical Studies, and Theater.

Graduates should be able to:
• Communicate effectively in standard English and be proficient in math.  
• Use analytical and critical thinking skills to do research.  
• Understand the complex world of history and politics and be familiar with the basic concepts of social and natural science.  
• Gain aesthetic appreciation and maintain a lifelong interest in learning.
Liberal Arts

Associate in Arts Degree

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*Graduates should be able to:*

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- Use analytical and critical thinking skills to do research.
- Understand the complex world of history and politics and be familiar with the basic concepts of social and natural science.
- Gain aesthetic appreciation and maintain a lifelong interest in learning.

Graduates should be able to:

- Communicate effectively in standard English and be proficient in math.
- Use analytical and critical thinking skills to do research.
- Understand the complex world of history and politics and be familiar with the basic concepts of social and natural science.
- Gain aesthetic appreciation and maintain a lifelong interest in learning.

Criminal Justice Option

For those who plan to pursue a B.A. in Criminal Justice for careers in law enforcement, security, probation, or parole. Combines the study of Criminal Justice with Liberal Arts courses necessary for transfer.

<table>
<thead>
<tr>
<th>Humanities (27 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE 101 Art Appreciation or</td>
</tr>
<tr>
<td>MU 106 Music Appreciation</td>
</tr>
<tr>
<td>EN 101 Composition I</td>
</tr>
<tr>
<td>EN 102 Composition II</td>
</tr>
<tr>
<td>ENS 106 Public Speaking</td>
</tr>
<tr>
<td>EN 205 Introduction to Literature</td>
</tr>
<tr>
<td>HI 101 History of Western Civilization I and</td>
</tr>
<tr>
<td>HI 102 History of Western Civilization II or</td>
</tr>
<tr>
<td>HI 201 U.S. History I and</td>
</tr>
<tr>
<td>HI 202 U.S. History II</td>
</tr>
<tr>
<td>PH 101 Introduction to Philosophy</td>
</tr>
</tbody>
</table>

Diversity Course*

<table>
<thead>
<tr>
<th>Math (6 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 101 College Math I</td>
</tr>
<tr>
<td>MA 103 Basic Statistics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Laboratory Science (8 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two college-level laboratory science courses</td>
</tr>
</tbody>
</table>

Social Science (6 credits)

Choose any two courses:

- EC 101 Economics I
- GE 101 Cultural Geography
- PL 101 Introduction to Political Science
- PS 101 Introduction to Psychology
- SO 101 Introduction to Sociology
- SO 202 Cultural Anthropology

Computer Literacy (3 credits)

CIS 101 Computer Concepts and Applications or CIS Elective

Humanities Electives (6 credits)

<table>
<thead>
<tr>
<th>Criminal Justice (9 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 101 Introduction to Criminal Justice</td>
</tr>
<tr>
<td>CJ 106 Criminal Law of New Jersey</td>
</tr>
<tr>
<td>CJ 208 Criminology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Early Childhood Education Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>For those who plan to pursue a B.A. in Elementary or Early Childhood Education. Please check with your advisor for any changes in curriculum, articulations, and state certifications.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities (27 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE 101 Art Appreciation or</td>
</tr>
<tr>
<td>MU 106 Music Appreciation</td>
</tr>
<tr>
<td>EN 101 Composition I</td>
</tr>
<tr>
<td>EN 102 Composition II</td>
</tr>
<tr>
<td>ENS 106 Public Speaking</td>
</tr>
<tr>
<td>EN 205 Introduction to Literature or</td>
</tr>
<tr>
<td>EN 209 Introduction to Children's Literature</td>
</tr>
<tr>
<td>HI 101 History of Western Civilization I and</td>
</tr>
<tr>
<td>HI 102 History of Western Civilization II or</td>
</tr>
<tr>
<td>HI 201 U.S. History I and</td>
</tr>
<tr>
<td>HI 202 U.S. History II</td>
</tr>
<tr>
<td>PH 101 Introduction to Philosophy</td>
</tr>
</tbody>
</table>

Diversity Course*

<table>
<thead>
<tr>
<th>Math (6 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 101 College Math I</td>
</tr>
<tr>
<td>MA 102 College Math II or</td>
</tr>
<tr>
<td>MA 103 Basic Statistics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Laboratory Science (8 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two college-level laboratory science courses</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Science (6 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC 101 Economics I</td>
</tr>
<tr>
<td>GE 101 Cultural Geography</td>
</tr>
<tr>
<td>PL 101 Introduction to Political Science</td>
</tr>
<tr>
<td>PS 101 Introduction to Psychology (required)</td>
</tr>
<tr>
<td>SO 101 Introduction to Sociology (highly recommended)</td>
</tr>
<tr>
<td>SO 202 Cultural Anthropology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Computer Literacy (3 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101 Computer Concepts and Applications or CIS Elective</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities Electives (6 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 102 Human Growth and Development or</td>
</tr>
<tr>
<td>SO 203 Marriage and Family (highly recommended) or Modern Language</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Early Childhood Ed Electives (9 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 200 ECE in Contemporary America</td>
</tr>
<tr>
<td>ECE 201 Observing and Recording Children's Behavior</td>
</tr>
<tr>
<td>ECE 220 Emerging Literacy or</td>
</tr>
<tr>
<td>ECE 293 Including the Exceptional Child</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Credits for Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>65</td>
</tr>
</tbody>
</table>
English Option

For those who plan to pursue a B.A. in English and enter careers in communication, copywriting, editing, freelance writing, law, medicine, or teaching. Combines the study of English with Liberal Arts courses necessary for transfer to four-year institutions.

Minimum grade of “C” is required in all courses in major.

Humanities (27 credits)

- **AE 101** Art Appreciation or
- **MU 106** Music Appreciation
- **EN 101** Composition I
- **EN 102** Composition II
- **ENS 106** Public Speaking
- **EN 205** Introduction to Literature
- **HI 101** History of Western Civilization I and
- **HI 102** History of Western Civilization II or
- **HI 201** U.S. History I and
- **HI 202** U.S. History II
- **PH 101** Introduction to Philosophy
- **Diversity Course**

Math (6 credits)

- **MA 101** College Math I
- **MA 102** College Math II or
- **MA 103** Basic Statistics
  (highly recommended)

Laboratory Science (8 credits)

Two college-level laboratory science courses

Social Science (6 credits)

Choose any two courses:

- **EC 101** Economics I
- **GE 101** Cultural Geography
- **PL 101** Introduction to Political Science
- **PS 101** Introduction to Psychology
- **SO 101** Introduction to Sociology
- **SO 202** Cultural Anthropology

English Electives (9 credits)

from among the following:

- **EN 105** Journalism
- **EN 108** Creative Writing
- **EN 203** Modern American Literature
- **EN 204** Introduction to African-American Literature
- **EN 206** Modern Drama
- **EN 207** Modern Novel and Short Story
- **EN 208** Introduction to Film Appreciation
- **EN 210** Development of the American Novel
- **EN 211** Modern Poetry
- **EN 212** Introduction to Hispanic-American Literature
- **EN 214** Introduction to Shakespeare
- **EN 290** Topics in Literature
  (required of EN Option Students)

Humanities Electives (6 credits)

- **CIS 101** Computer Concepts and Applications or
  CIS Elective

Computer Literacy (3 credits)

- **CIS 101** Computer Concepts and Applications or
  CIS Elective

Associates in Arts Degree

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Graduates should be able to:

- Communicate effectively in standard English and be proficient in math.
- Use analytical and critical thinking skills to do research.
- Understand the complex world of history and politics and be familiar with the basic concepts of social and natural science.
- Gain aesthetic appreciation and maintain a lifelong interest in learning.

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• Use analytical and critical thinking skills to do research.
• Understand the complex world of history and politics and be familiar with the basic concepts of social and natural science.
• Gain aesthetic appreciation and maintain a lifelong interest in learning.

Musical Studies Option

For a well-rounded liberal arts education flexible enough to allow concentration in a particular field of interest, or to explore new interests through electives.

Upon completion of this program, graduates will be able to:
• Read and identify musical notation at a competent level.
• Define and describe musical terminology.
• Demonstrate working knowledge of scales.
• Understand and identify key signatures, intervals, and chords.
• Transfer into a bachelor’s degree program in music at four-year colleges and universities.

Humanities (27 credits)
AE 101 Art Appreciation or
MU 106 Music Appreciation
EN 101 Composition I
EN 102 Composition II
ENS 106 Public Speaking
HI 101 History of Western Civilization I and
HI 102 History of Western Civilization II or
HI 201 U.S. History I and
HI 202 U.S. History II
PH 101 Introduction to Philosophy
Diversity Course*

Math (6 credits)
MA 101 College Math I
MA 103 Basic Statistics

Laboratory Science (8 credits)
Two college-level laboratory science courses

Social Science (6 credits)
Choose any two courses:
EC 101 Economics I
GE 101 Cultural Geography
PL 101 Introduction to Political Science
PS 101 Introduction to Psychology
SO 101 Introduction to Sociology
SO 202 Cultural Anthropology

Computer Literacy (3 credits)
CIS 101 Computer Concepts and Applications

Musical Studies (11 credits)
MU 101 Music Fundamentals
MU 160 Music Theory I
MU 161 Music Theory II
MU 170 Functional Class Piano I
MU 171 Functional Class Piano II

Humanities Electives (4 credits)
Choose any two courses:
COM 102 Legal and Ethical Issues in Mass Communications
CT 101 Introduction to Critical Thinking
EN 208 Introduction to Film Appreciation
MU 132, 146, 148, 150 or 152 Instrumental Instruction

*Students transferring to William Paterson University must take SO 102, Institutional Racism.
All other students please see page for Diversity Course choices.
Psychology Option
For those who plan to pursue a B.A. in psychology and entry-level careers in social work, counseling, and casework, at social agencies, community agencies, and other related fields.

Humanities (27 credits)
AE 101 Art Appreciation or
MU 106 Music Appreciation
EN 101 Composition I
EN 102 Composition II
ENS 106 Public Speaking
EN 205 Introduction to Literature
HI 101 History of Western Civilization I and
HI 102 History of Western Civilization II or
HI 201 U.S. History I and
HI 202 U.S. History II
PH 101 Introduction to Philosophy

Diversity Course*

Math (6 credits)
MA 101 College Math I
MA 103 Basic Statistics

Laboratory Science (8 credits)
Two college-level laboratory science courses

Sample Program

First Semester Credits
MU 106 Music Appreciation 3
EN 101 Composition I 3
MA 101 College Math I 3
Laboratory Science 4
PS 101 Introduction to Psychology 3
Total 16

Second Semester Credits
EN 102 Composition II 3
ENS 106 Public Speaking 3
MA 103 Basic Statistics 3
Laboratory Science 4
Psychology Elective 3
Total 16

Summer Session Credits
SO 101 Introduction to Sociology 3
PH 101 Introduction to Philosophy 3
Total 6

Third Semester Credits
HI 201 U.S. History I 3
EN 205 Introduction to Literature 3
Diversity Course* 3
Psychology Elective 3
CIS 101 Computer Concepts and Applications or
CIS Elective 3
Total 15

Fourth Semester Credits
HI 202 U.S. History II 3
Psychology Elective 3
Free Elective 3
EC 101 Introduction to Economics 3
Total 12

Total Credits for Degree 65

Social Sciences (6 credits)
Choose any two courses:
EC 101 Economics I
GE 101 Cultural Geography
PL 101 Introduction to Political Science
SO 101 Introduction to Sociology
SO 202 Cultural Anthropology

Computer Literacy (3 credits)
CIS 101 Computer Concepts and Applications or
CIS Elective

Psychology Option (12 credits)
Choose any three courses:
PS 101 Introduction to Psychology
PS 102 Human Growth and Development
PS 202 Theories of Personality
PS 203 Abnormal Psychology
PS 204 Psychology of Aging
PS 205 Social Psychology
PS 206 Behavior Modification

Free Electives (3 credits)

Associate in Arts Degree
For a well-rounded liberal arts education flexible enough to allow concentrations in a particular field of interest, or to explore new interests through electives. In addition, the Associate in Arts degree in Liberal Arts offers students program options in Humanities, Communication, Criminal Justice, Early Childhood, English, Psychology, Sociology, Teacher Education, Musical Studies, and Theater.

Graduates should be able to:

- Communicate effectively in standard English and be proficient in math.
- Use analytical and critical thinking skills to do research.
- Understand the complex world of history and politics and be familiar with the basic concepts of social and natural science.
- Gain aesthetic appreciation and maintain a lifelong interest in learning.

*Students transferring to William Paterson University must take SO 102, Institutional Racism. All other students please see page for Diversity Course choices.
### Liberal Arts

#### Associate in Arts Degree

For a well-rounded liberal arts education flexible enough to allow concentrations in a particular field of interest, or to explore new interests through electives. In addition, the Associate in Arts degree in Liberal Arts offers students program options in Humanities, Communication, Criminal Justice, Early Childhood, English, Psychology, Sociology, Teacher Education, Musical Studies, and Theater.

**Graduates should be able to:**

- Communicate effectively in standard English and be proficient in math.
- Use analytical and critical thinking skills to do research.
- Understand the complex world of history and politics and be familiar with the basic concepts of social and natural science.
- Gain aesthetic appreciation and maintain a lifelong interest in learning.

#### Humanities (27 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE 101</td>
<td>Art Appreciation or</td>
</tr>
<tr>
<td>MU 106</td>
<td>Music Appreciation</td>
</tr>
<tr>
<td>EN 101</td>
<td>Composition I</td>
</tr>
<tr>
<td>EN 102</td>
<td>Composition II</td>
</tr>
<tr>
<td>ENS 106</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>EN 205</td>
<td>Introduction to Literature</td>
</tr>
<tr>
<td>HI 101</td>
<td>History of Western Civilization I</td>
</tr>
<tr>
<td>HI 102</td>
<td>History of Western Civilization II or</td>
</tr>
<tr>
<td>HI 201</td>
<td>U.S. History I and</td>
</tr>
<tr>
<td>HI 202</td>
<td>U.S. History II</td>
</tr>
<tr>
<td>PH 101</td>
<td>Introduction to Philosophy</td>
</tr>
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</table>

**Diversity Course**

#### Math (6 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 101</td>
<td>College Math I</td>
</tr>
<tr>
<td>MA 103</td>
<td>Basic Statistics (recommended for Social Science)</td>
</tr>
</tbody>
</table>

#### Laboratory Science (8 credits)

Two college-level laboratory science courses

#### Social Sciences (6 credits)

**Choose any two courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC 101</td>
<td>Economics I</td>
</tr>
<tr>
<td>GE 101</td>
<td>Cultural Geography</td>
</tr>
<tr>
<td>PL 101</td>
<td>Introduction to Political Science</td>
</tr>
<tr>
<td>PS 101</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>SO 202</td>
<td>Cultural Anthropology</td>
</tr>
</tbody>
</table>

#### Sociology Option (12 credits)

Choose any three courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO 101</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SO 102</td>
<td>Institutional Racism I</td>
</tr>
<tr>
<td>SO 105</td>
<td>Social Problems</td>
</tr>
<tr>
<td>SO 107</td>
<td>Sociology of Aging</td>
</tr>
<tr>
<td>SO 202</td>
<td>Anthropology</td>
</tr>
<tr>
<td>SO 203</td>
<td>Marriage and Family</td>
</tr>
<tr>
<td>SO 205</td>
<td>Death and Dying</td>
</tr>
</tbody>
</table>

#### Computer Literacy (3 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>Computer Concepts and Applications or</td>
</tr>
<tr>
<td></td>
<td>CIS Elective</td>
</tr>
</tbody>
</table>

#### Sociology Option (12 credits)

Choose any three courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO 101</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SO 102</td>
<td>Institutional Racism I</td>
</tr>
<tr>
<td>SO 105</td>
<td>Social Problems</td>
</tr>
<tr>
<td>SO 107</td>
<td>Sociology of Aging</td>
</tr>
<tr>
<td>SO 202</td>
<td>Anthropology</td>
</tr>
<tr>
<td>SO 203</td>
<td>Marriage and Family</td>
</tr>
<tr>
<td>SO 205</td>
<td>Death and Dying</td>
</tr>
</tbody>
</table>

#### Free Electives (3 credits)

### Sample Program

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE 101</td>
<td>Art Appreciation or</td>
<td>3</td>
</tr>
<tr>
<td>EN 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MA 101</td>
<td>College Math I</td>
<td>3</td>
</tr>
<tr>
<td>Laboratory Science</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>SO 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENS 106</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MA 103</td>
<td>Basic Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Laboratory Science</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Sociology Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

#### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI 101</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>EN 205</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>Diversity Course*</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Sociology Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Computer Concepts and Applications or</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CIS Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

#### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI 102</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>Sociology Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Free Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PH 101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

#### Total Credits for Degree 65

*Students transferring to William Paterson University must take SO 102, Institutional Racism. All other students please see page for Diversity Course choices.
Curricula

Associate in Arts Degree
For a well-rounded liberal arts education flexible enough to allow concentrations in a particular field of interest, or to explore new interests through electives. In addition, the Associate in Arts degree in Liberal Arts offers students program options in Humanities, Communication, Criminal Justice, Early Childhood, English, Psychology, Sociology, Teacher Education, Musical Studies, and Theater.

Gradsuates should be able to:
• Communicate effectively in standard English and be proficient in math.
• Use analytical and critical thinking skills to do research.
• Understand the complex world of history and politics and be familiar with the basic concepts of social and natural science.
• Gain aesthetic appreciation and maintain a lifelong interest in learning.

Teacher Education Option
For those who plan to pursue a B.A. in elementary or secondary education. Please check with your advisor for any changes in curriculum, articulations, and state certification.

Humanities (24 credits)
AE 101 Art Appreciation or
MU 106 Music Appreciation
EN 101 Composition I
EN 102 Composition II
ENS 106 Public Speaking
HI 101 History of Western Civilization I and
HI 102 History of Western Civilization II or
HI 201 U.S. History I and
HI 202 U.S. History II
PH 101 Introduction to Philosophy

Diversity Course*

Math (6 credits)
MA 103 Basic Statistics
MA 108 College Algebra

Laboratory Science (8 credits)
BS 100 Human Biology
SC 104 Environmental Science

Social Science (12 credits)
PL 101 Introduction to Political Science
PS 101 Introduction to Psychology
SO 203 Marriage & Family
PS 102 Human Growth and Development

Computer Literacy (3 credits)
CIS 101 Computer Concepts and Applications or CIS Elective

Education Electives (9 credits)
ECE 201 Observation and Recording Children’s Behavior
EDU 200 Historical and Philosophical Foundations of American Education
PS 207 Educational Psychology

Elective in Content Area Major (3 credits)
(Science, Mathematics, Social Studies, English)

Minimum grade of “C” is required for all courses in Humanities. 9-12 credits required in Content Area Major — confer with Program Advisor.

Total Credits for Degree 65

Theater Option
For those who plan to pursue a B.A. or B.F.A. in Theater or Performing Arts and enter entry-level careers in theater arts, acting, communications, teaching, and other related fields. Minimum grade of “C” is required for all courses in major.

Humanities (27 credits)
AE 101 Art Appreciation or
MU 106 Music Appreciation
EN 101 Composition I
EN 102 Composition II
ENS 106 Public Speaking
EN 205 Introduction to Literature
HI 101 History of Western Civilization I and
HI 102 History of Western Civilization II or
HI 201 U.S. History I and
HI 202 U.S. History II
PH 101 Introduction to Philosophy

Diversity Course*

Math (6 credits)
MA 101 College Math I
MA 102 College Math II or
MA 103 Basic Statistics

Laboratory Science (8 credits)
BS 100 Human Biology
SC 104 Environmental Science

Social Science (6 credits)
EC 101 Economics I
GE 101 Cultural Geography
PL 101 Introduction to Political Science
PS 101 Introduction to Psychology
SO 101 Introduction to Sociology
SO 202 Cultural Anthropology

Computer Literacy (3 credits)
CIS 101 Computer Concepts and Applications or CIS Elective

Humanities Elective (3 credits)
Choose any one course:
EN 108 Creative Writing
EN 208 Introduction to Film Appreciation
EN 214 Introduction to Shakespeare

Theater Studies (12 credits)
EN 206 Modern Drama
ST 110 Acting I
ST 111 Acting II
ST 112 Introduction to Theater

*Students transferring to William Paterson University must take SO 102, Institutional Racism.
All other students please see page for Diversity Course choices.
Mathematics

Associate in Science Degree

Liberal Arts, Mathematics Option

For those who plan to pursue a B.S. in Math with a well-rounded liberal arts education.

Graduates should be able to:

- Use technology in analyzing and solving algebraic, trigonometric and calculus problems.
- Identify and apply theorems of calculus.
- Perform differentiation and integration on single variable, multivariable, polar, parametric, and vector valued functions.
- Analyze and solve problems involving infinite series and differential equations.

Minimum grade of “C” required for all Math and Computer Science courses.

<table>
<thead>
<tr>
<th>Humanities (21 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE 101  Art Appreciation or</td>
</tr>
<tr>
<td>MU 106  Music Appreciation</td>
</tr>
<tr>
<td>EN 101  Composition I</td>
</tr>
<tr>
<td>EN 102  Composition II</td>
</tr>
<tr>
<td>EN 205  Introduction to Literature</td>
</tr>
<tr>
<td>HI 101  History of Western Civilization I</td>
</tr>
<tr>
<td>HI 102  History of Western Civilization II</td>
</tr>
<tr>
<td>PH 101  Introduction to Philosophy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Science (6 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 101  Introduction to Psychology</td>
</tr>
<tr>
<td>SO 101  Introduction to Sociology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics (16 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 120  Calculus I</td>
</tr>
<tr>
<td>MA 121  Calculus II</td>
</tr>
<tr>
<td>MA 201  Calculus III</td>
</tr>
<tr>
<td>MA 202  Differential Equations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Computer Science (3 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 165  Fundamentals of C++ Programming</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Science (8 credits)</th>
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<tbody>
<tr>
<td>Choose one of the following one-year sequences:</td>
</tr>
<tr>
<td>BS 101  Biology I and</td>
</tr>
<tr>
<td>BS 102  Biology II or</td>
</tr>
<tr>
<td>PY 101  College Physics I and</td>
</tr>
<tr>
<td>PY 102  College Physics II or</td>
</tr>
<tr>
<td>PY 120  Physics I and</td>
</tr>
<tr>
<td>PY 121  Physics II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Free Electives (12 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highly recommended:</td>
</tr>
<tr>
<td>MA 200  Linear Algebra</td>
</tr>
</tbody>
</table>

Sample Program

<table>
<thead>
<tr>
<th>First Semester</th>
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</thead>
<tbody>
<tr>
<td>Credits</td>
</tr>
<tr>
<td>CIS 165  Fundamentals of C++ Programming</td>
</tr>
<tr>
<td>EN 101  Composition I</td>
</tr>
<tr>
<td>HI 101  History of Western Civilization I</td>
</tr>
<tr>
<td>MA 120  Calculus I</td>
</tr>
<tr>
<td>Science Elective</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits</td>
</tr>
<tr>
<td>EN 102  Composition II</td>
</tr>
<tr>
<td>HI 102  History of Western Civilization II</td>
</tr>
<tr>
<td>MA 121  Calculus II</td>
</tr>
<tr>
<td>PH 101  Introduction to Philosophy</td>
</tr>
<tr>
<td>Science Elective</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits</td>
</tr>
<tr>
<td>AE 101  Art Appreciation or</td>
</tr>
<tr>
<td>MU 106  Music Appreciation</td>
</tr>
<tr>
<td>EN 205  Introduction to Literature</td>
</tr>
<tr>
<td>MA 201  Calculus III</td>
</tr>
<tr>
<td>MA 200  Linear Algebra</td>
</tr>
<tr>
<td>Free Elective</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits</td>
</tr>
<tr>
<td>MA 202  Differential Equations</td>
</tr>
<tr>
<td>PS 101  Introduction to Psychology</td>
</tr>
<tr>
<td>SO 101  Introduction to Sociology</td>
</tr>
<tr>
<td>Free Electives</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
</tr>
</tbody>
</table>

Total Credits for Degree 66
Medical Assistant Program

Learn to perform clerical and clinical procedures in doctor’s offices or in a hospital and clinical settings. This program will give students the knowledge necessary to run both the front and back office. Included in the program are taking vital signs, EKG’s, Urinalyses, and drawing blood. The successful student may sit for the NHA exam in Phlebotomy, EKG, and Medical Assisting.

This non-credit, 40-week, 900-hour, intensive training in Administrative and Clinical Assisting forms the required foundation to enter the Health Care Delivery System and perform professionally in physicians’ offices, hospitals, and outpatient clinics. The program follows the American Association of Medical Assistant guidelines for entry-level positions. Students are actively engaged in successfully learning the following skills:

- Telephone Etiquette
- Interpersonal Skills and Human Relations
- Appointment Scheduling and Time Management
- Dictation and Transcription
- Health Information Management
- Billing and Collecting Procedures
- Coding and Claims Processing
- Patient Assessment
- Assisting with all Doctors and Specialties
- Aseptic Concepts and Infection Control
- Venipuncture
- Assisting in the Clinical Laboratory
- Applying the Principles of Pharmacology

Upon completion of this program, and a 200-hour externship, students receive their certificates of completion and are then able to take the National Certification Exam. For more information, call the Office of Continuing Education at 973-684-6152 or 973-684-6423.

The PCCC Medical Assistant Program is approved for financial aid. Interested individuals are able to visit the Medical Assistant Training Laboratory and Classroom by calling PCCC’s Office of Continuing Education at 973-684-6153.
# Medical Coding

## Certificate Program

For those seeking careers as medical coders, medical reimbursement specialists, and DRG coordinators. Many of the credits earned for this certificate may be applied toward the Associate in Applied Science Degree in Health Information Technology.

**Graduates should be able to:**

- Assign valid diagnostic and procedure codes and accurately abstract health care data for statistical and reimbursement purposes.
- Describe the U.S. healthcare delivery system and the reimbursement methodologies used.
- Apply ethical, legal, and professional practice standards.
- Communicate effectively with consumers, providers, employees, and other healthcare professionals from diverse backgrounds.
- Demonstrate the ability to use computer technology for code assignment and validation, case-mix analysis, and reimbursement.

## Distance Learning

This certificate may be completed through online and/or classroom courses. All courses are offered online. Students may also earn a certificate in Medical Coding by combining online courses from PCCC and equivalent general education courses transferred from a local college.

## Curriculum Requirements

1. Minimum grade of “C” is required in all courses.
2. Prior to participation in Professional Practice courses, the following are required:
   - a. A completed health form signed by a physician or nurse practitioner
   - b. Completion of a criminal background check
   - c. Signed Privacy/Confidentiality statement
   - d. Other documentation, as may be required by the placement site
3. Additional requirements — Refer to HIT Program Handbook

## Required Courses

### General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 103</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>BS 104</td>
<td>Anatomy and Physiology II</td>
</tr>
<tr>
<td>BS 205</td>
<td>Physiology of Disease</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Computer Concepts and Applications</td>
</tr>
<tr>
<td>EN 101</td>
<td>Composition I</td>
</tr>
<tr>
<td>SC 201</td>
<td>Basic Pharmacology</td>
</tr>
</tbody>
</table>

**Total Credits for Certificate**  
18

### Required Health Information Technology Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 101</td>
<td>Health Care Organization</td>
</tr>
<tr>
<td>HIT 104</td>
<td>Health Care Terminology</td>
</tr>
<tr>
<td>HIT 108</td>
<td>Health Record Content and Structure</td>
</tr>
<tr>
<td>HIT 201</td>
<td>ICD-9-CM Coding</td>
</tr>
<tr>
<td>HIT 216</td>
<td>Coding Professional Practice Experience</td>
</tr>
<tr>
<td>HIT 221</td>
<td>Advanced ICD-9-CM and Coding Applications</td>
</tr>
<tr>
<td>HIT 231</td>
<td>CPT Coding</td>
</tr>
<tr>
<td>HIT 240</td>
<td>Principles of Healthcare Reimbursement</td>
</tr>
</tbody>
</table>

**Total Credits for Certificate**  
39
Medical Transcription

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 100</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125</td>
<td>Microcomputer Software I</td>
<td>3</td>
</tr>
<tr>
<td>EN 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>EN 104</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>HIT 104</td>
<td>Health Care Terminology</td>
<td>3</td>
</tr>
<tr>
<td>OA 101</td>
<td>Word Processing I</td>
<td>3</td>
</tr>
<tr>
<td>OA 102</td>
<td>Word Processing II</td>
<td>3</td>
</tr>
<tr>
<td>OA 222</td>
<td>Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>OA 225</td>
<td>Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>SC 201</td>
<td>Pharmacology</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Credits for Certificate** 32

### Sample Program

#### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 100</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>EN 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 104</td>
<td>Health Care Terminology</td>
<td>3</td>
</tr>
<tr>
<td>OA 101</td>
<td>Word Processing I</td>
<td>3</td>
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**Credits** 13

#### Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CIS 101</td>
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<tr>
<td>EN 104</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OA 102</td>
<td>Word Processing II</td>
<td>3</td>
</tr>
<tr>
<td>OA 222</td>
<td>Medical Transcription I</td>
<td>3</td>
</tr>
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</table>

**Credits** 12

#### Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 125</td>
<td>Microcomputer Software I</td>
<td>3</td>
</tr>
<tr>
<td>OA 225</td>
<td>Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>SC 201</td>
<td>Pharmacology</td>
<td>1</td>
</tr>
</tbody>
</table>

**Credits** 7

**Total Credits for Certificate** 32

### Certificate Program

For those seeking careers as Medical Transcriptionists, students learn to interpret and transcribe dictation by Physicians and other healthcare professionals regarding patient assessment, workups, therapeutic procedures, etc., in order to document patient care and facilitate delivery of healthcare services.

**Graduates should be able to:**

- Demonstrate knowledge of health care terminology.
- Interpret and transcribe dictation by physicians and other health-care professionals regarding patient assessment, workups, therapeutic procedures, etc. in order to document patient care and facilitate delivery of health-care services.
- Demonstrate knowledge of human body systems in order to increase understanding of medical jargon.
- Transcribe dictation with 100% accuracy since 100% accuracy is critical for patient care and services.
Nurse Education Program

Associate in Applied Science Degree

Includes both general education and nursing courses for those who have chosen careers as registered nurses. General education courses from the sciences and liberal arts enhance the students’ understanding of clients. Graduates are prepared for practice in hospitals and health-care agencies within the framework of the American Nurses Association’s Standards of Practice and the New Jersey Nurse Practice Act.

*This two-year Associate in Applied Science degree program is a member of the National League for Nursing. Additional information may be obtained from the National League for Nursing Accrediting Commission, 350 Hudson Street, New York, NY 10014 212-989-9393

This program is accredited by: New Jersey Board of Nursing P.O. Box 45010 Newark, NJ 07101 973-504-6430 National League for Nursing Accrediting Commission (NLNAC) 61 Broadway New York, NY 800-669-1656

Graduates will:
• Integrate into practice knowledge and skills from the sciences, liberal arts and nursing.
• Apply the nursing process when caring for clients with commonly occurring health problems to promote, restore, and maintain health.
• Individualize nursing care to accommodate cultural, ethnic, and economic differences in clients and families.
• Practice nursing based on ethical considerations and within legal parameters according to the New Jersey Nurse Practice Act and the American Nurses Association Code of Ethics and Standards of Care.
• Communicate in an effective manner with clients, clients’ families, and the interdisciplinary health care team.
• Demonstrate accountability for personal and professional development.
• Integrate developmental principles when caring for clients of all ages.
• Function as an entry-level associate degree nurse as provider of care, manager of care, and member of the discipline of nursing.
• Contribute to continuity of care for clients and their families in the changing health-care system.

Graduates earn an Associate in Applied Science Degree and are eligible to take the National Council Licensure Examination (NCLEX-RN). Successful performance on this examination results in licensure as a registered nurse (RN).

Note: New Jersey Board of Nursing requires all licensure applicants to complete a criminal history background check prior to licensure as a registered professional nurse. Information is provided to graduates by the Board of Nursing upon application to take NCLEX.

Admission Requirements

Candidates for admission to the program must be high school graduates or have high school equivalency diplomas and must meet admission criteria selected to ensure that accepted candidates have the potential to succeed in a vigorous academic program. These admission criteria are minimum standards.

1. Apply to PCCC and meet admission criteria.
2. Achieve college-level placement on the College’s Basic Skills test or ESL test.
   If you do not place at college level in English, reading and math, you must complete the required remediation with a grade of “C” or higher.
3. Completion of CH 103 with a grade of “C” or higher. For students who are out of high school for more than 5 years, successful completion of SC 004 is required, and take CH 103. Recent high school graduates must have taken lab science during high school or complete SC 004 in order to take CH 103.
4. Achieve a minimum score at or above the 50th percentile on the Nurse Entrance Test. A passing score is considered valid for admission to the program within three years of successfully passing the test.
5. An admission point system is utilized to rank applicants and determine acceptance. A copy of the point system is available from the Nurse Education Office in the student information booklet.

Upon acceptance into the Nurse Education Program, and prior to participation in courses with a clinical component, the following are required:
1. A completed health form signed by a physician or nurse practitioner.
2. Evidence of current Professional Liability Insurance coverage for nursing students.
3. Verification of current certification by an American Heart Association Basic Life Support Health Care Provider Card.
4. Evidence of health insurance coverage.
5. Completion of a criminal background check.

General Education (34 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 103</td>
<td>Introduction to Inorganic and Organic Chemistry</td>
</tr>
<tr>
<td>BS 103</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>BS 104</td>
<td>Anatomy and Physiology II</td>
</tr>
<tr>
<td>BS 203</td>
<td>Microbiology</td>
</tr>
<tr>
<td>EN 101</td>
<td>Composition I</td>
</tr>
<tr>
<td>EN 102</td>
<td>Composition II</td>
</tr>
<tr>
<td>PS 101</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>PS 102</td>
<td>Human Growth and Development</td>
</tr>
<tr>
<td>Electives</td>
<td>3 credits in Sociology and 3 credits in Humanities</td>
</tr>
</tbody>
</table>

Nursing Core (34 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 101</td>
<td>Nursing I</td>
</tr>
<tr>
<td>NUR 102</td>
<td>Nursing II</td>
</tr>
<tr>
<td>NUR 195</td>
<td>Nursing Mobility (LPN’s &amp; Transfer Students Only)</td>
</tr>
<tr>
<td>NUR 201</td>
<td>Nursing III</td>
</tr>
<tr>
<td>NUR 202</td>
<td>Nursing IV</td>
</tr>
<tr>
<td>NUR 203</td>
<td>Nursing Seminar</td>
</tr>
</tbody>
</table>

Note: Students must complete all general education and nursing courses with a minimum grade of C.
Nurse Education Program

Day Option
For students who need to complete the program in two academic years during the day. CH 103 (4 credits, Introduction to Inorganic and Organic Chemistry) must be taken prior to acceptance in the Nurse Education Program and is good three years from course completion.

Sample Program

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 103 (4 credits, Introduction to Inorganic and Organic Chemistry)</td>
<td></td>
</tr>
<tr>
<td>EN 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 101 Nursing I</td>
<td>7</td>
</tr>
<tr>
<td>PS 101 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester (Spring)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 104 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>EN 102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>NUR 102 Nursing II</td>
<td>8</td>
</tr>
<tr>
<td>PS 102 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>18</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester (Fall)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 203 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>NUR 201 Nursing III</td>
<td>9</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
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<table>
<thead>
<tr>
<th>Fourth Semester (Spring)</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NUR 202 Nursing IV</td>
<td>9</td>
</tr>
<tr>
<td>NUR 203 Nursing Seminar</td>
<td>1</td>
</tr>
<tr>
<td>Sociology Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>13</strong></td>
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</tbody>
</table>

| Total Credits for Degree | 68 |

Evening Option
For students who have completed all of the first year general education courses.

Sample Program

<table>
<thead>
<tr>
<th>First Year General Ed Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 103 (4 credits, Introduction to Inorganic and Organic Chemistry)</td>
<td></td>
</tr>
<tr>
<td>BS 103 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BS 104 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>EN 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>EN 102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PS 101 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PS 102 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
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</table>

<table>
<thead>
<tr>
<th>First Semester (Spring)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 101 Nursing I</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>7</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer I Session</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 203 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>4</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester (Fall)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 102 Nursing II</td>
<td>8</td>
</tr>
<tr>
<td>Sociology Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>11</strong></td>
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<table>
<thead>
<tr>
<th>Third Semester (Spring)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 201 Nursing III</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester (Fall)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 203 Nursing IV</td>
<td>9</td>
</tr>
<tr>
<td>NUR 203 Nursing Seminar</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

| Total Credits for Degree | 68 |
Nurse Education Program — LPN Mobility Option

**Associate in Applied Science Degree**

For LPN’s who desire careers as Registered Nurses.

**Admission Requirements:**
Candidates for admission to the program must be high school graduates or have high school equivalency diplomas and must meet admission criteria selected to ensure that accepted candidates have the potential to succeed in a vigorous academic program.

*These admissions criteria are minimum standards.*

1. Apply to PCCC and meet admissions criteria.
2. Achieve college-level placement on the College’s Basic Skills test or ESL test. If you do not place at college level in English, reading and math, you must complete the required remediation with a grade of “C” or higher.
3. Complete the following college-level courses with a grade of “C” or higher prior to admission:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 103 Introduction to Inorganic and Organic Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>BS 103 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>EN 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PS 101 Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

4. Achieve a decision score of 70 or higher on the National League for Nursing — Nursing Mobility Profile I Test (the results of the examination to be valid for three years). Students achieving this score will be granted credit for NUR 101 (7 credits)
5. Candidates must have a “C” or higher in math.
6. Submit LPN License number from the State of New Jersey.
7. Submit a transcript from a School of Practical Nursing showing grades of “B” or higher.
8. Submit a letter of recommendation from the Director of a School of Practical Nursing or current employer.

Upon acceptance into the Nurse Education Program, and prior to participation in courses with a clinical component, the following are required:

1. A completed health form signed by a physician or a certified nurse practitioner.
2. Evidence of current Professional Liability Insurance Coverage for nursing students.
3. Verification of current certification by an American Heart Association Basic Life Support Health Care Provider Card.
4. Evidence of health insurance coverage.
5. Completion of a criminal background check.

This sequence of courses is carefully planned to maximize integration of general education courses with nursing courses. Some students elect to take all or most of the general education courses before starting the Nurse Education Program, thus lessening the course load during the two-year sequence of courses. This option is highly recommended for students who plan to be employed during the course of their studies. However, once admitted to the Nurse Education Program, all courses required in each semester must be successfully completed with a minimum grade of “C” prior to, or concurrently within the designated semester.

**Sample Program**

<table>
<thead>
<tr>
<th>First Semester (Spring, May)</th>
<th>Credits</th>
<th>Third Semester (Fall)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 195 Nursing Mobility</td>
<td>2</td>
<td>BS 104 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EN 102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NUR 201 Nursing III</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>19</td>
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</table>

**Summer Session**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Fourth Semester (Spring)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 102 Nursing II</td>
<td>BS 203 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PS 102 Human Growth and Development</td>
<td>NUR 202 Nursing IV</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>NUR 203 Nursing Seminar</td>
<td>1</td>
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<tr>
<td></td>
<td>Sociology Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

**Total Credits for Degree**

| 70 |
Nurse Education Program — LPN Mobility Option

Admission with Advanced Standing.
The Nurse Education Program admits students to the program with advanced standing in nursing and general education courses. Students requesting admission with advanced standing in nursing or general education courses must submit a letter to the Program Director stating the reason for this request and must include any required supporting documentation. The nursing faculty, in consultation with the Registrar, evaluates all requests for advanced standing.

New Jersey Board of Nursing Eligibility Requirement.
The N.J. State Board of Nursing requires that any student desiring to enter this program, or who is enrolled in this program and has a record of a felony, contact the State Board of Nursing regarding eligibility to sit for the NCLEX-RN examination. Transfer Opportunities: Graduates of this program have the opportunity to transfer to four-year colleges or universities for baccalaureate nursing education.

Nurse Education at Sussex County Community College
The Passaic County Community College Nurse Education Program is also housed at Sussex County Community College for Sussex County residents only. This special arrangement between both colleges was initiated in January 1996, during the day, with a clinical nursing course taught each semester, in sequence, until the entering class graduates. An evening option was added in Spring 2003. Regional clinical agencies are used with full-time faculty located on the Sussex campus. Interested applicants must apply at Sussex County Community College. This Passaic County Community College extension offering is accredited by the New Jersey Board of Nursing and the National League for Nursing Accrediting Commission.

For more information, call the office of the Assistant Dean for Nurse Education & Health Science at 973-684-5218.

Associate in Applied Science Degree
For LPN's who desire careers as Registered Nurses.

Admission Requirements:
Candidates for admission to the program must be high school graduates or have high school equivalency diplomas and must meet admission criteria selected to ensure that accepted candidates have the potential to succeed in a vigorous academic program.
Office Administration

Associate in Applied Science Degree

For those seeking careers as administrative assistants, executive assistants, office managers, office coordinators and supervisors. The Office Administration program prepares students to carry out and manage administrative and general office functions. Graduates will have expert office skills and in-depth software knowledge.

Graduates should be able to:

- Perform office tasks using computer hardware and software, including Microsoft Office applications.
- Manage a variety of internal and external business forms.
- Type at least 45 words per minute on a five-minute timing with no more than 5 errors.
- Apply mathematical and accounting skills essential to employment in the office management field.
- Communicate orally and in writing at a level necessary for successful employment in the office management field.
- Apply current office procedures.

General Education (21 credits)
EN 101 Composition I
EN 102 Composition II
6 credits in Humanities: (codes: AE, HI, MU, PH)
3 credits in Social Science: PS 101
3 credits in Math
3 credits in Science

Courses in Major (44 credits)
AC 101 Financial Accounting I
BU 101 Introduction to Business
BU 102 Business Mathematics
BU 222 Principles of Management
CIS 101 Computer Concepts and Applications
CIS 125 Microcomputer Software I
CIS 126 Microcomputer Software II
CIS 127 Microcomputer Software III
EN 104 Business Communications
OA 101 Word Processing I
OA 102 Word Processing II
OA 245 Administrative Office Management
OA 246 Office Administration Capstone

Choice of:
OA 244 Administrative Office Procedures and
AC 210 Computerized Accounting with Excel or
OA 223 Medical Office Procedures

Sample Program

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101 Computer</td>
<td>3</td>
</tr>
<tr>
<td>and Applications</td>
<td></td>
</tr>
<tr>
<td>OA 101 Word</td>
<td>3</td>
</tr>
<tr>
<td>Processing I</td>
<td></td>
</tr>
<tr>
<td>BU 101 Introduction</td>
<td>3</td>
</tr>
<tr>
<td>to Business</td>
<td></td>
</tr>
<tr>
<td>AC 101 Financial</td>
<td>3</td>
</tr>
<tr>
<td>Accounting I</td>
<td>15</td>
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</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 102 Composition</td>
<td>3</td>
</tr>
<tr>
<td>II</td>
<td></td>
</tr>
<tr>
<td>OA 102 Word</td>
<td>3</td>
</tr>
<tr>
<td>Processing II</td>
<td></td>
</tr>
<tr>
<td>CIS 125 Micro</td>
<td>3</td>
</tr>
<tr>
<td>Computer Software I</td>
<td></td>
</tr>
<tr>
<td>BU 102 Business</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>PS 101 Introduction</td>
<td>3</td>
</tr>
<tr>
<td>to Psychology</td>
<td>15</td>
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</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OA 244 Administrative</td>
<td>2</td>
</tr>
<tr>
<td>Office Procedures</td>
<td></td>
</tr>
<tr>
<td>CIS 126 Micro</td>
<td>3</td>
</tr>
<tr>
<td>Computer Software II</td>
<td></td>
</tr>
<tr>
<td>EN 104 Business</td>
<td>3</td>
</tr>
<tr>
<td>Communications</td>
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<tr>
<td>BU 222 Principles</td>
<td>3</td>
</tr>
<tr>
<td>of Management</td>
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</tr>
<tr>
<td>Science Elective</td>
<td>3-4</td>
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<tr>
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<tr>
<td></td>
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Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>OA 246 Office</td>
<td>1</td>
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<tr>
<td>Administration</td>
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<tr>
<td>Capstone</td>
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<tr>
<td>OA 245 Administrative</td>
<td>3</td>
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<tr>
<td>Office Management</td>
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<tr>
<td>BU 210 Computerized</td>
<td>1</td>
</tr>
<tr>
<td>Accounting with Excel*</td>
<td>3</td>
</tr>
<tr>
<td>BU 223 Behavior in</td>
<td>3</td>
</tr>
<tr>
<td>Organizations</td>
<td></td>
</tr>
<tr>
<td>CIS 127 Micro</td>
<td>3</td>
</tr>
<tr>
<td>Computer Software III</td>
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</tr>
<tr>
<td>Math Elective</td>
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<td></td>
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</tbody>
</table>

Total Credits for Degree 64-65

Minimum grade of “C” is required for all courses in major.

*Students interested in working in a medical office may substitute OA 223 — Medical Office Procedures for OA 244 AND BU 210. Students may additionally be interested in taking HIT 107 — Medical Office Billing.
## Office Administration

### General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EN 101</td>
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### Career Courses

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>BU 223</td>
<td>Behavior in Organizations</td>
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<td>CIS 101</td>
<td>Computer Concepts and Applications</td>
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<td>CIS 106</td>
<td>Introduction to Windows</td>
</tr>
<tr>
<td>CIS 125</td>
<td>Microcomputer Software I</td>
</tr>
<tr>
<td>CIS 126</td>
<td>Microcomputer Software II</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Microcomputer Software III</td>
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<td>EN 104</td>
<td>Business Communications</td>
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<tr>
<td>OA 101</td>
<td>Word Processing I</td>
</tr>
<tr>
<td>OA 102</td>
<td>Word Processing II</td>
</tr>
<tr>
<td>OA 244</td>
<td>Administrative Office Procedures</td>
</tr>
</tbody>
</table>

### Total Credits for Certificate: 30

### Word Processing Specialist Certificate Program

For those seeking a specialized career as word processing specialists.

**Students should be able to:**

- Type at least 45 words per minute on a five-minute timed task with no more than 5 errors.

- Prepare business documents (reports, business letters, personal business letters, memos) from unarranged copy with proofreader’s marks in mailable form using technical editing skills with 95% accuracy using a current Word Processing Program.

- Demonstrate knowledge of the following word processing tasks by preparing documents and/or performing tasks which include: working with multiple documents, enhancing visual display and clarity of documents, formatting and using help, formatting documents, creating and formatting tables, inserting graphic elements, formatting with special features and merging documents, and exploring the Internet.
**Radiography**

**Associate in Applied Science Degree**

For those seeking careers as X-ray technologists. The 24-month curriculum integrates classroom and clinical experiences.

**Upon completion of their degree, students should be able to:**

- Demonstrate the skill and competency of an entry level radiographer.
- Demonstrate effective communication in patient care intervention and professional relationships.
- Apply appropriate problem solving and critical thinking skills in the health care setting.
- Exercise ethical behavior and display sound professional judgment in clinical practice.

**Admission Requirements**

The requirements listed below are minimum standards:
1. Meet Passaic County Community College’s admissions criteria.
2. *College-level placement in English and reading.
4. Successful completion of one year of laboratory science or completion of SC 004 and successful completion of MA 005 or MA 007. Students who lack these prerequisites may submit scores from a standardized test to demonstrate a satisfactory level of competency in science and math.
5. An interview with program director and/or members of the Admissions Committee.
6. It is advisable to take General Education courses prior to admission.
7. Completion of a criminal background check.

*Appropriate remedial courses, based on Test placement, are required of all students who fall below the required level.

These are the minimum standards. Because each year there are more applicants than seats available, the College has developed an Admissions Ranking Criteria. Points are given based on general education courses completed and grade point average. Most students spend 1-2 years taking basic skills or ESL courses, and general education courses before acceptance to the program. Additionally, students who complete the general education first are more successful with the demanding Radiography core curriculum and clinical requirements. Once admitted to the program, the Radiography curriculum is a 2-year day program that includes two 10-week summer sessions. There is a clinical component in every semester of the program. You should be prepared for a demanding schedule that includes classroom lectures, labs and full day clinical work.

**General Education (23 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 103</td>
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<td>BS 104</td>
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<tr>
<td>EN 101</td>
<td>3</td>
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<tr>
<td>EN 102</td>
<td>3</td>
</tr>
<tr>
<td>PS 101</td>
<td>3</td>
</tr>
<tr>
<td>3 credits in Social Science</td>
<td></td>
</tr>
<tr>
<td>CIS 101</td>
<td>3</td>
</tr>
</tbody>
</table>

**Radiography Core (37 credits)**

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>RA 101</td>
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<tr>
<td>RA 102</td>
<td>4</td>
</tr>
<tr>
<td>RA 103</td>
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<td>RA 104</td>
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<tr>
<td>RA 105</td>
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<td>RA 106</td>
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<td>RA 107</td>
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</tr>
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<td>RA 108</td>
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<td>RA 110</td>
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**Sample Program**

**First Semester**

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>BS 103</td>
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<td>EN 101</td>
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<td>RA 101</td>
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<td>RA 102</td>
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<td>RA 103</td>
<td>1</td>
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<tr>
<td>Humanities</td>
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<td>Social Science Elective</td>
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**Second Semester**

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<thead>
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<tr>
<td>BS 104</td>
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<tr>
<td>RA 105</td>
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<td>RA 106</td>
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<tr>
<td>RA 107</td>
<td>2</td>
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<tr>
<td>RA 108</td>
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**Summer Session**

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**Third Semester**

<table>
<thead>
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<th>Course</th>
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<tr>
<td>EN 102</td>
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<tr>
<td>PS 101</td>
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<tr>
<td>RA 200</td>
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<tr>
<td>RA 202</td>
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<td>RA 203</td>
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**Fourth Semester**

<table>
<thead>
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<tbody>
<tr>
<td>RA 205</td>
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<tr>
<td>RA 206</td>
<td>4</td>
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<tr>
<td>RA 207</td>
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<tr>
<td>CIS 101</td>
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**Summer Session**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RA 209</td>
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</table>

**Total Credits for Degree** 63
Minimum Grade of "C" is required for all science and math courses.

**Humanities (21 credits)**
- AE 101 Art Appreciation or
- MU 106 Music Appreciation
- EN 101 Composition I
- EN 102 Composition II
- EN 205 Introduction to Literature
- HI 101 History of Western Civilization I
- HI 102 History of Western Civilization II
- PH 101 Introduction to Philosophy

**Science (20 credits)**
- CH 111 General Chemistry I
- CH 112 General Chemistry II
- 12 credits from the suggested courses for transfers to specific majors

**Biological Sciences**
- BS 101 Biology I
- BS 102 Biology II
- BS 203 Microbiology

**Physical Sciences**
- CH 211 Organic Chemistry I
- CH 212 Organic Chemistry II
- PY 101 College Physics I
- PY 102 College Physics II

**Mathematics (7-8 credits)**
- MA 103 Basic Statistics
- MA 109 Pre-Calculus Mathematics
- MA 120 Calculus I
- MA 121 Calculus II
- MA 201 Calculus III
- MA 202 Differential Equations

**Social Science (6 credits)**
- PS 101 Introduction to Psychology
- SO 101 Introduction to Sociology

**Free Electives (7-8 credits)**

### Sample Program

**First Semester**
- CH 111 General Chemistry I 4
- EN 101 Composition I 3
- HI 101 History of Western Civilization I 3
- MA 103 Basic Statistics 3
- SO 101 Introduction to Sociology 3
- **Total Credits for Degree**: 16

**Second Semester**
- CH 112 General Chemistry I 4
- EN 102 Composition II 3
- HI 102 History of Western Civilization II 3
- Computer Science Course 3
- Math Course 4
- **Total Credits for Degree**: 17

**Third Semester**
- EN 205 Introduction to Literature 3
- PH 101 Introduction to Philosophy 3
- PS 101 Introduction to Psychology 3
- Science Elective 4
- Free Elective 4
- **Total Credits for Degree**: 17

**Fourth Semester**
- AE 101 Art Appreciation or
- MU 106 Music Appreciation 3
- Science Electives 8
- Free Elective 4
- **Total Credits for Degree**: 15

**Total Credits for Degree**: 65

---

### Course Suggestions for Students Who Want to Transfer to Baccalaureate Programs with the Following Majors:

**Biology**
- BS 101 Biology I
- BS 102 Biology II
- BS 203 Microbiology
- MA 103 Basic Statistics
- MA 109 Pre-Calculus

**Chemistry**
- CH 211 Organic Chemistry I
- CH 212 Organic Chemistry II
- MA 120 Calculus I
- MA 121 Calculus II

**Physics**
- CIS 160 Fundamentals of Computer Science I (C++)
- MA 201 Calculus III
- MA 202 Differential Equations
- PY 120 Physics I
- PY 121 Physics II
- PY 220 Physics III

---

**Associate in Science Degree**

**Liberal Arts, Science Option**

This program is for those who desire a concentration in biology, chemistry, physics, environmental science, ecology, or other related science fields and who plan to transfer to a four-year institution. For ease of transfer, the curriculum is based in the liberal arts allowing students to complete general education requirements. It is designed to fit the curricula of science programs at other colleges.

**Graduates should be able to:**
- demonstrate understanding of basic scientific laws and theories.
- apply the scientific method to problem solving.
- apply mathematical skills and reasoning to scientific problems.
- perform scientific investigations while properly utilizing laboratory equipment and instruments in a safe and effective manner.
- analyze experimental data based on recording observations and collecting data.
- write lab and class reports using scientific terminology.
- transfer to a baccalaureate program.
Liberal Arts, Pre-Professional Scientific Option

This program is for those who plan to attend medical, dental, pharmacy, veterinary, chiropractic, optometry, podiatry, or other health-related schools, and who plan to transfer to a four year institution. While emphasizing the sciences, this program provides a well rounded liberal arts education allowing students to complete the general education requirements. It is designed to fit the curricula of similar programs at other colleges.

Graduates should be able to:

• demonstrate understanding of the basic laws and theories of biology, chemistry, organic chemistry, and physics.
• apply the scientific method to problem solving.
• apply mathematical skills and reasoning to scientific problems.
• perform scientific investigations while properly utilizing laboratory equipment and instruments in a safe and effective manner.
• analyze experimental data based on recording observations and collecting data.
• write lab and class reports using scientific terminology.
• transfer to a baccalaureate program.

Minimum Grade of “C” is required for all science and math courses.

Humanities (12 credits)
EN 101 Composition I
EN 102 Composition II

Plus 6 credits from the following:
AE 101 Art Appreciation or
MU 106 Music Appreciation
EN 205 Introduction to Literature
HI 101 History of Western Civilization I
HI 102 History of Western Civilization II
PH 101 Introduction to Philosophy

Science (32 credits)
BS 101 Biology I
BS 102 Biology II
CH 111 General Chemistry I
CH 112 General Chemistry II
CH 211 Organic Chemistry I
CH 212 Organic Chemistry II
PY 101 College Physics I
PY 102 College Physics II

Computer Science (3 credits)
CIS 101 Computer Concepts and Applications
CIS 107 Information Technology Fundamentals and Applications

Mathematics (7 credits)
MA 103 Basic Statistics (required)
MA 109 Pre-Calculus
MA 120 Calculus I
MA 121 Calculus II

Social Science (6 credits)
PS 101 Introduction to Psychology
SO 101 Introduction to Sociology

Free Electives (6 credits)

Sample Program

First Semester Credits
BS 101 Biology I 4
CH 111 General Chemistry I 4
EN 101 Composition I 3
MA 103 Basic Statistics 3
PS 101 Introduction to Psychology 3
17

Second Semester Credits
BS 102 Biology II 4
CH 112 General Chemistry II 4
EN 102 Composition II 3
Humanities Elective 3
Mathematics Elective 4
18

Third Semester Credits
CH 211 Organic Chemistry I 4
PY 101 College Physics I 4
SO 101 Introduction to Sociology 3
Computer Science Elective 3
Humanities Elective 3
17

Fourth Semester Credits
CH 212 Organic Chemistry II 4
PY 102 College Physics II 4
Free Elective 3
Free Elective 3
14

Total Credits for Degree 66
Liberal Arts, Biotechnology Option

General Education Requirements (34 credits)

<table>
<thead>
<tr>
<th>Humanities (12 credits)</th>
<th>Mathematics (7 credits)</th>
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<tbody>
<tr>
<td><strong>Required</strong></td>
<td>MA 103 Basic Statistics (required)</td>
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<tr>
<td>EN 101 Composition I</td>
<td>MA 109 Pre-Calculus</td>
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<tr>
<td>EN 102 Composition II</td>
<td>MA 120 Calculus I</td>
</tr>
<tr>
<td>Plus 6 credits from the following:</td>
<td>MA 121 Calculus II</td>
</tr>
<tr>
<td>AE 101 Art Appreciation or</td>
<td>Diversity Course* (3 credits)</td>
</tr>
<tr>
<td>MU 106 Music Appreciation</td>
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</tr>
<tr>
<td>EN 205 Introduction to Literature</td>
<td></td>
</tr>
<tr>
<td>HI 101 History of Western Civilization I</td>
<td></td>
</tr>
<tr>
<td>HI 102 History of Western Civilization II</td>
<td></td>
</tr>
<tr>
<td>PH 101 Introduction to Philosophy</td>
<td></td>
</tr>
<tr>
<td><strong>Social Sciences (6 credits)</strong></td>
<td></td>
</tr>
<tr>
<td>PS 101 Introduction to Psychology</td>
<td></td>
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<tr>
<td>SO 101 Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td><strong>Computer Science (3 credits)</strong></td>
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</tr>
<tr>
<td>CIS 101 Computer Concepts and Applications or</td>
<td></td>
</tr>
<tr>
<td>CIS 107 Information Technology Fundamentals and Applications</td>
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Mathematics (7 credits)

<table>
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<tr>
<td>MA 103 Basic Statistics (required)</td>
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<td>MA 109 Pre-Calculus</td>
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<tr>
<td>MA 120 Calculus I</td>
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<tr>
<td>MA 121 Calculus II</td>
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<tr>
<td>Diversity Course* (3 credits)</td>
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Free Elective(s) (3 credits)

Courses in Science Major (20 credits)

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<th>Courses in Science Major (20 credits)</th>
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<tbody>
<tr>
<td>Minimum grade of “C” required in all courses in major.</td>
</tr>
<tr>
<td>BS 101 Biology I</td>
</tr>
<tr>
<td>CH 111 General Chemistry I</td>
</tr>
<tr>
<td>CH 112 General Chemistry II</td>
</tr>
<tr>
<td>CH 211 Organic Chemistry I</td>
</tr>
<tr>
<td>CH 212 Organic Chemistry II</td>
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</tbody>
</table>

Courses in Biotechnology Option (12 credits)

<table>
<thead>
<tr>
<th>Courses in Biotechnology Option (12 credits)</th>
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</thead>
<tbody>
<tr>
<td>Minimum grade of “C” required in all courses in option.</td>
</tr>
<tr>
<td>BS 203 Introduction to Microbiology</td>
</tr>
<tr>
<td>BS 207 Cell Biology</td>
</tr>
<tr>
<td>BS 211 Molecular Genetics</td>
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Sample Program

<table>
<thead>
<tr>
<th>Sample Program</th>
<th>First Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BS 101 Biology I</td>
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<tr>
<td>CH 111 General Chemistry I</td>
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<tr>
<td>EN 101 Composition I</td>
<td>3</td>
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<tr>
<td>MA 103 Basic Statistics</td>
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<tr>
<td>PS 101 Introduction to Psychology</td>
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<tr>
<td><strong>Total Credits for Degree</strong></td>
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<thead>
<tr>
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<th>Second Semester</th>
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</thead>
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<tr>
<td>BS 203 Introduction to Microbiology</td>
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<tr>
<td>CH 112 Chemistry II</td>
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<td>EN 102 Composition II</td>
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<td>Mathematics Course</td>
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<tbody>
<tr>
<td>CH 211 Organic Chemistry I</td>
<td>4</td>
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<tr>
<td>BS 207 Cell Biology</td>
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<td></td>
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<tr>
<td>SO 101 Introduction to Sociology</td>
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<tr>
<td>Computer Science Course</td>
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<td>Humanities Course</td>
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<tr>
<td><strong>Total Credits for Degree</strong></td>
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<td></td>
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<table>
<thead>
<tr>
<th>Sample Program</th>
<th>Fourth Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CH 212 Organic Chemistry II</td>
<td>4</td>
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<tr>
<td>BS 211 Molecular Genetics</td>
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<td>Humanities Course</td>
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<td>Diversity Course*</td>
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<td>Free Elective 3</td>
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<tr>
<td><strong>Total Credits for Degree</strong></td>
<td>17</td>
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</tr>
</tbody>
</table>

*Students transferring to William Paterson University must take SO 102, Institutional Racism. All other students please see page for Diversity Course choices.

This program is for those who desire a concentration in biology, biochemistry, cell/molecular biology, biotechnology, microbiology or other related science fields and who plan to transfer to a four-year institution. For ease of transfer, the curriculum is based in the liberal arts allowing students to complete general education requirements. It is designed to articulate with biology, biotechnology, and chemistry programs at other colleges.

Graduates should be able to:

- demonstrate knowledge and understanding of basic scientific laws and theories in biology, microbiology, cell structure/function, genetics, and chemistry.
- apply mathematical skills and reasoning to solving scientific problems.
- perform scientific investigations while properly utilizing laboratory equipment and instruments in a safe and effective manner.
- analyze experimental data based on recording observations and collecting data.
- write lab and class reports using scientific terminology.
- transfer to a baccalaureate program.
Technical Studies

Associate in Applied Science Degree

The Technical Studies degree program is designed to provide recognition for work experience while assisting individuals in their preparation for career advancement. This program is designed to provide skills for personal, professional and community improvement. The program is highly individualized and flexible. As many as 16 credits may be awarded for work experience including military experience, trade/proprietary school preparation, apprenticeship programs and structured on-the-job training after appropriate evaluation. The Associate in Applied Science in Technical Studies program is designed for graduates to directly seek employment.

Graduates should be able to:

- Integrate knowledge and skills from the sciences and liberal arts into technical studies
- Develop an educational plan designed to accomplish a personal/professional goal
- Communicate effectively in interpersonal and occupational activities
- Perform advanced technical skills
- Demonstrate the comprehensive mathematical, scientific, physical, social and psychological skills necessary for personal career growth
- Present technical information in oral, written and graphical form

<table>
<thead>
<tr>
<th>General Education</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td></td>
</tr>
<tr>
<td>EN 101 Composition I</td>
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<td>EN 102 Composition II</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>MA 109 Pre-Calculus Math</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
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<tr>
<td>Laboratory Science Elective</td>
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<tr>
<td>Social Science</td>
<td></td>
</tr>
<tr>
<td>PS 101 Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>SO 101 Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>EC 101 Economics I or Economics II</td>
<td></td>
</tr>
<tr>
<td>Humansities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Technology Elective</td>
<td></td>
</tr>
<tr>
<td>CIS 101 Computer Concepts and Applications</td>
<td>3</td>
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</tbody>
</table>

Technical Core

Up to 16 credit hours for prior work such as:
- Apprenticeship Training
- Military Training
- Trade/Proprietary Education

Number of credits will be determined by faculty advisor of related program.

Total: 16

Sample Program

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 101 Composition I</td>
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<tr>
<td>CIS 101 Computer Concepts and Applications</td>
<td>3</td>
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<tr>
<td>MA 101 College Math I</td>
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<td>Technical Studies Credit</td>
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<td>Technical Concentration</td>
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Second Semester

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<td>EN 102 Composition II</td>
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<td>Laboratory Science Elective</td>
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<tr>
<td>Technical Concentration</td>
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</table>

Total: Three to 16 Technical Studies credits may be earned for corporate, industrial, or military training programs after review.

Personalized Education Plan (PEP)

In consultation with a Technical Studies advisor, the student will select 18 or more credit hours of course work to fulfill an employment need or to work toward a personal or professional career goal. The PEP component could be selected from the emphases listed below:

Total: 18

Technical/Industrial Emphasis

Courses selected in:
- Drafting and Design
- Engineering
- Computer Science
- Mathematics
- Other technical courses
- Computer Technology Emphasis

Courses selected in:
- Computer Programming
- Computer Languages
- Microcomputers

Total: 60

Third Semester

<table>
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<th>Course</th>
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<td>Total Technical Studies Credit</td>
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<tr>
<td>Technical Elective</td>
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<td>Social Sciences</td>
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Total: Three to 16 Technical Studies credits may be earned for corporate, industrial, or military training programs after review.

Fourth Semester

<table>
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</table>

Total: Three to 16 Technical Studies credits may be earned for corporate, industrial, or military training programs after review.

Total Credits for Degree: 60

**Individuals without sufficient technical training experience must select up to 4 sequential courses in one of the Personalized Education Plans (PEP) to satisfy the Technical Studies credit requirements.**
Not all courses are offered each semester. A schedule of course offerings is published for each semester.

**Accounting**

**AC 101 Financial Accounting I (3 Credits)**
Introduction to the basic principles of financial accounting including the accounting cycle, recording and posting transactions, adjusting and closing entries, financial statements, asset valuation and depreciation.
3 hours lecture
Prerequisites: MA 004; Prerequisite or corequisite: BU 101

**AC 102 Financial Accounting II (3 credits)**
Continuation of the basic principles of financial accounting. Covers partnership, corporate accounting for stocks and bonds, cash flow statements, the reporting of unusual events and financial analysis.
3 hours lecture
Prerequisite: AC 101

**AC 201 Intermediate Accounting I (3 credits)**
Develops the application of financial accounting theories and valuation practices. Special emphasis on balance sheets and income statements, current assets, plant assets, and investments.
3 hours lecture
Prerequisite: AC 101

**AC 205 Managerial Accounting (3 credits)**
Study of managerial uses of accounting information for solving business problems. Among the topics covered are cost systems, manufacturing and cash budgets, process, and job costing, the time value of money, and standard costs.
3 hours lecture
Prerequisite: AC 101

**AC 210 Accounting Applications in Excel (1 credit)**
This course emphasizes the use of Excel functions and formatting to set up and solve problems. Through lectures, demonstrations, and individual exercises, the course covers analysis across multiple worksheets within a workbook, the use of absolute values, the logical IF function, financial functions (present, future values, annuities, depreciation, charts, and graphs), statistical calculations (min., max., avg. count) and various other formatting activities. Emphasis is placed on accounting and finance exercises.
1 hour lecture
Prerequisite: AC 102, CIS 125

**AC 215 Federal Taxation (3 credits)**
Study of the basic principles and laws of federal taxation for individual and corporate returns. Topics include gross income (inclusions and exclusions), deductions and exemptions, capital gains and losses, and summary of corporate and partnership taxes.
3 hours lecture
Prerequisites: MA 004, AC 101

**AC 220 Accounting Software Applications I (3 credits)**
Records business transactions using QuickBooks an up-to-date commercial software program designed for small businesses. Utilize QuickBooks software as it pertains to a service business, a merchandising business, and various legal forms of a business such as a sole proprietorship and a partnership.
3 hours lecture
Prerequisites: AC 102, CIS 125; Corequisite: AC 210

**AC 221 Accounting Software Applications II (3 credits)**
Students will explore and use many of the features of PeachTree, a small business accounting software for many types of businesses. Students will record transactions involving general ledger, sales & accounts receivable, accounts payable, generate financial reports, setup and process payroll, estimate budgets, analyze accounting information, calculate ratios and present in numeric graphic form.
3 hours lecture
Prerequisites: AC 220

**Aesthetics**

**AE 101 Appreciation of Art (3 credits)**
Study of selected works of art from ancient, medieval, Renaissance, baroque, and modern periods in terms of principles of composition and style as related to factors of geography, religion, politics, technology, and philosophy of each historical period. Class field trips, oral, and written assignments required.
3 hours lecture

**American Sign Language**

**ASL 101 Basic Sign Language I (3 credits)**
Introduces students to the language of the Deaf Community-American Sign Language (ASL). Information regarding Deaf culture will be introduced in addition to finger spelling and numbering in American Sign Language. Receptive and expressive skill development application is reinforced through interactive communication activities within the classroom setting. Students will be exposed to foundational aspects of ASL to include classifiers, hand configuration, palm orientation, and signing space.
3 hours lecture
Prerequisite: college level

**ASL 102 Basic Sign Language II (3 credits)**
Continues American Sign Language I. Complex grammatical structures such as spatial referencing, dual personal pronouns, descriptive classifiers, spatial verbs, and inflecting verbs will be introduced. Students will learn time concepts, temporal sequencing in order to expand conversational strategies and techniques. Students will gain a rudimentary understanding of Deaf history.
3 hours lecture
Prerequisite: ASL 101
Course Descriptions

Arabic

ARB 101 Elementary Arabic I (3 credits)
Focus on the basics of the Arabic language. The four basic skills — reading, writing, listening, and speaking are introduced. Students will practice pronunciation of the alphabet and vocabulary. Group work and discussion on Arabic culture and tradition. This course assumes no previous knowledge of the Arabic language.
3 hours lecture/laboratory

ARB 102 Elementary Arabic II (3 credits)
This course is a continuation of Elementary Arabic I. The four language skills — listening comprehension, speaking, reading, and writing continue to be developed.
3 hours lecture/laboratory
Prerequisite: Elementary Arabic I or permission of instructor.

Art

AR 101 Drawing I (3 credits)
Foundation studio providing the beginner with basic techniques and practices in composition, sketching, contour drawing, texture, value, one- and two-point perspective.
6 hours studio

AR 102 Drawing II (3 credits)
The principles learned in Drawing I are further developed. Light and shade, line qualities, and more complex subjects are studied. Emphasis on rendering natural forms, still life, and the costumed figure.
6 hours studio
Prerequisite: AR 101

AR 110 Introduction to Graphic Design (3 credits)
Trains the student to apply the principles and elements of design to the design and creation of original work in advertising and promotional print materials, and presentations. Students will explore typography and how it relates to basic layout and design of materials, as well as color selection, and portfolio presentation and scanning techniques. The student will be exposed to various software used for design creation including Fireworks, PhotoShop, Quark Xpress and Illustrator.

AR 111 Advanced Graphic Design (3 credits)
Trains the student to apply the principles and elements of design to create images for print and non-print media. Students will learn to calibrate computer systems for use with Photoshop; adjust images and correct color; transform images and work with layers and masks; use selection techniques and blur and sharpen images; use layer styles and create original patterns and textures. Students will create special effects, import and export files, use filters for special effects, retouch images, as well as use image ready to create animations, slices, a web photo gallery, image maps and rollovers. Students will also learn advanced techniques in tools such as Illustrator, Fireworks and Flash.
Note: This class cannot be used to satisfy a Humanities elective.
Prerequisite: AR 110

AR 210 Computer Enhanced Layout and Design (3 credits)
Trains the student to apply the principles and elements of design to the design and creation of original work in digital media, advertising and promotional print materials, and web design. Students will explore typography and how it relates to advanced layout and design of materials, as well as color selection, paper selection, and or media selection. The student will further explore various software used for design creation including Dreamweaver, Fireworks, Flash, PhotoShop, Quark Xpress and Illustrator.

Note: This class cannot be used to satisfy a Humanities elective.
3 hours lecture
Prerequisite: AR 110

Biology

BS 100 Human Biology (4 credits)
A one-semester lecture and laboratory designed for non-science majors for the study of the structure and function of all the body systems. Covers such current issues as genetic engineering and biotechnology and such health concerns as AIDS and cancer. Laboratory experiments include light microscopy, human anatomy and physiology, and representative dissections.
3 hours lecture; 3 hours laboratory
Prerequisite: Admission into college-level courses; open to non-science majors only

BS 101 Biology I (4 credits)
Basic study of the principles underlying the science of cells and organisms. Included are topics related to biochemistry, cell structure and function, effects of the physical environment on cells, genetics, genetic engineering, heredity, evolution, and selected biological problems. Laboratory experiments include investigations of physical and chemical life processes, analysis of cellular components, cellular functions, cell reproduction, and heredity.
3 hours lecture; 3 hours laboratory
Recommended: CH 103 or equivalent

BS 102 Biology II (4 credits)
Basic study of representative organisms of the five kingdoms, with an emphasis on classification, differential features, and reproduction. For the plant and animal kingdoms, covers fundamentals of development, physiological control systems, organ systems, nutrition, movement, ecology, and selected biological problems of representative organisms. The laboratory sessions include dissections and experimental studies of selected representative organisms for all kingdoms.
3 hours lecture; 3 hours laboratory
Recommended: CH 103 or equivalent

BS 103 Anatomy and Physiology I (4 credits)
Introduction to the basic structural and functional relationships of the human body at the cellular, organ, and system levels, including the major histological and gross anatomical structures of the skeletal, muscular, and nervous systems. Anatomy emphasized in the laboratory. Knowledge of chemistry required.
3 hours lecture; 3 hours laboratory
BS 104 Anatomy and Physiology II (4 credits)
Studies the major anatomical and functional aspects of the endocrine, circulatory, respiratory, digestive, urinary, and reproductive systems, as well as nutrition, metabolism, and acid-base balance, and homeostatic mechanisms. Laboratory exercises include anatomical dissections, microscopic study and physiology activities.
3 hours lecture; 3 hours laboratory
Prerequisite: BS 103

BS 111 Concepts in Biology (4 credits)
A one semester lecture and laboratory course for non-science majors covering life’s unity and diversity. How living things are built, how they function and how they evolve.
3 hours lecture; 3 hours laboratory
Prerequisite: Admission to college level

BS 171 Honors Biology I (4 credits)
Provides an enriched curriculum with enhanced laboratory and field experiences. Topics concerned with current issues in Biology as related to cells, genetics, organisms, ecology, taxonomy, ethics, and methods of scientific inquiry. A special project or report is required. Meets General Education requirements for A.A. degree programs and science options (A.S. in science degree programs) as specified in the College catalog for BS 101.
3 hours lecture; 3 hours laboratory and field trip
Prerequisites: high school biology, chemistry, and physics; college-level Test placement in math, reading, and English; acceptance into Honors Program.

BS 201 Fundamentals of Exercise Physiology (4 credits)
Studies the research about the impact of exercise upon fitness and health. The effects of exercise on various body systems are discussed. Methods available to quantify exercise intensity and measurement of energy expenditure during exercise are demonstrated. Laboratory sessions provide experience in measurement and testing of cardio respiratory response to exercise. Fitness testing and data collection during lab sessions will provide practical experience for the workplace.
3 hours lecture; 3 hours laboratory
Prerequisite: BS 100

BS 203 Microbiology (4 credits)
Studies the characteristics of microorganisms including morphology, metabolism, genetics, cultivation, effects on human life and the environment. Clinical aspects as well as emerging topics such as food poisoning outbreaks, antimicrobial resistance, genetic engineering and bioterrorism are included. Laboratory sessions cover basic procedures culminating in the identification of unknown bacterial samples.
3 hours lecture; 3 hours laboratory
Prerequisites: CH 103 or equivalent; BS 101 and BS 102 or BS 103 and BS 104

BS 205 Physiology of Disease (3 credits)
Introduces the study of disease pathology. Includes description, etiology, signs and symptoms, diagnostic procedures, current medical treatment including pharmacology, progress and prevention of diseases of the major body systems, with emphasis on basic concepts and the terminology of pathology.
3 hours lecture
Prerequisites: BS 104, HIT 104

BS 207 Cell Biology (4 credits)
Provides a survey of principles of cell biology structure and function and hands-on instruction of common techniques. Topics such as subcellular compartmentalization, sorting, trafficking, membrane function & dynamics, cell cycle & control, signal transduction, cytoskeleton function, cell-cell interactions are presented. The laboratory component will include the scientific method as a means of investigating cell staining, cell fractionation, protein isolation and separation, microscopy techniques.
3 hours lecture; 3 hours laboratory
Prerequisites: BS 101, BS 102

BS 211 Molecular Genetics (4 credits)
Focuses on the steps required to synthesize proteins from genes, the regulation of these steps as well as the manipulation and analysis of genes. Topics discussed include: a) Mendelian genetics; b) chromatin structure, DNA replication, repair and recombination; c) the control of gene expression at various levels; d) Recombinant DNA techniques; e) Proteomics and Genomics techniques. Laboratory experiments provide hands-on instruction of techniques in DNA purification and recombinant DNA technology and the principles of Mendelian Genetics.
3 hours lecture; 3 hours laboratory
Prerequisites: BS 101

Business

BU 100 Personal Finance and Money Management (3 credits)
Introduce students to the complexities of modern personal money management and helps them avoid some problems in everyday living. The topics covered include the development of a needs analysis and budgeting, basic investment options, the intricacies of home ownership, consumer credit, the need for insurances, and retirement planning.
3 hours lecture
Prerequisites: EN 001, RD 001, MA 001 or ESLG 004, ESLR 004, ESLW 003

BU 101 Introduction to Business (3 credits)
Introduces the various fields of business study. Topics include economic systems, entrepreneurship, the increasingly diverse environment for business, management, marketing, accounting, finance, banking, insurance, ethics and business law. Prepares for higher-level business studies. Excellent for non-business majors who wish to gain an introduction to financial and economic survival leading to successful financial planning.
3 hours lecture
Course Descriptions

**BU 102 Business Mathematics (3 credits)**  
Basic skills in arithmetic computation necessary for business operations. Reviews fundamentals of arithmetic processes, fractions, decimals, percentages, problem solving, trade and cash discounts, borrowing and lending money, and determining markup. The material covered offers a basis for subsequent courses in accounting, merchandising, and related business subjects.  
3 hours lecture  
Prerequisite: MA 005 or MA 007

**BU 111 Investments (3 credits)**  
Study of municipal and corporate bond markets, commodities, commercial shares, and the various securities-selection factors.  
3 hours lecture  
Prerequisite: BU 224

**BUR 114 Real Estate Principles and Practices (5 credits)**  
Study of the procedures and principles relating to the organization and management of real estate business, such as brokerage, contracts, mortgages, deeds, the examination, easements, liens, encumbrances, interest in real property, and the salesperson's duties and pitfalls in the real estate business. Upon successful completion, students are eligible to take the New Jersey State Real Estate Sales License Examination.  
5 hours lecture  
Prerequisite: High School Diploma or GED

**BU 117 Introduction to the Hospitality Industry (3 credits)**  
This course will provide students with an overview of the hospitality industry. It will provide insight into restaurant operations and business practices of on-site sectors to include both contracted and self-operation units.  
3 hours lecture

**BU 121 Sanitation and Safety in Food Service Operations (3 credits)**  
Participants develop an understanding of sanitation and safety concepts in the operation of a food service establishment. Concentration on current laws, food-borne illnesses, safe storage for food, protecting food in preparation and serving, pest control, accident prevention, and crisis management.  
3 hours lecture  
Prerequisite: BU 101

**BU 140 Managerial Electronic Commerce (3 credits)**  
Shows how fundamental business concepts apply to the world of e-commerce. It covers applications such as retailing, advertising, business-to-business, intranet and extranet, electronic payment systems, infrastructure, public policy, and economics.  
3 hours lecture  
Prerequisite: BU 101; corequisite: EN 101

**BU 201 Business Law (3 credits)**  
Covers the fundamental nature, structure, and processes of our legal systems and the laws involving contracts, and basic concepts of commercial paper. Additional emphasis on regulatory and constitutional law, and ethical issues in business. Uses a lecture and case study approach.  
3 hours lecture  
Prerequisite: BU 101

**BU 203 Principles of Marketing (3 credits)**  
Covers a managerial approach to all the decision variables facing marketing managers in an increasingly diverse environment. Product, price, promotion and distribution strategies are emphasized. Case studies of actual marketing situations are reviewed and discussed.  
3 hours lecture  
Prerequisite: BU 101, ENS 106

**BU 206 Business Statistics (4 credits)**  
A business, problem-solving approach using statistics to solve business-related problems. Topics include measures of central tendency, dispersion, probability, sampling, hypothesis testing, and estimation. Covers variance and introduces regression and correlation analysis. Students are introduced to SPSS software.  
4 hours lecture  
Prerequisite: MA 005 or MA 007

**BU 209 Salesmanship (3 credits)**  
Explores the role of personal selling in our economy and the diversity of sales positions. Emphasizes basic selling techniques that include selection of prospect, the approach, the sales presentation, handling objections, and closing sales. Techniques are practiced through mock sales presentations.  
3 hours lecture  
Prerequisite: BU 101

**BU 213 Legal Environment of Business, Government and Society (3 credits)**  
Provides the necessary foundation on which the student can build a logical understanding of the legal system, regulatory process and the rapidly changing business-legal environment. Students will understand the impact of law on business decisions, and on social and increasingly diverse business environments.  
3 hours lecture  
Prerequisite: BU 101, ENS 106

**BU 214 Small Business Management (3 credits)**  
A hands-on practical approach for those interested in small business operations. Covers all aspects of operating an existing business, including problems and solutions. Includes preparation of a business plan, methods of raising capital, buying, and financial evaluation methods.  
3 hours lecture

**BU 216 International Business (3 credits)**  
Provides an understanding of the cultural, political and economic environments of international business. The role and responsibilities of international organizations are reviewed and discussed. A particular emphasis will be placed on the structure of international business and business operations.  
3 hours lecture  
Prerequisite: BU 101
Course Descriptions

BU 222 Principles of Management (3 credits)
Covers techniques and practical approaches to the managerial functions of planning, organizing, staffing, directing and controlling. The manager’s increasingly diverse environment is analyzed. Motivational techniques and executive leadership are discussed. Managerial problems are analyzed and discussed by use of case studies of actual business situations.
3 hours lecture
Prerequisite: BU 101, ENS 106

BU 223 Behavior in Organizations (3 credits)
Study of the means to resolve conflicts and produce harmony between individual goals and organizational goals. Major topics include determinants of human behavior, group dynamics and morale within organizational structures, stress, communications, and leadership.
3 hours lecture
Prerequisite: BU 101

BU 224 Principles of Finance (3 credits)
Survey of the interaction of business and finance. Topics include business organizations, capital markets, the analysis of financial statements, the time value of money, interest rates, and an introduction to working capital management.
3 hours lecture
Prerequisites: AC 102, EC 102, AC 205; Corequisite: BU 206

BU 235 Job-Seeking Techniques (1 credit)
The proper techniques and strategies necessary for employment in the business sector. Proper mental preparation and job seeking opportunities are discussed. Emphasis on résumé preparation, interviewing techniques, and pre- and post-interview letters. Students participate in videotaped mock interviews.
1 hour lecture
Prerequisite: 30 college credits completed

BU 238 Practice Selling Techniques (1 credit)
Review of such essential selling concepts as relationship building, developing a product and/or service strategy, and the presentation strategy. Emphasis is on mock sales presentations.
1 hour lecture
Prerequisites: ENS 106, BU 102, BU 203, BU 209

BU 240 International Management (3 credits)
Provides an understanding of the worldwide developments from a manager's perspective. Ethics and Social Responsibility, as well as the components of a manager's environment are reviewed and discussed. A particular emphasis will be placed on the international strategic management. Motivational techniques and executive leadership across cultures are discussed. Managerial problems are analyzed and discussed by use of case studies of actual international business situations.
3 hours lecture
Prerequisites: BU 222 and BU 216

BU 245 Electronic Marketing (3 credits)
Covers e-marketing planning and marketing mix topics from a strategic perspective. Marketing plan implementation issues are incorporated throughout the course. The course concludes with creating an e-marketing program that uses the latest technical concepts. Legal and ethical issues are interrelated into the marketing program.
3 hours lecture
Prerequisites: BU 101, EN 101; Corequisite: BU 140

BU 250 Current Topics in E-Commerce (3 credits)
Addresses real situations faced by real managers in real businesses, making decisions about real electronic commerce problems. Cases provide students an opportunity to practice management in real-life situations without any corporate or personal risk.
3 hours lecture
Prerequisites: BU 140, BU 245

Chemistry

CH 103 Introduction to General and Organic Chemistry (4 credits)
Covers an introduction to chemical principles including atomic structure, stoichiometry, solution chemistry, pH, organic and inorganic nomenclature, basic reaction chemistry, physical properties of organic and inorganic compounds and an introduction to nuclear chemistry. Laboratory exercises reinforce chemical principles. Medical applications of chemical principles and solutions to numerical problems are stressed. A course for non-science and allied health science majors.
3 Hours Lecture, 3 Hours Laboratory
Prerequisites: MA 005 and either SC 004 or H.S. chemistry

CH 104 Introduction to Biochemistry (4 credits)
A one-semester laboratory for general and allied health science majors. Covers the structure, properties and reactions of organic compounds and their roles in human biochemistry. Topics include carbohydrates, lipids, proteins, enzymes, metabolism, nucleic acids, hormones, and body fluids.
3 hours lecture; 3 hours laboratory
Prerequisite: CH 103

CH 111 General Chemistry I (4 credits)
For science, pre-professional and engineering majors. Covers basic concepts and introductory inorganic chemistry. Topics include: stoichiometry, solubility, atomic and molecular structure, gases, solid structure, quantum mechanics, chemical formulas, reactions, solutions, enthalpy and bonding theory. Solutions to numerical problems are stressed throughout. Laboratory experiments reinforce theoretical principles.
3 hours lecture; 3 hours laboratory
Prerequisite: MA 005 or equivalent

CH 112 General Chemistry II (4 credits)
Covers thermodynamics, chemical equilibrium, oxidation-reduction reactions, electrochemistry, reaction rates and mechanisms, coordination complexes, main group chemistry and nuclear chemistry. Laboratory experiments reinforce theoretical principles. Continuation of CH 111.
3 hours lecture; 3 hours laboratory
Prerequisites: CH 111 and MA 108
Course Descriptions

CH 201 Organic and Biochemistry (4 credits)
Covers the structure, properties and reactions of organic compounds and their roles in human biochemistry. Topics include the major categories of organic compounds including alkanes, alkenes, alkynes, alcohols, ethers and carbonyl compounds as well as chirality. Biochemical topics include carbohydrates, lipids, proteins, enzymes, metabolism, nucleic acids, hormones and body fluids. Additionally, students are required to complete a computer research project utilizing the Internet and modern computer techniques. Continuation of CH 103.
3 hours lecture; 3 hours laboratory
Prerequisite: CH 103

CH 211 Organic Chemistry I (4 credits)
Covers the alkanes, alkenes, alkynes, and alkyl halides. Major classes of reactions covered include: nucleophilic substitution, elimination, addition, free radical and polar mechanisms. Reaction intermediates and chemical synthesis are stressed. Laboratory experiments include an introduction to purification and identification techniques as well as an introduction to chemical synthesis. A laboratory science course for science, pre-professional and chemical engineering majors.
3 hours lecture; 3 hours laboratory
Prerequisite: CH 103

CH 212 Organic Chemistry II (4 credits)
Covers Infra-red, UV-Vis and Mass Spectroscopy and Nuclear Magnetic Resonance. Major functional groups covered include aromatic compounds, aryl halides, alcohols and ethers, organometallics, aldehyde, ketones, carboxylic acids and derivatives, amines, dicarboxyls and an introduction to biochemistry. Major classes of reaction covered include oxidation and reduction, electrophilic aromatic substitution, nucleophilic addition and substitution to carbonyl and nucleophilic substitutions to acyl carbon reactions. Laboratory experiments stress organic synthesis and product identification with formal lab reports written to ACS specifications. Continuation of CH 211.
3 hours lecture; 3 hours laboratory
Prerequisite: CH 211

College Experience

COL 102 The College Experience (1 credit)
This required college-level course introduces skills necessary for success in college, including time management, note taking, test taking, textbook reading, critical thinking, information literacy, and elearning. Students also learn about the range of academic programs at the College as well as career exploration and advisement. Regulations, policies, and procedures are also covered.
1 hour lecture/laboratory

Communication

COM 101 Introduction to the Mass Media (3 credits)
Study of print and electronic media systems, including the history of the mass media and their impact on society and individuals. Discussion includes contemporary issues, policies and ethics, and basic techniques of media analysis. The course also explores current career options in the various media.
3 hours lecture

COM 102 Legal and Ethical Issues in Mass Communication (3 credits)
Study of legal restraints and ethical issues faced by the media of mass communication and their practitioners, including an analysis of the development of American journalistic standards.
3 hours lecture

COM 103 Foundations of Media Design (3 credits)
Study of the forms, principles, and processes of mass media messages, including analysis of aesthetics and methods of persuasion. Practice in planning and implementing visual and textual messages in various media.
3 hours lecture

COM 104 Video Production (3 credits)
Covers the use of portable video equipment to plan, record, edit, and produce short information and entertainment programming. Students use video camcorders and an editing system to learn the basic skills of electronic news gathering (ENG) and electronic field production (EFP). Students may assist other classes or departments in producing videotaped material.
3 hours lecture
Prerequisite: RD 004 or ENA 012

COM 105 Introduction to Digital Multimedia (3 credits)
An introduction to multimedia production of communications content using digital technology, including photo editing, video editing, desktop publishing, and web animation.
3 hours lecture
Prerequisite: COM 103

Computer and Information Sciences

CIS 101 Computer Concepts and Applications (3 credits)
Introduces a variety of topics in computers and computing including history and evolution of computers, data representation, hardware systems and application programs, Windows and application software. Class time and open lab are used to complete Microsoft Office software projects. For non-majors only.
3 hours lecture; open laboratory
Cannot be used to fulfill CIS elective credit in IT major or Business major (IT option); Corequisite: EN 101 or ENW 107

CIS 103 Computer Keyboarding (1 credit)
Provides instruction in using the computer keyboard. Emphasizes the development of speed and accuracy using the touch method of inputting on the alphabetic, numeric, and symbol keys, as well as the ten-key numeric pad. Introduces vocabulary and concepts used in keyboarding operations.
1.5 hours lecture; open laboratory; Cannot be used to fulfill CIS elective credit in IT major or Business major (IT option).

CIS 104 Data Entry (3 credits)
Develops keyboarding skills used in operating data entry equipment. Provides data entry training in specific applications and an understanding of basic concepts for inputting and retrieving information and of the role of data entry in the overall information processing operation.
3 hours lecture; open laboratory; Cannot be used to fulfill CIS elective credit in IT major or Business major (IT option).
Course Descriptions

CIS 106 Introduction to Windows (1 credit)
Introduces students to the Windows operating system. Students will learn to organize files, personalize the Windows environment, manage Internet settings, search for information, use graphics, and utilize Windows management utilities. The concepts of file associations, multitasking, object linking and embedding, installing software and troubleshooting hardware will also be introduced.
1.5 hours lecture; open laboratory

CIS 107 Information Technology Fundamentals & Applications (3 credits)
Provides the beginning students majoring in Information Technology with a concise introduction to fundamental computer concepts and applications. Emphasis is on computer hardware, including various devices and their use. Number systems, data representation, machine cycle and code are introduced. It also introduces the students to system and application software including levels of languages, language translators, language features and the development of logical paradigms necessary for program development in any given language. Students are also briefed on Windows and Windows based applications.
Required for majors
3 hours lecture; open laboratory
Corequisite: EN 101 or ENW 107

CIS 108 Programming Fundamentals (3 credits)
Introduces the students to QBASIC, the language of the microcomputers. Emphasis is on logical analysis and formulation of programs leading to the solution of programming problems. Topics covered include, I/O Statements, Expressions, Assignment, selection, loops, subroutines, and one dimensional arrays.
3 hours lecture; open laboratory
Prerequisite: MA 005 or MA 007; Corequisite: CIS 107

CIS 110 FORTRAN Computer Programming (3 credits)
Introduction in computer programming and problem solving using the FORTRAN language. Covers standard statements, structure programming statements, arrays, functions, and subroutines. Emphasis on the logical analysis of a problem, and the formulation of a computer program in FORTRAN leading to its solution.
3 hours lecture; open laboratory
Corequisite: MA 108

CIS 116 Software/Hardware Maintenance & Diagnostics (3 credits)
Provides the knowledge and skills necessary to install software, troubleshoot and upgrade hardware components, maintain & replace parts for PCs. Detailed coverage of how to care for system components and identify items that are likely to fail, identify and use powerful diagnostics hardware and software to pinpoint failed component, correct the problem and or replace the component. Proper techniques to assemble and disassemble a microcomputer system will be covered.
3 hours lecture; open laboratory
Prerequisite: CIS 106 and (CIS 101 or CIS 107)

CIS 122 Visual Basic (3 credits)
Provides the student with an introduction to MS Windows application programming and development using the Visual Basic programming language. Emphasis is on understanding the concepts of contemporary program design, including object-orientation, code reuse, modularization, event handling, graphical user interface forms, and ActiveX components. Students will create fully functional VB executables.
3 hours lecture; open laboratory
Prerequisite: CIS 108

CIS 123 VBA & Office Automation (3 credits)
Provides the student with an introduction to MS Office automation using MS-Visual Basic for Applications. Emphasis is on understanding the concepts of the MS Office programmable object hierarchy and its methods and properties. Topics include automated MS Office procedures, Dynamic Data Exchange and Object Linking and Embedding, programmable ActiveX Data Objects, and class modules. Students will create functional automated MS Office applications.
3 hours lecture; open laboratory
Prerequisite: CIS 122

CIS 125 Microcomputer Software I (3 credits)
Provides in-depth knowledge and hands-on experience with Windows and Microsoft Office. Through in-class demonstrations and step-by-step instructions, students learn to use Word, Excel and Access in a business environment. All work is done on a Wintel platform.
3 hours lecture; open laboratory
Prerequisite: CIS 101 or CIS 107

CIS 126 Microcomputer Software II (3 credits)
Extends the knowledge gained in CIS 125 and covers the advanced topics of Excel and Access. Emphasis is on integration, file sharing, and the use of visual tools in project design and data access.
3 hours lecture; open laboratory
Prerequisite: CIS 125

CIS 127 Microcomputer Software III (3 credits)
Provides students with hands on experience with two of the more popular productivity tools used in the business world, Microsoft Word and Microsoft PowerPoint. Students will learn advanced word processing features available in Microsoft Word, and will learn many of the presentation features in Microsoft PowerPoint. Through demonstration and hands on projects, students will develop the skills needed to pass the Microsoft Office Specialist examination for Microsoft PowerPoint and the Microsoft Office Expert examination for Microsoft Word.
3 hours lecture; open laboratory
Prerequisite: CIS 125

CIS 130 COBOL I (3 credits)
Introduces structured programming in the COBOL language. Includes data editing, manipulation and calculation leading to report generation. Stresses good programming, documentation, problem analysis and maintenance of existing programs. Open lab is used to code, compile and test projects.
3 hours lecture; open laboratory
Prerequisite: CIS 107; Corequisite: CIS 108

Prerequisite: CIS 106 and (CIS 101 or CIS 107)
Course Descriptions

CIS 131 COBOL II (3 credits)
Extends the knowledge gained in CIS 130. Covers generating proper reports, table handling, disk/tape file processing, sorting and searching. Open lab is used to code and test several programs of intermediate complexities.
3 hours lecture; open laboratory
Prerequisite: CIS 130

CIS 152 Internet/E-Commerce Technologies (3 credits)
Introduces the students to the concepts of the Internet, the Web and E-Commerce. Emphasizes technology infrastructures required to conduct E-commerce and business strategies required to successfully establish online business. Topics such as Internet marketing and advertising, operating online auctions, virtual communities, serving as a web portal to facilitate social and business networking, utilizing and, legal issues effecting E-commerce systems are discussed. In addition, topics such as Web page creation and publication are introduced.
3 hours lecture; open laboratory
Prerequisites: CIS 107

CIS 160 Fundamentals of Computer Science I (C++) (4 credits)
Provides the students with a concise introduction of the fundamental computer concepts and applications. The construction of algorithms leading to problem solutions is implemented in C++. Students are expected to use structured programming techniques (Functions) in designing and implementing solutions to programming problems.
3 hours lecture; open laboratory
Prerequisite: CIS 108
Corequisite: MA 108 (CIS 107 is recommended for students with no computer background)

CIS 161 Fundamentals of Computer Science II (4 credits)
Extends the knowledge gained in CIS 160 with emphasis on the construction of algorithms and their implementation. Techniques of structured and Object Oriented programming using Top-Down Step-wise Refinement Approach are utilized in problem solutions. Students will be able to construct system and application programs.
3 hours lecture; open laboratory
Prerequisite: CIS 160

CIS 165 Fundamentals of C++ Programming (3 credits)
Introduces the C++ programming language. Emphasis on the logical analysis of a well-structured program in the language, which is capable of handling low-level language features. The run-time libraries, program correctness, portability and maintainability are thoroughly discussed. Systems and application programs are constructed during open lab hours.
3 hours lecture; open laboratory
Prerequisite: CIS 108; Corequisite: MA 101 or MA 108

CIS 166 Java Programming (3 credits)
Introduces the student to the Java programming language. The emphasis is on developing platform independent software utilizing language features such as abstraction, encapsulation, inheritance, and polymorphism. Students learn OOP and Java applets, which provide flexibility and modularity in project construction, and techniques for writing reusable code. Students construct systems and application programs during the open lab hours.
3 hours lecture; open laboratory
Prerequisites: CIS 160 or CIS 165

CIS 170 Web Site Design and Tools (3 credits)
Provides introductory hands-on experience for students interested in learning how to develop web sites. Students gain an understanding of terminology, web design, web master technology functions and explore a variety of methods available for building a web site. HTML code is analyzed. Students gain experience using a high-level web-authoring tool (e.g. MS Frontpage, Macromedia Dreamweaver). Web pages are built for a custom web site, access a database and are published onto the Internet.
3 hours lecture; open laboratory
Corequisite: CIS 125 and CIS 152

CIS 180 Networking Essentials (3 credits)
Provides students with the background necessary to understand the local area networking information in Microsoft courses on workstations and networking in particular and the basics of networking technology in general. The course serves as a general introduction for students, who need a foundation in current networking technology for local area networks (LANs) and/or wide area networks (WANs).
3 hours lecture; open laboratory
Prerequisites: CIS 106 and CIS 107

CIS 201 Operating Systems (3 credits)
Introduces the students to basic operating systems concepts and structures. Topics covered include, process management, Memory and virtual memory management, scheduling, interrupts, I/O hardware/software, file management, and deadlocks (detection, recovery, avoidance and prevention). Programming assignments to simulate various topics are to be completed by the students.
3 hours lecture; open laboratory
Corequisite: CIS 235

CIS 202 Systems Analysis and Design (3 credits)
A detail study of the five phases of System Development Life Cycle (SDLC) and the systems analysis toolkit that shows the importance of communications, economic analysis, project planning skills with current technologies across all phases of the SDLC. An in-depth understanding of how information systems support business requirements in today’s intensely competitive environment. Several real-world projects are assigned to students on an individual basis and as a member of a systems development team, which allows students to apply their knowledge and skills to act as a systems analyst and develop an information system for various realistic problems in a typical business organization.
3 hours lecture; open laboratory
Prerequisite: CIS 125
CIS 210 Advanced Topics in Computer and Information Sciences (3 credits)
Introduces contemporary developments in computer related fields. Students research selected topics and prepare reports and demonstrations for the class. Topics include new developments in memory technology, data communications, networks, information security, web technologies, language development and Artificial Intelligence.
3 hours lecture; open laboratory
Prerequisite: CIS 107 and (CIS 160 or CIS 165)

CIS 235 Assembler & Machine Language (3 credits)
Provides the students with knowledge of machine architecture and organization and Assembler & Machine Language Programming. Topics such as numbering systems, number formats, branching operations, indexing, Registers, dump reading, and binary operations are introduced to solve business and scientific type problems in a structured manner. The assembler process is also introduced. Students will use the open laboratory to code, compile and test their projects.
3 hours lecture; open laboratory
Prerequisite: MA 101 and (CIS 160 or CIS 165)

CIS 250 Discrete Structures (3 credits)
Introduces the students to the theoretical foundations of Computer Science. It exposes them to reasoning in a systematic way when describing algorithms and other Computer Science applications. The students will be introduced to a variety of topics including: Sets, Relations, Logic proofs, Functions, Permutations, Recursion, Trees, Graphs, Groups, Languages, Finite-State Machines and Computability.
3 hours lecture; open laboratory
Prerequisites: MA 101 and (CIS 160 or CIS 165);
Corequisite: MA 120 Calculus I

CIS 260 Data Structures (3 credits)
Examines advanced programming structures, their representations and algorithms. A study of techniques of implementing dynamic data structures, linked lists, stacks, queues, graphs and trees. In addition, various searching and sorting methods and memory management techniques are discussed in detail. Programming assignments are completed during open lab hours.
3 hours lecture; open laboratory
Prerequisite: CIS 161; Corequisite: CIS 250

CIS 271 Web Application Development I (formerly CIS 171) (3 credits)
Introduces the student to client side web application development. The emphasis is on using a variety of web technologies. A fully functional client side application will be developed using XHTML, XML and scripting language(s) e.g. JavaScript. The web application will also require the student to utilize publicly available web resources and services.
3 hours lecture; open laboratory
Prerequisites: CIS 170 and (CIS 160 or CIS 165)

CIS 273 Web Graphics (formerly CIS 173) (3 credits)
Provides introductory hands-on course for students who are interested in learning how to effectively create and apply graphics, text, video, animation and sound into a web site. The student will be required to develop a Web site design document, focus on using graphics authoring tools to develop the student’s skills in creating and editing multimedia components. The remainder of the course will consist of applying these Multimedia components to a building a multimedia web site. Software used is Macromedia’s Fireworks and Flash.
3 hours lecture; open laboratory
Prerequisites: CIS 170

CIS 275 Web Application Development II (3 credits)
Introduces the student to server-side web application development. The emphasis is on developing platform solutions utilizing XHTML, a scripting programming language (e.g. Perl, ColdFusion) and SQL. Students will be required to complete multiple scripting modules that perform specific processes. These process modules will be either used intact or modified to implement a functional web application. The server-side web application will include forms for data entry which will update and retrieve data from either a Access or SQL Server DBMS.
3 hours lecture; open laboratory
Prerequisite: CIS 271; Corequisite: CIS 290

CIS 281 Network Administration I (formerly CIS 181) (3 credits)
Provides students with the knowledge and skills necessary to plan, install and configure Windows XP Professional. It provides the students with the knowledge to perform day-to-day administration tasks using Microsoft Windows XP based network such as managing user accounts and user groups. Students will learn the desktop interface and tools necessary for implementing an industrial-strength Client / server that will administer a small or large network.
3 hours lecture; open laboratory
Prerequisites: CIS 180

CIS 282 Network Administration II (formerly CIS 182) (3 credits)
Provides students with the knowledge and skills necessary to plan, install and configure Windows 2003 Server. The course enhances the student’s ability to implement, administer, and troubleshoot information systems that incorporate Windows 2003 Server in a simple computing environment that might include one or more servers, in a domain, and a single or multiple locations, or might have file-sharing and print-sharing capabilities. The student will gain the knowledge to perform day-to-day administration tasks using Microsoft Windows 2003-based network.
3 hours lecture; open laboratory
Prerequisites: CIS 180
Course Descriptions

**CIS 283 Networking Infrastructure**  
(formerly CIS 183) (3 credits)  
Provides students with the knowledge and skills needed to install, configure, manage, monitor and troubleshoot TCP/IP protocol suite. The students learn how to implement, administer, and troubleshoot Dynamic Host Configuration Protocol, Domain Name Service, Windows Internet Naming service, Routing and Remote Access, IP Security, Internet Connection Sharing, Network Address Translation and Certificate services using Windows 2003.  
3 hours lecture; open laboratory  
**Prerequisites:** CIS 282

**CIS 286 Networking Security Fundamentals** (3 credits)  
Introduces students to the basics of network security principles, including authentication methods, malicious code, network and wireless security techniques to safeguard against intrusions on file transfer services, e-mail, web applications. Students learn how this field relates to other areas of information technology. Students gain network security practice using hands-on lab exercises. This course prepares students for COMPTIA's security certification exam and an entry-level information security position in the IT field.  
3 hours lecture; open laboratory  
**Prerequisites:** CIS 180

**CIS 289 Computer Forensics and Investigations** (4 credits)  
Introduces the field of Computer Forensics with a comprehensive study of computer forensics and investigation tools and techniques. The course introduces the students to computer forensics and investigations and how they relate to corporate, civil and criminal investigations. Students are introduced to the overall investigative process, digital evidence preservation, image recovery, email investigations, network defense and countermeasures techniques. Students will use several computer forensic tools. The course provides a range of laboratory and hands-on assignments that teach students about theory as well as the practical application of computer forensic investigation. The course is mapped to the objectives of the international Association of Computer Investigative Specialists (ACIS) certification.  
4 hours lecture; open laboratory  
**Prerequisites:** CIS 286 and CJ 105

**CIS 290 Database Fundamentals**  
(formerly CIS 190) (3 credits)  
A study of relational database design concepts using the entity-relationship model, and database management using SQL Server. Students are exposed to the major objects such as tables, indexes, and views and database design topics such as data normalization. Students will learn how to create and maintain a database as well as perform simple queries using Structured Query Language (SQL). Students will be able to run Access and SQL Server to complete several database projects during the open lab hours.  
3 hours lecture; open laboratory  
**Prerequisite:** CIS 125

**CIS 293 Computer and Information Sciences**  
(CIS) Cooperative Education (3 credits)  
Students are employed in approved positions in the computer field. Students may already be employed or may seek the help of the Cooperative Education Department in securing positions. There is, however, no guarantee of placement. In conjunction with the employers and the faculty, students establish challenging learning objectives. Objectives must be related to the students' majors and be pursued in the job environment during a 15-week semester equivalent to a minimum of 210 hours. Supervision is provided by the College through on-the-job visits and individual progress review sessions. Students attend a weekly, one-hour seminar on campus.  
**Prerequisites:** GPA of 2.0 and (CIS 160 or CIS 165)

**CIS 294 Internship Program** (2 credits)  
Students will intern in an approved position in the computer field. The Computer & Information Sciences Dept will secure the internships, which can be paid or unpaid position. Students may already be employed full time but they must be part or full time PCCC students. In conjunction with the employers and the faculty, students establish challenging learning objectives which are to be achieved during the semester. Students will work at the job site for a minimal of 8 hours per week. Supervision is provided by the College through on-the-job visits and individual progress review sessions. Students attend a bi-weekly, one-hour seminar on campus and a bi-weekly, one hour review of activities at the employer's site. The individual must be selected by the cooperating employer and recommended by the chairperson of the Computer & Information Sciences Department.  
**Prerequisites:** 30 College credits (with 12 credits in CIS courses)

**CIS 295 Capstone Project** (1 credit)  
Under the guidance of a faculty advisor, students in their final semester will be required to use the full scope of their academic training to design and develop an individual project appropriate for their option. The project will entail system documentation, design, writing, user manuals, and other support materials. The student will be required to present the results of the project at various stages. There will be a final presentation made to the faculty who will critique the project's content, approach, and degree of professionalism on the basis of program outcomes and scoring rubric.  
**Prerequisites:** Business Technology Option: CIS 126 and CIS 127 and CIS 202; Network Administration Option: CIS 282 and CIS 202; User Support Services Option: CIS 116 and CIS 202; Web Technology Option: CIS 271 and CIS 202
Criminal Justice

**CJ 101 Introduction to Criminal Justice (3 credits)**
Study of law enforcement agencies, their role, function, history, and development within the field of criminal justice. A prerequisite for all other criminal justice courses.
3 hours lecture

**CJ 102 Police Organization and Administration (3 credits)**
Study of the organization and function of law enforcement agencies of various sizes, communication within the agencies and with other agencies, police morals, public relations, and current trends in law enforcement administration.
3 hours lecture
Prerequisite: CJ 101 or CJ 111

**CJ 103 Juvenile Delinquency and Youth Crime (3 credits)**
Study of the major factors contributing to offenses committed by juveniles and younger offenders; society's response to the problem of delinquency and how youth crime is treated; Family Court provisions and criminal procedure laws relating to youthful offenders.
3 hours lecture
Prerequisite: CJ 101 or CJ 111

**CJ 105 Investigative Function (4 credits)**
Study of the techniques and procedures of criminal investigation, the methods of crime prevention, and the use and acceptance of informants and electronic surveillance. Topics include information retrieval, recognition, development and preservation of material evidence, and interview and interrogation techniques.
4 hours lecture
Prerequisite: CJ 101 or CJ 111

**CJ 106 Criminal Law of New Jersey (3 credits)**
Helps develop the ability to read, interpret, and apply New Jersey state and county statutes.
3 hours lecture
Prerequisite: CJ 101 or CJ 111

**CJ 109 Police Community Relations (4 credits)**
Study of the numerous and complex factors in human relations and how it affects policing and police management. Examines the effects of prejudices and discrimination and the implications for police in a changing and interacting society. Emphasizes attitudes and impartiality as tools necessary in gaining public support and confidence.
4 hours lecture
Prerequisite: CJ 101 or CJ 111

**CJ 111 Introduction to Corrections (3 credits)**
A study of the history, philosophy, and evolution of corrections. Examines the processes used by our courts that result in sentencing of offenders: probation, parole, treatment models, and rehabilitation models. A study of punishment is undertaken, and the functions that our jails and prisons provide are reviewed. Topics include plea bargaining, speedy trial, sentencing, prisoner rights, victimization, and juvenile justice.
3 hours lecture

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**CJ 112 Community Corrections: Probation and Parole (3 credits)**
Examines the relationship between institutional confinement and community-based supervision. Emphasis is upon probation, parole, pretrial release programs, and halfway houses. The application of these programs to special offender groups, as well as to the larger population of adult male offenders, is addressed. The overall effectiveness of community-based correctional programs is also evaluated.
3 hours lecture
Prerequisite: CJ 101 or CJ 111

**CJ 113 Institutional Treatment of the Offender (3 credits)**
Examines the management of the offender in an institutional environment. Discussion topics include the physical and social environments of the institutions, problems of rehabilitation in institutional settings, the correctional institute as a community, and the various programs in correctional institutions. Evidence concerning the effectiveness of institutional treatment with respect to the aims of deterrence and rehabilitation are explored.
3 hours lecture
Prerequisite: CJ 101 or CJ 111

**CJ 130 Principles and Practices of Security (3 credits)**
Examination of the role of the security practitioner in modern society, the concept of professionalism, a survey of the administrative, personnel, and physical aspects of the security field, the relationship of security to the criminal justice process, and a study of the special problems in specific fields and organizations.
3 hours lecture
Prerequisite: CJ 101

**CJ 131 Loss Prevention Principles (3 credits)**
Overview of the functional operations of such various specialized areas of security as theft and risk control, security surveys, and loss prevention management in proprietary and governmental institutions; analysis of theories and principles associated with loss prevention and proper security countermeasures.
3 hours lecture
Prerequisite: CJ 101

**CJ 132 Security Hardware and Applications (3 credits)**
Study of such physical security controls as alarm devices, surveillance systems, and techniques and devices used in implementing an effective program for physical security.
3 hours lecture
Prerequisite: CJ 101

**CJ 202 Crisis Intervention (3 credits)**
Study of the techniques for effectively handling social and psychological crisis, family disputes, social disorders, hostage negotiations, suicide attempts; a detailed analysis of actual situations requiring police intervention.
3 hours lecture
Prerequisite: CJ 101 or CJ 111
Course Descriptions

CJ 203 Drug and Alcohol Use, Misuse and Abuse (3 credits)
Study of the problems of alcohol, alcoholism, and drugs such as narcotics, barbiturates stimulants, tranquilizers, hallucinogens, and their effects on the behavior of the individual as well as current methods of treatment.
3 hours lecture

CJ 205 Criminal Justice Practicum I (4 credits)
Actual job experience in criminal justice organizations in which students have the opportunity to test their own attitudes and abilities to work with people, put classroom learning into practice, grow in self-awareness, and learn and develop helping skills.
1 hour lecture; 9 hours practicum
Prerequisites: CJ 205

CJ 206 Criminal Justice Practicum II (4 credits)
Covers the same material offered in Practicum I, but students are assigned to different criminal justice organizations.
1 hour lecture; 9 hours practicum
Prerequisites: CJ 205

CJ 208 Criminology (3 credits)
Study of the nature of crime, current social problems and their relevance to crime, and society's approach to the rehabilitation of the criminal offender and crime prevention, along with theories on the causes of crime and delinquency.
3 hours lecture
Prerequisite: CJ 101

CJ 209 Terrorism and Political Violence (3 credits)
This is an introductory course in terrorism studying terrorist groups and individuals, terrorist origins, goals, dynamics, ideologies, counter-terrorism, and homeland security. Work in this course involves examination of the structure and dynamics of terrorism in America, Europe, the Middle East, Latin America, Asia, and Africa. Terrorist weapons, strategies and tactics, the hot spots from which they evolve, the ways they operate and receive funding, their use of the media, and theories of counter-terrorism are all covered. The history, present, and future of terrorism are equally emphasized.
Prerequisite: CJ 101, 111 or FS 101 or PL 101

CJ 210 Current Issues in Criminal Justice/ Capstone Experience (3 credits)
This course provides the opportunity for students to explore significant and controversial topics in Criminal Justice and the Law and to engage in an in-depth analysis of current events and important legal trends. This course presents an opportunity for the student to focus on special issues in criminal justice and to complete a research project on a topic of interest to him/her.
3 hours lecture
Prerequisites: A minimum of forty (40) credits must be successfully completed from the Criminal Justice Program (Criminal Justice option or Corrections option) prior to enrolling in this course.

CJ 214 Emergency Management and Response (3 credits)
Examines the theories, principles, and practices of emergency management. The philosophy of comprehensive Emergency Management will be discussed with the four attendant steps: mitigation, preparedness, response, and recovery. In addition, legal issues involving state and federal law affecting emergency operations will be studied.
3 hours lecture
Prerequisites: CJ 101, CJ 111, FS 101 or CJ 105

CJ 293 Criminal Justice Cooperative Education (3 credits)
Students are employed in approved positions in the criminal justice field. Students may already be employed or may seek the help of the Cooperative Education Department in securing positions. There is, however, no guarantee of placement. In conjunction with the employers and the faculty, students establish challenging learning objectives. Objectives must be related to the students' majors and be pursued in the job environment during a 15-week semester equivalent to a minimum of 210 hours. Supervision is provided by the College through on-the-job visits and individual progress review sessions. Students attend a weekly, one-hour seminar on campus.
Prerequisites: GPA of 2.0, CJ 101, 9 additional Criminal Justice credits

Critical Thinking
CT 101 Critical Thinking in a Diverse World (3 credits)
Develops critical thinking and problem-solving skills. Emphasis on solving personal problems along with the expression of diverse viewpoints regarding contemporary issues such as abortion, bilingual legislation, capital punishment, euthanasia, gay rights, gun control, feminism and racism.
3 hours lecture

Early Childhood Education
ECE 102 Creative Expression - Art, Music and Movement for Children (3 credits)
Students explore the connection between children's intellectual growth and creative development via art, music and movement. Using artistic materials, students take an in depth look at the methods and techniques used in developing creativity in the young child.
3 hours lecture

ECE 106 Practical Mathematics and Science for Young Children (3 credits)
Students learn to apply simple math concepts and the scientific method to develop Children's natural curiosity of the world around them.
3 hours lecture
Prerequisite: MA 005; corequisite: PS 102

ECE 108 Group Care of Infants and Toddlers (3 credits)
Covers the development of quality daycare for infants and toddlers, the development levels of infancy, and how to design experiences that stimulate their cognitive, social and creative ability, and meet their physical and emotional needs.
3 hours lecture
Prerequisites: EN 101, PS 101
ECE 110 Child Development Associate (CDA) Workshop I (4 credits)
Introduces students to the Child Development Associate credential process and provides instruction in early childhood education and development. Students acquire a working knowledge of child growth and development principles. Develops skills and strategies for managing an effective program and for planning a safe, healthful learning environment.
4 hours lecture
Prerequisite: Placement in ECE site
(Can be applied to the A.A.S, Degree in Early Childhood Education and is equivalent to ECE 200)

ECE 111 Child Development Associate (CDA) Workshop II (4 credits)
Expands the student's knowledge of the Child Development Associate's role. Builds on the knowledge acquired during CDA Workshop I, and focuses on the practical skills needed to become a Child Development Associate.
4 hours lecture
Prerequisite: ECE 110; corequisite: ECE 210
(Can be applied to the A.A.S, Degree in Early Childhood Education; equivalent to ECE 201)

ECE 200 Early Childhood Education in Contemporary America (3 credits)
Overview of the history, theories, principles and developmentally appropriate practices relevant to early childhood education in infant, toddler, and preschool through primary settings with site visits to infant care centers, nursery school pre-K, Head Start and kindergartens, where students observe real-life practices, then discuss and evaluate them. Emphasizes material selection and curriculum development, as well as issues such as bilingual and multi-cultural education in the context of social policy and legislation.
3 hours lecture
Prerequisites: EN 101

ECE 201 Observation and Recording of Children's Behavior (3 credits)
Helps students observe children's interactions with adults, peers, the environment, and materials. Students are instructed in how to record these aspects of children's lives with clarity, precision, and objectivity. Site visits to infant care centers, nursery schools, daycare centers, special education classes, and public school pre-K's, kindergartens, and Head Start programs. Students practice various observational techniques and methods for recording child behavior. Examines strategies for guiding children's behaviors by engaging them in activities, assisting them in problem-solving, and providing them with techniques for self-discipline.
3 hours lecture
Prerequisite: PS 102

ECE 202 Supervised Fieldwork I (4 credits)
ECE 203 Supervised Fieldwork II (4 credits)
Requires eight hours a week of field experience in early childhood settings to help teachers become more competent in nurturing their creativity in the classroom. Helps sharpen students' awareness of a group teacher's role and covers the philosophy and practices of the child-care community. Gradually, under the supervision of early care and education professionals, students assume greater responsibility for planning and introducing learning activities within small groups. Provides first-hand classroom experience so students may learn how to integrate knowledge, skills, and techniques with teaching practice.
1 hour a week seminar
Prerequisite: ECE 200 (for Supervised Fieldwork I and II); Corequisite: ECE 201 (for Supervised Fieldwork II only)

ECE 210 Child Development Associate (CDA) Externship (3 credits)
Allows students to develop and demonstrate professional standards and practical skills in early childhood settings. Students gain first-hand experience learning the process of integrating knowledge, skills, and techniques with teaching practice via employment or volunteer service at public, private, or parochial pre-schools and child care centers.
Prerequisite: ECE 110 1 hour a week seminar; Corequisite: ECE 111
(Can be applied to the A.A.S, Degree in Early Childhood Education and is equivalent to ECE 202)

ECE 220 Emerging Literacy (3 credits)
Examines children's language acquisition and literacy, and how teachers can strengthen Children's natural explorations of listening, speaking, reading, and writing. Presents a whole language approach for emerging literacy, as the natural conceptual framework for instruction. Encourages students to develop sensitivity toward the child who speaks dialects or languages other than Standard English. Covers child development theory and helps students construct and demonstrate activities that can be used to strengthen children's emerging communication skills.
3 hours lecture
Prerequisite: ECE 200

Economics
EC 101 Economics I (3 credits)
Covers such basic economic concepts as the elements of national income, inflation and unemployment, the economic roles of government, determination of the national income, business cycles, the global economy, and monetary and fiscal policies. EC 101 emphasizes macroeconomics.
3 hours lecture

EC 102 Economics II (3 credits)
Further explores economic principles emphasizing composition and pricing of national output, distribution of income, trade unions, cost analysis, women at work, income inequality, the pricing factors of production, international trade and finance, and an evaluation of alternative economic systems. EC 102 emphasizes microeconomics.
3 hours lecture
Prerequisite: EC 101
Course Descriptions

EC 105 Introduction to Labor Studies (3 credits)
Covers the historical foundations of the American labor movement, the legal framework of labor and management relations, the structure and functions of the labor movement, and collective bargaining.
3 hours lecture

EC 293 Economics Cooperative Education (3 credits)
Students are employed in approved positions in the economics field. Students may already be employed or may seek the help of the Cooperative Education Department in securing positions. There is, however, no guarantee of placement. In conjunction with employers and faculty, students establish challenging learning objectives. Objectives must be related to the student's major and pursued in the job environment during a 15-week semester equivalent to a minimum of 210 hours. Supervision is provided by the College through on-the-job visits and individual progress review sessions. Students attend a weekly, one-hour seminar on campus.
Prerequisites: GPA of 2.0, completion of at least 30 college credits
3 hours lecture

Education

EDU 200 Historical and Philosophical Foundations of American Education (3 credits)
This course presents the historical and philosophical foundations of American education and how they relate to contemporary issues facing teachers today. Theoretical and practical learning experiences, including field experiences in public schools, are included in this course.
3 hours lecture
Prerequisite: EN 101

EDU 293 Including the Exceptional Child (3 credits)
Surveys the field of special education: etiology, societal attitudes, federal and state laws including the I.D.E.A. and Section 504. Covers the responsibility of the school and workplace to accommodate the exceptional student's learning modalities and the needs of an individual with a disability. The identification and special needs of gifted/talented students are also covered. Current theories, programs and services for educating exceptional children in the State of New Jersey and nationally will be discussed.
3 hours lecture
Prerequisite: PS 101

Energy Utility Technology

UTI 101 Introduction to the Energy Utility Industry (3 credits)
This course provides an overview of the energy utility industry and occupational opportunities, including but not limited to history of providing reliable service, regulatory influences, electric/gas energy flow and basic terminology, typical conditions for employment, and career opportunities.
3 hours lecture
Prerequisite: "C" or better in UTI 101

UTI 102 Fundamentals of Gas Combustion (3 credits)
This course provides students with the fundamentals of gas combustion, including knowledge and skills to diagnose combustion problems and make the proper adjustments to obtain complete combustion at the rated input using standard tools.
3 hours lecture
Prerequisite: "C" or better in UTI 101

UTI 103 Fundamentals of Power Altering Current (3 credits)
This course provides participants with the fundamentals of the energy utility industry alternating current theory; including, but not limited to, vector analysis of power (KW, KVARs & KVA), power factor, phase angles, polyphase loads (Wye & Delta) and control of system efficiency.
3 hours lecture
Prerequisite: "C" or better in UTI 101 and ET 111

UTI 104 Introduction to Appliance Service (7 credits)
This course provides participants with knowledge and skills to perform piping on residential appliances, utility gas regulators/meters, and gas leak investigation, in accordance with industry standards & D.O.T. Pipeline Operator Qualification.
6 hours lecture; 2 hours laboratory
Prerequisite: "C" or better in UTI 102 and ET 111

UTI 105 Inside Plant Operations (7 credits)
This course provides participants with knowledge and skill in electrical energy industry operations of switching stations and substations, including safe work practices/procedures, one-line diagrams, types of stations, safety tagging, interrupting control prints, basic test equipment and communications.
6 hours lecture; 2 hours laboratory
Prerequisite: "C" or better in UTI 103

UTI 106 Introduction to Energy Utility Engineering (4 credits)
This course provides participants with the basic knowledge, skills and technical background in the construction, equipment, practices/procedures, design/layout, and typical problems of electrical distribution engineering.
3 hours lecture; 2 hours laboratory
Prerequisite: "C" or better in UTI 103

UTI 107 Introduction to Metering (4 credits)
This course provides participants with fundamental knowledge and skills in the selection, installation and testing for self-continued Watt-hour electrical energy measurement.
3 hours lecture; 2 hours laboratory
Prerequisite: "C" or better in UTI 103

UTI 108 Introduction to Underground Utilities (4 credits)
This course provides participants with the knowledge and skills to assist with electric utility underground distribution construction, maintenance and testing, including safe work practices, construction standards, operating practices, testing procedures and competent person qualifications.
3 hours lecture; 2 hours laboratory
Prerequisite: "C" or better in UTI 103

UTI 109 Introduction to Gas Distribution (4 credits)
This course provides the student with the fundamental knowledge and skills to achieve 16 basic operator qualifications necessary for gas utility construction and maintenance, in accordance with D.O.T. Pipeline Operator Qualifications regulations.
3 hours lecture; 2 hours laboratory
Prerequisite: "C" or better in UTI 102

EC 293 Economics Cooperative Education (3 credits)
Students are employed in approved positions in the economics field. Students may already be employed or may seek the help of the Cooperative Education Department in securing positions. There is, however, no guarantee of placement. In conjunction with employers and faculty, students establish challenging learning objectives. Objectives must be related to the student's major and pursued in the job environment during a 15-week semester equivalent to a minimum of 210 hours. Supervision is provided by the College through on-the-job visits and individual progress review sessions. Students attend a weekly, one-hour seminar on campus.
Prerequisites: GPA of 2.0, completion of at least 30 college credits
3 hours lecture
UTI 110 Introduction to Power Plant Operations and Maintenance (7 credits)
This course provides students with an overview of the electric generation process, power plant systems and functions. They'll obtain the knowledge and skills necessary for safe power plant operation, learn power company philosophy, receive an overview of generating site facilities, interdepartmental responsibilities, proper health, industrial and environmental safety and communication practices.
6 hours lecture; 2 hours laboratory
Prerequisite: "C" or better in UTI 101, UTI 102 and UTI 103

UTI 201 Energy Utility Cooperative Education I (4 credits)
Participants apply the knowledge and skills learned within the specific occupational concentration while working as part of an energy utility represented associate team. The learner will be required to complete a guided field experience checklist for the specific occupation.
This course requires a 400 hour internship.
Prerequisite: "C" or better in UTI 103 and one UTI course elective approved by an advisor

UTI 202 Energy Utility Cooperative Education II (4 credits)
Participants apply the knowledge and skills learned within the specific occupational concentration while working as part of an energy utility represented associate team. The learner will be required to complete a guided field experience checklist for the specific occupation.
This course requires a 400 hour internship.
Prerequisite: "C" or better in UTI 201 and one UTI course elective approved by an advisor

Engineering

ES 101 Introduction to Engineering (1 credit)
Covers the role of the modern engineer in today's society. Topics include engineering disciplines, job descriptions, academic preparation, legal issues, moral and ethical considerations, and engineering and technology programs at PCCC. Those interested in engineering and technology programs are invited to participate in this seminar.
1 hour lecture

ES 105 Engineering Graphics (2 credits)
Instruction and practical experience in preparing and reading engineering drawings using computer-aided design (CAD) and traditional drafting techniques. CAD projects required.
1 hour lecture; 3 hours laboratory
corequisite: MA 005 or MA 007

ES 206 Engineering Mechanics I (Statics) (3 credits)
Covers basic concepts of engineering mechanics, specifically statics and the equilibrium of particles and rigid bodies subject to concentrated and distributed forces, and analysis of structures, beams, and cables.
3 hours lecture
Prerequisites: MA 120, PY 120

ES 207 Engineering Mechanics II (Dynamics) (3 credits)
Covers the formulation of the motion of particles and rigid bodies and the relationship of the forces and motion of the particles, the study of work and energy, principles of conservation of energy, impulse and momentum, the principle of conservation of momentum, and the vibrations in parts and machines.
3 hours lecture
Prerequisites: ES 206, MA 121, PY 120

ES 293 Engineering Cooperative Education (3 credits)
Students are employed in approved positions in the engineering field. Students may already be employed or may seek the help of the Cooperative Education Department in securing positions. There is no guarantee of placement. Students establish challenging learning objectives in conjunction with employers and faculty. Objectives must be related to the student's major and be pursued in the job environment during a 15-week semester equivalent to a minimum of 210 hours. Supervision is provided by the College through on-the-job visits and individual progress review sessions. Students attend a weekly, one-hour seminar on campus.
Prerequisites: GPA of 2.0, ES 100, ES 105, permission of instructor

ET 101 Fundamentals of CAD (3 credits)
Covers the basic principles of computer science including mathematical fundamentals, software, hardware, computer-aided design (CAD) and drafting. Using the CAD system allows hands-on experience in learning how to create, prepare, store, and retrieve technical drawings and related information.
1 hour lecture; 2 hours laboratory
Prerequisites: MA 005, ES 105 or permission of department chairperson

ET 111 Principles of Electrical Circuits (4 credits)
Covers the theory and applications of passive direct current circuits with minimum mathematical treatment. The lab provides hands-on experience with electrical components, instruments, and circuitry. A computer-aided circuit simulation package is used in analyzing circuits containing resistances, inductances, and conductances.
3 hours lecture; 3 hours laboratory
Prerequisites: MA 108

ET 112 AC Circuits (4 credits)
Introduces the characteristics of alternating current circuits. Series, parallel, and series and parallel circuits involving resistors, inductors, and capacitors are studied.
3 hours lecture; 3 hours laboratory
Prerequisites: ET 111, MA 109

ET 113 Engineering Technology Software Applications (3 credits)
Introduces use of computer software; Pspice, and electronics workbench as a tool for designing and simulating digital and analog circuits. Computer simulation exercises are used to test the designed circuits. Focuses on the use of Derive for the mathematics used in electronics.
3 hours lecture
Prerequisites: ET 111, MA 109; corequisite: ET 112
Course Descriptions

**ET 121 Basic Electronics I (4 credits)**
Covers diodes, bipolar transistors, and other solid-state devices and their use in analog and digital circuits. Lab experiments allow the opportunity to gain hands-on experience with integrated electronic circuits and digital systems.
3 hours lecture; 3 hours laboratory
Prerequisite: ET 111

**ET 201 Advanced AutoCAD (3 credits)**
Covers the basic principles of 3D drawing through a broad range of essential AutoCAD drawing techniques, industry wireframe, surface and solid modeling
3 hours lecture; 2 hours laboratory
Prerequisite: ET 101, or permission of department chairperson

**ET 225 Electronics II (4 credits)**
Study of the characteristics and applications of linear integrated circuits, large and small signal amplifiers, feedback amplifiers, oscillator circuits, operational amplifiers, power amplifiers, active filters and wave-shaping circuits.
3 hours lecture; 3 hours laboratory
Prerequisite: ET 121

**ET 226 Digital Circuits (4 credits)**
Covers binary, octal and hexadecimal number systems as used in the design of digital circuits, binary arithmetic, Boolean algebra, logic gates, logic circuit design and electrical characteristics, and operation of TTL and CMOS of logic devices.
3 hours lecture; 3 hours laboratory
Prerequisite: MA 005

**ET 227 Introduction to Microprocessor (4 credits)**
Covers the basic structure and operation of the microprocessor, the basic types of memory circuits, control-signal, and assembly language. A variety of software and hardware is used to perform various troubleshooting concepts.
3 hours lecture; 3 hours laboratory
Prerequisites: ET 121, ET 225, ET 226

**English**

**EN 001 Writing Skills I (credit equivalent *4)**
Teaches students to write clear, well organized, and grammatically correct four to five paragraph essays. Focuses on extending and supporting ideas, with emphasis on sentence variety, coherence, grammar, punctuation, standard essay structure and patterns of organization. Prepares students for EN 004, Writing Skills II.
*C* is the minimum grade for completion of a basic or developmental course requirement.
4 hours lecture; 1 hour laboratory
Prerequisite: Test placement

**EN 004 Writing Skills II (credit equivalent *3.5)**
Focuses on developing the five paragraph essay. Emphasizes editing skills and strengthening the students' ability to find and correct their own errors. The use of primary sources and research techniques is introduced. Emphasis is placed on fluency and competency in standard English.
*C* is the minimum grade for moving to college level and for completion of the developmental requirement.
3 hours lecture; 1 hour laboratory
Prerequisite: EN 001 or test placement

**EN 101 Composition I (3 credits)**
Focuses on the stages of the writing process and includes a formal MLA research paper. A variety of writing and reading assignments are designed to develop analytical and critical thinking skills.
3 hours lecture
Prerequisites: EN 004 or ENW 107 and ENR 107 with a minimum grade of "C" or test placement

**EN 102 Composition II (3 credits)**
Focuses on drafting, revising, and editing. Writing assignments, including 3-4 essays and one 5-7 page formal MLA research paper, help develop critical thinking and writing skills. A variety of reading assignments, fiction and nonfiction, helps develop interpretive skills.
3 hours lecture
Prerequisite: EN 101 with a minimum grade of “C”

**EN 103 Business Writing (1 credit)**
Teaches how to write effective letters, memos, proposals and other professional documents. Emphasizes audience analysis, effective organization and presentation of information, clarity, simplicity and coherence. Explores the principles of effective communication and the planning process.
1 hour lecture

**EN 104 Business Communication (3 credits)**
Focuses on understanding the foundations of business communication in a global workforce, with emphasis on planning, writing, and completing letters, memos, emails, resumes, reports, and proposals; conducting business research and communicating information; interviewing; and designing and delivering oral presentations with slides and transparencies.
3 hours lecture
Prerequisite: EN 101

**EN 105 Journalism (3 credits)**
Focuses on the basic practices and procedures in journalistic writing and editing, gathering information, and newspaper publication.
3 hours lecture
Prerequisite: EN 101

**EN 108 Creative Writing (3 credits)**
Creative writing workshop with emphasis on developing creative potential through exercises and experiments in appropriate literary forms.
3 hours lecture
Prerequisite: EN 104

**EN 111 Library Skills (1 credit)**
Teaches library research skills applicable to all disciplines.
1 hour lecture

**EN 117 GWE Intensive Writing (1 credit)**
Sharpens the writing and thinking skills of students who need continued training after completing the composition cycle and before sitting for the GWE. The intensive workshop format reinforces writing, testing and grammatical skills.
1 hour lecture
Prerequisite: Students must have completed EN 102 and at least 30 college credits.
EN 203 Modern American Literature (3 credits)
Emphasizes the works of the post-WWI American expatriate writer and explores the political, social, and economic climate that preceded and followed WWI. Works studied include fiction, non-fiction, poetry, and drama. Reading lists may vary from year to year.
3 hours lecture
Prerequisite: EN 102

EN 204 Introduction to African-American Literature (3 credits)
Surveys writings of African-Americans from the eighteenth century to the present, with emphasis on literary, cultural, and historical significance.
3 hours lecture
Prerequisite: EN 102

EN 205 Introduction to Literature (3 credits)
Introduces the major literary genres with emphasis on the techniques of understanding and interpreting poetry, drama, short stories, and novels. Focuses on modern literature and writers of current interest.
3 hours lecture
Prerequisite: EN 102

EN 206 Modern Drama (3 credits)
Focuses on playwriting art in the modern world as it reflects the tensions and chaos of 20th century life. Beginning with Ibsen, the course traces the movement from realism and naturalism to the theatre of the absurd. Political themes emphasized. Selections include plays by Ibsen, Shaw, O’Neill, Williams, Miller, Mamet, Ionesco, and Beckett. Reading lists may vary from year to year.
3 hours lecture
Prerequisite: EN 102

EN 207 Modern Novel and Short Story (3 credits)
Studies 20th century prose fiction with emphasis on recurrent themes in the modern novel and short story. Selections include works by Joyce, Hemingway, Fitzgerald, Conrad, Woolf, Camus, Wright, Bellow. Reading lists may vary from year to year.
3 hours lecture
Prerequisite: EN 102

EN 208 Introduction to Film Appreciation (3 credits)
Examines cinematic techniques, genres and the narrative structure of film through a study of movies from Chaplin to Inarritu. Particular attention is given to how movies reflect social and cultural trends such as violence in American society and the tension between the individual and the community.
3 hours lecture
Prerequisite: EN 102

EN 209 Introduction to Children’s Literature (3 credits)
Surveys cross-cultural literature written for children and adolescents ranging from Aesop’s Fables to present day poetry, prose and drama, with emphasis on the timeless and enduring themes appearing in a diverse selection of readings.
3 hours lecture
Prerequisite: EN 102

EN 210 Development of the American Novel (3 credits)
Examines the development of the American novel from the Civil War to the present. Literary styles from Romanticism to Realism and Naturalism are explored in historical context connecting such social and cultural issues as race, class, and gender.
3 hours lecture
Prerequisite: EN 102

EN 211 Modern Poetry (3 credits)
Covers the development of American and British poetry from the end of the 19th century to World War II. Poems are selected to illustrate several important themes, from the alienation of the individual in industrialized society, to the influence of dreams, myth, and the unconscious.
3 hours lecture
Prerequisite: EN 102

EN 212 Introduction to Hispanic American Literature (3 credits)
Studies Hispanic-American literature using selected examples of prose, poetry, and drama written in English by Americans of Spanish descent, including writers of Mexican, Cuban, Puerto Rican, South American, Caribbean, and Afro-Hispanic origins. This literature reflects the historic, linguistic, and cultural diversity of the United States.
3 hours lecture
Prerequisite: EN 102

EN 214 Introduction to Shakespeare (3 credits)
Provides an overview of the Shakespearean dramatic corpus including plays from several of the genres: comedy, tragedy, history, romance, problem plays. Emphasis on close reading of the texts supplemented by film versions to highlight the theatrical qualities of the plays and their continuing life. Selection of plays varies from semester to semester.
3 hours lecture
Prerequisite: EN 102

EN 290 Topics in Literature (3 credits)
Studies selected topics each semester either of a period, genre, theme, or author, in English, American or World literature, with emphasis on discussion of historical context, critical analysis, and thematic interpretation. Although enrollment is not limited, this is a required capstone course for all students intending to graduate with the EN option.
3 hours lecture
Prerequisites: EN 102

EN 293 Journalism Cooperative Education (3 credits)
Students are employed in approved positions in the journalism field. Students may already be employed or may seek the help of the Cooperative Education Department in securing positions. There is, however, no guarantee of placement. In conjunction with employers and faculty, students establish challenging learning objectives. Objectives must be related to the student’s major and be pursued in the job environment during a 15-week semester equivalent to a minimum of 210 hours. Supervision is provided by the College through on-the-job visits and individual progress review sessions. Students attend a weekly, one-hour seminar on campus.
Prerequisites: GPA of 2.0, completion of EN 004, RD 004 or ESLG 004, ESLR 004, ESLW 004
Course Descriptions

EN 294 Broadcasting Cooperative Education (3 credits)
Students are employed in approved positions in the broadcasting field. Students may already be employed or may seek the help of the Cooperative Education Department in securing positions. There is, however, no guarantee of placement. In conjunction with employers and faculty, students establish challenging learning objectives. Objectives must be related to the student's major and be pursued in the job environment during a 15-week semester equivalent to a minimum of 210 hours. Supervision is provided by the College through on-the-job visits and individual progress review sessions. Students attend a weekly, one-hour seminar on campus.
Prerequisites: GPA of 2.0, completion of EN 004, RD 004 or ESLG 004, ESLR 004, ESLW 004

ENS 104 Speech Fundamentals (3 credits)
Focuses on the development of basic voice and speech skills and techniques. Special attention is given to diction, pronunciation, voice articulation, and communication in Standard English. The course integrates theory, exercises, and readings in order to provide a thorough introduction to the basic principles and skills of oral communication.
3 hours lecture
Prerequisites: EN 004, RD 004

ENS 106 Public Speaking (3 credits)
Prepares students for effective public speaking presentations. Students research, organize, write, and deliver a variety of speeches designed to inform, persuade, motivate, and entertain in diverse public settings.
3 hours lecture
Prerequisites: EN 004, RD 004

English as a Second Language

ESLG 001 Beginning ESL Grammar I Class
ESLG 01L Lab (credit equivalent *3.5)
For non-native speakers of English. Introduces and develops basic grammar necessary for reading, writing, and speaking for beginners. Conducted in English.
“C” is the minimum passing grade; 3 hours lecture; 1 hour laboratory
Prerequisite: Test placement

ESLR 001 Beginning ESL Reading and Oral Communication I Class and Lab
(credit equivalent *3.5)
For non-native speakers of English. Introduces students to reading, listening and speaking activities to foster academic reading, writing, and communication. This course integrates reading and writing activities to foster basic writing skills. This course focuses on the expression of ideas/concepts and their presentation in Standard English. Outlining, proof-reading and editing skills are stressed.
“C” is the minimum passing grade; 3 hours lecture; 1 hour laboratory
Prerequisite: ESLW 001 or Test placement

ESLW 002 Beginning ESL Writing II Class
ESLW 02L Lab (credit equivalent *3.5)
For non-native speakers of English. Reviews and expands on the grammar structures studied in ESLG 001 to develop control of these structures in the context of meaningful oral and written communication.
“C” is the minimum passing grade; 3 hours lecture; 1 hour laboratory
Prerequisite: ESLW 001 or Test placement

ESLR 002 Beginning ESL Reading and Oral Communication II Class and Lab
(credit equivalent *3.5)
For non-native speakers of English. This course expands on the development of vocabulary and reading comprehension and aims at establishing reading fluency and independence in English. Students are required to read and analyze one short, unabridged American novel.
“C” is the minimum passing grade; 3 hours lecture; 1 hour laboratory
Prerequisite: ESLR 001 or Test placement

ESLG 003 Intermediate ESL Grammar Class
ESLG 03L Lab (credit equivalent *3.5)
For non-native speakers of English. Reviews and expands on the grammar structures studied in ESLG 002 to develop control of those structures in the context of meaningful oral and written communication.
“C” is the minimum passing grade; 3 hours lecture; 1 hour laboratory
Prerequisite: ESLG 002 or Test placement

ESLR 003 Intermediate ESL Reading and Oral Communication Class and Lab
(credit equivalent *3.5)
For non-native speakers of English. Reviews and expands on the grammar structures studied in ESLG 001 to develop control of those structures in the context of meaningful oral and written communication.
“C” is the minimum passing grade; 3 hours lecture; 1 hour laboratory
Prerequisite: ESLR 001 or Test placement

ESLW 003 Intermediate ESL Writing Class
ESLW 03L Lab (credit equivalent *3.5)
For non-native speakers of English. Emphasizes planning, writing, editing and revising well-organized, well-supported and unified expository essays of four or more paragraphs.
“C” is the minimum passing grade; 3 hours lecture; 1 hour laboratory
Prerequisite: ESLW 002 or Test placement
Course Descriptions

ESLG 004 Advanced ESL Grammar Class
ESLG 04L Lab (credit equivalent *3.5)
For non-native speakers of English. Reviews and expands on the grammar structures studied in ESLG 003. Emphasizes the application of grammar to writing and proofreading.
*C* is the minimum passing grade; 3 hours lecture; 1 hour laboratory
Prerequisite: ESLG 003 or Test placement

ESLR 004 Advanced ESL Reading in American Culture
Class and Lab (credit equivalent *3.5)
For non-native speakers of English. Develops academic reading skills and awareness of American culture by reading and analyzing materials related to American society.
*C* is the minimum passing grade; 3 hours lecture; 1 hour laboratory
Prerequisite: ESLR 003 or Test placement

ESLW 004 Advanced ESL Writing I Class
ESLW 04L Lab (credit equivalent *3.5)
For non-native speakers of English. Develops academic writing skills by focusing on using the writing and composing process to enable students to write clear, well-organized, well-supported multi-paragraph expository essays.
*C* is the minimum passing grade; 3 hours lecture; 1 hour laboratory
Prerequisite: ESLW 003 or Test placement

ESLS 002 ESL Speaking and Pronunciation I Class
ESLS 02L Lab (Credit equivalent *3.5)
For non-native speakers of English. Develops English-language listening, speaking, and pronunciation skills for beginning and low-intermediate ESL students. Oral work and comprehension are emphasized.
*C* is the minimum passing grade; 3 hours lecture; 1 hour laboratory
Corequisite: ESLS 002

ESLS 003 ESL Speaking and Pronunciation II Class
ESLS 03L Lab (Credit equivalent *3.5)
For non-native speakers of English. Further develops the listening, speaking, and pronunciation skills needed to become a more fluent speaker of English. Through group discussions and oral presentations on current events, students learn to communicate ideas clearly. Listening to academic lectures and note-taking skills are included.
*C* is the minimum passing grade; 3 hours lecture; 1 hour laboratory
Corequisite: ESLR 002

ENR 107 Advanced Readings in American Studies
Class and Lab (3 credits)
Designed to familiarize students who were not born in the United States with some major cultural trends. The course surveys both current and historic influences on American values and how these values are represented in its institutions and policies related to such areas as education, business, religion, media, race relations, immigration, government, family, and sports.
*C* is the minimum passing grade; 3 hours lecture; 1 hour laboratory
Prerequisite: ESLR 004 or Test placement

ENW 107 Advanced ESL Writing II Class and Lab
(3 credits)
Prepares advanced-level, non-native speakers of English for Composition I. The course emphasizes persuasive writing on topics of current interest in American society. Critical analysis and discussion of source material, including newspaper and magazine articles, as well as information from the Internet form an integral part of the course.
*C* is the minimum passing grade; 3 hours lecture; 1 hour laboratory
Prerequisite: ESLW 004 or Test placement

Fire Science
FS 101 Introduction to Fire Science (3 credits)
This class is the foundation course for all students of fire science technology. Students will be introduced to the concept of the systems approach to fire protection by presenting the components of modern fire department responsibility, including emergency incident management, public education, training, resource management, and customer service.
3 hours lecture

FS 102 Fire Prevention and Related Codes (3 credits)
This course provides students with basic knowledge of federal, state, and local codes related to building construction, fire and life safety requirements, and other codes. Includes New Jersey State fire safety regulations and related state requirements. National Fire Protection Association (NFPA) and other standards related to fire protection and life safety are examined.
3 hours lecture

FS 103 Fire Fighting Tactics and Strategy (3 credits)
Analysis of the basic rules of fire fighting strategy, defining engine company responsibilities, defining ladder company functions, correlating mutual aid fires, and general fire problems. Studies the effective management fire suppression forces at various fire situations. Includes consideration of pre-fire planning, problem identification, and solution implementation.
3 hours lecture

FS 106 Fire Protection Systems (3 credits)
A study of the nature of public and private fire protection with an emphasis on analysis of systems of fire detection, fire alarm, fire communications, water distribution networks, fire service, hydraulics, and fire suppression.
3 hours lecture

FS 107 Fire Apparatus Specifications, Inspections,
and Maintenance (3 credits)
This course covers the principles of care, maintenance, and operation of fire apparatus and pumps. Includes pump construction and accessories, pumping techniques, power development, and transmission. Also includes driving, troubleshooting, and producing effective fire streams.
3 hours lecture
Course Descriptions

FS 201 Fire Service Management (3 credits)
This course introduces the student to the principles of personnel management through the use of effective leadership techniques. Topics include overview of the fire service as an organization and the officer’s role in it; interpersonal communications; personality typing; skill development; leadership techniques; group dynamics; and principles of fire company management.
3 hours lecture
Prerequisite: FS 101

FS 202 Hazardous Materials (3 credits)
A comprehensive study of the physical, chemical, and toxicological characteristics of hazardous materials. This course includes basic methods of recognition and identification based upon the chemical and physical properties of hazardous materials; basic safety procedures when utilizing specific types of protective clothing and equipment; basic tactical information relating to scene management.
3 hours lecture

FS 204 Fire Protection, Building Construction (3 credits)
This course introduces basic construction principles and the special characteristics of wood and ordinary construction as they concern the fire service. Primary emphasis is on improving the fire officer’s ability to ensure firefighter safety by recognizing common causes and indicators of failure and other hazards relating to building construction. Course material enables the fire officer to better predict the overall reaction of a building to fire conditions.
3 hours lecture

FS 205 Fire Investigation (3 credits)
An in-depth course that defines successful methods for conducting fire investigations. Specific topics include basic chemistry of fire, point of origin, fire cause (both accidental and incendiary), motivation of the firesetter, fire scene investigations, evidence collection, photography, follow-up investigation, and court testimony.
3 hours lecture

FS 206 Fire Hydraulics (3 credits)
This course is a concentrated study in the application of mathematics and physics to the properties of water as used in fire suppression operations. Classic hydraulics formulas are used to solve problems for flow velocity, nozzle reaction, friction loss, water distribution systems, fire flow testing, fire service pumps, and fire ground hose evolutions.
3 hours lecture
Prerequisite: MA 101

FS 207 Emergency Medical Technician (6 credits)
This course is designed to prepare the basic Emergency Medical Technician in accordance with the United States Department of Transportation curriculum and the New Jersey Department of Health guidelines. This course covers an introductory survey of emergency medical services including medical, legal/ethical aspects, role of the Emergency Medical Technician, patient assessment, care of wounds and fractures, airway maintenance, medical and environmental emergencies, patient transportation, emergency childbirth, and basic extrication. After completion of this course, the student will be eligible to take the National Registry Examination for certification as an Emergency Medical Technician-Basic.
6 hours lecture and laboratory

FS 210 Current Issues in Fire Science/Capstone Experience (3 credits)
A review of the current problems affecting the fire service with particular emphasis on resource allocation, planning, and fiscal constraints. The Capstone Experience requires the student to author and present a scholarly research paper on a topic covered in this course.
3 hours lecture
Prerequisite: A minimum of 40 credit hours must be successfully completed from the Fire Technology Program prior to enrolling in this course.

French
FR 101 Elementary French I (3 credits)
This course is a foundation in the basics of French. Grammar, pronunciation, and vocabulary are introduced within a natural context. Emphasis is on speaking, reading and writing simple ideas, in addition to recognizing and responding to culturally appropriate behaviors in everyday situations.
3 hours lecture; 1 hour laboratory

FR 102 Elementary French II (3 credits)
This course is a continuation of FR 101 with greater emphasis on listening, speaking, reading and writing. Instruction includes grammar drills, conversation, reading and guided composition. Reading selections focus on different aspects of French civilization and culture.
3 hours lecture; 1 hour laboratory
Prerequisite: FR 101

FR 201 Intermediate French I (3 credits)
This course offers a systematic study of the language with particular attention to grammar review, vocabulary growth, conversation, and reading comprehension. Work in the language laboratory is required.
3 hours lecture; 1 hour laboratory
Prerequisite: FR 101 and FR 102 or at least two years of high school French
Course Descriptions

**Geographic Information Systems**

*GIS 101 Fundamentals of GIS (4 credits)*

Fundamentals of Geographic Information Systems (GIS) covers basic topics in storing, retrieving, mapping, and analyzing different types of data (scientific, political, cultural, economic, etc.) with ESRI & ArcGIS software. Students will learn the basic use of GIS and be exposed to how applications are used in various disciplines and employment settings. Labs include class use of the software and Web CT facilitated projects.

3 hours lecture; 3 hours laboratory

**Geography**

*GE 101 Cultural Geography (3 credits)*

Emphasis on the general concepts of human geography, including theories, maps, and vocabulary of the discipline. Topics include technology, race, language, religion, the nation, cultural realms, economics, urbanism, migration, population, and ecology.

3 hours lecture

*GE 103 Urban Geography (3 credits)*

Study of the historical development of urbanism as well as the present distribution and structure of major urban areas of the world. Emphasis on the present state of the New York metropolitan area.

3 hours lecture

**Graphic Design and Digital Media**

*GD 110 Introduction to Graphic Design (3 credits)*

Cross listed with AR 110:

Trains the student to apply the principles and elements of design to the design and creation of original work in advertising and promotional print materials, and presentations. Students will explore typography and how it relates to basic layout and design of materials, as well as color selection, and portfolio presentation and scanning techniques. The student will be exposed to various software used for design creation including Fireworks, Photoshop, Quark Xpress and Adobe Illustrator.

Note: This class cannot be used to satisfy a Humanities elective.

3 hours lecture

Prerequisite: (EN 001 and RD 001) OR ENR 107

*GD 111 Advanced Graphic Design (3 credits)*

Cross listed with AR 111:

Trains the student to apply the principles and elements of design to create images for print and non-print media. Students will learn to calibrate computer systems for use with Photoshop; adjust images and correct color; transform images and work with layers and masks; use selection techniques and blur and sharpen images; use layer styles and create original patterns and textures. Students will create special effects, import and export files, use filters for special effects, retouch images, as well as use image ready to create animations, slices, a web photo gallery, image maps and rollovers. Students will also learn advanced techniques in tools such as Illustrator, Fireworks and Flash.

Note: This class cannot be used to satisfy a Humanities elective.

3 hours lecture

Prerequisite: AR 110

*GD 127 Microcomputer Software III (3 credits)*

Cross listed with CIS 127:

Provides students with hands on experience with two of the more popular productivity tools used in the business world, Microsoft Word and Microsoft PowerPoint. Students will learn advanced word processing features available in Microsoft Word, and will learn many of the presentation features in Microsoft PowerPoint. Through demonstration and hands on projects, students will develop the skills needed to pass the Microsoft Office Specialist examination for Microsoft PowerPoint and the Microsoft Office Expert examination for Microsoft Word.

3 hours lecture; open laboratory

Prerequisite: CIS 125

*GD 170 Web Site Design & Tools (3 credits)*

Cross listed with CIS 170:

Provides introductory hands-on experience for students interested in learning how to develop web sites. Students gain an understanding of terminology, web design, web master technology functions and explore a variety of methods available for building a web site. HTML code is analyzed. Students gain experience using a high-level web-authoring tool (e.g. MS Frontpage, Macromedia Dreamweaver). Web pages are built for a custom web site, access a database and are published onto the Internet.

3 hours lecture; open laboratory

Corequisite: CIS 125 and CIS 152

*GD 210 Computer Enhanced Layout and Design (3 credits)*

Cross listed with AR 210:

Trains the student to apply the principles and elements of design to the design and creation of original work in digital media, advertising and promotional print materials, and web design. Students will explore typography and how it relates to advanced layout and design of materials, as well as color selection, paper selection, and or media selection. The student will further explore various software used for design creation including Dreamweaver, Fireworks, Flash, PhotoShop, Quark Xpress and Illustrator.

Note: This class cannot be used to satisfy a Humanities elective.

3 hours lecture

Prerequisite: AR 110

*GD 273 Web Graphics (3 credits)*

Cross listed with CIS 273:

Provides introductory hands-on course for students who are interested in learning how to effectively create and apply graphics, text, video, animation and sound into a web site. The student will be required to develop a Web site design document, focus on using graphics authoring tools to develop the student’s skills in creating and editing multimedia components. The remainder of the course will consist of applying these Multimedia components to a building a multimedia web site. Software used is Macromedia’s Fireworks and Flash.

3 hours lecture; open laboratory

Prerequisites: CIS 170
**Course Descriptions**

**Health Information Technology**

**HIT 101 Health Care Organizations (2 credits)**
Study of the historical development and current characteristics of health care in the United States. Provides an understanding of the health care environment and the multiple factors that define the system and the roles of health care professionals within the system.
2 hours lecture
Prerequisite: College-level Test placement in English and Reading

**HIT 102 Introduction to Health Information Management (4 credits)**
Introduction to the development and content of medical records in acute care facilities. Topics include quantitative analysis, accreditation and certification standards, record retrieval and retention, microfilming systems, indexes and registries and medical staff organization.
3 hours lecture; 3 hours laboratory
Prerequisites: HIT 101, EN 101, BS 103

**HIT 104 Health Care Terminology (3 credits)**
Study of the basic structure of medical vocabulary, including prefixes, suffixes, roots, combining forms, pronunciation, spelling, and definitions of medical terms. Emphasis on building a professional lexicon required for working in the medical field using vocabulary related to body systems, anatomical structure, medical processes and procedures, and a variety of diseases.
3 hours lecture

**HIT 105 Professional Practice Experience I (2 credits)**
Places students in an acute care health facility for practical applications of clerical duties in a medical record department. Students are introduced to the daily operations of a health information management department and practice clerical skills learned in the classroom. Students also practice interacting with professional and clerical personnel in an office setting.
120 hours directed practice
Prerequisite: HIT 108, HIT 109

**HIT 106 Legal Aspects of Health Information Management (3 credits)**
Study of the importance of medical records as legal documents. Includes the legal aspects of hospitals and medical staff organizations, release of information, and legal actions requiring evidence from medical records.
3 hours lecture
Prerequisite: HIT 108

**HIT 107 Medical Office Billing (2 credits)**
Focuses on providing an understanding of health insurance, claims processing, and third party reimbursement by a variety of payers including Medicare (Parts A and B), Blue Cross, Medicaid, CHAMPUS and CHAMPVA, workers’ compensation, disability and managed care. Legal considerations including confidentiality, insurance fraud and abuse, as well as the role of the coding and reimbursement specialist are addressed.
2 hours lecture

**HIT 108 Health Record Content and Structure (1 credit)**
Introduces health record content and documentation requirements for health records across the continuum of care. Includes structure and format of the health record, introduction to the health information management profession, confidentiality/privacy and professional ethics.
1 hour lecture
Prerequisite: HIT 101

**HIT 109 Health Record Management (3 credits)**
Introduces the work processes of the health information department and the management of health data and the health record. Topics include qualitative and quantitative analysis, storage and retrieval systems, retention, abstracting, indexes and registries, regulatory and accreditation standards, and forms and screen design.
2 hours lecture, 2 hours lab
Prerequisites: BS 103, EN 101, HIT 101; Prerequisite or Corequisite: HIT 108

**HIT 201 ICD-9-CM Coding (4 credits)**
Focuses on disease and procedural coding with major emphasis on ICD-9-CM. Includes practical application of coding inpatient and outpatient records and practice in prospective payment and computerized encoding.
3 hours lecture; 3 hours laboratory
Prerequisites: HIT 104, HIT 108; Prerequisite or Corequisite: BS 205

**HIT 202 Supervision and Management in Health Care (2 credits)**
Application of the principles of management to health information management. Includes discussion of the management functions of planning, organizing, controlling, and staffing a health information management department.
2 hours lecture
Prerequisites: BU 222, HIT 105

**HIT 204 Health Records in Alternate Care Settings (2 credits)**
Provides instruction regarding the development and retention of health records in ambulatory care, long-term care, home health care and mental health care facilities. Course content includes licensure and accreditation standards and record format.
2 hours lecture
Prerequisites: HIT 102

**HIT 205 Professional Practice Experience II (2 credits)**
Provides supervised practice in Health Information Management that includes coding, health information systems, quality improvement studies, and managerial functions.
120 hours directed practice
Prerequisites: HIT 105, HIT 106
Prerequisites or Corequisites: HIT 208, HIT 210, HIT 212, HIT 221
Course Descriptions

HIT 208 Supervision and Management in Healthcare (3 credits)
Introduces theories of management, management functions, human resource management and financial management in healthcare. Includes departmental planning and budgeting, human resources and relations, methods for analyzing and improving systems, working in teams, ergonomics and practice in problem-solving.
3 hours lecture
Prerequisite: HIT 105

HIT 210 Health Statistics & Quality Improvement (3 credits)
Comprehensive study of the principles of statistics applied to health data. Covers the principles of quality management, quality improvement methodologies and tools and their application in health care facilities and health information departments.
2 hours lecture
Prerequisite: MA 103

HIT 211 Health Information Technology Seminar (2 credits)
Continued study of the application of effective methods of identifying and solving specified types of problems and situations encountered in the health information management profession.
2 hours lecture
Prerequisites or Corequisites: HIT 208, HIT 210, HIT 212, HIT 221, HIT 240

HIT 212 Computer Applications in Health Care Organizations (3 credits)
Study of the application of computer technology and information processing techniques used in health professions and in health care facilities.
2 hours lecture; 3 hours laboratory
Prerequisite: CIS 101

HIT 214 Advanced Coding and Reimbursement Methodologies (3 credits)
Builds on the knowledge and skills learned in HIT 201. Special emphasis on CPT coding and advanced coding and classification procedures, such as the Health Care Financing Administration Common Procedures Coding System.
2 hours lecture; 3 hours laboratory
Prerequisite: HIT 201

HIT 216 Coding Professional Practice Experience (2 credits)
Provides supervised practice in ICD-9-CM and CPT-IV coding systems, billing, and reimbursement.
Corequisites: HIT 221, HIT 231, HIT 240

HIT 221 Advanced ICD-9-CM and Coding Applications (3 credits)
Focuses on continued studies of ICD-9-CM coding guidelines for circulatory disorders, neoplasms, injuries, burns, adverse effects, poisonings and complications of care. Development of advanced coding techniques using inpatient and outpatient health records with an emphasis on computerized encoding and coding for regulatory compliance and prospective payment system.
2 hours lecture, 2 hours lab
Prerequisite: HIT 201; Prerequisite or Corequisite: HIT 231

HIT 231 CPT Coding (3 credits)
Introduces coding in ambulatory settings with emphasis on coding healthcare procedures and services using CPT/HCPCS. Diagnostic coding for outpatient services, the relationship between coding and reimbursement, and ethical issues will also be introduced.
2 hours lecture; 2 hours lab
Prerequisite: HIT 201

HIT 240 Principles of Healthcare Reimbursement (3 credits)
Introduces reimbursement methodologies in acute and non-acute care settings. Topics include prospective payment methodologies, hospital revenue cycle, case mix analysis, chargemaster maintenance, regulatory guidelines, reimbursement monitoring and compliance strategies.
3 hours lecture
Prerequisite or Corequisite: HIT 231

History

HI 101 History of Western Civilization I (3 credits)
Survey of Europe to 1600 with a major emphasis on concepts and movements vital to understanding the modern world. Stresses economic and cultural forces. Major topics include ancient civilizations, Greece and Rome, the Middle Ages, Renaissance, Enlightenment and the beginnings of the Scientific and Industrial revolutions, Reformation and voyages of discovery.
3 hours lecture

HI 102 History of Western Civilization II (3 credits)
Survey of the evolution of western civilization from 1600 to the present and how we fit into this complex process. Major topics include the Scientific Revolution, the Enlightenment, the French Revolution and the Napoleonic era, the impact of Liberalism, Nationalism, and Socialism, the Industrial Revolution, Imperialism and colonial conflicts of the 19th century, Russian and Chinese Revolutions, World Wars I and II, the Cold War and its aftermath, and the relationship of the United States to the rest of the world.
3 hours lecture

HI 103 History of Puerto Rico & the Caribbean (3 credits)
Study of the basic characteristics of Puerto Rican and Caribbean cultures and their role within contemporary U.S. civilization. The consequences of European conquest, Indian explorations, the slave trade, the Spanish-American War, patterns of land ownership, demography, politics, unemployment, and industrialization are examined in relation to a multi-ethnic world. A research paper is required.
3 hours lecture

HI 104 History of Latin America (3 credits)
Survey of Latin-American history from pre-colonial times to the present. An examination of the heritage of pre-Columbian indigenous cultures, Spanish colonialism, and the various patterns of national independence. The present condition of Latin America in the modern world system is analyzed in relation to imperialism and dependency that is blocking further development, as well as the various efforts of Latin-American countries to free themselves from this dependency. A research paper is required.
3 hours lecture
Course Descriptions

**HI 106 History of the Middle East (3 credits)**
Examines the cultural, economic, geographic, historical, political, and sociological development of the contemporary Middle East. Emphasis on the relationship of these factors to the continuing Arab-Israeli situation. A research paper is required.
3 hours lecture

**HI 190 African-American History (3 credits)**
Focuses on African-American history from its African origins to the present. Emphasis on the historical importance of the slavery experience, the outstanding contributions made by Blacks during the Civil War and Reconstruction, and the development of White Supremacy. Special attention is given to 20th century Black contributions to American life and thought and to the legacies of Martin Luther King, Jr. and Malcolm X.
3 hours lecture

**HI 201 U.S. History I (3 credits)**
Surveys the development of the United States from the founding of Jamestown, Virginia, in 1607, to the War of Independence, to the Civil War and the end of Reconstruction (1877). Topics include the Federalist Period, American and Southern Nationalisms, and westward expansion. Special attention is given to slavery and the free Black community before the Civil War.
3 hours lecture

**HI 202 U.S. History II (3 credits)**
Surveys the development of the United States from Reconstruction to the present. Topics include the rise of industrial corporations, Populism, Jim Crow, Progressivism, the Jazz Age, World War I, the Depression, the New Deal, World War II, the Civil Rights Movement, the Cold War, Vietnam, and recent political and diplomatic crises.
3 hours lecture

**HI 220 Introduction to African Civilizations (3 credits)**
Surveys major African civilizations from antiquity to the 18th century focusing on the evolution of different cultural, political, social, and economic forces and external encounters with Islam, Christianity, and the Atlantic slave trade.
3 hours lecture

**HI 221 History of Modern Africa: 1800 to the Present (3 credits)**
Surveys African history from the 19th century to the present covering social, political, and economic developments during this period. Topics include the slave trade, colonialism, anti-colonial resistance and nationalism, and African independence.
3 hours lecture

**Honors Program**

**HP 198 Honors Seminar (1 credit)**
Required seminar for those in the Honors Program who are introduced to a wide variety of cultural and educational activities in order to develop an interdisciplinary approach to learning. Includes colloquia, lectures, cultural events, concerts, theater, exhibitions and field trips.
Seminar meets 4 hours per month. Topics to be announced. Can be repeated up to 4 times. Prerequisite: Admission into Honors Program

**Human Services**

**HS 101 Introduction to Human Services (3 credits)**
This course is an introduction to human services as a profession. The historical development of social services and social values relative to social service policies are examined. The competencies and qualifications required to become an effective human services worker are defined. Ethical, professional, and legal issues, credentials, licensure, accreditation, and standards of human services programs and workers will be reviewed. The major theoretical orientations, multicultural awareness, program evaluation, and future trends of the human services profession are examined.
3 hours lecture

**HS 203 Counseling Techniques (3 credits)**
This course will focus primarily on acquiring the skills needed to personalize the student's counseling style. Through lecture, role play, and case material, the student will also acquire the skill to incorporate his/her personal style into counseling sessions.
3 hours lecture
Prerequisite: HS 101

**HS 204 Group Dynamics (3 credits)**
This course will focus primarily on acquiring the skills to facilitate a group, understanding the group process and factors involved in group cohesion and conflicts, communication styles, and role identities within the group. Through a combination of lectures, discussions, readings, and facilitating a group, the student becomes familiar with group dynamics, as well as various group leader roles.
3 hours lecture
Prerequisite: HS 203

**HS 207 Human Services Program Fieldwork I (4 credits)**
Students placed in an agency gain experience with the needs and behavioral responses of clients, as well as a working knowledge of social service activities, responsibilities, and resources. Fieldwork is designed to provide the student with an opportunity to practice the skills and knowledge learned in the classroom in an agency/institution environment. By working with professionals, clients, and patients, the student will learn to function effectively as a member of a human services team. Students will attend a weekly 50-minute seminar (supervision).
(135 hours in agency and a weekly 50-minute seminar)
Prerequisites: HS 203, PS 102, PS 203

**HS 208 Human Services Program Fieldwork II (4 credits)**
Students are placed in a second social service agency to expand their knowledge and experience in client contact and the responsibilities and activities essential to the delivery of social services. Fieldwork is designed to provide the student with an opportunity to practice skills learned in an agency/institution environment. Working with professionals, clients, and patients will assist students to function effectively as a member of a human services team. This course also contains a Capstone Experience. Students will attend a weekly 50-minute seminar (supervision).
(135 hours in agency and weekly 50-minute seminar)
Prerequisite: HS 207
HS 209 Drugs, Society, and Human Behavior (3 credits)
This course focuses on the drug and alcohol use in modern society; the type of drugs (both licit and illicit); the effects on the mind and body of the individual user; the repercussions felt by family, friends, and society; and, current methods of intervention and treatment.
3 hours lecture

HS 210 Counseling & Treatment of Addictions (3 credits)
Focuses on the student acquiring the skills necessary to work in the field of addictions and to develop the counseling skills necessary to treat the addicted population. Diagnoses and assessment of addictions using the current Diagnostic and Statistical Manual of Mental Disorders (DSM) is emphasized.
3 hours lecture

Mathematics

MA 001 Basic Arithmetic (credit equivalent *3.5)
Study of basic computational operations in arithmetic. Topics include arithmetic operations, fractions, decimals, percents, and signed numbers.
“C” is the minimum grade for movement to a higher level and for completion of a requirement.
3 hours lecture; 1 hour laboratory
Prerequisite: Test placement

MA 004 Applications of Basic Mathematics (credit equivalent *3.5)
Application of basic computational skills necessary to solve problems encountered in life and work situations. Topics include the metric system, proportions, geometry applications, graphs, exponent rules, temperature, time, and linear equations.
“C” is the minimum grade for movement to a higher level and for completion of a requirement.
3 hours lecture; 1 hour laboratory
Prerequisite: MA 001 or Test placement

MA 04X Express Applications of Basic Mathematics (1 credit*)
Application of basic computational skills necessary to solve problems encountered in life and work situations. Topics include the metric system, proportions, geometry applications, graphs, exponents, temperature, time and linear equations.
“C” is the minimum grade for movement to a higher level and for completion of a requirement.
1 week course
Prerequisite: A- or above in MA 001 or Test placement

MA 005 Algebra (credit equivalent *4)
Introduction to the fundamental concepts and processes of elementary algebra. Topics include algebraic expressions, linear equations, polynomials, radicals, solving quadratic equations, linear systems, and graphing.
“C” is the minimum grade for movement to a higher level and for completion of a requirement.
4 hours lecture
Prerequisite: MA 004 with a minimum grade of “B”.
Test placement or permission of department chairperson

MA 006 Elementary Algebra I (credit equivalent *3.5)
Introduction to the fundamental concepts and processes of elementary algebra. Topics include the properties of real numbers, algebraic expressions, linear equations, polynomials, and factoring.
“C” is the minimum grade for movement to a higher level and for completion of a requirement.
3 hours lecture; 1 hour laboratory
Prerequisite: MA 004, Test placement, or permission of department chairperson

MA 007 Elementary Algebra II (credit equivalent *3.5)
Continuation of MA 006. Topics include graphing of linear equations, methods of solving linear systems, radicals, and solving quadratic equations.
“C” is the minimum grade for movement to a higher level and for completion of a requirement.
3 hours lecture; 1 hour laboratory
Prerequisite: MA 006

MA 101 College Mathematics I (3 credits)
Study and application of the concepts of symbolic logic, sets, finite and infinite mathematical systems.
3 hours lecture
Prerequisite: MA 005 or MA 007, or Test placement

MA 102 College Mathematics II (3 credits)
Study and application of the concepts of algebra and geometry in problem solving, probability, and statistics.
3 hours lecture
Prerequisite: MA 005, or MA 007, or Test placement

MA 103 Basic Statistics (3 credits)
Development and application of statistical concepts including descriptive statistics, probability, normal distribution, tests of statistical differences, sampling theory, and correlation.
3 hours lecture
Prerequisite: MA 005, or MA 007, or Test placement

MA 108 College Algebra (3 credits)
Study and application of the concept of sets, relations, functions, and the real number system. Topics include polynomials, rational expressions, and radicals. Emphasis is placed on solving polynomial and rational equations as well as linear systems, graphing linear, quadratic, exponential, logarithmic, and rational functions.
3 hours lecture
Prerequisite: MA 005, or MA 007, or Test placement

MA 109 Pre-Calculus Mathematics (4 credits)
Preparation for calculus. Topics include study of functions, and emphasis is placed on the properties of inverse, trigonometric, logarithmic, and exponential functions and analytic geometry.
4 hours lecture
Prerequisite: MA 108, Test placement, or permission of the department chairperson
Course Descriptions

MA 110 Quantitative Mathematics (3 credits)
An introduction to linear programming and the mathematics of Finance. Topics include equations, inequalities, functions, graphs, matrix algebra, and linear programming applications.
3 hours lecture
Prerequisite: MA 108, Test placement or permission of the department chairperson

MA 111 Business Calculus (4 credits)
Introduction to calculus with applications to business. Topics include functions, curve sketching, differentiation and integration of algebraic, exponential and logarithmic functions, applications of the derivative, optimization, modeling and integration.
4 hours lecture
Prerequisite: MA 108, Test placement or permission of the department chairperson

MA 115 Applied Calculus (4 credits)
Study of the concept of limits, differentiation, and integration of algebraic, trigonometric, exponential, and logarithmic functions. Emphasis on the use of calculus as a tool to solve application problems.
4 hours lecture
Prerequisite: MA 109, Test placement or permission of department chairperson; Recommended for students enrolled in the Electronic Engineering Technology program.

MA 120 Calculus I (4 credits)
Study of the concepts of limits, continuity, derivatives and differentiation of algebraic and trigonometric functions. Applications of the derivative, maxima, and minima. Introduction to antiderivatives, Riemann Sum, and the Fundamental Theorems.
4 hours lecture
Prerequisite: MA 109, Test placement or permission of the department chairperson

MA 121 Calculus II (4 credits)
Continuation of MA 120. Study and application of the concepts of antiderivatives, definite integrals, and techniques of integration. Topics include transcendental functions, improper integrals and infinite series.
4 hours lecture
Prerequisite: MA 120

MA 200 Elementary Linear Algebra (3 credits)
Study of finite dimensional vector spaces. Topics include vectors and vector spaces, matrices, determinants, systems of linear equations, kernels, linear transformations, quadratic forms, eigenvalues and eigenvectors, and applications.
3 hours lecture
Prerequisite: MA 120

MA 201 Calculus III (4 credits)
Continuation of MA 121. Study and application of power series, polar coordinates, multivariable functions, vector valued functions, partial derivatives, multiple integration, and vector calculus.
4 hours lecture
Prerequisite: MA 121

MA 202 Differential Equations (4 credits)
Application of differential equations and their standard methods of solution. Topics include linear differential equations of the first and higher orders, linear equations of the second order, exact and total differential equations, simultaneous equations, numerical approximations, and series solution.
4 hours lecture
Prerequisite: MA 201

Music

MU 101 Music Fundamentals (3 credits)
3 hours lecture

MU 102 College Ensemble (1 credit)
A workshop in performance of traditional and American popular music for singers and instrumentalists open to all students. A study of the elements of basic musicianship and performance, including concert recitals of repertory. Attendance and participation at all performances is required.
2 hours studio

MU 106 Appreciation of Music (3 credits)
For those seeking to fulfill the humanities requirement. Emphasizes listening skills and covers the basic elements of music, notation of pitch and rhythm, musical periods, from medieval to today’s hip-hop.
3 hours lecture

MU 115 Recording and Computer Music (3 credits)
Introduction to music recording through the use of studio recording hardware and software, analog and digital recording, MIDI, computer application, synthesizers, miking, and recording and mixing techniques.
3 hours lecture
Highly recommended: CIS 101 or equivalent

MU 132 Voice Instruction (2 credits)
MU 146 Instrumental Instruction (2 credits)
MU 148 Guitar Instruction (2 credits)
MU 150 Percussion Instruction (2 credits)
MU 152 Piano Instruction (2 credits)

One-on-one instrumental or vocal instruction for beginning or intermediate students in “classical” styles, American music styles, such as blues, gospel, country, folk, jazz, rock, and pop, as well as music from other cultures. Emphasis on expression, technique, and basic musicianship. Students meet privately with instructors for 30 minutes per week. Two-and-one-half hours of work outside class on assigned warm-ups, exercises, and selected repertoire required. Practice sessions are recorded in the listening and practice journal and reviewed by instructors. NOTE: Private instruction is listed each semester in the schedule as TBA (to be arranged). Weekly lesson times are arranged among instructors and students after registration.
The study of all musical instruments, including voice, is recursive in nature; therefore, students may repeat all private instruction courses up to four times.
MU 160 Music Theory I (3 credits)
Introduction to diatonic harmony for all music majors, including the elements of pitch and rhythm, major and minor scales, major and minor key signatures, functional harmony of all diatonic chords in major and minor keys, voice leading and root position part writing.
3 hours lecture
Prerequisite: MU 101; Corequisite: Concurrent enrollment in the companion course to Music Theory I, MU 170, is required.
In order for the student to register for the next level of Music Theory (MU 161), a productive grade of "C" or higher must be made in this course and in the companion course (MU 170).

MU 161 Music Theory II (3 credits)
This course is a continuation of Music Theory I. The course will cover harmonic progression including cadences, period forms, non-chord tones, diatonic seventh chords, modulation to closely-related keys, and an introduction to chromaticism.
3 hours lecture
Prerequisite: MU 101, MU 160, and MU 170; Corequisite: Concurrent enrollment in the companion course to Music Theory II, MU 171, is required.

MU 170 Functional Class Piano I (1 credit)
Functional Class Piano I, first semester keyboard, is a course for the development of functional keyboard skills required for a student in MU 160, Music Theory I. Topics include major and minor scales, intervals, diatonic triads and seventh chords, simple chord progressions, major and minor plagal and authentic cadences, and melodic harmonization.
1 hour lecture
Corequisite: Concurrent enrollment in the companion course to Functional Class Piano I, MU 160, is required.

MU 171 Functional Class Piano II (1 credit)
Functional Class Piano II, second semester keyboard, is a course for the development of functional keyboard skills required for a student in MU 161, Music Theory II. Topics include review of concepts learned in MU 160, diatonic chord progressions in all major and parallel minor keys, resolution of the dominant seventh chord, and harmonization of a melody using all diatonic triads and the dominant seventh chords.
1 hour lecture
Prerequisites: MU 160 and MU 170; Corequisite: Concurrent enrollment in the companion course to Functional Class Piano II, MU 161, is required.

MU 242 Topics in Music (3 credits)
Selected specialized topics, either of a period, genre, or particular artists, in traditional or American music. Topics to be announced. May be repeated up to four times.
Prerequisite: MU 106 or permission of the instructor

Nurse Education

NUR 099 Developmental Nursing (2 credits)
Enhances students' knowledge and comprehension in NUR 101. Basic math, test-taking strategies, study skills, and time management are explored. Critical thinking exercises and selected computer-assisted instruction programs are incorporated.
Prerequisites: Students who have received a "W" or "D" or "F" in NUR 101

NUR 101 Nursing I (7 credits)
Introduces students to the nursing process with special emphasis on assessment of basic human needs of the adult client. Assessment skills are practiced in both community-based and acute care settings. Cultural and ethnic beliefs and economic patterns are discussed as they relate to nursing care. Nursing concepts with integration of principles from science and liberal arts comprise the theory portion of the course. Basic nursing skills are demonstrated and practiced in the College laboratory before the student is expected to utilize these skills with adult clients. The roles of the associate degree nurse are introduced with emphasis on the role of provider of care. Students are encouraged to think critically as they prepare themselves for the practice of nursing. Ethical-legal aspects of nursing practice are introduced.
4 hours lecture; 3 hours college laboratory; 6 hours clinical laboratory
Prerequisites: CH 103; Corequisites: BS 103, EN 101, PS 101

NUR 102 Nursing II (8 credits)
Focuses on utilization of the nursing process with special emphasis on planning and implementation when caring for adults with commonly occurring health care needs. Emphasis is placed on meeting the physiological and psychosocial needs of adults in today's changing health care system. Concepts and principles from nursing, the sciences and liberal arts provide the rationale for nursing interventions. The role of provider of care is refined with special emphasis on communication skills. The influence of illness on the client's ability to meet normal developmental tasks is considered. Students assess the impact of cultural and ethnic beliefs and economic patterns on the client's response to health and illness. Ethical and legal issues are explored.
4 hours lecture; 1 hour college laboratory; 11 hours clinical laboratory
Prerequisites: BS 103, EN 101, NUR 101, NUR 195 (LPN's only), PS 101; Corequisites: BS 104, EN 102, PS 102

NUR 195 Nursing Mobility (2 credits)
Facilitates the transition of licensed practical nurses into the Nurse Education Program. Introduces students to the application of the nursing process within the framework of Maslow's Hierarchy of Needs and Erikson's Developmental Stages. Additional content emphasizes cultural, ethnic, economic, and legal issues, and transition to the role of the associate degree nurse is discussed. For LPNs and transfer students only.
20 hours lecture; 30 hours college laboratory (In 5 days)
Prerequisites: CH 103, BS 103, EN 101, PS 101, Decision Score of 70 on the Nursing Mobility Profile I Test
Course Descriptions

NUR 201 Nursing III (9 credits)
Focuses on utilization of the nursing process with emphasis on evaluation when caring for children and childbearing families. Concepts and principles from nursing, the sciences, and the liberal arts provide a basis for family-centered nursing. The concept of continuity of care is expanded to include community-based experiences. Normal growth and development, as well as developmental crises in the family unit, are also considered. The impact of cultural and ethnic beliefs and economic patterns on childrearing and childbearing practices are explored. Ethical and legal issues relevant to the family are discussed. The role of provider of care is practiced with special emphasis on teaching health promotion and illness prevention.
4 hours lecture; 1 hour seminar; 12 hours clinical laboratory
Prerequisites: BS 104, EN 102, NUR 102, PS 102;
Corequisites: BS 203, Humanities Elective

NUR 202 Nursing IV (9 credits)
Focuses on the integration of all phases of the nursing process in caring for adults with complex health care needs. Evaluation of care and analysis of the developmental needs of the adult are an integral part of the course. Students are expected to incorporate previous knowledge and skills from lower level courses in the critical analysis of nursing care. The role of manager of care is practiced through the assignment of small numbers of clients with complex health care needs. In the role of provider of care, the student focuses on restorative and rehabilitative measures. The impact of cultural and ethnic beliefs and economic patterns on long-term illness is explored. Longevity, advanced technology, and death with dignity are discussed in relation to ethical and legal considerations.
4 hours lecture; 1 hour college laboratory; 11 hours clinical laboratory
Prerequisites: NUR 201, Humanities Elective;
Corequisites: NUR 203, Sociology Elective

NUR 203 Nursing Seminar (1 credit)
Assists in developing a broad perspective on nursing through an analysis of current health issues and trends, emphasizing those which affect the associate degree graduate. Role transition, continued personal and professional development, contemporary ethical dilemmas, economic issues, concepts related to nursing leadership and the health care delivery system are discussed. The associate degree nurse as a member of the discipline of nursing is emphasized.
Corequisites: NUR 202, Sociology Elective

NUR 205 Professional Nursing Practice (3 credits)
Focuses on the professional practice of nursing through the study of historical, sociocultural, economic, political, and ethical factors affecting the health care delivery system and the profession of nursing and its practice. The nursing process is explored using Betty Neuman's Systems Model, Jean Watson's Theory of Caring, and professional nursing standards. The interrelationship between professional practice standards, code of ethics, and the application of research findings in clinical practice to the nursing profession is explored. The use of the Internet, different search engines, online libraries, including CINAHL, are introduced and utilized. Enrollment is restricted to Registered Nurses on full time status of employment at one of the grant hospital-partner.
3 hours lecture
Prerequisites: Completion of NUR 202 or equivalent Registered Nurse, on full time status of employment at one of the grant hospital-partners: Barnert Hospital, St. Joseph Regional Medical Center, and St. Mary's Hospital

NUR 206 Assessment, Diagnosis & Management (7 credits)
Focus of this course is on complete physical assessment, normal physiology, related anatomy, and on understanding the Pathophysiology of acute and chronic illnesses. The knowledge in assessment and Pathophysiology is then related to diagnosis, treatment, and nursing care of underlying illness and injury in the human body. Care during the critical phase of the illness is the focus. Students will examine the relationship between knowledge and practice with emphasis on understanding normal and abnormal human responses to health and illness. Cultural variations are explored. Enrollment is restricted to registered nurses, on full time status of employment at one of the grant hospital-partners: Barnert Hospital, St. Joseph Regional Medical Center, and St. Mary's Hospital.
3 hours lecture
Prerequisites: Completion of NUR 202 or equivalent Registered Nurse, on full time status of employment at one of the grant hospital-partners: Barnert Hospital, St. Joseph Regional Medical Center, and St. Mary's Hospital

Office Administration

OA 100 Business Communications (3 credits)
Reviews English grammar and style, business letters, sales letters, memoranda, and reports. Emphasis on correct style and appropriate content.
3 hours lecture

OA 101 Word Processing I (3 credits)
Mastery of the microcomputer including keyboard and mechanical controls. Prepare format for letters, envelopes, business forms, tables, reports, and manuscripts. Upon completion, students are required to type at least 25 words per minute for five minutes with no more than five errors.
3 hours lecture; open laboratory
OA 102 Word Processing II (3 credits)
Emphasis on production typing. Students review typing fundamentals, develop increased accuracy and speed, and using a microcomputer, type business letters, tables, and manuscripts. Emphasis on mailability. Upon completion, students are required to type at least 45 words per minute for five minutes with no more than five errors.
3 hours lecture; open laboratory
Prerequisite: OA 101

OA 102B Bilingual Document Formatting/Computerized Typing II (3 credits)
Emphasis on production typing. Students review typing fundamentals, develop increased accuracy and speed, and using a microcomputer, type business letters, tables, reports, and manuscripts. Emphasis on mailability. Upon completion, students are required to type at least 45 words per minute for five minutes with no more than five errors. Production assignments are produced in both English and Spanish.
2 hours lecture; 3 hours laboratory
Prerequisite: OA 101, or permission of department chairperson

OA 109 Legal Terminology with Transcription (3 credits)
Focuses on standard forms, formatting, and the use of legal terminology in projects related to the legal career. Familiarizes students with today’s most commonly used legal terms.
3 hours lecture
Prerequisite: OA 101

OA 110 Technical Editing/Proofreading for the Automated Office (3 credits)
Develops the necessary skills for word and information processing positions. Emphasis on correct style and format of letters and memos. Special attention is given to capitalization, spelling, and word division, punctuation, and numbers. Students edit for typographical errors, learn how to use revision symbols, and apply editing skills to word processing correspondence.
3 hours lecture
Prerequisite: EN 004 Test placement or higher

OA 110B Bilingual Technical Editing/Proofreading for the Automated Office (3 credits)
Develops the necessary skills for word and information processing positions. Emphasis on correct style and format of letters, memos, and reports. Special attention is given to capitalization, spelling, word division, punctuation, and numbers. Students edit for typographical errors, learn how to use revision symbols, and apply editing skills to word processing correspondence. Students acquire skills in both English and Spanish.
3 hours lecture
Prerequisite: ESLW 004 Test placement or higher

OA 120 Basic Word Processing Projects and Procedures (3 credits)
Overview of the concepts of word processing and the study of word processing procedures and applications. Students acquire the skills necessary to operate magnetic keyboard equipment, to store data in permanent storage, to merge stored material with variable data, and to produce final documents through text-editing procedures. For entry-level positions in the word processing fields.
2 hours lecture; 3 hours laboratory
Prerequisite: OA 101

OA 120B Bilingual Basic Word Processing Projects and Procedures (3 credits)
Overview of the concepts of word processing and the study of word processing procedures and applications. Students acquire the skills necessary to operate magnetic keyboard equipment, to store data in permanent storage, to merge stored material with variable data, and to produce final documents through text-editing procedures. For entry-level positions in the word processing fields. Projects are produced in both English and Spanish.
2 hours lecture; 3 hours laboratory
Prerequisite: OA 101

OA 121 Word Processing Systems and Processes (3 credits)
Introduction to management application of word processing design and systems. Attention given to word processing history, career paths, equipment design, and selection. Emphasis on the current equipment, office design, procedures in the installation and implementation of a word processing system, as well as supervision and management techniques.
3 hours lecture
Corequisite: OA 120

OA 122 Desktop Publishing (3 credits)
Provides the skills and basic knowledge to produce effective newsletters, brochures, advertisements, manuals, fliers, catalogs, and other publications using desktop publishing software, microcomputers, laser printers, and image scanners. Emphasis on the elements of good design, page layout strategies, and the fundamentals of producing printer-ready copy.
3 hours lecture
Prerequisite: OA 120 or Knowledge of Microsoft Word and ability to type.

OA 130 Spanish Business Correspondence (3 credits)
Meets the multiple needs of true bilingual training in business. Presents all the basics of Spanish grammar, using vocabulary that pertains to the business world. Assists students who must strengthen their bilingual skills, i.e., the speaker of English and Spanish. Listening and speaking skills, dialogues, translation exercises, tapes, and an awareness of cultural values and patterns of behavior are included.
3 hours lecture
Corequisite: Spanish proficiency
Course Descriptions

OA 135 Bilingual Career Orientation (1 credit)
Explores all the career avenues available to students enrolled in the Bilingual Office Administration curriculum. The various bilingual clerical careers available in the marketplace (communications, accounting, marketing, distribution, etc.) are explored. Students hear speakers from large and small corporations address the many opportunities available to them. Field trips are arranged when feasible. Library research on bilingual careers required.
1 hour lecture

OA 199 Typing for ESL (2 credits)
College-level introduction in using computers for entry-level ESL students. Covers keyboard and mechanical controls. Students are required to type at least 15 words per minute for three minutes at the end of the course.

OA 202 Certified Professional Secretary Seminar (6 credits)
A two-semester sequence for the working secretary who wishes to prepare for the national examination given by the Institute for Certifying Secretaries of Professional Secretaries International. Covers management, office systems and administration, finance, and business law. The national examination is given each year in May, but students must apply by December 1 of the previous year. Students may retake any part of the examination that they do not pass. After passing the examination, students receive a CPS (Certified Professional Secretary) rating.
6 hours lecture

OA 209 Advanced Document Formatting and Automated Transcription (3 credits)
Reviews correspondence, report, and table typing and keyboarding in the performance of integrated office projects in preparation of government, legal, and medical documents for low-level desktop publishing. Automated and computerized equipment and practice with remote dictation reinforces proficiency in transcribing various documents. Emphasis on proofreading and editing. A minimum of 55 words per minute with no more than five errors and a production rate of not fewer than 30 words per minute on mailable copy is necessary to pass.
2 hours lecture; 3 hours laboratory
Prerequisite: OA 102

OA 209B Bilingual Advanced Document Formatting and Automated Transcription (3 credits)
Reviews correspondence, report and table typing and keyboarding in the performance of integrated office projects in preparation of government, legal, and medical documents for low-level desktop publishing. Automated and computerized equipment and practice with remote dictation reinforces proficiency in transcribing various documents. Emphasis on proofreading and editing. A minimum of 55 words per minute with no more than five errors and a production rate of not fewer than 30 words per minute on mailable copy is necessary to pass. Documents are prepared in both English and Spanish.
2 hours lecture; 3 hours laboratory
Prerequisite: OA 102B, Spanish proficiency

OA 212 Office Human Relations (2 credits)
Preparation for human and business problems, including the crucial first-job interview and bridging the gap between campus and career. Emphasizes self-motivation, current and sophisticated case problems, and the communication of “attitude.” Emphasizes self-evaluation and teamwork.
2 hours lecture

OA 216 Office Automation (3 credits)
Study of how the stages of workflow are carried out in the automated office. Emphasis on the operations of the local area network, including facsimile (FAX) machines, microcomputers, scanners, and desktop publishing and its relationship to the latest in automated office equipment. In simulated office assignments, skills are developed for all types of information processing. Areas covered include communication equipment, telecommunication terminology, methods of transmission-electronic mail and choosing an online and Internet service provider. Access to the Internet and the World Wide Web provided.
2 hours lecture; 3 hours laboratory
Prerequisites: OA 102, OA 120; Corequisite: OA 209

OA 222 Medical Transcription I (3 credits)
Enables students to acquire transcription skills, including editing and proofreading, through transcription of taped dictation of diverse types of medical reports and correspondence. Medical terms, specific to particular pathologies contained in the medical reports, are integrated within the transcription. Cardiovascular, gastrointestinal, genitourinary, respiratory, musculoskeletal, and female reproductive body systems are included.
2 hours lecture; 3 hours laboratory
Prerequisite: OA 120, HIT 104

OA 223 Medical Office Procedures (3 credits)
For those seeking careers in the medical profession as medical secretaries. Develops the skills necessary for setting priorities and making decisions. Study procedures unique to medical offices are emphasized.
3 hours lecture
Prerequisite: OA 102; Corequisite: OA 209, OA 225

OA 225 Medical Transcription II (3 credits)
Continues the development of transcription skills and medical terms and includes the additional body systems of integumentary, lymphatic, endocrine, nervous, hematic, and special senses. Students will transcribe consultation history and physical examination, special procedures, operative, and discharge summary reports for job-level competency.
2 hours lecture; 3 hours laboratory
Prerequisite: OA 222

OA 229 Practical Legal Applications (3 credits)
Provides an introduction to the Legal System, including procedural concepts from initiation of a civil lawsuit through entry of judgment. Emphasis is placed on the study of basic concepts, practices and procedures in real estate law and transactions, wills, family law, criminal law, administrative law, probate, and trusts.
3 hours lecture
Prerequisite: OA 101, OA 109; Corequisite: OA 102
Course Descriptions

OA 232 Legal Office Procedures (3 credits)
Simulation exercises of legal secretarial work in a law firm utilizing transcription skills. The simulation covers real estate and property transfer laws, litigation, wills and probate, and corporate law. Ethics, professionalism, teamwork, and quality control are also emphasized.
3 hours lecture
Corequisite: OA 231

OA 233 Legal Dictation and Transcription (3 credits)
Develops competencies within students' specialization. Increases speed in taking legal dictation and covers the use of legal reference books, resource materials; present legal terminology, correspondence, instruments, documents; introduces law office and court procedures, and interaction with legal professionals.
3 hours lecture; 3 hours laboratory
Prerequisite: OA 232

OA 236 Bilingual Personal Development (3 credits)
For those who wish to acquire the necessary skills to function in a bilingual capacity in the business world. For help with career orientation, job interview skills, proper attire and makeup, résumé writing, time management, office conduct and etiquette, public speaking, and American and Hispanic culture differences.
3 hours lecture
Prerequisite: ENW 107

OA 240 Word/Information Processing (3 credits)
Study word and data processing developments and procedures and the operation of information processing centers. Emphasis on telecommunications, electronic mail systems, originating correspondence (dictation), and micrographics; and for expertise in analyzing and reporting data graphically, and in running electronic spreadsheets.
3 hours lecture
Prerequisite: OA 120; Corequisite: OA 121

OA 242 Advanced DTP/Page Layout and Design (3 credits)
For advanced desktop publishing skills. For practice using word processing utility programs, graphics software, scanners, laser printers, the mouse, and for learning design and page layout; and principles of copyfitting, typefaces and type families, enlargements, reductions, combining text and graphics. Projects required.
3 hours lecture
Prerequisite: OA 122

OA 243 Integrated Office Applications for Windows (3 credits)
Introduction and overview of the Windows environment multitasking and integrating various Microsoft Office software programs to complete shared office assignments on the Network. Focus is on word processing for text editing, spreadsheet preparation, latest graphics for effective presentations, and electronic mail for the Internet.
2 hours lecture; 3 hours laboratory
Prerequisites: OA 102, OA 120

OA 244 Administrative Office Procedures (2 credits)
Provides a comprehensive review of office skills and procedures in an automated business office including mail and telecommunications processing, travel and meeting arrangements, financial transactions, records management, time management and work organization.
2 hours lecture; open laboratory
Prerequisites: CIS 101, OA 101; Corequisite: OA 100

OA 245 Administrative Office Management (3 credits)
An examination of the fundamental principles for effective management of business offices. Topics include application of management principles, human resource management and supervision, changing office technology, decision-making, productivity improvement, information management, financial resource management, office organization, ergonomics and workplace issues.
3 hours lecture
Prerequisites: BU 222, OA 244

OA 246 Office Administration Capstone (1 credit)
Integrates previously learned administrative, communication and technological skills to complete a series of projects in an office simulation. This is a capstone course and should be taken the graduating semester for the A.A.S. degree.
1 hour lecture
Prerequisites or Corequisites: CIS 126, CIS 127, OA 245

OA 293 Office Systems Technology Cooperative Education (3 credits)
Students are employed in approved positions in the Office Systems Technology field. Students may already be employed or may seek the help of the Cooperative Education Department in securing positions. There is, however, no guarantee of placement. In conjunction with employers and faculty, students establish challenging learning objectives. Objectives must be related to the student's major and be pursued in the job environment during a 15-week semester equivalent to a minimum of 210 hours. Supervision is provided by the College through on-the-job visits and individual progress review sessions. Students attend a weekly, one-hour seminar on campus.
Prerequisites: GPA of 2.0, OA 102

Philosophy

PH 101 Introduction to Philosophy (3 credits)
Covers such basic questions as the nature of reality and the origins and limits of human knowledge. Explores selections from both classical and contemporary philosophers.
3 hours lecture

PH 102 Oriental Philosophy (3 credits)
Introduction to the basic concepts and major classical schools of thought in India, Indochina, China, and Japan. Areas explored include the Upanishads, the Bhagavad-Gita, the Vedanta, Hinayana, Mahayana, Ch'an, Zen Buddhism, Carvaka, Confucianism, Taoism, Mohism, and the School of Naimes.
3 hours lecture
Prerequisite: PH 101
Course Descriptions

**PH 103 Basic Logic (3 credits)**
Introduction to the techniques of proof and persuasion, covering the basics of deductive and inductive reasoning. Emphasis on formal arguments and the detection of invalid reasoning.
3 hours lecture

**PH 104 Ethics (3 credits)**
Critical examination of major ethical systems, including analysis of recent ethical thought. An examination of the nature of human values, goodness, rights and obligations, happiness, justice, and duty.
3 hours lecture

**PH 106 Applied Ethics (3 credits)**
Practical examination of specific ethical problems, conflicts, and predicaments such as professional responsibility, dishonesty in business, mercy killing, abortion, conflicts between law and conscience, and sexual conduct.
3 hours lecture

**RL 101 Comparative Religion (3 credits)**
Survey of our attempt to understand ourselves, nature as a whole, and our social role in the cosmos. All major religions, both Eastern and Western, are examined: Hinduism, Buddhism, Taoism, Christianity, Judaism, and Islam. Topics are discussed as they relate to the religious world view, including the ethical dimension of religion, the philosophical attempt to prove God's existence by reason alone, and three contemporary challenges to the Religious Weltanschauung from Freud, Marx, and Einstein. NOTE: Does not promote religion nor proselytize any religious belief in particular.
3 hours lecture

**Physical Education**

**PE 110 Strength and Conditioning (1 credit)**
Introduction to strength and muscle endurance conditioning. Students will learn a variety of weight training systems.
2 hours lecture

**PE 111 Heart Attack Prevention for Police and Fire Science (1 credit)**
Special exercise program develops the high level of fitness necessary for successful work in police and fire science careers. To reduce stress, careful attention is paid to relaxation techniques. Other health topics are covered as they relate to police and fire science vocational life styles.
1 hour lecture

**PE 112 Physical Education for Children (1 credit)**
For professionals and parents interested in presenting and enjoying planned, progressive physical activities for children. In-class practice teaching sessions are used. Recommended to students in the Early Childhood Education curriculum, but open to all students.
1 hour lecture

**PE 114 First Aid, CPR, and Safety Education (3 credits)**
For those interested in the theory and practice of basic life-saving skills and accident prevention. Instruction covers how to recognize medical emergencies and deal with them properly. Instruction includes basic first aid, rescue breathing, cardiopulmonary resuscitation/CPR, and training on automated external defibrillators is also included.
3 hours lecture; 2 hours laboratory
Corequisites: EN 004, RD 004

**PE 115 Self-Defense (1 credit)**
How to avoid, recognize, eliminate or modify dangerous circumstances in everyday living. Learn the skills and strategies necessary for self-defense.
Corequisites: EN 004, RD 004

**PE 116 Concepts of Fitness and Wellness (3 credits)**
Helps students assess their levels of fitness for achieving their goals of overall fitness. Emphasizes maintaining total wellness and physical fitness in daily life, and promotes proper nutrition, stress management, and healthful lifestyle. Students develop exercise program to meet their individual needs.
3 hours lecture

**PE 117 Applied Concepts of Fitness (3 credits)**
Introduces the principles necessary to promote and supervise fitness activities and the proper detailed use of equipment in health/fitness facilities. Emphasizes the creation of exercise programs for average adults, and the creation of exercise activities for special populations. Covers the marketing of health services and fitness facilities.
3 hours lecture
Prerequisite: PE 116

**PE 119 Prevention and Care of Athletic Injuries (3 credits)**
Provides information of the assessment of the nature and severity of athletic injuries to all areas of the body. A review of functional anatomy is followed by discussions of the mechanisms of athletic injury, associated signs and symptoms, and the process used to assess athletic injury.
3 hours lecture; appropriate activities

**PE 120 Lifestyle Fitness (1 credit)**
This course is designed to help students develop a commitment to a lifetime of fitness. Lifestyle Fitness will provide students with the opportunity to participate in a class related to their personal physical fitness. There are no athletic skills involved, as this course will educate students to pursue health-related fitness activities and follow a healthy diet.

**PE 121 Folk and Square Dance (1 credit)**
Explore in-depth dance skills in international Folk and American Square Dance; increase proficiency in the performance of locomotor skills, including formation and pattern; increase understanding of other countries through their musical and cultural heritage as reflected in dance.
2 hours lecture; appropriate activities

**PE 140 Yoga (1 credit)**
Instruction in practical knowledge to assure a foundation in basic yoga skills. Learn yoga postures and philosophy, gentle breathing exercises, relaxation, and meditation techniques.
1 hour lecture; appropriate activities
Course Descriptions

PE 150 Tennis I (1 credit)
Instruction in the fundamentals of basic strokes and conduct of play to develop the skills necessary to play tennis as a recreational sport.
1 hour lecture; appropriate activities

PE 151 Tennis II (1 credit)
For those who have developed the fundamental skills of the game and wish to develop singles and doubles strategy. Emphasis on the backhand, return of serve, lob, smash, and net play.
1 hour lecture; appropriate activities
Prerequisite: PE 150

PE 160 Badminton (1 credit)
Fundamentals of basic strokes and conduct of play necessary to develop the skills to enjoy badminton as a recreational sport.
1 hour lecture; appropriate activities

PE 180 Basketball (Coeducational) (1 credit)
Instruction in the fundamental skills of basketball. Emphasizes physical fitness, the concepts involved in cohesive team play, and appreciation of the game.
1 hour lecture; appropriate activities

PE 182 Volleyball (Coeducational) (1 credit)
Instruction in the fundamental skills of volleyball. Emphasizes physical fitness, concepts involved in cohesive team play, and appreciation of the game.
1 hour lecture; appropriate activities

Physics

PY 101 College Physics I (4 credits)
This is the first in a two-semester sequence of algebra and trigonometry-based physics. Recommended for majors in natural science, liberal arts, or technology. Covers vectors, kinematics, dynamics, Newton’s laws, energy, momentum, rotational motions, solid and fluid mechanics, heat, thermodynamics, and sound.
3 hours lecture; 3 hours lab
Prerequisite: MA 109

PY 102 College Physics II (4 credits)
This is the second in a two-semester sequence of algebra and trigonometry-based physics. Covers waves, electrostatics, electric fields, direct current electricity, magnetic fields, induction, alternating current electricity, light, relativity, quantum mechanics, atomic and nuclear physics.
3 hours lecture; 3 hours lab
Prerequisite: PY 101

PY 121 Physics II (4 credits)
This is the second in a three-semester, calculus-based physics sequence. Covers waves, sound, electrostatics, electric fields, Gauss’s law, electrical potential, capacitors, circuits, magnetic fields, Ampere’s law, Lenz’s law, induction and alternating currents.
3 hours lecture; 3 hours lab
Prerequisite: PY 120

PY 220 Physics III (4 credits)
This is the third in a three-semester, calculus-based physics sequence. Covers electromagnetic waves, geometric optics, interference, diffraction, relativity, quantum mechanics, atomic and nuclear structure, and elementary particles.
3 hours lecture; 3 hours lab
Prerequisite: PY 121

Political Science

PL 101 Introduction to Political Science (3 credits)
Explores the rudiments of political science, the branches of government, political theory, ideologies, behavior, and socialization, and totalitarianism. Covers the nature of law, sovereignty, international politics, bureaucracy, race relations, and contemporary political issues.
3 hours lecture

PL 102 American National Government (3 credits)
Study of the principles and processes of American government, civil rights and liberties, political parties, the presidency, Congress, the Supreme Court, and judicial review.
3 hours lecture

PL 103 State and Local Government (3 credits)
Study of the policy-making process in the American states, with emphasis on the role of the states in the federal system, constitutionalism, state governors, state legislative systems, state courts, functions and organizations of county and local governments, intergovernmental relations, and relations among urban governments.
3 hours lecture

PL 104 Introduction to Law (3 credits)
Study of common-law heritage, constitutional, civil, and criminal law, as well as law of evidence, courts, and civil and criminal law procedures.
3 hours lecture

PL 170 Honors Political Science (3 credits)
Study of the scope of political science including the major subfields of the discipline covering political theory and philosophy, American government and politics, comparative politics, and international relations.
3 hours lecture

PL 201 American Constitutional Law (3 credits)
Study of the development of the American Constitution including the powers and growth of the national government. Focuses on the U.S. Supreme Court decisions in the areas of civil rights, race relations, reapportionment, and basic First Amendment freedom.
3 hours lecture
Prerequisite: PL 101 or PL 102
Course Descriptions

PL 202 Public Administration (3 credits)
A study of the functions of the executive branch of government including the politics of the legislative branch and its relationship to the courts. Emphasis on the art of managing public affairs. Focus on finance, organization, and personnel.
3 hours lecture
Prerequisite: PL 101 or PL 102

PL 203 Comparative Government and Politics (3 credits)
Study of the political institutions of Germany, the United Kingdom, France, the former USSR, Israel, and Canada, with emphasis on differences and similarities.
3 hours lecture

PL 204 International Politics (3 credits)
Introduction to politics among nations, including various approaches to the study of international relations and questions of nuclear disarmament, war and peace, underdevelopment, international law, international organization and foreign policy. Emphasis on controversial issues, current affairs and problem areas throughout the world.
3 hours lecture

PL 209 Terrorism and Political Violence (3 credits)
This is an introductory course in terrorism studying terrorist groups and individuals, terrorist origins, goals, dynamics, ideologies, counter-terrorism, and homeland security. Work in this course involves examination of the structure and dynamics of terrorism in America, Europe, the Middle East, Latin America, Asia, and Africa. Terrorist weapons, strategies and tactics, the hot spots from which they evolve, the ways they operate and receive funding, their use of the media, and theories of counter-terrorism are all covered. The history, present, and future of terrorism are equally emphasized.
Prerequisite: CJ 101, 111 or FS 101 or PL 101

Psychology

PS 101 Introduction to Psychology (3 credits)
Explores the general principles and theories of psychology, history and methodology, sensation, perception, learning, memory, motivation, emotion, intelligence, personality, and the physiological basis of behavior. Students taking PS 101 Honors must enroll in PS 101 Honors Seminar.
3 hours lecture

PS 102 Human Growth and Development (3 credits)
Explores human development from prenatal life through late adulthood with an emphasis on the biological, cognitive, social, and emotional patterns of development.
3 hours lecture
Prerequisite: PS 101

PS 201 Child Psychology (3 credits)
Explores child development from prenatal life through adolescence with an emphasis on biological, motor, cognitive, emotional, moral, and social development.
3 hours lecture
Prerequisite: PS 101

PS 202 Theories of Personality (3 credits)
Explores personality development through the examination of the major psychoanalytical, behavioral, social-psychological, humanistic, trait, and existential theories of personality.
3 hours lecture
Prerequisite: PS 101

PS 203 Abnormal Psychology (3 credits)
Explores the history and basic concepts of the psychology of abnormal behavior with an emphasis on the causes, classification, and treatment of psychological disorders such as depression, anxiety, schizophrenia, personality disorders, and other maladaptive behaviors.
3 hours lecture
Prerequisite: PS 101

PS 204 Psychology of Aging (3 credits)
Explores the psychological aspects of late adulthood and aging with emphasis on biological, physiological, cognitive, social, and emotional changes.
3 hours lecture
Prerequisite: PS 101

PS 205 Social Psychology (3 credits)
Explores the social human behavior among individuals, groups, and cultures with an emphasis on relationships, attitudes, values, prejudice, conformity, interpersonal attraction, aggression, and other social issues.
3 hours lecture
Prerequisite: PS 101

PS 206 Behavior Modification (3 credits)
Explores behavior modification principles and application with an emphasis on reinforcement, punishment, stimulus control, token economy, desensitization, extinction, and shaping and how to apply these techniques in a realistic setting.
3 hours lecture
Prerequisite: PS 101

PS 207 Educational Psychology (3 credits)
Explores psychological concepts related to the teaching and learning process with an emphasis on contemporary educational research and actual classroom practices. Recommended for students interested in teaching or working in schools.
3 hours lecture
Prerequisite: PS 101

PS 208 Human Sexuality (3 credits)
Explores the biological, psychological, cultural, and behavioral aspects of human sexuality. Topics include attraction, love, sexual anatomy, sexual response cycle, sexual differentiation and orientation, sexual reproduction, contraception, sexual behaviors, sexual dysfunctions, and sexually transmitted illnesses. This course is also called SO 208; no credit is given if student took SO 208.
3 hours lecture
Prerequisite: PS 101 or SO 101

PS 209 Adult Development and Aging (3 credits)
Explores the biological, cognitive, psychological, and social development from early adulthood to late adulthood. Topics include mental health issues, personality, and life transitions such as parenthood, employment, retirement, widowhood, and death.
3 hours lecture
Prerequisite: PS 101
PS 293 Psychology Cooperative Education (3 credits)
Students are employed in approved positions in the psychology field. Students may already be employed or may seek the help of the Cooperative Education Department in securing positions. There is, however, no guarantee of placement. In conjunction with the employers and faculty, students establish challenging learning objectives. Objectives must be related to student’s major, and be pursued in the job environment during a 15-week semester equivalent to a minimum of 210 hours. Supervision is provided by the College through on-the-job visits and individual progress review sessions. Students attend a weekly, one-hour seminar on campus.
Prerequisite: GPA of 2.0, completion of at least 30 college-level credits, permission of instructor

Photography
PT 101 Introduction to Photography (3 credits)
A humanities elective for non-photography majors. Covers the basics of camera work and composition. Familiarizes students with lighting techniques for indoor and outdoor shooting. No darkroom work required. Must have access to an adjustable 35 mm camera. Students provide their own film and photo processing. Field trips are included.
3 hours lecture

Radiography
RA 101 Introduction to Radiologic Science (3 credits)
Introduction to radiography through orientation, the history of radiology, professional ethics and medical law, elementary radiation protection, nursing procedures, image processing, and medical terminology.
2 hours lecture; 3 hours laboratory
Corequisites: RA 102, RA 103

RA 102 Principles of Radiologic Science I (3 credits)
Introduction to radiologic positioning and related anatomy of the chest, abdomen, and the body’s extremities.
2 hours lecture; 3 hours laboratory
Corequisites: RA 101, RA 103

RA 103 Radiologic Practicum and Critique Seminar (1 credit)
Introduction to the physical layout and operation of a radiology department. Application of RA 102 under the supervision of a Registered Radiologic Technologist.
Corequisites: RA 101, RA 102

RA 105 Radiographic Imaging Equipment (3 credits)
Study of X-ray technology through the analysis of the production of X-rays, including X-ray circuitry, high-voltage devices, X-ray tubes, image intensifiers and mobile equipment.
2 hours lecture; 3 hours laboratory
Prerequisite: RA 103; Corequisites: RA 106, RA 107, RA 108

RA 106 Principles of Radiologic Science II (4 credits)
Study of radiographic positioning of the vertebral column and application of the principles of radiographic exposure and technique.
3 hours lecture; 3 hours laboratory
Prerequisite: RA 103; Corequisites: RA 105, RA 107, RA 108

RA 107 Radiologic Pharmacology and Pediatric and Geriatric Radiography (2 credits)
Study of the proper administration of medications including contrast media. The proper application of radiographic positioning and techniques for pediatric and geriatric radiography.
2 hours lecture
Prerequisite: BS 103; Corequisites: RA 105, RA 106, RA 108

RA 108 Radiologic Practicum II Critique Seminar (1 credit)
An apprenticeship with a radiologic technologist. Film critique seminars are conducted at the clinical site.
Prerequisite: RA 103; Corequisites: RA 105, RA 106, RA 107

RA 110 Radiologic Practicum III (2 credits)
A summer apprenticeship at clinical sites under the supervision of a registered technologist for practical experience in handling patients and routine examinations. Scheduled seminars and film critique classes.
Prerequisite: RA 108

RA 200 Radiation Biology (4 credits)
Study of the effects of ionizing radiation on cells, organs, and the whole body. Stresses the importance of radiation protection for patients and personnel.
4 hours lecture
Prerequisites: RA 110, BS 104; Corequisites: RA 202, RA 203

RA 202 Principles of Radiologic Science III (4 credits)
Study of advanced skull anatomy and positioning, mammography, venipuncture and an overview of specialty areas.
3 hours lecture; 3 hours laboratory
Prerequisite: RA 110; Corequisites: RA 200, RA 203

RA 203 Radiologic Practicum IV Film Critique Seminar (1 credit)
Applies theory to clinical application of radiographic techniques for experience in the areas of routine and complex radiographic examinations.
Prerequisite: RA 110; Corequisites: RA 200, RA 202

RA 205 Medical and Surgical Diseases (2 credits)
Study of the causes of disease, illustrated radiographically, and of trauma and infection.
2 hours lecture
Prerequisites: BS 104, RA 203; Corequisites: RA 206, RA 207

RA 206 Vascular Anatomy and Sectional Anatomy (4 credits)
Study of Special Procedures and cardiac catheterization to include equipment, anatomy and radiographic procedures, and an in-depth coverage of human anatomy in a sectional format.
4 hours lecture
Prerequisites: BS 104, RA 203; Corequisites: RA 205, RA 207

RA 207 Radiologic Practicum V Film Critique Seminar (1 credit)
For performing complex and advanced radiographic procedures under the supervision of a Registered Radiologic Technologist. Students rotate through C.T., ultrasound, nuclear medicine, and radiation therapy.
Prerequisites: BS 104, RA 203; Corequisites: RA 205, RA 206

RA 209 Advanced Radiographic Practicum (2 credits)
Advanced clinical experience under the supervision of a Registered Technologist.
Prerequisite: RA 207
Course Descriptions

Reading

**RD 001 Reading Skills I (credit equivalent *4)**
Focuses on developing the basic reading skills needed to understand printed material. Students practice skills and strategies to increase their ability to identify main ideas and details, determine word meanings, and think by analogy. Prepares students for RD 004, Readings Skills II.

"C" is the minimum grade for moving to a college level and for completion of the developmental requirement.
3 hours lecture; 1 hour laboratory
Prerequisite: Test placement

**RD 004 Reading Skills II (credit equivalent *3.5)**
Focuses on strengthening the reading skills necessary to comprehend college level textbooks and materials. Students will use a variety of reading strategies and participate in reading, writing, and oral activities in order to improve comprehension, fluency, critical reading skills and develop vocabulary.

"C" is the minimum grade for moving to college level and for completion of the developmental requirement.
3 hours lecture; 1 hour laboratory
Prerequisite: RD 001 or test placement

**RD 101 Reading and Study Skills (3 credits)**
Prepares students to effectively read college-level material. Written and oral exercises improve study skills, vocabulary, and reading comprehension. A wide range of reading material is introduced to provide background in the general academic areas.
3 hours lecture
Prerequisite: RD 004 or test placement

Science

**SC 004 General Science (3 credits)**
Survey of basic topics in high school science for students at the RD 004, EN 004, and MA 004 skill level or higher. Includes applications of basic math for solving scientific problems, data analysis, and SI unit system. Laboratory exercises reinforce basic concepts in applied science, including observation and analysis of variables and care/operation of basic scientific equipment.
Recommended for students requiring a 100-level or higher science course, but have not taken high school biology, chemistry and/or physics.
2 hours lecture; 2 hours laboratory
Corequisite: MA 004

**SC 101 Introduction to Physical Science (4 credits)**
Study of the basic concepts of chemistry, biology, earth science, and physics. Development and application of appropriate scientific computational abilities and the skills required for laboratory operations.
3 hours lecture; 3 hours laboratory

**SC 102 Health and Nutrition (3 credits)**
Introduction to health and health problems as related to nutritional deficiencies and excesses. Covers such topics as the role of nutrients in bodily functions, obesity, heart disease, maternal and childhood nutrition, food fads, social and cultural influences on eating patterns, and economic factors related to health and nutritional problems in the world.
3 hours lecture

**SC 102L Health and Nutrition Lab (1 credit)**
Application of nutrition concepts to practical situations and simulations, allowing for more in depth study and experience in selected topics. The laboratory component of SC 102: Health and Nutrition. For students who require a lab component when transferring SC 102.
3 hours laboratory
Prerequisite or Corequisite: SC 102

**SC 104 Environmental Science (4 credits)**
Provides an introductory survey of man-made and naturally caused environmental problems and their proposed solutions. Topics such as river pollution, chemical hazards, the atmosphere, ecosystems, energy, recycling, and endangered species are presented and discussed from a scientific perspective. The laboratory component includes the scientific method as a means of investigating the environment, some laboratory analysis, field study methods, as well as computer simulations. Meets science requirement(s) for liberal arts and other majors requiring a science course or course - elective for science and allied health majors.
3 hours lecture; 3 hours laboratory

**SC 105 Principles of Astronomy and Space (4 credits)**
Astronomy and qualitative and quantitative means of describing the general nature of the physical universe and its dynamic process. A study of the planets, the solar system, stars and galaxies. Covers the laws of physics and chemistry that govern the movements and composition of the physical universe and historical aspects of the development of the science of astronomy.
3 hours lecture; 3 hours laboratory

**SC 108 Introduction to Forensic Science (4 credits)**
This field encompasses many scientific areas, which, if used properly, can make invaluable contributions to the resolution of social and legal disputes.
3 hours lecture; 3 hours laboratory

**SC 109 Meteorology (4 credits)**
Introduction to the principles of weather observation, analysis and forecasting using the latest computer and Internet technology. The students learn to interpret satellite imagery; study weather systems as they develop.
A comprehensive analysis of severe atmospheric events such as snowstorms, hurricanes, thunderstorms and tornadoes is used to give students a basic understanding of weather that they can apply to real situations.
3 hours lecture; 3 hours laboratory

**SC 201 Basic Pharmacology (1 credit)**
Covers the basic categories of drugs and their effects on human physiological systems. Pharmacological actions, effects, and typical uses, and the associated terminology are also emphasized.
1 hour lecture
Prerequisite: BS 100 or equivalent
SC 293 Science Cooperative Education (3 credits)
Students are employed in approved positions in the science field. Students may already be employed or may seek the help of the Cooperative Education Department in securing positions. There is, however, no guarantee of placement. In conjunction with employers and faculty, students establish challenging learning objectives. Objectives must be related to the student's major and be pursued in the job environment during a 15-week semester equivalent to a minimum of 210 hours. Supervision is provided by the College through on-the-job visits and individual progress review sessions. Students attend a weekly, one-hour seminar on campus.

Prerequisites: GPA 2.0, completion of all coursework preparatory to college-level science subjects, permission of instructor

Sociology

SO 101 Introduction to Sociology (3 credits)
Study of the basic concepts in social interaction, analyzing selected aspects of the immediate culture, defining and evaluating the individual personality in inter-group relations, social organization and processes, and elements of social control and deviance in a changing society.

3 hours lecture

SO 102 Institutional Racism I (3 credits)
Historical approach to the evolution of racism, the identification of racism, and a study of power and control in America's major institutions.

3 hours lecture

Prerequisite: SO 101

SO 105 Social Problems (3 credits)
Explores major global social problems from three theoretical perspectives (structural functionalist, conflict, and symbolic interactionist theory) with an emphasis on problems occurring in the United States such as health care, substance abuse, crime, poverty, unemployment, and racial, ethnic, and gender inequalities. Solutions to these problems are also discussed and analyzed. (Note: This course was formerly SO 201.)

3 hours lecture

SO 107 Sociology of Aging (3 credits)
Deals with the cultural and sociological factors of aging. Emphasis on adult socialization groups, social institutions and the elderly, social problems of the elderly, and programs and prospects for the elderly.

3 hours lecture

Prerequisite: SO 101

SO 202 Anthropology (3 credits)
Survey of the development of humanity, the meaning of culture, and the interaction between people and cultures.

3 hours lecture

SO 203 Marriage and Family (3 credits)
Comprehensive cross-cultural treatment of the family, its organizations, and its variations throughout the world. After analyzing the family as a universal social institution, the contemporary American family, using the sociological perspective, is studied.

3 hours lecture

SO 204 Cultural Comparisons (3 credits)
Exploration of the customs, values, attitudes, world views, and behavior of ethnic groups in Passaic County. Students gain an increased understanding, appreciation, and tolerance of the behavior of people from various cultural and social groups. Especially useful for those who work with people from various ethnic groups.

3 hours lecture

SO 205 Death and Dying (3 credits)
Explores the biological, sociological, and psychological perspectives of death, dying, and bereavement in our society and around the world. Topics include euthanasia, suicide, terminal illness, funeral and burial rituals, and cultural and ethical values and problems related to death and terminal illness in contemporary society.

3 hours lecture

Prerequisites: SO 101 or PS 101

SO 206 Death and Dying (3 credits)
Explores the biological, sociological, and psychological perspectives of death, dying, and bereavement in our society and around the world. Topics include euthanasia, suicide, terminal illness, funeral and burial rituals, and cultural and ethical values and problems related to death and terminal illness in contemporary society.

3 hours lecture

Prerequisites: SO 101 or PS 101

SO 207 Social Problems (3 credits)
Introduces theoretical and methodological perspectives on deviance and social control. Discusses social organization of deviance and informal and formal means of social control.

3 hours lecture

Prerequisite: SO 101

SO 293 Sociology Cooperative Education (3 credits)
Students are employed in approved positions in the sociology field. Students may already be employed or may seek the help of the Cooperative Education Department in securing positions. There is, however, no guarantee of placement. In conjunction with employers and faculty, students establish challenging learning objectives. Objectives must be related to the student's major and be pursued in the job environment during a 15-week semester equivalent to a minimum of 210 hours. Supervision is provided by the College through on-the-job visits and individual progress review sessions. Students attend a weekly, one-hour seminar on campus.

Prerequisites: GPA of 2.0, completion of at least 30 college-level credits, permission of the department chairperson

SO 208 Human Sexuality (3 credits)
Explores the biological, psychological, cultural, and behavioral aspects of human sexuality. Topics include attraction, love, sexual anatomy, sexual response cycle, sexual differentiation and orientation, sexual reproduction, contraception, sexual behaviors, sexual dysfunctions, and sexually transmitted illnesses. This course is also called PS 208; no credit is given if student took PS 208.

3 hours lecture

Prerequisite: PS 101 or SO 101

SO 210 Deviance and Social Control (3 credits)
Introduces theoretical and methodological perspectives on deviance and social control. Discusses social organization of deviance and informal and formal means of social control.

3 hours lecture

Prerequisite: SO 101

SO 293 Sociology Cooperative Education (3 credits)
Students are employed in approved positions in the sociology field. Students may already be employed or may seek the help of the Cooperative Education Department in securing positions. There is, however, no guarantee of placement. In conjunction with employers and faculty, students establish challenging learning objectives. Objectives must be related to the student's major and be pursued in the job environment during a 15-week semester equivalent to a minimum of 210 hours. Supervision is provided by the College through on-the-job visits and individual progress review sessions. Students attend a weekly, one-hour seminar on campus.

Prerequisites: GPA of 2.0, completion of at least 30 college-level credits, permission of the department chairperson
Course Descriptions

Spanish

SP 101 Elementary Spanish I (3 Credits)
Uses a comprehension-based proficiency approach to the acquisition of Spanish. Pronunciation, vocabulary, and grammar are presented audio-visually in a natural, culture-based context through the continuous story line of Destinos, a Spanish soap opera. Students practice speaking, writing, and reading skills while developing a high level of listening comprehension. In addition to the language skills, students develop cultural knowledge and awareness of the Spanish-speaking world. For those whose native language is not Spanish.
3 hours lecture; 1 hour laboratory

SP 102 Elementary Spanish II (3 credits)
A continuation of Spanish 101 with great emphasis on developing oral communication. Through the Destinos soap opera format, students increase their Spanish language skills and knowledge of Hispanic cultures. For those whose native language is not Spanish and have had two years of high school Spanish or SP 101.
3 hours lecture
Prerequisite: SP 101

SP 106 Spanish for Public Service (3 credits)
For those whose native language is not Spanish and who need a basic knowledge of Spanish to carry out career and community responsibilities. Emphasis is on communicative skills in Spanish.
3 hours lecture

SP 108 Spanish I for Native Speakers (3 credits)
For students who speak Spanish at home and want to improve their formal grammatical knowledge of the language. Emphasis is placed on strengthening students’ reading, writing and vocabulary skills. Problematic points due to English interference receive special attention.
3 hours lecture

SP 109 Spanish II for Native Speakers (3 credits)
A continuation of SP 108, intended for Hispanic students who speak Spanish and want to improve their formal knowledge of the language. Reading, writing, and vocabulary skills continue to be developed through selected readings in Spanish and Latin American literature.
3 lecture hours
Prerequisite: SP 108

SP 201 Intermediate Spanish I (3 credits)
For those who have completed Spanish 102 and wish to continue improving their listening, speaking, reading, and writing skills in Spanish. Pronunciation, grammar, and vocabulary are presented audio-visually in a natural, culture-based context. Special emphasis is placed on developing more advanced conversational skills through continued exposure to the Destinos soap opera and diverse classroom activities and authentic realia.
3 hours lecture
Prerequisite: SP 102

SP 202 Intermediate Spanish II (3 credits)
A continuation of SP 201 with emphasis on developing more advanced listening, speaking, reading, and writing skills in Spanish. The materials used include Destinos, films, authentic realia, and relevant field trips.
3 hours lecture
Prerequisite: SP 201

SP 205 Latin American Literature (3 credits)
Introduces major genres of literature with special emphasis on the techniques of reading and interpreting novels, short stories, essays and poetry. It analyzes the relationship between each literary piece and the historic period in which it was written. For those who have completed SP 202 or are native Spanish speakers.
3 hours lecture

Speech
(Under prefix ENS) See ENGLISH Courses

Theater

ST 110 Acting I (3 credits)
Uses extensive physical and vocal exercises, techniques for freeing spontaneous personal feeling, and the process of bringing all these elements together through detailed work on text material. Emphasis on developing the ability to sustain strong focus of attention and highly concentrated energy. Scene study is used to apply concentration principles.
3 hours lecture

ST 111 Acting II (3 credits)
Exposes students to a broader range of experience in the various acting styles and stresses the mental, physical, and emotional disciplines required.
3 hours lecture
Prerequisite: ST 110

ST 112 Introduction to Theater (3 credits)
Addresses the role of theater as an art form and means of communicating ideas regarding cultural value and human understanding. Contributions of the audience, playwright, actor, director, designer, and technician to theatrical production are covered. Elements of the historical genres, the importance of audience, and the total experience of theater will be discussed as supplemental to the foundation material mentioned above.
3 hours lecture
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Danielle Budka-Nepola, Assistant Bursar
  B.A., San Diego State University
  M.P.A., University of North Carolina
Beatriz Rosado, Accounts Receivable Clerk
  A.A.S., Passaic County Community College
Rosemary Pino, Staff Assistant
  A.S., Passaic County Community College

Food Services Preparation Program
James Hornes, Director of Food Services
  A.O.S., Culinary Institute of America
Michael Grossi, Chef/Instructor
  A.O.S., Culinary Institute of America
  B.S., Seton Hall University
Vicki Stewart, Cashier

Payroll
Nermis Moretta, Payroll Manager
  B.S., Herbert H. Lehman College

Facilities Management and Planning
Brian Egan, Executive Director
  B.S., New Jersey Institute of Technology
Elba Lantigua, Staff Assistant
  A.S., Passaic County Community College
  B.S., Montclair State University
Gregory Dacenko, Supervisor of Evening Operations
  B.A., Montclair State University

Buildings and Grounds
Frankie Rivera, Acting Coordinator of Buildings and Grounds
Randolph Simonetti, Assistant Manager
June Bryant, Lead Custodian
Bruce Best, Custodian
Wilomena DeJesus, Custodian
Rocco D’Ettorre, Custodian
Kenyaatall Elliot, Custodian/Handyperson
Doris Hill, Custodian
Beryl Haughton, Custodian
Pedro Pachas, Custodian
Kevin Phillips, Custodian
Matt Simmons, Custodian
John Sharrock, Custodian
Alphonson Thompson, Custodian
Hector Velazquez, Custodian
John Velez, Custodian/Handyperson
Francisco Venezia, Custodian/Handyperson
Edwin Villanueva, Custodian

Mechanical Services
Eriberto Valentin, Manager
Antonio DiMenza, Maintenance Person
Rafael Medina, Maintenance Person
Marco Pelosi, Handyman and Painter
Frank Amoresano, Mechanical Service Person

Purchasing
Marge Hollingsworth, Director
Christina Affinito, Staff Assistant
Edwin Figueroa, Purchasing Clerk

College Support Services
John Guerriero, Manager
  B.A., Ramapo College
Arlene Trzcinski, Copy Center Clerk
Office of the Executive Director of Enrollment Management
Elizabeth A. Marinace, Executive Director
B.A., State University of New York at Oswego
M.Ed., Rutgers, The State University of New Jersey
Alice Ferrer, Graphic Artist
Johanna Reyes, Secretary II
B.S., Berkeley College

Admissions
Patrick Noonan, Director
B.A., Rutgers, The State University of New Jersey
M.Ed., Rutgers, The State University of New Jersey
Maritza Davila-Baez, Assistant Director
B.A., Monmouth University
M.S., Fairleigh Dickinson University
Maria Rodriguez, Bilingual Admissions Counselor
B.A., M.A., William Paterson University
Teya Eaton, Admissions Counselor
B.S., University of New Hampshire
Lucy Rivera, Secretary I
Lourdes Aguiar, Data Entry Clerk
Clarissa Rosario-Chilimintris, Records Clerk I

Financial Aid
Sharon Audet, Director
B.A., M.A., Wilmington College
Elaine Kelly, Assistant Director
B.S., St. Peter’s College
Julio Morales, Financial Aid Officer
B.A., St. Peter’s College
Beatrix Chia, Financial Aid Technician
A.A., Passaic County Community College
Isabel Agudelo, Financial Aid Technician
A.A.S., Passaic County Community College
B.S., Thomas Edison State College
M.S., American Intercontinental University
Shirley McFarlane, Financial Aid Officer
B.A., William Paterson University
Flora Needhiass, Financial Aid Officer
B.S.C., Madras University, India
M.A., Madras University, India
M.S., Thomas Edison State College
Karen Pirli, Financial Aid Officer
B.S., Syracuse University
B.S., Rutgers, The State University of New Jersey
Esther Montano, Financial Aid Officer
B.S., National-Louis University
M.A.S., Fairleigh Dickinson University

Registrar
Carlos Tonche, Jr., Registrar
B.A., Rice University
J.D., Harvard University
Robert Saunders, Assistant Registrar
B.S., M.S., Binghamton University
Allen Blackburn, Staff Assistant
B.A., Hunter College, City University of New York
Beatriz Ahumada, Records Clerk II
A.A., Passaic County Community College

Passaic Academic Center
Josephine Hernandez, Vice President
B.A., Inter American University
M.A., Rutgers, The State University of New Jersey
Edna Ortiz, Executive Secretary to the Vice President
Patricia Medieros, Enrollment Services Coordinator
B.A., Nichols College
M.A.S., Fairleigh Dickinson University

Wanaque Academic Center
Patricia Hardy, Executive Director
B.A., Montclair State University
Lisa Jones, Assistant Director
B.A., M.A.S., Fairleigh Dickinson University
Adora Nonas, Program Assistant, Evening Administrator
B.A., Polytechnic University
B.S., M.S., American Institute
Kathy Coffey, Coordinator of Learning Resources
B.A., Gardner-Webb College
M.A., New York University
M.B.A., University of New Haven
Daphne Lin Chang, Student Development Specialist
B.A., University of Kansas
M.Ed., University of Toronto
Janet Varvara, Student Development Specialist
B.S., Bloomfield University
M.S., Long Island University
Mario Veras, Computer Technician/Laboratory Assistant
A.S., Passaic County Community College
Barbara Rath, Office Technician
Francisco Hernandez, Coordinator of W.A.C. Food Services
Faculty

The Faculty
The Passaic County Community College faculty has both full-time and adjunct faculty members. All are expected to meet the same standards of academic preparation, course content and service to students. In addition to a greater teaching load, full-time faculty have additional responsibilities, notably curriculum development and student advisement. The following is a list of full-time faculty members, together with their credentials, departmental assignment, and year appointed to faculty. A current listing of adjunct faculty may be obtained from each of the academic departments.

Professors
Martin Bookbinder, Professor, Political Science and Economics, 1972
   B.A., The American University
   M.A., The Catholic University of America
   Ph.D., University of Maryland
Elliott Collins, Professor, History, 1990
   B.A., University of Delaware
   M.P.A., New York University
   M.A., Drew University
   Ph.D., New York University
Ida Greidanus, Professor, Biology, 1972
   B.A., Calvin College
   M.S., Wayne State University
   Ed.D., Teachers College, Columbia University
Elaine Harrington, Professor Emeritus, English and Mathematics, 1972
   B.S., Tuskegee Institute
   M.A., University of Connecticut
Eileen Maloney, Professor, Radiography, 1974
   B.S., State University of New York at Buffalo
   M.Ed., Rutgers, The State University of New Jersey
Laurie Moody, Professor, ESL, 1978
   B.A., Muhlenberg College
   M.A., Ph.D., New York University
Edward R. Mosley, Professor, Sociology and Psychology, 1979
   B.A., William Paterson University
   M.A., Seton Hall University
   M.S., Fordham University
Karen Ramsden, Professor, Nurse Education, 1982
   B.S.N., M.S.N., Seton Hall University
Merille Siegel, Professor, Computer Information Sciences, 1982
   B.A., Cornell University
   M.A., Teachers College, Columbia University
   M.S., Montclair State University
Angelo Tritini, Professor, Criminal Justice, 1978
   A.A.S., Brooklyn College, City University of New York
   B.A, Richmond College
   M.S., College of Staten Island, City University of New York

Associate Professors
Adnan Atshan, Associate Professor, Computer Information Sciences, 1990
   B.A., New Jersey City University
   M.A., New Jersey Institute of Technology
Linda Bakian, Associate Professor, English, 1985
   B.A., City College, City University of New York
   M.A., New York University
Michael Calderaro, Associate Professor, ESL, 1985
   B.A., St. Peter's College
   M.A., Seton Hall University
   M.A., Teachers College, Columbia University
Alison H. Chase, Associate Professor, English, 1983
   B.A., Wellesley College
   M.A., Antioch University
Thomas Cox, Associate Professor, Business Administration, 1988
   B.S., Seton Hall University
   M.B.A., Fairleigh Dickinson University
Janet Delaney, Associate Professor, Mathematics, 1985
   B.A., Douglass College of Rutgers,
   The State University of New Jersey
   M.A., Montclair State University
Valerie Edwards, Associate Professor, Nurse Education, 1990
   B.S., Stockton University
   M.S., Seton Hall University
Esther Hager, Associate Professor, Biology, 1991
   B.S., George Washington University
   M.S., University of Maryland
   Ph.D., Fordham University
Linda Hillringhouse, Associate Professor, English, 1979
   B.A., Goddard College
   M.F.A., Columbia University
Parsha Hobson, Associate Professor, Radiologic Technology, 1992
   A.A.S., Passaic County Community College
   B.S., Montclair State University
   M.P.A., New York University
Ronnie Kaufman, Associate Professor, ESL, 1987
   B.A., Queens College
   M.A., Teachers College, Columbia University
Janice Peters, Associate Professor, English, 1979
   B.A., M.A., William Paterson University
   M.A., Teachers College, Columbia University
   Ph.D., Seton Hall University
Radha Sankaran, Associate Professor, Mathematics, 1988
   B.S., Kerala University, India
   M.A., Annamalai University, India
   M.A., Brooklyn College, City University of New York
   M.B.A., Fairleigh Dickinson University
   Ed.S., Seton Hall University
Nancy Silvestro, Associate Professor, ESL, 1985
   B.A., Fairleigh Dickinson University
   M.A., Teachers College, Columbia University
   Zirka Voronka, Associate Professor, ESL, 1986
   B.A., M.A., Rutgers, The State University of New Jersey
Assistant Professors
Mary Grace Aladeselu, Assistant Professor, Nurse Education, 1996
B.S.N., Seton Hall University
M.S.N., Hunter College, City University of New York
Samuel Ayala, Assistant Professor, Music, 2002
B.A., Montclair State University
M.A., Montclair State University
Adeeye C. Bankole, Assistant Professor, CIS, 2001
B.S., Mercy College
M.S., Central Missouri State University
Oksana Bauer, Assistant Professor, Foreign Language, 1996
B.A., Pennsylvania State University
M.A., Columbia University
Ph.D., City University of New York
Palma Benko, Assistant Professor, Mathematics, 1997
B.S., Eotvos Lorand University at Budapest
M.A., New Jersey City University
Ph.D., City University of New York
Diana Blauvelt, Assistant Professor, Reading, 2001
B.A., Rutgers, The State University of New Jersey
M.A., Jersey City State College
Margaret A Covre, Assistant Professor, Nurse Education, 2001
B.S.N., Pontifical Catholic University of Panama
M.S.N., Monmouth University
Hisam Dada, Assistant Professor, Engineering, 1999
B.S.E.E., M.S.E.E., New Jersey Institute of Technology
Michael D’Arcangelo, Assistant Professor, Human Service, 2000
A.A., Bergen Community College
B.A., Montclair State College
M.S.W., Rutgers, The State University of New Jersey
Ann Deblinger, Assistant Professor, Exercise Science, 2000
B.F.A., University of Mexico
M.S., Queens College, City University of New York
Lisa DeLiberto, Assistant Professor, Health Information Technology and Office Administration, 1996
B.S., University of Bridgeport
M.S., Rochester Institute of Technology
Agnes Drath, Assistant Professor, ESL, 2000
M.A., Jagiellonian University, Cracow, Poland
Jane Feltz, Assistant Professor, Early Childhood Ed./Teacher Ed., 2007
B.S., Seton Hall University
M.S., Fairleigh Dickinson University
Robert Getso, Assistant Professor, Sociology, 2006
B.A., University State of New York
M.A., Columbia University
M.S.W., The University of The State of New York
Ph.D., LaSalle University
Lucia Gheorghiu, Assistant Professor, Business, 2004
M.B.A., Ph.D., Academy of Economic Studies
Madjid Hannoucne, Assistant Professor, ESL, 1990
B.A., University of Algiers
M.A., Teachers College, Columbia University
Mark Hillringhous, Assistant Professor, English, 2007
B.A., Hope College
M.A., Montclair State University
M.F.A., Fairleigh Dickinson University
John Jucevic, Assistant Professor, Physics, 2007
B.S., William Paterson University
M.Ed., Indiana University
Ph.D., Indiana University
Kathleen Kelly, Assistant Professor, ESL, 1998
B.A., Connecticut College
M.A., University of California at Los Angeles
Glenn Klopfenstein, Assistant Professor, English, 1994
B.A., Ph.D., State University of New York at Stony Brook
Dillon Lobban, Assistant Professor, Mathematics, 1999
B.A., Columbia University
M.A., Hunter College, City University of New York
M.S., Iona College
Ed.D., Teachers College, Columbia University
Anne Loving, Assistant Professor, Biology, 2004
B.A., Goucher College
M.S., Columbia University
Jennifer Lucas-Uygun, Assistant Professor, ESL, 1993
B.A., M.A., West Virginia University
Ed.D., Rutgers, The State University of New Jersey
Richard Marranca, Assistant Professor, English, 2001
B.A., Montclair State University
M.A., D.A., New York University
Kala Mayur, Assistant Professor, Science, 2005
B.S., Delhi University
M.S., Ph.D., University of Tokyo
Hyacinth McCaulay, Assistant Professor, Nurse Education, 1993
B.S., Rutgers, The State University of New Jersey
M.S.N., Seton Hall University
Daphne Miklovic, Assistant Professor, Nursing, 2002
B.S.N., William Paterson University
M.S.N., Seton Hall University
Alan Mitnich, Assistant Professor, English, 1999
B.A., M.A., William Paterson University
Andrew Pawelczak, Assistant Professor, English, 1987
B.A., San Francisco State University
M.A., State University of New York at Stony Brook
Miryam Rinkerman, Assistant Professor, ESL, 1988
A.A., Passaic County Community College
B.A., Montclair State University
M.A., Teachers College, Columbia University
Candida Rodriguez, Assistant Professor, ESL, 1983
B.A., M.A., Fairleigh Dickinson University
Salvatore Rodriguez, Assistant Professor, ESL, 1993
B.A., William Paterson University
M.A.T., Fairleigh Dickinson University
Fred J. Sadek, Assistant Professor, Chemistry, 1997
B.S., M.A., Montclair State University
Ph.D., State University of New York at Buffalo
Eshrat Sahafian, Assistant Professor, Mathematics, 2004
B.A., Kean University
M.Ed., New Jersey City University
Louis Scala, Assistant Professor, Science, 2006
B.S., St. Peter's College
Ph.D., University of Medicine and Dentistry of New Jersey
Linda M. Siegrist, Assistant Professor, Nurse Education, 1996
B.S.N., East Carolina University
M.S.N., College of Misericordia
## Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Year</th>
<th>Degree(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael C. Walker</td>
<td>Assistant Professor, Criminal Justice</td>
<td>2001</td>
<td>B.A., William Paterson University&lt;br&gt;M.P.A., John Jay College of Criminal Justice&lt;br&gt;M.B.A., Pace University</td>
</tr>
<tr>
<td>David Wasmuth</td>
<td>Assistant Professor, ESL</td>
<td>1990</td>
<td>B.A., Ohio State University&lt;br&gt;M.L.S., University of Michigan&lt;br&gt;Ed.M., Boston University&lt;br&gt;Ph.D., University of Medicine and Dentistry of New Jersey</td>
</tr>
<tr>
<td>Thomas Yip</td>
<td>Assistant Professor, CIS</td>
<td>2001</td>
<td>B.S.E.E., Manhattan College&lt;br&gt;M.S.E.E., New York University&lt;br&gt;M.B.A., New York University</td>
</tr>
<tr>
<td>Gladys Acosta-Melendez</td>
<td>Instructor, English</td>
<td>2007</td>
<td>B.A., University of Puerto Rico&lt;br&gt;M.A., Montclair State University</td>
</tr>
<tr>
<td>Nina Alsbrook</td>
<td>Instructor, English</td>
<td>2005</td>
<td>B.A., M.A., St. John’s University</td>
</tr>
<tr>
<td>Mustasem Awwad</td>
<td>Instructor, Engineering</td>
<td>2006</td>
<td>B.S., M.S., New Jersey Institute of Technology&lt;br&gt;Ph.D., Bernelli University</td>
</tr>
<tr>
<td>Mancin Baranowski</td>
<td>Instructor, Science</td>
<td>2007</td>
<td>B.S., M.S., Montclair State University&lt;br&gt;B.S., M.S., New Jersey Institute of Technology</td>
</tr>
<tr>
<td>Kelly Bender</td>
<td>Instructor, English</td>
<td>2007</td>
<td>A.A., Union County College&lt;br&gt;B.A., M.A., Rutgers University</td>
</tr>
<tr>
<td>Victoria Bitar</td>
<td>Instructor, Nurse Education</td>
<td>2006</td>
<td>A.S., City University of New York&lt;br&gt;B.S.N., Seton Hall University&lt;br&gt;M.S.N., Pace University</td>
</tr>
<tr>
<td>Theresa Borovskis</td>
<td>Instructor, Nurse Education</td>
<td>2005</td>
<td>B.S.N., Rutgers University&lt;br&gt;M.S.N., University of Phoenix</td>
</tr>
<tr>
<td>Christina Burkart</td>
<td>Instructor, Social Sciences</td>
<td>2004</td>
<td>M.A., Bowie State University</td>
</tr>
<tr>
<td>Eric Cameron</td>
<td>Instructor, CIS</td>
<td>2003</td>
<td>B.A., M.A., Montclair State University</td>
</tr>
<tr>
<td>Petar Drakulich</td>
<td>Instructor, History</td>
<td>2005</td>
<td>B.A., James Madison University&lt;br&gt;M.A., Rutgers University</td>
</tr>
<tr>
<td>Svetlana Dubinin</td>
<td>Instructor, Mathematics</td>
<td>2007</td>
<td>B.S., M.S., Donetsk University</td>
</tr>
<tr>
<td>Matthew Eberhart</td>
<td>Instructor, English</td>
<td>2004</td>
<td>B.A., M.A., University of Northern Iowa</td>
</tr>
<tr>
<td>Omar Elbaga</td>
<td>Instructor, Reading</td>
<td>2006</td>
<td>B.A., M.A., New Jersey City University</td>
</tr>
<tr>
<td>Lisa Egle</td>
<td>Instructor, ESL</td>
<td>2004</td>
<td>B.A., New York University&lt;br&gt;M.A., Fairleigh Dickinson University</td>
</tr>
<tr>
<td>John Fruncillo</td>
<td>Instructor, Philosophy</td>
<td>2007</td>
<td>B.A., Ramapo College of New Jersey&lt;br&gt;M.A., Ph.D., The New School for Social Research</td>
</tr>
<tr>
<td>Sharron Greaves</td>
<td>Instructor, Communications</td>
<td>2006</td>
<td>B.A., University of North Carolina at Chapel Hill&lt;br&gt;M.F.A., Chapman University&lt;br&gt;Ph.D., Arizona State University at Tempe</td>
</tr>
<tr>
<td>Heather Griffiths</td>
<td>Instructor, Nurse Education</td>
<td>2006</td>
<td>M.S.N., William Paterson University</td>
</tr>
<tr>
<td>Margaret Holland</td>
<td>Instructor, ESL</td>
<td>2007</td>
<td>B.A., Providence College&lt;br&gt;M.A., C.W. Post College</td>
</tr>
<tr>
<td>Helena Holmes</td>
<td>Instructor, ESL</td>
<td>2006</td>
<td>B.S., New York University&lt;br&gt;M.A., New Jersey City University</td>
</tr>
<tr>
<td>Salomey Joseph</td>
<td>Instructor, Mathematics</td>
<td>2004</td>
<td>M.S., Mar Athanasius College&lt;br&gt;M.S., Kean University</td>
</tr>
<tr>
<td>Mitra Kermani</td>
<td>Instructor, Mathematics</td>
<td>2004</td>
<td>M.B.A., Fairleigh Dickinson University</td>
</tr>
<tr>
<td>Yon Kim</td>
<td>Instructor, Mathematics</td>
<td>2004</td>
<td>B.S., M.S., Montclair State University</td>
</tr>
<tr>
<td>Elizabeth Matthew</td>
<td>Instructor, Nurse Education</td>
<td>2007</td>
<td>B.S., M.S.N., Seton Hall University</td>
</tr>
<tr>
<td>Marcus Morreale</td>
<td>Instructor, Business</td>
<td>2007</td>
<td>B.B.A., Niagara University&lt;br&gt;M.B.A., University of Miami</td>
</tr>
<tr>
<td>Lonna Murphy</td>
<td>Instructor, Psychology</td>
<td>2006</td>
<td>B.S., University of Illinois at Urbana-Champaign&lt;br&gt;M.S., Illinois State University&lt;br&gt;Ph.D., M.S., Purdue University</td>
</tr>
<tr>
<td>Edwin Pagan</td>
<td>Instructor, Business</td>
<td>2006</td>
<td>M.B.A., Fairleigh Dickinson University</td>
</tr>
<tr>
<td>Christine Redman-Waldeyer</td>
<td>Instructor, English</td>
<td>2006</td>
<td>B.A., Georgian Court College&lt;br&gt;M.A., Monmouth University&lt;br&gt;D.Litt., Drew University</td>
</tr>
<tr>
<td>Caffie Risher</td>
<td>Instructor, English</td>
<td>2005</td>
<td>B.A., Fairleigh Dickinson University&lt;br&gt;M.A., New Brunswick Theological Seminary&lt;br&gt;M.A., Seton Hall University</td>
</tr>
<tr>
<td>Laura Robertson</td>
<td>Instructor, ESL</td>
<td>2006</td>
<td>B.S., M.Ed., University of Houston</td>
</tr>
<tr>
<td>Rosita Rodriguez</td>
<td>Instructor, Nurse Education</td>
<td>2007</td>
<td>B.S.N., William Paterson University&lt;br&gt;M.S.N., University of Medicine and Dentistry of New Jersey</td>
</tr>
<tr>
<td>Jennifer Rossino</td>
<td>Instructor, English</td>
<td>2006</td>
<td>B.A., M.A., Temple University</td>
</tr>
</tbody>
</table>
Directions to Passaic County Community College

From East via George Washington Bridge:
Take Route 80 West. Get off at 57B, Downtown Paterson Exit. Turn left on Main Street (second intersection). Turn right on Ellison Street (second light). The College is about 1/4-mile ahead.

From West via Route 80:
Take Route 80 East. Get off at 57B, Downtown Paterson Exit. Follow signs for Downtown Paterson. Turn left on Main Street (second intersection). Turn right on Ellison Street (second light). The College is about 1/4-mile ahead.

From North via Garden State Parkway:
Take Garden State Parkway to Exit 159, Route 80 West. Take 80 West. Get off at 57B, Downtown Paterson Exit. Turn left on Main Street (second intersection). Turn right on Ellison Street (second light). The College is about 1/4-mile ahead.

From South via Garden State Parkway:
Take Garden State Parkway to Exit 155P. Follow Route 19 to Downtown Paterson Exit. Turn left on Main Street (second intersection). Turn right on Ellison Street (second light). The College is about 1/4-mile ahead.

Public Transportation:
Bus and train transportation is available from surrounding areas. NJ Transit buses stop in front of the College. For further information on bus service call the NJ Transit Toll Free Number 1-800-772-2222. For train service call NJ Transit at 973-762-5100 or 215-569-3752.
Directions to Wanaque Academic Center

**From Paterson Main Campus:**
Take Route 80 West to Route 23 North (Exit 53). Take Route 23 North to 287 North, Mahwah Exit. Take 287 North to Wanaque Exit (Exit 55). At the bottom of the ramp, turn right onto Ringwood Avenue. Get into far left lane and turn left at first traffic light to Union Avenue. The College is approximately 1/3-mile on the right.

**From East via George Washington Bridge:**
Take Route 80 West to Route 23 North (Exit 53). Take Route 23 North to 287 North, Mahwah Exit. Take 287 North to Wanaque Exit (Exit 55). At the bottom of the ramp, turn right onto Ringwood Avenue. Get into far left lane and turn left at first traffic light to Union Avenue. The College is approximately 1/3-mile on the right.

**From North via Garden State Parkway:**
Take Garden State Parkway South to Exit 159, Route 80 West. Take 80 West. Get off at Route 23 North (Exit 53). Take Route 23 North to 287 North, Mahwah Exit. Take 287 North to Wanaque Exit (Exit 55). At the bottom of the ramp, turn right onto Ringwood Avenue. Get into far left lane and turn left at first traffic light to Union Avenue. The College is approximately 1/3-mile on the right.

**From South via Garden State Parkway:**
Take Garden State Parkway North to Exit 155P. Follow signs for Route 80 West. Take Route 80 West to Route 23 North (Exit 53). Take Route 23 North to 287 North, Mahwah Exit. Take 287 North to Wanaque Exit (Exit 55). At the bottom of the ramp, turn right onto Ringwood Avenue. Get into far left lane and turn left at first traffic light to Union Avenue. The College is approximately 1/4-mile on the right.

**From Tappan Zee Bridge:**
Take 287 South to Wanaque (Exit 55). Bear left off ramp. Turn left at traffic light. The College is approximately 1/4-mile on the right.
**Directions to PCCC Public Safety Academy**

**Garden State Parkway North**
Take GSP North to Exit 153B. Take Route 3 West to Route 46 West. Make a right onto Union Boulevard — turns into Union Avenue. Go to Preakness Avenue, and make a left onto Preakness Avenue. Take Preakness Avenue to the very top of the hill. Turn right onto Oldham Road, follow Oldham Road to sign for PCCC Public Safety Academy.

**Garden State Parkway South**
Take GSP South To Exit 154 onto Route 46 West. Make a right onto Union Boulevard turns into Union Avenue. Go to Preakness Avenue. Make a left onto Preakness Avenue. Take Preakness Avenue to the very top of the hill. Turn right onto Oldham Road, follow Oldham Road to sign for PCCC Public Safety Academy.

**Route 80 Westbound**
Take Route 80 West to Exit 56 on the right (Squirrelwood Road, West Paterson). Make a right at the end of the ramp. Make first left onto Glover Street. Go through the first traffic light and over bridge. At second traffic light, turn right onto Totowa Avenue. At first traffic light, turn left onto Preakness Avenue. Take Preakness Avenue to the top of the hill. Turn right onto Oldham Road, follow Oldham Road to Sign for PCCC Public Safety Academy.

**Route 80 Eastbound**
Take Route 80 East to Exit 54 on the right (Minnisink Road, Totowa). Make left at end of ramp and go back over Route 80 on Minnisink Road. Make first left onto Vreeland Avenue (sign for Route 80 West). At the end of Vreeland Avenue, make a right onto Riverview Drive. Make a right onto Valley Road (Golf Course is on the right) from Riverview Drive. Make a right onto Preakness Avenue from Valley Road. Make a left onto Oldham Road, go one block, follow Oldham Road to Sign for PCCC Public Safety Academy.

**From Route 46**
From Route 46, exit at Riverview Drive (from east or west) proceed on Riverview Drive to Valley Road, turn right on Valley Road, go to Preakness Avenue, make a right turn onto Preakness. Make a left turn on Oldham Road, go one block, follow Oldham Road to sign for PCCC Public Safety Academy.

**From Paterson**
Take West Broadway to Central Avenue (becomes Hamburg Turnpike) to top of hill (Wayne—Haledon border). Make a left onto Oldham Road at top of hill. Follow Oldham Road to sign for PCCC Public Safety Academy. Follow dashed line from the College.
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Notices

The provisions of this bulletin should not be regarded as an irrevocable contract between the student and the College.

Passaic County Community College reserves the right to change any provisions or requirements at any time within the students’ terms of enrollment at the College, and shall not be responsible for any interruption whatsoever in the students’ educational program due to circumstances beyond the control of the College.

Final responsibility for meeting the requirements for graduation rests with the students.

Nondiscriminatory Policy as to Students and Employees

In accordance with Revenue Procedure 75-50, dated December 8, 1975, Title IX of the Education Amendments of 1972 (“Title IX”) and Part 86 of the United States Department of Health, Education and Welfare (U.S. Department of Health and Human Services) regulations published to effectuate Title IX, Passaic County Community College hereby gives notice of its nondiscriminatory policy as to students and employees.

Continuing its policy to support equal opportunity for all persons, Passaic County Community College does not discriminate on the basis of race, gender, color, age, creed, religion, national or ethnic origin, sexual orientation, military status, or physical or mental disability. This policy applies to the administration of Passaic County Community College’s admission, employment, educational, scholarship, loan, athletic, and other programs and practices.

Inquiries concerning the application of the above-mentioned Revenue Procedure or of Title IX to any policy, program, or other activity at Passaic County Community College may be referred to the following individual, who has been especially designated by the College to oversee the continued application of the College’s nondiscriminatory policies:

Michael Silvestro, Affirmative Action Officer
Office of Human Resources
Passaic County Community College
One College Boulevard
Paterson, New Jersey 07505
Telephone: 973-684-6108

Maria L. Medina, Alternate Affirmative Action Officer
Office of Evening Administration/
Associate Dean of Students
Telephone: 973-684-5651

or

Director of the Office for Civil Rights
Department of Human Services
Washington, DC 20201