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/or 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., 21st Floor
  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
  124 Halsey Street, 6th Floor, 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

2009
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-eight 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 opened 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

#### PCCC Academic Calendar Fall 2009 — Summer 2011

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**Note:** The dates and events provided are based on the academic calendar as of the time the information was published. For the most current information, please refer to the official academic calendar or contact the institution directly.
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

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 & 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
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 7000 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 online 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 Computer Information Systems and Office Systems Technology. 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 opened a new campus in the City of Passaic which will house the 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 Resources 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, Senior Vice President for Academic and Student Affairs, Vice President for Finance and Administration, Executive Director of Enrollment Management, Senior Dean for Academic Affairs, Associate Dean for Academic Affairs, Budget, College Services, Information Technology, Institutional Research and Planning, Payroll, Human Resources, Purchasing, Docu-Center, 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 “E” 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, Cultural Affairs, Contract Training, Institutional Advancement and Workforce Development, 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 120 Broadway.

Wanaque Academic Center

**Wanaque Academic Center** The 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 is the home of the state-of-the-art Nurse Education Program. It also offers an array of day, evening and Saturday courses in General Education, Developmental Education and English as a Second Language. The Passaic Academic Center is a state-of-the-art educational facility. Modern science and computer laboratories as well as classrooms equipped with the latest technology enhance the delivery of our educational programs. Ample parking is available and the campus is easily accessible by public transportation. *Room numbers preceded by the letters “PAC” refer to classrooms located in Passaic.*
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 co-requisites 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 the appropriate prerequisites, including placement testing, and provided the course is not limited to students enrolled in a specific degree 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 obtain an application at the Passaic Academic Center, the Wanaque Academic Center, the PCCC Public Safety Academy or download one from the PCCC website. Applications must be filled out completely and returned.

To provide ample opportunity for processing, placement testing and program selection, students are encouraged to apply 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, 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 program.

A non-matriculant may accumulate a maximum of 11 credits in college-level courses before applying for matriculation. All students are encouraged to make an early program selection and to seek matriculated status.

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 academic program. Transfer credit evaluations are not completed for students who do not declare an academic program or who have listed “undecided” as a program of study. Transferable credit will be posted to the student’s record. PCCC requires students to earn a minimum of 30 credits at PCCC.

Transfer Credit Evaluations are done by Enrollment Management. For more information about transfer credit see the section entitled Advanced Standing.
Admissions

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.

ASL Program Admission Requirements
1. Meet Passaic County Community College’s admissions criteria.
2. College-level placement in English, Reading, and Mathematics.
3. Students are admitted into the ASL-English Interpreter Training Degree Program when they have satisfactorily completed the following courses with a grade of “B” or higher:
   • ASL 103 Fingerspelling
   • ASL 104 American Sign Language I
   • ASL 108 American Sign Language II

Note: Pending final approval June, 2009.

Health Information Technology Admission Requirements
1. Meet Passaic County Community College’s admissions 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 a recommendation form from a person outside the immediate family.

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.

<table>
<thead>
<tr>
<th>Program &amp; Location</th>
<th>Schedule</th>
<th>Start Term</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse Education</td>
<td>Day</td>
<td>Fall — Sept.</td>
<td>First Fri. in April</td>
</tr>
<tr>
<td>PCCC Passaic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCCC Passaic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LPN Mobility</td>
<td>Day</td>
<td>Late Spring — May</td>
<td>First Fri. in March</td>
</tr>
<tr>
<td>PCCC Passaic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurse Education</td>
<td>Day</td>
<td>Spring — Jan.</td>
<td>First Fri. in March</td>
</tr>
<tr>
<td>SCCC Newton</td>
<td></td>
<td>Even Years</td>
<td>Oct.</td>
</tr>
<tr>
<td>SCCC Newton</td>
<td></td>
<td>Odd Years</td>
<td>Oct.</td>
</tr>
</tbody>
</table>

Steps for Admission to the PCCC Nursing Program
Applicants for admission to the Nursing Education program must be high school graduates or have their school equivalency diplomas (GED). They also must meet admission criteria selected to ensure that accepted candidates have the potential to succeed in a rigorous academic program.

Admission criteria are minimum standards and, in most cases, applicants accepted into the program exceed these requirements. The following requirements must be met prior to admission the program:
1. Meet Passaic County Community College admissions criteria.
2. Achieve proficiency on the College Placement Test OR complete the required remediation with a grade of “C” or higher.
3. Complete CH 103, Introduction to General and Organic Chemistry with a grade of “C” or higher. If applicants have not completed at least one high school laboratory science within the past 5 years, it is recommended that they complete SC 004, General Science, with a grade of “C” or higher.
4. Applicants selecting the evening option must complete CH 103, BS 103, BS 104, EN 101, EN 102, PS 101, and PS 102 prior to admission.
5. Achieve a composite score at the 50th percentile on the required Nurse Entrance Test (NET). A passing score is considered valid for admission to the Program within three years of successfully passing the test.
6. A point system based on cumulative GPA and NET score is used to rank applicants and determine acceptance. A copy of the point system is included in the Program Information booklet available from the Nurse Education office.

Required Components
Once accepted into the Nurse Education Program and prior to participation in courses with a clinical component, the following are required:
1. Submit a completed health form signed by a physician or nurse practitioner.
2. Provide evidence of current Professional Liability Insurance coverage for nursing students.
3. Submit verification of current certification in American Heart Association Health Care Provider CPR.
4. Submit evidence of health insurance coverage.
5. Complete a criminal history background check. (A second comprehensive criminal history background check, with fingerprints, is required at completion of the program by the New Jersey Board of Nursing in order to obtain your nursing license.)
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 TEAS scores.

Accepted students will be required to take CH 103, Introduction to General and Organic Chemistry, 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. Meet Passaic County Community College's admissions 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. Take the Radiography Admissions Exam.
6. Interview with the program director and/or members of the Admissions Committee.

Immunization
All first-time, full-time students are required to provide proof of immunization for measles, mumps and rubella. Also, they must provide evidence of a second dose of a live measles containing vaccine. Students under the following conditions are exempt:
2. Medical exemption (A statement from the student’s physician to the Office of the Dean for Evening Administration/Associate Dean for Student Affairs, Room E 101.)
3. Religious exemption (A statement from an official of the student’s religious institution to the Office of the Dean for Evening Administration/Associate Dean for Student Affairs, Room E 101.)

Additionally, a revision of the New Jersey College Immunization regulations mandates that all new first-time, full-time students, regardless of age entering PCCC beginning with the Fall 2008 semester must provide proof (in addition to the above listed immunizations) of a complete Hepatitis B series within 9 months of attendance.

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

Please contact the Office of the Dean for Evening Administration/Associate Dean for Student Affairs, room E101 — (973) 684-6309 for more information.

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 College Level Proficiency
The College requires that entering students demonstrate various abilities at the college level in reading, writing, and mathematics. To ensure that students are placed in the appropriate courses, all new students must take the College's Placement Test. Students entering the English as a Second Language program 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 will explain the test scores and assists students in registering for appropriate courses.

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

Exemptions:
• Transfer students who have successfully completed a college level English or math course with a grade of “C” or better are exempt from placement testing once an official transcript is received.
• Students who have taken the SAT (Scholastic Aptitude Test) and scored 540 or higher in Critical Reading and 530 or higher in Mathematics are exempt from placement testing once documentation has been received.

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

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 website.

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 Senior 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.

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. 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, the academic program chairperson, academic adviser, or counselor.

15-week term Third through the end of the eighth week

Express and Summer terms* Second through end of fourth week. Also known as Automatic Withdrawal, 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 Senior 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 term), 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 19).

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 Senior Vice President for 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.

**Sophomore:** Students who have earned 24 college level credit-hours 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 co-requisites. 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.

Schedule of Tuition and Fees (Subject to change)

<table>
<thead>
<tr>
<th>Category</th>
<th>NJ Residents/Per Credit</th>
<th>Out-of-State Residents/Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fees* (Charged per credit)</td>
<td>$88.50</td>
<td>$177.00</td>
</tr>
<tr>
<td>General College Fee/Per Credit</td>
<td>$15.50</td>
<td></td>
</tr>
<tr>
<td>Student Activity Fee/Per Credit</td>
<td>$2.20</td>
<td></td>
</tr>
<tr>
<td>Athletic Fee/Per Credit</td>
<td>$1.95</td>
<td></td>
</tr>
<tr>
<td>Technology Fee/Per Credit</td>
<td>$5.50</td>
<td></td>
</tr>
<tr>
<td>*There are no General Fees charged for Online courses with section codes OL.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Semester Fees (Charged per student per semester)

<table>
<thead>
<tr>
<th>Description</th>
<th>$65.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>All online courses (OL section code) taken by PCCC students</td>
<td></td>
</tr>
</tbody>
</table>

Course Fees
Some courses require an additional fee, which cannot exceed $395 per semester, with the exception of Nursing and Radiography.

Fees for Non-Attendance
A $75.00 fee per course will be assessed to a student who registered for a course, never attended and failed to withdraw. Failure to attend will be reported by the faculty.

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 financial standing. Terms and conditions can be found at www.pccc.edu/bursar.

Credit Card Payment
Master Card, Visa, and Discover credit cards may be used to pay for tuition and fees.

Online payment is also available at www.pccc.edu/bursar.

All VISITING students are responsible for PAYMENT IN FULL within 48 hours of registration. Failure to do so will result in courses being deleted.

All F1-VISA students are responsible for PAYMENT IN FULL within 48 hours of registration. Failure to do so will result in courses being deleted. In addition, failure to be registered as a full-time student (fall/spring) is a violation of Federal Regulation [8 CFR 214.2(f)(6)] pertaining to your F-1 status and will result in the termination of your I-20 and the notification of your non-enrollment to the Office of U.S. Immigration and Customs Enforcement.

<table>
<thead>
<tr>
<th>Description</th>
<th>$65.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>All online courses (OL section code) taken by PCCC students</td>
<td></td>
</tr>
</tbody>
</table>
# Financial Information

## 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><strong>Alumni</strong></td>
<td>Any PCCC graduate who has paid for membership into the PCCC Alumni Association prior to registration.</td>
<td>One course up to 4 credits Tuition and General fees</td>
<td>Course fees</td>
<td>Students may register on the last day of In-person Registration.* Student must present their valid membership card to the Bursar when registering.</td>
</tr>
<tr>
<td><strong>Senior Citizen Audit</strong></td>
<td>Passaic County residents who have reached their 60th birthday prior to the first day of classes</td>
<td>Tuition and General fees</td>
<td>$5.00 Per Course</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><strong>Credit</strong></td>
<td>Residents of NJ who receive certification prior to registering for any course.</td>
<td>Tuition only</td>
<td>Must pay all fees</td>
<td></td>
</tr>
<tr>
<td><strong>Unemployed</strong></td>
<td>Residents of NJ who receive certification prior to registering from their Employment Services Office in their respective township, and have completed a FAFSA prior to registering for any course.</td>
<td>Tuition and General fees</td>
<td>Course fees &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.</td>
</tr>
<tr>
<td><strong>National Guard</strong></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 16 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><strong>Volunteer Fire, First Aid &amp; Rescue Squad Members &amp; Families</strong></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 $600 per year with a lifetime maximum of $2400.</td>
<td>All fees and tuition 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.*

**Nursing and Radiography courses are not eligible for any of the programs.**
Financial Information

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.

*PCCC’s 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

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%

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 19).

Exception for U.S. Military Service

Students who are inducted into active military service during the semester may request a 100% refund of tuition and fees. Students must present activation paperwork.
Financial Aid

The Financial Aid Office administers 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, all applicants must complete the FAFSA (Free Application for Federal Student Aid). Students are encouraged to apply online through the Department of Education’s website www.fafsa.ed.gov. Passaic County Community College will provide computer access and support to assist students in expediting the process. Student will be notified of their financial aid eligibility by the Department of Education. Information regarding completion of your FAFSA, and the necessary income documents is available at the PCCC Financial Aid Office.

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 for 2008-2009 Academic Year
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></th>
<th>Independent Student</th>
<th>Dependent Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$4031</td>
<td>$4031</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>$1350</td>
<td>$1350</td>
</tr>
<tr>
<td><strong>Total Budget</strong></td>
<td><strong>$18,061</strong></td>
<td><strong>$11,761</strong></td>
</tr>
</tbody>
</table>

NOTES: (1) Estimated Child Care Expenses = $1100 max
(2) Additional Costs Allied Health Program = $140

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-aliens. 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 need-based scholarships from the Foundation available. 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.

Academic Competitive Grant A federal Competitiveness Grant (ACG) will provide up to $750 for the first year of undergraduate study and up to $1300 for the second year of undergraduate study to students who meet the following requirements:
• Applicants must be eligible for a PELL Grant
• U.S. Citizenship is required
• Applicants must be enrolled full-time (12 credits or more)
• Applicants must have completed a rigorous high school program
• Second year student applicants must also have maintained a cumulative GPA of 3.0 or better.

All students will be considered for ACG after completing the FAFSA and receipt of a final official transcript.

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.

Federal Family Educational Loan Program (FFELP) The Federal Family Educational Loan Program enables eligible applicants and their parents to obtain a student loan (Federal Stafford Loan) or a parent loan (PLUS) to meet their school-related expenses. Federal regulations require students to complete a FAFSA application before applying for a student loan. Students must contact the Financial Aid office to apply.

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 15% of high school graduates. The scholarship may cover all or part of your tuition and fees.

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):

- **Satisfactory Academic Performance**
  - 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.

<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 for ESL, Developmental Studies and courses in the major.*

If you do not meet the Standards of Academic Performance or Progress you will be placed on financial aid probation for the next session. The session you are on financial aid probation is considered a “warning semester” and an alert that you are at risk of losing your financial aid. If you do not meet the requirements by the end of your session on probation, your financial aid will be suspended. You may appeal the suspension. When you have returned to good academic standing, you should contact your financial aid counselor to have your financial aid reinstated.

If you have extenuating circumstances, you may appeal our decision to suspend your financial aid by contacting the Director of Financial Aid.

While on suspension, you will need to pay for your courses until your financial aid has been reinstated.

**State of New Jersey Regulations** To receive funds from the State of New Jersey, students must register for a minimum of 12 credits each semester. Academic progress regulations are the same as the federal regulations. Progress is monitored at the end of each spring semester.

**Note:** Currently there is a part-time pilot grant program.

**Note:** State funds are adjusted according to the College’s Refund Policy when the student completely 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.

**Note:** The Federal programs will only pay for 30 credits of remediation. If you have attempted 150% of the credits needed for your PCCC degree program (for most students this is 96 credits hours), you will no longer be eligible for 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, Academic Competitive Grant, 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 be 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. The College’s Placement Test
2. Completion of required developmental courses if needed
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 Co-requisites
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. Co-requisites 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 session, 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 Senior Vice President for Academic and Student Affairs.

Institutional Credits
Academic credit is not given for work in developmental and most ESL courses. In order to assist in planning student programs and to determine full or part-time status for financial aid and other purposes, institutional credits are used in the same way as academic credits. Only courses that carry regular academic credit are applied toward certificates and degrees.

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 90) including complete associate degree programs in liberal arts and Health Information Technology. Fully online programs in Criminal Justice and Fire Science are near completion. (Refer to the PCCC website at http://www.pccc.edu/online_learning/schedule-of-online-classes 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.

Online courses are ideal for students whose schedules or responsibilities make traveling to campus difficult. Although assignments have deadlines, students are able to 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, within a specified time frame, as their traditional classroom counterparts. Success in online courses requires the same mastery of competencies from students as in traditional, face-to-face courses. In order to succeed in online courses, students must be self-disciplined, strongly motivated and able to work independently.

The technical requirements for an online course are:
• Regular access to a computer with Internet access
• Familiarity with Internet browsers such as Internet Explorer or Firefox
• Familiarity with email
• Familiarity with and access to word processing software such as Microsoft Word

Online academic support is available to all PCCC students via eTutoring (www.etutoring.org). At this site, 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. 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.
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:

Placement Requirements All matriculated students are required to take the College’s Placement Test. Students must qualify at prescribed levels in reading, arithmetic computation, and algebra. Students who fail to meet prescribed standards must take developmental 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 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. This required college-level course introduces skills necessary for success in college, including time management, note taking, test taking, critical thinking, information literacy, and elearning (eTutoring and 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.

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.

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.

Writing-Intensive Course Requirements
Beginning with the incoming class of fall 2007, students who enroll at PCCC, intending to obtain an A.A. degree, are 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, intending to obtain an A.S. 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, intending to obtain an A.A.S. degree, will be required to take, and pass with a “C” or better, one writing-intensive course prior to graduation.

(Moreover, in support of the College’s goal to improve student writing, academic departments are encouraged to assign writing as part of a student’s major.)

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 formal 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 CWE scoring;
• Have a pre-requisite of EN 102;
• 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.

College Writing Exam Requirements To graduate from the College, students must successfully pass the College Writing Exam (CWE). Students are eligible to take this exam after completing EN 101 and at least one Writing-Intensive course required for their degree. They may attempt the examination more than once if necessary. For more information, see the Coordinator of Testing or the College Registrar. (Students who enrolled before Fall 2008 are covered by the previous policy which requires students to have taken EN 102 and 30 credits.)
Academic Policies

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, located at 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;
3. Evaluate information and its sources critically;
4. Use information effectively to accomplish a specific purpose; and
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. All students in their final semester of nursing will take a standardized comprehensive NCLEX predictor examination near the end of the semester. Students who achieve the passing percentage determined by the faculty will be exempt from taking the Comprehensive Exit Examination after passing NUR 202. Passing the standardized predictor examination does not imply automatic passing of NUR 202; students must also achieve a passing grade in the course. Students who pass NUR 202 but did not pass the standardized comprehensive NCLEX predictor examination are required to take the Comprehensive Exit Examination in order to graduate.

Credit Requirements
To be eligible for graduation, students must complete a minimum of 60 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.

Major Curriculum
All degree programs require students to select a major. Many programs also require that an option be selected within the major. Majors (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 major 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
Students who entered the academic program prior to the Fall 2003 semester must follow the academic regulations and program requirements in the 2009-2011 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. Enrollment Management, in consultation with academic departments, 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. 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 Enrollment Management 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. Students can request these scores by writing to:

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

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

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>Superior achievement</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>Above average achievement</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>Acceptable academic achievement</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 Senior 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>Course 1</td>
<td>D</td>
<td>1 x 4</td>
<td>= 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course 2</td>
<td>C</td>
<td>2 x 3</td>
<td>= 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course 3</td>
<td>B+</td>
<td>3.3 x 3</td>
<td>= 9.9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course 4</td>
<td>A</td>
<td>4 x 2</td>
<td>= 8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

or (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:

Credit Hours Attempted | Satisfactory Performance
---|---
12-18 | cumulative average at 1.4 or higher
19-36 | cumulative average at 1.6 or higher
37-48 | cumulative average at 1.8 or higher
49 and more | cumulative average at 2.0 or higher

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 developmental 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.
Academic Regulations

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.

Academic Integrity Policy
All members of the academic community at Passaic County Community College must maintain a constant commitment to academic integrity. Academic integrity is central to the pursuit of education. For students at PCCC, this means maintaining the highest ethical standards in completing their academic work. By completing their academic goals with integrity and honesty, students can reflect on their efforts with pride in their accomplishments.

Plagiarism
1. Knowingly representing the work of others as his/her own
   Submitting a paper or other academic work for credit, which includes words, ideas, data, or creative work of others without acknowledging the source, whether intended or not.
   Using another author’s words without enclosing them in quotation marks, without paraphrasing them, or without citing the source appropriately.
   Presenting another individual’s work as one’s own.
2. Submitting the same paper or academic assignment to another class without the permission of the instructor.
3. Fabricating data in support of an academic assignment. Falsifying bibliographic entries.
   Submitting any academic assignment containing falsified or fabricated data or results.
4. Internet Plagiarism
   Submitting downloaded term papers or parts of term papers
   Paraphrasing or copying information from the Internet without citing the source
   “Copying and pasting” from various sources without proper attribution.

Sanctions for Academic Integrity Violations
The faculty member shall review with the student the facts and circumstances of the suspected violation whenever possible. Sanctions for violations of the Academic Integrity Policy may be an academic sanction (reduced grade, a grade of “F” for the assignment, a grade of “F” for the course), or referral to the Student Affairs Office for a recommended disciplinary sanction (e.g., probation, suspension or expulsion), or both. A student is not allowed to withdraw from class to avoid sanctions.

In cases where the instructor seeks an academic sanction only, and the student does not contest either his/her guilt or the particular sanction no further action will be taken.

In cases where the instructor seeks an academic sanction only, and the student denies guilt or disputes the reduced grade, the matter will be handled using the Academic Appeals Committee’s process. At this time the student will have an opportunity to present and/or refute evidence.

In cases where a disciplinary sanction is sought, the faculty member will submit a written report to the office of student affairs, which will then forward the matter to the Judicial Affairs Committee for adjudication.

For a complete list of these sanctions and disciplinary procedures, please see the Student Handbook.
Academic Regulations

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
Admission Criteria for Currently Enrolled PCCC Students

Students is as follows:
A minimum of 3.3 cumulative grade point average;
Completion of 12 college-level credits;
Completion of the Honors application; and
Recommendation of the Honors Advisory Committee.

For Recent High School Graduates:
Combined SAT score of 1000 or more;
Rank in top 20% of high school graduating class; and/or
a high school grade point average of 3.3 or above.

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.

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 three 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 website. Information and applications for admission to the program are available from Professor R. G. 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 3.5. 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 statewide 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 Requirements
All requirements of the program in which the student is matriculated, as stated in the current official copy of the College Bulletin at the time of matriculation, must be met. The granting of a degree from Passaic County Community College will require no less than 60 college-level credits, with a minimum of 30 credits completed at Passaic County Community College. Students must complete at least one-half of credits required in their major at Passaic County Community College. Students intending to graduate must notify the Registrar.

No student may be awarded any degree from Passaic County Community College until successful completion of a College Writing Examination near the conclusion of a degree program. The examination is administered regularly, and a student may attempt the examination more than once if necessary.

No student may be awarded the Associate Degree in Nurse Education until he/she has passed a comprehensive nursing examination near the end of his/her program.

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).

Academic Support

Academic Skills Resource Center
Through supplemental reinforcement of classroom instruction, 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, and they utilize multimedia technology to enhance students’ communicative and written competence in English.

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 their instructors.

The Reading and Writing Lab provides tutoring for students registered in developmental reading and writing courses. Computers are available to students for interactive, online, lab and other web-based programs and specific skills review and exercises. Lab hours are posted each semester.

Learning Resources Center (LRC)
Scope – The LRC serves students, faculty, and staff at the main campus in Paterson as well as at the campuses in Wanaque, Wayne, and Passaic. The LRC supplies a varied collection of books, electronic resources, audio-visual materials, and other content covering subjects related to the College curriculum and beyond. All acquired materials support the philosophy and mission of PCCC. As for the LRC’s librarians, they provide broad academic support, and, more specifically, they 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 may 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.

Multimedia Materials – The LRC maintains wide range 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.
Academic Programs

PCCC Programs of Study
PCCC offers Associate degrees, certificate programs and certificates of achievement. 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 short-term training 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 is available to assist students’ plans to transfer to other institutions.

Developmental Studies
PCCC offers an array of developmental reading, writing, computation, and algebra courses which prepare students to work successfully in a college-level curriculum. Whether or not these courses are required is determined by a student's performance on the College’s Placement Test. Students may take certain college-level courses along with some basic courses. Such a program depends on levels of proficiency and must be worked out with a faculty advisor or counselor.

The following developmental courses are offered to assist students in achieving college proficiency in reading, writing, computation, and algebra courses which prepare students to work successfully in a college-level curriculum. Academic credit is not given for work in developmental and most ESL course work. Given for work in developmental and most ESL course work 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 is available to assist students’ plans to transfer to other institutions.

Core Courses

Reading
RD 001 Reading Skills I
RD 004 Reading Skills II

Writing
EN 001 Writing Skills I
EN 004 Writing Skills II

Mathematics
MA 001 Basic Arithmetic
MA 004 Applications of Basic Arithmetic
MA 04X Express Applications of Basic Mathematics
MA 005 Algebra (students must attain an A or B in MA 004 to take this course)
MA 006 Elementary Algebra I
MA 007 Elementary Algebra II

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.

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.
This academic program facilitates 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:
• Communicate effectively in written English.
• Communicate effectively in spoken English.
• Understand American cultural patterns.
• Comprehend English materials written at a college-level.
• Enroll in college-level studies in English.
• Express confidence in their ability to use English.

The following ESL courses are offered to assist students in achieving English proficiency in reading, writing, and grammar.

Core Courses

Grammar
ESLG 001-class Beginning ESL Grammar I
ESLG 001-lab
ESLG 002-class Beginning ESL Grammar II
ESLG 002-lab
ESLG 003-class Intermediate ESL Grammar
ESLG 003-lab
ESLG 004-class Advanced ESL Grammar
ESLG 004-lab

ESLR 001-class Beginning ESL Reading and Oral Communication I
ESLR 001-lab
ESLR 002-class Beginning ESL Reading and Oral Communication II
ESLR 002-lab
ESLR 003-class Intermediate ESL Reading and Oral Communication
ESLR 003-lab
ESLR 004-class Advanced ESL Reading in American Culture
ESLR 004-lab
ENR 107-class/lab Advanced Readings in American Studies

Writing
ESLW 001-class Beginning ESL Writing I
ESLW 001-lab
ESLW 002-class Beginning ESL Writing II
ESLW 002-lab
ESLW 003-class Intermediate ESL Writing
ESLW 003-lab
ESLW 004-class Advanced ESL Writing I
ESLW 004-lab
ENW 107-class/lab Advanced ESL Writing II

Electives
ESLS 002-class ESL Speaking and Pronunciation I
ESLS 002-lab
ESLS 003-class ESL Speaking and Pronunciation II
ESLS 003-lab

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.
Academic Programs

Degree Programs

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. The credits listed under options are part of the total credits required to graduate. Students who major in A.A. Liberal Arts may choose from the following Options:

A.A. in Liberal Arts — Generalist: Humanities

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

Associate in Science Degree (A.S.)
The Associate in Science degree is also offered to students who wish to transfer to four-year colleges. Each Associate in Science Degree Program requires a general education core of 30 credits. Students may choose to earn an A.S. in the following disciplines:

A.S. in Applied Computer Science

A.S. in Business Administration — Generalist: Management/Marketing

Options:
- Accounting/Finance
- Fashion Marketing
- Hospitality Management
- Information Technology
- International Business
- Management/Marketing
- Public Administration
- Professional Sales

A.S. Health Science

A.S. in Human Services Generalist Degree

Options:
- Addictions
- Gerontology

A.S. in Liberal Arts

Options:
- Biotechnology
- Engineering Science
- Exercise Science
- 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:

A.A.S. in Accounting

A.A.S. in American Sign Language — English Interpreter Training Program

Note: Pending final approval June, 2009.

A.A.S. in Information Technology

Options:
- Network Administration
- Technical Support
- Web Technology

A.A.S. in Criminal Justice

Options:
- Corrections

A.A.S. in Early Childhood Education

A.A.S. in Electronic Engineering Technology

A.A.S. in Energy Utility Technology

A.A.S. in Fire Science Technology

A.A.S. in Health Information Technology

A.A.S. in Nurse Education

A.A.S. in Radiography

A.A.S. in Technical Studies

General Education Requirements

To earn a degree students not only complete courses in their major, but are required to meet the College’s general education requirements. Courses required as general education are designed to bring students into new areas of study and enhance their critical thinking skills. The general education requirements are divided into nine categories and credits vary according to the degree program. The Associate in Arts (A.A.) Degrees require 45 general education credits; the Associate in Science (A.S.) Degrees require 30 credits; and the Associate in Applied Science (A.A.S.) Degrees require 20 credits. The following chart illustrates the general education requirements for each degree program:
The following list outlines the courses that fulfill the general education requirements. General education courses are marked with a ▲ in the course description section of the catalog. For specific degree requirements see the particular degree or option program in the back of the catalog.

### PCCC General Education Courses by Category

#### Category 1 Communication
Students will communicate effectively in both speech and writing.

<table>
<thead>
<tr>
<th>Course Number</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>EN 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENS 104</td>
<td>Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ENS 106</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Category 2 Mathematics
Students will use appropriate mathematical & statistical concepts & operations to interpret data and to solve problems.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 101</td>
<td>College Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>MA 102</td>
<td>College Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>MA 103</td>
<td>Basic Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MA 108</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MA 109</td>
<td>Pre-Calculus Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MA 110</td>
<td>Quantitative Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MA 111</td>
<td>Business Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MA 115</td>
<td>Applied Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MA 120</td>
<td>Calculus I</td>
<td>3</td>
</tr>
<tr>
<td>MA 121</td>
<td>Calculus II</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Category 3 Science
Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.

<table>
<thead>
<tr>
<th>Course Number</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>BS 101</td>
<td>Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BS 102</td>
<td>Biology II</td>
<td>4</td>
</tr>
<tr>
<td>BS 103</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BS 104</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BS 111</td>
<td>Concepts in Biology</td>
<td>4</td>
</tr>
<tr>
<td>BS 203</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BS 205</td>
<td>Physiology of Disease</td>
<td>3</td>
</tr>
<tr>
<td>CH 103</td>
<td>Intro to General &amp; Organic Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CH 104</td>
<td>Intro to Biochemistry</td>
<td>4</td>
</tr>
<tr>
<td>CH 111</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CH 112</td>
<td>General Chemistry II</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>
</tr>
<tr>
<td>PY 120</td>
<td>Physics I</td>
<td>3</td>
</tr>
<tr>
<td>PY 121</td>
<td>Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PY 220</td>
<td>Physics III</td>
<td>3</td>
</tr>
<tr>
<td>SC 101</td>
<td>Introduction to Physical Science</td>
<td>4</td>
</tr>
<tr>
<td>SC 104</td>
<td>Environmental Science</td>
<td>4</td>
</tr>
<tr>
<td>SC 106</td>
<td>Green Energy*</td>
<td>4</td>
</tr>
<tr>
<td>SC 110</td>
<td>Meteorology</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Category 4 Technology
Students will use computer systems or other appropriate forms of technology to achieve educational & personal goals.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>Computer Concepts &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 107</td>
<td>Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125</td>
<td>Microcomputer Software I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 160</td>
<td>Fundamentals of Computer Science</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Category 5 Social Science
Students will use social science theories and concepts to analyze human behavior and social and political institutions to act as responsible citizens.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC 101</td>
<td>Economics I</td>
<td>3</td>
</tr>
<tr>
<td>EC 102</td>
<td>Economics II</td>
<td>3</td>
</tr>
<tr>
<td>PL 101</td>
<td>Intro to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>PL 102</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>PS 101</td>
<td>Intro to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PS 102</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>SO 101</td>
<td>Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SO 105</td>
<td>Social Problems</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Category 6 Humanities
Students will analyze works in the field of art, music, or theatre; literature; and philosophy and/or religious studies; and will gain competence in the use of a foreign language.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE 101</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ARB 101</td>
<td>Elementary Arabic I</td>
<td>3</td>
</tr>
<tr>
<td>ARB 102</td>
<td>Elementary Arabic II</td>
<td>3</td>
</tr>
<tr>
<td>ASL 104</td>
<td>American Sign Language I</td>
<td>3</td>
</tr>
<tr>
<td>ASL 108</td>
<td>American Sign Language II</td>
<td>3</td>
</tr>
<tr>
<td>EN 205</td>
<td>Intro to Literature</td>
<td>3</td>
</tr>
<tr>
<td>EN 215</td>
<td>World Literature I</td>
<td>3</td>
</tr>
<tr>
<td>EN 216</td>
<td>World Literature II</td>
<td>3</td>
</tr>
<tr>
<td>FR 101</td>
<td>Elementary French I</td>
<td>3</td>
</tr>
<tr>
<td>FR 102</td>
<td>Elementary French II</td>
<td>3</td>
</tr>
<tr>
<td>FR 201</td>
<td>Intermediate French I</td>
<td>3</td>
</tr>
<tr>
<td>MU 106</td>
<td>Appreciation of Music</td>
<td>3</td>
</tr>
<tr>
<td>PH 101</td>
<td>Intro to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PH 106</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PH 108</td>
<td>Modern Philosophy: From Descartes to Nietzsche</td>
<td>3</td>
</tr>
<tr>
<td>SP 101</td>
<td>Elementary Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SP 102</td>
<td>Elementary Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>SP 201</td>
<td>Intermediate Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SP 202</td>
<td>Intermediate Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>SP 205</td>
<td>Latin American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ST 112</td>
<td>Introduction to Theater</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Category 7 History
Students will understand historical events and movement in World, Western, non-Western or American societies and assess their subsequent significance.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI 101</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HI 102</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HI 201</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>HI 202</td>
<td>U.S. History II</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Category 8 Diversity
Students will understand the importance of a global perspective and culturally diverse peoples.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL 105</td>
<td>Deaf Culture and History</td>
<td>3</td>
</tr>
<tr>
<td>CT 101</td>
<td>Critical Thinking in a Diverse World</td>
<td>3</td>
</tr>
<tr>
<td>EN 204</td>
<td>Intro African American Literature</td>
<td>3</td>
</tr>
<tr>
<td>EN 212</td>
<td>Intro to Hispanic American Literature</td>
<td>3</td>
</tr>
<tr>
<td>HI 103</td>
<td>History of Puerto Rico &amp; the Caribbean</td>
<td>3</td>
</tr>
<tr>
<td>HI 104</td>
<td>History of Latin America</td>
<td>3</td>
</tr>
<tr>
<td>HI 106</td>
<td>History of the Middle East</td>
<td>3</td>
</tr>
<tr>
<td>HI 190</td>
<td>African-American History</td>
<td>3</td>
</tr>
<tr>
<td>HI 220</td>
<td>Intro to African Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HI 221</td>
<td>History of Modern Africa: 1800 to Present</td>
<td>3</td>
</tr>
<tr>
<td>PH 102</td>
<td>Oriental Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>RL 101</td>
<td>Comparative Religion</td>
<td>3</td>
</tr>
<tr>
<td>SO 102</td>
<td>Institutional Racism I</td>
<td>3</td>
</tr>
<tr>
<td>SO 202</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Category 9 Ethics
Students will understand ethical issues and situations. This category is embedded within existing courses and the following courses.

<table>
<thead>
<tr>
<th>Course Number</th>
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</tr>
</thead>
<tbody>
<tr>
<td>EC 101</td>
<td>Introduction to Economics</td>
<td>3</td>
</tr>
<tr>
<td>PH 101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PH 106</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PS 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SO 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>
Career Certificate 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
- General Education Studies
- Information Technology
- Legal Administrative Assistant
- Medical Coding
- Medical Transcription
- Word Processing Specialist

Certificate of Achievement Programs
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:
- American Sign Language and Deaf Studies
- AutoCAD Drafting
- CDA Certificate: 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
- Microcomputer Software Specialist
- Network Administration
- PC Basic Skills
- Sales Associate
- Web Technology

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

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.

Transfer
Transfer Articulation Agreements
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.
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.

American Sign Language
Thomas Edison State College, Trenton, NJ
*Pending final approval.

Applied Computer Science
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
Berkley College, W. Paterson, NJ
Bloomfield College, Bloomfield, NJ
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

Internet Technology Program
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
College of Saint Elizabeth, Morristown, NJ

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

Engineering
New Jersey Institute of Technology, Newark, NJ

Human Services
Bloomfield College, Bloomfield, NJ
Caldwell College, Caldwell, NJ
Fairleigh Dickinson University, Hackensack, NJ
Felician College, Lodi, NJ
Metropolitan College of New York, New York, NY
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

Liberal Arts A.A. and A.S.
Bloomfield College, Bloomfield, NJ
Fairleigh Dickinson University, Teaneck and Madison, NJ
Manhattan College, Riverdale, NY
New Jersey Institute of Technology, Newark, NJ
New York Chiropractic College, Seneca Falls, NY
Palmer College of Chiropractic, Davenport, IA
Pennsylvania College of Chiropractic, Horsham, PA
Saint Peter’s College, Jersey City, NJ
Thomas Edison State College, Trenton, NJ

Nurse Education
College of St. Elizabeth, Convent Station, NJ
East Stroudsburg University, East Stroudsburg, PA
Rutgers, The State University of New Jersey, Newark, NJ
William Paterson University, Wayne, NJ
Transferring with an Associate of Arts or Associate of Science Degree

Recently, the Governor and state legislature created a law that established a statewide transfer agreement for students transferring from a New Jersey community college to a New Jersey public four-year college or university.

Students can now seamlessly transfer their academic credits from a completed community college Associate of Arts (A.A.) or Associate of Science (A.S.) degree program to a Bachelor's degree program at New Jersey's public four-year colleges and universities:

- The College of New Jersey
- Kean University
- Montclair State University
- New Jersey City University
- New Jersey Institute of Technology
- Ramapo College
- Richard Stockton College of New Jersey
- Rowan University
- Rutgers University
- Thomas Edison State College
- University of Medicine and Dentistry
- William Paterson University of New Jersey

While the law does not cover New Jersey's private colleges and universities, many of those institutions have established policies that allow community college graduates to transfer with full junior standing.

1. An Associate of Arts (A.A.) degree will be applied to a Bachelor of Arts (B.A.) degree, and the Associate of Science (A.S.) degree will be applied to a Bachelor of Science (B.S.) degree as half of the credits required for that basic four-year degree.

To transfer successfully, community college students should select an associate degree program that aligns with their anticipated bachelor degree major. Five-year degree programs will require transfer students to complete all credits required for the bachelor's degree beyond the initial 60-64 credits that will transfer with the associate degree.

2. The A.A. and A.S. degrees will satisfy all lower-level General Education requirements, unless there are major-specific prerequisites or graduation requirements that were not completed within the associate degree. Use NJ Transfer (www.njtransfer.org) and consult with a community college transfer counselor when choosing courses so that you complete any prerequisites required for your major by the four-year college or university.

3. After you have been admitted, the four-year institution will identify the remaining courses you will need to take to earn your bachelor's degree.

4. Each of New Jersey’s public four-year colleges or universities has a minimum grade requirement for community college courses to count as transfer credit. In most cases, the minimum grade requirement is the same for transfer students as it is for students who attended the four-year institution during their freshmen and sophomore years. It is your responsibility to check with the four-year college or university that you are interested in to find out the minimum transfer grade requirement.

5. The statewide transfer agreement does not guarantee admission to any four-year institution. Admission requirements vary by college, and many majors have a competitive admission process. It is your responsibility to research and fulfill all admission requirements, and complete the application process for each institution you apply to.

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.
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.

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, student development specialists, 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 or on the Career Services homepage on the PCCC website. Available services include:

Career Planning: Staff members are available to assist students in choosing an appropriate academic program and career path. Students are able to assess their vocational interests using Sigi3, our career planning software, and through career inventories, books, periodicals and the Internet. Students should make appointments with their counselors or student development specialists, 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, student development specialists and Career Services staff. All students are encouraged to attend.

Job Placement: Information on potential job opportunities is available to students through the College website, on the Career Services homepage and in the Career Services Office.

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 and Transfer Resource Library: The Career Library offers resources designed to help students decide if a career is an appropriate fit. 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, 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 each semester can be found at the center, or on the Transfer Services homepage which is located on the PCCC website. 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 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 website for transfer planning.

Individual Transfer Counseling: At various points in the transfer planning process students can meet with a student development/transfer specialist on an individual basis. Students are encouraged to make appointments in advance by stopping by the CSS, 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.

University Information Sessions: At these events, university representatives provide an overview of their institutions and academic programs, admission requirements, student life, tuition, and scholarship opportunities. The programs are held during the fall and spring semesters.
Counseling Services: College counselors, experienced in working with students from diverse backgrounds, provide a wide range of services and programs. Counseling services may 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 or student development specialist 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 Students and U.S. 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 U.S. 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

Passaic County Community College is committed to providing accommodative services to physically, emotionally and/or cognitively-challenged students in compliance with federal laws, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

The Office of Disabilities Services is located in A202A on the main campus in Paterson. Disability Specialists are available on the Paterson, Wanaque, and Passaic campuses, and can be reached at (973) 684-6395. Students may present documentation of a disability to the Office of Disabilities Services for the purpose of requesting accommodations or academic adjustments. Documentation is reviewed, and eligibility for services is determined by the ODS. 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 records are confidential. The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records. FERPA rights belong to students who attend postsecondary institutions in person, through correspondence, or through electronic “distance learning”. 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 volunteer if that individual performs a service that the institution otherwise would use its employees to perform; 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.
Postsecondary institutions may allow parents to have access to their child’s education records, without the student’s consent, in the following circumstances: the student is a dependent for Federal income tax purposes (99.31(a)(8); the disclosure is in connection with a health or safety emergency under the conditions specified in 99.36; and under the alcohol or controlled substance exception.

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.)

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 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.

The College Fitness Center

The College Fitness Center opened its doors to the PCCC college community in the fall of 2008. The Fitness Center provides students, staff, faculty and administrators with state-of-the-art fitness equipment, showers, lockers, and flat screen televisions for one’s visual entertainment. A valid PCCC ID must be presented to enter the facilities and everyone must attend a fitness orientation prior to beginning. The College also provides a center with an array of table games and a lounge area.

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 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 SPC (Student Program Committee) 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 clearly defined student conduct code. The full text is printed below.

I. Title of Regulation: Student Code of Conduct

II. Objective of Regulation

This document describes the College’s Student Code of Conduct. It specifies expectations for behavior, the sanctions that can be applied when rules are violated, and the jurisdiction, structure, and operation of the College’s system for resolving conduct complaint cases. It is the responsibility of all Passaic County Community College students to familiarize themselves with these rules.

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 are 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 all members of the community and resist behaviors 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 (work) of others and by honoring the right of all students to pursue their education in an environment free from harassment, discrimination, and intimidation.

Students are expected to adhere to the civil and criminal laws of the local community, state, and nation and to rules, policies, and procedures set forth by the College.

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 anyone 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 who have complied with the formal requirements for College recognition.

H. The term “Judicial Affairs Committee” means a standing committee of the Academic Council, the academic governing body of PCCC. The Judicial Affairs 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 “non-discretionary rules” 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. (For additional information, see Academic Integrity Policy.)

J. The term “plagiarism” includes, but is not limited to, the intentional 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. (For additional information, see Academic Integrity Policy.)

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 warn or 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 separation of the student from the College and being barred from College property and all College-sponsored events.

M. The term “sexual misconduct” refers to any forcible or non-consensual sexual contact, including sexual contact, of a student who one knows or should know to be physically incapacitated (e.g. by alcohol).

N. The term “sexual harassment” refers to any unwelcome sexual advances, request for sexual favor, or any other verbal or physical conduct of a sexual nature whereby such conduct, made either explicitly or implicitly, has the effect of substantially interfering with an individual’s performance or creating an intimidating, hostile, or offensive environment.

O. The term “hazing” is defined as a disorderly offense if in connection with initiation of a student or formal organization, a person knowingly or recklessly organizes, promotes, facilitates or engages in conduct which may place another person in danger or bodily injury.

P. The term “crime of violence” includes, but it not limited to, arson, burglary, robbery, homicide, sexual offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction.

Q. The term “stalking” is defined as repetitive, menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

R. The term “cyber bullying” is defined as willful and repeated threats, harassment or intimidation intended to inflict harm through the medium of electronic media. This behavior may occur on or off-campus.

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 rules and to ensure that all students receive fair treatment as described in this Student Code of Conduct when violations of the rules occur. Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections afforded by the courts. Fair treatment assures written notice and a hearing before an objective decision-maker, as described within these procedures. No student will be found in violation of College policy without information showing that it is more likely than not that a policy violation occurred, and any sanction will be proportionate to the severity of the violation.

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 College approved functions on or off campus.

C. Special Provisions

1. Attempted Violations - PCCC will treat attempts to commit any of the violations listed in the Student Code Conduct as if those attempts had been completed.

2. College as Complainant - As necessary, PCCC reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

3. False Reports - PCCC will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation.

4. Immunity for Victims/Witnesses/Those Offering Assistance - The PCCC community encourages the reporting of conduct code violations and crimes. It is in the best interests of this community that victims, witnesses and those offering assistance report violations to College officials. To encourage reporting, PCCC reserves the right to offer victims of crimes, witnesses and those offering assistance various degrees of immunity including amnesty.

5. Parental Notifications Pursuant to the Family Educational Rights and Privacy Act (FERPA) - PCCC reserves the right to notify the parents/guardians of dependent students regarding any conduct violation. Regardless of dependency status, PCCC may contact the parents/guardians or family of any student to inform them of situations in which there is a health and/or safety risk. PCCC reserves the right to designate which college officials are to treat each case.
officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA). However, PCCC observes the legal exceptions as follows:
a. Complainants in sexual exploitation/sexual harassment complaints have a right to be informed of information regarding sanctions that personally identifies and is directly pertinent to them, such as the imposition of a restriction on physical contact between the complainant and the accused student. Otherwise, information on the outcome and sanction cannot be shared.
b. PCCC may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a college policy that is a "crime of violence". PCCC may release this information to the complainant in any of these offenses regardless of the outcome, but complainants are cautioned that FERPA does not permit them to re-release this information to others.

c. Use of cellular telephones, audible pagers, or other forms of audible electronic devices in classroom environments unless previously approved by the instructor or other authorized administrator.

7. Misconduct Online - Students are cautioned that inappropriate behavior conducted online can subject them to College conduct violations. Students must also be aware that blogs, web pages, and online postings are in the public sphere, and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The College may take action if and when such information is brought to the attention of College officials.

V. Violations

A. Any student found to have engaged in the following misconduct is subject to the conduct 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 injure another; or any actions that incite the use of physical force or violence by others.

2. Actions (including verbal, written and/or online conduct) that abuse, intimidate, coerce, or threaten another; discrimination, intimidation, harassment on the basis of race, color, creed, national origin, ethnicity, sex, age, religion, disability, sexual orientation, gender identity or any other classification protected by local, state or federal law.

a. Discrimination means to deprive or diminish the access, benefits of opportunities of a member of the community.

b. Intimidation is the implication of threats or abuse of others.

c. Harassment occurs when words or actions that are severe, pervasive and objectively offensive have the intent or effect of depriving a member of the community of benefits, access or opportunities.

d. Online actions include, but are not limited to, "cyber bullying" (Article III Definitions, Section K).

e. "On the basis of" means that it is more likely than not that the victim was targeted because of their membership in one of the protected classes listed above.

3. Hazing of another individual or group; or willingly or knowingly organizing, promoting, facilitating or engaging in any conduct which places or may place another or group in danger of physical, emotional or psychological injury or distress.

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

5. Obstruction or restraining the free movement of another or causing a campus disruption of authorized activities and/or events. 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.

6. Engaging in "disruptive behavior" which includes but is not limited to conduct that is disorderly, profane, obscene or disruptive language. (Article III Definitions, Section K).

7. Use of cellular telephones, audible pagers, or other forms of audible electronic devices in classroom environments unless previously approved by the instructor or other authorized administrator.

8. Unauthorized use, possession, 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.

9. Use, possession, distribution or manufacture of narcotic or other controlled substances except as permitted by law.

10. Use, possession, or distribution of alcoholic beverages on College premises; public intoxication on College premises; driving under the influence of alcohol or other drugs on College premises. Alcohol use is not allowed at any PCCC premises or events. Alcohol use at off-campus events is the responsibility of the host facility and students must adhere to local and federal laws.

11. Smoking on College premises is prohibited.

12. Gambling on College premises or during functions sponsored by the College.

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

a. Cheating, plagiarism, or other forms of academic dishonesty (see Academic Integrity Policy).

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

c. Forgery, alteration, or misuse of any College document, record, instrument of identification, or electronic parking device.

d. Tampering with an election conducted by a College-recognized student organization.

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

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.

18. Use of computing facilities or network to interfere with the normal operation of the College computing system, including but not limited to: a. Theft or unauthorized entry into a file, data, e-mail or other electronically stored information to use, read, transfer, alter the content, or for any other purpose.

b. Unauthorized use of another individual's identification, password or computer account.

c. Spying, probing or hacking into other computer systems.

d. Use of computing facilities to interfere with the work of another student, faculty member, or College official.

e. Use of computing facilities to send computer viruses, obscene, abusive, or threatening messages.

f. Uploading or downloading copyrighted material for personal use or distribution without authorization.

22. Abuse of the Student Code of Conduct, including but not limited to:

a. Failure to obey the appropriate directions of a College official.

b. Falsification, distortion, or misrepresentation of information before the Judicial Affairs Committee.

c. Disruption or interference with the orderly conduct of a Judicial Affairs Committee hearing.

d. Attempting to discourage an individual’s proper participation in, or use of, the Judicial Affairs Committee hearing.

e. Attempting to influence the impartiality of a member of the Judicial Affairs Committee prior to, and/or during the course of, the hearing.
Student Code of Conduct

I. Harassment (verbal or physical) and/or intimidation of a member of the Judicial Affairs Committee prior to and/or after a hearing.

f. The parties to the complaint will be given the opportunity to object to the participation of any member of the Judicial Affairs Committee on the basis of conflict of interest. The committee will determine the validity of the claim.

e. An accused student in need of interpre- tive services will be permitted the option of requesting an interpreter approved by the Dean for Evening Administration/Associate Dean for Student Affairs to assist the student in the comprehension of questions from the committee and/or in the presentation of the student's responses to questions. The assisting individual may translate only that for which the student requires a precise translation and will not be permitted to edit such remarks or proffer commentary.

d. Violation of state, local, or campus fire policies, including:
   i. Failure to evacuate a college-owned building during a fire alarm;
   ii. Improper use of college fire safety equipment;
   iii. Tampering with or improperly engaging a fire alarm in a college building;
   iv. Smoking violation fine.

VI. Conduct Procedures

A. Complaints and Hearings

3. All complaints will be presented to the accused student in a written form. Written notice will be mailed to the address of record but can also be emailed to a student's official college email account. Notice is promptlv delivered upon being mailed or emailed. The letter of notice will state the incident alleged, as well as stating all policies that the accused student is alleged to have violated. 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 Judicial Affairs Committee according to the following guidelines:
   a. The Judicial Affairs Committee which functions under the bylaws of the Academic Council will elect the Chairperson of the Committee.
   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.

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 violation has occurred and the sanctions that are appropriate by an informal process which will include: talking to the student(s), and giving the student(s) information about the regulation(s) allegedly violated and an opportunity to state his/her side of the incident. If the Dean for Evening Administration/Associate Dean for Student Affairs finds that it is more likely than not that a rule was violated, the Dean of Evening Administration/Associate Dean for Student Affairs may impose conduct sanctions as follows:
   i. Verbal reprimands.
   ii. Verbal reprimands confirmed in writing.
   iii. Temporary suspension of parking privilege.
   iv. Smoking violation fine.
   v. College community service.
   vi. All of the aforementioned.

b. Other Offenses - in cases where because of a prior conduct record, or because 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 Judicial Affairs Committee.

1. Any member of the College Community may file a complaint against any student for violation of the Student Code of Conduct. Complaints will be prepared in writing and directed to the Dean of Evening Administration/Associate Dean for Student Affairs, the administrator responsible for the administration of the College Student Code of Conduct. Any complaint must be submitted within five (5) days. Complaints may be submitted after a longer period of time has elapsed at the discretion of the Dean of Evening Administration/Associate Dean for Student Affairs.

2. The Dean of Evening Administration/Associate Dean for Student Affairs, his/her designee, or other College officials may conduct an investigation to determine if there is reasonable cause to believe that an alleged violation has occurred. In such cases a determination and/or if the complaint can be addressed administratively by mutual consent of the parties involved. Such disposition will be final, and there will be no subsequent proceedings. If the complaint cannot be disposed of by mutual consent, the Dean of Evening Administration/Associate Dean for Student Affairs may refer the matter to the Judicial Affairs Committee, or in the case of a lesser offense, handle as noted below:

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

24. Violation of state, local, or campus fire policies, including:
   a. Failure to evacuate a college-owned building during a fire alarm;
   b. Improper use of college fire safety equipment;
   c. Tampering with or improperly engaging a fire alarm in a college building;

25. Stalking (Section III Definitions, Article Q)

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 accept pertinent records, exhibits, and written statements as information for consideration.

3. All procedural questions are subject to the final decision of the Chairperson of the Judicial Affairs Committee. Formal rules of evidence, such as those applied in a criminal or civil court, do not apply.

4. Hearings shall be conducted by the Judicial Affairs Committee according to the following guidelines:

a. The Judicial Affairs Committee which functions under the bylaws of the Academic Council will elect the Chairperson of the Committee.

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.

i. Verbal reprimands.

ii. Verbal reprimands confirmed in writing.

iii. Temporary suspension of parking privilege.

iv. Smoking violation fine.

v. College community service.

vi. All of the aforementioned.

b. Other Offenses - in cases where because of a prior conduct record, or because 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 Judicial Affairs Committee.
Student Code of Conduct

m. The College will create a single verbatim record, such as a tape recording, of all hearings before the Judicial Affairs Committee. This record is 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 Judicial Affairs Committee and will consult with the Senior Vice President for Academic and Student Affairs. The Dean of Evening Administration/Associate Dean 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 Judicial Affairs Committee.
   iii. In the event of an appeal, the Senior 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 - Separation of the student from the College and barring from College premises and all College-sponsored events. An expelled student may apply for reinstatement after a year to the Senior Vice President for Academic and 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 will be in writing and will be delivered to the President or his or her designee. 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 alleged violation 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 Judicial Affairs Committee and the Dean of Evening Administration/Associate Dean for Student Affairs and/or the Senior Vice President for Academic and Student Affairs to correct an error in following PCCC procedures.

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.
Parking
Parking is available for students who are attending class or involved in other college approved activities. All students can park at the Parking Garage located at 125 Broadway. It is imperative that all students desiring to utilize the College’s parking facility must register their vehicle with the Department of Public Safety as soon as possible and obtain a static window tag and electronic window access device. There will be a $15.00 dollar charge for the electronic window device. The Department of Public Safety is located on the first floor of Founders Hall, Room S-102. The driver of any vehicle parked in violation of College policy or violation of State law may be subject to a summons or disciplinary action. Students must present a valid driver’s license, the vehicle registration and a copy of their validated course schedule for the current semester or proof of payment.

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
A picture identification card is required of all new students. Identification cards are available during registration. 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 is required to pay a $10.00 fee for a new identification card.

Smoking Policy
PCCC is a smoke-free campus. Therefore, smoking is prohibited in all areas of the College, including but not limited to all College buildings, common areas, and parking lots on all campuses.

The Panther Alert System
(Emergency Notification and Weather Closing)
The College will announce delayed openings, closings, and other emergency situations through the Panther Alert System. Students are encouraged to sign up for the Panther Alert Notification. Students can sign up once they log into their Campus Cruiser Portal account through the PCCC website at www.pccc.edu.

In addition, college closings or delayed openings are made over radio stations WCBS (880 am), TV Channel 12 (New Jersey News) and WNBC - Channel 4.
Special Programs and Services

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 PCCC's 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, African, Asian, 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. The Broadway, LRC, and Hamilton Club Galleries feature changing exhibits by local, regional and national artists, and draw a large audience. PCCC's three permanent art collections, namely the Hamilton Club Art Collection, the Contemporary Art Collection and the Federici Studio Collection of Sculpture are housed in the historic Hamilton Club Building, and are visited by many groups, individuals and school children regularly. Guided tours of the building and the collections as well as the galleries are led by the Gallery Curator by appointment. 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

The Continuing Education Office'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. The Continuing Education Office provides occupational and professional learning opportunities to individuals, businesses, industries, and health and government agencies throughout Passaic County. Courses are offered days, evenings, and Saturdays at the main campus in Paterson, the PCCC Public Safety Academy in Wayne, the Wanaque Academic Center, and the Passaic 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
• Substitute Teacher
• Teacher Education
• Watercraft & Boating Certification

The Continuing Education Office also offers an array of online courses. For a complete schedule, visit the website 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.

Programs available in Paterson, Passaic, or Wayne include:
• Accuplacer Refresher
• Patient Care Associate
• Citizenship
• Computer Training
• Culinary Arts
• Entrepreneur Certificate Program
• GED Testing Center & Test Preparation
• Human Services
  Certified Alcohol & Drug Counselor
  Chemical Dependency Associate
• Notary Public
• Retail Industry Professional Development
• SAT Preparation
• Spanish for Office Administration
• Substitute Teacher
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 Education Consortium

The Urban Education Consortium houses several programs which support and enhance the academic, cultural and educational achievements of Paterson and Passaic’s 9th through 12th grade students. Each of the programs serves a distinct population within the Passaic County community.

The SMT College Bound/GEAR-UP Program serves 6th-12th grade students who attend target schools in Paterson School District and desire to go to college with an interest in pursuing science, math and/or technology as a career. This program is funded by the New Jersey Commission on Higher Education, US Department of Education and Passaic County Community College.

The Upward Bound Program serves first generation, low income 9th-12th grade students attending Passaic High School. The program’s mission is to significantly increase the number of low income students who are prepared to enter post-secondary education.

The 21st Century Learning Center After-School Career Academies represent an innovative partnership between the Opportunities Industrialization Center (OIC) of Paterson, the Paterson Public School District and Passaic County Community College. After-school tutoring, academic instruction and recreational activities are conducted at three target middle schools in Paterson. Additionally, professional development for teaching professionals and parent information sessions are provided through this partnership.

For additional information about these programs, call the Urban Consortium office at 973-684-5201.

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. Applications are available in any of the SSS Program Offices: E203, E204, & E205.
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General Education Requirements (24/25 credits)

Communication (9 credits)
EN 101 Composition I 3
EN 102 Composition II 3
ENS 106 Public Speaking 3

Mathematics (3/4 credits)
College Level Mathematics 3-4
MA 110 Quantitative Mathematics or
MA 111 Business Calculus or

Technology (3 credits)
CIS 101 Introduction to Computers & Information Processing 3

Social Science (6 credits)
SO 101 Introduction to Sociology 3
PS 101 Introduction to Psychology 3

Humanities or History (3 credits)
See Gen. Ed. List 3

Total General Education Credits 24/25

Sample Program

First Semester Credits
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
18

Second Semester
AC 102 Financial Accounting II 3
CIS 125 Microcomputer Software I 3
EN 102 Composition II 3
EC 102 Economics II 3
PS 101 Introduction to Psychology 3
15

Third Semester
AC 205 Managerial Accounting 3
AC 210 Accounting Applications in Excel 1
AC 220 Accounting Software Applications I 3
ENS 106 Public Speaking 3
SO 101 Introduction to Sociology Math Elective 3-4
16-17

Fourth Semester
AC 215 Federal Taxation 3
AC 222 Accounting Software Applications II 2
AC 223 Income Tax Preparation 1
AC 295 Accounting Capstone 1
BU 235 Job Seeking Techniques 1
Humanities or History Elective 3
14-15

Total Credits for Degree 63-65

Major Requirements (36 credits)
AC 101 Financial Accounting I 3
AC 102 Financial Accounting II 3
AC 205 Managerial Accounting 3
AC 210 Accounting Application in Excel 3
AC 215 Federal Taxation 3
AC 220 Accounting Software Applications I 3
AC 221 Accounting Software Applications II 3
AC 223 Income Tax Preparation 1
AC 295 Accounting Capstone 1
BU 101 Introduction to Business 3
BU 102 Business Mathematics 3
BU 235 Job Seeking Techniques 1
CIS 125 Microcomputer Software I 3
EC 101 Economics I 3
EC 102 Economics II 3

Total Major Credits 39

Total Degree Credits 63-65

Associate in Applied Science in Accounting Degree

This Degree is offered for students seeking entry-level positions in accounting and associated fields such as accounts receivable, accounts payable, bookkeeping and computerized accounting.

Graduates will be able to:
• Use proper business vocabulary in a business setting.
• Know the meaning of the accounting equation and the effects of data entries on the equation.
• Identify the types of accounts used in the entries.
• Identify the relationship between the four financial statements.
• Identify ethical concepts inherent in an accounting environment.
• Make the proper entries for the accounting cycle.
• Work effectively with accounting software applications.
• Analyze a company’s financial position.
Accounting

Associate in Science in Business Administration Degree

Accounting Option

This Option is for those students who wish to continue their studies in the field of accounting or finance at four-year institutions. This Option is recommended for those students who plan to continue their studies toward a bachelor’s degree in Business Administration. It also prepares students for specialization in Accounting, Finance, 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 will be able to:

- Demonstrate general business knowledge (types of businesses, business environment, business plans, SWOT, functions of management, marketing mix, legislation related to business, etc.)
- Develop a clear, well-organized written, verbal, or Power Point presentation.
- Demonstrate general information literacy skills for business research purposes.
- Demonstrate analytical skills (including Excel) necessary to solve business problems.
- Demonstrate knowledge in completing the accounting cycle and preparing the bank reconciliation.
- Analyze a company’s financial position.

General Education Requirements (34/35 credits)

Communication (9 credits)

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Mathematics (3-4 credits)

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<td>MA 110</td>
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<td>MA 111</td>
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Science (4 credits)

4 Credit Laboratory Science

Technology (3 credits)

CIS 125 Microcomputer Software I

Social Science (12 credits)

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Two 3 Credit Courses - See Gen. Ed List

Humanities or History (3 credits)

See Gen. Ed. List

Total General Education Credits 34/35

Sample Program

First Semester

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<tr>
<td>MA 110</td>
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<td>MA 111</td>
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</table>

Total Credits for Degree 64-65

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>AC 205</td>
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<tr>
<td>AC 210</td>
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<tr>
<td>BU 201</td>
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<tr>
<td>BU 222</td>
<td>3</td>
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<tr>
<td>CIS 125</td>
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</table>

Fourth Semester

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>BU 235</td>
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<td>BU 206</td>
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</tr>
<tr>
<td>BU 235</td>
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</tr>
</tbody>
</table>

Total Degree Credits 64-65

*Seek advice from the Business Administration Department.
Certificate of Achievement Program
Computerized Accounting

This Certificate of Achievement is intended for those students interested in securing a clerical position in the Accounting field.

Graduates will 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.

Major Requirements (19 credits)

<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>AC 102</td>
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<td>AC 205</td>
<td>Managerial Accounting</td>
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<td>AC 210</td>
<td>Accounting Applications in Excel</td>
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<td>AC 220</td>
<td>Accounting Software Applications I</td>
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<tr>
<td>AC 222</td>
<td>Accounting Software Applications II</td>
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<tr>
<td>AC 223</td>
<td>Income Tax Preparation</td>
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<td>CIS 101</td>
<td>Computer Concepts and Applications or</td>
<td></td>
</tr>
<tr>
<td>CIS 107</td>
<td>Information Technology Fundamentals and Applications</td>
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<tr>
<td>CIS 125</td>
<td>Microcomputer Software I</td>
<td>3</td>
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Total Major Credits 19
American Sign Language

Associate in Applied Science Degree
ASL-English Interpreter Training Program

The ASL-English Interpreter Training Program A.A.S prepares students for the field of ASL-English interpreting. Students learn the role and responsibilities of the interpreter, the various interpreting settings, and the skills needed to become a competent ASL-English sign language interpreter. Further, students will gain an invaluable insight into deaf culture, the history of the deaf, and the deaf community.

This professional career program is a comprehensive, sequenced, and integrated series of courses that is intended to provide students with the necessary techniques and skills required for professional work as interpreters for the deaf. Graduates are encouraged to continue with their education by transferring to baccalaureate degree programs. In addition, graduates are encouraged to obtain national interpreter certification through Registry of Interpreters* for the Deaf (RID). RID certification leads to advanced/higher level of employment opportunities within the field, such as court interpreting, medical-related interpreting, and interpreting for corporate and state organizations.

*RID announces degree requirement. Effective June 30, 2012, candidates for RID certification must have a minimum of a bachelor’s degree.

Graduates will be able to:
- Communicate fluently in American Sign Language using appropriate vocabulary, grammar, pragmatics, and discourse.
- Perform accurate interpretation from ASL to spoken English.
- Perform accurate interpretation from spoken English to ASL.
- Apply knowledge of Deaf culture, Deaf community, cross-cultural issues, hearing culture, and multicultural issues.
- Apply the underlying principles of the RID Code of Professional Conduct.
- Educate others with information on deafness and available resources.

Program Admission Requirements:
1. Apply to PCCC and meet admission criteria.
2. College-level placement in English, Reading, and Mathematics.
3. Students are admitted into the ASL-English Interpreter Training Degree Program when they have satisfactorily completed the following courses with a grade of “B” or higher:
   • ASL 103 Fingerspelling
   • ASL 104 American Sign Language I
   • ASL 108 American Sign Language II

Curriculum Admission Requirements:
1. Minimum grade of “C” is required in all general education courses.
2. A grade of “B” or higher is required in ASL 103, ASL 104, ASL 108, ASL 201, ASL 202.
3. A grade of “B” or higher is required in all interpreting courses: ASL 203, ASL 205, ASL 210, ASL 215, ASL 218, ASL 221.
4. Students are required to take a signing skill proficiency exam prior to taking courses ASL 210, ASL 215, ASL 218, and ASL 221. Achieve advanced level of proficiency or higher.
5. Additional requirements — Refer to ASL ITP Student Handbook.

General Education Requirements (21 credits)

Communication (9 credits)
EN 101 Composition I 3
EN 102 Composition II 3
ENS 104 Speech Fundamentals or
ENS 106 Public Speaking 3

Mathematics (3 credits)
MA 101 College Mathematics I 3

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

Social Science (3 credits)
PS 101 Introduction to Psychology 3

Humanities (3 credits)
SO 202 Cultural Anthropology 3

Total General Education Credits 21

Major Requirements (42 credits)

ASL 103 Fingerspelling 2
ASL 104 American Sign Language I 3
ASL 105 Deaf Culture and History 3
ASL 108 American Sign Language II 3
ASL 109 ASL Syntax and Grammar 3
ASL 201 American Sign Language III 3
ASL 202 American Sign Language IV 3
ASL 203 Intro to Interpreting I 3
ASL 205 Interpreting II 3
ASL 210 ASL-English Translation Studies 3
ASL 215 ASL-English Interpreting 3
ASL 218 English-ASL Interpreting 3
ASL 221 Interpreting Practicum 4
EDU 293 Including the Exceptional Student 3

Total Major Credits 42

Total Degree Credits 63

Note: Pending final approval June, 2009.

For students who want to complete the program in five semesters during the day, summer sessions must be taken for program completion. Students are admitted into the ASL-English Interpreter Training Degree Program when they have satisfactorily completed the following courses with a grade of “B” or higher: ASL 104 American Sign Language I, ASL 103 Fingerspelling, ASL 108 American Sign Language II).
Certificate of Achievement Program

American Sign Language and Deaf Studies

This one year program is intended for students who would like to work with deaf and hard-of-hearing individuals and who wish to make a contribution in the deaf community. The American Sign Language and Deaf Studies certificate of achievement program provides students with an opportunity to gain knowledge of American Sign Language and acquire an understanding of the deaf community as part of the human diversity.

Graduates will be able to:

- Communicate basic information in American Sign Language.
- Communicate in American Sign Language using appropriate vocabulary and grammar.
- Recognize the sociological aspects of deaf culture and deaf community, such as norms, values, traditions, cross-cultural issues, multicultural issues, oppression issues and group dynamics.
- Identify the historical aspects of deaf culture and deaf community, such as history of deaf education, and deaf heritage.
- Educate others with information on deafness and available resources.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL 103 Fingerspelling</td>
<td>2</td>
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<tr>
<td>ASL 104 American Sign Language</td>
<td>3</td>
</tr>
<tr>
<td>ASL 105 Deaf Culture and History</td>
<td>3</td>
</tr>
<tr>
<td>ASL 108 American Sign Language II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits for Certificate 11 credits

* A grade of "C" or higher is required in ASL 103, ASL 104, ASL 105, and ASL 108 in order to earn a Certificate of Achievement in American Sign Language and Deaf Studies.
### Biotechnology

**Associate in Science in Liberal Arts Degree**

**Biotechnology Option**

This Degree is for those students 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 will 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.

---

### General Education Requirements (31-32 credits)

**Communication (6 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EN 101</td>
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<tr>
<td>EN 102</td>
<td>Composition II</td>
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**Mathematics (7-8 credits)**

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<tbody>
<tr>
<td>MA 103</td>
<td>Basic Statistics</td>
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<td>MA 109</td>
<td>Pre-calculus Mathematics</td>
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</tr>
<tr>
<td>MA 120</td>
<td>Calculus I</td>
<td></td>
</tr>
<tr>
<td>MA 121</td>
<td>Calculus II</td>
<td></td>
</tr>
<tr>
<td>MA 201</td>
<td>Calculus III</td>
<td></td>
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<tr>
<td>MA 202</td>
<td>Differential Equations</td>
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**Science (8 credits)**

<table>
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<th>Credits</th>
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<tbody>
<tr>
<td>CH 111</td>
<td>General Chemistry I</td>
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<tr>
<td>CH 112</td>
<td>General Chemistry II</td>
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**Technology (3-4 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>Computer Concepts &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 107</td>
<td>Information Technology Fundamentals and Applications</td>
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</table>

**Social Science (3 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SO 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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**Humanities (3 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE 101</td>
<td>Appreciation of Art or</td>
<td>3</td>
</tr>
<tr>
<td>MU 106</td>
<td>Appreciation of Music</td>
<td></td>
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</tbody>
</table>

**Total General Education Credits** 31-32

---

### Major Requirements (21 credits)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BS 101</td>
<td>Biology I</td>
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<tr>
<td>CH 211</td>
<td>Organic Chemistry I</td>
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</tr>
<tr>
<td>CH 212</td>
<td>Organic Chemistry II</td>
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**9 credits from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EN 205</td>
<td>Introduction to Literature</td>
<td>3</td>
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<tr>
<td>HI 101</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HI 102</td>
<td>Western Civilization II</td>
<td>3</td>
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<tr>
<td>PH 101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PS 101</td>
<td>Introduction to Psychology</td>
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</table>

**Total Major Credits** 21

### Option Requirements (12 credits)

<table>
<thead>
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<th>Course</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BS 203</td>
<td>Introduction to Microbiology</td>
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<tr>
<td>BS 207</td>
<td>Cell Biology</td>
<td>4</td>
</tr>
<tr>
<td>BS 211</td>
<td>Genetics</td>
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</table>

**Total Option Credits** 12

**Total Degree Credits** 63-64

---

*Students transferring to William Paterson University must take SO 102, Institutional Racism. All other students please see the General Education list for Diversity Course choices.*
Business Administration

General Education Requirements (34/35 credits)

Communication (9 credits)
EN 101 Composition I 3
EN 102 Composition II 3
ENS 106 Public Speaking 3

Mathematics (3-4 credits)
MA 109* Pre-calculus Mathematics or 4
MA 110 Quantitative Mathematics or 3
MA 111 Business Calculus or 4

Science (4 credits)
Laboratory Science 4

Technology (3 credits)
CIS 125 Microcomputer Software I 3

Social Science (12 credits)
EC 101 Economics I 3
EC 102 Economics II and 3
Two 3 credit electives - see Gen. Ed. List 6

Humanities or History (3 credits)
See Gen. Ed. List 3

Total General Education Credits 34/35

Major Requirements (30 credits)
AC 101 Financial Accounting I 3
AC 102 Financial Accounting II 3
AC 205 Managerial Accounting 3
BU 101 Introduction to Business 3
BU 201* Business Law or 3
BU 213 Legal Environment of Business, Government and Society 3
BU 203 Principles of Marketing 3
BU 206 Business Statistics 4
BU 222 Principles of Management 3
BU 235 Job Seeking Techniques 1
EN 103 Business Writing 1
Business or Accounting Elective 3
Total Major Credits 30
Total Degree Credits 64-65

*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
Humanities and/or Social Science Electives 6

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
ENS 106 Public Speaking 3

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
BU 222 Principles of Management 3
MA 109 Pre-calculus Mathematics or 3
MA 110 Quantitative Mathematics or 3
MA 111 Business Calculus 3-4

Fourth Semester Credits
BU 206 Business Statistics 4
BU 235 Job Seeking Techniques 1
College Level Lab Science History or Social Science Elective 3
EN 103 Business Writing 1
Business or Accounting Elective 3

Total Credits for Degree 64-65

Associate in Science in Business Administration Degree

Generalist Management / Marketing

This Degree is designed for continued study toward a bachelor’s degree in Business Administration. It prepares students 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 will 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.

This Degree is also offered with the following Options:
- Accounting
- Fashion Marketing
- Hospitality Management
- Information Technology
- International Business
- Public Administration
- Professional Sales
Business Administration

Associate in Science in Business Administration Degree

Fashion Marketing Option

This Option is for students who wish to continue their study in the field of Fashion Marketing, Business Administration, Marketing, Retail, or other related business studies at four-year institutions. 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 will be able to:
- Demonstrate general business knowledge (types of businesses, competition, business environment, business plans, SWOT, functions of management, marketing mix, financial statements, accounting cycle, bank reconciliation, legislation related to business, etc.)
- Develop a clear, well-organized written, verbal, or Power Point presentation.
- Demonstrate general information literacy skills for business research purposes.
- Demonstrate analytical skills necessary to solve business problems.
- Analyze a company’s financial position.
- Design a visual merchandising strategy for a Fashion Retailer.

General Education Requirements (31-32 credits)

Communication (9 credits)
EN 101 Composition I 3
EN 102 Composition II 3
ENS 106 Public Speaking 3

Mathematics (3-4 credits)
MA 109* Pre-calculus Mathematics or 4
MA 110 Quantitative Mathematics or 3
MA 111 Business Calculus or 4

Science (4 credits)
4 Credit Laboratory Science 4

Technology (3 credits)
CIS 125 Microcomputer Software I 3

Social Science (9 credits)
EC 101 Economics I 3
EC 102 Economics II 3
PS 101 Introduction to Psychology 3

Humanities or History (3 credits)
see Gen. Ed. List 3

Total General Education Credits 31-32

Sample Program

First Semester Credits
AC 101 Financial Accounting I 3
BU 101 Introduction to Business 3
EN 101 Composition I 3
ENS 106 Public Speaking 3
15

Second Semester
AC 102 Financial Accounting II 3
BU 203 Principles of Marketing 3
EC 102 Economics II 3
EN 102 Composition II 3
College-Level Laboratory Science Elective 4
16

Total Major Credits 22

Option Requirements (12 credits)
BU 219 Introduction to Fashion Industry 3
BU 220 Visual Merchandising 3
BU 224 Principles of Finance 3
BU 216 International Business 3
Total Option Credits 12

Total Degree Credits 65-66

*Seek advice from the Business Administration Department.

Major Requirements (22 credits)
AC 101 Financial Accounting I 3
AC 102 Financial Accounting II 3
BU 101 Introduction to Business 3
BU 201 Business Law 3
BU 203 Principles of Marketing 3
BU 206 Business Statistics 4
BU 222 Principles of Management 3

Third Semester Credits
BU 216 International Business 3
BU 219 Introduction to the Fashion Industry 3
BU 222 Principles of Management 3
CIS 125 Microcomputer Software I 3
MA 109 Pre-calculus Mathematics or 4
MA 110 Quantitative Mathematics or 3
MA 111 Business Calculus 4
PS 101 Introduction to Psychology 3
18-19

Fourth Semester
BU 201 Business Law 3
BU 206 Business Statistics 4
BU 220 Visual Merchandising 3
BU 224 Principles of Finance 3
Humanities or History Elective 3
16

Total Credits for Degree 65-66
Business Administration

Curricula

Business Administration

Hospitality Management Option

This Option is for students who wish to continue their study in the field of Business Administration, Hospitality Management, Marketing, or other related business studies at four-year institutions. However, upon completion of this program, gaining entry-level positions in the hospitality industry is possible. 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 will be able to:

- Demonstrate general business knowledge (types of businesses, competition, business environment, business plans, SWOT, functions of management, marketing mix, financial statements, accounting cycle, bank reconciliation, legislation related to business, etc.)
- Develop a clear, well-organized written, verbal, or PowerPoint presentation.
- Demonstrate general information literacy skills for business research purposes.
- Demonstrate analytical skills necessary to solve business problems.
- Analyze a company's financial position.
- Describe the factors affecting the hospitality industry.

Sample Program

First Semester

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>AC 101</td>
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<td>PS 101</td>
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Second Semester

<table>
<thead>
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<td>EC 102</td>
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<td>EN 102</td>
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<tr>
<td>ENS 106</td>
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<tr>
<td>Foreign Language II</td>
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Third Semester

<table>
<thead>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AC 205</td>
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<td>BU 213</td>
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<td>BU 222</td>
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<td>MA 109</td>
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Fourth Semester

<table>
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<tbody>
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<td>SC 102</td>
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<tr>
<td>Total Credits for Degree</td>
<td>66-67</td>
</tr>
</tbody>
</table>

Associate in Science in Business Administration Degree

General Education Requirements (31-32 credits)

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

**Mathematics (3-4 credits)**
- MA 109* Pre-calculus Mathematics or 4
- MA 110 Quantitative Mathematics or 3
- MA 111 Business Calculus or 4

**Science (4 credits)**
- SC 102 Health and Nutrition 3
- SC 102L Health and Nutrition Lab 1

**Technology (3 credits)**
- CIS 125 Microcomputer Software I 3

**Social Science (9 credits)**
- EC 101 Economics I 3
- EC 102 Economics II 3
- PS 101 Introduction to Psychology 3

**Humanities (3 credits)**
- Foreign Language I 3

Total General Education Credits 31-32

**Major Requirements (26 credits)**
- AC 101 Financial Accounting I 3
- AC 102 Financial Accounting II 3
- AC 205 Managerial Accounting 3
- BU 101 Introduction to Business 3
- BU 203 Marketing 3
- BU 206 Business Statistics 4
- BU 213 Legal Environment of Business, Government and Society 3
- BU 222 Principles of Management 3
- BU 235 Job Seeking Techniques 1

Total Major Credits 26

**Option Requirements (9 credits)**
- BU 117 Introduction to Hospitality Management 3
- BU 121 Sanitation and Safety in Food Service Operations 3
- Foreign Language II 3

Total Option Credits 9

Total Degree Credits 66-67

*Seek advice from Business Administration Department.
Business Administration

Associate in Science in Business Administration Degree

Information Technology Option

This Option is for students who wish to continue their study of computer-based information systems in business at four-year institutions. It prepares them for specialization in Business Technology, Management, 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 will be able to:

- Demonstrate general business knowledge (types of businesses, competition, business environment, business plans, SWOT, functions of management, marketing mix, financial statements, accounting cycle, bank reconciliation, legislation related to business, etc.)
- Develop a clear, well-organized written, verbal, or Power Point presentation.
- Demonstrate general information literacy skills for business research purposes.
- Demonstrate analytical skills necessary to solve business problems.
- Analyze a company’s financial position.
- Utilize productivity (application) software to organize information, to create charts, or business reports.

General Education Requirements (31/32 credits)

Communication (9 credits)
EN 101 Composition I 3
EN 102 Composition II 3
ENS 106 Public Speaking 3

Mathematics (3-4 credits)
MA 109* Pre-calculus Mathematics or 4
MA 110 Quantitative Mathematics or 3
MA 111 Business Calculus 4

Science (4 credits)
4 Credit Laboratory Science 4

Social Science (12 credits)
EC 101 Economics I 3
EC 102 Economics II and 3
Two 3 credit electives — see Gen. Ed. List

Humanities or History (3 credits)
See Gen. Ed. List 3

Total General Education Credits 31/32

Major Requirements (22 credits)
AC 101 Financial Accounting I 3
AC 102 Financial Accounting II 3
AC 205 Managerial Accounting 3
BU 101 Introduction to Business 3
BU 201* Business Law or
BU 213 Legal Environment of Business, Government and Society 3
BU 206 Business Statistics 4
BU 222 Principles of Management 3

Total Major Credits 22

Option Requirements (12 credits)
CIS 125 Microcomputer Software I 3
Choose 9 credits from the following courses:
CIS 126 Microcomputer Software II 3
CIS 127 Microcomputer Software III 3
CIS 152 Internet/E-commerce Technologies 3
CIS 180 Networking Essentials 3
CIS 202 Systems Analysis and Design 3
CIS 290 Database Fundamentals 3

Total Option Credits 12

Total Degree Credits 65-66

*Seek advice from the Business Administration Department.

Sample Program

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AC 101 Financial Accounting I</td>
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<tr>
<td>BU 101 Introduction to Business</td>
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<td>EC 101 Economics I</td>
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<td>EN 101 Composition I</td>
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<td>Humanities or Social Science Elective</td>
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**Second Semester**

<table>
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<tr>
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<td>EC 102 Economics II</td>
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<td>EN 102 Composition II</td>
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**Third Semester**

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<tr>
<td>AC 205 Managerial Accounting</td>
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<tr>
<td>BU 201 Business Law or</td>
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<tr>
<td>BU 213 Legal Environment of Business, Government and Society</td>
<td>3</td>
</tr>
<tr>
<td>BU 222 Principles of Management</td>
<td>3</td>
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<tr>
<td>MA 109 Pre-calculus Mathematics or</td>
<td></td>
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<tr>
<td>MA 110 Quantitative Mathematics or</td>
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<td>MA 111 Business Calculus</td>
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**Fourth Semester**

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<tr>
<td>BU 206 Business Statistics</td>
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<td>4 Credit Laboratory Science</td>
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<td>CIS Electives</td>
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Total Credits for Degree 65-66
Business Administration

Curricula

Associate in Science in Business Administration Degree

International Business Option

This Option is for students who wish to continue their study in the field of Business Administration, International Business, Management, or other related business studies at four-year institutions. 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 will be able to:

• Demonstrate general business knowledge (types of businesses, competition, business environment, business plans, SWOT, functions of management, marketing mix, financial statements, accounting cycle, bank reconciliation, legislation related to business, etc.)
• Develop a clear, well-organized written, verbal, or Power Point presentation.
• Demonstrate analytical skills necessary to solve business problems.
• Analyze a company’s financial position.
• Analyze the differences between domestic and international businesses.

General Education Requirements (32 credits)

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>Communication (9 credits)</td>
<td>EN 101 Composition I 3</td>
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<tr>
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<td>EN 102 Composition II 3</td>
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<td>ENS 106 Public Speaking 3</td>
</tr>
<tr>
<td>Mathematics (4 credits)</td>
<td>MA 109 Pre-calculus Mathematics 4</td>
</tr>
<tr>
<td>Science (4 credits)</td>
<td>4 Credit Laboratory Science 4</td>
</tr>
<tr>
<td>Technology (3 credits)</td>
<td>CIS 125 Microcomputer Software I 3</td>
</tr>
<tr>
<td>Social Science (6 credits)</td>
<td>EC 101 Economics I 3</td>
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<td>EC 102 Economics II 3</td>
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<td>Diversity (3 credits)</td>
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Major Requirements (23 credits)

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<td>AC 102</td>
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<tr>
<td>BU 101</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>BU 201*</td>
<td>Business Law or</td>
<td>3</td>
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<tr>
<td>BU 213</td>
<td>Legal Environment of Business, Government and Society</td>
<td>3</td>
</tr>
<tr>
<td>BU 203</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>BU 206</td>
<td>Business Statistics</td>
<td>4</td>
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<td>BU 222</td>
<td>Principles of Management</td>
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<td>BU 235</td>
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Option Requirements (12 credits)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BU 216</td>
<td>International Business</td>
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<td>BU 240</td>
<td>International Management</td>
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<tr>
<td>PL 101</td>
<td>Introduction to Political Science</td>
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<td>Foreign Language II 3</td>
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Total Degree Credits 67

Sample Program

First Semester Credits

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<th>Course Title</th>
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<tr>
<td>AC 101</td>
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<tr>
<td>BU 101</td>
<td>Introduction to Business</td>
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<td>EC 101</td>
<td>Economics I</td>
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<td>EN 101</td>
<td>Composition I</td>
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<td>PL 101</td>
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Second Semester Credits

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<tr>
<td>AC 102</td>
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<td>EC 102</td>
<td>Economics II</td>
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<td>EN 102</td>
<td>Composition II</td>
<td>3</td>
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<tr>
<td>ENS 106</td>
<td>Public Speaking</td>
<td>3</td>
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<td>Foreign Language Elective II 3</td>
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Third Semester Credits

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<th>Course Title</th>
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<tbody>
<tr>
<td>CIS 125</td>
<td>Microcomputer Software I</td>
<td>3</td>
</tr>
<tr>
<td>BU 222</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BU 216</td>
<td>International Business</td>
<td>3</td>
</tr>
<tr>
<td>MA 109</td>
<td>Pre-calculus Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>4 Credit Laboratory Science 4</td>
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Fourth Semester Credits

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>BU 203</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>BU 206</td>
<td>Business Statistics</td>
<td>4</td>
</tr>
<tr>
<td>BU 213</td>
<td>Legal Environment of Business, Government, and Society</td>
<td>3</td>
</tr>
<tr>
<td>BU 235</td>
<td>Job Seeking Techniques</td>
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<tr>
<td>BU 240</td>
<td>International Management</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits for Degree</td>
<td>17</td>
<td></td>
</tr>
</tbody>
</table>

*Seek advice from the Business Administration Department.
Business Administration

Associate in Science in Business Administration Degree

Professional Sales Option

This Option is for students who wish to continue their study in the field of Business Administration, Professional Sales, Management, Marketing, or other related business studies at four-year institutions. However, upon completion of this program, gaining a position in Sales is also possible. 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 will be able to:
• Demonstrate general business knowledge (types of businesses, competition, business environment, business plans, SWOT, functions of management, marketing mix, financial statements, accounting cycle, bank reconciliation, legislation related to business, etc.)
• Develop a clear, well-organized written, verbal, or Power Point presentation.
• Demonstrate general information literacy skills for business research purposes.
• Demonstrate analytical skills necessary to solve business problems.
• Analyze a company’s financial position.
• Improve their ability to negotiate successfully.

General Education Requirements (31 credits)

Communication (9 credits)
EN 101 Composition I 3
EN 102 Composition II 3
ENS 106 Public Speaking 3

Mathematics (3 credits)
MA 110 Quantitative Mathematics 3

Science (4 credits)
4 Credit Laboratory Science 4

Technology (3 credits)
CIS 125 Microcomputer Software I 3

Social Science (9 credits)
EC 101 Economics I 3
EC 102 Economics II 3
PS 101 Introduction to Psychology 3

Humanities (3 credits)
Foreign Language I 3

Total General Education Credits 31

Major Requirements (23 credits)

AC 101 Financial Accounting I 3
AC 102 Financial Accounting II 3
BU 101 Introduction to Business 3
BU 203 Principles of Marketing 3
BU 206 Business Statistics 4
BU 213 Legal Environment of Business, Government and Society 3
BU 222 Principles of Management 3
BU 235 Job Seeking Techniques 1

Total Major Credits 23

Option Requirements (12 credits)

BU 140 Managerial Electronic Commerce 3
BU 209 Salesmanship 3
BU 218 Negotiation 3
Foreign Language II 3

Total Option Credits 12

Total Degree Credits 66

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>ENS 106 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Total</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>
<td>3</td>
</tr>
<tr>
<td>BU 203 Principles of Marketing</td>
<td>3</td>
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<tr>
<td>CIS 125 Microcomputer Software I</td>
<td>3</td>
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<tr>
<td>EC 102 Economics II</td>
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<tr>
<td>EN 102 Composition II</td>
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<td>MA 110 Quantitative Mathematics</td>
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<td>BU 213 Legal Environment of Business, Government and Society</td>
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<tr>
<td>BU 218 Negotiation</td>
<td>3</td>
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<tr>
<td>BU 222 Principles of Management</td>
<td>3</td>
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<tr>
<td>BU 235 Job Seeking Techniques</td>
<td>1</td>
</tr>
<tr>
<td>PS 101 Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>Total</td>
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</table>

Total Credits for Degree 66
Curricula

Associate in Science in Business Administration Degree

Public Administration Option
This Option is for students who wish to continue their study in the field of Business Administration, Public Administration, Management, or other related business studies at four-year institutions. 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 will be able to:

• Demonstrate general business knowledge (types of businesses, competition, business environment, business plans, SWOT, functions of management, marketing mix, financial statements, accounting cycle, bank reconciliation, legislation related to business, etc.)

• Develop a clear, well-organized written, verbal, or Power Point presentation.

• Demonstrate general information literacy skills for business research purposes.

• Demonstrate analytical skills necessary to solve business problems.

• Analyze a company’s financial position.

• Describe the branches, principles and process of the American government.

Sample Program

First Semester
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

Credits 15

Second Semester
AC 102 Financial Accounting II 3
EC 102 Economics II 3
EN 102 Composition II 3
ENS 106 Public Speaking 3
PL 102 American National Government 3

Credits 18

Third Semester
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
BU 206 Business Statistics 4
CIS 125 Microcomputer Software I 3
EN 103 Business Writing 1

Credits 15

Fourth Semester
BU 222 Principles of Management 3
BU 235 Job-Seeking Techniques 1
MA 109 Pre-calculus Mathematics or 1
MA 110 Quantitative Mathematics or 1
MA 111 Business Calculus 3-4
PL 104 Introduction to Law 3

Credits 18

Total Credits for Degree 65-66
Business Administration

Certificates of Achievement Programs

E-commerce
This Certificate of Achievement is for those students interested in becoming e-business entrepreneurs and in securing employment managing an e-commerce business.

Graduates will 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.

Sales Associate
This Certificate of Achievement is intended for those students interested in securing an entry-level sales position, retail sales position, or telemarketing position in a competitive business environment.

Graduates will 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.

General Education Requirements (12 credits)

Communication (3 credits)
EN 101 Composition I 3

Technology (9 credits)
CIS 125 Microcomputer Software I 3
CIS 152 Internet/E-commerce Technologies 3
CIS 170 Web Page Design 3
Total General Education Credits 12

Major Requirements (9 credits)
BU 140 Managerial Electronic Commerce 3
BU 245 Electronic Marketing 3
BU 250 Current Topics in E-commerce 3
Total Major Credits 9
Total Certificate Credits 21

General Education Requirements (9 credits)

Communication (6 credits)
EN 101 Composition I 3
ENS 106 Public Speaking 3

Technology (3 credits)
CIS 125 Microcomputer Software I 3
Total General Education Credits 9

Major Requirements (14 credits)
BU 101 Introduction to Business 3
BU 102 Business Mathematics 3
BU 203 Principles of Marketing 3
BU 209 Salesmanship 3
BU 235 Job-Seeking Techniques 1
BU 238 Practice Selling Techniques 1
Total Major Credits 14
Total Certificate Credits 23
# Computer and Information Technology

## General Education Requirements (32 credits)

**Communication (6 credits)**
- EN 101 Composition I 3
- EN 102 Composition II 3

**Mathematics (3 credits)**
- MA 101 College Mathematics I 3

**Science (8 credits)**
Take one of the following sequences:
- PY 101 College Physics I and 4
- PY 102 College Physics II 4
- CH 111 General Chemistry I and 4
- CH 112 General Chemistry II 4
- BS 101 Biology I and 4
- BS 102 Biology II 4

**Social Science (6 credits)**
- PS 101 Introduction to Psychology 3
- SO 101 Introduction to Sociology 3
- EC 101 Economics I and 3
- EC 102 Economics II 3

**Humanities (3 credits)**
Choose one from the following:
- AE 101 Appreciation of Art
- EN 205 Introduction to Literature
- MU 106 Appreciation of Music
- PH 101 Introduction to Philosophy

**History (6 credits)**
- HI 101 Western Civilization I 3
- HI 102 Western Civilization II 3

**Total General Education Credits 32**

## 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

### 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

### 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

### Fourth Semester
- CIS Elective
- CIS 260 Data Structures 3
- SO 101 Introduction to Sociology 3
- PY 121 Physics II 4
- Free Elective 6

### 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.

## Major Requirements (33/34 credits)

### 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)
Choose 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 3

### Mathematics (8 credits)
Choose two of the following:
- MA 109 Pre-calculus Mathematics 4
- MA 120 Calculus I 4
- MA 121 Calculus II 4

### Free Electives (3 credits)
- Highly recommended:
  - AC 101 Financial Accounting I 3
  - BU 101 Introduction to Business 3
  - MA 121 Calculus III 3

### Total Major Credits 33-34

### Total Degree Credits 65-66

Passing grade of "C" is required for all Computer Science courses.

## Associate in Science in Applied Computer Science Degree

This degree provides 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 will 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 Technology

Associate in Applied Science in Information Technology Degree

This Degree is for those students interested in beginning, changing, or advancing careers in Information Technology as a Network Administrator, Website Developer, or a Technical Support Specialist. This degree is designed to prepare students to support computing in a networked environment, and also prepares students to transfer to selected institutions of higher learning. This Degree is only available with one of its Options.

Graduates will be able to:
- Demonstrate an understanding of computer systems.
- Utilize office productivity software in a business environment.
- Apply system development methodologies and problem solving techniques to information technology projects.
- Describe features and capabilities of network operating systems.
- Describe the advantages of databases and their applications.
- Utilize the Internet as a link to information, resources and communication.
- Communicate in an effective manner as an Information Technology professional.
- Apply tools, skills and techniques required in the student’s chosen option.

**General Education Requirements (22 credits)**

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

**Mathematics (3 credits)**
- MA 101 College Mathematics I or
- MA 108 College Algebra 3

**Science (4 credits)**
- Laboratory Science 4

**Social Science (3 credits)**
- 3 Credits from Gen. Ed. List 3
- Humanities or History 3

**Major Requirements (42/43 credits)**

(depending on Option)

**Communication (9 credits)**
- BU 101 Introduction to Business 3
- CIS 106 Introduction to Windows 3
- CIS 107 Information Technology Fundamentals and Applications 3
- CIS 108 Programming Fundamentals 3
- CIS 125 Microcomputer Software I 3
- CIS 165 Fundamentals of C++ Programming 4
- CIS 180 Networking Essentials 3
- CIS 202 Systems Analysis & Design 3
- CIS 290 Database Fundamentals 3
- CIS 295 Capstone Project 1

**General Education Requirements (22 credits)**

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

**Mathematics (3 credits)**
- MA 101 College Mathematics I or
- MA 108 College Algebra 3

**Science (4 credits)**
- Laboratory Science 4

**Social Science (3 credits)**
- 3 Credits from Gen. Ed. List 3
- Humanities or History 3

**Choose one of the following three options (15/16 credits):**

**Network Administration Option (16 Credits)**
- CIS 116 Software/Hardware Maintenance and Diagnostics 4
- CIS 281 Network Administration I 3
- CIS 282 Network Administration II 3
- CIS 283 Networking Infrastructure 3
- CIS 286 Network Security Fundamentals 3

**Technical Support Option (16 Credits)**
- CIS 116 Software/Hardware Maintenance & Diagnostics 4
- CIS 126 Microcomputer Software II 3
- CIS 127 Microcomputer Software III 3
- CIS 170 Website Design and Tools 3
- CIS 281 Network Administration I 3

**Web Technology Option (15 Credits)**
- CIS 152 Internet/E-commerce Technologies 3
- CIS 170 Website Design and Tools 3
- CIS 271 Web Application Development I 3
- CIS 273 Web Graphics 3
- CIS 275 Web Application Development II 3

**Total Degree Credits** 66

Passing grade of “C” is required for all Computer Science courses.
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 will 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 polices.
• 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>C1</td>
<td>or MA 108</td>
</tr>
<tr>
<td>EN 102</td>
<td>Composition II</td>
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</table>

Second Semester
<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 101</td>
<td>Introduction to Business</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>
</tbody>
</table>

Total Credits for Degree 65

Technical Support 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, and Technical Support Specialist.

Graduates will be able to:
• Upgrade (Install and configure) hardware components of microcomputer systems.
• Manage (configure) resources for stand-alone and networked environments.
• Troubleshoot PC components using hardware/software utility tools.
• Support users in the use of PC and Microsoft Office application programs.
• Utilize word processing software to create and organize documents
• Utilize presentation graphics software to create, organize and deliver presentations
• Use database software to structure and manage databases
• Use spreadsheet software to format and analyze data
• Demonstrate an understanding of basic Web publishing
• Sit for the Microsoft Certified Application Specialist (MCAS) examinations for Access, Excel, PowerPoint, and Word

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>or MA 108</td>
</tr>
</tbody>
</table>

Second Semester
<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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 170</td>
<td>Website Design and Tools</td>
</tr>
<tr>
<td>CIS 180</td>
<td>Networking Essentials</td>
</tr>
<tr>
<td>EN 102</td>
<td>Composition II</td>
</tr>
</tbody>
</table>

Total Credits for Degree 65
Curricula

Computer and Information Technology

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 will be able to:**
- Design and maintain technically sound websites.
- Design and code Internet applications utilizing web-programming languages.
- Develop animated websites 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 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 or MA 108 Humanities or History</td>
<td>3</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th></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>CIS 165 Fundamentals of C++ Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS 170 Website Design and Tools</td>
<td>3</td>
</tr>
<tr>
<td>EN 102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 271 Web Application Development I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 273 Web Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 290 Database Fundamentals</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>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
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</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
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</thead>
<tbody>
<tr>
<td>BU 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 180 Networking Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CIS 275 Web Application Development II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 295 Capstone Project</td>
<td>1</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

**Total Credits for Degree**: **64**
General Education Requirements (31/32 credits)

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

**Mathematics (3-4 credits)**
- MA 109* Pre-calculus Mathematics or 4
- MA 110 Quantitative Mathematics or 3
- MA 111 Business Calculus 4

**Science (4 credits)**
- 4 Credit Laboratory Science 4

**Social Science (12 credits)**
- EC 101 Economics I 3
- EC 102 Economics II and 3
- Two 3 credit electives — see Gen. Ed. List

**Humanities or History (3 credits)**
- See Gen. Ed. List 3

**Total General Education Credits** 31/32

### Major Requirements (22 credits)
- AC 101 Financial Accounting I 3
- AC 102 Financial Accounting II 3
- AC 205 Managerial Accounting 3
- BU 101 Introduction to Business 3
- BU 201* Business Law or
- BU 213 Legal Environment of Business, Government and Society 3
- BU 206 Business Statistics 4
- BU 222 Principles of Management 3

**Total Major Credits** 22

### Option Requirements (12 credits)
- CIS 125 Microcomputer Software I 3
- Choose 9 credits from the following courses:
  - CIS 126 Microcomputer Software II 3
  - CIS 127 Microcomputer Software III 3
  - CIS 152 Internet/E-commerce Technologies 3
  - CIS 180 Networking Essentials 3
  - CIS 202 Systems Analysis and Design 3
  - CIS 290 Database Fundamentals 3

**Total Option Credits** 12

**Total Degree Credits** 65-66

*Seek advice from the Business Administration Department.

---

### Sample Program

**First Semester**
- AC 101 Financial Accounting I 3
- BU 101 Introduction to Business 3
- EC 101 Economics I 3
- EN 101 Composition I 3
- Humanities and/ or Social Science Elective 6

**Second Semester**
- AC 102 Financial Accounting II 3
- EC 102 Economics II 3
- EN 102 Composition II 3
- ENS 106 Public Speaking 3
- CIS Elective 3

**Third Semester**
- AC 205 Managerial Accounting 3
- BU 201 Business Law or
- BU 213 Legal Environment of Business Government and Society 3
- BU 222 Principles of Management 3
- MA 109 Pre-calculus Mathematics or
- MA 110 Quantitative Mathematics or
- MA 111 Business Calculus 3-4
- CIS Elective 3

**Fourth Semester**
- BU 206 Business Statistics 4
- 4 Credit Laboratory Science 4
- Humanities or Social Science Elective 3
- CIS Electives 6

**Total Credits for Degree** 65-66

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### Associate in Science in Business Administration Degree

**Information Technology Option**

This Option is for students who wish to continue their study of computer-based information systems in business at four-year institutions. It prepares them for specialization in Business Technology, Management, 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 will be able to:**

- Demonstrate general business knowledge (types of businesses, competition, business environment, business plans, SWOT, functions of management, marketing mix, financial statements, accounting cycle, bank reconciliation, legislation related to business, etc.)
- Develop a clear, well-organized written, verbal, or Power Point presentation.
- Demonstrate general information literacy skills for business research purposes.
- Demonstrate analytical skills necessary to solve business problems.
- Analyze a company's financial position.
- Utilize productivity (application) software to organize information, to create charts, or business reports.
# Computer and Information Technology

## Certificate Program

**Information Technology**

This Certificate is for those students seeking technical computer training to obtain a position without completing the general education requirements for the associate degree.

## General Education Requirements (6 credits)

**Communication (6 credits)**

- EN 101 Composition I  
  3 credits
- EN 102 Composition II  
  3 credits

**Total General Education Credits**: 6

## Certificate Requirements (32/33 credits)

**Computer and Information Technology**

- CIS 106 Introduction to Windows  
  1 credit
- CIS 107 Information Technology Fundamentals and Applications  
  3 credits
- CIS 108 Programming Fundamentals  
  3 credits
- CIS 125 Microcomputer Software I  
  4 credits
- CIS 165 Fundamentals of C++ Programming  
  4 credits
- CIS 180 Networking Essentials  
  3 credits
- CIS 290 Database Fundamentals  
  3 credits

**Select One of the Following Options:**

### Network Administration Option

- CIS 281 Network Administration I  
  3 credits
- CIS 282 Network Administration II  
  3 credits
- CIS 283 Networking Infrastructure  
  3 credits
- CIS 286 Network Security Fundamentals  
  3 credits

### Technical Support Option

- CIS 116 Software/Hardware Maintenance & Diagnostics  
  4 credits
- CIS 126 Microcomputer Software II  
  3 credits
- CIS 180 Networking Essentials  
  3 credits
- CIS 281 Network Administration I  
  3 credits

### Web Technology Option

- CIS 170 Website Design and Tools  
  3 credits
- CIS 271 Web Application Development I  
  3 credits
- CIS 273 Web Graphics  
  3 credits
- CIS 275 Web Application Development II  
  3 credits

**Total Certificate Credits**: 38/39
Computer and Information Technology

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.

**Graduates will be 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

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 101</td>
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<tr>
<td>CJ 105</td>
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<tr>
<td>CJ 106</td>
<td>3</td>
</tr>
<tr>
<td>CIS 180</td>
<td>3</td>
</tr>
<tr>
<td>CIS 286</td>
<td>3</td>
</tr>
<tr>
<td>CIS 289</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Certificate Credits** 20

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.

**Graduates will be able to:**

- Apply graphic design concepts to produce original digital works
- Utilize typography to design materials
- Demonstrate knowledge of color selection
- Implement a website using Website 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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR 110</td>
<td>3</td>
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<tr>
<td>AR 111</td>
<td>3</td>
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<tr>
<td>AR 210</td>
<td>3</td>
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<tr>
<td>CIS 127</td>
<td>3</td>
</tr>
<tr>
<td>CIS 170</td>
<td>3</td>
</tr>
<tr>
<td>CIS 273</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Certificate Credits** 18
**Microcomputer Software Specialist**

This Certificate of Achievement is 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.

It is intended 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 workforce for the first time, or those re-entering the job market, or those who are currently employed and who are seeking a career change.

*Graduates will 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.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>3</td>
</tr>
<tr>
<td>CIS 107</td>
<td>3</td>
</tr>
<tr>
<td>CIS 106</td>
<td>1</td>
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<tr>
<td>CIS 125</td>
<td>3</td>
</tr>
<tr>
<td>CIS 126</td>
<td>3</td>
</tr>
<tr>
<td>CIS 127</td>
<td>3</td>
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</tbody>
</table>

**Total Certificate Credits** 13

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**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. It 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. It 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.

*Graduates will 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</td>
<td>3</td>
</tr>
<tr>
<td>CIS 281</td>
<td>3</td>
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<tr>
<td>CIS 282</td>
<td>3</td>
</tr>
<tr>
<td>CIS 283</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Certificate Credits** 12
PC Basic Skills
This Certificate of Achievement is 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.

It is intended for those seeking to be fully functional and operational in the changing office environment.

Graduates will 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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 104</td>
<td>3</td>
</tr>
<tr>
<td>CIS 106</td>
<td>1</td>
</tr>
<tr>
<td>CIS 107*</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125</td>
<td>3</td>
</tr>
<tr>
<td>OA 101</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Certificate Credits 13

*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.

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

It is intended for those students 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 workforce for the first time, or those re-entering the job market or those who are currently employed and who are seeking a career change.

Graduates will be able to:
• Design and maintain technically sound websites.
• Design and code Internet applications utilizing web-programming languages.
• Develop animated websites 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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 106</td>
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<tr>
<td>CIS 152</td>
<td>3</td>
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<td>CIS 170</td>
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<td>CIS 271</td>
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<td>CIS 273</td>
<td>3</td>
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<tr>
<td>CIS 275</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Certificate Credits 16
Communication

**Associate in Applied Science in Liberal Arts Degree**

**Communication Option**
This Option is for those who plan to pursue a B.A. in mass communication or media studies for an entry-level job in the mass media.

*Graduates will 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.

**General Education Requirements (46 credits)**

### Communication (9 credits)
- EN 101 Composition I 3
- EN 102 Composition II 3
- ENS 106 Public Speaking 3

### Mathematics (6 credits)
- MA 101 College Math I 3
- MA 103 Basic Statistics 3

### Science (4 credits)
- BS 100 Human Biology or Laboratory Science from Gen. Ed. List 4

### Technology (3 credits)
- CIS 101 Computer Concepts & Applications 3

### Social Science (6 credits)
- PS 101 Introduction to Psychology 3
- SO 101 Introduction to Sociology or from approved list of Gen. Ed. courses 3

### Humanities (9 credits)
- AE 101 Appreciation of Art or
- MU 106 Appreciation of Music 3
- EN 205 Introduction to Literature 3
- PH 101 Introduction to Philosophy 3

### History (6 credits)
- HI 101 Western Civilization I and 3
- HI 102 Western Civilization II or 3
- HI 201 U.S. History I and 3
- HI 202 U.S. History II 3

### Diversity (3 credits)
- SO 102 Institutional Racism* or from list of approved Gen. Ed. courses 3

**Total General Education Credits 46**

**Sample Program**

**First Semester**
- AE 101 Appreciation of Art 3
- EN 101 Composition I 3
- MA 101 College Math I 3
- COM 101 Introduction to the Mass Media 3

**Second Semester**
- EN 102 Composition II 3
- ENS 106 Public Speaking 3
- MA 103 Basic Statistics 3
- COM 103 Foundations of Media Design 3

**Summer Session**
- EN 205 Introduction to Literature 3
- PS 101 Introduction to Psychology 3

**Third Semester**
- 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

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

**Total Credits for Degree 65**

*Students transferring to William Paterson University must take SO 102, Institutional Racism. All other students please see the General Education chart on page XX for Diversity Course choices.*
Criminal Justice

General Education Requirements (21 credits)

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

Mathematics (3 credits)
College Level Mathematics 3

Technology (3 credits)
CIS 101 Computer Concepts & Applications 3

Social Science (6 credits)
PS 101 Introduction to Psychology 3
SO 101 Introduction to Sociology 3

Humanities (3 credits)
One 3 Credit Elective — See Gen. Ed. List 3

Total General Education Credits 21

Major Requirements (30/31 Credits)

CJ 101 Introduction to Criminal Justice 3
CJ 102 Criminal Justice Organization and Administration 3
CJ 103 Juvenile Delinquency and Youth Crime 3

Free Electives (6 credits)
The following courses are highly recommended:
CJ 105 Investigative Function 3
CJ 106 Criminal Law of New Jersey 3
CJ 109 Police Community Relations 3
CJ 208 Criminology 3
CJ 210 Current Issues in Criminal Justice/Capstone Experience 3
PL 104 Introduction to Law Laboratory Science 3

Select three (3) courses from the following:
CJ 130 Principles and Practices of Security 3
CJ 202 Crisis Intervention 3
CJ 203 Drug and Alcohol Use, Misuse, and Abuse 3
CJ 205 Criminal Justice Practicum I 3
CJ 206 Criminal Justice Practicum II 3

Total Degree Credits 64

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

Sample Program

First Semester Credits
CJ 101 Introduction to Criminal Justice 3
EN 101 Composition I 3
PL 104 Introduction to Law 3
PS 101 Introduction to Psychology 3
SO 101 Introduction to Sociology 3
15

Second Semester
CJ 102 Criminal Justice Organization and Administration 3
CJ 109 Police Community Relations 4
EN 102 Composition II 3
CIS 101 Computer Concepts and Applications 3
Humanities Elective 1
16

Third Semester Credits
CJ 103 Juvenile Delinquency and Youth Crime 3
CJ 106 Criminal Law of New Jersey 3
CJ 208 Criminology 3
Math Elective 3
Free Elective 1
13

Fourth Semester
CJ 105 Investigative Function 4
CJ 210 Current Issues in Criminal Justice/Capstone Science Elective 4
Criminal Justice Electives 6
Free Elective 1
17

Total Credits for Degree 64

Associate in Applied Science in Criminal Justice Degree

This Degree is intended for those students seeking careers in law enforcement, the administration of justice, or in private security. It provides in-service criminal justice professionals an opportunity to advance their careers by attaining a college credential.

Graduates will 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.
Criminal Justice

Associate in Applied Science in Criminal Justice Degree

Corrections Option

This Option is for those students seeking careers in corrections, parole, or probation agencies. It provides in-service corrections professionals an opportunity to advance their careers by attaining a college credential.

Graduates will 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 Credits)

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

Mathematics (3 credits)
College Level Mathematics 3

Technology (3 credits)
CIS 101 Computer Concepts & Applications 3

Social Science (6 credits)
PS 101 Introduction to Psychology 3
SO 101 Introduction to Sociology 3

Humanities (3 credits)
One 3 credit course in Humanities

Diversity (3 credits) 3

Total General Education Credits 24

Major Requirements (31-32 Credits)

CJ 111 Introduction to Corrections 3
CJ 102 Criminal Justice Organization and Administration 3
CJ 103 Juvenile Delinquency and Youth Crime 3
CJ 105 Investigative Function 4
CJ 106 Criminal Law of New Jersey 3
CJ 112 Community Corrections 3
CJ 113 Institutional Treatment of the Offender 3
CJ 210 Current Issues in Criminal Justice/ Capstone Experience 3
PL 104 Introduction to Law Laboratory Science

The following course is highly recommended:
SC 209 Introduction to Forensic Science 4

Total Major Credits 32

Courses in Option (12-14 Credits)

Select 2 courses from the following:
CJ 130 Principles and Practices of Security 3
CJ 202 Crisis Intervention 3
CJ 203 Drug and Alcohol Use, Misuse, and Abuse 3
CJ 205 Criminal Justice Practicum I 4
CJ 206 Criminal Justice Practicum II 4

Free Electives (3 credits)
The following courses are highly recommended:
CJ 209 Terrorism and Political Violence 3
CJ 214 Emergency Management and Response 3

Total Option Credits 12-14
Total Degree Credits 64

Note, Credit for Prior Learning: Students may be awarded academic credit for prior educational experiences. Please consult with the Chairperson of the Human Services Department for further information.
**Curricula**

### Criminal Justice

#### Associate in Arts in Liberal Arts Degree

**Criminal Justice Option**

This Option is for those students who plan to pursue a B.A. in Criminal Justice for careers in law enforcement, security, probation, or parole. It combines the study of Criminal Justice with Liberal Arts courses necessary for transfer.

<table>
<thead>
<tr>
<th>General Education (47 Credits)</th>
<th>Courses in Option (Criminal Justice) (18 Credits)</th>
<th>Associate in Arts in Liberal Arts Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication (9 credits)</strong></td>
<td><strong>Introduction to Criminal Justice</strong> 3</td>
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<tr>
<td>EN 101 Composition I 3</td>
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<td>EN 102 Composition II 3</td>
<td><strong>Criminology</strong> 3</td>
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<td>ENS 106 Public Speaking 3</td>
<td><strong>Criminal Justice Capstone</strong> 3</td>
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<td>College Level Mathematics 6</td>
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<td><strong>Science (8 credits)</strong></td>
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<tr>
<td>Two 4 Credit Laboratory Sciences 8</td>
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<tr>
<td><strong>Technology (3 credits)</strong></td>
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<tr>
<td>CIS 101 Computer Concepts &amp; Applications 3</td>
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<td></td>
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<tr>
<td><strong>Social Science</strong></td>
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<tr>
<td>(6 credits from the following courses:)</td>
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<tr>
<td>EC 101 Economics I 3</td>
<td><strong>Terrorism and Political Violence</strong> 3</td>
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<tr>
<td>GE 101 Cultural Geography 3</td>
<td><strong>Emergency Management and Response</strong> 3</td>
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<tr>
<td>PL 101 Introduction to Political Science 3</td>
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<tr>
<td>PS 101 Introduction to Psychology 3</td>
<td></td>
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<td>SO 101 Introduction to Sociology 3</td>
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<td></td>
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<tr>
<td>SO 202 Cultural Anthropology 3</td>
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<td><strong>Humanities</strong> (6 credits from the following courses:)</td>
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<td>EN 205 Introduction to Literature 3</td>
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<td>PH 101 Introduction to Philosophy 3</td>
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<tr>
<td>AE 101 Appreciation of Art 3</td>
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<td>MU 106 Appreciation of Music 3</td>
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<td><strong>History (6 credits)</strong></td>
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<tr>
<td>HI 101 Western Civilization I and 3</td>
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<td></td>
</tr>
<tr>
<td>HI 102 Western Civilization II or 3</td>
<td></td>
<td></td>
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<tr>
<td>HI 201 U.S. History I and 3</td>
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<td></td>
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<td>HI 202 U.S. History II 3</td>
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<tr>
<td><strong>Diversity (3 credits)</strong></td>
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<td></td>
<td><strong>Total Degree Credits</strong> 65</td>
<td></td>
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</tbody>
</table>
Criminal Justice

Certificate Programs

Criminal Justice

Corrections

Criminal Justice

This Certificate is designed for students interested in 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.

General Education (6 Credits)

Communication (3 credits)
EN 101 Composition I 3

Humanities (3 credits)
One 3 Credit Elective - See Gen. Ed. List 3

Total General Education Credits 6

Major Requirements (16 Credits)

CJ 101 Introduction to Criminal Justice 3
CJ 102 Criminal Justice Organization and Administration 3
CJ 105 Investigative Function 4
CJ 208 Criminology 3
PL 104 Introduction to Law 3

Total Major Credits 16

Choose 12 credits from the following:
CJ 103 Juvenile Delinquency and Youth Crime 3
CJ 106 Criminal Law of New Jersey 3
CJ 109 Police Community Relations 4
CJ 130 Principles and Practices of Security 3
CJ 202 Crisis Intervention 3
CJ 203 Drug and Alcohol Use, Misuse and Abuse 3

Total Certificate Credits 34

Corrections

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.

Graduates will be able to:
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.

General Education (6 Credits)

Communication (3 credits)
EN 101 Composition I 3

Social Science (3 credits)
Any Political Science Elective
See Gen. Ed. List 3

Total General Education Credits 6

Major Requirements (13 Credits)

CJ 105 Investigative Function 4
CJ 111 Introduction to Corrections 3
CJ 112 Community Corrections: Probation and Parole 3
CJ 113 Institutional Treatment of the Offender 3

Total Major Credits 13

Choose 12 credits from the following:
CJ 102 Criminal Justice Organization and Administration 3
CJ 103 Juvenile Delinquency and Youth Crime 3
CJ 106 Criminal Law of New Jersey 3
CJ 109 Police Community Relations 4
CJ 202 Crisis Intervention 3
CJ 203 Drug and Alcohol Use, Misuse, and Abuse 3
PL 104 Introduction to Law 3

Total Certificate Credits 31
Certificate of Achievement Program
Emergency Management

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.

Graduates will 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
CJ 105 Investigative Functions            4
CJ 209 Terrorism and Political Violence    3
CJ 214 Emergency Management and Response   3
FS 202 Hazardous Materials                 3
SC 109 Forensic Science                    3

Total Credits for Certificate            17
Curricula

Culinary Arts Program

**ServSafe® Training Course**
Maximize your efficiency while learning the industry's standard in safety training. Our training course features instructor led training including your exam. (A minimum test score of 75% is needed for food safety certification with the National Restaurant Association Education Foundation).

A required course for most managers, our ServSafe® training course will provide you with the tools needed to identify and prevent food-borne illnesses. It helps you identify problem areas in the flow of food throughout your operation and provides you with the tools to minimize risk factors. Everyone knows that cleanliness is important. In this class, sanitation is presented in a practical, applicable manner, including pest control issues.

**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 website at www.pccc.edu/ce
## General Education Requirements (25 credits)

### Communication (9 credits)
- EN 101 Composition I 3
- EN 102 Composition II 3
- ENS 106 Public Speaking 3

### Mathematics (3 credits)
- MA 101 College Mathematics I 3

### Science (4 credits)
- SC 104 Environmental Science 4

### Technology (3 credits)
- CIS 101 Computer Concepts & Applications 3

### Social Science (6 credits)
- PS 101 Introduction to Psychology 3
- SO 105 Social Problems 3

**Total General Education Credits** 25

## Major Requirements (39 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</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 107</td>
<td>Nurturing the Mental Health of Infants and Toddlers or</td>
<td>3</td>
</tr>
<tr>
<td>ECE 108</td>
<td>Group Care of Infants and Toddlers</td>
<td></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>Observation and Assessment of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 202</td>
<td>Supervised Fieldwork I</td>
<td>4</td>
</tr>
<tr>
<td>ECE 203</td>
<td>Supervised Fieldwork II</td>
<td>4</td>
</tr>
<tr>
<td>ECE 220</td>
<td>Early Language and Literacy Development or</td>
<td></td>
</tr>
<tr>
<td>EDU 293</td>
<td>Including the Exceptional Child</td>
<td>3</td>
</tr>
<tr>
<td>EN 205</td>
<td>Introduction to 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>

**Total Major Credits** 35

## Free Electives (3 credits) 4

**Total Degree Credits** 64

Students must pass all classes with a “C” or better to qualify for graduation.

## Sample Program

### First Semester Credits
- CIS 101 Computer Concepts and Applications 3
- ECE 102 Creative Expression: Art/Music, and Movement for Children 3
- EN 101 Composition I 3
- ENS 106 Public Speaking 3
- MA 101 College Mathematics I 3
- PS 101 Introduction to Psychology 3

**18 Credits**

### Second Semester

- ECE 106 Practical Math and Science for Children 3
- ECE 107 Nurturing the Mental Health of Infants and Toddlers or
- ECE 108 Group Care of Infants and Toddlers 3
- EN 102 Composition II 3
- PS 102 Human Growth and Development 3
- SC 104 Environmental Science 4

**16 Credits**

### Third Semester Credits
- ECE 200 Early Childhood Education in Contemporary America 3
- ECE 202 Supervised Fieldwork I 4
- EN 205 Introduction to Literature 3
- PS 201 Child Psychology 3
- SO 105 Social Problems 3

**16 Credits**

### Fourth Semester

- ECE 201 Observation and Assessment of Young Children 3
- ECE 203 Supervised Fieldwork II 4
- ECE 220 Early Language and Literacy Development or 3
- EDU 293 Including the Exceptional Child 3
- Free Electives 4

**14 Credits**

**Total Credits for Degree: 64**

## Associate in Applied Science in Early Childhood Education Degree

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

**Graduates will 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.
## Associate in Arts in Liberal Arts Degree

### Early Childhood Education Option

This Option is for students 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.

### General Education Requirements (46 credits)

#### Communication (9 credits)
- EN 101 Composition I 3
- EN 102 Composition II 3
- ENS 106 Public Speaking 3

#### Mathematics (6 credits)
- MA 101 College Mathematics I and 3
- MA 102 College Mathematics II or 3
- MA 103 Basic Statistics

#### Science (4 credits)
- BS 100 Human Biology 4

#### Technology (3 credits)
- CIS 101 Computer Concepts & Applications 3

#### Social Science (6 credits)
- PS 101 Introduction to Psychology 3
- SO 101 Introduction to Sociology 3

#### Humanities (9 credits)
- AE 101 Appreciation of Art or 3
- MU 106 Appreciation of Music 3
- EN 205 Introduction to Literature 3
- PH 101 Introduction to Philosophy 3

#### History (6 credits)
- HI 101 Western Civilization I and 3
- HI 102 Western Civilization II or 3
- HI 201 U.S. History I and 3
- HI 202 U.S. History II 3

#### Diversity (3 credits)
- SO 102 Institutional Racism* 3

**Total General Education Credits** 46

### Major Requirements (7 credits)

#### SC 104 Environmental Science 4

Any 3 credit elective in Content Area Major — Science, Math, Social Science, World Language, English, General Education courses as elective, subject to advisement according to requirements of 4-year transfer institution 3

**Total Major Credits** 7

### Courses in Option (Early Childhood Education) (12 credits)

- ECE 200 Early Childhood Education in Contemporary America 3
- ECE 201 Observation and Assessment of Young Children 3
- ECE 220 Early Language and Literacy Development or
- EDU 293 Including the Exceptional Child 3
- PS 102 Human Growth and Development 3

**Total Option Requirements** 12

**Total Degree Credits** 65

### Sample Program

#### First Semester Credits
- AE 101 Appreciation of Art or 3
- MU 106 Appreciation of Music 3
- EN 101 Composition I 3
- MA 101 College Mathematics 3
- BS 100 Human Biology 4
- PS 101 Introduction to Psychology 3

16

#### Second Semester
- EN 102 Composition II 3
- ENS 106 Public Speaking 3
- MA 102 College Mathematics II or 3
- MA 103 Basic Statistics
- SC 104 Environmental Science 4
- PS 102 Human Growth and Development 3

16

#### Third Semester
- HI 101 Western Civilization I or 3
- HI 201 U.S. History I
- SO 102 Institutional Racism or 3
- Other Diversity Course
- CIS 101 Computer Concepts and Applications 3
- ECE 200 Early Childhood Education in Contemporary America 3
- Elective in Content Area Major 3

15

#### Fourth Semester
- HI 102 Western Civilization II or 3
- HI 202 U.S. History II
- EN 205 Introduction to Literature 3
- ECE 201 Observation and Assessment of Young Children 3
- ECE 220 Early Language and Literacy Development or
- EDU 293 Including the Exceptional Child 3

12

**Total Credits for Degree:** 65

*Students transferring to William Paterson University must take SO 102, Institutional Racism. All other students please see the General Education list for Diversity Course choices.*
General Education Requirements (46 credits)

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

**Mathematics (6 credits)**
- MA 103 Basic Statistics 3
- MA 108 College Algebra 3

**Science (4 credits)**
- BS 100 Human Biology 4

**Technology (3 credits)**
- CIS 101 Computer Concepts & Applications 3

**Social Science (6 credits)**
- PS 101 Introduction to Psychology 3
- SO 101 Introduction to Sociology 3

**Humanities (9 credits)**
- AE 101 Appreciation of Art or 3
- MU 106 Appreciation of Music 3
- EN 205 Introduction to Literature 3
- PH 101 Introduction to Philosophy 3

**History (6 credits)**
- HI 101 Western Civilization I and 3
- HI 102 Western Civilization II or 3
- HI 201 U.S. History I and 3
- HI 202 U.S. History II 3

**Diversity (3 credits)**
- SO 102 Institutional Racism* 3

**Total General Education Credits** 46

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Major Requirements (7 credits)

**Major Requirements (7 credits)**
- SC 104 Environmental Science 4
- Any 3 credit elective in Content Area Major — Science, Math, Social Studies, World Language, English
- Education courses as elective subject to advisement according to requirements of 4-year transfer institution 3

**Total Major Credits** 7

Courses in Option (Teacher Education) (12 credits)

- EDU 200 Historical and Philosophical Foundations Of American Education 3
- EDU 293 Including the Exceptional Child or
- ECE 201 Observation and Assessment of Young Children 3
- PS 102 Human Growth and Development 3
- PS 207 Educational Psychology 3

**Total Option Requirements** 12

**Total Degree Credits** 65

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Sample Program

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>AE 101 Appreciation of Art or</td>
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<td>MU 106 Appreciation of Music</td>
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<tr>
<td>EN 101 Composition I</td>
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<td>MA 103 Basic Statistics</td>
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<tr>
<td>BS 100 Human Biology</td>
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<td>PS 101 Introduction to Psychology</td>
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**Second Semester**

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<td>SC 104 Environmental Science</td>
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<td>PS 102 Human Growth and Development</td>
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**Summer Semester**

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<tr>
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<td>SO 101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PH 101 Introduction to Philosophy</td>
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**Third Semester**

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HI 101 Western Civilization I or</td>
<td>3</td>
</tr>
<tr>
<td>HI 201 U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>SO 102 Institutional Racism* or other diversity course</td>
<td>3</td>
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<tr>
<td>CIS 101 Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>EDU 200 Historical and Philosophical Foundations of American Education</td>
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<tr>
<td>Elective in Content Area Major</td>
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**Fourth Semester**

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<tr>
<td>HI 102 Western Civilization II or</td>
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<tr>
<td>HI 202 U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td>EN 205 Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>ECE 201 Observation and Assessment of Children or</td>
<td>3</td>
</tr>
<tr>
<td>EDU 293 Including the Exceptional Child</td>
<td>3</td>
</tr>
<tr>
<td>PS 207 Educational Psychology</td>
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</tr>
</tbody>
</table>

**Total Credits for Degree** 65

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

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Education in Liberal Arts Degree

**Teacher Education Option**

This Option is for those students 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 certifications.

**Graduates will be able to:**

- Understand the philosophy and theory of developmentally appropriate education.
- 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.
Education

Certificate of Achievement Programs

Child Development Associate

Infant and Toddler

Child Development Associate

The Early Childhood Education program is a one year program for those who work full or part time, as volunteers with children ages infant 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 infants and young children within the last five years. After satisfactorily completing the CDA Prep Program, students are prepared to apply for the CDA national credential.

Required Courses

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

Total Credits for Certificate 11

Infant and Toddler

The Infant and Toddler Certificate of Achievement is intended for professionals and paraprofessionals working in the field of infant/toddler care in all settings including center-based care, family child care programs and community based programs that support infants, toddlers and their families. This short term training certificate builds on the knowledge gained by the Child Development Associate credential (CDA) in infant/toddler development. It is an appropriate professional development step for individuals planning to enter the field of infant/toddler care giving. The certificate is designed to enable candidates to demonstrate competencies in the eight key areas required for the NJ Infant Toddler credential. It is designed as a career program experience.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 110</td>
<td>Child Development Associate workshop I</td>
<td>4</td>
</tr>
<tr>
<td>ECE 111</td>
<td>Child Development Associate workshop II</td>
<td>4</td>
</tr>
<tr>
<td>ECE 107</td>
<td>Mental Health of Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>ECE 202</td>
<td>Supervised Fieldwork I</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits for Certificate 15
Associate in Arts in Liberal Arts

English Option

This Option prepares students who plan to pursue a B.A. in English and enter careers in communication, copywriting, editing, freelance writing, law, medicine, or teaching. It combines the study of English with the Liberal Arts courses necessary for transfer to four-year colleges.

Graduates will be able to:
- Apply the skill of close reading to a variety of texts
- Respond to literary styles, techniques and genre
- Apply critical thinking skills in the analysis and evaluation of literature
- Exercise effective writing and research skills
- Describe the social, political and historical contexts of literature

General Education Requirements (46 credits)

<table>
<thead>
<tr>
<th>Category</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication (9 credits)</td>
<td>EN 101 Composition I 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EN 102 Composition II 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENS 106 Public Speaking 3</td>
<td></td>
</tr>
<tr>
<td>Mathematics (6-7 credits)</td>
<td>MA 101 College Mathematics I and 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MA 102 College Mathematics II or 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MA 103 Basic Statistics 4</td>
<td></td>
</tr>
<tr>
<td>Science (4 credits)</td>
<td>BS 100 Human Biology or Laboratory Science from Gen. Ed. List</td>
<td>4</td>
</tr>
<tr>
<td>Technology (3 credits)</td>
<td>CIS 101 Computer Concepts &amp; Applications 3</td>
<td></td>
</tr>
<tr>
<td>Social Science (6 credits)</td>
<td>PS 101 Introduction to Psychology 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SO 101 Introduction to Sociology 3 or from list of approved Gen. Ed. courses</td>
<td>3</td>
</tr>
<tr>
<td>Humanities (9 credits)</td>
<td>AE 101 Appreciation of Art or 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MU 106 Appreciation of Music</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EN 205 Introduction to Literature 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PH 101 Introduction to Philosophy 3</td>
<td></td>
</tr>
<tr>
<td>History (6 credits)</td>
<td>HI 101 Western Civilization I 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HI 102 Western Civilization II 3</td>
<td></td>
</tr>
<tr>
<td>Diversity (3 credits)</td>
<td>CT 101 Critical Thinking in a Diverse World 3</td>
<td></td>
</tr>
</tbody>
</table>

Total General Education Credits 46

Courses in Option (English) (12 credits)

Choose four courses from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 105 Journalism</td>
<td>3</td>
</tr>
<tr>
<td>EN 108 Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>EN 203 Modern American Literature</td>
<td>3</td>
</tr>
<tr>
<td>EN 204 Introduction to African-American Literature</td>
<td>3</td>
</tr>
<tr>
<td>EN 206 Modern Drama</td>
<td>3</td>
</tr>
<tr>
<td>EN 208 Introduction to Film Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>EN 209 Introduction to Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td>EN 210 Development of the American Novel</td>
<td>3</td>
</tr>
<tr>
<td>EN 211 Modern Poetry</td>
<td>3</td>
</tr>
<tr>
<td>EN 212 Introduction to Hispanic-American Literature</td>
<td>3</td>
</tr>
<tr>
<td>EN 214 Introduction to Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>EN 215 World Literature I</td>
<td>3</td>
</tr>
<tr>
<td>EN 216 World Literature II</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional General Ed Laboratory Science (4 credits) 4

Free Electives (3 credits) 3

Total Degree Credits 65
## Engineering

### Associate in Applied Science in Electronic Engineering Technology Degree

This 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. This Degree is accepted for transfer at selected four-year institutions.

**Graduates will 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 Requirements (20 credits)

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

**Mathematics (4 credits)**
- MA 109 Pre-calculus Mathematics 4

**Science (4 credits)**
- PY 101 College Physics I 4

**Social Science (3 credits)**
- See Gen. Ed. List 3

**Humanities (3 credits)**
- One 3 Credit Elective — See Gen. Ed. List 3

**Total General Education Credits** 20

### Major Requirements (34 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES 101</td>
<td>2</td>
</tr>
<tr>
<td>ET 101</td>
<td>3</td>
</tr>
<tr>
<td>ET 111</td>
<td>4</td>
</tr>
<tr>
<td>ET 112</td>
<td>4</td>
</tr>
<tr>
<td>ET 113</td>
<td>3</td>
</tr>
<tr>
<td>ET 121</td>
<td>4</td>
</tr>
</tbody>
</table>

### Sample Program

#### First Semester
- EN 101 Composition I 3
- ES 101 Introduction to Engineering 2
- ET 111 Principles of Electrical Circuits 4
- MA 109 Pre-calculus Mathematics 4
- PY 101 College Physics I 4

**Total First Semester Credits** 17

#### Second Semester
- EN 102 Composition II 3
- ET 112 AC Circuits 4
- ET 113 Engineering Software Applications 3
- ET 121 Basic Electronics 4
- Humanities Elective 3

**Total Second Semester Credits** 17

### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 165</td>
<td>4</td>
</tr>
<tr>
<td>ET 225</td>
<td>4</td>
</tr>
<tr>
<td>ET 226</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 101</td>
<td>3</td>
</tr>
<tr>
<td>ET 227</td>
<td>4</td>
</tr>
<tr>
<td>ET 290</td>
<td>2</td>
</tr>
<tr>
<td>MA 115</td>
<td>4</td>
</tr>
<tr>
<td>PY 102</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits for Degree** 66

Minimum grade of “C” is required for all courses in the major, and CIS 165, MA 109, MA 115, PY 101 and 102.
## General Education Requirements (21 credits)

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

### Mathematics (3 credits)
- MA 108 College Algebra 3

### Social Science (6 credits)
- See GE List of Courses 6

### Technology (3 credits)
- CIS 107 Information Technology Fundamentals and Applications 3

**Total General Education Credits** 21

## Major Requirements (26-32 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 190 Energy Utility Technology Career Prep. 1
- UTI 201 Energy Utility Co-op I 4
- UTI 202 Energy Utility Co-op II 4
- Energy Utility Elective 1* 4-7
- Energy Utility Elective 2 4-7

**Total Major Credits** 26-32

*Select, in consultation with an academic advisor, from the following courses: UTI 104, UTI 105, UTI 106, UTI 107, UTI 108, UTI 109, UTI 110, UTI 111.

### Option Requirements (17 credits)

- ES 101 Introduction to Engineering 2
- ET 111 Principles of Electrical Circuits 4
- BU 222 Principles of Management and Sciences Course 3
- Total Option Credits 17

**Total Degree Credits** 64-70

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.

## 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
- ES 101 Introduction to Engineering 2
- Social Science Elective 3
- 15

### Second Semester
- 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 108 College Algebra 3
- 15

### Summer
- UTI 201 Energy Utility Co-op I 4
- Energy Utility Elective 4-7
- 8-11

### Third Semester Credits
- BU 222 Principles of Management and Sciences Course 3
- CIS 107 Information Technology Fundamentals and Applications 3
- Social Science Elective 3
- Engineering and Science Course 4
- 13

### Fourth Semester
- UTI 190 Energy Utility Technology Career Prep. 1
- Engineering and Science Courses 4
- Energy Utility Elective 4-7
- 9-12

### Summer
- UTI 202 Energy Utility Co-op II 4

**Total Credits for Degree** 64-70

Select, in consultation with an academic advisor, from the following courses: UTI 104, UTI 105, UTI 106, UTI 107, UTI 108, UTI 109, UTI 110, UTI 111.

## Associate in Applied Science Degree in Energy Utility Technology

This 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 will 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.
Engineering

Associate in Science in Liberal Arts Degree

Engineering Science Option

This Option will allow students to enter a four-year engineering science program. For additional information, contact a counselor or the department chairperson.

Graduates will 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.

General Education Requirements (21 credits)

Communication (3 credits)
EN 101 Composition I 3

Mathematics (4 credits)
MA 120 Calculus I 4

Science (8 credits)
CH 111 General Chemistry I 4
PY 120 Physics I 4

Social Science (3 credits)
EC 101 Economics I 3

Humanities (3 credits)
HI 101 Western Civilization I 3

Total General Education Credits 21

Major Requirements (36 Credits)
EC 102 Economics II 3
EN 102 Composition II 3
HI 102 Western Civilization II 3
MA 121 Calculus II 4
MA 201 Calculus III 4
MA 202 Differential Equations 4
CH 112 General Chemistry II 4
PY 121 Physics II 4
CIS 165 Fundamentals of C++ Programming 4

Total Major Requirements 36

Option Requirements (14 credits)
ES 101 Introduction to Engineering 2
ES 105 Engineering Graphics 2
ES 206 Engineering Mechanics I (Statics) 3
CH 207 Engineering Mechanics II (Dynamics) 3
PY 230 Physics III 4

Total Option Credits 14

Total Degree Credits 68

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

Sample Program

First Semester Credits
EN 101 Composition I 3
ES 101 Introduction to Engineering 2
ES 105 Engineering Graphics 2
HI 101 Western Civilization I 3
MA 120 Calculus I 4
PY 120 Physics I 4

17

Second Semester
CIS 165 Fundamentals of C++ Programming 4
EN 102 Composition II 3
HI 102 Western Civilization II 3
MA 121 Calculus II 4
PY 121 Physics II 4

17

Third Semester Credits
CH 111 General Chemistry I 4
EC 101 Economics I 3
ES 206 Engineering Mechanics I (Statics) 3
MA 201 Calculus III 4
PY 230 Physics III 4

18

Fourth Semester
CH 112 General Chemistry II 4
EC 102 Economics II 3
ES 207 Engineering Mechanics II (Dynamics) 3
MA 202 Differential Equations 4

14

Total Credits for Degree 68
Certificate of Achievement Program
AutoCAD-Drafting

This Certificate of Achievement prepares students for engineering, architecture, design, construction and manufacturing, or for any profession that requires drafting using AutoCAD. It is ideal for those who need to retrain for their jobs, or upgrade their skills to find employment.

**Grades will 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.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 107 Information Technology Fundamentals and Applications</td>
<td>3</td>
</tr>
<tr>
<td>ES 105 Engineering Graphics</td>
<td>2</td>
</tr>
<tr>
<td>ET 101 Fundamentals of CAD</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES 101 Introduction to Engineering</td>
<td>2</td>
</tr>
<tr>
<td>ET 201 Advanced AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>EN 103 Business Writing</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Credits**: 14
Fire Science

Associate in Applied Science in Fire Science Technology Degree

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

Graduates will 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.

General Education Requirements (24 credits)

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

Mathematics (3 credits)
College Level Mathematics — See Gen. Ed. List 3

Technology (3 credits)
CIS 101 Computer Concepts & Applications 3

Social Science (6 credits)
PS 101 Introduction to Psychology 3
SO 101 Introduction to Sociology 3

Humanities (3 credits) 3

Diversity (3 credits) 3

Total General Education Credits 24

Major Requirements (25 Credits)

FS 101 Introduction to Fire Science 3
FS 102 Fire Prevention and Related Codes 3
FS 201 Fire Service Management 3
FS 202 Hazardous Materials 3
FS 204 Fire Protection, Building Construction 3
FS 206 Fire Hydraulics 3
FS 210 Current Issues in Fire Science/Capstone Experience 3

Laboratory Science

The following course is highly recommended:
SC 209 Introduction to Forensic Science 4

Total Major Credits 25

12 or 13 credits from the following:

CH 103 Introduction to General and Organic Chemistry 3
CJ 105 Criminal Investigation 4
CJ 202 Crisis Investigation 3
FS 103 Fire Fighting Tactics and Strategy 3
FS 106 Fire Protection Systems 3
FS 107 Fire Apparatus Specifications, Inspections & Maintenance 3
FS 205 Fire Investigation 3
FS 207 Emergency Medical Technician 6
MA 108 College Algebra 3
PL 104 Introduction to Law 3
PL 202 Public Administration 3

Free Electives (3 credits) 3

Total Credits for Degree 64/65

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

Students transferring to William Paterson University must take SO 102, Institutional Racism. All other students please see the General Education list for Diversity Course choices.
Fire Science Certificate

This Certificate allows students to gain 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)

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication (3 credits)</td>
<td>EN 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Science (4 credits)</td>
<td>Laboratory Science</td>
<td>4</td>
</tr>
</tbody>
</table>

Total General Education Credits 7

Courses in Major (12 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS 101 Introduction to Fire Science</td>
<td>3</td>
</tr>
<tr>
<td>FS 102 Fire Prevention and Related Codes</td>
<td>3</td>
</tr>
<tr>
<td>FS 202 Hazardous Materials</td>
<td>3</td>
</tr>
<tr>
<td>FS 204 Fire Protection, Building Construction</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Major Credits 12

Fire Science Technology Electives (12 credits)

Individual selection subject to Chairperson’s approval. 12

Total Certificate Credits 31
Fitness

Associate in Science in Liberal Arts Degree

Exercise Science Option

This Degree is designed to promote job placement and career advancement in the field of Exercise Science. The program will enable students to begin work in the field and enable them to advance academically and professionally as Fitness Specialists. As graduates with an A.S. degree, they will be able to work in a broad spectrum of Fitness Specialist and Wellness Coordinator positions. This A.S. degree program is also keyed to promote academic advancement into baccalaureate programs, either into advanced practice programs or into new career paths.

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.

General Education Requirements (30 credits)

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

Mathematics (6 credits)
MA 101 College Mathematics I 3
MA 103 Basic Statistics 3

Science (8 credits)
BS 100 Human Biology 4
BS 201 Fundamentals of Exercise Physiology 4

Technology (3/4 credits) 3
3 credits from the following
CIS 101 Computer Concepts & Applications 3
CIS 107 Information Technology Fundamentals and Applications 4

Social Science (3 credits)
SO 101 Introduction to Sociology 3

Humanities (3 credits)
AE 101 Appreciation of Art or 3
MU 106 Appreciation of Music 3

Total General Education Credits 30

Sample Program

First Semester Credits
PE 116 Concepts of Fitness and Wellness 3
BS 100 Human Biology 4
EN 101 Composition I 3
HI 101 Western Civilization I 3
MA 101 College Mathematics I 3

Second Semester Credits
PE 117 Applied Concepts of Fitness 3
PE 114 First Aid CPR and Safety Education 3
MA 103 Basic Statistics 3
CIS 101 Computer Concepts and Applications 3
EN 102 Composition II 3
HI 102 Western Civilization II 3

Major Requirements (21 Credits)
EN 205 Introduction to Literature 3
ENS 106 Public Speaking 3
HI 101 Western Civilization I 3
HI 102 Western Civilization II 3
PH 101 Introduction to Philosophy 3
PS 101 Introduction to Psychology 3
SC 102 Health and Nutrition 3

Total Major Requirements 21

Option Requirements (12 credits)
PE 114 First Aid, CPR, and Safety Education 3
PE 116 Concepts of Fitness and Wellness 3
PE 117 Applied Concepts of Fitness 3
PE 119 Care and Prevention of Athletic Injuries 3

Total Option Credits 12

Total Degree Credits 64-65

Third Semester Credits
BS 201 Fundamentals of Exercise Physiology 4
PS 101 Introduction to Psychology 3
MU 106 Appreciation of Music 3
SC 102 Health and Nutrition 3
EN 205 Introduction to Literature 3

Fourth Semester Credits
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 for Degree 64-65

*Students transferring to William Paterson University must take SO 102, Institutional Racism. All other students please see the General Education chart on page XX for Diversity Course choices.
Certificate of Achievement Program
Fitness Specialist Certificate

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

**Graduates will 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.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 100 Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>PE 114 First Aid, CPR, and Safety Education</td>
<td>3</td>
</tr>
<tr>
<td>PE 116 Concepts of Fitness and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>PE 117 Applied Concepts of Fitness</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 201 Fundamentals of Exercise Physiology</td>
<td>4</td>
</tr>
<tr>
<td>PE 119 Prevention and Care of Athletic Injuries</td>
<td>3</td>
</tr>
<tr>
<td>SC 102 Health and Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits** 23
Certificate Program

This Certificate is intended for students who wish to complete 34/35 credits in general education foundation courses. These courses meet the general education requirements for two and four-year colleges and universities. All courses selected for this Certificate must correspond to the College's approved list of General Education courses. Students should meet with an advisor to select appropriate courses required by the transfer institution of choice.

Graduates will be able to:
- Research and write college level reports and papers.
- Use critical thinking skills to analyze human behavior and social and political institutions.
- Be computer literate in basic productivity software.
- Access and evaluate information effectively to accomplish a specific purpose.

General Education Requirements (33 credits)

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication (6 credits)</td>
<td>EN 101</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td></td>
<td>EN 102</td>
<td>Composition II</td>
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<tr>
<td>Mathematics (3 credits)</td>
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<td>College Level Mathematics</td>
<td>3-4</td>
</tr>
<tr>
<td>Science (4 credits)</td>
<td></td>
<td>Four Credit Laboratory Science</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>from Gen. Ed. List</td>
<td></td>
</tr>
<tr>
<td>Technology (3 credits)</td>
<td>CIS 101</td>
<td>Computer Concepts &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (3 credits)</td>
<td></td>
<td>Society and Human Behavior</td>
<td>3</td>
</tr>
<tr>
<td>Humanities (3 credits)</td>
<td>AE 101</td>
<td>Appreciation of Art</td>
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<tr>
<td></td>
<td>MU 106</td>
<td>Appreciation of Music</td>
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<tr>
<td>Extra GE Electives (15 credits)</td>
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<td>See Gen. Ed. List*</td>
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<td></td>
<td>COL 102</td>
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</tr>
<tr>
<td>Total Certificate Credits</td>
<td></td>
<td></td>
<td>34/35</td>
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</tbody>
</table>

*One Cultural and Global Awareness course and one writing intensive course are required as General Education electives.
Certificate of Achievement Program
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.

Graduates will be able to:
• Apply graphic design concepts to produce original digital works
• Utilize typography to design materials
• Demonstrate knowledge of color selection
• Implement a website using website 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 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>Website Design and Tools</td>
<td>3</td>
</tr>
<tr>
<td>CIS 273</td>
<td>Web Graphics</td>
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</table>

Total Credits 18
Health Programs

Associate in Applied Science in Health Information Technology Degree

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

Graduates will 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.

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. Requirements of the curriculum in effect at the time the student is accepted into the program must be completed.
4. Additional requirements - Refer to HIT Student Handbook.

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.
Health Programs

General Education Requirements (22 credits)

**Communication (9 credits)**
- EN 101 Composition I 3
- EN 102 Composition II 3
- ENS 104 Speech Fundamentals or
  ENS 106 Public Speaking 3

**Mathematics (3 credits)**
- MA 103 Basic Statistics 3

**Science (4 credits)**
- BS 103 Anatomy and Physiology I 4

**Technology (3 credits)**
- CIS 101 Computer Concepts
  & Applications 3

**Social Science (3 credits)**
- PS 101 Introduction to Psychology 3

Sample Program

**First Semester**
- BS 103 Anatomy and Physiology I 4
- CIS 101 Computer Concepts
  and Applications 3
- EN 101 Composition I 3
- HIT 101 Health Care Organization 2
- HIT 104 Health Care Terminology 3

**Second Semester**
- BS 104 Anatomy and Physiology II 4
- EN 102 Composition II 3
- HIT 106 Legal Aspects of Health
  Information Management 3
- HIT 108 Health Record Content
  and Structure 1
- HIT 109 Health Record Management 3
- ENS 104 Speech Fundamentals or
  ENS 106 Public Speaking 3

**Summar Semester**
- HIT 105 Professional Practice
  Experience I 2
- PS 101 Introduction to Psychology 3

**Third Semester**
- BS 205 Physiology of Disease 3
- MA 103 Basic Statistics 3
- HIT 201 ICD-9-CM Coding 4
- HIT 208 Supervision and Management
  in Healthcare 3
- HIT 212 Computer Applications
  in Health Care Organizations 3

**Fourth Semester**
- HIT 205 Professional Practice
  Experience II 2
- HIT 210 Health Statistics and
  Quality Improvement 3
- HIT 211 Health Information
  Technology Seminar 2
- HIT 221 Advanced ICD-9-CM and
  Coding Applications 3
- HIT 231 CPT Coding 3
- HIT 240 Principles of Healthcare
  Reimbursement 3

**Total Credits for Degree** 69

Associate in Applied Science in Health Information Technology Degree

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

Graduates will 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.
Health Science

Associate in Science Degree in Health Science

This Degree is intended for those students 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. The Program does not confer eligibility for advanced standing or advanced licensure in any health science field.

Graduates will be able to:
- Integrate knowledge and skills from the sciences and liberal arts into health care.
- Define the basic laws and theories of science, including its research and ethical questions.
- Identify similarities and differences among diverse cultures.
- 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 Senior 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 Senior VP for Academic and Student Affairs or her designee.

General Education Requirements (33 credits)

Communication (9 credits)
- EN 101 Composition I 3
- EN 102 Composition II 3
- ENS 106 Public Speaking 3

Mathematics (3 credits)
- College Level Mathematics 3

Science (8 credits)
- BS 101 Biology I and
- BS 102 Biology II or
- BS 103 Anatomy and Physiology I and
- BS 104 Anatomy and Physiology II or
- CH 111 General Chemistry I and
- CH 112 General Chemistry II 8

Technology (3 credits)
- CIS 101 Computer Concepts & Applications 3

Social Science (6 credits)
- PS 101 Introduction to Psychology 3
- SO 101 Introduction to Sociology 3

Humanities (3 credits)
- AE 101 Appreciation of Art or
- MU 106 Appreciation of Music 3

Total General Education Credits 33

Professional Core (maximum of 24 credits)
Credit for certification/licensure and related work portfolio is granted after successful completion of 42 required credits with grades of “C” or higher.

Professional Electives
Select 9 credits from the following courses:
- ARB 101 Elementary Arabic I
- ARB 102 Elementary Arabic II
- ASL 104 American Sign Language I
- ASL 105 Deaf Culture and History
- BS 205 Physiology of Disease
- BU 101 Introduction to Business
- CH 103 Introduction to General and Organic Chemistry
- CT 101 Introduction to Critical Thinking
- EC 101 Economics I
- EC 102 Economics II
- ENS 106 Public Speaking
- FR 101 Elementary French I
- FR 102 Elementary French II
- HI 101 History of Western Civilization I
- HI 102 History of Western Civilization II
- HIT 104 Health Care Terminology
- HIT 210 Health Statistics and Quality Improvement
- HIT 212 Computer Applications in Health Care Organizations
- PH 101 Introduction to Philosophy
- PS 102 Human Growth and Development
- SC 102 Health and Nutrition
- SC 201 Basic Pharmacology
- SO 203 Marriage and Family
- SP 101 Elementary Spanish I
- SP 102 Elementary Spanish II

Total Credits for Degree 66-67
### General Education Requirements (31-32 credits)

**Communication (6 credits)**
- EN 101 Composition I 3
- EN 102 Composition II 3

**Mathematics (7-8 credits)**
7-8 credits from the following courses:
- MA 103 Basic Statistics 3
- MA 109 Pre-calculus Mathematics 4
- MA 120 Calculus I 4
- MA 121 Calculus II 4
- MA 201 Calculus III 4
- MA 202 Differential Equations 4

**Science (8 credits)**
- CH 111 General Chemistry I 4
- CH 112 General Chemistry II 4

**Technology (3-4 credits)**
3 credits from the following courses:
- CIS 101 Computer Concepts & Applications
- or
- CIS 107 Information Technology Fundamentals and Applications 3

**Social Science (3 credits)**
- SO 101 Introduction to Sociology 3

**Humanities (3 credits)**
- AE 101 Appreciation of Art
- or
- MU 106 Appreciation of Music

### Major Requirements (21 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
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<td>PY 101</td>
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<td>PY 102</td>
<td>or College Physics II</td>
<td></td>
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<tr>
<td>PY 120</td>
<td>Physics I and</td>
<td></td>
</tr>
<tr>
<td>PY 121</td>
<td>Physics II</td>
<td></td>
</tr>
</tbody>
</table>

9 credits from the following courses:
- EN 205 Introduction to Literature 3
- HI 101 Western Civilization I 3
- HI 102 Western Civilization II 3
- PH 101 Introduction to Philosophy 3
- PS 101 Introduction to Psychology 3

**Total Major Credits** 21

### Option Requirements (12 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BS 102</td>
<td>Biology II</td>
<td>4</td>
</tr>
<tr>
<td>CH 211</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CH 212</td>
<td>Organic Chemistry II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Option Credits** 12

**Total Degree Credits** 63-64

Minimum Grade of “C” is required for all science and math courses.

### Associate of Science in Liberal Arts Degree

#### Pre-Professional Scientific Option

This Degree is for those students 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 will 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.
Health Certificates

Certificate Program
Medical Coding
This program is for those students 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 will 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

General Education Credits (17 credits)
Science (11 credits)
- BS 103 Anatomy and Physiology I 4
- BS 104 Anatomy and Physiology II 4
- BS 205 Physiology of Disease (Fall) 3
Technology (3 credits)
- CIS 101 Computer Concepts and Applications 3
Communications (3 credits)
- EN 101 Composition I 3
Total General Education Credits 17

Major Requirements (22 credits)
- HIT 101 Health Care Organization 2
- HIT 104 Health Care Terminology 3
- HIT 108 Health Record Content and Structure 1
- HIT 201 ICD-9-CM Coding (Fall) 4
- HIT 216 Coding Professional Practice Experience (Spring/Summer) 2
- HIT 221 Advanced ICD-9-CM and Coding Applications (Spring) 3
- HIT 231 CPT Coding (Spring) 3
- HIT 240 Principles of Healthcare Reimbursement (Spring) 3
- SC 201 Basic Pharmacology (Fall) 1
Total Major Credits 22
Total Certificate Credits 39
## Health Certificates

### General Education (13 Credits)

**Science (4 credits)**
- BS 100 Human Biology 4

**Technology (6 credits)**
- CIS 101 Computer Concepts and Applications 3
- CIS 125 Microcomputer Software I 3

**Communication (3 credits)**
- EN 101 Composition I 3

**Total General Education Credits** 13

### Major Requirements (19 credits)

- EN 104 Business Communications 3
- HIT 104 Health Care Terminology 3
- OA 101 Word Processing I 3
- OA 102 Word Processing II 3
- OA 222 Medical Transcription I 3
- OA 225 Medical Transcription II 3
- SC 201 Pharmacology (Fall) 1

**Total Major Credits** 19

**Total Certificate Credits** 32

### Sample Program

**First Semester**
- BS 100 Human Biology 4
- EN 101 Composition I 3
- HIT 104 Health Care Terminology 3
- OA 101 Word Processing I 3

**Second Semester**
- CIS 101 Computer Concepts and Applications 3
- EN 104 Business Communications 3
- OA 102 Word Processing II 3
- OA 222 Medical Transcription I 3

**Total Credits for Certificate** 32

**Third Semester**
- CIS 125 Microcomputer Software I 3
- OA 225 Medical Transcription II 3
- SC 201 Pharmacology 1

**Certificate Program**

**Medical Transcription**

This Certificate is for those students seeking careers as Medical Transcriptionists.

Students will 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 will be able to:**

- Transcribe medical dictation using correct report format, capitalization, number, punctuation, abbreviation, symbols, and metric measurement rules.
- Spell correctly English and medical terms and abbreviations.
- Manage the accuracy and quality of document production through the application of proofreading and editing skills.
- Apply professional ethical standards.
Human Services

Associate in Science Degree in Human Services

Generalist Program

The Associate in Science Human Services Degree is designed for students who intend to pursue baccalaureate education in Human Services, Psychology, and Social Work. It also is designed for students who seek entry-level employment in public and in private community agencies and institutions involved with “helping professions.”

Graduates will be able to:

• Apply counseling theories and techniques to guide clients in obtaining their goals.
• Implement the theories and skills necessary to be a successful group facilitator.
• Complete a Psychosocial Assessment and diagnose on 5 Axes of the DSM.
• Define an Agency’s service delivery methods.
• List the services that are offered to meet the needs of the Agency’s client population.

General Education Requirements (31 credits)

Communication (9 credits)
EN 101 Composition I 3
EN 102 Composition II 3
ENS 106 Public Speaking 3

Mathematics (3 credits)
College Level Mathematics 3

Science (4 credits)
Laboratory Science 4

Technology (3 credits)
CIS 101 Computer Concepts & Applications 3

Social Science (6 credits)
PS 101 Introduction to Psychology 3
SO 101 Introduction to Sociology 3

History (6 credits)
HI 201 U.S. History I 3
HI 202 U.S. History II 3

Total General Education Credits 31

Sample Program

First Semester
CIS 101 Computer Concepts and Applications 3
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
EN 102 Composition II 3
HS 203 Counseling Techniques 3
PS 102 Human Growth and Development 3
PS 203 Abnormal Psychology Laboratory Science 4

Total Credits for Degree 60

Major Requirements (29 credits)

HS 101 Introduction to Human Services 3
HS 203 Counseling Techniques 3
HS 204 Group Dynamics 3
HS 209 Drugs, Society, & Human Behavior 3
PS 102 Human Growth & Development 3
PS 203 Abnormal Psychology 3
HS 207 Human Services Fieldwork I 4
HS 208 Human Services Fieldwork II 4
SO 105 Social Problems

Total Major Credits 29

Total Degree Credits 60

Third Semester
EN 106 Public Speaking 3
HI 202 U.S. History II 3
HS 208 Human Services Fieldwork II 4

Fourth Semester
EN 106 Public Speaking 3
HI 202 U.S. History II 3
HS 209 Drugs, Society, and Human Behavior 3
SO 101 Introduction to Sociology 3

Total Credits for Degree 60
Human Services

General Education Requirements (34 credits)

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

**Mathematics (3 credits)**
- College Level Mathematics 3

**Science (4 credits)**
- Laboratory Science 4

**Technology (3 credits)**
- CIS 101 Computer Concepts & Applications 3

**Social Science (6 credits)**
- PS 101 Introduction to Psychology 3
- SO 101 Introduction to Sociology 3

**History (6 credits)**
- HI 201 U.S. History I 3
- HI 202 U.S. History II 3

**Total General Education Credits** 34

Sample Program

### First Semester Credits

- CIS 101 Computer Concepts and Applications 3
- 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**

- EN 102 Composition II 3
- HS 203 Counseling Techniques 3
- PS 102 Human Growth and Development 3
- PS 203 Abnormal Psychology 3
- Laboratory Science 4

<table>
<thead>
<tr>
<th>Major Requirements (18 credits)</th>
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<tbody>
<tr>
<td>HS 101 Introduction to Human Services 3</td>
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<tr>
<td>HS 203 Counseling Techniques 3</td>
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<tr>
<td>HS 204 Group Dynamics 3</td>
</tr>
<tr>
<td>HS 209 Drugs, Society, &amp; Human Behavior 3</td>
</tr>
<tr>
<td>PS 102 Human Growth &amp; Development 3</td>
</tr>
<tr>
<td>PS 203 Abnormal Psychology 3</td>
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</tbody>
</table>

**Total Major Credits** 15

### Option Requirements (11 credits)

- HS 207 Human Services Program Fieldwork I 4
- HS 208 Human Services Program Fieldwork II 4
- HS 210 Counseling and Treatment of Addictions 3

**Total Option Credits** 11

**Total Degree Credits** 60

### Third Semester Credits

- HS 204 Group Dynamics 3
- HS 207 Human Services Program Fieldwork I 4
- HS 210 Counseling and Treatment of Addictions 3
- College Level Mathematics 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, & Human Behavior 3
- SO 101 Introduction to Sociology 3

**Total Credits for Degree** 60

**Associate in Science Degree in Human Services**

**Addictions Option**

This Option is intended for students who want to gain the skills necessary to work in the field of addictions. The Option focuses on assessment, diagnoses, and treatment of addictions and the impact on addicts, their families, their friends, and society. This Option provides the student with the 270 hours of course work required by the Addiction 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.

**Graduates will be able to:**

- Counsel individuals specific to the problems associated with addiction.
- Demonstrate an understanding of the underlying issues associated with addiction.
- Explain how the addiction of the individual affects their family and friends.
- Identify the roles children adapt within the addict’s family.
- Identify ethical and legal standards necessary to work in the field of addictions.
Human Services

Associate in Science Degree in Human Services

Gerontology Option

This Option is intended for students who want to gain the skills necessary to work in the field of Gerontology. Students will be prepared to work with the geriatric population in nursing homes, rehabilitation facilities, and home health care.

Graduates will be able to:

- Demonstrate ability to work with the aging population in nursing homes, long term care facilities, and day care.
- Describe the present health care system and discuss implications for patients and staff.
- Explain how hospice care differs from hospital care.
- Demonstrate an understanding of the psychological effects of aging.
- Identify ethical and legal standards necessary to work in the field of addictions.

General Education Requirements (31 credits)

Communication (9 credits)
- EN 101 Composition I 3
- EN 102 Composition II 3
- ENS 106 Public Speaking 3

Mathematics (3 credits)
- HS 202 College Level Mathematics 3

Science (4 credits)
- HS 206 Laboratory Science 4

Technology (3 credits)
- CIS 101 Computer Concepts & Applications 3

Social Science (6 credits)
- PS 101 Introduction to Psychology 3
- SO 101 Introduction to Sociology 3

History (6 credits)
- HI 201 U.S. History I 3
- HI 202 U.S. History II 3

Total General Education Credits 31

Sample Program

First Semester Credits
- CIS 101 Computer Concepts and Applications 3
- 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
- EN 102 Composition II 3
- HS 203 Counseling Techniques 3
- PS 102 Human Growth and Development 3
- PS 204 Psychology of Aging Laboratory Science 4

Major Requirements (15 credits)

Communication (9 credits)
- EN 101 Composition I 3
- EN 102 Composition II 3
- ENS 106 Public Speaking 3

Mathematics (3 credits)
- HS 202 College Level Mathematics 3

Science (4 credits)
- HS 206 Laboratory Science 4

Technology (3 credits)
- CIS 101 Computer Concepts & Applications 3

Social Science (6 credits)
- PS 101 Introduction to Psychology 3
- SO 101 Introduction to Sociology 3

History (6 credits)
- HI 201 U.S. History I 3
- HI 202 U.S. History II 3

Total Major Credits 15

Option Requirements (14 credits)

Communication (9 credits)
- EN 101 Composition I 3
- EN 102 Composition II 3
- ENS 106 Public Speaking 3

Mathematics (3 credits)
- HS 202 College Level Mathematics 3

Science (4 credits)
- HS 206 Laboratory Science 4

Technology (3 credits)
- CIS 101 Computer Concepts & Applications 3

Social Science (6 credits)
- PS 101 Introduction to Psychology 3
- SO 101 Introduction to Sociology 3

History (6 credits)
- HI 201 U.S. History I 3
- HI 202 U.S. History II 3

Total Option Credits 14

Total Degree Credits 60

Third Semester Credits
- HS 204 Group Dynamics 3
- HS 207 Human Services Program Fieldwork I 4
- SO 205 Death and Dying 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 Introduction to Sociology 3

Total Credits for Degree 60
Human Services Specialist Certificate Program

This Certificate is for students 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.

<table>
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<tr>
<th>General Education Requirements (6 credits)</th>
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<tr>
<td>EN 101 Composition I</td>
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<td>PS 101 Introduction to Psychology</td>
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<th>Certificate Requirements (24 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 101 Introduction to Human Services 3</td>
</tr>
<tr>
<td>HS 203 Counseling Techniques 3</td>
</tr>
<tr>
<td>HS 204 Group Dynamics 3</td>
</tr>
<tr>
<td>HS 209 Drugs, Society, &amp; Human Behavior 3</td>
</tr>
<tr>
<td>HS 210 Counseling and Treatment of Addictions 3</td>
</tr>
<tr>
<td>PS 202 Theories of Personality 3</td>
</tr>
<tr>
<td>PS 203 Abnormal Psychology 3</td>
</tr>
<tr>
<td>PS 206 Behavior Modification 3</td>
</tr>
<tr>
<td><em>Certificate Credits</em> 24</td>
</tr>
<tr>
<td><em>Total Certificate Credits</em> 30</td>
</tr>
</tbody>
</table>
Journalism

Associate in Arts in Liberal Arts Degree

Journalism Option

This Option is intended for those students who want to gain skills and knowledge in journalism and plan to pursue a B.A. in Communications, English, or Journalism and enter entry-level careers in news reporting, feature writing, layout, or photography.

**Graduates will be able to:**
- Write in a range of journalistic styles.
- Evaluate ethical and moral obligations in news reporting.
- Produce a basic layout design for a newspaper using the principles of graphic design.

### General Education Requirements (46 credits)

**Communication (9 credits)**

- EN 101 Composition I 3
- EN 102 Composition II 3
- ENS 106 Public Speaking 3

**Mathematics (6 credits)**

- MA 101 College Mathematics I 3
- MA 102 College Mathematics II or 3
- MA 103 Basic Statistics 3

**Science (4 credits)**

- BS 100 Human Biology or 4
  - 4 Credit Laboratory Science from Gen. Ed. List

**Technology (3 credits)**

- CIS 101 Computer Concepts & Applications 3

**Social Science (6 credits)**

- PS 101 Introduction to Psychology 3
- SO 101 Introduction to Sociology 3
  - or from list of approved Gen. Ed. courses

**Humanities (9 credits)**

- AE 101 Appreciation of Art or 3
- MU 106 Appreciation of Music 3
- EN 205 Introduction to Literature 3
- PH 101 Introduction to Philosophy 3

**History (6 credits)**

- HI 101 Western Civilization I and 3
- HI 102 Western Civilization II or 3
- HI 201 U.S. History I and 3
- HI 202 U.S. History II 3

**Diversity (3 credits)**

- CT 101 Critical Thinking in a Diverse World 3
  - or from list of approved GE courses

**Total General Education Credits 46**

### Extra General Ed Laboratory Science (4 credits)

**Courses in Option (Journalism) (15 credits)**

- GD 110 Graphic Design and Digital Media 3
- GD 210 Computer Enhanced Layout and Design 3
- EN 105 Introduction to Journalism 3
- COM 102 Legal and Ethical Issues in Mass Communication 3

- Choose one course from the following:
  - GD 111 Advanced Graphic Design 3
  - EN 208 Introduction to Film Appreciation 3
  - PT 101 Introduction to Photography 3
  - SP 101 Elementary Spanish I 3
  - EN 108 Creative Writing 3

**Total Option Credits 15**

**Total Degree Credits 65**
Legal Administrative Assistant Program

This Certificate is intended for those students 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.

Graduates will 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.

<table>
<thead>
<tr>
<th>Required Courses</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>
</tr>
</tbody>
</table>

Total 34
Liberal Arts

Associate in Arts in Liberal Arts Degree

Generalist Humanities

This Degree is designed 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. The Associate in Arts degree in Liberal Arts offers students program options in Humanities, Communication, Criminal Justice, Early Childhood, English, Psychology, and Sociology.

Graduates will 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.

This Option prepares students who want to major in history, economics, philosophy, political science, and religion, and who plan to transfer to four-year colleges. It is ideal for those planning to enter pre-law or pre-med.

General Education Requirements (46 credits)

Communication (9 credits)
EN 101 Composition I 3
EN 102 Composition II 3
ENS 106 Public Speaking 3

Mathematics (6 credits)
MA 101 College Mathematics I 3
MA 102 College Mathematics II or 3
MA 103 Basic Statistics 3

Science (4 credits)
BS 100 Human Biology or 4
Laboratory Science from Gen. Ed. List

Technology (3 credits)
CIS 101 Computer Concepts & Applications 3

Social Science (6 credits)
PS 101 Introduction to Psychology 3
SO 101 Introduction to Sociology or from list of approved GE courses

Humanities (9 credits)
AE 101 Appreciation of Art or
MU 106 Appreciation of Music 3
EN 205 Introduction to Literature 3
PH 101 Introduction to Philosophy 3

History (6 credits)
HI 101 Western Civilization I 3
HI 102 Western Civilization II 3

Diversity (3 credits)
SO 102 Institutional Racism* 3
or from list of approved Gen. Ed. courses

Total General Education Credits 46

Sample General Education Credits

Courses in Option (Humanities) (9 credits)
Three courses from list of Humanities courses; could include GE courses

Total Option Credits 9
Extra GE Laboratory Science (4 credits) 4
Free Electives (6 credits) 6
Total Degree Credits 65

Graduates will 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.

This Option prepares students who want to major in history, economics, philosophy, political science, and religion, and who plan to transfer to four-year colleges. It is ideal for those planning to enter pre-law or pre-med.

General Education Requirements (46 credits)

Communication (9 credits)
EN 101 Composition I 3
EN 102 Composition II 3
ENS 106 Public Speaking 3

Mathematics (6 credits)
MA 101 College Mathematics I 3
MA 102 College Mathematics II or 3
MA 103 Basic Statistics 3

Science (4 credits)
BS 100 Human Biology or 4
Laboratory Science from Gen. Ed. List

Technology (3 credits)
CIS 101 Computer Concepts & Applications 3

Social Science (6 credits)
PS 101 Introduction to Psychology 3
SO 101 Introduction to Sociology or from list of approved GE courses

Humanities (9 credits)
AE 101 Appreciation of Art or
MU 106 Appreciation of Music 3
EN 205 Introduction to Literature 3
PH 101 Introduction to Philosophy 3

History (6 credits)
HI 101 Western Civilization I 3
HI 102 Western Civilization II 3

Diversity (3 credits)
SO 102 Institutional Racism* 3
or from list of approved Gen. Ed. courses

Total General Education Credits 46

Sample Program

First Semester
MU 106 Appreciation of Music 3
EN 101 Composition I 3
MA 101 College Mathematics I 3
Laboratory Science 4
Humanities Elective 3
16

Second Semester
EN 102 Composition II 3
MA 102 College Mathematics II 3
Laboratory Science 4
ENS 106 Public Speaking 3
Humanities Elective 3
16

Summer Session
SO 101 Introduction to Sociology 3
GE 101 Cultural Geography 3
6

Third Semester
HI 101 Western Civilization I 3
EN 205 Introduction to Literature 3
Diversity Course* 3
Humanities Elective 3
CIS 101 Computer Concepts and Applications 3
15

Fourth Semester
HI 102 Western Civilization II 3
Free Elective 3
Free Elective 3
PH 101 Introduction to Philosophy 3
12

Total Credits for Degree 65

*Students transferring to William Paterson University must take SO 102, Institutional Racism. All other students please see the General Education chart on page XX for Diversity Course choices.
Associate in Science in Liberal Arts Degree

This Degree is for those students who desire a concentration in any of the sciences, mathematics, engineering science, or other related fields 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 will 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.

This Degree is only offered with the following Options:
• Biotechnology
• Engineering Science
• Exercise Science
• Mathematics
• Pre-Professional Scientific
• Science

All Options adhere to the following Degree Requirements

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Requirements</td>
</tr>
<tr>
<td>Major Requirements</td>
</tr>
<tr>
<td>Option Requirements</td>
</tr>
<tr>
<td>Total Credits</td>
</tr>
</tbody>
</table>

See Option curriculum for specific general education and major course requirements. Minimum Grade of “C” is required for all science and math courses.
Mathematics

Associate in Science in Liberal Arts Degree

Mathematics Option

This Option is for students who plan to pursue a B.S. in Math with a well-rounded liberal arts education.

Graduates will 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.

General Education Requirements (30 credits)

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

Mathematics (4 credits)
MA 109 Pre-calculus Mathematics 4

Science (8 credits)
BS 101 Biology I and 4
BS 102 Biology II or 4
PY 120 Physics I and 4
PY 121 Physics II 4

Social Science (6 credits)
PS 101 Introduction to Psychology 3
SO 101 Introduction to Sociology 3

Humanities (6 credits)
MU 106 Appreciation of Music or 3
AE 101 Appreciation of Art 3
PH 101 Introduction to Philosophy 3

Total General Education Credits 30

Sample Program

First Semester Credits
CIS 108 Programming Fundamentals 3
EN 101 Composition I 3
HI 101 History of Western Civilization I 3
MA 109 Pre-calculus Mathematics 4
Science Elective 4

Second Semester
EN 102 Composition II 3
HI 102 History of Western Civilization II 3
MA 120 Calculus I 4
PH 101 Introduction to Philosophy 3
Science Elective 4

Third Semester Credits
AE 101 Art Appreciation or 3
MU 106 Appreciation of Music 3
CIS 165 Fundamentals of C++ Programming 4
EN 205 Introduction to Literature 3
MA 121 Calculus II 4
Free Elective 4

Fourth Semester
MA 201 Calculus III 4
MA 202 Differential Equations 4
PS 101 Introduction to Psychology 3
SO 101 Introduction to Sociology 3

Total Credits for Degree 65

Major Requirements (19 credits)
CIS 108 Programming Fundamentals 3
CIS 165 Fundamentals of C++ Programming 4
EN 205 Introduction to Literature 3
HI 101 History of Western Civilization I 3
HI 102 History of Western Civilization II 3
Free Elective 3

The following course is highly recommended:
MA 200 Linear Algebra 3

Total Major Requirements 19

Option Requirements (Mathematics) (16 credits)
MA 120 Calculus I 4
MA 121 Calculus II 4
MA 201 Calculus III 4
MA 202 Differential Equations 4

Total Option Requirements 16

Minimum grade of “C” required for all Math and Computer Science courses.
### General Education Requirements (46 credits)

#### Communication (9 credits)
- EN 101 Composition I 3
- EN 102 Composition II 3
- ENS 106 Public Speaking 3

#### Mathematics (6 credits)
- MA 101 College Mathematics I 3
- MA 103 Basic Statistics 3

#### Science (4 credits)
- BS 100 Human Biology or Laboratory Science from Gen. Ed. List 4

#### Technology (3 credits)
- CIS 101 Computer Concepts & Applications 3

#### Social Science (6 credits)
- PS 101 Introduction to Psychology 3
- SO 101 Introduction to Sociology or from list of approved Gen. Ed. Courses 3

#### Humanities (9 credits)
- AE 101 Appreciation of Art or 3
- MU 106 Appreciation of Music 3
- EN 205 Introduction to Literature 3
- PH 101 Introduction to Philosophy 3

#### History (6 credits)
- HI 101 Western Civilization I and 3
- HI 102 Western Civilization II or 3
- HI 201 U.S. History I 3
- HI 202 U.S. History II 3

#### Diversity (3 credits)
- SO 102 Institutional Racism* or from list of approved Gen. Ed. Courses 3

### Option (Musical Studies) (11 credits)

- MU 101 Music Fundamentals 3
- MU 160 Music Theory I 3
- MU 161 Music Theory II 3
- MU 170 Functional Class Piano I 1
- MU 171 Functional Class Piano II 1

**Total Option Credits** 11

#### Extra GE Laboratory Science (4 credits) 4

**Electives (4 credits)** 4

Choose any two courses from the following:
- COM102 Legal and Ethical Issues in Mass Communication 3
- CT 101 Introduction to Critical Thinking 3
- EN 208 Introduction to Film Appreciation 3
- MU 132, 146, 148, 150 or 152 Instrumental Instruction 1

**Total Degree Credits** 65

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

All other students please see the General Education chart on page XX for Diversity Course choices.
Nursing

Associate in Applied Science in Nurse Education Degree

Offered at the Passaic Academic Center, the Nurse Education Program 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.

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.

*This two-year Associate in Applied Science degree program is a member of the National League for Nursing

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

Nurse Education Program

Graduates will be able to:
• 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).

Admission Requirements Day and Evening Option

Applicants for admission to the Nursing Education Program must be high school graduates or have high school equivalency diplomas (GED). They also must meet admission criteria selected to ensure that accepted candidates have the potential to succeed in a rigorous academic program.

Admission criteria are minimum standards and, in most cases, applicants accepted into the program exceed these requirements. The following requirements must be met prior to admission:
1. Meet Passaic County Community College admission criterias.
2. Achieve proficiency on the College Placement Test OR complete the required remediation with a grade of “C” or higher.
3. Complete CH 103, Introduction to General and Organic Chemistry, with a grade of “C” or higher.
   If an applicant has not completed at least one high school laboratory science course within the past 5 years, it is recommended that they complete SC 004, General Science, with a grade of “C” or higher.
4. Applicants selecting the evening option must complete CH 103, BS 103, BS 104, EN 101, EN 102, PS 101, and PS 102 prior to admission.
5. Achieve a composite score at the 50th percentile on the required Nurse Entrance Test (NET).
   A passing score is considered valid for admission to the Program within three years of successfully passing the test.
6. A point system based on cumulative GPA and NET score is used to rank applicants and determine acceptance. A copy of the point system is included in the Program Information booklet available from the Nurse Education Office.

Requirements for Clinical Experience

Once accepted into the Nurse Education Program and prior to participation in courses with a clinical component, the following are required:
1. Submit a completed health form signed by a physician or nurse practitioner.
2. Provide evidence of current Professional Liability Insurance coverage for nursing students.
3. Submit verification of current certification by an American Heart Association Health Care Provider CPR.
4. Submit evidence of health insurance coverage.
5. Successfully pass a criminal history background check.
   (A second comprehensive criminal history background check, with fingerprints, is required at completion of the program by the New Jersey Board of Nursing in order to obtain your nursing license.)
Day Option
This Option is for students who choose 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 five years from course completion.

General Education (34 credits)

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

Science (16 credits)
CH 103 Introduction to Inorganic and Organic Chemistry 4
BS 103 Anatomy and Physiology I 4
BS 104 Anatomy and Physiology II 4
BS 203 Microbiology 4

Social Science (6 credits)
PS 101 Introduction to Psychology 3
PS 102 Human Growth and Development 3

Humanities or History
3 Credits in Sociology 3
3 Credits in Humanities or History 3

Total General Education Credits 34

Sample Program
First Semester (Fall) Credits
BS 103 Anatomy and Physiology I 4
EN 101 Composition I 3
NUR 101 Nursing I 7
PS 101 Introduction to Psychology 3
17

Second Semester (Spring)
BS 104 Anatomy and Physiology II 4
EN 102 Composition II 3
NUR 102 Nursing II 8
PS 102 Human Growth and Development 3
18

Evening Option
For students who have completed all of the first year general education courses.

Sample Program
First Year General Ed Courses Credits
CH 103 Introduction to Inorganic and Organic Chemistry 4
BS 103 Anatomy and Physiology I 4
BS 104 Anatomy and Physiology II 4
EN 101 Composition I 3
EN 102 Composition II 3
PS 101 Introduction to Psychology 3
PS 102 Human Growth and Development 3
24

First Semester (Spring)
NUR 101 Nursing I 7

Summer I Session
BS 203 Microbiology 4

Total Credits for Degree 68

Major Requirements (34 credits)

NUR 101 Nursing I 7
NUR 102 Nursing II 8
NUR 195 Nursing Mobility 2
(LPN’s Only)
NUR 201 Nursing III 9
NUR 202 Nursing IV 9
NUR 203 Nursing Seminar 1

Total Degree Credits 68
Note: Students must complete all general education and nursing courses with a minimum grade of “C”.

Third Semester (Fall) Credits
BS 203 Microbiology 4
NUR 201 Nursing III 9
Humanities/History Elective 3
16

Fourth Semester (Spring)
NUR 202 Nursing IV 9
NUR 203 Nursing Seminar 1
Sociology Elective 3
13

Total Credits for Degree 68
(Includes CH 103)
LPN Mobility Program
This Option is for LPNs who desire careers as Registered Nurses.

Admission Requirements
Applicants for admission to the program must be high school graduates or have high school equivalency diplomas (GED). The following requirements are minimum standards.
1. Applicants must meet Passaic County Community College’s admissions criteria.
2. Applicants must achieve proficiency on the College Placement Test OR complete required remediation with a grade of “C” or higher.
3. Applicants are required to complete CH 103, Introduction to General and Organic Chemistry, with a grade of “C” or higher. If an applicant has not completed at least one high school laboratory science within the past 5 years, it is recommended that they complete SC 004, General Science, with a grade of “C” or higher.
4. Applicants must complete the following college-level courses with a grade of “C” or higher prior to admission:

   Credits
   CH 103 Introduction to General and Organic Chemistry 4
   BS 103 Anatomy and Physiology I 4
   PS 101 Introduction to Psychology 3
   EN 101 Composition I 3
   14

5. Applicants must achieve a decision score at the 70th percentile or higher on the National League for Nursing-Nursing Accelerated Challenge Examination (NACEI). (Results of this exam are valid for three years.)
6. Applicants are required to submit evidence of a valid New Jersey practical nurse license (LPN).
7. Applicants are required to submit a transcript from a School of Practical Nursing with grades of “B” or higher.
8. Applicants are required to submit a dated letter of recommendation from your current employer or from the Director of the practical nursing program from which you graduated.
9. A point system based on cumulative GPA and NACE I score is used to rank applicants and determine acceptance. A copy of the point system is included in the program information booklet available from the Nurse Education Office.

Requirements for Clinical Experience
Once accepted into the Nurse Education Program and prior to participation in courses with a clinical component, the following are required:
1. Submit a completed health form signed by a physician or nurse practitioner.
2. Provide evidence of current Professional Liability Insurance coverage for nursing students.
3. Submit verification of current certification by an American Heart Association Health Care Provider CPR.
4. Submit evidence of health insurance coverage.
5. Complete a criminal history background check. (A second comprehensive criminal history background check, with fingerprints, is required at completion of the program by the New Jersey Board of Nursing in order to obtain your nursing license.)

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>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 195 Nursing Mobility</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>2</td>
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</table>

<table>
<thead>
<tr>
<th>Summer Session</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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></td>
<td>11</td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester (Fall)</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 201 Nursing III</td>
<td>9</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>19</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester (Spring)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 203 Microbiology</td>
<td>4</td>
</tr>
<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></td>
<td>17</td>
</tr>
</tbody>
</table>

| Total Credits for Degree    | 70      |
Admission Requirements Advanced Standing Transfers
The Nurse Education Program admits students to the program with advanced standing in nursing and general education courses.
1. All applicants requesting transfer to the Nurse Education Program are required to complete an application to Passaic County Community College.
2. Applicants should request an appointment to see the Assistant Dean of Nursing and Health Sciences to review the following documents (applicants must bring these to the meeting with the Assistant Dean):
   - Transcript(s)
   - Nursing course descriptions and objectives
   - Nursing program outcomes and requirements
   - Nursing program grading scale
3. Students who have earned nursing credits in an institution of higher learning (community college, four year college or university) may receive transfer credit for NUR 101, Nursing I, only when the content is comparable for the course required at Passaic County Community College, and has been taken within the last two (2) years.
4. Transfer applicants must take the NUR 101 final examination and pass with a score of 75% or higher and pass the clinical calculation examination with a score of 85% or higher. There is a fee for the NUR 101, Nursing I, final examination. This fee must be paid at the Bursar’s Office and a receipt presented prior to taking the exam. See the office staff for dates and fee amount.
5. Grades in science courses will be accepted within five years from the date of course completion to the start of the first nursing course at PCCC.
6. Students who exceed the five year requirement and have a “C” or better may take available standardized challenge examinations to validate their knowledge.

New Jersey Board of Nursing Eligibility Requirement
The N.J. State Board of Nursing requires that any student wishing 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.

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. The program begins in the Spring semester each year, alternating between days and evenings with the day program beginning in even numbered years and the evening program in odd numbered years.

For more information, call the office of the Assistant Dean of Nursing and Health Sciences.
Psychology

Associate of Arts in Liberal Arts Degree

Psychology Option

This Option is 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.

Graduates will be able to:

• Analyze and discuss behavioral issues applying psychological theories and principles.
• 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.

General Education Requirements (46 credits)

Communication (9 credits)
EN 101 Composition I 3
EN 102 Composition II 3
ENS 106 Public Speaking 3

Mathematics (6 credits)
MA 101 College Mathematics I 3
MA 103 Basic Statistics 3

Science (4 credits)
BS 100 Human Biology or Laboratory Science from Gen. Ed. List 4

Technology (3 credits)
CIS 101 Computer Concepts & Applications 3

Social Science (6 credits)
SO 101 Introduction to Sociology 3
PL 101 Introduction to Political Science 3
or from list of approved Gen. Ed. courses

Humanities (9 credits)
AE 101 Appreciation of Art or
MU 106 Appreciation of Music 3
EN 205 Introduction to Literature 3
PH 101 Introduction to Philosophy 3

History (6 credits)
HI 101 Western Civilization I and 3
HI 102 Western Civilization II or 3
HI 201 U.S. History I 3
HI 202 U.S. History II 3

Diversity (3 credits)
SO 102 Institutional Racism* 3
or from list of approved Gen. Ed. courses

Total General Education Credits 46

Courses in Option (Psychology) (12 credits)

PS 101 Introduction to Psychology 3
PS 102 Human Growth and Development 3
PS 202 Theories of Personality 3
PS 203 Abnormal Psychology 3
PS 204 Psychology of Aging 3
PS 205 Social Psychology 3
PS 206 Behavior Modification 3
PS 208 Human Sexuality 3
PS 209 Adult Development and Aging 3

Total Option Credits 12

Extra GE Laboratory Science (4 credits) 4

Free Elective (3 credits) 3

Total Degree Credits 65

Sample Program

First Semester Credits
MU 106 Appreciation of Music 3
EN 101 Composition I 3
MA 101 College Mathematics I 3
Laboratory Science 4
PS 101 Introduction to Psychology 3

Second Semester
EN 102 Composition II 3
ENS 106 Public Speaking 3
MA 103 Basic Statistics 3
Laboratory Science 4
Psychology Elective 3

Summer Session
SO 101 Introduction to Sociology 3
PH 101 Introduction to Philosophy 3

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 3

Fourth Semester
HI 202 U.S. History II 3
Psychology Elective 3
Free Elective 3
EC 101 Introduction to Economics 3

Total Credits for Degree 65

*Students transferring to William Paterson University must take SO 102, Institutional Racism. All other students please see the General Education chart on page XX for Diversity Course choices.
Admission Requirements

The requirements listed below are minimum standards:

1. Meet Passaic County Community College’s admissions criteria.
2. College-level placement in English, reading and math.
3. 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.
4. Take the Radiography Admissions Exam.
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.

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.

General Education Requirements (30 credits)

<table>
<thead>
<tr>
<th>Communication (6 credits)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>EN 101 Composition I 3</td>
<td></td>
</tr>
<tr>
<td>EN 102 Composition II 3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics (3 credits)</th>
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<tbody>
<tr>
<td>MA 108 College Algebra 3</td>
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</table>

<table>
<thead>
<tr>
<th>Science (12 credits)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 103 Anatomy and Physiology I 4</td>
<td></td>
</tr>
<tr>
<td>BS 104 Anatomy and Physiology II 4</td>
<td></td>
</tr>
<tr>
<td>CH 103 Introduction to General and Organic Chemistry 4</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Technology (3 credits)</th>
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</thead>
<tbody>
<tr>
<td>CIS 101 Computer Concepts &amp; Applications 3</td>
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</table>

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

<table>
<thead>
<tr>
<th>Humanities (3 credits)</th>
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</thead>
<tbody>
<tr>
<td>One 3 Credit Elective — See Gen. Ed. List 3</td>
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</table>

Total General Education Credits 30

Sample Program

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 103 Anatomy and Physiology I 4</td>
<td></td>
</tr>
<tr>
<td>EN 101 Composition I 3</td>
<td></td>
</tr>
<tr>
<td>RA 101 Introduction to Radiologic Science 3</td>
<td></td>
</tr>
<tr>
<td>RA 102 Principles of Radiologic Science I 3</td>
<td></td>
</tr>
<tr>
<td>RA 103 Radiologic Practicum I and Critique Seminar 1</td>
<td></td>
</tr>
<tr>
<td>CH 103 Introduction to General and Organic Chemistry 4</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 104 Anatomy and Physiology II 4</td>
<td></td>
</tr>
<tr>
<td>RA 105 Radiologic Physics 3</td>
<td></td>
</tr>
<tr>
<td>RA 106 Principles of Radiologic Science II 4</td>
<td></td>
</tr>
<tr>
<td>RA 107 Radiologic Pharmacology and Pediatric &amp; Geriatric Radiography 2</td>
<td></td>
</tr>
<tr>
<td>RA 108 Radiologic Practicum II and Critique Seminar 1</td>
<td></td>
</tr>
<tr>
<td>MA 108 College Algebra 3</td>
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</table>

<table>
<thead>
<tr>
<th>Summer Session</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RA 110 Radiologic Practicum III 2</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 102 Composition II 3</td>
<td></td>
</tr>
<tr>
<td>PS 101 Introduction to Psychology 3</td>
<td></td>
</tr>
<tr>
<td>RA 200 Radiation Biology 4</td>
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</tr>
<tr>
<td>RA 202 Principles of Radiologic Science III 4</td>
<td></td>
</tr>
<tr>
<td>RA 203 Radiologic Practicum IV and Film Critique Seminar 1</td>
<td></td>
</tr>
</tbody>
</table>

| Fourth Semester | |
|-----------------|         |
| RA 205 Medical and Surgical Diseases 2 | |
| RA 206 Vascular Radiography and Sectional Anatomy 4 | |
| RA 207 Radiologic Practicum V and Film Critique Seminar 1 | |
| RA 208 Ethics and Law in the Radiologic Sciences 2 | |
| CIS 101 Computer Concepts & Applications 3 | |
| Humanities Elective 3 | |

| Summer Session | |
|----------------|         |
| RA 209 Advanced Radiographic Practicum 2 | |

Total Credits for Degree 69

Associate in Applied Science in Radiography Degree

This Degree is for students seeking careers as X-ray technologists. The 24-month curriculum integrates classroom and clinical experiences.

Graduates will 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.
Science

Associate in Science in Liberal Arts Degree

Science Option

This Degree is for those students 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 will be able to:

- Demonstrate understanding of basic 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.

General Education Requirements (30-31 credits)

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

Mathematics (7-8 credits)
7-8 credits from the following courses:
MA 103 Basic Statistics 3
MA 109 Pre-calculus Mathematics 4
MA 120 Calculus I 4
MA 121 Calculus II 4
MA 201 Calculus III 4
MA 202 Differential Equations 4

Science (8 credits)
CH 111 General Chemistry I 4
CH 112 General Chemistry II 4

Technology (3 credits)
CIS 101 Computer Concepts & Applications 3
or CIS 107 Information Technology Fundamentals and Applications 3

Social Science (3 credits)
SO 101 Introduction to Sociology 3

Humanities (3 credits)
AE 101 Appreciation of Art 3
or 3
MU 106 Appreciation of Music 3

Total General Education Credits 30-31

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
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
17

Third Semester
EN 205 Introduction to Literature 3
PH 101 Introduction to Philosophy 3
PS 101 Introduction to Psychology 3
Science Elective 3
Free Elective 4
17

Fourth Semester
AE 101 Art Appreciation or 3
MU 106 Appreciation of Music 3
Science Electives 8
Free Elective 4
15

Total Credits for Degree 64-65

Course suggestions for students who want to transfer to baccalaureate programs with the following majors:

<table>
<thead>
<tr>
<th>Biology</th>
<th>Chemistry</th>
<th>Physics</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS 101</td>
<td>CH 211</td>
<td>CIS 160</td>
</tr>
<tr>
<td>BS 102</td>
<td>CH 212</td>
<td>MA 201</td>
</tr>
<tr>
<td>BS 203</td>
<td>MA 120</td>
<td>MA 202</td>
</tr>
<tr>
<td>MA 103</td>
<td>MA 121</td>
<td>PY 120</td>
</tr>
<tr>
<td>MA 109</td>
<td>PY 101</td>
<td>PY 121</td>
</tr>
</tbody>
</table>

Total Major Credits 24-25

Option Requirements (12 credits)
12 credits from the following courses below to include a sequence:
BS 101 Biology I 4
BS 102 Biology II 4
BS 203 Introduction to Microbiology 4
PY 101 College Physics I 4
PY 102 College Physics II 4
PY 120 Physics I 4
PY 121 Physics II 4

Total Degree Credits 64-65

Minimum Grade of “C” is required for all science and math courses.
General Education Requirements (46 credits)

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

**Mathematics (6 credits)**
- MA 101 College Mathematics I 3
- MA 103 Basic Statistics 3

**Science (4 credits)**
- BS 100 Human Biology or Laboratory Science from Gen. Ed. List 4

**Technology (3 credits)**
- CIS 101 Computer Concepts & Applications 3

**Social Science (6 credits)**
- PS 101 Introduction to Psychology 3
- PL 101 Introduction to Political Science 3

**Humanities (9 credits)**
- AE 101 Appreciation of Art or Laboratory Science from Gen. Ed. List 3
- MU 106 Appreciation of Music 3
- EN 205 Introduction to Literature 3
- PH 101 Introduction to Philosophy 3

**Total Major Credits** 9

**History (6 credits)**
- HI 101 Western Civilization I and 3
- HI 102 Western Civilization II or 3
- HI 201 U.S. History I and 3
- HI 202 U.S. History II 3

**Diversity (3 credits)**
- SO 102 Institutional Racism* or from list of approved Gen. Ed. Courses 3

**Total General Education Credits** 46

**Courses in Option (Sociology) (12 credits)**
- SO 101 Introduction to Sociology 3

**Total Option Credits** 12

**Extra General Ed Laboratory Science (4 credits)** 4

**Free Elective (3 credits)** 3

**Total Degree Credits** 65

Sample Program

**First Semester**
- AE 101 Art Appreciation 3
- EN 101 Composition I 3
- MA 101 College Mathematics I 3
- SO 101 Introduction to Sociology 3

**Second Semester**
- EN 102 Composition II 3
- ENS 106 Public Speaking 3
- MA 103 Basic Statistics 3

**Third Semester**
- HI 101 Western Civilization I 3
- EN 205 Introduction to Literature 3
- CIS 101 Computer Concepts & Applications 3

**Fourth Semester**
- HI 102 Western Civilization II 3
- SO 102 Institutional Racism* 3
- PH 101 Introduction to Philosophy 3

**Total Credits for Degree** 65

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

**Associate in Arts in Liberal Arts Degree**

**Sociology Option**

This Option is for those who plan to pursue a B.A. in sociology and enter careers in social work, counseling, and casework at social agencies, government agencies, and international public service agencies.

**Graduates will be able to:**
- Analyze and discuss societal and issues and problems applying sociological theories and principles.
- 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.
# Technical Studies

**Associate in Applied Science in Technical Studies Degree**

This Degree 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 will 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 (26 credits)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communications (6 credits)</strong></td>
<td></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><strong>Mathematics (7 credits)</strong></td>
<td></td>
</tr>
<tr>
<td>MA 108 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MA 109 Pre-calculus Mathematics</td>
<td>4</td>
</tr>
<tr>
<td><strong>Science (4 credits)</strong></td>
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<tr>
<td>4 Credit Laboratory Science Elective</td>
<td>4</td>
</tr>
<tr>
<td><strong>Social Science (3 credits)</strong></td>
<td></td>
</tr>
<tr>
<td>PS 101 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SO 101 Introduction to Sociology or</td>
<td></td>
</tr>
<tr>
<td>EC 101 Economics I or</td>
<td></td>
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<tr>
<td>EC 102 Economics II</td>
<td></td>
</tr>
<tr>
<td><strong>Humanities Elective (3 credits)</strong></td>
<td></td>
</tr>
<tr>
<td>One 3 Credit Elective — See Gen. Ed. List</td>
<td></td>
</tr>
<tr>
<td><strong>Technology Elective (3 credits)</strong></td>
<td></td>
</tr>
<tr>
<td>CIS 101 Computer Concepts and Applications</td>
<td>3</td>
</tr>
</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**

<table>
<thead>
<tr>
<th>First Semester Credits</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101 Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>MA 101 College Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>MA 109 Pre-calculus Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Technical Studies Credit</td>
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<tr>
<td>Technical Concentration</td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>EN 102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Laboratory Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>Technical Studies Credit</td>
<td>4</td>
</tr>
<tr>
<td>Technical Concentration</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 109 Pre-calculus Mathematics</td>
</tr>
<tr>
<td>Technical Studies Credit OR</td>
</tr>
<tr>
<td>Technical Elective</td>
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<tr>
<td>Social Sciences OR</td>
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<tr>
<td>Technical Elective</td>
</tr>
<tr>
<td>Technical Concentration</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
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</thead>
<tbody>
<tr>
<td>Technical Studies Credit OR</td>
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<tr>
<td>Technical Elective</td>
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<tr>
<td>Technical Concentration</td>
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<tr>
<td>Humanities Elective</td>
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<tr>
<td>Technical Studies Credit</td>
</tr>
<tr>
<td>Technical Elective</td>
</tr>
<tr>
<td>Technical Concentration</td>
</tr>
<tr>
<td>Humanities Elective</td>
</tr>
</tbody>
</table>

| 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.**
### General Education Requirements (46 Credits)

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

**Mathematics (6 credits)**
- MA 101 College Mathematics I 3
- MA 102 College Mathematics II or 3
- MA 103 Basic Statistics 3

**Science (4 credits)**
- BS 100 Human Biology or 4
- SC 104 Environmental Science 4

**Technology (3 credits)**
- CIS 101 Computer Concepts and Applications or 3
  - CIS Three-Credit Elective

**Social Science (6 credits from the following):**
- EC 101 Economics I 3
- GE 101 Cultural Geography 3
- PL 101 Introduction to Political Science 3
- PS 101 Introduction to Psychology 3
- SO 101 Introduction to Sociology 3
- SO 202 Cultural Anthropology 3

**Humanities (9 credits from the following):**
- AE 101 Art Appreciation or 3
- MU 106 Appreciation of Music 3
- EN 108 Creative Writing 3
- EN 208 Introduction to Film Appreciation 3
- EN 205 Introduction to Literature 3
- EN 214 Introduction to Shakespeare 3
- PH 101 Introduction to Philosophy 3

**History (6 credits)**
- HI 101 History of Western Civilization I and 3
- HI 102 History of Western Civilization II or 3
- HI 201 U.S. History I and 3
- HI 202 U.S. History II 3

**Diversity (3 credits)**

**Additional General Ed Laboratory Science (4 credits)**

**Free Electives (3 credits)**

**Courses in Option (Theater) (12 credits)**
- EN 206 Modern Drama 3
- ST 110 Acting I 3
- ST 111 Acting II 3
- ST 112 Introduction to Theater 3

**Total Degree Credits** 65

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

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### Associate in Arts in Liberal Arts Degree

**Theater Option**

This Option is for those students 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.

**Graduates will be able to:**

- Demonstrate extensive physical and vocal techniques used in various acting styles.
- 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.
Word Processing

Certificate Program
Word Processing Specialist

Word Processing Specialist Program
This Certificate is for those students seeking a specialized career as word processing specialists.

Graduates will 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.

General Education (6 Credits)

Communication (3 credits)
EN 101 Composition I 3

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

Total General Education Credits 6

Major Requirements (24 Credits)
BU 223 Behavior in Organizations 3
CIS 106 Introduction to Windows 1
CIS 125 Microcomputer Software I 3
CIS 126 Microcomputer Software II 3
CIS 127 Microcomputer Software III 3
EN 104 Business Communications 3
OA 101 Word Processing I 3
OA 102 Word Processing II 3
OA 244 Administrative Office Procedures 2

Total Major Credits 24

Total Certificate Credits 30
Course Descriptions

Courses are listed in alphabetical order. A two or three-letter department abbreviation that identifies the course follows each course title. Following the abbreviation is the course number. Courses are frequently referred to simply by the abbreviation and number, such as AC 101 (Financial Accounting I). The number of credits and meeting hours for each course are listed after each course description. An institutional credit indicates the approximate time associated with courses in which no academic credit is given. Only courses numbered 100 or above are applicable toward a degree. Prerequisites consist of course, or competencies a student must have before being allowed to register for a more advanced course in the same or related subject area. Co-requisites are courses that a student is required to take while enrolled or prior to enrollment in another related course. If a course description does not list a specific requirement, the successful demonstration of proficiency in basic academic skills is understood. During the preregistration session, skills are evaluated to determine adequacy for college-level studies. This includes evaluating previous educational records and the results of placement tests administered by the College. Not all courses are offered each semester. A schedule of course offerings is published for each semester. Courses that fulfill the General Education Requirements are indicated with a red triangle ▲.

Accounting

AC 101 Financial Accounting I (3 credits)
This course is an 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 co-requisite: BU 101

AC 102 Financial Accounting II (3 credits)
This course is a continuation of the basic principles of financial accounting. It 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)
This course develops the application of financial accounting theories and valuation practices. Special emphasis is placed on balance sheets and income statements, current assets, plant assets, and investments.
3 hours lecture
Prerequisite: AC 102

AC 205 Managerial Accounting (3 credits)
This course explores the 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)
(offered in the Fall semester only)
This course focuses on the 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)
This course explores the recording of business transactions using QuickBooks, an up-to-date commercial software program designed for small businesses. It emphasizes utilizing 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; Co-requisite: AC 210

AC 222 Accounting Software Applications II (2 credits)
This course explores and uses many of the features of Peachtree, a small business accounting software for many types of businesses. Students will record transactions involving general ledger, sales and accounts receivable, accounts payable, generate financial reports, set up and process payroll, estimate budgets, analyze accounting information, calculate ratios and present in numeric graphic form.
Prerequisites: AC 220

AC 223 Income Tax Preparation (3 credits)
(offered in Spring semester only)
This course provides the skills and knowledge necessary to use tax preparation software which will enable students to become proficient in preparing Federal and State Income Tax Returns and to conduct research and obtain forms and publications from the IRS website.
Prerequisites: AC 211, AC 102

AC 295 Accounting Capstone (1 credit)
(offered in Spring semester only)
In this course, students will demonstrate competency in their academic training. Projects are assigned covering areas such as the accounting cycle, bank reconciliations, financial statement development and analysis, budgeting, and creating/maintaining computerized accounting systems.
Prerequisites: AC 205, AC 222, AC 223
Course Descriptions

Aesthetics

AE 101 Appreciation of Art (3 credits)
In this course, students will study selected works of art from ancient, medieval, Renaissance, baroque, and modern periods in terms of principles of composition and style related to factors of geography, religion, politics, technology, and philosophy of each historical period. Class field trips, oral, and written assignments as required.
3 hours lecture

American Sign Language

ASL 103 Fingerspelling (2 credits)
This course develops fingerspelling skills such as, hand configuration, basic word patterns, rhythm, comprehension of finger spelled words, phrases, palm orientation and numbers.
2 hours lecture

ASL 104 American Sign Language I (3 credits)
This course provides a functional notational approach to learning American Sign Language (ASL), a visual-gestural language used by the deaf community. Students will be exposed to functional conversational skills of ASL. Students will participate in communicative activities within the classroom setting in order to develop expressive and receptive skills. Various skills based activities will allow students to develop competency in ASL in order to express and understand signed conversations. This course is total immersion; talking will not be permitted in class. This course requires a minimum of 5 contact hours with the deaf community.
2 hours lecture
Co-requisite: ASL 103

ASL 105 Deaf Culture and History (3 credits)
This course examines the history and culture of the deaf. Discussions will include the values, norms, identities, traditions, and subcultures within the larger culture. Questions such as the nature of sign language, the education of deaf individuals, and historical treatment of deafness will be explored.
3 hours lecture

ASL 108 American Sign Language II (3 credits)
This course develops conversational skills on an intermediate level. Grammar and vocabulary are presented around communicative purposes of everyday interaction. Students will engage in sign discourse on a broad range of topics and develop more advanced receptive and expressive skills. This course is total immersion; talking will not be permitted in class. This course requires 10 mandatory contact hours with the deaf community.
2 hours lecture, 2 hours lab
Prerequisites: ASL 104

ASL 109 American Sign Language Syntax and Grammar (3 credits)
This course introduces the syntax and grammar of American Sign Language through written dialogues. Students will develop skill application through signing syntactically and grammatically correct ASL dialogues. Components of American Sign Language such as transcription symbols, sentence types, classifiers, non-manual behaviors, pronominalization, locatives, pluralization, subjects and objects, verbs, and temporal and distributional aspects will be discussed.
3 hours lecture
Co-requisite: ASL-108

ASL 201 American Sign Language III (3 credits)
This course examines complex everyday language functions of American Sign Language. Skill development application is acquired through interactive activities in order to achieve a broader scope of understanding complex discourse within American Sign Language. Competency in grammar, syntax, and non-manual behaviors are further developed through storytelling activities. This course requires 15 mandatory contact hours with the Deaf community.
2 hours lecture/lab
Prerequisite: ASL-108

ASL 202 American Sign Language IV (3 credits)
This course examines folklore and the art of storytelling in American Sign Language. Students will engage in literary analysis of stories presented in American Sign Language. Students will study cultural and linguistic aspects used in storytelling, folklore, and poetry in addition to presenting stories in American Sign Language. This course requires 15 mandatory contact hours with the Deaf community.
2 hours lecture lab
Prerequisite: ASL 109, ASL 201

ASL 203 Introduction to Interpreting I (3 credits)
This course examines the history of interpreting, interpreter ethics, interpreting in a variety of specialized settings, interpreter process, attitudes and the role of the interpreter. Ideological components, principles, and practices of interpreting for the deaf community will be examined. Students will learn about national certification and the licensing process. Students are required to accrue 10 mandatory field observation hours observing sign language interpreters with five or more years of experience.
3 hours lecture
Prerequisite: ASL 109

ASL 205 Interpreting II (3 credits)
This course provides an understanding of the role of culture and language in relation to interpreting, cultural identity and affiliation, power, oppression and the interpreter. Causes and cures of Overuse Syndrome will be explored. Students will engage in dialogue regarding ethical decision-making relating to interpreting situations. Students are required to accrue 10 mandatory field observation hours observing sign language interpreters with five years or more experience.
3 hours lecture
Prerequisite: ASL 203
Co-requisite: ASL 202
**ASL 210 ASL-English Translation Studies (3 credits)**
This course examines translation techniques in order for students to engage in message analysis, discourse mapping, and processing a message. Students will learn strategies in order to comprehend the register of the speaker, the speaker's goals, components of prosody, and appropriate linguistic forms used within ASL and English written and video texts.

*3 hours lecture*
*Co-requisites: ASL 202, ASL 205*

**ASL 215 ASL-English Interpreting (3 credits)**
This course examines the theory and practice of processing signed messages into spoken English. Emphasis will be on application of appropriate vocabulary selection; use of syntactically correct English sentences, and appropriate voicing register. Various interpreting process models will be introduced and discussed. Consecutive and simultaneous interpreting will be examined.

*2 hours lecture lab*
*Prerequisite: ASL 210*

**ASL 218 English-ASL Interpreting (3 credits)**
This course examines strategies for effective listening skills, text analysis, discourse mapping, conceptual accuracy and linguistic factors of sign language. These components of English to ASL skills will be discussed and applied through skill development activities.

*2 hours lecture, 2 hours lab*
*Prerequisite: ASL 210*

**ASL 221 Interpreting Practicum (3 credits)**
This course provides students with an opportunity to practice interpreting skills and knowledge learned in the classroom. Under the supervision of experienced interpreters, students will interpret for deaf clients, who have diverse linguistic preferences, in a variety of settings. By working with professionals and deaf clients, the student will learn to interpret effectively. Development of a paper and video portfolio are required for this course, and 135 hours of practicum plus a weekly 50-minute seminar (supervision).

*135 hours of practicum plus weekly 50-minute seminars*
*Co-requisites: ASL 215, ASL 218*

**Arabic**

**ARB 101 Elementary Arabic I (3 credits)**
This course focuses on the basics of the Arabic language. The four basic skills of 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 are an integral component of this course. 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 of listening comprehension, speaking, reading, and writing continue to be developed.

*3 hours lecture/laboratory*
*Pre-requisite: Elementary Arabic I or permission of instructor.*

**Art**

**AR 101 Drawing I (3 credits)**
This course is a 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 is placed on rendering natural forms, still life, and the costumed figure.

*6 hours studio*
*Prerequisite: AR 101*

**AR 110 Introduction to Graphic Design (3 credits)**
*See GD 110*

This course 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 Adobe Photoshop, Quark Xpress/Adobe InDesign, Adobe Illustrator and Adobe Fireworks.

*3 hours lecture*
*Prerequisite: (EN 001 and RD 001) OR ENR 107*

**AR 111 Advanced Graphic Design (3 credits)**
*See GD 111*

This course trains the student to apply the principles and elements of design along with typographic skills to create a variety of print projects using current page layout applications (Quark Xpress/InDesign). In order to enhance the creative process and explore print communication problems, projects in advertising as well as editorial design will be assigned. Advanced techniques in Illustrator and Photoshop will be used to prepare the student's original artwork for inclusion in the final page designs.

*3 hours lecture*
*Prerequisite: AR 110*

**AR 210 Computer Enhanced Layout and Design (3 credits)**
*See GD 210*

This course 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 Photoshop and Illustrator.

*3 hours lecture*
*Prerequisite: AR 110*
Biology

BS 100 Human Biology (4 credits)
This is a one-semester lecture and laboratory course designed for non-science majors for the study of the structure and function of all the body systems. It 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: MA 005 or MA 007

BS 101 Biology I (4 credits)
This course explores the 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
Prerequisite: MA 005 or MA 007

BS 102 Biology II (4 credits)
This course explores the basic study of representative organisms of the five kingdoms, with an emphasis on classification, differential features, and reproduction. For the plant and animal kingdoms, it 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
Prerequisite: MA 005 or MA 007

BS 103 Anatomy and Physiology I (4 credits)
This course is an 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 is emphasized in the laboratory. Knowledge of chemistry required.
3 hours lecture; 3 hours laboratory
Prerequisite: CH 103

BS 104 Anatomy and Physiology II (4 credits)
This course 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)
This is 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 are also included topics.
3 hours lecture; 3 hours laboratory
Prerequisite: MA 005 or MA 007

BS 171 Honors Biology I (4 credits)
This course 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 are explored. A special project or report is required. This course meets the 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: Acceptance into Honors Program.

BS 201 Fundamentals of Exercise Physiology (4 credits)
This course studies the research about the impact of exercise upon fitness and health. The effects of exercise on various body systems are also 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 or BS 103

BS 203 Microbiology (4 credits)
This course 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; BS 101 and BS 102 or BS 103 and BS 104

BS 205 Physiology of Disease (3 credits)
This course introduces the study of disease pathology. Included in this course are the 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
BS 207 Cell Biology (4 credits)
This course 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 211 Molecular Genetics (4 credits)
This course 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

Business

BU 100 Personal Finance and Money Management (3 credits)
This course introduces 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 insurance, 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)
This course introduces the various fields of business study. Topics include economic systems, entrepreneurship, and the increasingly diverse environment for business, management, marketing, accounting, finance, banking, insurance, ethics and business law. It prepares for higher-level business studies and is excellent for non-business majors who wish to gain an introduction to financial and economic survival leading to successful financial planning.
3 hours lecture
Prerequisites: BU 101

BU 102 Business Mathematics (3 credits)
This course explores the basic skills in arithmetic computation necessary for business operations. It also 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)
This course covers the 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)
This course explores the 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
Prerequisite: BU 101

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 is 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)
This course explores 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; Co-requisite: EN 101

BU 201 Business Law (3 credits)
This course covers the fundamental nature, structure, and processes of our legal system. The course emphasis is on contract law. Concepts such as offers, acceptance, consideration, capacity, third party contracts, and breaches & remedies are emphasized. Preparing briefs and analysis are required. This course uses a lecture and case study approach.
3 hours lecture
Prerequisite: BU 101, ENS 106
Course Descriptions

**BU 203 Principles of Marketing (3 credits)**
This course 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

**BU 206 Business Statistics (4 credits)**
A business, problem-solving approach using statistics to solve business-related problems is used in this course. 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)**
This course explores the role of personal selling in our economy and the diversity of sales positions. It 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)**
This course 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

**BU 214 Small Business Management (3 credits)**
A hands-on practical approach for those interested in small business operations is used in this course. It covers all aspects of operating an existing business, including problems and solutions and includes preparation of a business plan, methods of raising capital, buying, and financial evaluation methods.
3 hours lecture
Prerequisite: BU 101

**BU 216 International Business (3 credits)**
This course 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

**BU 218 Negotiation (3 credits)**
(offered once per year)
This course provides an understanding of the negotiation process: preparation, developing a style, establishing trust, building a relationship, win-win negotiation. A particular emphasis will be placed on ethics, creativity and problem solving. Team negotiations, social dilemmas, cross-cultural negotiations, and the use of technology in the negotiation process are discussed and analyzed through special scenarios and applications that will prepare students with proven solutions to many tough negotiation challenges.
3 hours lecture
Pre/Co-requisite: BU 209

**BU 219 Introduction to the Fashion Industry (3 credits)**
(offer once per year)
This course provides an overview of the fashion business. It also explores the types of enterprises, merchandising practices, internal relationships, line development, and trends in the marketing of fashion products. Primary and secondary markets, retailing, and promotion will also be examined.
3 hours lecture
Prerequisite: BU 203

**BU 220 Visual Merchandising (3 credits)**
(offer once per year)
This course examines the ways in which visual presentation is used in a variety of settings. This is a survey course which combines color theory and principles of visual design with fieldwork in venues that include department and specialty stores, malls, and restaurants.
3 hours lecture
Prerequisite: BU 219

**BU 222 Principles of Management (3 credits)**
This course 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

**BU 223 Behavior in Organizations (3 credits)**
(offer in the Spring semester only)
This course focuses on 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; Co-requisite: BU 206
Case studies of actual international business situations. Managerial problems are analyzed and discussed by use of executive leadership across cultures are discussed. Particular emphasis will be placed on the international strategic management. Motivational techniques and

Prerequisites: MA 005 and either SC 004 or H.S. equivalent

BU 235 Job-Seeking Techniques (1 credit)
The proper techniques and strategies necessary for employment in the business sector are explored. Proper mental preparation and job seeking opportunities are discussed. In addition, emphasis is on resume 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)
The focus of this course is the 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)
This course 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. 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)
This course 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; Co-requisite: BU 140

BU 250 Current Topics in E-commerce (3 credits)
This course 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)
This course 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. It is intended for non-science and allied health science majors.
3 Hours Lecture, 3 Hours Laboratory
Prerequisites: MA 005 and either SC 004 or H.S. equivalent

CH 104 Introduction to Biochemistry (4 credits)
This is a one-semester laboratory for general and allied health science majors. It 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)
This course is for science, pre-professional and engineering majors. It 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)
This course 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. This course is a continuation of CH 111.
3 hours lecture; 3 hours laboratory
Prerequisites: CH 111 and MA 108

CH 201 Organic and Biochemistry (4 credits)
This course 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. This course is a continuation of CH 103.
3 hours lecture; 3 hours laboratory
Prerequisite: CH 103

CH 211 Organic Chemistry I (4 credits)
This course 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. This course is a laboratory science course intended for science, pre-professional and chemical engineering majors.
3 hours lecture; 3 hours laboratory
Prerequisite: CH 112
Course Descriptions

**CH 212 Organic Chemistry II (4 credits)**
This course 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, aldehydes, ketones, carboxylic acids and derivatives, amines, dicarbonyls 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. This course is a 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)**
This course focuses on the 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)**
This course focuses on the 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 Communication Theory and Media Design (3 credits)**
This course focuses on the 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)**
This course 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)**
This course is 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 Technology Sciences**

**CIS 101 Computer Concepts and Applications (3 credits)**
This course provides the level of knowledge necessary to function as a skilled user in today's technological society. Topics include computer terminology, computer hardware and software capabilities, what makes a computer powerful, the societal impact of computers, ergonomics, ethical computing behavior, information privacy, and computer security. Class time and open lab are used to complete hands-on projects encompassing Microsoft Windows, Microsoft Office (Word, Excel, and PowerPoint), as well as an information literacy project focusing on effective use of the Web. Students with no computing experience are encouraged to complete a computing keyboarding course (CIS 103) before taking this course. For non-majors only.
3 hours lecture; open laboratory
Co-requisite: EN 101 or ENW 107

**CIS 103 Computer Keyboarding (1 credit)**
This course provides instruction in using the computer keyboard. It also 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. In addition, vocabulary and concepts used in keyboarding operations are introduced.
1.5 hours lecture; open laboratory

**CIS 104 Data Entry (3 credits)**
This course develops keyboarding skills used in operating data entry equipment. It 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
**Course Descriptions**

**CIS 106 Introduction to Windows (1 credit)**
This course 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)**
This course provides beginning students majoring in Information Technology with a concise introduction to fundamental computer concepts and applications. Emphasis is placed 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

Co-requisite: EN 101 or ENW 107

**CIS 108 Programming Fundamentals (3 credits)**
This course introduces the student to the Visual Basic programming language. Emphasis is on the fundamentals of program analysis and design using modular approach, and VB event driven controls. Students will also create applications with Visual Basic utilizing input/output, expressions, selection, loops, lists and one dimensional arrays.

3 hours lecture; open laboratory

Prerequisite: MA 005 or MA 007

**CIS 110 FORTRAN Computer Programming (3 credits)**
This course is an introduction in computer programming and problem solving using the FORTRAN language. It covers standard statements, structure programming statements, arrays, functions, and subroutines. Emphasis is also placed 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

Prerequisite: MA 108

**CIS 116 Software/Hardware Maintenance & Diagnostics (4 credits)** *(Fall: Day Only; Spring: Night Only)*
This course 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 also be covered.

3 hours lecture; open laboratory

Prerequisite: CIS 106 and (CIS 101 or CIS 107)

**CIS 122 Visual Basic (3 credits)**
This course provides the student with an introduction to MS Windows application programming and development using the Visual Basic programming language. Emphasis is placed 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)**
This course provides students with an introduction to MS Office automation using MS-Visual Basic for Applications. Emphasis is placed 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)**
This course provides in-depth knowledge and hands-on experience with Windows and Microsoft Office. Through in-class demonstrations and step-by-step instructions, students will 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)** *(Only in the Fall at Night)*
This course 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. Through demonstration and hands on projects, students will develop the skills needed to pass the Microsoft Certified Application Specialist (MCAS) examinations in Access and Excel.

3 hours lecture; open laboratory

Prerequisite: CIS 125

**CIS 127 Microcomputer Software III (3 credits)** *(Only in the Spring at Night)*
This course 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 Certified Application Specialist (MCAS) examination in PowerPoint and Word.

3 hours lecture; open laboratory

Prerequisite: CIS 125
Course Descriptions

CIS 130 COBOL I (3 credits)
This course introduces structured programming in the COBOL language and includes data editing, manipulation and calculation leading to report generation. In addition, it 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; Co-requisite: CIS 108

CIS 131 COBOL II (3 credits)
This course extends the knowledge gained in CIS 130 and 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)
(Only in the Fall at Night)
This course introduces the students to the concepts of the Internet, the Web and E-commerce and emphasizes the 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 101 or CIS 107

CIS 160 Fundamentals of Computer Science I (4 credits)
(Only in the Spring at Night)
This course 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; Co-requisite: MA 101 or MA 108 (CIS 107 is recommended for students with no computer background)

CIS 161 Fundamentals of Computer Science II (4 credits)
(Only in the Fall at Night)
This course extends the knowledge gained in CIS 160 with emphasis placed on the construction of algorithms and their implementation. Techniques of structured and Object Oriented programming using the Top-Down Step-wise Refinement Approach are utilized in problem solutions. Students will be able to construct system and application programs.
4 hours lecture; open laboratory
Prerequisite: CIS 160 or CIS 165

CIS 165 Fundamentals of C++ Programming (4 credits)
This course introduces the C++ programming language. Emphasis is placed 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; Co-requisite: MA 101 or MA 108

CIS 166 Java Programming (3 credits)
(Only in the Fall at Night)
This course introduces the student to the Java programming language. Emphasis is placed 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 Website Design and Tools (3 credits)
See GD 170 (Fall: Day Only; Spring: Night Only)
This course provides an introductory hands-on experience for students interested in learning how to develop websites. Students will gain an understanding of terminology, web design, web master technology functions and explore the variety of methods available for building a website. HTML code is analyzed. Students gain experience using a high-level web-authoring tool (e.g. MS Frontpage, Macmedia Dreamweaver). Web pages are built for a custom website, access a database and are published onto the Internet.
3 hours lecture; open laboratory
Prerequisite: CIS 101 or CIS 107

CIS 180 Networking Essentials (3 credits)
(Only in the Fall at Night; Spring: Day Only)
This course 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. This course also 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)
This course 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
Co-requisite: CIS 235
CIS 202 Systems Analysis and Design (3 credits)
(Fall: Night Only; Spring: Day Only)
This course details the 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 is also studied. 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)
This course introduces contemporary developments in computer related fields. Students will 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)
(Only in the Spring at Night)
This course 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)
(Only in the Fall at Night)
This course 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 also 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)
Co-requisite: MA 120 Calculus I

CIS 260 Data Structures (3 credits)
(Only in the Spring at Night)
This course examines advanced programming structures, their representations and algorithms and includes 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.
4 hours lecture; open laboratory
Prerequisite: CIS 161; Co-requisite: CIS 250

CIS 271 Web Application Development I (3 credits)
(Only in the Fall at Night)
This course introduces the student to client side web application development. Emphasis is placed 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. This course also requires students 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 (3 credits)
See GD 273 (Only in the Spring at Night)
This course is an 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 website. The student will be required to develop a Website design document that focuses on using graphics authoring tools which will develop the students’ skills in creating and editing multimedia components. The remainder of the course will consist of applying these Multimedia components to building a multimedia website. The software used is Macromedia’s Fireworks and Flash.
3 hours lecture; open laboratory
Prerequisites: CIS 170

CIS 275 Web Application Development II (3 credits)
(Only in the Spring at Night)
This course introduces the student to server-side web application development. Emphasis is placed 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 an Access or SQL Server DBMS.
3 hours lecture; open laboratory
Prerequisite: CIS 271; Co-requisite: CIS 290

CIS 281 Network Administration I (3 credits)
(Fall: Day Only; Spring: Night Only)
This course provides students with the knowledge and skills necessary to plan, install and configure Windows XP Professional. It provides students with the knowledge to perform day-to-day administration tasks using the Microsoft Windows XP based network such as managing user accounts and user groups. Students will learn desktop interface and the 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 (3 credits)
(Fall: Night Only; Spring: Day Only)
This course provides students with the knowledge and skills necessary to plan, install and configure Windows 2003 Server. The course enhances the students’ 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 286 and CJ 105

CIS 283 Networking Infrastructure (3 credits)
(Only in the Spring at Night)
This course provides students with the knowledge and skills needed to install, configure, manage, monitor and troubleshoot TCP/IP protocol suite. Students will also 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)
(Only in the Spring at Night)
This course 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, and web applications. Students will also learn how this field relates to other areas of information technology. Students will 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 282

CIS 289 Computer Forensics and Investigations (4 credits)
(Only in the Fall at Night)
This course introduces the field of Computer Forensics with a comprehensive study of computer forensics and investigation tools and techniques. It also introduces 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. This 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 (3 credits)
(Fall: Day Only; Spring: Night Only)
This course is a study of the relational database design concepts using the entity-relationship model, and database management using SQL Server. Students are exposed to 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 Cooperative Education (3 credits)
Students are employed, or may already be employed, in approved positions in the computer field. 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 are required to 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) See GD 294
This course will provide students with an opportunity to intern in a position in the computer field. The Computer & Information Sciences Department will secure the internships, which can be a paid and/or unpaid position. Students may already be employed full time but they must be part of 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 minimum of 8 hours per week. Supervision is provided by the College through on-the-job visits and individual progress review sessions. Students are required to 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.
Prerequisite: 30 College credits (with 12 credits in CIS/GD 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: Network Administration Option: CIS 282
Technical Support Option: CIS 126 and CIS 116
Web Technology Option: CIS 271; Co-requisite: CIS 202
Criminal Justice

CJ 101 Introduction to Criminal Justice (3 credits)
This course focuses on the study of law enforcement agencies, their role, function, history, and development within the field of criminal justice. This course is a prerequisite for all other criminal justice courses.
3 hours lecture

CJ 102 Police Organization and Administration (3 credits)
This course studies 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)
This course studies 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 is also addressed.
3 hours lecture
Prerequisite: CJ 101 or CJ 111

CJ 105 Investigative Function (4 credits)
This course studies 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)
This course helps students 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)
This course studies the numerous and complex factors in human relations and how they affect policing and police management. It also examines the effects of prejudices and discrimination and the implications for police in a changing and interacting society. Emphasis is also placed on 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)
This course is a study of the history, philosophy, and evolution of corrections and 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

CJ 112 Community Corrections: Probation and Parole (3 credits)
This course examines the relationship between institutional confinement and community-based supervision. Emphasis is placed 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 correction programs is also evaluated.
3 hours lecture
Prerequisite: CJ 101 or CJ 111

CJ 113 Institutional Treatment of the Offender (3 credits)
This course 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 also explored.
3 hours lecture
Prerequisite: CJ 101 or CJ 111

CJ 130 Principles and Practices of Security (3 credits)
This course examines 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 is also explored.
3 hours lecture
Prerequisite: CJ 101

CJ 131 Loss Prevention Principles (3 credits)
This course is an 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 are also introduced.
3 hours lecture
Prerequisite: CJ 101

CJ 132 Security Hardware and Applications (3 credits)
This course is a study of physical security controls such 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)
This course is a study of the techniques used for effectively handling social and psychological crisis, family disputes, social disorders, hostage negotiations, and suicide attempts. In addition, a detailed analysis of actual situations requiring police intervention is explored.
3 hours lecture
Prerequisite: CJ 101 or CJ 111
Course Descriptions

CJ 203 Drug and Alcohol Use, Misuse and Abuse (3 credits)
This course studies 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)
This course allows students to gain actual job experience in criminal justice organizations in which they will 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

CJ 206 Criminal Justice Practicum II (4 credits)
This course covers the same material offered in Practicum I; however, students are assigned to different criminal justice organizations.
1 hour lecture; 9 hours practicum
Prequisites: CJ 205

CJ 208 Criminology (3 credits)
This course is a 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
Prequisites: CJ 101

CJ 209 Terrorism and Political Violence (3 credits)
This is an introductory course in terrorism. It focuses on studying terrorist groups and individuals, terrorist origins, goals, dynamics, ideologies, counter-terrorism, and homeland security. Work in this course involves the examination of the structure and dynamics of terrorism in America, Europe, the Middle East, Latin America, Asia, and Africa. Terrorist weapons, strategies and tactics, hot spots from which they evolve, ways they operate and receive funding, uses of the media, and theories of counter-terrorism are all covered. The history, present, and future of terrorism are equally emphasized.
Prequisites: 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. It 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
Prequisites: 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)
This course 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 laws affecting emergency operations will be studied.
3 hours lecture
Prequisites: CJ 101, CJ 111, FS 101 or CJ 105

CJ 293 Criminal Justice Cooperative Education (3 credits)
Students are employed, or may already be employed, in approved positions in the criminal justice field. 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 are required to attend a weekly, one-hour seminar on campus.
Prequisites: GPA of 2.0, CJ 101, 9 additional Criminal Justice credits

Critical Thinking

Critical Thinking in a Diverse World (3 credits)
This course 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

Prerequisite: EN 101, PS 101

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; Co-requisite: PS 102

ECE 107 Nurturing the Mental Health of Infants and Toddlers (3 credits)
This course explores essential elements involved in setting the foundation for the mental health and development of infants and toddlers. It examines the importance of identifying and meeting their social/emotional needs and how these needs relate to the caregiver's interactive process. The course integrates the implementation of developmental brain research with the interactive process of care-giving with a special focus on developmentally appropriate practices and techniques in the childcare setting.
3 hours lecture

Prerequisites: EN 101, PS 101

ECE 108 Group Care of Infants and Toddlers (3 credits)
This course 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)
This course 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. Students will also develop skills and strategies for managing an effective program and planning a safe, healthful learning environment.
3 hours lecture
Prerequisite: Placement in Early Childhood Education Site (Can be applied to the A.A.S Degree in Early Childhood Education and is equivalent to ECE 200)

ECE 200 Early Childhood Education in Contemporary America (3 credits)
This course presents an 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, discuss and evaluate them. It emphasizes material selection and curriculum development, as well as issues such as bilingual and multicultural education in the context of social policy and legislation and includes twenty (20) hours of fieldwork.
3 hours lecture
Prerequisites: EN 101, PS 101

ECE 201 Observation and Assessment of Young Children (3 credits)
This course examines the basic principles of observation and assessment of children in early childhood settings. It focuses on the appropriate use of observation tools such as anecdotal records, rating scales and checklists, in order to observe and document children's growth and development in different domains. Site visits are made to infant center, nursery schools, daycare centers, special education classes, and public school pre-kindergartens, kindergartens, and Head Start programs to practice various observational techniques. Emphasis is on the use of standards-based performance assessments to inform instructional practice and ensure developmentally appropriate curriculum. Five hours of field experience are required.
3 hours lecture
Prerequisites: ECE 200, PS 102

ECE 202 Supervised Fieldwork I (4 credits)
This course 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. It 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. It also 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)
Course Descriptions

**ECE 203 Supervised Fieldwork II (4 credits)**
This course 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. It helps sharpen students' awareness of a group teacher's role and covers the philosophy and practices of the childcare community. Gradually, under the supervision of early care and education professionals, students assume greater responsibility for planning and introducing learning activities within small groups. It also 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)
Co-requisite: ECE 201 (for Supervised Fieldwork II only)

**ECE 210 Child Development Associate (CDA) Externship (3 credits)**
This course 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 childcare centers.

3 hours lecture
Prerequisite: ECE 110 1 hour a week seminar; Co-requisite: ECE 111
(Can be applied to the A.A.S Degree in Early Childhood Education)

**ECE 220 Early Language and Literacy Development (3 credits)**
This course examines language and early literacy development in children from preschool through third grade. It covers theories, materials and approaches of early literacy learning with a strong focus on diverse learners, inclusive practices, appropriate assessments and family literacy partnerships. In addition, the course includes the study of strategies to build competency in research-based components of early reading and writing such as oral language, print awareness, alphabetic principle, phonemic awareness, phonics, vocabulary and comprehension. Students learn how to plan and use developmentally appropriate experiences and environments to address learning standards.

3 hours lecture
Prerequisite: ECE 200

**ECE 102 Economics II (3 credits)**
This course 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

**EC 105 Introduction to Labor Studies (3 credits)**
This course 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, or may already be employed, in approved positions in the economics field. 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

**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. It also emphasizes theoretical and practical learning experiences in K-12 classrooms and includes twenty (20) hours of fieldwork.

3 hour lecture
Prerequisite: EN 101

**EDU 293 Including the Exceptional Child (3 credits)**
This course surveys the field of special education: etiology, societal attitudes, federal and state laws including the I.D.E.A. and Section 504. It also 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 hour lecture
Prerequisite: PS 101

**Economics**

**EC 101 Economics I (3 credits)**
This course covers such basic economic concepts as the elements of national income, inflation and unemployment, the economic roles of government, determination of national income, business cycles, the global economy, and monetary and fiscal policies. EC 101 emphasizes macroeconomics.

3 hours lecture
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
A “B” or better is required to continue in the Program.

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: “B” 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
Prerequisites: “B” or better in UTI 101 and “C” or better in 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 terms, 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 students 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

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
Prerequisites: “B” or better in UTI 101 and “C” or better in UTI 102 and UTI 103

UTI 111 Alternative Energy Sources (3 credits)
See SC 106

UTI 1190 Energy Utility Technology Career Preparation (1 credit)
This course covers specific topics of the energy utility industry and occupational conditions for employment, and career. This course will prepare the student for the PSE&G standard tests.
1 hour lecture
Prerequisite: EN 101 and MA 108

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
Course Descriptions

**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 Science**

**ES 101 Introduction to Engineering (2 credits)**
This is a survey course that covers the fundamentals and basic skills used in the engineering and engineering technology fields. It is designed to develop students’ ability to identify, analyze, and solve technical problems; make effective written and oral communications and presentations; understand professional, ethical, and social responsibilities. Students will utilize application software packages to solve engineering problems.
Project management concepts are introduced.
2 hours 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 are the focus of this course. CAD projects required.
1 hour lecture; 3 hours laboratory
Co-requisite: MA 005 or MA 007

**ES 206 Engineering Mechanics I (Statics) (3 credits)**
This course 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)**
This course 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 are required to attend a weekly, one-hour seminar on campus.
Prerequisites: GPA of 2.0, ES 101, ES 105, permission of instructor

**Engineering Technology**

**ET 101 Fundamentals of CAD (3 credits)**
This course 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

**ET 111 Principles of Electrical Circuits (4 credits)**
This course 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
Prerequisite: MA 108

**ET 112 AC Circuits (4 credits)**
This course 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)**
This course covers the use of computer software; Pspice, and electronics workbench are used as a tool for designing and simulating digital and analog circuits. Computer simulation exercises are used to test the designed circuits. This course also focuses on the use of Derive for the mathematics used in electronics.
3 hours lecture
Prerequisites: ET 111, MA 109; Co-requisite: ET 112

**ET 121 Basic Electronics I (4 credits)**
This course 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)**
This course 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)**
This course focuses on the 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
Course Descriptions

ET 226 Digital Circuits (4 credits)
This course 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)
This course 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

ET 290 Applied Capstone Project Lab (2 credits)
This course covers design, construction, testing and troubleshooting of hardware and software electronic circuits. A functioning prototype must be demonstrated by the end of the term. Student teams select a pre-designed solution from a given list of practical engineering problems, implements the solution, and evaluates performance against expected results. A written report and an oral presentation are required.
4 hours laboratory
Prerequisite/Co-requisite: ET 225 and ET 226

English

EN 001 Writing Skills I (4 institutional credits)
This course teaches students to write clear, well organized, and grammatically correct paragraphs and short essays by focusing on sentence variety and structure, using patterns of organization, mastering paragraph structure, and then introducing essay writing. EN 001, Writing Skills I, prepares students for EN 004, Writing Skills II.
4 hours lecture; 1 hour laboratory
Prerequisite: Test placement

EN 004 Writing Skills II (3.5 institutional credits)
This course is designed to assist students in writing a well developed five paragraph essay, applying the various rhetorical modes, (i.e. narrative, compare/contrast and argument) and using the writing process. Emphasis is placed on strengthening the student's ability to find and correct their own errors, and to become fluent and competent in Standard English. Research skills are introduced.
*C* is the minimum grade for completion of a basic or developmental course requirement.
3 hours lecture; 1 hour laboratory
Prerequisite: EN 001 or test placement

EN 101 Composition I (3 credits)
This course 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 102 Composition II (3 credits)
This course 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)
This course teaches students how to write effective letters, memos, proposals and other professional documents. It also emphasizes audience analysis, effective organization and presentation of information, clarity, simplicity and coherence. Finally, it explores the principles of effective communication and the planning process.
1 hour lecture

EN 104 Business Communication (3 credits)
This course 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, communicating information, interviewing, designing, and delivering oral presentations with slides and transparencies are also included in this course.
3 hours lecture
Prerequisite: EN 101

EN 105 Journalism (3 credits)
This course 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)
This course is a creative writing workshop with emphasis placed on developing creative potential through exercises and experiments in appropriate literary forms.
3 hours lecture

EN 111 Library Skills (1 credit)
This course teaches library research skills applicable to all disciplines.
1 hour lecture

EN 117 CWE Intensive Writing (1 credit)
This course sharpens the writing and thinking skills of students who need continued training after completing the composition cycle and before sitting for the CWE. The intensive workshop format reinforces writing, testing and grammatical skills. (Students who enrolled before Fall 2008 are covered by the previous policy which requires students to have taken EN 102 and 30 credits.)
1 hour lecture
Prerequisite: Students must have completed EN 101 and at least one writing intensive course.

EN 203 Modern American Literature (3 credits)
This course 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
Course Descriptions

EN 204 Introduction to African-American Literature (3 credits)
This course surveys the writings of African-Americans from
the eighteenth century to the present, with emphasis placed
on literary, cultural, and historical significance.
3 hours lecture
Prerequisite: EN 102

EN 205 Introduction to Literature (3 credits)
This course introduces the major literary genres with
emphasis on the techniques of understanding and
interpreting poetry, drama, short stories, and novels.
It also focuses on modern literature and writers of
current interest.
3 hours lecture
Prerequisite: EN 102

EN 206 Modern Drama (3 credits)
This course 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 are 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)
This course 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)
This course 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)
This course 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)
This course 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)
This course 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 soci-
ty, to the influence of dreams, myth, and the unconscious.
3 hours lecture
Prerequisite: EN 102

EN 212 Introduction to Hispanic-American Literature (3 credits)
This course 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)
This course provides an overview of the Shakespearean
dramatic corpus including plays from several of the genres:
comedy, tragedy, history, romance, problem plays. Emphasis
is placed 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 215 World Literature I (3 credits)
This course surveys the masterpieces of world literature
from “the beginnings” to 1650. A variety of cultural,
intellectual, historical and literary perspectives are explored in
selections from Europe, India, the Middle East, and Asia.
Works studied include The Epic of Gilgamesh, The
Ramayana, The Thousand and One Nights, and the T’ao
Ch’ien. In addition to listed readings, other literary works
and sacred texts from around the world may be discussed.
3 hours lecture
Prerequisite: EN 102

EN 216 World Literature II (3 credits)
This course surveys the masterpieces of world literature
from 1650 to present. A variety of cultural, intellectual,
historical and literary perspectives are explored in selections
from around the world. Authors studied include Matsuo
Basho, Fyodor Dostoevsky, Emily Dickinson, Gabriel Garcia
Marquez, and Chinua Achebe. In addition to listed
authors, other literary works from around the world may
be discussed.
3 hours lecture
Prerequisite: EN 102
EN 290 Topics in Literature (3 credits)
This course 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 English option.
3 hours lecture
Prerequisites: EN 205

ENS 104 Speech Fundamentals (3 credits)
This course 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)
This course 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 (3.5 institutional credits)
This course is for non-native speakers of English. It introduces and develops basic grammar necessary for reading, writing, and speaking for beginners and is 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
ESLR 01L Lab (3.5 institutional credits)
This course is for non-native speakers of English. It develops basic ESL reading and speaking skills for beginners. Students are required to read a short unabridged American novel. This course is conducted in English.
*C* is the minimum passing grade.
3 hours lecture; 1 hour laboratory
Prerequisite: Test placement

ESLW 001 Beginning ESL Writing I Class
ESLW 01L Lab (3.5 institutional credits)
This course is for non-native speakers of English. It incorporates writing, reading, and speaking activities to foster academic writing skills. This course focuses on the expression of ideas/concepts and their presentation in Standard English composition format. Outlining, proof-reading and editing as well as basic organizational skills are stressed.
*C* is the minimum passing grade.
3 hours lecture; 1 hour laboratory
Prerequisite: ESLW 001 or Test placement

ESLG 002 Beginning ESL Grammar II Class
ESLG 02L Lab (3.5 institutional credits)
This course is for non-native speakers of English. It 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: ESLG 001 or Test placement

ESLR 002 Beginning ESL Reading and Oral Communication II Class
ESLR 02L Lab (3.5 institutional credits)
This course is 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

ESLW 002 Beginning ESL Writing II Class
ESLW 02L Lab (3.5 institutional credits)
This course is for non-native speakers of English. It incorporates writing, reading, listening and speaking activities to foster academic writing skills. This course focuses on the expression of ideas/concepts and their presentation in Standard English composition format. Outlining, proof-reading and editing as well as basic organizational skills are stressed.
*C* is the minimum passing grade.
3 hours lecture; 1 hour laboratory
Prerequisite: ESLW 001 or Test placement

ESLG 003 Intermediate ESL Grammar Class
ESLG 03L Lab (3.5 institutional credits)
This course is for non-native speakers of English. It 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
ESLR 03L Lab (3.5 institutional credits)
This course is for non-native speakers of English. It develops reading and speaking skills by having students read, discuss, and respond in writing to unabridged novels and book-length nonfiction.
*C* is the minimum passing grade.
3 hours lecture; 1 hour laboratory
Prerequisite: ESLR 002 or Test placement

ESLW 003 Intermediate ESL Writing Class
ESLW 03L Lab (3.5 institutional credits)
This course is for non-native speakers of English. It 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 (3.5 institutional credits)
This course is for non-native speakers of English. It reviews and expands on the grammar structures studied in ESLG 003 and 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
ESLR 04L Lab (3.5 institutional credits)
This course is for non-native speakers of English. It 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 (3.5 institutional credits)
This course is for non-native speakers of English. It 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 (3.5 institutional credits)
This course is for non-native speakers of English. It 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
Prerequisite: ESLW 002

ENR 107 Advanced Readings in American Studies Class and Lab (3 credits)
This course is 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)
This course will prepare 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. It includes New Jersey State fire safety regulations and related state requirements. The 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)
This course analyzes the basic rules of fire fighting strategy, defines engine company responsibilities, defines ladder company functions, correlates mutual aid fires, and discusses general fire problems. Students will also study the effective management fire suppression forces in various fire situations. Also included in the course is the consideration of pre-fire planning, problem identification, and solution implementation.
3 hours lecture
FS 106 Fire Protection Systems (3 credits)
This course studies the nature of public and private fire protection with emphasis placed 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. These principles include pump construction and accessories, pumping techniques, power development, and transmission. Also included are driving, troubleshooting, and producing effective fire streams.
3 hours lecture

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)
This course comprehensively studies the physical, chemical, and toxicological characteristics of hazardous materials. It includes the 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; and 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)
This is 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 fire setter, 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)
This course is a comprehensive review of the current problems affecting the fire service with particular emphasis placed 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 Science 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. Student participation 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.

Geographic Information Systems
GIS 101 Fundamentals of GIS (4 credits)  
See SC 108
Fundamentals of Geographic Information Systems (GIS) covers basic topics in storing, retrieving, mapping, and analyze 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 is placed 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)
This course studies the historical development of urbanism as well as the present distribution and structure of major urban areas of the world. Emphasis is placed 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)  
See AR 110
This course 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 Adobe PhotoShop, Quark Xpress/Adobe InDesign, Adobe Illustrator and Adobe Fireworks. 3 hours lecture.
Prerequisite: (EN 001 and RD 001) OR ENR 107

GD 111 Advanced Graphic Design (3 credits)  
See AR 111
This course trains the student to apply the principles and elements of design along with typographic skills to create a variety of print projects using current page layout applications (Quark Xpress/InDesign). In order to enhance the creative process and explore print communication problems, projects in advertising as well as editorial design will be assigned. Advanced techniques in Illustrator and PhotoShop will be used to prepare the student's original artwork for inclusion in the final page designs. 3 hours lecture.
Prerequisite: AR 110

GD 127 Microcomputer Software III (3 credits)  
See CIS 127
This course 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 Certified Application Specialist (MCAS) examination in PowerPoint and Word. 3 hours lecture; open laboratory.
Prerequisite: CIS 125

GD 170 Website Design & Tools (3 credits)  
See CIS 170
This course provides an introductory hands-on experience for students interested in learning how to develop websites. Students will gain an understanding of terminology, web design, web master technology functions and explore the variety of methods available for building a website. 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 website, access a database and are published onto the Internet. 3 hours lecture; open laboratory.
Prerequisite: CIS 101 or CIS 107

GD 210 Computer Enhanced Layout and Design (3 credits)  
See AR 210
This course 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 PhotoShop and Illustrator. 3 hours lecture.
Prerequisite: AR 110
GD 273 Web Graphics (3 credits)
See CIS 273
This course is an 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 website. The student will be required to develop a Website design document that focuses on using graphics authoring tools which will develop the students skills in creating and editing multimedia components. The remainder of the course will consist of applying these Multimedia components to building a multimedia website. The software used is Macromedia’s Fireworks and Flash.
3 hours lecture; open laboratory
Prerequisites: CIS 170

GD 294 Internship Program (2 credits)
See CIS 294
This course will provide students with an opportunity to intern in a position in the computer field. The Computer & Information Sciences Department will secure the internships, which can be a paid and/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 minimum of 8 hours per week. Supervision is provided by the College through on-the-job visits and individual progress review sessions. Students are required to 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/GD courses)

Health Information Technology

HIT 101 Health Care Organization (2 credits)
This course is a study of the historical development and current characteristics of health care in the United States. It 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 104 Health Care Terminology (3 credits)
In this course, students will study the basic structure of medical vocabulary, including prefixes, suffixes, roots, combining forms, pronunciation, spelling, and definitions of medical terms. Emphasis is placed 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)
(Spring & Summer Only)
This course 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)
(Full Only)
In this course, students will study the importance of medical records as legal documents. It includes the legal aspects of hospitals and medical staff organizations, release of information, and legal actions requiring evidence from medical records.
3 hours lecture

HIT 108 Health Record Content and Structure (1 credit)
This course introduces health record content and documentation requirements for health records across the continuum of care. It 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)
This course 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
Prerequisite: BS 103, EN 101, HIT 101
Prerequisite or Corequisite: HIT 108

HIT 201 ICD Coding (4 credits)
(Fall Only)
This course focuses on disease and procedural coding with major emphasis on The International Classification of Disease (ICD). It 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 Co-requisite: BS 205

HIT 205 Professional Practice Experience II (2 credits)
(Spring and Summer Only)
This course 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 Co-requisites: HIT 208, HIT 210, HIT 212, HIT 221
Course Descriptions

**HIT 208 Supervision and Management in Healthcare (3 credits) (Fall Only)**
This course introduces theories of management, management functions, human resource management and financial management in healthcare. Also included are 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 and Quality Improvement (3 credits) (Spring Only)**
This course is a comprehensive study of the principles of statistics applied to health data. It covers the principles of quality management, quality improvement methodologies and tools and their application in health care facilities and health information departments.
Prerequisite: MA 103

**HIT 211 Health Information Technology Seminar (2 credits) (Spring Only)**
In this course, students will continue their 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 Co-requisites: HIT 208, HIT 210, HIT 212, HIT 221, HIT 240

**HIT 212 Computer Applications in Healthcare Organizations (3 credits) (Fall Only)**
In this course, students will study 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 216 Coding Professional Practice Experience (2 credits) (Spring and Summer Only)**
This course provides supervised practice in ICD-9-CM and CPT-IV coding systems, billing, and reimbursement.
Co-requisites: HIT 221, HIT 231, HIT 240

**HIT 221 Advanced ICD Coding Applications (3 credits) (Spring Only)**
This course focuses on continued studies of ICD coding guidelines. 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 is further explored.
2 hours lecture, 2 hours lab
Prerequisite: HIT 201; Prerequisite or Co-requisite: HIT 231

**HIT 231 CPT Coding (3 credits) (Spring Only)**
This course 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 104, HIT 108; Prerequisite or Co-requisite: BS 205

**HIT 240 Principles of Healthcare Reimbursement (3 credits)**
This course 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 Co-requisite: HIT 231

**History**

**HI 101 History of Western Civilization I (3 credits)**
This course surveys Europe to 1600 with a major emphasis on concepts and movements vital to understanding the modern world. It 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)**
This course surveys 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 and the Caribbean (3 credits)**
This course focuses on the 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)**
This course surveys Latin-American history from pre-colonial times to the present. It includes 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)**
This course examines the cultural, economic, geographic, historical, political, and sociological development of the contemporary Middle East. Emphasis is placed 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)**
This course focuses on African-American history from its African origins to the present. Emphasis is placed 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)**
This course 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)**
This course 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)**
This course 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)**
This course 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)**
This is a required seminar for those in the Honors Program. Students are introduced to a wide variety of cultural and educational activities in order to develop an interdisciplinary approach to learning. Included in this seminar are colloquia, lectures, cultural events, concerts, theater, exhibitions and field trips. This seminar meets 4 hours per month. Topics will be announced.
This seminar can be repeated up to 4 times.
Prerequisite: Admission into Honors Program

**Human Services**

**HS 101 Introduction to Human Services (3 credits)**
This course introduces the human services profession. It provides the student with a global perspective of the customs and cultures of ethnic groups including, but not limited to, African-American, Asian, Caucasian, Hispanic/Latino American, Middle Eastern. Special Populations, including persons with disabilities, sexual minorities, women, and youth, are examined. This course also reviews the historical development of social services and explores the societal values that served as the catalyst for the implementation of social services policies. Community services with an emphasis on cultural awareness are identified and explored. Legal and ethical issues are examined not only for information about ethical standards but also for internalizing how to define and process a variety of ethical considerations.
3 hours lecture

**HS 203 Counseling Techniques (3 credits)**
In this course students acquire communication skills as functions of counseling an individual including, but not limited to, active listening, paraphrasing, self-disclosure, and confrontation. The major psychological therapies are discussed. Students acquire the skills needed to personalize their counseling style; and, through lecture, role play, and case material, the skill to incorporate their personal style into counseling sessions.
3 hours lecture
Prerequisite: HS 101

**HS 204 Group Dynamics (3 credits)**
This course focuses 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. Screening, Intake, Orientation, Assessment, Treatment Plan, Case Management, Intervention, and other core functions of the counseling process are also reviewed.
3 hours lecture
Prerequisite: HS 203
Course Descriptions

**HS 207 Human Services Program Fieldwork I (4 credits)**
This course places students in an agency to 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 social services team. Students are required to attend a weekly supervision class.

Prerequisite: Test placement
3 hours lecture; 1 hours laboratory
Completion of a requirement.
“C” is the minimum grade for movement to a higher level and for completion of a requirement.

135 hours in agency and a weekly supervision class
Prerequisite: HS 204, PS 102, and PS 203

**HS 208 Human Services Program Fieldwork II (4 credits)**
This course places students 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 social services team. Students are required to attend a weekly supervision class.

This course is the Capstone Experience.
135 hours in agency and a weekly supervision class
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)**
This course focuses on the student acquiring the skills necessary to work in the field of addictions and the counseling skills necessary to treat the addicted population. Diagnoses and assessment of the addiction using the current Diagnostic and Statistical Manual of Mental Disorders (DSM) is emphasized.

3 hours lecture

**Mathematics**

**MA 001 Basic Arithmetic (3.5 institutional credits)**
This course covers the 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 hours laboratory
Prerequisite: Test placement

**MA 004 Applications of Basic Mathematics (3.5 institutional credits)**
This course covers the 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 005 Algebra (4 institutional credits)**
This course is an 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” or test placement

**MA 006 Elementary Algebra I (3.5 institutional credits)**
This course is an 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

**MA 007 Elementary Algebra II (3.5 institutional credits)**
Topics in this course include graphing of linear equations, methods of solving linear systems, radicals, and solving quadratic equations. This course is a continuation of MA 006.

“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)**
This course covers the 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)
This course covers the 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)
This course covers the 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)
This course covers the 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)
This course prepares students for calculus. Topics include the 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

MA 110 Quantitative Mathematics (3 credits)
This course is 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)
This course is an 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)
This course covers the study of the concept of limits, differentiation, and integration of algebraic, trigonometric, exponential, and logarithmic functions. Emphasis is placed 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)
This course covers the study of the concepts of limits, continuity, derivatives and differentiation of algebraic and trigonometric functions. It also includes applications of the derivative, maxima, and minima and introductions 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)
This course is a continuation of MA 120. It further explores the 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)
This course covers the 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)
This course is a continuation of MA 121. Emphasis is placed on the 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 120

MA 202 Differential Equations (4 credits)
This course covers the 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, numerical approximations, and series solution.
4 hours lecture
Prerequisite: MA 201

Music
MU 101 Music Fundamentals (3 credits)
This course is an introduction to the mechanics of music. It links theory and the actual craft of music. Students will acquire the foundations of musicianship in a step-by-step format.
3 hours lecture

MU 102 College Ensemble (1 credit)
This course is open to all students and is a workshop in the performance of traditional and American popular music for singers and instrumentalists. Students will also study the elements of basic musicianship and performance, including concert recitals of repertory. Attendance and participation at all performances is required.
2 hours studio
Course Descriptions

**MU 106 Appreciation of Music (3 credits)**
This course is for those students seeking to fulfill the humanities requirement. Emphasis is placed on listening skills. The basic elements of music are covered along with 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)**
This course is an 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. Weekly 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 is placed on expression, technique, and basic musicianship. Students receive one-on-one instrumental or vocal instruction for 30 minutes per week. Two-and-one-half hours of work outside class on assigned warm-ups, exercises, and selected repertoire is 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). Students are encouraged to think critically as they prepare themselves for the practice of nursing. Ethical-legal aspects of nursing practice are introduced.
3 hours lecture
Highly recommended: CIS 101 or equivalent

**MU 146 Instrumental Instruction (2 credits)**

**MU 148 Guitar Instruction (2 credits)**

**MU 150 Percussion Instruction (2 credits)**

**MU 152 Piano Instruction (2 credits)**

**MU 152 Piano Instruction (2 credits)**

**MU 160 Music Theory I (3 credits)**
This is an introductory course and focus on 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
Co-requisite: 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 I (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 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
Co-requisite: Concurrent enrollment in the companion course to Music Theory II, MU 171, is required.

**MU 160 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
Co-requisite: Concurrent enrollment in the companion course to Functional Class Piano I, MU 160, is required. In order for the student to register for the next level of Functional Class Piano II (MU 171), a productive grade of "C" or higher must be made in this course and in the companion course (MU 160).

**MU 161 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 160, Music Theory II. Topics include review of concepts learned in MU 160, diatonic chord progressions in all major and parallel minor keys, harmonization of the major and melodic minor scales, 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
Co-requisite: Concurrent enrollment in the companion course to Functional Class Piano II, MU 161, is required.

**MU 162 Voice Instruction (2 credits)**

**MU 163 Functional Class Piano I (1 credit)**

**MU 165 Functional Class Piano II (1 credit)**

**MU 170 Functional Class Piano I (1 credit)**

**MU 171 Functional Class Piano II (1 credit)**

**MU 175 Recording and Computer Music (3 credits)**
This course is an 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. The study of all musical instruments, including voice, is recursive in nature; therefore, students are introduced.
3 hours lecture

**MU 180 Appreciation of Music (3 credits)**
This course focuses on selected specialized topics, either of a period, genre, or particular artists, in traditional or American music and will be announced. Students may repeat this course up to four times.

**MU 192 Topics in Music (3 credits)**
This course 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 into the course.
Prerequisites: Students who have received a "W", "D", or "F" in NUR 101.

**NUR 099 Developmental Nursing (2 credits)**
This course introduces students to the nursing process with special emphasis on the 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; Co-requisites: BS 103, EN 101, PS 101

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NUR 102 Nursing II (8 credits)
This course 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
Co-requisites: BS 104, EN 102, PS 102

NUR 195 Nursing Mobility (2 credits)
This course facilitates the transition of licensed practical nurses into the Nurse Education Program and 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 NLN NACE I Exam

NUR 201 Nursing III (9 credits)
This course 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 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; 12 hours clinical laboratory
Prerequisites: BS 104, EN 102, PS 102
Co-requisites: BS 203, Humanities or History Elective

NUR 202 Nursing IV (9 credits)
This course 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 integrate 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 manager 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; 12 hours clinical laboratory
Prerequisites: NUR 201, Humanities or History Elective
Co-requisites: NUR 203, Sociology Elective

NUR 203 Nursing Seminar (1 credit)
This seminar-based course consists 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.
Co-requisites: NUR 202, Sociology Elective

NUR 205 Professional Nursing Practice (3 credits)
This course 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-partners.
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: Chilton Memorial Hospital, St. Joseph Regional and, St. Joseph's Wayne Hospital Medical Center, and St. Mary's Hospital
Course Descriptions

**NUR 206 Assessment, Diagnosis & Management (7 credits)**
This course focuses 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.

4 hours lecture; 6 clinical laboratory
Prerequisites: Completion of NUR 202 or equivalent Registered Nurse, on full time status of employment at one of the grant hospital-partners: Chilton Memorial Hospital, St. Joseph Regional and, St. Joseph’s Wayne Hospital Medical Center, and St. Mary’s Hospital

**Office Administration**

**OA 101 Word Processing I (3 credits)**
Mastery of the microcomputer including keyboard and mechanical controls is the primary focus of this course. Students will 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
Prerequisite: OA 101

**OA 102 Word Processing II (3 credits)**
In this course, emphasis is placed on production typing. Students will review typing fundamentals, develop increased accuracy and speed, and using a microcomputer, type business letters, tables, and manuscripts. Emphasis is also placed 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 109 Legal Terminology with Transcription (3 credits)**
This course focuses on standard forms, formatting, and the use of legal terminology in projects related to the legal career. It also familiarizes students with today's most commonly used legal terms.

3 hours lecture
Prerequisite: OA 101

**OA 222 Medical Transcription I (3 credits)**
This course 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 225 Medical Transcription II (3 credits)**
This course continues the students' 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)**
This course provides an introduction to the Legal System, including procedural concepts from the 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; Co-requisite: OA 102

**OA 232 Legal Office Procedures (3 credits)**
In this course, students will perform 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
Co-requisite: OA 231

**OA 233 Legal Dictation and Transcription (3 credits)**
This course develops competencies within the students' specialization. It 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 234 Administrative Office Procedures (2 credits)**
This course 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
Co-requisite: EN 104

**OA 244 Administrative Office Management (3 credits)**
This course examines the fundamental principles for effective management of business offices. Topics include the 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)**
This course 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 during the graduating semester for the A.A.S. degree.
1 hour lecture
Prerequisites or Co-requisites: CIS 126, CIS 127, OA 245

**Philosophy**

▲ **PH 101 Introduction to Philosophy (3 credits)**
This course covers such basic questions as the nature of reality and the origins and limits of human knowledge and explores selections from both classical and contemporary philosophers.
3 hours lecture

▲ **PH 102 Oriental Philosophy (3 credits)**
This introductory course explores the basic concepts and major classical schools of thought in India, Indochina, China, and Japan. Other 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

**PH 103 Basic Logic (3 credits)**
This course introduces the techniques of proof and persuasion, covering the basics of deductive and inductive reasoning. Emphasis is placed on formal arguments and the detection of invalid reasoning.
3 hours lecture

**PH 104 Ethics (3 credits)**
This course critically examines major ethical systems, including analysis of recent ethical thought, and it also examines the nature of human values, goodness, rights and obligations, happiness, justice, and duty.
3 hours lecture

▲ **PH 106 Introduction to Ethics (3 credits)**
This course is a 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

▲ **PH 108 Modern Philosophy: From Descartes to Nietzsche (3 credits)**
Students will study Modern philosophy and will demonstrate a written and verbal understanding of the major issues and problems in the development of modern epistemology and ontology. The course is designed to give the student an historical and thematic introduction to the traditional Modern thinkers: the debate between the Rationalists and the Empiricists, Kant’s Transcendental Idealism, Hegel’s critique of Kant and Nietzsche’s overcoming of metaphysics. The major controversies of the Enlightenment period will be a central concern in this course.
3 hours lecture

▲ **RL 101 Comparative Religion (3 credits)**
This course surveys 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)**
This course introduces students 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)**
This 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)**
This course is for professionals and parents interested in presenting and enjoying planned, progressive physical activities for children. In-class practice teaching sessions are used. This course is recommended for students in the Early Childhood Education curriculum, but is open to all students.
1 hour lecture

**PE 114 First Aid, CPR, and Safety Education (3 credits)**
This course is intended for those students 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, basic first aid, rescue breathing, cardiopulmonary resuscitation/CPR, and training on automated external defibrillators is also included.
3 hours lecture
Co-requisites: EN 004, RD 004

**PE 115 Self-Defense (1 credit)**
This course teaches students how to avoid, recognize, eliminate or modify dangerous circumstances in everyday living. Students will learn the skills and strategies necessary for self-defense.
Co-requisites: EN 004, RD 004
Course Descriptions

**PE 116 Concepts of Fitness and Wellness (3 credits)**
This course aids students in assessing their level of fitness for achieving their goals of overall fitness. It emphasizes maintaining total wellness and physical fitness in daily life, and promotes proper nutrition, stress management, and healthful lifestyle. Students will develop an exercise program to meet their individual needs.

*3 hours lecture*

**Prerequisite:** PE 116

**PE 117 Applied Concepts of Fitness (3 credits)**
This course introduces the principles necessary to promote and supervise fitness activities and the proper detailed use of equipment in health/fitness facilities. It also emphasizes the creation of exercise programs for average adults, and the creation of exercise activities for special populations. In addition, the marketing of health services and fitness facilities is covered.

*3 hours lecture*

**PE 119 Prevention and Care of Athletic Injuries (3 credits)**
This course provides information on 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.

*1 hour lecture; appropriate activities*

**PE 140 Yoga (1 credit)**
This course provides instruction in the practical knowledge to assure a foundation in basic yoga skills. Students will learn yoga postures and philosophy, gentle breathing exercises, relaxation, and meditation techniques.

*1 hour lecture; appropriate activities*

**PE 150 Tennis I (1 credit)**
This course introduces students 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)**
This course is designed for those students who have developed the fundamental skills of the game and wish to develop singles and doubles strategy. Emphasis is placed on the backhand, return of serve, lob, smash, and net play.

*1 hour lecture; appropriate activities*

**PE 160 Badminton (1 credit)**
This course introduces students in the 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)**
This course provides instruction in the fundamental skills of basketball. Emphasis is placed on 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 is provided in the fundamental skills of volleyball. Emphasis is placed on 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. It is recommended for majors in natural science, liberal arts, or technology and 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. It 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 120 Physics (4 credits)**
This is the second in a three-semester, calculus-based physics sequence. It is recommended for majors in engineering, pure science or mathematics and covers vectors, kinematics, dynamics, Newton's laws, energy, momentum, circular and rotational motion, gravitational forces, solid and fluid mechanics, heat and thermodynamics.

*3 hours lecture; 3 hours lab*

**Prerequisite:** MA 120

**PY 121 Physics II (4 credits)**
This is the first in a three-semester, calculus-based physics sequence. It is recommended for majors in engineering, pure science or mathematics and covers vectors, kinematics, dynamics, Newton's laws, energy, momentum, circular and rotational motion, gravitational forces, solid and fluid mechanics, heat and thermodynamics.

*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. It 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
Course Descriptions

Political Science

PL 101 Introduction to Political Science (3 credits)
This course explores the rudiments of political science, the branches of government, political theory, ideologies, behavior, and socialization, and totalitarianism. It also 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)
This course is a 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)
This course is a 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)
This course is a 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)
This course is a study of 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)
This course is a study of the development of the American Constitution including the powers and growth of the national government. It 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

PL 202 Public Administration (3 credits)
This course is 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 is placed on the art of managing public affairs. Focus on finance, organization, and personnel is also explored.
3 hours lecture
Prerequisite: PL 101 or PL 102

PL 203 Comparative Government and Politics (3 credits)
This course is a 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)
This course introduces 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 is placed 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. Students study terrorist groups and individuals, terrorist origins, goals, dynamics, ideologies, counter-terrorism, and homeland security. Work in this course involves the 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)
This course 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)
This course 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)
This course 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)
This course 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)
This course 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
Course Descriptions

PS 204 Psychology of Aging (3 credits)
This course 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)
This course 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)
This course 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)
This course explores the psychological concepts related to the teaching and learning process with an emphasis on contemporary educational research and actual classroom practices. It is recommended for students interested in teaching or working in schools.
3 hours lecture
Prerequisite: PS 101

PS 208 Human Sexuality (3 credits)
See SO 208
This course 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 the students have taken SO 208.
3 hours lecture
Prerequisite: PS 101 or SO 101

PS 209 Adult Development and Aging (3 credits)
This course 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, or may already be employed, in approved positions in the psychology field. 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 are required to 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)
This course covers the basics of camera work and composition and familiarizes students with lighting techniques for indoor and outdoor shooting. No darkroom work is required. Students must have access to an adjustable 35 mm camera and provide their own film and photo processing. Field trips are included.
3 hours lecture

Radiography

RA 101 Introduction to Radiologic Science (3 credits)
This course is an 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
Co-requisites: RA 102, RA 103

RA 102 Principles of Radiologic Science I (3 credits)
This course is an introduction to radiologic positioning and the related anatomy of the chest, abdomen, and the body's extremities.
2 hours lecture; 3 hours laboratory
Co-requisites: RA 101, RA 103

RA 103 Radiologic Practicum and Critique Seminar (1 credit)
This course is an introduction to the physical layout and operation of a radiology department. The application of RA 102 under the supervision of a Registered Technologist is a component of this course.
Co-requisites: RA 101, RA 102

RA 105 Radiographic Imaging Equipment (3 credits)
This course is a 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; Co-requisites: RA 106, RA 107, RA 108
Course Descriptions

RA 106 Principles of Radiologic Science II (4 credits)
This course is a 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; Co-requisites: RA 105, RA 107, RA 108

RA 107 Radiologic Pharmacology and Pediatric and Geriatric Radiography (2 credits)
This course is a study of the proper administration of medications including contrast media. The proper application of radiographic positioning and techniques for pediatric and geriatric radiography is introduced.
2 hours lecture
Prerequisite: BS 103; Co-requisites: RA 105, RA 106, RA 108

RA 108 Radiologic Practicum II Critique Seminar (1 credit)
This course is an apprenticeship with a radiologic technologist. Film critique seminars are conducted at the clinical site.
Prerequisite: RA 103; Co-requisites: RA 105, RA 106, RA 107

RA 110 Radiologic Practicum III (2 credits)
This course is a summer apprenticeship at clinical sites under the supervision of a Registered Technologist for practical experience in handling patients and routine examinations. It includes scheduled seminars and film critique classes.
Prerequisite: RA 108

RA 200 Radiation Biology (4 credits)
This course is a study of the effects of ionizing radiation on cells, organs, and the whole body and stresses the importance of radiation protection for patients and personnel.
4 hours lecture
Prerequisite: RA 110, BS 104; Co-requisites: RA 202, RA 203

RA 202 Principles of Radiologic Science III (4 credits)
This course is a study of advanced skull anatomy and positioning, mammography, venipuncture and an overview of specialty areas.
3 hours lecture; 3 hours laboratory
Prerequisite: RA 110; Co-requisites: RA 200, RA 203

RA 203 Radiologic Practicum IV Film Critique Seminar (1 credit)
This course applies theory to clinical application of radiographic techniques for experience in the areas of routine and complex radiographic examinations.
Prerequisite: RA 110; Co-requisites: RA 200, RA 202

RA 205 Medical and Surgical Diseases (2 credits)
This course is a study of the causes of disease, illustrated radiographically, and of trauma and infection.
2 hours lecture
Prerequisites: BS 104, RA 203; Co-requisites: RA 206, RA 207

RA 206 Vascular Anatomy and Sectional Anatomy (4 credits)
This course is a 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; Co-requisites: RA 205, RA 207

RA 207 Radiologic Practicum V Film Critique Seminar (1 credit)
In this course, students will perform complex and advanced radiographic procedures under the supervision of a Registered Technologist. Students rotate through C.T., ultrasound, nuclear medicine, and radiation therapy.
Prerequisites: BS 104, RA 203; Co-requisites: RA 205, RA 206

RA 208 Ethics and the Law in Radiologic Sciences (2 credits)
This course is designed to provide a fundamental background in ethics. The historical and philosophical basis of medical ethics, as well as the elements of ethical behavior, will be discussed. This course also introduces legal terminology, concepts and principles. Topics will include misconduct, malpractice, legal and professional standards and the radiographer's scope of practice.
Prerequisites: RA 200, RA 202, RA 203
Co-requisites: RA 205, RA 206, RA 207

RA 209 Advanced Radiographic Practicum (2 credits)
In this course, students will gain advanced clinical experience under the supervision of a Registered Technologist.
Prerequisite: RA 207

Reading

RD 001 Reading Skills I (4 institutional credits)
This course focuses on developing the basic reading skills needed to understand print material. Students practice skills and strategies to increase their ability to identify main ideas and details, determine word meanings, and think by analogy. It will prepare students for RD 004, Reading Skills II.

RD 002 Reading Skills II (3 institutional credits)
This course focuses on strengthening the reading skills and strategies necessary to comprehend college-level textbooks and materials. Students will participate in reading, writing, and oral activities including lectures, small group activities, and individualized instruction in order to improve comprehension, fluency, critical reading skills, study skills and vocabulary. “C” is the minimum grade for moving to a college level and for completion of the developmental requirement.
4 hours lecture; 1 hour laboratory
Prerequisite: Test placement

RD 004 Reading Skills III (3.5 institutional credits)
This course focuses on strengthening the reading skills and strategies necessary to comprehend college-level textbooks and materials. Students will participate in reading, writing, and oral activities including lectures, small group activities, and individualized instruction in order to improve comprehension, fluency, critical reading skills, study skills and vocabulary. “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: RD 004 or test placement

RD 010 Reading and Study Skills (3 credits)
This course prepares students to effectively read college-level material. Written and oral exercises will 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
Course Descriptions

Science

SC 004 General Science (3 credits)
This course surveys the basic topics in high school science for students at the RD 004, EN 004, and MA 004 skill level or higher. It 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
Prerequisite: MA 004

SC 101 Introduction to Physical Science (4 credits)
This course is a study of the basic concepts of chemistry, biology, earth science, and physics and explores the development and application of appropriate scientific computational abilities and the skills required to perform laboratory operations.
3 hours lecture; 3 hours laboratory
Prerequisite: MA 005 or MA 007

SC 102 Health and Nutrition (3 credits)
This course provides an introduction to health and health problems as related to nutritional deficiencies and excesses. It 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
Prerequisite or Co-requisite: SC 102

SC 102L Health and Nutrition Lab (1 credit)
(Fall Only)
This course applies the nutrition concepts to practical situations and simulations, allowing for a more in depth study and experience in selected topics. This is the laboratory component of SC 102: Health and Nutrition. This lab is for students who require a lab component when transferring SC 102.
3 hours laboratory
Prerequisite or Co-requisite: SC 102

SC 104 Environmental Science (4 credits)
This course explores the science principles associated with environmental studies and the causes of environmental problems. Topics include air, land, and water resources, energy, ecological principles, waste management and the human impact on the environment. The laboratory component will include the scientific method, collection and analysis of data, field study methods, computer simulations, and field trips.
3 hours lecture; 3 hours laboratory
Prerequisite: MA 005 or MA 007

SC 105 Principles of Astronomy and Space (4 credits)
In this course, students will study astronomy and the qualitative and quantitative means of describing the general nature of the physical universe and its dynamic process. It includes a study of the planets, the solar system, the stars and galaxies. In addition, it 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
Prerequisite: MA 005 or MA 007

SC 106 Green Energy (4 credits)
This course provides an introductory overview of the current and future roles of carbon-based fuels, nuclear fission, hydroelectric, solar and wind as the energy sources that power modern civilizations. Topics include introductory concepts of power and energy, fuel combustion, electromagnetism, nuclear fission and fusion, thermodynamics, and simple quantum physics. Students will apply scientific theories and principles by analysis of current issues and problems.
Laboratory: Students will explore energy conversion by building working models and gathering data using inquiry based approaches. Information will be used to analyze problems and draw conclusions in the realm of green energy.
Prerequisite: MA 005 or MA 007
3 hours lecture; 3 hours laboratory

SC 108 Geographic Information Systems (4 credits)
See GIS 101
Fundamentals of Geographic Information Systems (GIS) covers basic topics in storing, retrieving, mapping, and analyze 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

SC 109 Introduction to Forensic Science (4 credits)
This course introduces the field of forensic science through an exploration of its applications to criminal investigation. 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
Prerequisite: MA 005 or MA 007

SC 110 Meteorology (4 credits)
This course introduces the science of weather observation, analysis and forecasting using the latest computer and Internet technology. Students learn to interpret satellite imagery and science concepts related to weather systems. 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
Prerequisite: MA 005 or MA 007
SC 201 Basic Pharmacology (1 credit)
This course 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 BS 103

Sociology
▲ SO 101 Introduction to Sociology (3 credits)
This course is a 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)
This course follows an 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)
This course 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)
This course deals with the cultural and sociological factors of aging. Emphasis is placed 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 201 Social Problems (3 credits)
This course covers the nature and origin of major social problems with an analysis of the effects of industrialization and technological development on urban life, ethnic relationships, and social growth. Emphasis is placed on the social implications caused by the immigration of Southern Blacks and Caribbean Blacks to the North and Midwest.
Types of applicable remedial social action are devised.
3 hours lecture
Prerequisite: SO 101

▲ SO 202 Cultural Anthropology (3 credits)
This course explores the basic concepts of anthropology through a comparative approach to human society and culture focusing on various cultural institutions such as religion, economics, family, kinship, art, and politics.
3 hours lecture

SO 203 Marriage and Family (3 credits)
This course explores the universal social institution of marriage and family from a sociological perspective by examining the crises and challenges facing families today and the process of family development, which includes mate selection, dating, engagement, marriage, parenthood, divorce, and blended families.
3 hours lecture

SO 204 Cultural Comparisons (3 credits)
This course explores 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. This course is especially useful for those who work with people from various ethnic groups.
3 hours lecture

SO 205 Death and Dying (3 credits)
This course 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 208 Human Sexuality (3 credits)
See PS 208
This course 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 students have taken PS 208.
3 hours lecture
Prerequisite: PS 101 or SO 101

SO 210 Deviance and Social Control (3 credits)
This course introduces theoretical and methodological perspectives on deviance and social control. It also 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, or may already be employed, in approved positions in the sociology field. 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 are required to 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)**
This course 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. This course is for those students whose native language is not Spanish.
3 hours lecture; 1 hour laboratory

**SP 102 Elementary Spanish II (3 credits)**
This course is a continuation of Spanish 101 with greater emphasis placed on oral communication. Through the Destinos soap opera format, students increase their Spanish language skills and knowledge of Hispanic cultures. This course is for those students 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)**
This course is intended for those students 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)**
This course is intended 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)**
This course is 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)**
This course is intended for those students 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)**
This course is 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)**
This course 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. This course is intended for those students 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)**
This course 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 is placed 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)**
This course 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)**
This course 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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Carmen Valladares, Staff Assistant
  A.S., Hudson County Community College

Registrar
Donna Fischer, Registrar
  B.S., Grand Canyon University
  M.Ed., Northern Arizona University
Tamica Ward, Associate Registrar
  B.S., University of San Francisco
  M.B.A., University of Phoenix
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
Patricia Medieros, Enrollment Services Coordinator
  B.A., Nichols College
  M.A.S., Fairleigh Dickinson University
Edna Ortiz, Executive Secretary to the Vice President

Wanaque Academic Center
Patricia Hardy, Executive Director
  B.A., Montclair State University
  M.A., Antioch University
Lisa Jones, Assistant Director/Coordinator of Student Services
  B.A., M.A.S., Fairleigh Dickinson University
Adora Nonas, Program Assistant, Evening Administrator
  B.A., Polytechnic University
  B.S., M.S., American Institute
  M.A., Antioch University
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
Rick Perdew, Manager of Library Services, Alternate Campuses
  A.A.S., B.S., Indiana University
  M.L.S., Pratt Institute
Barbara Rath, Office Technician
Francisco Hernandez, Coordinator of W.A.C. Food Services
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.

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

Linda Bakian, Professor, English, 1985
B.A., City College, City University of New York
M.A., New York University

Alison H. Chase, Professor Emeritus, English, 1983
B.A., Wellesley College
M.A., Antioch University

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

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, CIS, 1990
B.A., New Jersey City University
M.A., New Jersey Institute of Technology

Oksana Bauer, Associate Professor, Foreign Language, 1996
B.A., Pennsylvania State University
M.A., Columbia University
Ph.D., City University of New York

Palma Benko, Associate Professor, Mathematics, 1997
B.S., Eotvos Lorand University at Budapest
M.A., New Jersey City University
Ph.D., City University of New York

Michael Calderaro, Associate Professor, ESL, 1985
B.A., St. Peter's College
M.A., Seton Hall University
M.A., Teachers College, Columbia University

Thomas Cox, Associate Professor, Business Administration, 1988
B.S., Seton Hall University
M.B.A., Fairleigh Dickinson University
Ph.D., Seton Hall 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

Parsha Hobson, Associate Professor, Radiography, 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

Miryam Rinkerman, Associate Professor, ESL, 1988
A.A., Passaic County Community College
B.A., Montclair State University
M.A., Teachers College, Columbia 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
Adeleye C. Bamkole, Assistant Professor, CIS, 2001
B.S., Mercy College
M.S., Central Missouri State University
Diana Blauvelt, Assistant Professor, English, 2001
B.A., Rutgers, The State University of New Jersey
M.A., Jersey City State College
Christina Burkart, Assistant Professor, Social Sciences, 2004
B.S., University of Maryland
M.A., Bowie State University
Eric Cameron, Assistant Professor, CIS, 2003
B.A., M.A., Montclair State University
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 Services, 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
Agnes Drath, Assistant Professor, ESL, 2000
M.A., Jagiellonian University, Cracow, Poland
Lisa Egle, Assistant Professor, ESL, 2004
B.A., New York University
M.A., Fairleigh Dickinson University
Jane Feltz, Assistant Professor, Early Childhood Ed./Teacher Ed., 2007
B.S.Ed., Seton Hall University
M.Ed., Fordham University
Robert Getso, Assistant Professor, Sociology, 2006
B.A., M.A., M.S.W., Columbia University
Ph.D., Lasalle University
Lucia Gheorghiu, Assistant Professor, Business, 2004
M.B.A., Ph.D., Academy of Economic Studies
Madjid Hannoucene, Assistant Professor, ESL, 1990
B.A., University of Algiers
M.A., Teachers College, Columbia University
Mark Hillringhouse, Assistant Professor, English, 2007
B.A., Hope College
M.A., Montclair State University
M.F.A., Fairleigh Dickinson University
Kathleen Kelly, Assistant Professor, ESL, 1998
B.A., Connecticut College
M.A., University of California at Los Angeles
Yon Kim, Assistant Professor, Mathematics, 2004
A.S., Passaic County Community College
B.S., M.S., Montclair State University
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, 1996
B.S., Rutgers, The State University of New Jersey
M.B.A., Pace University
Daphne Miklovic, Assistant Professor, Nursing, 2002
B.S.N., William Paterson University
M.S.N., Seton Hall University
Alan Mitnick, 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
R. G. Rader, Assistant Professor, English, 2004
B.A., Montclair State University
M.F.A., Goddard College
M.A., Div., Drew 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. Safarowic, Assistant Professor, Chemistry, 1997
B.S., M.A., Montclair State University
Ph.D., State University of New York at Buffalo
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
Michael C. Walker, Assistant Professor, Criminal Justice, 2001
B.A., William Paterson University
M.P.A., John Jay College of Criminal Justice
M.B.A., Pace University
Faculty

David Wasmuth, Assistant Professor, ESL, 1990
B.A., Ohio State University
M.L.S., University of Michigan
Ed.M., Boston University
Ph.D., University of Medicine and Dentistry of New Jersey

Thomas Yip, Assistant Professor, CIS, 2001
B.S.E.E., Manhattan College
M.S.E.E., New York University
M.B.A., New York University

Instructors

Gladys Acosta-Melendez, Instructor, English, 2007
B.A., University of Puerto Rico
M.A., Montclair State University

Nina-Louise Alsbrook, Instructor, English, 2005
B.A., M.A., St. John’s University

Mustasem Awwad, Instructor, Engineering, 2006
B.S., M.S., New Jersey Institute of Technology

Marcin Baranowski, Instructor, Science, 2007
B.S., M.S., Montclair State University

Kelly Bender, Instructor, English, 2007
A.A., Union County College
B.A., M.A., Rutgers University

Victoria Bitar, Instructor, Nurse Education, 2006
A.S., City University of New York
B.S.N., Seton Hall University
M.S.N., Pace University

David Bolger, Instructor, English, 2008
B.A., Rutgers, The State University of New Jersey
M.A., Kean College

Theresa Borovskis, Instructor, Nurse Education, 2005
B.S.N., Rutgers University
M.S.N., University of Phoenix

Alexandra Della Fera, Instructor, English, 2008
B.A., University of Massachusetts
M.A., Rutgers, The State University of New Jersey

Petar Drakulich, Instructor, History, 2005
B.A., James Madison University
M.A., Rutgers, The State University of New Jersey

Matthew Eberhart, Instructor, English, 2004
B.A., M.A. University of Northern Iowa

John Fruncillo, Instructor, Philosophy, 2007
B.A., Ramapo College of New Jersey
M.A., Ph.D., The New School for Social Research

Steven Gottlieb, Instructor, 2008
B.S., College of Staten Island
M.A., City College

Heather Griffiths, Instructor, Nurse Education, 2006
M.S.N., William Paterson University

Lisa Hines, American Sign Language, 2008
B.S., Kean University
M.A., Columbia University

Margaret Holland, Instructor, ESL, 2007
B.A., Providence College
M.A., C.W. Post College

Helena Holmes, Instructor, ESL, 2006
B.S., New York University
M.A., New Jersey City University

Brian Holton, Instructor, Science, 2008
B.A., M.S., Rutgers, The State University of New Jersey

Mitra Kermani, Instructor, Mathematics, 2004
M.B.A., Fairleigh Dickinson University

Anita Kumar, Instructor, Early Childhood Education, 2008
B.S., M.S., Delhi University
M.Ed., William Paterson University

Ana Paula Lawrence, Instructor, ESL, 2007
B.A., Universidade do Estado do Rio de Janeiro
M.A., Hunter College

Elizabeth Matthew, Instructor, Nurse Education, 2007
B.S., M.S.N., Seton Hall University

Marcus Morreale, Instructor, Business, 2007
B.B.A., Niagara University
M.B.A., University of Miami

Lonna Murphy, Instructor, Psychology, 2006
B.S., University of Illinois at Urbana-Champaign
M.S., Illinois State University
M.S., Ph.D., Purdue University

Christiana Nwachukwu, Instructor, Nurse Education, 2008
A.S., Imo State College of Agriculture, Owerri, Nigeria
B.S., Anambra State University of Technology, Enugu, Nigeria
M.S.N., University of Medicine and Dentistry of New Jersey

Edwin Pagan, Instructor, Business, 2006
M.B.A., Fairleigh Dickinson University

Kavita Patel, Instructor, Mathematics, 2008
B.S., M.S., The Maharaja Sayajirao University, Baroda, India
M.A., Rutgers, The State University of New Jersey

Christine Redman-Waldeyer, Instructor, English, 2006
B.A., Georgian Court College
M.A., Monmouth University
D.Litt., Drew University

Caffie Risher, Instructor, English, 2005
B.A., Fairleigh Dickinson University
M.A., New Brunswick Theological Seminary
M.A., Seton Hall University

Rosita Rodriguez, Instructor, Nurse Education, 2007
B.S.N., William Paterson University
M.S.N., University of Medicine and Dentistry of New Jersey

Samir Samour, Instructor, Nurse Education, 2009
B.S.N., University of Jerusalem
M.S.N., University of South Carolina

Jacalyn Scott, Instructor, ESL, 2008
B.F.A., University of Miami
M.A., University of California, Los Angeles

Christopher Sweerus, Instructor, Communications, 2007
B.A., M.A., William Paterson University
M.A., Caldwell College

Mark Tambone, Instructor, English, 2008
B.A., M.A., William Paterson University

Linda Zenkert, Instructor, Nurse Education, 2009
A.S., Bergen Community College
B.S.N., St. Peter’s College
M.S.N., University of Medicine and Dentistry of New Jersey
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.
Directions to Passaic Academic Center

From Paterson Main Campus
Take I-80 East (Washington BR/New York) exit on right. Take Exit 60 (RT 20, Hawthorne, and Passaic). Take NJ-20 (US-46 West) ramp on right. Stay straight to go onto NJ-21 South. Take Exit 11 (Main Ave) on right. Turn right onto Main Ave. Turn right onto Paulison Ave. The College is approximately 0.1 mile on the right.

From South via Garden State Parkway
Take Garden State Parkway North to Exit 153A, (NJ-3E). Follow sign onto NJ-21N toward Passaic. Approximately 2.0 miles take the Exit 11A (River Dr). Turn slight right onto River Drive, go 0.1 mile the College will be on the left.

From North via Garden State Parkway
Take Garden State Parkway South to Exit 157, (US-46W, toward Route 20/Garfield). Take US-46 West, ramp on right. Continue onto US-46 W, becomes Route 21 South. On NJ-21S take Exit 11 (Main Ave, Passaic) on right. Turn right onto Main Ave. Turn right onto Paulison Ave. The College is approximately 0.1 mile on the right.
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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 provision 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.

**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 abovementioned 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, NJ 07505
Telephone: 973-684-6108

Maria L. Medina, Alternate Affirmative Action Officer
Office of Evening Administration/Associate Dean of Students
Telephone: 973-684-5651

*Inquiries, concerns, or complaints may also be referred to:*

Director of the Office for Civil Rights
Department of Human Services
Washington, DC 20201