



Hudson CCC PROD

2025-2026 Catalog

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About HCCC

Located in the most ethnically diverse, densely populated, and dynamic area of the United States, Hudson County Community College (HCCC) reflects the vibrancy, resilience and determination of its residents and its history.

HCCC serves its diverse communities with inclusive programs and services that promote student success, and social and economic mobility. The College operates from three campuses located just across the Hudson River from Manhattan. The Statue of Liberty is visible from the [Journal Square Campus](#) in Jersey City, a location that played a key role in the nation's founding. Similarly, the [North Hudson Campus](#) in Union City is a short distance from the site of the 1804 Hamilton-Burr duel. The [Secaucus Center](#) is situated in territory that was settled in the 17th century and is considered to be New Jersey's oldest municipality. All three sites are located in or near public transportation hubs.

Viewed by thousands as a promise of a better life, HCCC offers credit and non-credit programs that provide pathways to baccalaureate degrees and/or fulfilling and sustainable careers in today's global society. There are more than 90 degree and certificate programs, and more than 300 daytime, evening, and weekend classes, including award-winning [English as a Second Language](#), [STEM \(Science, Technology, Engineering, and Mathematics\)](#), [Culinary Arts/Hospitality Management](#), [Nursing and Health Professions](#), and [Humanities and Social Sciences](#). Programs and classes are offered during the day, evenings, and weekends. Through its Center for Online Learning (COL), [Hudson Online](#) offers 16 fully online programs, and more fully online program offerings are being developed and added annually. [Transfer Pathways](#) with every major four-year college and university in the greater New Jersey-New York area and beyond accommodate seamless transfer of credits for further undergraduate and graduate education.

HCCC is fully [accredited](#) by the Commission on Higher Education of the Middle States Association of Colleges and Schools. HCCC's accreditation was reaffirmed by the Commission on Higher Education in 2019. As part of the reaffirmation of its accreditation, the visiting team commended HCCC for its strategic planning efforts, its commitment to transparent communication and fostering a climate of respect, its development of academic programs and courses designed to meet students' needs, its use of high-impact practices designed to help meet students' financial needs, its advancement of a culture of assessment, and its collaborative approach to budget development.

The College's [Office of Financial Aid](#) administers grants, scholarships, and loans to students, including the [Community College Opportunity Grant \(CCOG\)](#), which provides free tuition and fees for students whose Annual Gross Income (AGI) is less than \$65,000.

Most importantly, HCCC maintains a culture that addresses students' holistic needs. The College's ["Hudson Helps" Resource Center](#) works collaboratively with area organizations and businesses to remove food and housing insecurity, emergency financial needs, wellness and childcare issues, and other roadblocks to college completion.

It's no wonder that HCCC students often refer to classmates, faculty and staff as family, and attest that "Hudson is Home."

Affirmative Action/Equal Employment Opportunity Policy Statement

OFFICE OF HUMAN RESOURCES

70 Sip Avenue, 3rd Floor, Jersey City, New Jersey 07306 | hr@hccc.edu

[Human Resources Webpage](#)

Hudson County Community College is an equal opportunity/affirmative action employer. Hudson County Community College is committed to the principles of affirmative action in the recruitment, admission, and retention of students and in the recruitment, employment, training, tenure, assignment, and separation of all faculty and staff. In accordance with existing New Jersey statutes and Federal law, no person at the College shall be discriminated against on the basis of race, color, class, sex, religion, creed, age, lifestyle, disability, marital status, affectional or sexual orientation, ancestry, national origin, veteran status, or union membership. Equal access to employment opportunities and educational programs is extended to all qualified persons. Decisions on employment are made on the basis of the qualifications of an individual for the particular position being filled. Specifications for any position must be related to the job to be performed. Decisions on promotion and tenure are similarly made on the basis of the qualifications of an individual as they relate to the requirements of the position. All personnel policies including those for compensation, benefits, transfers, and faculty and staff development programs are administered without regard to race, color, sex, religion, age, disability, national origin, or other protected status. These policies apply to all employees and all applicants in every department of the College. The College will employ affirmative action to meet its stated goals throughout the work force. HCCC's goal is to maintain a satisfied and productive work force. The key to this is effective leadership by supervisors; fair and non-discriminatory personnel policies and the application of these policies. The College firmly adheres to the conviction that every employee has the right to be treated with dignity and respect.

In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (1990, as amended in 2008) and applicable state law, Hudson County Community College is committed to provide equal access to all individuals with disabilities.

Questions regarding the equal opportunity policy and compliance statement may be directed to the Office of Human Resources.

County Executive and Board of County Commissioners

COUNTY EXECUTIVE AND BOARD OF COUNTY COMMISSIONERS		
Craig Guy County Executive		
Anthony L. Romano Jr. Chairperson	Fanny J. Cedeño Vice Chairperson	William O'Dea Chair Pro Temp
Yraida Aponte-Lipski	Robert P. Baselice	Albert J. Cifelli, Esq.
Kenneth Kopacz	Caridad Rodriguez	

Educational Philosophy

By reason of their voluntary participation in the activities of Hudson County Community College, the individual members of the College community share a basic educational philosophy.

Members of the College community subscribe to the fundamental position that a democratic society requires the extension of some form of post-secondary education to virtually every member of the population.

In addition, they recognize that educational institutions serve the welfare of the broader society by preparing individuals to play effective roles as citizens and participants in the workforce.

Hudson County Community College is predicated on the assumption that there are vast numbers of county residents who are in need of the educational services the College can provide.

Hudson County Community College employs innovative and responsive models of educational delivery to satisfy these needs.

Faculty

FACULTY		
Sirhan Abdullah Professor, Health Sciences M.D., Avalon University M.S., Ramapo College	Robert Hamer Instructor, Hospitality Management	Carmen Pelardis Instructor, Nursing
Antonio Acevedo Associate Professor, History M.A., San Diego State University B.A., California State University, San Marcos	Angela Hebert Assistant Professor, Academic Foundations English M.A., The City College of New York B.A., University of Southern Maine	Josué Pérez Instructor, Philosophy Ph.D., Drew University M.A., Trinity University B.A., Columbia International University
Bernard Adamitey Assistant Professor, Academic Foundations Mathematics M.S., CUNY – College of Staten Island B.S., CUNY – Hunter College	Nadia Hedhli Professor, Biology Ph.D., University of Medicine and Dentistry of New Jersey B.A., Rutgers, The State University of New Jersey	Raffaella Pernice Professor, Biology Ph.D., M.D., University of Medical School, Italy
Eric Adamson Assistant Professor, English M.A., Brown University B.A., New York University	Gabriel Holder Instructor, Medical Billing and Coding M.D., Iberoamericana University	Sebastian Pieciak Instructor, Speech/Communication M.S., Brooklyn College B.A., St. Joseph's College A.A., LaGuardia Community College
Faisal Aljamal Assistant Professor, Computer Science M.S., Montclair State University B.S., New Jersey City University	Karen Hosick Assistant Professor, Exercise Science and Personal Fitness Training M.A., University of North Carolina B.S., Ithaca College	Sovi Pujols Instructor, English M.F.A., The New School B.A., New Jersey City University
Sonia Anastasi Instructor, Radiography	Mohammad Imam Assistant Professor, Computer Science M.S., City College of New York M.Sc, B.Sc., Physics, Magadh University	Mohammad Qasem Associate Professor, Physics M.A., University of Alabama B.A., University of Jordan
Dorothy Anderson Assistant Professor, History M.A., Purdue University B.A., Caldwell College	Syeda Jesmin Associate Professor, Academic Foundations English M.A., B.A., University of Dhaka M.A., New Jersey City University	Ahmed Rakki Assistant Professor, Mathematics M.S., B.S., University de Poitiers, France
Robin Anderson Associate Professor, Early Childhood Education M.A., Teacher's College, Columbia University B.A., Columbia University	Velino Joasil Professor, Biology Ph.D., Capella University M.D., Medical University of the Americas M.S., Seton Hall University B.S., Montclair State University	Gilda Reyes Assistant Professor, Speech M.A., Teachers College – Columbia University B.A., Fordham University
Alison Bach Associate Professor, English M.F.A., Sarah Lawrence College B.A., Middlebury College	Patricia Jones-Lewis Professor, English Doctorate, Drew University M.A., B.A., City College of New York	Laurie Riccadonna Lewis Professor, Fine Arts M.F.A., Yale University B.F.A., Pennsylvania State University
Jeanne Baptiste Assistant Professor, English Ph.D., M.A., B.A., Rutgers, The State University of New Jersey	Sami Khouzam Professor, Culinary Arts A.A.S., Hudson County Community College	Sonja Rodiger-Radovic Instructor, English as a Second Language Master's Degree, Goethe University (Germany)
Annie Barran Instructor, Nursing M.S.N., Rutgers, The State University of New Jersey B.S.N., New Jersey City University A.S., Hudson County Community College	Denise Knapp Professor, Human Services M.A., Fairleigh Dickinson University B.S., St. John's University	Nancy Saliba Instructor, Nursing
Salim Bendaoud Professor, Biology Ph.D., M.P. Graduate Center, CUNY M.S., College of Staten Island, CUNY B.S., New Jersey City University	Evgeniya Kozlenko Associate Professor, ESL M.A., New Jersey City University M.A., B.A., Vladivostok University	Laura Samuelsen Assistant Professor, Academic Foundations Mathematics M.S., New Jersey City University B.S., University at Albany
Gary Bensky Assistant Professor, Culinary Arts A.O.S., Culinary Institute of America	Kewal Krishan Associate Professor, Academic Foundations Mathematics M.A., Guru-Nanak University, India B.S., Punjab University, India	Maria Schirta Assistant Professor, ESL M.A., New Jersey City University M.A., B.A., University of Bucharest, Romania

Kathryn Buckley Assistant Professor, English Academic Foundations M.F.A., The New School B.A., St. Francis College	Theodore Lai Professor, Mathematics Ed.M., M.A., Columbia University M.S., B.A., Hunter College	Joanie Scott Instructor, Nursing
Jonathan Cabrera Instructor, Criminal Justice M.P.A., New York University B.A., New Jersey City University	Jerry Lamb Associate Professor, Criminal Justice Ed.D., Nova Southeastern University M.A., Baruch College M.A., John Jay College B.S., John Jay College	Cathie Seidman Professor, Criminal Justice M.A., Rutgers, The State University of New Jersey J.D., Yeshiva University B.A., Wheaton College
Shannonine Caruana Professor, English as a Second Language Ph.D., Universita di Bologna, Italy M.A., The New School	Clive Li Associate Professor, Engineering Science Ph.D., B.S., Stony Brook University	Mohamedrafiq Siddiqui Assistant Professor, Computer Science M.A., B.S., Fairleigh Dickinson University
Monika Chappilliquen Assistant Professor, English Academic Foundations M.A., New York University B.A., Rutgers, The State University of New Jersey	Marissa Lontoc Instructor, Table Service M.A., Saint Peter's University B.S.E., University of the Philippines A.A.S., Hudson County Community College	Richard Skinner Associate Professor, English as a Second Language M.A., New York University B.A., Columbia University
Christopher Cody Instructor, History Ph.D., St. John's University M.A., Northeastern University B.A., University of Vermont	Azhar Mahmood Professor, Chemistry Ph.D., University of Rhode Island M.S., Manhattan College	Catherine Sweeting Professor, English M.A., Queens College B.A., California State University
Heather Connors Assistant Professor, English M.A., Kean University B.A., The College of New Jersey A.A., Middlesex County College	Raffi Manjikian Instructor, Chemistry M.S., B.A., Seton Hall University	Fatma Tat Associate Professor, Chemistry Post Ph.D., Rockefeller University and New York University Ph.D., Karaelmas University M.Sc., Karaelmas University B.Sc., Uludag University
Peter Cronrath Professor, Business Ph.D., Walden University M.B.A., Montclair State University	Abdallah Mohammad Matari Professor, Biology Ph.D., Seton Hall University M.S., Seton Hall University B.S., New Jersey City University	Jeremiah Teipen Professor, Fine Arts M.F.A., School of Visual Arts, NYC B.F.A., Columbus College of Art & Design
Inez V. Cruz Assistant Professor, Radiography M.S., R.T. (R)(M), New York Medical College B.S., Lehman College, CUNY	Craig McLaughlin Associate Professor, Psychology M.A., B.A., Seton Hall University	Sony Thomas Instructor, Nursing, OB/PEDS M.S.N., Capella University M.H.A., Rutgers, The State University of New Jersey B.S.N., PMT College of Nursing
Salvador Cuellar Assistant Professor, Psychology Ed.M., Harvard University B.S., New York University A.A.S., City University of New York	Lester McRae Associate Professor, Business/Accounting M.B.A., Pace University B.S., New Jersey City University	Keeley Thornton Instructor, English as a Second Language M.A., The New School M.A., The CUNY Graduate Center B.A., The College of Saint Rose
Sharon Daughtry Instructor, Business M.A., Rowan University M.B.A., Rutgers University Business School M.I.S., Stevens Institute of Technology B.S., Fashion Institute of Technology	Linda Miller Associate Professor, ESL Ed.M., Rutgers, The State University of New Jersey B.A., New York University	Kade Thurman Instructor, Sociology Ph.D., M.A., Rutgers, The State University of New Jersey B.A., Michigan State University
Claudia Delgado Professor, Academic Foundations Mathematics M.S., New Jersey City University M.S., New Jersey Institute of Technology B.S., Military School of Engineering, Bolivia	Steffi Montenegro Instructor, Nursing M.S.N., Chamberlain University B.S.N., Chamberlain University	Elana Twersky-Winslow Associate Professor, Business M.B.A., Rutgers, The State University of New Jersey B.S., Yeshiva University
Lauren Drew Assistant Professor, ESL M.A., Columbia University B.A., American University CELTA Cambridge University	Patrick Moore Professor, Psychology Ph.D., City University of New York M.S., St. John's University B.A., Saint Peter's College	Amanda Velez Instructor, English as a Second Language M.A., City College B.A., SUNY Plattsburgh

Sean Egan Assistant Professor, Academic Foundations English Ph.D., M.A., City University of New York B.S., Cooper Union	Richard Morris III Instructor, Physics M.S., Indiana University of Pennsylvania B.A., B.A., Rutgers, The State University of New Jersey A.S., Burlington County College	Michelle E. Vera Instructor, English as a Second Language M.S., City College of New York B.A., Rutgers, The State University of New Jersey
Issam El-Achkar Professor, Mathematics and Electronics Engineering Technology Ph.D., M.S., M.S.E.E., Polytechnic University B.S., E.E., New York Institute of Technology	Jihan Nakhla Associate Professor, Medical Assisting Ph.D., M.A., Menia University (Egypt)	Susannah Wexler Assistant Professor, English M.F.A., Sarah Lawrence College B.A., Vassar College
Michael Ferlise Assistant Professor, Sociology M.A., New School for Social Research B.A., University of California at Berkeley	Lauren O'Gara Assistant Professor, Academic Foundations English M.A., Teachers College, Columbia University B.A., Queens College, CUNY	David Winner Assistant Professor, English Ph.D., New York University M.F.A., University of Arizona B.A., Oberlin College
Fidelis Foda-Kahouo Assistant Professor, Mathematics M.S., B.S., Steven Institute of Technology A.S., Hudson County Community College	Kevin O'Malley Professor, Culinary Arts B.S., Fairleigh Dickinson University A.O.S., Culinary Institute of America	Rong (Carrie) Xiao Assistant Professor, Accounting M.B.A., Virginia Tech University B.A., Tianjin Normal University
Griselda Frane Instructor, Nursing	Daniel Ondieki Assistant Professor, Mathematics Ed.D., Teachers College, Columbia University M.A., New Jersey City University B.A., Egerton University, Nauru, Kenya	Saliha Yagoubi Bilingual Instructor, ESL M.S., Universidad Autonoma, Spain B.A., University of Oran, Algeria CE Spanish Certificate, NJ Department of Education
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Joseph Gallo Professor, Theater Arts M.F.A., Ohio University B.A., Rowan University	Courtney Payne Assistant Professor, Culinary Arts B.A., The College of New Jersey A.O.S., The Culinary Institute of America	Bianka Zeneli Instructor, Health and Medical Sciences Ph.D., Healthcare Administration, Virginia University of Lynchburg M.S., B.S., Albanian University B.S., Monroe College
Yavuz Birol Guner Instructor, Computer Science/Cybersecurity M.A., MSc., St. Peter's University B.A., Koc University, Istanbul, Turkey		

Officers of the College

Christopher Reber President Ph.D., University of Pittsburgh M.A., Bowling Green State University B.A., Dickinson College	Lisa Dougherty Senior Vice President for Student Affairs and Enrollment Ed.D., Rowan University MHRM Keller Graduate School of Management B.B.A., Loyola University, Maryland	Yeurys Pujols Vice President for Institutional Engagement and Excellence Ed.D., New Jersey City University M.A., Seton Hall University B.A., New Jersey City University
Nicole Bouknight Johnson Vice President for Advancement and Communications M.S., Miami University B.S., University of Maryland	Darryl Jones Vice President for Academic Affairs Ph.D., Union Institute M.Ed., Howard University B.A., North Carolina State University	Alexa Riano Senior Executive Assistant to the President and Board of Trustees and Chief of Staff B.A., New Jersey City University A.A., Hudson County Community College
Patricia Clay Associate Vice President for Information Technology and Chief Information Officer M.B.A., DeSales University B.S., East Stroudsburg University	Matthew LaBrake Executive Director, Center for Online Learning M.S., University at Albany, SUNY B.S., University at Albany, SUNY	John Urgola Associate Vice President for Institutional Research M.A., Fairleigh Dickinson University M.A., Monmouth University B.A., Monmouth University
Heather DeVries Associate Vice President for Academic Affairs and Assessment and Accreditation Liaison Officer Ph.D., Caldwell University M.A., Fordham University B.A., Fairfield University	Lori Margolin Vice President for Strategic Initiatives, Continuing Education and Workforce Development M.S.W., University of Pennsylvania B.S., Brooklyn College, CUNY	Veronica D'Alessandro Zeichner Vice President for Business and Finance and Chief Financial Officer B.S., Fairleigh Dickinson University
Robert DiMartino Vice President for Human Resources J.D., Brooklyn Law School B.S., New Jersey Institute of Technology		

President's Executive Council

PRESIDENT'S EXECUTIVE COUNCIL		
Chris Reber President Ph.D., University of Pittsburgh M.A., Bowling Green State University B.A., Dickinson College	Matthew Fessler Dean of Enrollment M.S., Drexel University B.A., James Madison University	Jeff Roberson, Jr. Director of Contracts and Procurement
Ilya Ashmyan Executive Director of Engineering and Operations M.S., Rutgers University M.S., State University, Russia	Diana Galvez Co-chair, President's Advisory Council on Diversity, Equity and Inclusion B.A., New Jersey City University A.A., Hudson County Community College	Gretchen Schulthes Associate Dean of Advisement Ph.D., Oregon State University M.A., Kean University B.A., Drew University
Pamela Bandyopadhyay Associate Dean of Academic Affairs Ph.D., New York University M.A., New York University M.A., University of Burdwan, India	John Hernandez Dean of College Libraries MPA, New York University M.S.I., University of Michigan B.A., Columbia University	Geoffrey Sims Controller
Nicole Bouknight Johnson Vice President for Advancement and Communications M.S., Miami University B.S., University of Maryland	Darryl Jones Vice President for Academic Affairs Ph.D., Union Institute M.Ed., Howard University B.A., North Carolina State University	Jonathan Sisk Director of Athletics
Joseph Caniglia Executive Director of the North Hudson Campus Ed.D., Liberty University M.S., New Paltz University B.A., Mercy College	Ara Karakashian Dean of Business, Culinary Arts and Hospitality Management Ed.D., Rowan University MBA, B.S., A.A.S., Johnson & Wales University	Catherine Sirangelo Dean of Nursing and Health Professions Ph.D., Seton Hall University M.A., Teacher's College, Columbia University B.S.N., Seton Hall University
Janet Chavez Executive Administrative Assistant to the President (Recording Secretary) B.S., New Jersey City University	Matthew LaBrake Executive Director of the Center for Online Learning M.S., B.A., University of Albany, State University of New York	Bernadette So Dean of Student Success Ph.D., University of California at Los Angeles M.S., Eastern Illinois University B.A., Barnard College
Jennifer Christopher Assistant Vice President for Communications B.S., St. John's University	Danielle Lopez Director of Accessibility Services	Alison Wakefield Dean of Humanities and Social Sciences Ed.D., M.A., B.S., Seton Hall University
David Clark Dean of Student Affairs Ph.D., Saint Louis University MBA, Delta State University B.S., Delta State University A.A. Mississippi Delta Community College	Raffi Manjikian Co-chair, President's Advisory Council on Diversity, Equity and Inclusion M.S., B.A., Seton Hall University	Michael Whelpley Associate Director, Open Educational Resources M.A., University of York (UK) B.A., Ramapo College of New Jersey A.A., Bergen Community College
Patricia Clay Associate Vice President for Information Technology and Chief Information Officer M.B.A., DeSales University B.S., East Stroudsburg University	Lori Margolin Vice President for Strategic Initiatives, Continuing Education and Workforce Development M.A., University of Pennsylvania B.S., Brooklyn College	Burl Yearwood Dean of Science, Technology, Engineering and Mathematics (STEM) Ph.D., Wayne State University B.S., University of Alabama
Christopher Conzen Executive Director of the Secaucus Center and Early College Programs Ed.D., Nova Southeastern University M.Ed., University of Maryland, College Park B.A., Catholic University of America	Sylvia Mendoza Dean of Financial Aid MBA, Capella University B.S., St. Paul College	Benedetto Youssef Chair, All College Council
Heather DeVries Associate Vice President for Academic Affairs and Assessment and Accreditation Liaison Officer Ph.D., Caldwell University M.A., Fordham University B.A., Fairfield University	Yeurys Pujols Vice President for Institutional Engagement and Excellence Ed.D., New Jersey City University M.A., Seton Hall University B.A., New Jersey City University	Veronica Zeichner Vice President for Business and Finance and Chief Financial Officer B.S., Fairleigh Dickinson University

Robert DiMartino Vice President for Human Resources J.D., Brooklyn	John Quigley Executive Director of Public Safety and Security B.A., Fairleigh Dickinson University	
Lisa Dougherty Senior Vice President for Student Affairs and Enrollment Ed.D., Rowan University MHRM Keller Graduate School of Management B.B.A., Loyola University, Maryland	Alexa Riano Senior Executive Assistant to the President and Board of Trustees and Chief of Staff B.A., New Jersey City University A.A., Hudson County Community College	

Union Leadership

UNION LEADERSHIP
Patrick DelPiano President, Support Staff Federation
Michael Ferlise President, Professional Association M.A., New School for Social Research B.A., University of California at Berkeley A.A., Nassau Community College
Nancy Hynes Lasek President, Adjunct Faculty Federation Post graduate studies in Administration and Supervision, New Jersey City University M.A., New Jersey City University B.A., New Jersey City University
Christine Petersen President, Academic Administrative Association M.S., Capella University B.A., Saint Peter's University

Applying to HCCC

OFFICE OF ENROLLMENT SERVICES

Journal Square: 70 Sip Avenue, 1st Floor, Jersey City, New Jersey 07306 | 201-714-7200 | admissions@hccc.edu

North Hudson: 4800 Kennedy Blvd., Union City, New Jersey 07087 | 201-714-7200 | admissions@hccc.edu

[Admissions Webpage](#)

Application Process

HCCC is an open admissions institution that admits any person who is at least 18 years of age, who has earned a high school diploma or General Education Development (GED) certificate, or who is a graduate of an approved home-schooled program. Students under 18 without a high school diploma require written permission from a parent or guardian to take HCCC courses. The permission letter should be emailed to enrollment@hccc.edu and include the student's name, age, Student ID number, and courses to be taken. Students are admitted to HCCC without regard to race, ethnicity, religion, disability, sexual orientation, national origin, ancestry, or gender. Although not required for admission, a high school diploma or GED is a requirement to receive federal financial aid.

Applicants should apply online at www.hccc.edu/apply. Applicants who need assistance with the application process should visit the Enrollment Services Office at either HCCC campus. HCCC does not charge an application fee.

Application Requirements

In addition to submitting a complete application to the College, applicants may be asked to provide:

1. Current proof of residency (NJ State ID/County ID/home phone bill, or utility bill in student's name) in order to establish the accurate tuition rate. The student must be able to prove residency within Hudson County to pay in-county tuition rates.
2. Immunization records if attending HCCC as a full-time student. As mandated by the State of New Jersey, HCCC is required to have on file proof that all full-time students must have been immunized against certain preventable diseases, e.g., Measles, Mumps and Rubella (MMR), and Hepatitis B, or provide evidence that they are exempt. Details and forms can be found at [Applying to HCCC](#).
3. New students enrolling in a public or private institution of higher education in New Jersey are required by state law (P.L. 2019, c.332) to receive meningococcal vaccines as recommended by the Advisory Committee on Immunization Practices (ACIP) and the Centers for Disease Control and Prevention (CDC).

EVIDENCE OF IMMUNIZATION	
The following documents are acceptable as evidence of immunization:	
a)	Official School Immunization Record.
b)	A record from any public health department or a physician.
To be exempt from providing immunizations, students must meet ONE of the following conditions:	
a)	Medical reasons (for example, pregnancy or immunity). A physician's statement or official records must be submitted.
b)	Religious reasons. A statement from an official of the religious organization must be submitted.
c)	Those individuals born before January 1, 1957 (does not apply to Hepatitis B).

- College transcripts (if applicable) should be forwarded to the Office of the Registrar. Unofficial transcripts may be emailed to transferevaluations@hccc.edu. Official transcripts must be received electronically or in a sealed envelope from the institution. Once opened, transcripts are considered unofficial.
- High school transcripts are not required for admission to HCCC but may be required by the Financial Aid Office, the Nursing Program, or another department. Students should send high school transcripts directly to the requesting department.

Note: The entire application process must be completed before a student can register for classes.

Admissions Testing and Placement

OFFICE OF TESTING AND ASSESSMENT

71 Sip Avenue, Lower Level, Jersey City, New Jersey 07306 | 201-360-4190 | testing@hccc.edu

Testing Center Webpage

Following admission to HCCC, all new students must be evaluated for placement into English, English as a Second Language, and Mathematics coursework. Students pursuing Certificate programs may need to take part or all of the placement test.

Students must complete one of the following placement methods:

Placement Test Exemptions

Before taking the College Placement Test (CPT) or Directed Self-Placement, students are encouraged to review our test exemption waiver criteria. Students may be exempt based on:

STUDENTS MAY BE EXEMPT BASED ON:
Accuplacer scores from another college/institution
ACT
AP
GED
HiSET
NJ STARS
Overall High School GPA of 3.0+
SAT
TASC
TOEFL

College Placement Test (Accuplacer)

The college placement test, a computerized assessment tool, is offered in-person at the Testing Center or remotely through Examity's 24/7 proctoring services. Students interested in remote testing will need access to a computer/laptop, webcam, speakers, fast-speed internet, and distraction-free zone.

ESL Placement Test

Students who have not completed 4 years of high school in the U.S. may be required to take the ESL placement test. The results are used to determine whether students require the English as a Second Language (ESL) program or the Academic Foundations program to strengthen basic skills before taking college level courses.

Directed Self-Placement

The directed-self placement process gives students the opportunity to select their course placement in English, English as a Second Language, and Math without taking a test. Students are provided with course descriptions followed by a questionnaire where they are asked to reflect on their prior and current academic skills and abilities.

Testing Accommodations

Students who require special testing accommodations for placement testing are encouraged to visit the [Office of Accessibility Services](#) or email as@hccc.edu.

Prior College Coursework

Students who have successfully taken and exited developmental coursework at another community college within the last two years may be placed into college level coursework. Students must provide college transcripts. Unofficial transcripts are acceptable for placement only. Official transcripts from all colleges attended are required if a student is seeking transfer credit.

Students who have completed college-level College Composition and/or Mathematics courses must provide an official transcript showing completion of these courses with a minimum grade of 'C' at another college.

Students who have earned a degree from a regionally accredited United States college or University must provide an official transcript with degree awarded date. Students whose degrees did not include college-level English composition or mathematics courses are required to take the CPT. Graduates of foreign universities should have their records evaluated by any member agency of the National Association of Credential Evaluation Services (NACES) before submitting to transferevaluations@hccc.edu.

For more information, visit www.naces.org.

Other tests offered at HCCC's Testing and Assessment Center:

OTHER TESTS OFFERED AT HCCC'S TESTING AND ASSESSMENT CENTER
Credit and Non-Credit ESL placement testing
College Level Examination Program (CLEP)
NLN Pre-Admissions Exams (PAX)
Assessment Technologies Institute – Test of Essential Academic Skills (ATI TEAS)
Bennet Mechanical Comprehension TEST II (BMCT II)
AutoCAD
Microsoft Office Specialist Certification Test
Intuit QuickBooks Certification Test
Comprehensive Adult Student Assessment Systems (CASAS)
Distance Education Exam Proctoring
NYU Foreign Language Proficiency Test

For more information and a complete listing of testing services, visit the [Testing Center Webpage](#).

Admission to Health Professions Programs

SCHOOL OF NURSING AND HEALTH PROFESSIONS

870 Bergen Ave., Jersey City, New Jersey 07306 | 201-360-4267

[School of Nursing and Health Professions Webpage](#)

The application to the College and the application to selected health profession programs (e.g., Nursing, Radiography, etc.) are separate processes. Admission to HCCC does not guarantee admission to the health related profession program of choice. Admission to these programs is competitive. Information regarding health professions programs can be found on the [School of Nursing and Health Professions](#) webpage.

Re-admission

OFFICE OF ENROLLMENT SERVICES

Journal Square: 70 Sip Avenue, 1st Floor, Jersey City, New Jersey 07306 | 201-714-7200 | admissions@hccc.edu

North Hudson: 4800 Kennedy Blvd., Union City, New Jersey 07087 | 201-714-7200 | admissions@hccc.edu

[Admissions Webpage](#)

Students who have not been enrolled at HCCC for two full semesters (fall/spring) must apply for re-admission before they are able to register for classes. Students must complete and submit an application for admission to the Office of Enrollment Services. HCCC does not charge an application fee. Students should apply online at [Applying to HCCC](#). Students returning to the college after a break should consult with an admissions advisor or academic advisor regarding placement requirements.

Returning students who are not in good academic standing should meet with an advisor prior to registration. Returning students should abide by policies and requirements in the current academic catalog and access course requirements via Student Planning.

Student Types and Definitions

OFFICE OF ENROLLMENT SERVICES

Journal Square: 70 Sip Avenue, First Floor, Jersey City, New Jersey 07306 | 201-714-7200 | admissions@hccc.edu

North Hudson: 4800 Kennedy Blvd., Union City, New Jersey 07087 | 201-714-7200 | admissions@hccc.edu

[Applying to HCCC](#)

First-Year Students

Students who have completed fewer than 30 credits.

Full-Time Students

Students who take a course load of 12 or more credit hours in the fall and/or spring semesters.

International Students

71 Sip Avenue | (201) 360-4136 | internationalstudents@hccc.edu

[Application Guidelines for International Students](#)

An F-1 visa may be granted to a person coming to the United States to attend a college, university, or other academic institution for study. The enrollment for international students at HCCC has been approved by the United States Immigration and Naturalization Service, U.S. Department of Justice.

Enrollment Services includes International Student Services (ISS), and provides guidance and assistance to F-1 international students. However, the office does not provide assistance with processing Change of Status to F-1 Visas. Students who need a Form I-20 must complete an Admission Application as well as an International Student Application. International students are considered nonresidents in regard to tuition payments. International students must maintain full-time status during the fall and spring semesters. Summer sessions are optional. International students are limited to the number of online credits they may enroll in. Students can take only one online class per semester, including the summer term, and the class cannot exceed 3 credits. International students must maintain satisfactory academic progress as stated in the Academic Progress section of the College Catalog.

Students who maintain an active F-1 status may remain in the United States until the completion of the academic program as well as 12 months of post-completion practical training (OPT). Engaging in any activity outside of study, including employment, is considered a violation of status and may only be authorized under certain extreme conditions.

For further information, visit the U.S. Immigration and Customs Enforcement website (www.ice.gov/sevis) and/or email internationalstudents@hccc.edu.

International students are responsible for understanding and complying with policies regarding maintenance of status.

International Student Application Deadlines:

Fall Semester	June 1
Spring Semester	October 1

Students with B1 or B2 visas are not permitted to enroll in a course of study without a change of status approval by Citizenship and Immigration Services (USCIS).

Matriculated Students

Any student who is a full-time or part-time degree-seeking student enrolled in an Associate Degree or Certificate Program is considered a matriculated student.

Non-Matriculated

Any student who is a part-time, non-degree seeking student is considered a non-matriculating student. Non-matriculated students attend the same classes as degree-seeking students and earn credit upon satisfactory completion of courses. Normal course pre-requisites apply, which may include passing one or more sections of the College Placement Test (CPT) or providing the College with a college transcript showing successful completion of pre-requisite courses. Non-matriculated students are not eligible for financial aid.

Non-Matriculated High School Students (Early College)

High School students taking courses prior to earning a high school diploma through the Early College Program.

Part-Time Students

Students who take a course load of fewer than 12 credit hours in the fall and/or spring semesters.

Second-Year Students

Students who have completed more than 30 credits.

Students Seeking a Second HCCC Degree

HCCC graduates may be permitted to apply for a second degree under the following conditions:

1. A first degree must have been earned and awarded.
2. Students must complete a minimum of 24 credits including all required courses and electives of the second degree.
3. Students must consult with the appropriate School Deans or Academic Program Directors to determine the courses which must be completed to satisfy the requirements of the second degree. Students must also complete a Second Degree Request Form, which can be obtained from the School Dean or Academic Program Director. Approval from the Office of Academic Affairs is required prior to official enrollment into the Second Degree Program.

Visiting Students

Visiting students, currently enrolled in other colleges and universities who wish to earn credits at HCCC for transfer to their home college or university must obtain advance written approval from the appropriate academic office of the home institution or provide a transcript showing completion of all pre-requisites. The letter of permission must state the HCCC course(s) and course level they are permitting the visiting student to take. Students take full responsibility in ensuring that their home institution will accept credits earned at HCCC. Visiting students must submit an application for admission. Visiting students are not eligible for financial aid and are considered non-matriculated.

Transfer Students

Students who attended another college/university prior to enrolling at HCCC and are seeking transfer credit. Students seeking transfer credit must request that all previous colleges attended send an official copy of the transcript to the HCCC Office of the Registrar. Student copies of transcripts and grade reports are not official, and credit will not be awarded until the official transcript has been received.

Veteran Students

71 Sip Avenue | Phone 201.360.4135 | veterans@hccc.edu

Application Guidelines for Veteran Students

Hudson County Community College celebrates veterans, and encourages their admission and enrollment. HCCC participates with the Veterans Administration provisions of the federal laws which entitle veterans to educational benefits. The requirements and services for the various programs can be reviewed through the VA website at www.gibill.va.gov. To be certified for VA educational assistance, students must submit their NOBE (Notice of Basic Eligibility) showing length and percentage of entitlement.

Details on all service-member related services provided at HCCC may be found on [Application Guidelines for Veteran Students](#) or email veterans@hccc.edu.

Veterans' affairs are handled in the Enrollment Services Office by the HCCC Veteran Certifying Official who assists students in applying for benefits, certifies enrollment, and maintains accurate Veteran student records.

Course Add/Drop Process

OFFICE OF THE REGISTRAR

70 Sip Avenue, 1st Floor, Jersey City, New Jersey 07306 | 201-360-4120 | registrar@hccc.edu

Office of the Registrar Webpage

Add/drop dates and deadlines for each term can be found in the [Refund and Academic Calendar](#). Students can add/drop courses online. Students may not switch sections without officially changing their course registration, or they may receive a failing grade. Students are not permitted to sit in any class for which they are not officially registered. Students should not enroll in a course that has already met for the first time. Students who decide not to attend HCCC must drop their courses during the add/drop period. Non-attendance does not constitute an official withdrawal. The College does not drop students for non-attendance.

Note: Students registered in required developmental and ESL courses may not drop these courses and retain college credit courses on their schedules without consulting with an advisor or School Dean/Academic Program Director. Permission will be granted only in exceptional circumstances.

Note: After the first day of class, students will be charged a fee for every add/drop/withdrawal transaction.

Course Registration

OFFICE OF ENROLLMENT SERVICES

Journal Square: 70 Sip Avenue, First Floor, Jersey City, New Jersey 07306 | 201-714-7200 | enrollment@hccc.edu

North Hudson: 4800 Kennedy Blvd, Union City, New Jersey 07087 | 201-714-7200 | enrollment@hccc.edu

Admissions Webpage

For complete information on registration, please refer to the [HCCC Enrollment Guide](#) or visit [Register for Classes](#). To view course availability, please visit [Search for Course and Course Sections](#).

When to Register:

- Registration for the summer and fall terms begins on April 1. Priority registration for certain student cohorts may begin earlier.
- Registration for the winter and spring terms begins on November 1. Priority registration for certain student cohorts may begin earlier.

Students are encouraged to register as early as possible to ensure the best possible options for course availability and scheduling.

- The following students, who are using a tuition waiver, must wait until three business days prior to the start of the semester to register:
 - o Hudson County Employees (HCE)
 - o Unemployment Waivers
 - o Senior Citizens

Where to Register:

All matriculated continuing students can register online through Student Planning. Students who have not yet enrolled in ENG 101 will require advisor approval before completing their online registration at libertylink.hccc.edu. Students who wish to meet with an advisor to register [can make an appointment](#) to meet in-person or remotely via the [Navigate Student App](#).

Early College students must register through their assigned Academic Counselor and are not able to register online.

- **In-person registration:** All new students and current students who have yet to exit ESL or English Academic Foundations requirements must register with Advisor Approval.
- **Online registration:** Current students who have exited all ESL and English Academic Foundations requirements should register online. Online registration is completed via Student Planning at <http://libertylink.hccc.edu>.

Course Repetition

OFFICE OF ACADEMIC AFFAIRS

70 Sip Ave., 4th Floor, Jersey City, New Jersey 07306 | 201-360-4010 | academicaffairs@hccc.edu

Office of Academic Affairs Webpage

If a student earns a grade of "R", "D", or "F" in a major-required or pre-requisite course, the course must be repeated or equivalent credit earned. However, students have the option to repeat any non-required course in which a "D" or "F" grade is earned. Students who wish to repeat a course with a grade of C or better may do so with approval of the Division Dean/Academic Program Director. In all cases where a course is repeated, both the original and repeated grades will remain on the transcript. However, the first unsatisfactory grade will not be used in calculating the grade point average. Any subsequent grades will be calculated in the student's grade point average. Students may not take a course more than twice without permission from the Division Dean/Academic Program Director of their major. If students withdraw from a repeated course, the original grade prevails. Students who unsuccessfully attempt the same course three (3) times will be suspended. After four (4) unsuccessful attempts, the student will be subject to dismissal.

Students enrolled in Academic Foundations or English as a Second Language courses must repeat all such courses in which a grade of "R" or "F" is earned. Additionally, if a student earns a grade of "R", "D", or "F" in a major-required or pre-requisite course, the course must be repeated or equivalent credit earned. In all cases where a course is repeated, both the original and repeated grades will remain on the transcript. However, while the first unsatisfactory grade will not be used in calculating the grade point average, any subsequent grades will be calculated in the student's grade point average. If a student withdraws from a repeated course, the original grade prevails.

Students may not take a course more than twice without permission from their academic advisor. Students may not take a course more than three times without permission from the School Dean/Academic Program Director of their major. Students who unsuccessfully attempt the same course four (4) times will be suspended. After five (5) unsuccessful attempts they will be subject to dismissal.

Term Types and Modalities

OFFICE OF THE REGISTRAR

70 Sip Avenue, 1st Floor, Jersey City, New Jersey 07306 | 201-360-4120 | registrar@hccc.edu

Office of the Registrar Webpage

Course Options:

HCCC offers classes in a variety of schedules and modalities to provide maximum flexibility to our students. Students should speak with an advisor if they are unsure about what will work best for them. Some select programs may be taught on a different schedule.

Class/Term Type	Length / Description
Standard term	15 weeks
Quick term (Q)	12 weeks
A Session (Online)	1st 7 weeks of a term
On-ground/Remote 1	1st 7 weeks of a term
B Session (Online)	2nd 7 weeks of a term

On-ground/Remote 2	2nd 7 weeks of a term
In-person	Class meets 100% in person
Online (ONA, ONB, or ONR)	Class meets 100% online
Hybrid (HYA, HYB, or HYR)	Class meets both in person & online
Remote	Class meets remotely at scheduled class times.
Learning Community (LC)	Linked courses
Honors (HON)	Honors courses
North Hudson Campus (N)	Classes meet at the North Hudson Campus (NHC)
Off site (OS)	Class meets in a location other than HCCC campuses
Culinary	Various start dates for Cycle I, II, III
Early College (HP)	Various start dates and term lengths arranged through high school partners

Course Withdrawal Process

OFFICE OF THE REGISTRAR

70 Sip Avenue, 1st Floor, Jersey City, New Jersey 07306 | 201-360-4120 | registrar@hccc.edu

Office of the Registrar Webpage

Withdrawal dates and deadlines for each term can be found in the [Refund and Academic Calendar](#). Students may only withdraw from courses during the withdrawal period indicated on the calendar. Students who wish to withdraw must complete and submit a [withdrawal form](#) to the Advisement Office. Early College students should submit the withdrawal form to their Student Success Coach.

Note: After the first day of class, students will be charged a fee for every add/drop/withdrawal transaction.

Special Circumstances for Withdrawal

OFFICE OF THE SENIOR VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT

70 Sip Ave., 1st Floor, Jersey City, New Jersey 07306 | 201-360-4160 | studentaffairs@hccc.edu

Beyond the withdrawal deadline indicated on the academic and refund calendar, students may only withdraw from a course by submitting a [Special Circumstances for Withdrawal \(SCW\) Request](#), which will be reviewed by the School Dean. If approved, students will receive a grade of "W". The SCW form should be submitted to the Office of the Senior Vice President for Student Affairs and Enrollment at studentaffairs@hccc.edu.

Withdrawal from Health Professions Courses

SCHOOL OF NURSING AND HEALTH PROFESSIONS

870 Bergen Ave., Jersey City, New Jersey 07306 | 201-360-4267 | nursingprogram@hccc.edu | healthprograms@hccc.edu

Students may not withdraw from Nursing (NSG) or Practical Nursing (PNU) or Radiography (RAD) courses without written permission from the School Dean. To be eligible to withdraw, students must be in good academic standing. Beyond the withdraw deadline, withdrawals will only be considered if the student goes through the [Special Circumstances for Withdrawal](#) process.

Tuition and Fees

OFFICE OF STUDENT ACCOUNTS

Journal Square: 70 Sip Avenue, 1st Floor, Jersey City, New Jersey 07306 | 201-360-4100 | fax: 201.795.3105 | StudentAccounts@hccc.edu

North Hudson: 4800 Kennedy Blvd, Union City, New Jersey 07087 | 201-360-4735 | StudentAccounts@hccc.edu

Paying for College - Tuition and Fees

Tuition Rates:

1. Hudson County residents – A student is considered a Hudson County resident if they maintain a permanent home within Hudson County, New Jersey.
2. Out-of-county residents – A student is considered out-of-county if they live outside of Hudson County but still reside in New Jersey.

Tuition & Fee Estimates

For the most current tuition & fee schedule, visit [Paying for College - Tuition and Fees](#)

Payment Deadlines

HCCC publishes payment deadlines each term at <https://www.hccc.edu/tuition>. By the payment deadline, a student is expected to either pay in full, enter into a payment plan, or ensure all financial aid documents are submitted and fully processed. Payment can be made online via the following link: <http://libertylink.hccc.edu/Student>> click Student Finance> Make a Payment. Payments may also be made in person at either of the Bursar's Offices.

Students expecting to receive financial aid to help cover the cost of tuition should consult, as soon as possible, with the Financial Aid Office to ensure that all completed paperwork is on file by the deadline dates. If a student does not receive the expected financial aid, this does not cancel the financial obligation to the College.

Missed Payments

Students who do not pay in full, make a payment plan arrangement, or have financial aid awards in place by the due date may have their courses administratively dropped. Students who are dropped for non-payment will need to re-register within the published add/drop period.

Refund Policy

Students are responsible for knowing important dates and deadlines regarding add/drop, withdrawal, and refund dates. The refund and academic calendar can be found at [Paying for College - Tuition and Fees](#).

For additional information, visit [Paying for College - Tuition and Fees](#).

Upon registration of classes, the student creates a contract with the College by which HCCC commits to hold class seats for students. This contract automatically produces a financial obligation to the College. Students can reduce or cancel this obligation by adhering to the published add/drop, withdrawal, and refund dates.

The College reserves the right to prohibit students from re-enrolling in classes until outstanding balances have been settled with the Bursar's Office. Students will be responsible for payment of all charges (e.g., collection agency fees, attorney fees, etc.) necessary for collection of past due accounts.

Address Changes

All students must file a Change of Address Form in the Office of Enrollment Services as soon as their address changes. The form must be accompanied by documents verifying the new address (NJ State ID/County ID/home phone bill or utility bill in the student's name) in order for a change of address to occur. The Change of Address Form is available at <https://www.hccc.edu/student-success/resources/documents/registrar-request-form.pdf>. If a change of address requires a tuition adjustment, the change must be made before the end of the add/drop period.

Out-of-County Chargeback Assistance

Students who reside in a county other than Hudson and who take courses at HCCC because their school does not offer a specific academic program may avoid paying the out-of-county rate for tuition. Students must apply for and be accepted for admission at HCCC and then must submit HCCC's letter of acceptance to their home community college's Admission or Bursar's office and obtain a "Certification of Inability to Admit" from that school.

Students must send or bring that certificate to their home county Chief Fiscal Officer. The county will then issue a "Certification of Residence" to the student. Both certifications must be submitted to the Bursar's Office at HCCC. Students are responsible to make copies of chargeback documents before submitting them to the Bursar's office. The Bursar's office will then bill the appropriate county for the difference between the in-county and out-of-county tuition rate. All students are responsible for payment of other charges on their student accounts and any tuition charges not paid by their home county. Students are responsible for ensuring that completed forms are filed in the Bursar's office each semester.

Tuition Waivers

The following students may be eligible for tuition waivers and/or discounted tuition:

- Early College students
- Hudson County Employees (HCE/HCST/HCIA)
- HCCC employees and their dependents
- New Jersey National Guard members
- Senior Citizens
- Unemployment Waiver students

Students Using Financial Aid

OFFICE OF FINANCIAL AID

Journal Square: 70 Sip Avenue, 2nd Floor, Jersey City, New Jersey 07306 | 201-360-4200 | financial_aid@hccc.edu

North Hudson: 4800 Kennedy Blvd., 1st Floor, Union City, New Jersey 07087 | 201-360-4200 | financial_aid@hccc.edu

Financial Aid Website

Many options exist to help students pay for their college education. Federal and state programs are administered through the Financial Aid Office. The College Foundation seeks to provide financial assistance through contributions to scholarships and special programs.

As new federal and state financial aid regulations are established, the College will make the information available through an addendum to the College Catalog.

HCCC tuition costs are largely subsidized by the county and state, somewhat reducing the financial burden placed on all who attend the College. The primary purpose of the College's financial aid program is to assist those students who, without such aid, would be unable to attend college.

State and federal aid programs require applicants to demonstrate financial need. This is calculated by estimating what a family can contribute from income and assets, plus a contribution from the student's earnings and savings.

Eligible students may be aided through a combination package of scholarships or grants (which need not be repaid), student loans (which are repaid after graduation or when enrollment drops below part-time or ceases), and work (part-time campus employment). The amount and type of aid will depend upon available funds and the degree of need. Students should carefully check the deadline dates for financial aid applications. Financial aid awards are disbursed to students' accounts at least once during each semester of enrollment.

Students interested in applying for financial assistance must file the Free Application for Federal Student Aid (FAFSA), which is the application for federal and state aid. It is recommended to complete the application at least three months prior to the beginning of a new semester to ensure consideration for aid under the following programs: Federal Work Study, Federal Supplemental Education Opportunity Grant, Educational Opportunity Fund, Federal PELL Grant, Tuition Aid Grant, Educational Opportunity Grant, Community College Opportunity Grant, New Jersey Governor's Industry Vocations Scholarships, Governor's Urban Scholarships, New Jersey STARS, Federal Student Loan, and PLUS Programs. To be eligible to receive aid, students must demonstrate the ability to benefit from the programs offered at the College by either having a high school diploma or a GED. Students must also be U.S. citizens or eligible non-citizens, have a valid Social Security number, and have not received a baccalaureate degree. For more detailed information regarding eligibility requirements, please contact the Financial Aid Office.

Steps to the FAFSA Application Process

- 1: File Taxes Electronically
- 2: Apply for FSA ID <https://fsaid.ed.gov>.
- 3: Complete and submit the FAFSA at <https://studentaid.gov/>. HCCC school code: **012954**

The New Jersey Financial Aid Management System (NJFAMS) is now available for all New Jersey students who apply for NJ State aid. Each student will need to log in and set up an NJFAMS account. NJFAMS is a user-friendly, real-time system.

<https://www.hesaa.org/Pages/NJGrantsHome.aspx>

The steps to applying for financial aid from the State of New Jersey are:

1. Complete the FAFSA.

2. Create an NJFAMS account (njfams.hesaa.org/NJFAMS/StudentRegisterForLogin.aspx)

3. Submit Corrections and Verify Your Answers As Needed

For more information, go to :

<https://hesaa.org/Pages/financialaidhub.aspx>

Financial Aid Refund Policy

The calculation to determine the amount of Title IV aid a student has earned is conducted by the financial aid office after the student withdraws. Up through the 60% point in each payment or enrollment period, a pro-rate schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment or enrollment period, a student has earned 100% of the Title IV funds the student received and was scheduled to receive during the period. No unearned funds exist for students who withdraw after the 60% point-in-time. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement.

Funds will be returned to the programs from which the student received aid during the semester in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct PLUS Loans
4. Federal Pell Grant
5. SEOG

Withdrawal Exemptions

The Department established withdrawal exemption criteria which, if met, allow a student who has withdrawn or otherwise ceased attendance NOT to be considered a withdrawn student for Title IV purposes, which means that no R2T4 calculation is required for that student. Before conducting an R2T4 calculation for a student who has ceased attendance during a payment period or enrollment period, we will review the student's circumstances to see if the student qualifies for any R2T4 withdrawal exemptions.

The withdrawal exemption categories are as follows:

1. Withdrawal exemption for graduates/completers
 - A student who completes all the requirements for graduation from his or her program before completing the days or hours in the period that he or she was scheduled to complete is not considered to have withdrawn
 - This exemption applies to all types of programs (including those with or without modules)
2. Withdrawal exemptions for programs offered in modules
 - A student is not considered to have withdrawn if the student *successfully completes one module that includes 49 percent or more of the number of days in the payment period*, excluding scheduled breaks of five or more consecutive days and all days between modules
 - A student is not considered to have withdrawn if the student *successfully completes a combination of modules that, when combined, contain 49 percent or more of the number of days in the payment period*, excluding scheduled breaks of five or more consecutive days and all days between modules
 - A student is not considered to have withdrawn if the student *successfully completes coursework equal to or greater than the coursework required for the institution's definition of a half-time student under 34 CFR 668.2(b) for the payment period*

Student Notification of Aid Recalculation

Students are informed via email that they have withdrawn from all term classes and that their financial aid may have been adjusted. They are prompted to review their financial aid and student accounts on the self-service portal for any changes and outstanding balances.

Post-Withdrawal Disbursement for Federal Direct Loan

If, at the time of withdrawal, the student's account has not received all the funds and the amount of aid earned is greater than the amount disbursed, the student may be eligible for a post-withdrawal disbursement. If any action is required from the student for the post-withdrawal disbursement, they will be notified via email. The email will specify which funds are available and whether authorization is needed to disburse loan funds to cover any outstanding college balance or if the student is eligible for a refund due to the disbursement.

Federal Pell Grant

Students must be U.S. citizens or eligible non-citizens and meet all other requirements. Pell Grants are awarded to undergraduate students who have not earned a bachelor's or graduate degree. The Federal Pell Grant for the 2025-2026 award year is \$7,395. The amount an individual student may receive depends on a number of factors. Grants are renewable annually based on financial need, enrollment status, and satisfactory academic progress. Students selected for verification are required to submit to the Financial Aid Office all requested financial documentation from both the student and parent before any financial aid is awarded.

Federal Student Loan

(Subsidized and Unsubsidized) Students who are enrolled at least half-time may apply. Students must be citizens or eligible non-citizens of the U.S.

Loan amounts are \$3,500.00 for first-year undergraduate students and \$4,500.00 for second-year undergraduate students, depending upon financial need. The interest rate for Direct Subsidized Loans first disbursed on or after July 1, 2024, is 6.53%.

Unsubsidized Federal Direct Loans are available, and students are responsible for payment of interest while in school and during grace periods. The interest rate for Direct Unsubsidized Loans first disbursed on or after July 1, 2024, is 6.53%.

Subsidized and Unsubsidized loans are available through the Federal Direct loans program. Students must submit, in addition to the FAFSA, a separate loan application (MPN) and Entrance Counseling. Loans are renewable annually based on satisfactory academic progress and continued eligibility. The Federal Perkins Loan is not available at HCCC.

Federal PLUS Loan

The PLUS Loan is for parents of undergraduate dependent students. The loan is made to the parent by the Federal Direct loan program. The parent may apply for the total cost of attendance minus any financial aid received. Repayment begins within 60 days of disbursement. The interest rate for Direct PLUS Loans first disbursed on or after July 1, 2024, is 9.08%

Tuition Aid Grant (TAG)

Students are eligible if they are enrolled as undergraduates in a program that leads to a degree or certificate at HCCC and are enrolled for at least half-time. Applicants must demonstrate a need for student aid and must have lived in New Jersey for 12 consecutive months prior to September 15 for fall awards or 12 consecutive months prior to February 15 for spring-only awards before receiving the grant. Students must be citizens or eligible non-citizens of the U.S. All applicants must submit a FAFSA to determine eligibility by the specified deadlines. For additional requirements, please visit www.hesaa.org. The amount of the grant differs in value based on the students' needs, the tuition cost, and the funds available for distribution to students. For the current academic year, grants range in value from \$320 to \$3,102 per year at HCCC. Grants are renewable annually based on satisfactory academic progress and continued eligibility. However, the maximum numbers of semester payments students may receive are defined by regulation and relates to students' course of study as follows:

PROGRAM	COLLEGE MAXIMUM PAYMENTS
2-Year Program	5
2-Year Program with Remedial/ESL	6
2-Year EOF Program	6-8

*Students in remedial/developmental or ESL curriculum must contact the Financial Aid Office to determine if they are eligible for additional payment.

Summer NJ State Tuition Aid Grant

The Summer NJ State Tuition Aid Grant (TAG) is a state-funded program that provides tuition assistance to New Jersey residents who received a TAG award during the previous academic year and are enrolled in at least six summer credits that apply to their academic program. Eligibility is based on NJ residency, prior TAG receipt, enrollment in program-applicable summer courses, and meeting all requirements set by the NJ Higher Education Student Assistance Authority (HESAA).

NJ Dreamers Grant

New Jersey's state-funded financial aid for higher education is now available to all qualifying students, regardless of their immigration status. Under the new policy, graduates of New Jersey high schools who do not have documented immigration status, but who meet other qualifying criteria, will be eligible to apply for state-funded financial aid for postsecondary education. Students must complete and submit the New Jersey Alternative Financial Aid Application at <https://www.hesaa.org/Pages/NJAlternativeApplication.aspx>. The New Jersey Higher Education Student Assistance Authority (HESAA) will determine the student's eligibility for NJ State grants.

Community College Opportunity Grant

The Community College Opportunity Grant (CCOG) is a tuition-free program administered by the New Jersey Higher Education Student Assistance Authority (HESAA). CCOG awards pay for the cost of tuition and approved education fees for New Jersey residents with an annual adjusted gross income (AGI) between \$0 and \$65,000. To be eligible for the CCOG, students must: (1) Be a New Jersey resident with an AGI between \$0 - \$65,000, (2) Complete the FAFSA or NJ Alternative Aid Application by applicable state deadlines, (3) Enroll in at least six (6) credits per semester, (4) Have not yet earned a college degree and (5) Making satisfactory academic progress. CCOG is a last-dollar scholarship; therefore, the full amount of all state, federal, institutional, and community aid received by the student shall be applied to the tuition and approved educational fee charges to reduce the amount of the CCOG award.

Federal Supplemental Opportunity Grant (FSEOG)

Undergraduate students with financial need who are enrolled in a participating educational institution, such as HCCC, may qualify. FSEOG requirements must be met. Students must be citizens or eligible non-citizens. Grants, which are at least \$100.00 per year, vary according to the availability of funds and are renewable annually based on satisfactory academic progress and continued eligibility. FSEOG is awarded on a first-come, first-served, funds-available basis.

Federal Work-Study Program (FWS)

Undergraduate students with financial need may earn part of their educational expenses through the Federal Work-Study Program. Students must be citizens or eligible non-citizens of the United States. Employment on campus is arranged by HCCC. If eligible, students may be employed for as many as 20 hours per week. Students may only earn the amount of the award given under this program. Awards may vary according to the students' financial needs. Federal Work-Study is renewable annually based on satisfactory academic progress and continued eligibility. FWS is awarded on a first-come, first-served, funds available basis.

Financial Aid Satisfactory Academic Progress (FSAP) Policy

OFFICE OF FINANCIAL AID

Journal Square: 70 Sip Avenue, 2nd Floor, Jersey City, New Jersey 07306 | 201-360-4200 | financial_aid@hccc.edu

North Hudson: 4800 Kennedy Blvd., 1st Floor, Union City, New Jersey 07087 | 201-360-4200 | financial_aid@hccc.edu

Financial Aid Website

In order to receive federal, state, or institutional financial aid, students must demonstrate satisfactory academic progress toward the attainment of a degree. At HCCC, the Financial Aid Satisfactory Academic Progress (FSAP) is determined annually. These standards have been developed in accordance with regulations that govern financial aid programs.

There are three distinct dimensions to the satisfactory academic progress standards: complete the degree requirements within an established timeframe, maintain the minimum required Financial Aid grade point average (GPA), and attain a completion rate. The Financial Aid Satisfactory Academic Progress policy is separate from the College's Academic Policies and Procedures.

Non-matriculated students. Students who are non-matriculated are not eligible for financial aid and are excluded from the Financial Aid Satisfactory Academic Progress (SAP) standing calculation.

Students in specific programs. Financial Aid academic standing is run on the undergraduate student level, so no community education/continuing education students will be included.

SAP Policies Specific to Certificate Programs

- SAP policies must be applied to all eligible certificate programs receiving Title IV federal financial aid.
- Evaluation of SAP for certificate programs must occur at the end of each payment period for programs lasting one year or less.
- Students must maintain the required GPA, completion rate, and stay within the maximum timeframe to remain eligible for aid

The federal regulations require that students must meet or exceed Financial Aid Satisfactory Academic Progress (FSAP) standards in order to be eligible for financial aid. The standards apply to all financial aid applicants and to all college coursework taken, including coursework taken from outside colleges.

If students fail to meet one of the following requirements, students will not be eligible for financial aid:

1. Qualitative Measure (Financial Aid GPA). Students must maintain a **Minimum Cumulative Financial Aid GPA of 2.0** to

maintain financial aid assistance eligibility. For the purpose of determining financial aid Satisfactory Academic Progress, a financial aid GPA will be calculated – ESL and Academic Foundation grade points/credit hour will be included in the financial aid GPA calculation.

Grades for Academic Foundations and English as a Second Language (ESL) Courses for the purpose of determining financial aid Satisfactory Academic Progress. Students enrolled in Academic Foundations (AF) and ESL courses will be evaluated according to the following grading system:

Grade	Interpretation	Grade Points/Credit Hour
E	Exit	4.0
P	Pass	2.5
R	Repeat	0.0
F	Fail	0.0

The following grid applies to all students, including those enrolled in Academic Foundation courses and English as a Second Language courses:

GPA Status Table	Credits Attempted
0 – 14 credits	No minimum
15 or more credits	2.0

2. Quantitative Measure (Pace). Students must successfully complete 66.67% of the hours attempted to maintain financial assistance eligibility. Both completed and attempted credits include all Remedial, ESL, and college-level credits. Grades Failing (F), Withdraw (W), Incomplete (I), Repeat (R), and Not Pass (NP) will be counted as credits attempted. Transfer credit hours will be counted as both attempted and completed hours.

The following grid applies to all students, including those enrolled in Academic Foundation courses and English as a Second Language courses:

PACE Status Table	Credits Attempted
0-14 credits	No minimum
15 or more credits	66.67%

Calculating Pace of Progression Pace = Cumulative # of hours successfully completed / Cumulative # of hours attempted

3. Maximum Time Frame. Students must successfully complete their coursework within 150% of the credit hours needed for their current degree to maintain financial assistance eligibility. For example, if a student's degree requires 66 credits, they must complete their program within 99 credits. Once a student has attempted more than 99 credits, they are no longer eligible for financial aid.

FSAP Appeal Procedure

Students identified as not making progress toward the degree will receive correspondence at their HCCC e-mail address at the end of the Spring semester or Summer sessions, if the student attends. Students have the right to appeal. The circumstances under which a student would be permitted to submit an appeal would be the death of a relative, injury or illness of the student, or other special circumstances, and the student must provide supporting documentation. As part of the appeal, the student is required to submit information regarding why he/she failed to make SAP, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation.

The student must complete the SAP Appeal within the first two weeks of the semester.

FSAP Appeal Review and Verification

Each appeal is reviewed on a case-by-case basis. Submission of an appeal does not guarantee reinstatement of eligibility for financial aid. In evaluating the merits of the appeal, HCCC will review the student's explanation of their special circumstances and verify if the explanation is consistent with the past academic records and performance. To ensure students are eligible, HCCC will identify and resolve conflicting information submitted in the appeal prior to the disbursement of Title IV program funds.

Financial Aid Probation

If the appeal is approved, the student will be placed on Financial Aid Probation. A student on Financial Aid Probation may only receive Title IV funds for ONE payment period. A student on Financial Aid Probation may not receive Title IV funds for the subsequent payment period UNLESS: the Student is now making SAP, or the Student has met the requirements specified in the academic plan.

Students on Financial Aid Probation must work with an academic advisor to complete an academic plan. Failure to complete the academic plan with a counselor in Advisement will result in loss of funding for the semester. The academic plan will be for the time period required for the student to achieve academic progress. Satisfactory Academic Progress will be reviewed each semester for students on Financial Aid Probation.

- If a student on Financial Aid Probation is determined to be making Satisfactory Academic Progress, they will no longer be on Financial Aid Probation.
- If a student on Financial Aid Probation is not making Satisfactory Academic Progress at the conclusion of a semester but has met the terms of their plan, they will continue on Financial Aid Probation.
- If a student on Financial Aid Probation is not making Satisfactory Academic Progress at the conclusion of a semester and has not met the terms of their plan, they will not be eligible for financial aid until they are making Satisfactory Academic Progress.

Note: Students are allowed to appeal their unsatisfactory academic progress standing twice. For the second FSAP appeal, students may not make subsequent appeals for the same reason as the previous appeal. For students who are in the final failed status and are no longer eligible for financial aid, please contact the financial aid office for assistance.

Other Federal Regulations

OFFICE OF FINANCIAL AID

Journal Square: 70 Sip Avenue, 2nd Floor, Jersey City, New Jersey 07306 | 201-360-4200 | financial_aid@hccc.edu

North Hudson: 4800 Kennedy Blvd., 1st Floor, Union City, New Jersey 07087 | 201-360-4200 | financial_aid@hccc.edu

Financial Aid Website

Other federal regulations:

Non-required Courses

Courses that are not required in the student's academic program are not eligible for federal financial aid.

Remedial Credit Limitation

The maximum number of remedial credits attempted for which aid may be received is 30 credits. Once a student attempts more than 30 remedial credits, aid will only be paid for college-level credits (100 level and above). This may result in the reduction on enrollment status for purposes of awarding federal aid. English as a Second Language (ESL) courses do not count against this limit.

Repeated Coursework

Students may no longer receive federal student aid for a previously passed course more than once. For instance, if a student has both passed a course with a "D" grade and failed that same course with an "F" grade, he or she cannot receive federal student aid to pay for that course again.

Maximum Number of Semesters of Pell Grant Awards

Students may receive a maximum of 12 full-time semesters of Pell Grant awards, and this will retroactively impact students who currently receive Pell and have exceeded 12 semesters. For students who are less than full-time, the cap is applied proportionally to their enrollment.

Year-Round Pell Grants

The Federal Pell Grant Program allows an eligible student to receive up to 150 percent of the student's Federal Pell Grant Scheduled Award for an award year. Eligibility Requirements (1) Student must be otherwise eligible to receive Pell Grants for the payment period (2) Student must be enrolled in at least one(1) credit in the payment period(s) during the summer term and (3) Student must maintain satisfactory academic progress.

Students Not Using Financial Aid

OFFICE OF STUDENT ACCOUNTS (BURSAR)

Journal Square: 70 Sip Avenue, 1st Floor, Jersey City, New Jersey 07306 | 201-360-4100 | fax: 201.795.3105 | bursar@hccc.edu

North Hudson: 4800 Kennedy Blvd, Union City, New Jersey 07087 | 201-360-4735 | bursar@hccc.edu

Paying for College - Tuition and Fees

Third-Party Billing

Students whose tuition and/or fees will be paid for by a third party/sponsoring company (parents and relatives are not considered Third Parties) must present written authorization for payment from the organization on corporate letterhead to the Bursar's Office. For Early College students whose tuition is paid by a third party (school district), the signed Memorandum of Understanding between HCCC and the third party serves as authorization.

All letters are subject to review and must include the following information:

- Student name
- Student ID number
- Semester(s)/Academic Year covered
- Number of credits or course work covered
- Dollar or percentage limit (tuition and/or fees) if applicable
- Sponsoring company's name, billing address, contact person, e-mail address, and telephone number

An anticipated third-party payment does not relieve a student from any financial responsibilities to the College. If payment is not received from the third party, a student will be responsible for payment of all charges (e.g., collection agency fees, attorney fees, etc.) necessary for collection of past due accounts.

Payment Plans

A Deferred Payment Plan is available to HCCC students, to assist in the payment of tuition and fees and to secure classes for the semester. Students may arrange Deferred Payment Plans online via the following link: <https://libertylink.hccc.edu/Student>> Student Finance> Make a Payment> Create Payment Plan or with either of the Bursar's Offices. Students must be prepared to make their first payment before the payment plan becomes active.

Veterans Benefits

HCCC thanks all Service Members for their service to our country. As a courtesy for their service, the college has agreed to defer payment of the bill until the end of each semester. As long as the Military Member does not have a past due balance, he or she may receive the same courtesy each semester. To all Veteran benefits recipients, please be advised that no Certifications for Enrollment will be reported to the Veteran Affairs Regional Office until the first week of class. This is to ensure that all Veteran benefit recipients are attending classes.

Veterans attending the College must report any course load changes made through the add/drop procedure, course cancellations, and withdrawal to the veteran advisor, because the changes may affect the student's educational benefits. Students should be aware that only those courses fulfilling requirements for graduation can be certified.

Benefits will not be paid for courses in which students receive non-punitive grades such as "W" or audit. Educational benefits may be suspended when veteran students fail to maintain the minimum standards of attendance and academic progress required of all students.

For more information on Veterans Benefits, visit www.hccc.edu/veteranservices

Scholarships

HCCC offers a host of **merit-based and needs-based scholarships**. Some of the scholarships include HCCC Foundation scholarships and Hudson County Government scholarships.

For more information on HCCC Foundation scholarships, contact the Advancement Office at (201) 360-4004. For information about Government Scholarships, contact the External Affairs Office at (201) 360-4009.

Academic Foundations and Pre-College Programs

OFFICE OF ACADEMIC AFFAIRS

70 Sip Ave., 4th Floor, Jersey City, New Jersey 07306 | 201-360-4010 | academicaffairs@hccc.edu

Office of Academic Affairs Webpage

HCCC is committed to providing educational opportunities for all students admitted to the College, including students who need to strengthen academic skills in English or mathematics before enrolling in a full schedule of college-level courses. In order to provide access to degree programs for these students, HCCC employs a testing and placement system and a full range of Academic Foundations courses in English and mathematics to give students who need additional pre-college preparation the opportunity to develop their academic skills.

Courses numbered 000-099 are taken by students who need to strengthen their basic skills, or by students whose native language is not English and who need to improve their English skills. The credits earned in these Academic Foundations, or ESL courses, are not applicable toward certificate and associate degree programs, and are not computed in students' grade point averages for graduation. These courses are, however, counted toward the number of credits attempted.

Students who need to take ESL or Academic Foundations courses in writing, reading, computation, or algebra must register for these courses in their first semester at the College and must continue to do so until they demonstrate standards of proficiency in English or mathematics.

In some cases, if low scores indicate the need for intensive basic skills preparatory study, students will not be allowed to register for any college-level courses until satisfactory progress is made in developing their reading, writing, and math abilities. In other cases, where test scores are higher but still indicate the need for ESL or developmental work, students will be allowed to take selected college-level courses. Students should speak with an academic advisor to determine which college-level courses to take.

Academic Foundations English

ACADEMIC FOUNDATIONS ENGLISH

71 Sip Avenue, 3rd Floor, Jersey City, New Jersey 07306 | 201-360-4380 | english@hccc.edu

Academic Foundations English Webpage

Academic Foundations English (AFE) offers classes in Basic English to assist students in learning the skills that will provide the foundation for their future college work success. Qualified instructors treat students with the respect they deserve as adults in college and create motivating classroom environments. Classes are designed to meet the particular academic needs of each student. Ultimately, the goal is to give students the academic stronghold they need to succeed in college-level courses. Upon entering the College, each student is placed into the proper English courses based on one of the following **placement methods**: results on the College Placement Test, an exemption to the test, Multiple Measures, or Directed Self-Placement.

Using the Academic Foundations placement matrix, students are placed into English 101 or in any of the levels of Basic English. Some students may be evaluated further to determine if ESL courses are better suited to them. Students will complete their AF requirements only in the needed subject areas.

Information about Academic Foundations English Courses can be found on the by visiting the [Academic Foundations English](#) webpage.

English as a Second Language (ESL)

ENGLISH AS A SECOND LANGUAGE

71 Sip Avenue, 3rd Floor, L 320, Jersey City, New Jersey 07306 | 201-360-4381 | esl@hccc.edu

English as a Second Language (ESL) Webpage

Reflecting the extraordinary diversity that characterizes Hudson County as a whole, the College's students speak over 30 languages and come from more than 100 countries. HCCC provides an extensive set of English as a Second Language (ESL) courses for students whose native language is not English. ESL courses are offered to students who intend to enter degree programs and are thus designed to prepare students for the academic rigor they will encounter in college-level classes. New students are placed in ESL courses according to their scores on the ESL placement test and a holistically scored writing sample. ESL courses are offered on the HCCC main campus in Jersey City and at the North Hudson Campus in Union City.

The ESL Program provides five levels of instruction with courses in Writing, Grammar for Writing, and Reading, at each level and Academic Discussion at the first four levels; in the highest level, Reading is paired with Speech, a college-level course. The writing and grammar components of the program are integrated. Students learn how to use grammar to communicate effectively in writing. The reading, listening, and speaking components of the program are also integrated and content-based.

Visit the [ESL Program](#)'s webpage to find additional information about Program Requirements.

Computer labs are an important part of the ESL learning program. Laboratory work is a scheduled part of courses, and students are encouraged to make use of these labs outside of regular classroom hours.

ESL Resource Center

Journal Square: 2 Enos Place, 2nd Floor, Jersey City, New Jersey 07306 | 201-360-4370

North Hudson: 4800 JFK Blvd., Union City, New Jersey 07087 | 201-360-4370

ESL students can develop their English and study skills by participating in various learning activities offered in the English and ESL Resource Center. The ESL Resource Center is equipped with computers, tablets, and other technologies to assist students in building their English and study skills. The ESL Resource Center has locations on HCCC's Journal Square and North Hudson campuses.

Resources for Language Practice

English as a Second Language (ESL) students can build their English skills in computer labs, using audio and video materials that coordinate with activities and materials used in HCCC's ESL classes. Trained lab assistants are available to assist both walk-in students and regularly scheduled classes in the productive use of the labs. Additional resources for ESL students are available in the library, including graded readers, textbooks, and recordings. Students can also get help at both the Writing Center and the Tutorial Center, with locations in North Hudson and Journal Square.

Academic Foundations Mathematics

ACADEMIC FOUNDATIONS MATHEMATICS

263 Academy Street, Jersey City, New Jersey 07306 | 201-360-4265 | stemprograms@hccc.edu

Academic Foundations Mathematics Webpage

Academic Foundations (AF) Mathematics offers classes in Basic Mathematics and Basic Algebra to assist students in learning the skills that will provide the foundation for their future success in college-level Mathematics.

Upon entering the College, each student is placed into the proper Mathematics and Algebra courses based on one of the following **placement methods**: results on the College Placement Test, an exemption to the test, Multiple Measures, or Directed Self-Placement. Students will complete their AF requirements only in the needed subject area(s).

Information about Academic Foundations Mathematics courses can be found on the [Academic Foundations Mathematics](#) webpage.

Academic Schools and Programs

VICE PRESIDENT FOR ACADEMIC AFFAIRS

70 Sip Avenue, 4th Floor, Jersey City, New Jersey 07306

201-360-4010 | academicaffairs@hccc.edu

School of Business, Culinary Arts & Hospitality Management

161 Newkirk Street, 2nd Floor, Jersey City, New Jersey 07306

201-360-4639 | bch@hccc.edu

<https://www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html>

School of Humanities and Social Sciences

71 Sip Avenue, Suite 420 - 4th Floor, Jersey City, New Jersey, 07306

201-360-4750 | HUM-SS@hccc.edu

<https://www.hccc.edu/programs-courses/academic-pathways/social-science/index.html>

Office of Academic **English as a Second Language (ESL) and Academic Foundations English (AFE)**

71 Sip Avenue, Suite 320 - 3rd Floor, Jersey City, New Jersey 07306

201-360-4380 | English@hccc.edu

201-360-4381 ESL@hccc.edu

<https://www.hccc.edu/programs-courses/academic-pathways/esl.html>

School of Nursing and Health Professions

870 Bergen Avenue, Jersey City, New Jersey 07306

201-360-4267 | nursingprogram@hccc.edu | healthprograms@hccc.edu

<https://www.hccc.edu/programs-courses/academic-pathways/nursing-health/index.html>

School of Science, Technology, Engineering and Mathematics (STEM)

Academic Foundations Mathematics (AFM)

263 Academy Street, Jersey City, New Jersey 07306

201-360-4265 | STEMprograms@hccc.edu

<https://www.hccc.edu/programs-courses/academic-pathways/stem/index.html>

<https://www.hccc.edu/programs-courses/academic-pathways/af-math.html>

Associate Degree and Certificate Programs

OFFICE OF ACADEMIC AFFAIRS

70 Sip Ave., 4th Floor, Jersey City, New Jersey 07306 | 201-360-4010 | academicaffairs@hccc.edu

Office of Academic Affairs Webpage

Hudson County Community College offers a variety of associate degree and certificate programs in Business/Accounting, Culinary Arts/Hospitality Management, Computer/Studio Arts, Education, Health Sciences, Humanities, Liberal Arts, Nursing, STEM (Science, Technology, Engineering and Mathematics), and Social Sciences.

According to the Comprehensive State-Wide Transfer Agreement approved by the New Jersey Presidents' Council (NJTransfer.org), an Associate in Arts (A.A.) or Associate in Science (A.S.) degree from a New Jersey community college will be fully transferable as the first two years of a baccalaureate degree program at New Jersey public four-year institutions. Additionally, students transferring with an A.A. or A.S. degree will be considered to have completed all lower division General Education requirements. For Associate in Fine Arts (A.F.A.) and Associate in Applied Science (A.A.S.) programs, HCCC has negotiated articulation agreements to facilitate the transfer of credits from HCCC to participating institutions. Students should discuss transfer opportunities with an advisor.

Certificate Programs are intended to enhance employment opportunities through a carefully structured short-term course sequence in a specialized field. Associate Degree and Certificate programs are listed in alphabetical order on the following pages.

Associate in Arts (A.A.)

The Associate in Arts degree is awarded to students who successfully complete programs which emphasize the liberal arts, humanities, fine and/or performing arts, or other subjects which prepare students for transfer, usually to a Bachelor of Arts program.

Associate in Applied Science (A.A.S.)

The Associate in Applied Science degree is awarded to students who successfully complete programs which emphasize preparation in the applied arts and sciences for careers, typically at the technical or paraprofessional level.

Associate in Fine Arts (A.F.A.)

The Associate in Fine Arts is awarded to students who successfully complete the programs which emphasize the foundation of studio art study. Courses introduce and develop an understanding of visual design principles, art history, art theory, and contemporary art, which forms a foundation for transfer to Bachelor of Arts and Bachelor of Fine Arts programs at senior institutions. Students develop a portfolio of work that is integral to the transfer process. The program also prepares students for training in entry-level positions.

Associate in Science (A.S.)

The Associate in Science degree is awarded to students who successfully complete programs which emphasize mathematics, the biological sciences, physical sciences, computer sciences, or engineering sciences. An A.S. program prepares students for transfer to bachelor's degree granting institutions or qualification for entry-level career opportunities.

Academic Certificate

The Academic Certificate (30 credits or more required) is awarded to students who complete an approved course sequence which emphasizes preparation for a career or enhancement of qualifications, usually at the technical or paraprofessional level.

Proficiency Certificate/Certificate of Achievement

The Proficiency Certificate or Certificate of Achievement (fewer than 30 credits) is a short-term program intended to enhance employment opportunities through a carefully structured course sequence in a specialized field.

For a list of associate degree programs and certificates offered by Hudson County Community College, please visit [Explore All Programs](#)

Note: Some academic programs, because of their professional nature, have more stringent rules than those outlined in the Academic Catalog. Students should refer to their Program Director or Program Handbook.

Early College Program and High School Partnerships

EARLY COLLEGE PROGRAM AND HIGH SCHOOL PARTNERSHIPS

2 Enos Place, 1st Floor, Jersey City, New Jersey 07306 | 201-360-5330 | EarlyCollege@hccc.edu

Early College and High School Partnerships Webpage

Consistent with its mission, the College is committed to developing and coordinating dual enrollment/credit programs with K-12 institutions, and enhancing the educational opportunities for students, including building collaborative relationships with local school districts to promote high-quality efficiency in all programs and services.

These collaborative projects can include, but are not limited to the use of the College Placement Test (CPT) as a tool in providing an early measure of preparedness for college; alignment of high school and college curricula; and dual enrollment/credit program for current high school students.

Early College at HCCC

The Early College Program allows all high school juniors and seniors to take classes at the college for 50% off the in-county tuition rate. Enterprising students can take up to a total of 36 credits while in the program.

In addition, HCCC has a number of partnerships with local high schools that allow students to earn a certificate or even a full Associate Degree upon high school graduation through dual enrollment agreements. Participating students may take a combination of courses offered as part of the high school curriculum and additional courses offered after school. [View a list of high school partnerships.](#)

High School (Early College) Admissions Process

High school students approved to participate in the Early College program may be admitted by submitting the [Early College application for high school students](#). Students may be required to take the college placement examination.

General Education

OFFICE OF ACADEMIC AFFAIRS

70 Sip Ave., 4th Floor, Jersey City, New Jersey 07306 | 201-360-4010 | academicaffairs@hccc.edu

Office of Academic Affairs Webpage

The HCCC general education program provides each student with the foundational skills, knowledge, and attributes on which a lifelong education depends. General education enables students to grow intellectually, think critically, and function both in the workforce and in the social and political structures of the evolving community.

General Education Goals and Objectives

General Education program at HCCC is consistent with [NJCCC General Education Guiding Principles](#). It provides students with broad based academic competency and fosters their personal growth and development in the following areas:

- Written and Oral Communication (Communication)
- Quantitative Knowledge and Skills (Mathematics)
- Scientific Knowledge and Reasoning (Science)
- Technological Competency (Technology)
- Society and Human Behavior (Social Science)
- Humanistic Perspective (Humanities)
- Historical Perspective (History)
- Global and Cultural Awareness (Diversity)
- Ethical Reasoning and Action
- Information Literacy

In accordance with established standards, students are required to complete between 20 and 45 credits (depending on their degree programs) in general education.

The following core courses, when required by the student's curriculum, must be taken during the first 36 college-level credits:

CSS 100	College Student Success
ENG 101	College Composition I
ENG 102	College Composition II
ENG 112	Speech
CSC 100	Introduction to Computers & Computing
MAT 1**	College Algebra/Math Elective

Visit [Explore All Programs](#) for a complete list of all HCCC degree curricula and General Education requirements.

Hudson Online

HUDSON ONLINE

71 Sip Ave, L612 | (201) 360-4038 | col@hccc.edu

Hudson County Community College offers classes in a variety of modalities, including online, hybrid, remote, and fully on-campus; the modalities are described on the [Course Types](#) page. **Hudson Online** courses, delivered via [Canvas](#), feature no scheduled meeting times, with the flexibility to learn at your own pace within each weekly unit. (In contrast, courses designated as "Remote" meet via a videoconferencing tool on specified days and times during the semester.)

There are now [24 fully online degree programs](#), featuring a variety of online electives. In addition to fully online programs, many individual courses are available in the online modality; [click here to view all online course offerings](#)

Technical Requirements. You must have access to a computer capable of running the latest version of your web browser, and a reliable, fast internet connection. If you do not have an adequate computer, you may qualify for a Chromebook loaner through HCCC; to apply, [fill out this form](#). Always use the latest version of your web browser, and set your browser to allow pop-ups. We strongly recommend the Chrome web browser for Windows and Mac computers. Here are the current [system recommendations and advisories from Canvas](#).

Canvas Support. There is 24/7 support for HCCC students; the Canvas hotline phone number is: (833) 685-8350. You can always find the phone number or start a Live Chat by clicking "Get Help" on the left-side Canvas menu.

Orientation. The [Video Guide to Canvas and Online Learning at HCCC](#) is a series of brief videos that we recommend whether you are in an online, remote, or on-campus course. You can access it anytime by clicking "Get Help" in Canvas; [click this link](#) to watch it now.

Useful Links

[Center for Online Learning - Information for Students](#)

[Canvas FAQs](#)

[Online and Remote Course FAQs](#)

[Related Academic Technologies \(A-Z\)](#)

Special Course Types

OFFICE OF ACADEMIC AFFAIRS

70 Sip Ave., 4th Floor, Jersey City, New Jersey 07306 | 201-360-4010 | academicaffairs@hccc.edu

[Office of Academic Affairs Webpage](#)

HCCC Honors Program

Each semester, Hudson County Community College offers a number of courses that carry an "Honors Only" designation. In order to register in one of these courses, students must meet specified academic criteria established to guarantee their ability to benefit from the rigor of Honors Program sections. In these courses, students should expect smaller class size, more one-to-one instructor contact, assignments of greater complexity and breadth, and the opportunity to work alongside other students with similarly exceptional initiative and ability. Honors students are required to complete a capstone project for every Honors course, attend the Honors Showcase at the end of the semester, and participate in college-wide as well as Honors Program sponsored events.

Members of the College's Honors Program are provided with many unique opportunities. Some of the benefits include: the designation of Honors courses on students' transcripts, access to the private Honors Lounge, an opportunity to meet, work, and socialize with other Honors students, stimulating, smaller classes that provide challenging course work and exciting class discussions, and milestone recognitions upon completion of three and five Honors courses. Honors students also have leadership opportunities through participation in the Honors Newsletter and the Honors Student Council as well as numerous events sponsored by the Honors Program and partner 4-year universities.

Admissions requirements are listed on the [Honors Program's webpage](#).

HCCC Learning Communities

[Learning Communities](#) are linked courses that provide students the opportunities for deeper understanding and integration of the materials they are learning. Learning Communities are a small group or cohort of students who share similar academic goals and work collaboratively in the classroom with one or more professors. Students may enroll in Learning Community courses in ESL and Academic Foundations English and Math. These courses are linked with a college – level course. Learning Communities are also offered with two linked college – level courses. Students who are enrolled in a learning community receive extra support both inside and outside of the classroom.

Service Learning and Externships

HCCC provides students in some programs with the opportunity to obtain hands-on experience in their major fields of study. In addition, several degree programs require the successful completion of a service learning experience. Students who are placed in service learning settings, often referred to as "externships," earn College credits while working at actual field sites under the guidance of experienced professionals. Successful completion of an externship may be the first step in executing and planning a successful career.

Eligibility to participate in service learning, field placements, or externships is determined by both the College and the outside agencies. Refer to this Catalog's section titled "Qualifications for Select Careers" for the selection processes which some agencies may follow. Within the College, candidates for field placement must obtain the approval of the appropriate Academic Program Director, coordinator or School Dean prior to registering and participating in service learning or externship courses. While students are working at their field sites, they must at all times maintain appropriate levels of professional decorum and behavior as a continuing condition of their eligibility to participate in the service learning experience. Students are continuously evaluated during their field experiences by both the appropriate HCCC program coordinator and the site supervisor.

School of Continuing Education and Workforce Development

OFFICE OF CONTINUING EDUCATION

161 Newkirk Street, 5th Floor, Jersey City, New Jersey 07306 | 201-360-4224/4246 | continuingeducation@hccc.edu

Continuing Education Webpage

HCCC provides residents of Hudson County with personal enrichment and professional development opportunities through Continuing Education in collaboration with Academic Schools, and in partnership with universities, local non-profit organizations, educational providers, local entrepreneurs and artists, and others.

Classes take place during the daytime, evenings, or on weekends and run throughout the year. Participants can take advantage of one or multi-session courses, certificate classes, and training programs in person, online, or a hybrid combination of both.

Business, Entrepreneurship and Professional Development

Gain tools and master techniques to start or grow a business. Offerings include courses in Digital Marketing and Branding, Human Resources, and Industry-specific Business Boot Camps. For those seeking to enhance or update career skills, programs include fundamentals such as QuickBooks and Microsoft Office products, as well as innovative courses in Infographics, Coding, Design Thinking, and more.

Certificate Training

Certificate programs include New Pathways to Teaching (an alternate route to teaching certification program), SCPro™, Certified Nurse Aide (CNA), Phlebotomy Technician, Electrocardiogram (EKG) Technician, Patient Care Technician (PCT), Cardiopulmonary Resuscitation (CPR), and certificates for other in-demand occupations, including Supply Chain Management.

English as a Second Language

Learn to speak American English and to read and write in English.

Exam Preparation

Brush up on content or learn test-taking strategies for the Test of English as a Foreign Language (TOEFL), National League for Nursing (NLN) pre-entrance exam, SAT exams, and others.

Family & Youth

Spend quality time with family while having fun learning new skills. Take classes together in visual or culinary arts. Middle and high school students can get a jump start on college readiness by taking SAT Math & Language preparation classes.

Lifelong Learning

A variety of courses are open to participants of all ages, and delivered in one, two, or multi-session formats.

Personal Enrichment

Whether taking cooking classes taught by faculty from the award-winning HCCC Culinary Arts Institute, learning how to speak another language, or taking hands-on workshops and programs that engage creativity, Continuing Education has classes for almost every interest.

Online Courses

HCCC Continuing Education partners with Ed2Go to offer a wide range of highly interactive courses that are affordable, fun, fast, and convenient. All courses include expert instructors, many of whom are nationally known authors.

Summer Youth & Teen

Students from 9 to 17 years old can experience a variety of engaging and enriching programs. Choose from any of our Culinary Arts, STEM (Science, Technology, Engineering and Math), Theater, SAT Test Prep, and College Readiness programs.

Community Events

Continuing Education, in partnership with Academic Schools and local organizations, hosts a variety of fun, educational events throughout the year. Events include the Annual Girls in Technology Symposium, Summer Book and Art Fairs, Holiday Market, Fall Harvest Wine Festival, and Lunch and Learns.

For a complete and updated listing of programs, or to register for Continuing Education classes, visit [Continuing Education Programs and Courses](#) or call (201) 360-4224 or 4246.

Hudson for Business

Hudson for Business (HFB)

161 Newkirk Street, 5th Floor, Jersey City, New Jersey 07306 | 201-360-4247 | communityed@hccc.edu

Customized Workforce Training Solutions

Hudson for Business, powered by Hudson County Community College (HCCC), partners with New Jersey employers to deliver workforce training that keeps organizations competitive, innovative, and future-ready.

We offer customized, affordable training for teams or individuals, with flexible delivery options on campus or at the employer's location. Eligible businesses may also access grant-funded programs. Our training supports organizations of all sizes including corporations, small businesses, nonprofits, and government agencies. Course offerings include: Leadership Skills for Supervisors, Excel & Pivot Tables, ChatGPT for Content Creation, ESL, Team Building, Conflict Resolution, Time Management, Mastering Customer Service, Google Suite Essentials, and more.

For a free consultation, or to obtain additional information regarding HFB, visit [Continuing Education Courses and Programs](#) or call (201) 360-4247.

Academic Fresh Start Policy

OFFICE OF ACADEMIC AFFAIRS

70 Sip Ave., 4th Floor, Jersey City, New Jersey 07306 | 201-360-4010 | academicaffairs@hccc.edu

Office of Academic Affairs Webpage

Students who have been away from the College for three years or more may apply for an Academic Fresh Start. Students who have been dismissed for unsatisfactory academic progress may only return within the framework of the College's Fresh Start Policy.

Academic Fresh Start excludes from the GPA all grades from the first semester of enrollment to the final semester of enrollment prior to readmission. Generally, students cannot renew more than 36 credits.

If a Fresh Start is granted, all courses and grades will remain on the transcript with a statement memorializing Academic Fresh Start. All courses with grades of C or above on the transcript will be counted toward the student's degree and may satisfy course prerequisites, but the grades will not be used in calculating the student's GPA.

To receive a Fresh Start, students must meet the following criteria:

1. Coursework to be excluded must have been completed at least three (3) years prior to applying for Academic Fresh Start.
2. The cumulative GPA for all coursework taken three (3) or more years prior to application must be below 2.0.

Prior to applying for Academic Fresh Start, students must meet with an academic advisor who will assist them in registering for up to 12 credit hours. Once the student successfully completes 12 credits, the student may submit an application requesting Academic Fresh Start. Satisfactory completion of these 12 credit hours is defined as a cumulative GPA of no less than 2.0 for all coursework taken during this time.

Students will enter the Fresh Start process on probation and must comply with all probation policies.

Once an academic advisor signs the Academic Fresh Start application, the form is sent to the Office of the Registrar for processing. A copy of the signed form should be given to the Office of the Registrar, Academic Advising, and the student.

The following guidelines apply to College Fresh Start Policy:

- Academic Fresh Start will be granted only once.
- Academic Fresh Start does not affect or alter the student's records.
- Coursework to be excluded must have been completed at least 3 years prior to applying for Academic Fresh Start.
- All previous coursework will continue to appear on the student's transcripts. However, the excluded coursework, regardless of grade, will not be included in the cumulative GPA.
- Credits excluded as a result of Academic Fresh Start cannot be used to meet course or program pre-requisites or requirements.
- Subject to the discretion of the relevant School Dean or Academic Program Director, time limitations on any course current at the time of application may be applied.
- This policy applies to HCCC records only. In the case of transfer to another institution, students must follow the receiving institution's policy.
- Students granted Academic Fresh Start must maintain regular contact with an advisor to monitor academic progress.

Academic Integrity

OFFICE OF ACADEMIC AFFAIRS

70 Sip Ave., 4th Floor, Jersey City, New Jersey 07306 | 201-360-4010 | academicaffairs@hccc.edu

Office of Academic Affairs Webpage

Academic Integrity Standards

Academic integrity is central to the pursuit of education. For students at HCCC, this means maintaining the highest ethical standards in completing their academic work. In doing so, students earn college credits by their honest efforts. When they are awarded a certificate or degree, they have attained a goal representing genuine achievement and can reflect with pride on their accomplishment. This is what gives college education its essential value.

Violations of the principle of academic integrity include:

- Cheating on exams.
- Reporting false research data or experimental results.
- Allowing other students to copy one's work to submit to instructors.
- Communicating the contents of an exam to other students who will be taking the same test.
- Submitting the same project in more than one course without discussing this first with instructors.
- Submitting plagiarized work. Plagiarism is the use of another writer's words or ideas without properly crediting that person. This unacknowledged use may be from published books or articles, the Internet, or another student's work.
- Using artificial intelligence and/or machine learning tools/aides to complete an assignment (e.g., essay, research paper, discussion forum, exam, quiz, etc.) and represent the work entirely as one's own.

Violations of Academic Integrity

When students act dishonestly in meeting their course requirements, they lower the value of education for all students. Students who violate the College's policy on academic integrity are subject to failing grades on exams or projects, or for the entire course. In some cases, serious or repeated instances of academic integrity violations may warrant further disciplinary action.

Violations are reported to the School Dean or the Dean of Student Affairs. Depending on the severity of the violation(s), the School Dean will determine whether further disciplinary action is warranted. The Dean of Student Affairs assists Academic Affairs in maintaining a high level of academic integrity on the campus. The Dean of Student Affairs works with the faculty and School Deans to educate students about academic dishonesty and to adjudicate disciplinary cases in which there are suspected violations of College policies. Should a violation of HCCC's academic integrity standards warrant a disciplinary hearing with the Dean of Students, sanctions may include suspension, expulsion, or other measures deemed appropriate.

Detailed information on the College's Academic Integrity policy may be found in the [HCCC Student Handbook](#). The handbook also contains useful information for students on completing research projects and avoiding plagiarism.

Attendance

OFFICE OF ACADEMIC AFFAIRS

70 Sip Ave., 4th Floor, Jersey City, New Jersey 07306 | 201-360-4010 | academicaffairs@hccc.edu

Office of Academic Affairs Webpage

Students are expected to follow attendance guidelines as presented in the syllabus provided by the instructor. However, in case of an emergency or illness, students are advised to notify their instructor prior to attending the next class session. The instructor will determine whether to excuse the absence in accordance with the policy presented in the syllabus. The exceptions to instructor discretion exist when members of the armed forces are called for training or assignment, or any case where students are legally required to be elsewhere. Pending the submission of appropriate documentation, reasonable accommodations for make-up work shall be provided. Please note that non-attendance may affect financial aid eligibility.

Dean's List

OFFICE OF ACADEMIC AFFAIRS

70 Sip Ave., 4th Floor, Jersey City, New Jersey 07306 | 201-360-4010 | academicaffairs@hccc.edu

Office of Academic Affairs Webpage

Full-time degree students who have completed all Academic Foundations, ESL courses have a grade point average of 3.5 or higher, and no grades of F in the current semester are eligible for the Dean's List. Students with a grade of I on their records shall be evaluated after the period allowed for completion of course work. Part-time degree students earning 12 credits within a calendar year and who meet requisite criteria are also eligible for the Dean's List.

Honor Societies

OFFICE OF STUDENT LIFE AND LEADERSHIP

Journal Square: 81 Sip Ave., 2nd Floor, Jersey City, New Jersey 07306 | 201-360-4195 | studentlife@hccc.edu

North Hudson: 4800 Kennedy Blvd., 2nd Floor, Union City, New Jersey 07087 | 201-360-4654 | studentlife@hccc.edu

Student Life and Leadership Webpage

Alpha Alpha Alpha (Tri-Alpha) is a national leadership and honors organization that recognizes academic achievements in first-generation college students, creates enthusiasm for scholarship, promotes leadership, and provides support networks for first-generation students within and across college chapters. HCCC's Chapter was chartered in November 2021. In order to be inducted, which occurs once a year in the fall semester, students must have earned at least 30 credits towards an associate's degree, earned a minimum of a 3.2 GPA, and neither of the student's parents, nor step-parents, nor legal guardians, completed an associate's degree.

Alpha Sigma Lambda (ΣΛ) is a National Leadership and Honors Organization serving adult learners seeking an undergraduate degree in higher education with a 70 year established history in higher education. Alpha Sigma Lambda represents the top non-traditional students for more than 300 institutions across the United States. Alpha Sigma Lambda is dedicated to developing individuals and serving the community through local chapter efforts and national initiatives. The HCCC Upsilon Omega Chapter was chartered in January 2020. Eligible adult student learners shall be selected from the highest twenty percent of the students who have twenty-four graded credits, are matriculated in an undergraduate degree program, and hold a minimum 3.3 cumulative GPA.

National Society of Leadership and Success (NSLS) is the nation's largest leadership honor society with chapters at over 700 college campuses. NSLS aims to build leaders of tomorrow by helping people discover and achieve their goals. The Society offers life-changing lectures from the nation's leading presenters and a community where like-minded, success-oriented individuals come together and help one another succeed. The Society also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world. HCCC's chapter of NSLS was chartered in December 2013. Eligible students must have completed at least 12 semester hours of college credit, passed CSS-100, and have a minimum GPA of 2.5.

Phi Theta Kappa (PTK) is the internationally acclaimed honor society for students in community and junior colleges. The organization provides members with opportunities to develop character, leadership and service, to exchange ideas and ideals, and to stimulate interest in continuing to achieve academic excellence. There are scholarship opportunities for members continuing at HCCC and for members preparing to transfer to four-year colleges. Approximately 800 four-year colleges have Phi Theta Kappa scholarships. Beta Alpha Phi, HCCC's Chapter of Phi Theta Kappa, was established at Hudson County Community College in 1995. There are scholarship opportunities for members continuing at HCCC and for members preparing to transfer to four-year colleges. Approximately 800 four-year colleges have Phi Theta Kappa scholarships. Full and part-time students who have completed at least 12 semester hours of college credit at HCCC with a cumulative GPA of 3.5 or higher are eligible for membership in Beta Alpha Phi, HCCC's chapter of Phi Theta Kappa.

Psi Beta is the National Honor Society in Psychology for Community and Junior Colleges and offers its members many benefits. In addition to recognizing outstanding academic performance, Psi Beta provides opportunities for members to learn more about the field, to meet and interact with professionals working in various areas of psychology, to acquire leadership skills, to participate in community service, and to work with peers with similar interests. In order to qualify for Psi Beta membership, students must have a genuine interest in the study of psychology, have a GPA of at least 3.2, a "B" average or above in psychology courses, and have completed at least 12 semester hours of college credit.

SALUTE is the first national honor society established for recognizing high achieving student veterans and military in two-year and four-year institutions of higher education. Offering the unique opportunity of a four-tier system, the honor society encourages students to improve their GPA with the opportunity to move to higher tiers within the society during their academic careers, earning more opportunities for scholarship as they advance. Eligible veteran students must have earned at least 12 semester hours of college credits and at have least a 3.0 GPA.

Sigma Kappa Delta (SKD) is the National English Honor Society for Two-Year Colleges recognizing outstanding academic achievement and promotes the study of English literature and language. Members organize and participate in literary events and fundraising activities and are eligible for scholarships and awards. To be eligible for membership, students must have completed at least 12 college credits with a GPA of 3.0 in general scholarship and at least one college-level course in English language and literature (excluding developmental courses) with no grade lower than "B" in all such courses.

For more information, go to HCCC's Student Organizations website, [Involved - Honor Society](#).

Change of Major

OFFICE OF ADVISEMENT

Journal Square: 70 Sip Avenue, 2nd Floor, Jersey City, New Jersey 07306 | 201-360-4150/4152 | advising@live.hccc.edu

North Hudson: 4800 Kennedy Blvd., 1st Floor, Union City, New Jersey 07087 | 201-360-4627 | advising@live.hccc.edu

Advisement Webpage

Students can request a change of major via the form on the College website. The request will be reviewed by an academic advisor and if approved, processed by the Registrar's Office. Students should verify all changes by visiting their [Self Service portal](#).

Credit Hours

OFFICE OF ACADEMIC AFFAIRS

70 Sip Ave., 4th Floor, Jersey City, New Jersey 07306 | 201-360-4010 | academicaffairs@hccc.edu

Office of Academic Affairs Webpage

Courses are recorded in terms of semester hours. Normally, one semester hour of credit is earned for one hour of class attendance per week for a semester. The semester hours of credit assigned to a course are not necessarily determined by the number of class hours per week. Lab hours, for example, are calculated on the basis of two hours of lab time for one semester hour of credit. In general, a semester consists of 15 weeks of regularly scheduled, student-faculty instructional activity, which includes final exams. HCCC also offers Quick Term courses, which are 12 weeks long, and half-term, which are 7 weeks long. Certain select programs are taught on different schedules.

Credit for Prior Learning Experiences

OFFICE OF ACADEMIC AFFAIRS

70 Sip Ave., 4th Floor, Jersey City, New Jersey 07306 | 201-360-4010 | academicaffairs@hccc.edu

Office of Academic Affairs Webpage

Students may be awarded up to 30 credits toward a degree and 15 credits toward a certificate for their prior educational experiences in the following ways: Advanced Placement (AP), College Level Examination Program (CLEP), Military Courses, NYU Foreign Language Proficiency Tests, Transfer Credit, and Work/Life Portfolio Assessment. The College does not guarantee the transferability to other institutions of credit earned in these ways.

Advanced Placement (AP)

Hudson County Community College may award up to eight credits to entering students who complete Advanced Placement (AP) courses in secondary school, and achieve a score of 3 or higher on the Advanced Placement Examinations. Credits may be awarded if the courses can be equated with specific courses offered by the College, are part of the student's major, and are completed within specified timelines.

Applicants should have their official scores sent from the College Entrance Examination Board — Advanced Placement Examination Program to the Office of the Registrar for evaluation by the end of their first semester of enrollment to avoid course duplication. Course credits are reported on the student transcript as transfer credits and are not used in computing the student's GPA.

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) helps students receive college credit for comprehensive subject knowledge acquired through independent or prior study, on-the-job training, or cultural pursuits to show that they have the understanding of college-level material. CLEP offers 33 examinations in Business, Composition & Literature, World Languages (French, German, and Spanish), History, Social Sciences, Science, and Math. For more information on CLEP exams, please visit: <https://clep.collegeboard.org/exams>

The HCCC testing center is an authorized CLEP testing center. Students are encouraged to sit for the CLEP exam as soon as possible in their college careers to avoid course duplication. Credits will be awarded only for those courses that are a part of a specific degree program at HCCC. Therefore, students should speak to the Office of Advisement or their School Dean or Academic Program Director, to be sure that such credit is acceptable in their major. To receive CLEP credit, students must achieve the required cut-off score. CLEP credit scores should be forwarded to the Office of the Registrar. Course credits are reported on the College transcript as transfer/examination credit and are not used in computing a student's GPA.

Credit for Courses Completed at Non-Collegiate or Proprietary Institutions

HCCC will award college credit for courses completed at non-collegiate institutions only under the following conditions:

1. The credits for which students seek transfer must be part of a degree-granting program approved by a state agency for higher education. HCCC will accept credits from an institution that is approved by the New Jersey Commission on Higher Education.
2. Students seeking credits to be used toward a state-licensed program that requires the successful completion of a state or national certification exam, such as a hospital-based nursing program, will be granted credit only with the approval of an HCCC School Dean. The College does not grant credit from non-approved proprietary schools.

Military Education Courses

Enrollment Services and School Dean or Academic Program Director will evaluate transcripts for courses taken in the armed services using "A Guide to the Evaluation of Educational Experiences in the Armed Forces." Students who have taken United States Armed Forces Institute (USAFI)/Defense Agency for Non-Traditional Education (DANTES) courses and/or tests in college-level subjects may request the award of credits. Applicants should have their official scores sent from the Defense Activity for Non-Traditional Education Support-Educational Testing Service to Enrollment Service for evaluation.

NYU Foreign Language Proficiency Tests

Students who are interested in receiving college credit for a foreign language not offered by CLEP can take NYU's Language Proficiency Exams at HCCC. There is a charge for the exam in addition to a testing fee to take the exam at HCCC. For a complete list of the 50+ language exams offered by NYU's School of Professional Studies, please visit [NYU's SPS Continuing Education Courses](#).

Transfer Credit for Students with College Credits/Degrees from Accredited US Institutions:

- HCCC will accept up to 30 credits of general education and prerequisite courses, provided that the coursework at the previous institution was comparable to coursework at HCCC, and the student achieved a grade of "C" or better at the former institution.

- For the associate degree, the student must fulfill the HCCC residency requirement of a minimum of 30 credits, of which at least 12 credits must be in major-required courses.
- For certificate programs, students must complete all specialization courses at HCCC.

Course Age Restrictions

English and/or mathematics courses taken more than 10 years prior to the first semester will be accepted if the student passes a proficiency test in writing and/or a placement test in mathematics.

For other specified courses, age limits (typically 5 or 10 years) have been set by the appropriate academic areas. The granting of credits for such courses may require successful completion of a proficiency examination, or review by the School Dean or Academic Program Director to determine currency of knowledge. The list of age-restricted courses and requirements for granting credits is available in the Center for Academic and Student Success, Enrollment Services Office, and the Office of the Registrar.

For more information about transfer credit, visit [Applying to HCCC - Transfer Students](#).

Transfer Credit from Foreign Institutions

The following shall apply to students who have earned credits or college degrees from accredited foreign institutions of higher education:

Students will be required to have their academic credentials translated and evaluated by any member agency of the National Association of Credential Evaluation Services (NACES) and demonstrate proficiency in English by passing the HCCC Writing Proficiency Test (WPT) before transfer credits for English Composition will be granted.

Work/Life Portfolio Credit

Students matriculated in a degree program may earn up to thirteen (13) credits for work/life experience that is demonstrated to be the equivalent of college-level study. Such credit requires the submission of a Work/Life Portfolio to determine if that experience is the equivalent of college-level study. This credit is not just for work experience, but for college-level knowledge gained from work or life experience. Students who satisfy the following requirements may apply for Work/Life portfolio credit:

- Graduated from high school or received a GED certificate five (5) or more years ago.
- Have completed at least four (4) college-level courses at HCCC as a matriculated student with a minimum 2.0 GPA, but are not in their final, degree-awarding semester.

Note: Students who receive transfer credits or other course waivers may not use Work Credit for any part of the residential requirements for an Academic Certificate or an Associate Degree.

All documents submitted become the property of the College. A student who falsifies or conceals previous academic records will be subject to disciplinary action.

Grading

OFFICE OF ACADEMIC AFFAIRS

70 Sip Ave., 4th Floor, Jersey City, New Jersey 07306 | 201-360-4010 | academicaffairs@hccc.edu

Office of Academic Affairs Webpage

All student progress is evaluated by instructors at the mid-semester and end-of-semester points. Mid-semester grades are advisory and are not recorded on the student's permanent record. Counseling and tutoring are available to assist students in academic difficulty.

Grade Reports

Grade reports are available by accessing Liberty Link. If students have outstanding balances, grade reports will not be accessible until the balance is paid in full.

Grade Point Average

To determine the grade point average (GPA), multiply the number of grade point equivalents for each grade received by the number of credits for the course, then divide the total number of grade points by the total number of credits attempted.

Grading System		Grade Points/ Credit Hour
Grade	Interpretation	
A	Outstanding	4.0
A-	Excellent	3.7
B+	Very Good	3.3
B	Good	3.0
B-	Above Average	2.7
C+	Average	2.3
C	Satisfactory	2.0
D*	Passing, minimally acceptable	1.0
F**	Failing	0.0

*D Minimally acceptable academic performance for general education courses, but unacceptable academic performance for prerequisite courses and major courses. (Note: Students should be aware that courses in which they receive a "D" grade generally are not accepted as transfer credits at other institutions.)

** F This grade is also assigned in cases of academic misconduct, such as cheating or plagiarism, and excessive absence.

I - Incomplete (No Credit)

The grade "I" is temporarily given only when students sign a contract with an instructor. Any course for which the grade of I has been awarded must be completed within the three-week period following the end of the semester or the I will automatically turn into an "F". Determination of academic progress will be made at the end of that three-week period. Students are responsible for the elimination of an I grade. Request for a change of I to a letter grade must be signed by the Instructor, Academic Program Director or Division Dean, and submitted to the Office of the Registrar.

W - Withdraw (No Credit)

Students who wish to withdraw must complete and submit a withdrawal form to the Advisement Office. Except for selected programs (e.g., Nursing), students may withdraw from a course without academic penalty until a specified point of the semester. Withdraw dates and deadlines can be found on the [Academic and Refund Calendar](#). Beyond the withdraw deadline, students may only withdraw from a course by submitting a [Special Circumstance for Withdraw \(SCW\) form](#), which will be reviewed by the Division Dean. If approved, students will receive a grade of "W".

Note: While a "W" is not used in computation of the student's grade point averages, it is calculated against the number of credits attempted. Therefore, course withdrawals may have Financial Aid or Satisfactory Academic Progress (SAP) implications.

AU- Audit (No Credit)

Students who wish their record to show that they have attended a course regularly, but who do not wish to earn credit for that course, must obtain the permission of the Division Dean and Instructor prior to enrollment in the course. This determination must be made at the time of initial registration and cannot be changed. No grade is given for an audited course, nor are any credits attempted or earned. No grade points are calculated. Students who wish to withdraw from an audited course must follow the established course withdrawal procedures.

P/F- Pass/Fail

For degree-credit courses, a Pass/Fail determination must be made at the time of registration and cannot be changed. If a student passes the course, the grade point average is not affected; however, if a student fails, an "F" grade is given (for an "F" grade, see above). Students who wish to withdraw from a Pass/Fail course must follow the established course withdrawal procedures.

Students are advised that some institutions, honor societies, and scholarship committees do not accept "P" grades and may convert "P" to "C" when computing the related grade point averages or penalize them in other ways.

CX - Credit by Examination

Used for credit awarded for prior learning (AP, CLEP, Work/life portfolio)

Grade Dispute Procedure

OFFICE OF ACADEMIC AFFAIRS

70 Sip Ave., 4th Floor, Jersey City, New Jersey 07306 | 201-360-4010 | academicaffairs@hccc.edu

Office of Academic Affairs Webpage

A final grade represents an instructor's evaluation of how well a student has met the course learning outcomes. Students have the right to dispute a grade using the following process.

A grade can only be changed by the instructor who awarded it (if still employed by the College) or by the Chief Academic Officer, who may only do so after reviewing the findings and recommendations of an Academic Appeals Committee.

A student may dispute a grade for the following reasons:

1. The instructor manifestly does not follow the grading policy published in the course syllabus.
2. The instructor has made an error in evaluating one or more graded submissions (e.g., marked correct answers as wrong).
3. The instructor has made a clerical error in tabulating or averaging grades.
4. The instructor has manifestly evaluated a student's submission(s) in a manner different from that of other students.
5. The instructor failed to provide accommodations for disabilities that had been documented per college policy prior to the award of the grade, and that failure adversely influenced the grade awarded.

A student who disputes a grade in a course may appeal it through the following process.

Step One (1) Within 30 business days of the grade being posted by the registrar, the student must discuss the grade with the instructor. This may be done in person, over the phone, or via email. If after that discussion, the student still wishes to dispute the grade, or if the instructor fails to respond to the student within seven calendar days, the student may proceed to step two.

Step Two (2) The student may, within 14 business days of the instructor's response (or failure to respond timely), appeal the grade in writing to the appropriate School Dean or Academic Program Director. A written appeal must explain why the grade is in dispute and provide all relevant materials (e.g., the syllabus, attendance reports, graded assignments, examinations, quizzes, papers, or lab reports). The School Dean will also request an explanation and any relevant materials from the instructor, the registrar, or other relevant parties. After review, the School Dean may recommend a grade change or decline to do so. With approval of the Dean of Instruction, the School Dean may direct a grade change if the faculty member is no longer employed by the College. The School Dean will communicate his or her decision to the instructor and to the student in writing within 7 business days.

Step Three (3) If the instructor or School Dean declines to change the grade, the student may, within 14 business days of receiving the School Dean's decision, appeal in writing to the Dean of Instruction, who, upon review, may dismiss the appeal, informing the student and the instructor involved, or convene an Academic Appeals Committee. The Committee shall consist of a School Dean or Academic Program Director, who shall serve as Chair, an advisor, and three faculty members, two of whom instruct in the subject involved (or a closely related subject, to be determined by the Chair) and one who teaches a different subject. The Dean or Director of the School from which the appeal emanates may participate in the committee without a vote. The Committee's charge is to determine whether there is clear and convincing evidence that an incorrect grade was awarded, and, if so, to recommend a remedy. After reviewing the relevant evidence presented by the student and the instructor, the Chair shall submit the Committee's findings and recommendations in writing to the Dean of Instruction, who will furnish them to the Chief Academic Officer for final review. The CAO's decision will be communicated to the instructor and the student in writing by the Office of Academic Affairs.

Grading in Academic Foundations and ESL Courses

OFFICE OF ACADEMIC AFFAIRS

70 Sip Ave., 4th Floor, Jersey City, New Jersey 07306 | 201-360-4010 | academicaffairs@hccc.edu

Office of Academic Affairs Webpage

Final Grades in Academic Foundations English (AFE) and ESL

Instructors assign final grades in AFE classes according to student performance on a series of reading and writing assignments administered throughout the semester.

Final grades in ESL Writing and Grammar classes are determined by combining the results of three different assessments: an instructor-assigned writing score (based on work students do in class during the semester), an in-class essay test administered at the end of the semester, and a final grammar exam.

Final grades in ESL Reading and Academic Discussion classes are determined by a program-issued final reading test and an instructor-created final assessment in Academic Discussion.

Workshops, tutoring, accelerated courses of instruction, and other services are available to all HCCC AFE and ESL students.

Students in AFE and ESL classes must complete required homework assignments and attend class regularly in order to take final tests and move up to the next level or to exit the program.

Grades for Academic Foundations and ESL Courses

Students enrolled in Academic Foundations (AF) and ESL courses will be evaluated according to the following grading system:

Grade	Interpretation	Grade Points/Credit Hour
E	Exit	4.0
P	Pass	2.5
R	Repeat	0.0
F	Fail	0.0

E - Exit

Student demonstrates college-level preparedness based on performance on the College Placement Tests.

P - Pass

Student moves to higher level of ESL or Academic Foundations. Credits taken count as attempted and earned.

R - Repeat

Student repeats same level of ESL, Academic Foundations, or College Composition I. Student has satisfied the assignment and attendance policies as described in the course syllabus, but has not achieved the level of academic performance required to succeed at the next level of instruction as determined by performance on the College Placement Tests, ESL Level Test, or Writing Proficiency Test. Credits taken count as attempted but not earned.

Students who need to take the same course a third time will be placed on probation with a reduced load. Students who unsuccessfully attempt the same course three (3) times will be suspended. After four (4) unsuccessful attempts, they will be subject to dismissal. Students may be permitted to take the course again only in the framework of the Academic Fresh Start Policy.

F - Fail

Student repeats same or lower level of ESL or Academic Foundations courses in the specified subject area. This grade is assigned to students who have not completed course work or have excessive absences. Credits taken count as attempted but not earned.

Academic Progress

Proficiency in reading, writing, computation, and algebra are required for graduation from HCCC. ESL and Academic Foundations courses are not applicable toward degree or certificate programs. However, registration records for these courses appear on student transcripts.

Students who are required to take English as a Second Language (ESL) courses must maintain the prescribed grade point average (GPA) and percentage of credits attempted.

Normal Academic Load

OFFICE OF ACADEMIC AFFAIRS

70 Sip Ave., 4th Floor, Jersey City, New Jersey 07306 | 201-360-4010 | academicaffairs@hccc.edu

Office of Academic Affairs Webpage

Students are considered full-time if they are enrolled for a minimum of 12 credit hours each semester. In order to complete an associate's degree within two years, students are encouraged to enroll in 15 credits each term. Students who wish to enroll for more than 18 credits per semester must receive permission from the School Dean or Academic Program Director.

Requests to Take Courses at Other Institutions

OFFICE OF THE REGISTRAR

70 Sip Avenue, 1st Floor, Jersey City, New Jersey 07306 | 201-360-4120 | registrar@hccc.edu

Office of the Registrar Webpage

Occasionally, a currently enrolled HCCC student may request to take a course at another institution. To be sure that the course is acceptable, the student must complete a Concurrent Enrollment Approval Form and get approval from the School Dean or Academic Program Director. It is essential that the course description from the current catalog of the outside institution be forwarded along with the Concurrent Enrollment Approval Form.

Once approved, one copy of the form is forwarded to the Office of the Registrar, one is retained by the School Dean or Academic Program Director, and the third and final copy is given to the student, who will present it to the outside institution. Upon completion of the course, the student must arrange to have an official transcript sent from the outside institution to the Office of the Registrar. Credit cannot be awarded until the official transcript has been received. Only fully program-ready students in good academic standing will be permitted to enroll concurrently in selected courses at another institution. Students who enroll concurrently in another institution without approval risk the denial of transfer credit.

Academic Standing

OFFICE OF ACADEMIC AFFAIRS

70 Sip Ave., 4th Floor, Jersey City, New Jersey 07306 | 201-360-4010 | academicaffairs@hccc.edu

Office of Academic Affairs Webpage

Students who maintain a cumulative grade point average (GPA) of 2.0 and who successfully complete 67% of their attempted credits maintain satisfactory academic progress. Academic Foundations and ESL students are considered to be making satisfactory academic progress if they earn the prescribed percent of all credits attempted in a semester by attaining grades of "E" and "P", and if their cumulative grade point average (GPA) meets the acceptable minimum standards set by the College. Students should be aware that poor grades, failures, and withdrawals from courses may adversely affect their academic standing. Students should seek personal and academic counseling immediately if their grade point averages fall below the 2.0 cumulative GPA required for graduation.

Satisfactory Standards

All students who have attempted 15 or more credits, including those enrolled in Academic Foundations courses and English as a Second Language courses, must maintain a minimum cumulative GPA of 2.0.

Students must repeat all Academic Foundations and ESL courses in which a grade of "R" or "F" is earned. All students must earn 67% of credits attempted.

Students who are required to take English as a Second Language (ESL) courses must maintain the prescribed grade point average (GPA) and percentage of credits attempted.

The following grid applies to full-time students and students who have completed at least 15 credits.

Semester with unsatisfactory Academic Progress	Cumulative GPA under 2.0 or attempted credits earned less than 67%	Grade of "R", "F", or "D" * for required class
1st	Academic Probation**	Early intervention
2nd	Suspension	Academic Probation
3rd	Dismissal	Suspension
4th	--	Dismissal

* In cases where a "D" requires the class to be repeated.

** After completing a term on probation, students who do not meet minimum academic standards, will be placed on Continued Probation.

Early Intervention

Students identified on Early Intervention are encouraged to seek assistance from the many Student Success Resources to support their continued success.

Academic Probation

In any semester, students who fail to meet the College's minimum academic standards will be placed on academic probation and are required to take no more than 14 credits. Any credits beyond this require approval from the Dean of the student's program.

- Students on academic probation must consult with the Advisement Office concerning course selection and academic load and should sign an academic contract prior to registration.
- Students on academic probation may not enroll in more than 14 credits without the permission of the School Dean or Academic Program Director. Students enrolled in more than 14 credits will be notified to drop additional courses. Failure to do so will result in the College automatically dropping students from the additional courses.

Continued Probation

Students on probation who have made some academic improvement but whose cumulative record still falls under a 2.0 GPA and/or have earned less than 67% of their attempted credits may receive the academic standing of Continued Probation.

Academic Suspension

Students shall be monitored for academic progress each semester. Students will be suspended if they fail to meet satisfactory academic progress (SAP) for two consecutive semesters. Students who have been suspended must sit out one full fall or spring semester before returning to the College and will return on academic probation. Students are required to sign an academic contract prior to registering. Failure to maintain the minimum level of academic performance will result in dismissal from the College.

Academic Dismissal

Failure to maintain the minimum level of academic progress will result in dismissal from the College. Students will be dismissed for failing to maintain satisfactory academic progress after returning from suspension. Academic dismissals cannot be appealed. Students who are academically dismissed may return after one academic year, which is defined as two consecutive semesters -- either fall and spring or spring and fall.

Academic Appeals Procedure

Students who believe that they have not been properly evaluated in terms of academic performance may make use of the following procedure:

To appeal an academic standing decision, students must complete and submit an Appeal Form and supporting documentation to the Academic Action Appeals Committee within the timeframe specified in the notification. In considering student appeals, the Committee/School Dean will also examine the student's entire academic record. An appeal will be granted by the Vice President for Academic Affairs, who is the Chief Academic Officer, at the committee's recommendation.

Student Records

OFFICE OF THE REGISTRAR

70 Sip Avenue, 1st Floor, Jersey City, New Jersey 07306 | 201-360-4120 | registrar@hccc.edu

Office of the Registrar Webpage

Student records are protected in accordance with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA). Student records will only be released upon written authorization from the student. Under FERPA, Hudson County Community College may release "directory information" without prior consent of the student. Directory information may include: name, address, telephone listing, electronic mail address, date and place of birth, photographs, field of study, enrollment status (full-/part-time), degrees and awards given, dates of attendance, most recent previous school attended, and grade level. A student who wishes to prevent the disclosure of directory information must submit a written request to the Office of the Registrar no later than the tenth day of the start of each semester. FERPA is applicable to high school students taking courses with HCCC.

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. An "Eligible Student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Hudson County Community College receives a request for access. A student should submit to the Office of the Registrar, Academic Dean or Program Director, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school 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 school 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 the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the Office of the Registrar for the record, clearly identify the part of the record the student wants changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hudson County Community 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

Transcripts

OFFICE OF THE REGISTRAR

70 Sip Avenue, 1st Floor, Jersey City, New Jersey 07306 | 201-360-4120 | registrar@hccc.edu

Office of the Registrar Webpage

A transcript is a copy of a student's permanent academic record. An official transcript carries the College seal and is sent at the student's request to other academic institutions and agencies. Unofficial transcripts are available through student portal (MyHudson). These unofficial transcripts do not carry the College seal.

Hudson County Community College has partnered with the National Student Clearinghouse to become the service provider for HCCC official transcripts. Academic transcripts can be issued directly to the student or to a third party upon consent of the student. This enables participants (e.g., high schools, colleges and other educational organizations) to securely exchange electronic transcripts with each other via the Clearinghouse secure network. Students can order transcripts at <http://www.nationalstudentclearinghouse.org/>.

Use of Preferred Name

OFFICE OF THE REGISTRAR

70 Sip Avenue, 1st Floor, Jersey City, New Jersey 07306 | 201-360-4120 | registrar@hccc.edu

Office of the Registrar Webpage

Policy on Use of Preferred Name

The College and its Board of Trustees ("Board") recognize that many individuals use and are known by a name other than their legal name because of their gender identity, cultural background, or other aspects of their social or personal identity. College students, faculty and staff shall be allowed to use and be known by a preferred first name. All College offices and personnel are expected to respect an individual's request to be known by their preferred name, and to use that name when interacting with, addressing or referring to the individual who has selected a preferred name following the process outlined in this policy. The College will make good faith efforts to utilize an individual's preferred name throughout the College community, where feasible and appropriate, and to update reports, documents, processes, and systems approved for display and use of preferred names. The College cannot guarantee that the preferred name will appear in all locations or in all circumstances.

Procedure on Use of Preferred Name

A Preferred Name is the name by which an individual wishes to be known and to have appear in College systems and when conducting day-to-day College business because it affirms that individual's gender, culture and other aspects of social identity. The preferred name will consist of a preferred first name. The preferred name does not affect the individual's middle or last name, which must remain the individual's legal name. Legal Name is defined as the name that is recorded on an individual's legal identification and used on formal legal records at the College.

Requesting a Preferred Name:

- To request a preferred name after admission to the College, a student must complete the [Chosen Name Request Form](#).
- To request a change in preferred name or to revert back to use of a legal name, the student must complete a new Preferred Name Request Form.
- To request a preferred name, to change a preferred name or revert back to use of a legal name, College faculty or staff must contact Human Resources.

View the full [Procedure on Preferred/Chosen Name](#).

Abegail Douglas-Johnson (ADJ) Academic Support Services

ABEGAIL DOUGLAS-JOHNSON (ADJ) ACADEMIC SUPPORT SERVICES

Academic Support Services Webpage

Locations:

STEM and Business Tutoring Center (Journal Square Campus)

71 Sip Ave., Jersey City, New Jersey 07306 | Lower-Level | 201-360-4187 | academicsupport@hccc.edu

Writing Center (Journal Square Campus)

2 Enos Pl., Room J-204, Jersey City, New Jersey 07306 | 201-360-4370 | academicsupport@hccc.edu

Academic Support Center (North Hudson Campus)

4800 Kennedy Blvd., Room N-704, Union City, New Jersey 07087 | 201-360-4779 | academicsupport@hccc.edu

The Abegail Douglas-Johnson (ADJ) Academic Support Services Department comprises three centers: The STEM and Business Tutoring Center, the Writing Center, and the Academic Support Center. It provides free in-person and online academic support in across a broad range of subject areas to help students bridge gaps in comprehension and develop mastery of subject content, while becoming autonomous and efficient learners. Tutors and students work collaboratively in one-on-one, small group, and workshop settings to reinforce course material, develop confidence, and foster independence. Students can schedule appointments using [Navigate360](#).

Additional Services:

Brainfuse is our online tutoring service partner. They provide live online tutoring outside of our regular business hours and 24/7 Writing Lab services.

Brainfuse offers the following features:

- Live Help: Connect with a live tutor on demand.
- Writing Lab: Send an essay or career document for review.
- Submit a Question: Ask a question to be answered offline usually within 24 hours.
- Review Past Sessions: Review previous online tutoring sessions.
- Academic Tools: an extensive collection of self-guided tools, including:
- Skill Surfer: a comprehensive library of lessons and practice tests in a variety of core subjects.
- Diagnostic tests for targeted academic support
- Flashbulb: a versatile flashcard tool with a library of content and creative features to refresh study habits.
- Foreign language lab with on-demand tutoring support and a robust vocabulary builder for students

Academic Coaching/In-Class Tutoring Program

Academic Coaches are assigned to specific classes, and they work with the students inside and outside of the classrooms. They attend each class session and work with the instructor to provide students with the support necessary to succeed in the course. Academic Coaches are also available during specially designated drop-in hours in the Tutorial Centers to assist the students who are enrolled in these courses

ESL Resource Centers

Under the ADJ Academic Support Services Department, the ESL Resource Centers (J204 in JSQ and N704 at the NHC) provide a variety of resources that enhance the language learning experience, reinforce content knowledge and retention, and contribute to the mastery of core competencies. Students also have opportunities to participate in experiential learning activities that foster engagement within and around the college community, engendering cultural, social, and linguistic competencies.

Academic Workshops

The ADJ Academic Support Services Department offers several academic workshops to support and supplement student learning, such as:

- Math and Science Workshops
- Poster Design Workshops
- Writing Workshops
- Test Prep Workshops
- ESL Conversation/Pronunciation & Grammar Workshops

Accessibility Services

OFFICE OF ACCESSIBILITY SERVICES

Journal Square : 71 Sip Avenue, Lower Level Rooms L010 & L011, Jersey City, New Jersey 07306 | 201-360-4157 | as@hccc.edu

North Hudson : 4800 Kennedy Blvd, Room 703P, Union City, New Jersey 07087 | 201-360-4157 | as@hccc.edu

[Accessibility Services Webpage](#)

In compliance with the Americans with Disabilities Act (ADA) of 1990 as amended in 2008, and Section 504 of the Rehabilitation Act of 1973 (Section 504), Hudson County Community College is committed to the creation of an inclusive and safe learning environment for all students. The Office of Accessibility Services is responsible for determining reasonable accommodations for students who encounter barriers due to disability (conditions can include but are not limited to: mental health, attention-related, learning, cognitive/developmental, vision, hearing, physical or health impacts). For a listing of available types of assistance, please refer to the [Accessibility Services webpage](#).

Students with disabilities must self-identify to the College by completing the request process. If reasonable accommodations are determined to be necessary and appropriate, an Accommodation Letter will be issued. Documentation provided by students is kept confidential. This should be done as early in the semester as possible as accommodations are not retroactive.

Service Animal Policy and Procedure

OFFICE OF ACCESSIBILITY SERVICES

Journal Square: 71 Sip Avenue, Lower Level Rooms L010 & L011, Jersey City, New Jersey 07306 | 201-360-4157 | as@hccc.edu

North Hudson: 4800 Kennedy Blvd, Room 703P, Union City, New Jersey 07087 | 201-360-4157 | as@hccc.edu

[Accessibility Services Webpage](#)

Hudson County Community College (HCCC) limits the presence of privately owned animals on campus. However, the College permits exceptions for Service Animals on campus when they are doing work or performing tasks required by a student, employee, or visitor.

The term "Service Animal" as used in this Policy means a Service Animal as defined in the regulations of the Americans with Disabilities Act (ADA) as promulgated by the United States Department of Justice in 28 C.F.R. §§ 36.104 and 35.136. Service Animals are working animals, not pets. The work or task that a Service Animal has been trained to provide must be directly related to the person's needs or disability. Animals whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or to promote emotional well-being do not qualify as Service Animals under the ADA regulations.

View the full [Service Animal Policy and Procedure](#).

Advisement

OFFICE OF ADVISEMENT

Journal Square: 70 Sip Avenue, 2nd Floor, Jersey City, New Jersey 07306 | 201-360-4150/4152 | advising@live.hccc.edu

North Hudson: 4800 Kennedy Blvd., 1st Floor, Union City, New Jersey 07087 | 201-360-4627 | advising@live.hccc.edu

[Advisement Webpage](#)

In support of the College's mission, the Advisement Office provides guidance and support to HCCC students by assisting them with identifying and achieving their educational, career, and personal goals. Services include academic advising, major selection, course planning and registration, goal setting, and transfer planning.

Academic counselors and advisors support matriculated students on both campuses, as well as remotely. Students are encouraged to meet with their advisor early on in the academic term to plan out their courses for their respective academic programs. Students can make an appointment by downloading the [Navigate Student app](#).

Athletics

OFFICE OF ATHLETICS

81 Sip Avenue, Jersey City, New Jersey 07306 | athletics@hccc.edu

[Athletics Webpage](#)

HCCC Welcomes the Office of Athletics.

HCCC is proud to launch an Athletics Program in anticipation of brand new athletic facilities in the [Center for Student Success](#) (opening fall 2026). The new facilities will include a full-sized gymnasium, walking track, fitness center, and athletic training facility. The Office of Athletics opened in 2025 with the hiring of a Director of Athletics, and we will be building our staff in the coming months.

In coordination with the completion of the [Center for Student Success](#), several athletics teams are planned to begin operations. Men's and women's basketball will begin competition in the Fall of 2026, and men's and women's volleyball will begin competition in the Fall of 2027. All athletics teams will compete as NJCAA Division III programs within Region 19 and the Garden State Athletic Conference.

College Libraries

COLLEGE LIBRARIES

Journal Square: 71 Sip Avenue, 1st and 2nd Floors, Jersey City, New Jersey 07306 | 201-360-4360 | library@hccc.edu

North Hudson: 4800 Kennedy Blvd., 3rd Floor, Union City, New Jersey 07087 | 201-360-4605 | library@hccc.edu

[College Libraries Webpage](#)

The Libraries on the Journal Square and North Hudson Campuses support the research and curricular needs of students and faculty. The [Libraries' website](#) is a guide to our resources and services. A current HCCC ID card is required to borrow Library materials. Online resources can be accessed either on or off campus with proper ID and password. Group study rooms are available for student use. Textbooks for most courses are on reserve and available to students in either library. Librarians are available to instruct classes and provide individualized research help. Computers, scanners, iPads, printers, and phone chargers are available for student use. The Library hosts many arts and crafts events in our Makerspace.

College Wide ID Cards

OFFICE OF SAFETY AND SECURITY

Journal Square: 81 Sip Ave., Jersey City, New Jersey 07306 | 201-360-4080

North Hudson: 4800 Kennedy Blvd., Union City, New Jersey 07087 | 201-360-4777

Safety and Security Webpage

Every HCCC student must obtain a College Wide ID (CWID) card before the beginning of their first semester. The CWID card must be validated at the start of each semester. Students are required to carry an official HCCC CWID at all times. Presentation of a CWID may be necessary for fulfillment of certain student services (shuttle service, trips and events, library, computer labs, etc.), and may be required upon entering the College's facilities. Students may obtain a new or replacement CWID at the Office of Public Safety and Security. There is a fee to replace a lost ID card.

Computer Labs

OFFICE OF INFORMATION TECHNOLOGY SERVICES

Journal Square: 70 Sip Ave., 3rd Floor, Jersey City, New Jersey 07306 | 201-360-4310 | itshelp@hccc.edu | computerlabs@hccc.edu

North Hudson: 4800 Kennedy Blvd., 3rd Floor, Union City, New Jersey 07087 | 201-360-4309 | itshelp@hccc.edu | computerlabs@hccc.edu

Information Technology Services Webpage

Computer labs are located in the Jersey City Campus and at the North Hudson Campus. Students may use the computer to help them develop their thinking and problem-solving skills, as well as their knowledge of specific subject areas. Students may also use software for word processing and data management. Trained lab assistants are available to assist walk-in students and regularly scheduled classes in using the equipment.

Educational Opportunity Fund

EDUCATIONAL OPPORTUNITY FUND (EOF)

2 Enos Place, Lower Level, Jersey City, New Jersey 07306 | 201-360-4180 | eof@hccc.edu

Educational Opportunity Fund Webpage

The Educational Opportunity Fund (EOF) Program is an academic support program. For more than 50 years, EOF has served students from educationally and economically disadvantaged backgrounds in the State of New Jersey. EOF provides wraparound academic services to assist students in developing the skills needed to navigate and graduate from Hudson County Community College. Students are assigned a personal advisor who will assist them in reaching their academic, career and personal goals. Support services include academic advisement, transfer and career advisement, tutorial services, supplemental instruction, mentoring, and enrichment workshops. The EOF program offers a robust summer experience for all new EOF scholars providing developmental courses and academic support services.

EOF scholars may be eligible to receive an EOF grant through the New Jersey Office of the Secretary of Higher Education (OSHE). To be eligible to participate in the EOF program, a scholar must be enrolled as a full-time student, be a resident of New Jersey for at least one year, meet the state's income eligibility criteria. Interested students must submit a completed [EOF Application](#).

Mental Health Counseling and Wellness

OFFICE OF MENTAL HEALTH COUNSELING AND WELLNESS

Journal Square: 70 Sip Avenue, 3rd Floor, Jersey City, New Jersey 07306 | 201-360-4229 | mentalhealthcounseling@hccc.edu

North Hudson: 4800 Kennedy Blvd., 7th Floor, Union City, New Jersey 07087 | 201-360-4229 | mentalhealthcounseling@hccc.edu

Mental Health Wellness and Counseling Webpage

HCCC is proud to be a stigma-free campus. Mental Health Counseling & Wellness is here to help Students with obstacles that might impact their academic goals. The office embraces diversity and acknowledges that students are all unique and special. Counselors treat students with the respect and dignity they deserve. Their role is to advocate, support, and help students achieve their individualized dreams, by providing a Safe Place for all.

Services provided:

- Short term mental health counseling by a licensed provider
- Support Groups
- Psycho-educational workshops
- Referrals
- 24/7 support via Peer-to-peer support through the TalkCampus App
- Internship experience opportunities

Student Handbook

OFFICE OF STUDENT AFFAIRS

81 Sip Ave., 2nd Floor, Jersey City, New Jersey 07306 | 201-360-4160 | studentaffairs@hccc.edu

The [Student Handbook](#) is distributed by the Dean of Student Affairs to help students familiarize themselves with College policies and procedures. However, it is not the official statement of the College's policies and procedures and is subject to change without notice. Information about student life, student activities, clubs and organizations, campus security, and campus rules and regulations can be found in the [Student Handbook](#).

Auto-Graduation Policy

OFFICE OF THE REGISTRAR

70 Sip Avenue, 1st Floor, Jersey City, New Jersey 07306 | 201-360-4120 | registrar@hccc.edu

Office of the Registrar Webpage

Hudson County Community College has an auto-graduation policy. Once a student has surpassed 20 college credits toward a certificate program or 50 college credits toward a degree program, the student will be contacted and advised to apply online for graduation through the student portal. At that time, a degree audit will be conducted, and the student will be contacted and advised of graduation status. Once all degree requirements are completed, students will be automatically graduated, and diplomas will be printed and available for pickup at the Enrollment Services Office at 70 Sip Avenue, Jersey City, NJ.

Students may opt out of the automatic graduation process by notifying the Registrar's Office at registrar@hccc.edu. By opting out of auto-graduation, students are indicating that they do not want the certificate or degree to be awarded and assigned to their academic record.

Some students may be eligible for additional certificates or degrees. To request to be graduated from certificates or degrees other than their declared program, students must submit an additional graduation application at: www.hccc.edu/administration/registrar/graduation-requirements.html.

Career Support

OFFICE OF CAREER AND TRANSFER PATHWAYS

Journal Square: 70 Sip Ave, 3rd Floor, Jersey City, New Jersey 07306 | 201-360-4184 | ctpathways@hccc.edu

North Hudson: 4800 John F. Kennedy Blvd, 1st Floor, Union City, New Jersey 07087 | 201-360-4184 | ctpathways@hccc.edu

Career and Transfer Pathways Webpage

Enrolling in college marks the beginning of a student's career journey. The Office of Career and Transfer Pathways at Hudson County Community College serves a diverse group of unique individuals in different stages of their careers: from career exploration to career readiness to career management. Career and Transfer Pathways is passionate about supporting all students and alumni in being competitive candidates in the workforce. For students who are unsure about their pathway of study, Career and Transfer Pathways will help them explore their passions, skills, and interests to identify a major. For students who are seeking a job, Career and Transfer Pathways will teach them how to create a resume and cover letter, apply to jobs, and successfully interview with employers. For those who are seeking experience in the workforce, Career and Transfer Pathways will support access to internship, volunteer, and entry-level opportunities that will enhance students' employability. For students looking to advance their careers, Career and Transfer Pathways will coach how to negotiate pay, enhance their leadership skills, and research companies that align with their values and skills.

National Association of Colleges and Employers (NACE) Career Readiness Competencies

The Office of Career and Transfer Pathways prepares students for workplace success and lifelong career growth by fostering the skills, knowledge, and experiences employers seek. Guided by the National Association of Colleges and Employers (NACE) Career Readiness Competencies, this framework defines the essential abilities that can be developed through academic learning, campus involvement, and professional experiences.

Handshake

Hudson County Community College utilizes Handshake, a modern career development platform where students and alumni can find jobs and internships, connect with employers, access career resources, and register for events like career fairs and networking opportunities.

Qualifications for Select Careers

Some careers require graduates to hold specific licenses or to undergo an extensive background check as a pre-condition for employment. Before selecting a major, students should familiarize themselves with the selection processes and eligibility criteria for related careers. Students are encouraged to discuss any concerns with their Academic School Dean, Program Director, or advisor.

Graduation

OFFICE OF THE REGISTRAR

70 Sip Avenue, 1st Floor, Jersey City, New Jersey 07306 | 201-360-4120 | registrar@hccc.edu

Office of the Registrar Webpage

Associate Degree and Certificate Requirements

Students must fulfill the following requirements to be awarded an associate degree or a certificate:

- Complete Academic Foundations and/or ESL requirements.
- Complete a minimum of 30 credits in residence at HCCC for the associate degree, of which 12 must be in their major or field of concentration.
- Earn an overall GPA of at least 2.0.
- Earn a grade of C or higher in all required courses in their field of concentration.
- Be certified by the Registrar as having met all requirements for the degree.
- Return all Library books and College materials.

Conferral of Degrees and Commencement Exercises

Degrees are conferred twice annually, at the end of the Fall and Spring semesters. The Commencement ceremony takes place in May of each year. Students who are able to complete all degree requirements during the summer sessions may participate in Commencement exercises.

Graduation Honors

Students who demonstrate high scholastic achievement are eligible for the following graduation honors:

3.45 - 3.64 GPA: Cum laude (with honors)

3.65 - 3.84 GPA: Magna cum laude (with high honors)

3.85 - 4.00 GPA: Summa cum laude (with highest honors)

Transfer Support

OFFICE OF CAREER AND TRANSFER PATHWAYS

Journal Square: 70 Sip Ave, 3rd Floor, Jersey City, New Jersey 07306 | 201-360-4184 | ctpathways@hccc.edu

North Hudson: 4800 John F. Kennedy Blvd, 1st Floor, Union City, New Jersey 07087 | 201-360-4184 | ctpathways@hccc.edu

Career and Transfer Pathways Webpage

The Office of Career and Transfer Pathways provides information about partnerships with four-year institutions to assist students in transferring their Associate Degrees to the four-year college of their choice. It is in a student's best interest to finish your HCCC degree before transferring to maximize transfer credit and scholarship opportunities.

Transferring from HCCC to Other Institutions

New Jersey's Lampitt Law is designed to facilitate a smooth transfer from a New Jersey community college to New Jersey public colleges and universities. Under the Lampitt Law, all credits earned as part of an A.A. or A.S. will transfer to New Jersey public colleges and universities.

Additionally, in order to facilitate the transfer of students (including those enrolled in A.F.A. and A.A.S. degree programs) to certain Bachelor's degree programs, HCCC has negotiated special articulation and dual admission agreements. This allows HCCC graduates to transfer coursework smoothly in their major area of study to participating institutions.

Dual Enrollment and Articulation Agreements with Senior Institutions

HCCC has [formal agreements with several institutions](#) which provide for seamless transfer.

New Jersey Statewide Transfer Agreement

Effective Fall 2008, all 19 New Jersey community colleges have implemented statewide General Education Foundation guidelines in compliance with the New Jersey Statewide Transfer Agreement. The state-affirmed HCCC General Education requirements, when taken in accordance with HCCC A.A. and A.S. degree curricula, will be accepted for transfer in fulfillment of up to half of the credits required for a basic four-year bachelor's degree at any New Jersey public institution. HCCC graduates with an A.A. or A.S. will also be considered to have completed all lower division General Education requirements. Detailed information regarding the statewide General Education Foundation guidelines and the statewide transfer agreement can be obtained at [NJ Transfer](#).

Statewide Reverse Transfer Agreements

The purpose of the Statewide Reverse Transfer Agreement is to create an opportunity for students enrolled at a Four-Year Institution who have transferred credit from a Community College to earn an Associate degree from their former Community College. For more information about reverse transfer, please contact the [Office of the Registrar](#).

Transfer Events

The Office of Transfer Pathways coordinates [events](#) throughout the academic year for students to explore transfer opportunities and meet with partner institutions. Transfer representatives from partner schools will meet with students on campus and offer same-day transfer decisions. A number of schools will also offer application fee waivers to eligible students. These opportunities are available to current HCCC students at both the North Hudson and Journal Square locations.

All Programs

Accounting A.S.

General

Degree
Associate in Science

Program Title
Accounting A.S.

Program Description
The two-year transfer-oriented A.S. in Accounting Program provides the first step towards professional licensure and certification in both public and private sector accounting. The program is designed for students seeking a four-year Accounting degree that meets eligibility requirements for the CPA or CMA exam. The degree also provides a solid background for junior-level entry into the accounting workplace. This curriculum includes training in computer-based accounting software and systems current in the accounting profession.

Simple Requisites

Major Requirements and Electives Major Requirements and Electives Type Completion Requirement Major Requirements and Electives Complete ALL of the following Courses: - CSS100 - College Student Success - ACC121 - Principles of Accounting I - ACC221 - Principles of Accounting II - ACC211 - Computerized Accounting - ACC240 - Intermediate Accounting I - ACC241 - Intermediate Accounting II - MAN121 - Principles of Management - BUS230 - Business Law - ECO202 - Principles of Microeconomics - MAN221 - Marketing - OR ACC224 - Federal Taxation
General Education Requirements and Electives General Education Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - CSC100 - Intro to Computers & Computing - ENG101 - College Composition I - ENG102 - College Composition II - MAT100 - College Algebra - ECO201 - Principles of Macroeconomics - MAT114 - Introduction Probabilities & Statistics - ENG112 - Speech Electives Earn at least 3 credits from the following: - Humanities Electives Electives Earn at least 3 credits from the following: - Diversity Elective(s)

- Humanities Elective(s) - Social Science Elective(s)
Electives Earn at least 3 credits from the following: Lab Science Elective 3 Credits

Accounting, Certificate

General

Degree
Certificate

Program Title
Accounting, Certificate

Program Description
The Certificate in Accounting program prepares graduates already in the field of accounting along with new accounting students with the minimal accounting job skills required for employment. Potential careers include positions in accounting, bookkeeping, financial analysis, tax preparation, and payroll accounting.

Simple Requisites

Major Requirements and Electives Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - ACC121 - Principles of Accounting I - ACC211 - Computerized Accounting - ACC221 - Principles of Accounting II - ACC224 - Federal Taxation - ACC240 - Intermediate Accounting I - BUS230 - Business Law - CSC100 - Intro to Computers & Computing - MAN121 - Principles of Management
General Education Requirements and Electives General Education Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - ENG101 - College Composition I - MAT114 - Introduction Probabilities & Statistics

Addictions Counseling Proficiency Certificate

General

Degree
Proficiency Certificate

Program Title
Addictions Counseling Proficiency Certificate

Program Description
The Proficiency Certificate in Addictions Counseling provides students with the educational requirements needed to become a Certified Alcohol and Drug Counselor (CADC) in the state of New Jersey. Through its curricular structure, the program provides students with the competencies needed to fulfill the educational requirements to become a Certified Alcohol and Drug Counselor. Domains of competencies include Assessment, Counseling, Case Management, Client Education, and Professional Responsibility. Students develop an understanding of addiction. Students gain knowledge in the fundamental effects of addiction on the abuser and families as well as the biopsychosocial impacts of use. Students learn various counseling skills and then demonstrate these skills during fieldwork. Upon completion of this program, graduates have fulfilled the educational requirements to become a Certified Alcohol and Drug Counselor. Graduates will still need to fulfill externally the 3,000 hours of required related work experience for the certification. Graduates are able to obtain employment in the field.

Advanced Manufacturing AAS

General

Degree
Associate in Applied Science

Program Title
Advanced Manufacturing AAS

Program Description
The Associate in Applied Science degree in Advanced Manufacturing provides students with the knowledge and skills relevant for entry-level employment in the manufacturing industry. Required courses introduce students to many facets of manufacturing including metal and wood fabrication, polymer processing, Computer-Aided Design and Computer-Aided Manufacturing (CAD/CAM), Computer Numeric Control (CNC), machine and tooling design, automation and Controls, Robotics, and Quality Control.

Simple Requisites

Major Requirements and Electives Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: • ENG103 - Technical Report Writing • ENG211 - Business Communications • CSC118 - Python Programming • ADM120 - Manufacturing Processes • ADM201 - Materials Science • ADM230 - Plastic Manufacturing • ADM231 - Computer Numeric Control • ADM240 - Robotics • ADM241 - Manufacturing Design • SCM101 - Supply Chain Management Principles Electives Earn at least 3 credits from the following: • Science/Lab Science Electives Major Restricted Electives Complete ANY of the following Courses: • ADM232 - Welding

- Humanities Electives

OR Social Science Electives

Electives

Earn at least 4 credits from the following:

- Science/Lab Science Electives

Advanced Manufacturing (ADM) Woodwork Option, AAS

General

Degree
Associate in Applied Science

Program Title
Advanced Manufacturing (ADM) Woodwork Option, AAS

Program Description
The Associate in Applied Science degree in Advanced Manufacturing Woodwork Option provides students with the knowledge and skills required for entry-level employment in the wood manufacturing industry. Required courses introduce students to many facets of manufacturing wood fabrication and design, Computer-Aided Design and Computer-Aided Manufacturing (CAD/CAM), Computer Numeric Control (CNC), machine and tooling design, automation, and Controls, Robotics, and Quality Control.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- ADM185 - Fund. Architectural Manufacturing
- ADM182 - Wood Science
- ADM256 - CNC for Woodworking
- ADM282 - Machine Processes Architectural Woodwork
- ADM241 - Manufacturing Design
- SCM101 - Supply Chain Management Principles
- CSC118 - Python Programming
- ENG103 - Technical Report Writing
- ENG211 - Business Communications
- EGS101 - Engineering Graphics
- ADM201 - Materials Science

Electives

Earn at least 3 credits from the following:

- ENV110 - Introduction to Environmental Studies
- BIO100 - General Biology
- BIO120 - Human Sexual Biology
- SCI101 - Introduction to Physical Science
- CHP100 - Introduction to Chemistry

ADM Electives

Complete ANY of the following Courses:

- ADM232 - Welding

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success
- ENG101 - College Composition I
- ENG112 - Speech

- MAT100 - College Algebra - CHP111 - College Chemistry I
Electives Earn at least 3 credits from the following: <u>Social Science Electives</u> OR <u>Humanities Electives</u>
Electives Earn at least 4 credits from the following: <u>Science/Lab Science Electives</u>

Biology (Science & Mathematics) A.S.

General

Degree
Associate in Science

Program Title
Biology (Science & Mathematics) A.S.

Division
STEM

Program Description
The Science & Mathematics Program with Biology option is designed for students who wish to complete a bachelor's degree or higher in a science. It permits students to tailor a program to suit their individual goals. Students who have not decided on a field of specialization may explore various biological sciences. Others who intend to transfer into specialized programs such as pre-medicine, pre-dentistry, pharmacy, chiropractic, physical therapy or other allied health fields can begin with this program.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives Type Completion Requirement
Complete ALL of the following Courses: - BIO115 - Principles of Biology I - BIO116 - Principles of Biology II - BIO230 - Histology - BIO270 - Cell Biology - CHP211 - College Chemistry II
Earn at least 4 credits from the following: - BIO270 - Cell Biology - BIO208 - Ecology - BIO250 - Microbiology - BIO260 - Molecular Biology - MAT111 - Calculus I - MAT112 - Calculus II

General Education Requirements and Electives
General Education Requirements and Electives Type Completion Requirement
Complete ALL of the following Courses: - CSS100 - College Student Success - ENG101 - College Composition I - ENG102 - College Composition II - MAT110 - Precalculus OR MAT111 - Calculus I - BIO111 - Anatomy and Physiology I - CHP111 - College Chemistry I - HUM101 - Cultures and Values - SOC101 - Introduction to Sociology - PSY101 - Introduction to Psychology - BIO211 - Anatomy and Physiology II - PHY113 - Physics I

Biotechnology (Science & Mathematics) A.S.

General

Degree
Associate in Science

Program Title
Biotechnology (Science & Mathematics) A.S.

Program Description
The biotechnology curriculum will provide students a robust foundation in biology, chemistry, mathematics in order to transfer to and succeed in four-year institutions. Students will be familiar with various bio-techniques, bioinstrumentation as well as bioinformatics, microbiology, molecular biology, and cell biology. Students will also gain necessary laboratory skills for entry level in Biotechnology industry.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- BIO116 - Principles of Biology II
- BIO260 - Molecular Biology
- BIO270 - Cell Biology
- CHP225 - Organic Chemistry I
- CHP230 - Organic Chemistry II

Restricted Major Electives

Earn at least 4 credits from the following:

- BIO230 - Histology
- BIO240 - Genetics
- BIO211 - Anatomy and Physiology II
- BIO111 - Anatomy and Physiology I
- BIO208 - Ecology
- BIO250 - Microbiology
- MAT111 - Calculus I
- OR MAT112 - Calculus II

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success
- ENG101 - College Composition I
- ENG102 - College Composition II
- MAT110 - Precalculus
- OR MAT111 - Calculus I
- CHP111 - College Chemistry I
- CHP211 - College Chemistry II
- PSY101 - Introduction to Psychology
- HUM101 - Cultures and Values
- SOC101 - Introduction to Sociology
- BIO115 - Principles of Biology I
- PHY113 - Physics I

Business Administration A.S.

General

Degree
Associate in Science

Program Title
Business Administration A.S.

Program Description
HCCC's Associate in Science in Business Administration prepares graduates for a seamless transfer to a senior institution to complete a baccalaureate degree in business-related fields. Graduates of this degree are also qualified for entry-level administrative and management positions. The program provides business knowledge and skills as the foundation for more specialized and/or advanced study. The curriculum includes communication skills, accounting, economics, finance, marketing, business management and electives that prepare students for specialized and advanced courses.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success
- BUS103 - Introduction to Business
- ACC121 - Principles of Accounting I
- ACC221 - Principles of Accounting II
- BUS230 - Business Law
- MAN121 - Principles of Management
- MAN221 - Marketing
- OR HMT202 - Innovation, Creativity & Marketing
- MAT114 - Introduction Probabilities & Statistics
- ENG211 - Business Communications

Restricted Major Electives

Earn at least 3 credits from the following:

- ACC211 - Computerized Accounting
- BUS205 - Global Business
- BUS299 - Business Internship
- CAI206 - Introduction to Sustainability
- HMT111 - Introduction to Entrepreneurship
- SCM101 - Supply Chain Management Principles

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- ENG101 - College Composition I
- ENG102 - College Composition II
- CSC100 - Intro to Computers & Computing
- MAT110 - Precalculus
- OR MAT116 - Pre-Calculus for Business
- ECO201 - Principles of Macroeconomics
- ECO202 - Principles of Microeconomics
- ENG112 - Speech

Electives
Earn at least 4 credits from the following:
Science/Lab Science Electives
Electives
Earn at least 3 credits from the following:
Humanities Electives
Electives
Earn at least 3 credits from the following:
Diversity Electives

Business Administration - Cannabis Studies Option, AS

General

Degree
Associate in Science

Program Title
Business Administration - Cannabis Studies Option, AS

Program Description
HCCC's Associate in Science in Business Administration - Cannabis Studies prepares graduates for entry-level administrative and supervisory positions in the cannabis business field. Graduates of this AS Degree are prepared for employment in cannabis cultivation, manufacturing, delivery, wholesale, and retail. The program provides business knowledge and skills as the foundation for more specialized and/or advanced study. The curriculum includes communication skills, accounting, economics, finance, marketing, business management, and electives that prepare students for specialized and advanced courses. The AS Business Administration - Cannabis Studies Option program provides students with the skills to secure a leadership position in the cannabis business field.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives
Type
Completion Requirement
Complete ALL of the following Courses:
- CSS100 - College Student Success - ACC121 - Principles of Accounting I - ENG211 - Business Communications - MAN121 - Principles of Management - BUS230 - Business Law - CAN101 - Cannabis Compliance - CAN121 - Justice in Cannabis - CAN201 - Cannabis Health & Safety - CAN221 - Cannasseur Level I - BUS299 - Business Internship
General Education Requirements and Electives
General Education Requirements and Electives
Type
Completion Requirement
Complete ALL of the following Courses:
- ENG101 - College Composition I - ENG102 - College Composition II - ENG112 - Speech - MAT110 - Precalculus - OR MAT116 - Pre-Calculus for Business - CSC100 - Intro to Computers & Computing - ECO201 - Principles of Macroeconomics - ECO202 - Principles of Microeconomics
Electives
Earn at least 4 credits from the following:
Lab/Science 4 Credits
Electives

Earn at least 3 credits from the following: Humanities Electives
Electives Earn at least 3 credits from the following: Diversity Electives

Culinary Business Innovation, Certificate

General

Degree
Certificate

Program Title
Culinary Business Innovation, Certificate

Program Description
The Academic Certificate in Culinary Business Innovation provides a career-oriented curriculum designed to develop skills beyond a proficiency level. This Certificate is designed for individuals currently preparing foods for sale from a residence or commercial kitchen. It is also for those who may have been recently employed in the foodservice industry. This two-semester Certificate will increase students' access to employment opportunities. Students will learn how to advance an employer's business or create their own entrepreneurial venture within the industry. Students will also learn how to respond to a changing industry climate. Upon successful completion, students will be professionally certified with Servsafe Food Manager Certification to further enhance their employment opportunities.

Simple Requisites

Major Requirements and Electives Major Specialized Requirements Type Completion Requirement Complete ALL of the following Courses: - MAT103 - Business Mathematics OR ACC121 - Principles of Accounting I - CAI115 - Food Sanitation & Culinary Principles OR HMT204 - Fundamentals of Wine and Food OR HMT116 - Restaurant Operations Management I - CAI223 - Food, Beverage, and Labor Cost Control - ENG112 - Speech - HMT104 - Culinary for Hospitality - HMT111 - Introduction to Entrepreneurship - HMT202 - Innovation, Creativity & Marketing - HMT210 - Hospitality and Travel Law
General Education Requirements and Electives General Education Requirements Type Completion Requirement Complete ALL of the following Courses: - ENG101 - College Composition I - ENG102 - College Composition II OR ENG103 - Technical Report Writing OR ENG115 - Writing for Emerging Media OR ENG211 - Business Communications

Business (Liberal Arts) A.A.

General

Degree
Associate in Arts

Program Title
Business (Liberal Arts) A.A.

Program Description
HCCC's Associate in Arts Liberal Arts Business degree program prepares students for transfer to four-year colleges or universities after completing two years of undergraduate coursework at HCCC. Graduating students may advance to majors in business or related subjects. The Liberal Arts Business program allows many options when choosing courses; students should plan carefully for the future by researching the degree requirements of four-year institutions which interest them.

Simple Requisites

Major Requirements and Electives Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: CSS100 - College Student Success MAN121 - Principles of Management MAN221 - Marketing ACC121 - Principles of Accounting I ACC221 - Principles of Accounting II
General Education Requirements and Electives General Education Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: ENG101 - College Composition I ENG102 - College Composition II ENG112 - Speech CSC100 - Intro to Computers & Computing MAT110 - Precalculus OR MAT116 - Pre-Calculus for Business ECO201 - Principles of Macroeconomics ECO202 - Principles of Microeconomics HIS105 - U.S. History I OR HIS220 - World History I HIS106 - U.S. History II OR HIS221 - World History II Electives Earn at least 3 credits from the following: Mathematics Electives OR Science/Lab Science Electives Electives Earn at least 4 credits from the following: Science/Lab Science Electives Electives

Earn at least 3 credits from the following: Diversity Electives
Electives Earn at least 9 credits from the following: Humanities Electives

Baking & Pastry Arts, Certificate

General

Degree

Certificate

Program Title

Baking & Pastry Arts, Certificate

Program Description

The Certificate in Baking and Pastry Arts provides a career-oriented curriculum designed to develop skills beyond a proficiency level. This Certificate is designed for individuals who may not initially desire a degree but who wish to increase opportunities for employment in the field of baking and pastry within restaurants, cruise ships, assisted living facilities, hotels, resorts, institutional foodservice facilities and product development. Upon completion, students will be professionally certified to enhance skills for future employment opportunities.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CAI115 - Food Sanitation & Culinary Principles
- CAI118 - Pantry and Breakfast Cookery
- CAI119 - Bakeshop I
- CAI129 - Bakeshop II
- CAI219 - Advanced Bakeshop III
- CAI229 - Advanced Bakeshop IV - Classical
- CBP120 - Introduction to Professional Baking
- CBP121 - Basic Bench Work
- CAI125 - Externship I

Complete at least 3 of the following courses:

- CBP124 - Tarts, Tortes and Gateaux
- CBP211 - Meringues, Souffles, & Frozen Desserts
- CBP212 - Desserts for Restaurant & in Store Retail
- CBP220 - Petits Fours, Mignardise & Candies
- CBP225 - Advanced Artisanal Bread Baking
- CBP226 - Chocolate and Sugar

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- ENG101 - College Composition I
- CSC100 - Intro to Computers & Computing

Culinary Arts, Baking and Pastry Option, AAS

General

Degree

Associate in Applied Science

Program Title

Culinary Arts, Baking and Pastry Option, AAS

Program Description

The AAS in Culinary Arts Baking and Pastry Degree option is designed to provide students with the knowledge and skill set relevant for entry level employment in the baking and pastry segment of the foodservice/hospitality industry. The option will introduce students to fundamentals and advanced techniques in a progressive format. Upon completion of the first semester in the culinary arts program, students will begin the specialization in baking and pastries. The program will rely heavily on hands-on learning with the majority of the instruction being the CAI pastry labs.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success
- CAI115 - Food Sanitation & Culinary Principles
- CAI117 - Production Kitchen Skills I
- CAI118 - Pantry and Breakfast Cookery
- CAI119 - Bakeshop I
- CAI129 - Bakeshop II
- CAI121 - Product Identification & Purchasing
- CAI125 - Externship I
- CAI219 - Advanced Bakeshop III
- CAI225 - Externship III
- CAI229 - Advanced Bakeshop IV - Classical
- CBP120 - Introduction to Professional Baking
- CBP121 - Basic Bench Work
- CBP124 - Tarts, Tortes and Gateaux
- CBP211 - Meringues, Souffles, & Frozen Desserts
- CBP212 - Desserts for Restaurant & in Store Retail
- CBP220 - Petits Fours, Mignardise & Candies

Major Restricted Electives

Complete ANY of the following Courses:

- BIO201 - Practical Nutrition
- CAI206 - Introduction to Sustainability
- CAI210 - Menu and Facilities Design
- CAI223 - Food, Beverage, and Labor Cost Control

CBP Major Restricted Electives

Complete ANY of the following Courses:

- CBP225 - Advanced Artisanal Bread Baking
- CBP226 - Chocolate and Sugar

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Cannabis Business Agent Proficiency Certificate

General

Degree
Proficiency Certificate

Program Title
Cannabis Business Agent Proficiency Certificate

Program Description
The Certificate in Cannabis Business Agent program provides students with the skills to secure a entry-level position in the cannabis business field. It also benefits those who are in the field and are interested in securing additional job skills. This Certificate program will increase students' access to employment opportunities. Potential careers include positions in cannabis cultivation, manufacturing, retail, delivery, and wholesale.

Simple Requisites

Major Requirements and Electives Major Requirements and Electives Type Completion Requirement Major Requirements and Electives Complete ALL of the following Courses: - CAN101 - Cannabis Compliance - CAN121 - Justice in Cannabis - CAN221 - Cannasseur Level I - BUS230 - Business Law - OR BUS299 - Business Internship - MAN121 - Principles of Management
General Education Requirements and Electives General Education Requirements and Electives Type Completion Requirement General Education Requirements and Electives Complete ALL of the following Courses: - ENG101 - College Composition I - OR CSC100 - Intro to Computers & Computing

Chemistry (Science & Mathematics) A.S.

General

Degree
Associate in Science

Program Title
Chemistry (Science & Mathematics) A.S.

Program Description
Graduates of the Associate in Science degree in Science and Mathematics (Chemistry) transfer to four-year colleges and universities to complete bachelor's degrees in chemistry or related subjects requiring a strong background in chemistry, other natural sciences, and mathematics.

Simple Requisites

Major Requirements and Electives Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - CHP111 - College Chemistry I - PHY111 - Engineering Physics I - CHP211 - College Chemistry II - CHP225 - Organic Chemistry I - CHP230 - Organic Chemistry II - PHY211 - Engineering Physics II Major Restricted Electives Earn at least 3 credits from the following: - MAT114 - Introduction Probabilities & Statistics - CSC115 - Programming in C++ for Comp Science - CSC117 - Java Programming - CSC118 - Python Programming
General Education Requirements and Electives General Education Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - CSS100 - College Student Success - ENG101 - College Composition I - ENG102 - College Composition II - CSC100 - Intro to Computers & Computing - MAT111 - Calculus I - MAT112 - Calculus II - ENG112 - Speech - BIO100 - General Biology Electives Earn at least 3 credits from the following: <u>Social Science Electives</u> Electives Earn at least 3 credits from the following: <u>Humanities Electives</u>

Electives

Earn at least 3 credits from the following:

- Humanities Electives

OR Social Science Electives

Community Healthcare Navigator, Proficiency Certificate

General

Degree
Proficiency Certificate

Program Title
Community Healthcare Navigator, Proficiency Certificate

Program Description
The Community Healthcare Navigator Proficiency Certificate prepares students for entry-level healthcare navigation employment opportunities in physician practices, clinics, and community health centers. The work of a navigator varies based on the organization and specialty areas of an employer. Navigators assist clients with the complicated process of accessing and using medical systems. This is a "stackable" certificate; all courses nest directly into the AS Public Health Option to Health Services degree program. This proficiency certificate can act as an "off-ramp" for a pre-RN majors, allowing students to an "on-ramp" upon completion as a better prepared pre-RN major. The certificate also allows AS Public Health declared majors to jump-start the degree and gain practical experience early in their education.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- BIO107 - Human Biology
- OR BIO211 - Anatomy and Physiology II
- HLT110 - Culture, Diversity, & Healthcare
- HLT216 - Healthcare Navigation
- HLT215 - Service Learning Comm Health
- HLT218 - Health Disparities in the United States

Studio Arts (Computer Arts Option) A.F.A.

General

Degree
Associate of Fine Arts

Program Title
Studio Arts (Computer Arts Option) A.F.A.

Program Description
The A.F.A. program in Studio Arts - Computer Arts prepares students for continued study and professional work in various areas of Computer Art and Design including graphic design, web design, digital video and animation. This degree option includes some core studio arts requirements as well as both foundation and intermediate level computer arts courses, art history and general education. Students completing the A.F.A. Computer Arts option will have completed all or most requirements needed to transfer to a Bachelor's level program at a senior institution.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- ART103 - Two Dimensional Design
- ART106 - Drawing I
- ART113 - Three Dimensional Design
- ART114 - Color Theory
- ARC106 - Digital Imaging
- ARC107 - Print Design
- ARC109 - Interactive/Web Design
- ARC115 - 3D Digital Design for Fabrication
- ARC201 - Digital Video
- ARC202 - Digital Animation
- ART220 - Art in Context
- ARC280 - Computer Arts Portfolio & Presentation

Major Restricted Electives

Complete at least 1 of the following courses:

- ARC105 - Intro to Computer Arts
- ART101 - Experiencing Art
- ART107 - Painting I
- ART116 - Drawing II
- ART117 - Painting II
- ART126 - Figure Drawing
- ART127 - Water Color

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success
- ENG101 - College Composition I
- ENG102 - College Composition II
- ART115 - Art History I
- ART125 - Art History II

ART120 - Survey of Contemporary Art Art variation recommended for ENG102
Electives Earn at least 3 credits from the following: Mathematics Electives - OR Science/Lab Science Electives - OR Technology Competency Elective
Electives Earn at least 3 credits from the following: Humanities Electives - OR Social Science Electives

Computer Science A.S. (B.S.)

General

Degree
Associate in Science

Program Title
Computer Science A.S. (B.S.)

Program Description
The graduates of the Associate in Science degree in Computer Science are prepared for transfer to four-year institutions to complete bachelor's degrees in Computer Science, Mathematics, or related fields. The curriculum provides instruction in computer programming on the application and system levels, an understanding of computer hardware organization and architectures, and a working knowledge of microcomputer and microprocessor design. Students may choose from two tracks, one leading to a Bachelor of Science degree and the other leading to a Bachelor of Arts degree. The latter requires fewer advanced mathematics and physics courses. A.S. Computer Science curriculum for transfer to Bachelor of Science.

Simple Requisites

Major Requirements and Electives Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - CSC115 - Programming in C++ for Comp Science - CSC113 - Computer Logic & Discrete Math - CSC214 - Data Structures & Advanced Programming Major Restricted Electives One Hundred Level Electives Earn at least 3 credits from the following: - CSC117 - Java Programming - CSC118 - Python Programming Two Hundred Level Electives Earn at least 9 credits from the following: - CSC226 - Database Design and Concepts - CSC227 - Intro to Operating Systems - CSC231 - Info Systems Analysis & Design - CSC232 - Cybersecurity - CSC235 - Network Security - CSC240 - Intro to Networks & Networking - CSC242 - Comp Forensics & Investigation - CSC245 - Ethical Hacking Electives Earn at least 4 credits from the following: Lab/Science 4 Credits - OR Mathematic Elective 4 Credits
General Education Requirements and Electives General Education Requirements and Electives Type Completion Requirement Complete ALL of the following Courses:

General

Degree

Associate in Science

Program Title

Computer Science (Cybersecurity Option) A.S.

Program Description

The graduates of the Associate in Science degree in Computer Science/Cybersecurity are prepared for transfer to four-year institutions to complete bachelor's degrees in Computer Science, Mathematics, or related fields. The curriculum provides instruction in computer programming on the application and system levels, an understanding of computer hardware organization and architectures, and a working knowledge of network security, Cybersecurity, data communications and local area networks. Students may choose from two tracks, one leading to a Bachelor of Science degree in computer science and the other leading to a Bachelor of Science degree in computer science/Cybersecurity.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CSC113 - Computer Logic & Discrete Math
- CSC117 - Java Programming
- CSC214 - Data Structures & Advanced Programming
- CSC226 - Database Design and Concepts
- CSC227 - Intro to Operating Systems
-
- **OR CSC240 - Intro to Networks & Networking**
- CSC232 - Cybersecurity
- CSC245 - Ethical Hacking

Major Restricted Electives

Earn at least 3 credits from the following:

- CSC235 - Network Security
- CSC242 - Comp Forensics & Investigation

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success
- ENG101 - College Composition I
- ENG102 - College Composition II
- MAT111 - Calculus I
- MAT112 - Calculus II
- MAT114 - Introduction Probabilities & Statistics
- PHL218 - Contemporary Moral Issues
- ENG112 - Speech

Electives

Earn at least 3 credits from the following:

Social Science Electives
Electives
Earn at least 3 credits from the following: Humanities Electives
with HUM-101, Cultures & Values recommended
Electives
Earn at least 3 credits from the following: Humanities Electives OR Social Science Electives

Computer Technology A.A.S.

General

Degree
Associate in Applied Science

Program Title
Computer Technology A.A.S.

Program Description
The Computer Technology Program is designed to train students in the theoretical and practical aspects of computer technology through a balanced hardware, software, and systems curriculum which includes the disciplines of electronics engineering technology and computer science. Graduates of the Computer Technology Program are prepared to participate directly in the design, analysis, development, and testing of computers and computer related equipment. The graduate may transfer, with full two-year credit, into existing baccalaureate degree programs in engineering technology.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives
Type
Completion Requirement
Complete ALL of the following Courses: - CSC113 - Computer Logic & Discrete Math - CSC115 - Programming in C++ for Comp Science - CSC212 - Computer Organization & Design OR CTC212 - Computer Organization & Design - CSC214 - Data Structures & Advanced Programming - EET111 - Electric Circuits I - EET211 - Electric Circuits II - EET212 - Active Electronic Devices - MAT111 - Calculus I - MAT112 - Calculus II
Major Restricted Electives
Earn at least 3 credits from the following: - CSC117 - Java Programming - CSC226 - Database Design and Concepts - CSC227 - Intro to Operating Systems - CSC240 - Intro to Networks & Networking - CSC118 - Python Programming

General Education Requirements and Electives
General Education Requirements and Electives
Type
Completion Requirement
Complete ALL of the following Courses: - CSS100 - College Student Success - ENG101 - College Composition I - ENG102 - College Composition II OR ENG103 - Technical Report Writing - MAT110 - Precalculus - ENG112 - Speech - PHY113 - Physics I OR PHY111 - Engineering Physics I

Electives
Earn at least 3 credits from the following:
Social Science Electives OR Humanities Electives
Electives
Earn at least 3 credits from the following:
Diversity Electives

Construction Administration, Proficiency Certificate

General

Degree
Proficiency Certificate

Program Title
Construction Administration, Proficiency Certificate

Program Description
The proficiency certificate in Construction Administration is designed to prepare students for careers in construction industry. The program includes courses, specific to construction that includes construction administration. Students will learn to understand and administer all phases of modern-day construction. They will be exposed to new construction methods protocols, procedures, contracts and management principals. Special emphasis will be placed on ensuring that graduating students are able to pass the national licensing exams.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives
Type Completion Requirement
Major Requirements and Electives
Major Requirements and Electives
Complete ALL of the following Courses:
- CNM220 - Construction Codes - CNM222 - Construction Project Management - CNM225 - Cost Estimation - CNM230 - Project Planning and Control - ENG101 - College Composition I - CSS100 - College Student Success

Construction Management A.A.S

General

Degree
Associate in Applied Science

Program Title
Construction Management A.A.S

Program Description
Construction Management is the planning, coordinating, and building of a project from conception to completion. The Associate in Applied Science Degree train students to coordinate and supervise all phases of modern-day construction including all types of public, residential, commercial, and industrial structures, as well as roads, memorials, and bridges. They are exposed to new construction methods, protocols, materials, testing procedures, cost estimation and management principles. The program also facilitate students to get externship opportunities for practical hands-on experiences.

Simple Requisites

Major Requirements and Electives
Major (Specialized) Requirements
Type Completion Requirement
Complete ALL of the following Courses:
- SCI101 - Introduction to Physical Science - MAT103 - Business Mathematics - CHP100 - Introduction to Chemistry - CNM120 - Intro Engineering Sci & Calc - EGS101 - Engineering Graphics - CNM220 - Construction Codes - CNM202 - Const. Proceed Materials & Tests - CNM201 - Introduction to Basic Structures - CNM205 - Surveying and Site Planning - CNM222 - Construction Project Management - CNM225 - Cost Estimation - CNM230 - Project Planning and Control
General Education Requirements and Electives
General Education Requirements
Type Completion Requirement
Complete ALL of the following Courses:
- CSS100 - College Student Success - ENG101 - College Composition I - ENG103 - Technical Report Writing - ENG112 - Speech - CSC100 - Intro to Computers & Computing - MAT100 - College Algebra - ECO201 - Principles of Macroeconomics
Electives
Earn at least 3 credits from the following:
Diversity Electives

Construction Management, Certificate

General

Degree
Certificate

Program Title
Construction Management, Certificate

Program Description
The certificate program in construction management is designed to prepare students for careers in the construction industry. The program includes general education courses and courses, specific to construction management that includes technical skills as well as supervision, planning, coordination, and budgeting of a construction project.

Students will learn to understand and manage all phases of modern-day construction. They will be exposed to new construction methods protocols, materials, testing procedures and management principles. Special emphasis will be placed on ensuring that graduating students are able to pass the national licensing exams.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CNM120 - Intro Engineering Sci & Calc
- CNM201 - Introduction to Basic Structures
- CNM202 - Const. Proceed Materials & Tests
- CNM205 - Surveying and Site Planning
- CNM220 - Construction Codes
- CNM222 - Construction Project Management
- CNM225 - Cost Estimation
- CNM230 - Project Planning and Control

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success
- ENG101 - College Composition I
- CSC100 - Intro to Computers & Computing

Construction Technology, Proficiency Certificate

General

Degree
Proficiency Certificate

Program Title
Construction Technology, Proficiency Certificate

Program Description
The proficiency certificate in Construction Technology is designed to prepare students for careers in construction industry. The program includes courses, specific to construction that includes technical skills. Students will learn to understand and manage all phases of modern-day construction. They will be exposed to new construction methods protocols, materials and testing procedures. Special emphasis will be placed on ensuring that graduating students are able to pass the national licensing exams.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Major Requirements and Electives

Major Requirements and Electives

Complete ALL of the following Courses:

- CNM120 - Intro Engineering Sci & Calc
- CNM201 - Introduction to Basic Structures
- CNM202 - Const. Proceed Materials & Tests
- CNM205 - Surveying and Site Planning
- EGS101 - Engineering Graphics

Criminal Justice A.S.

General

Degree
Associate in Science

Program Title
Criminal Justice A.S.

Program Description

The Criminal Justice Associate in Science degree is for the student who intends to transfer to a four-year college or university to obtain a Bachelor of Science degree in Criminal Justice. The field of criminal justice encompasses law enforcement, investigations, court and administrative services, corrections, private security and juvenile justice. Each area requires individuals who can speak and write well and who can work well with colleagues and the community. The individuals need to be skilled in management, investigative techniques, analysis of data and critical thinking, and methods and theories of social science. Students who choose this program will develop these abilities and will be prepared for successful careers in a variety of positions in federal, state and local law enforcement agencies as police, corrections, court officers, security officers, or a number of administrative positions.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CRJ111 - Intro to Criminal Justice
- CRJ214 - Corrections
- CRJ215 - Juvenile Justice System
- CRJ221 - Policeman's Role in the Community
- CRJ230 - Ethics and Justice
- CRJ290 - Criminal Justice Internship
- SOC101 - Introduction to Sociology

Major Restricted Electives

Complete at least 2 of the following courses:

- CRJ120 - Intro to Criminal Law
- CRJ200 - Constitutional Liberties & Rights
- CRJ222 - Criminal Investigation
- SOC240 - Criminology

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success
- ENG101 - College Composition I
- ENG102 - College Composition II
- CSC100 - Intro to Computers & Computing
- MAT114 - Introduction Probabilities & Statistics
- PSC102 - American Government
- HIS105 - U.S. History I
- HIS106 - U.S. History II
- ENG112 - Speech

- SOC260 - Race & Ethnic Relations

Electives

Earn at least 3 credits from the following:

- Science/Lab Science Electives

Criminal Justice - (Homeland Security) A.S

General

Degree
Associate in Science

Program Title
Criminal Justice - (Homeland Security) A.S

Program Description
The Associate in Science in Criminal Justice option in Homeland Security prepares students for transfer to baccalaureate programs in Homeland Security or related fields. Graduates are also prepared to enter the workforce in private and governmental sectors including but not limited to border patrol, port security, customs and immigration, airport security and those dealing with domestic and international terrorism.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- HMD111 - Introduction to Homeland Security
- CRJ221 - Policeman's Role in the Community
- CRJ230 - Ethics and Justice
- CRJ290 - Criminal Justice Internship
- HMD110 - Fundamentals of Emergency Management
- HMD112 - Introduction to Intelligence Function
- HMD221 - Domestic & International Terrorism

Major Restricted Electives

Earn at least 6 credits from the following:

- CRJ111 - Intro to Criminal Justice
- CRJ200 - Constitutional Liberties & Rights
- CRJ214 - Corrections
- CRJ215 - Juvenile Justice System
- SOC101 - Introduction to Sociology
- SOC240 - Criminology

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success
- ENG101 - College Composition I
- ENG102 - College Composition II
- CSC100 - Intro to Computers & Computing
- MAT114 - Introduction Probabilities & Statistics
- PSC102 - American Government
- HIS105 - U.S. History I
- HIS106 - U.S. History II
- ENG112 - Speech
- SOC260 - Race & Ethnic Relations

Electives

Earn at least 4 credits from the following:

Culinary Arts A.A.S.

General

Degree
Associate in Applied Science

Program Title
Culinary Arts A.A.S.

Program Description
This degree program provides comprehensive two-year training in culinary arts, preparing students for entry-level restaurant and food service positions as chefs, station chefs, sous-chefs, bakers, and restaurant managers. Required courses introduce students to all facets of food service operations, including food preparation, nutrition, purchasing procedures, menu planning, equipment, and table service. The 600-hour externship trains students in fine restaurants and hotels. HCCC's Culinary Arts Institute, opened in 2005, is equipped with an elegant dining room, modern instructional kitchens, and classrooms.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - CSS100 - College Student Success - CAI114 - Tableservice I - CAI214 - Advanced Tableservice III - CAI224 - Advanced Tableservice IV - CAI117 - Production Kitchen Skills I - CAI127 - Production Kitchen Skills II - CAI217 - Advanced Kitchen - International - CAI227 - Advanced Kitchen-Classical - CAI118 - Pantry and Breakfast Cookery - CAI128 - Introduction to Garde Manger - CAI218 - Intermediate Garde Manger - CAI228 - Advanced Garde Manger - CAI119 - Bakeshop I - CAI129 - Bakeshop II - CAI125 - Externship I - CAI225 - Externship III - CAI115 - Food Sanitation & Culinary Principles - CAI121 - Product Identification & Purchasing
Major Restricted Electives Earn at least 3 credits from the following: - CAI206 - Introduction to Sustainability - CAI210 - Menu and Facilities Design - CAI223 - Food, Beverage, and Labor Cost Control - BIO201 - Practical Nutrition

General Education Requirements and Electives

General Education Requirements and Electives
General Education Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - ENG101 - College Composition I - ENG102 - College Composition II

OR ENG103 - Technical Report Writing - CSC100 - Intro to Computers & Computing - ENG112 - Speech - HUM128 - Food and Culture
Electives Earn at least 6 credits from the following: Humanities Electives OR Social Science Electives

Culinary Arts (Baking) Proficiency Certificate

General

Degree
Proficiency Certificate

Program Title
Culinary Arts (Baking) Proficiency Certificate

Program Description
Specialized Proficiency Certificates are short-term, career-oriented courses designed to develop proficiency in particular skill areas. They are designed for individuals who may not initially desire a degree but who wish to increase their opportunities for employment in the food service industry. Students are permitted to enroll in and complete only one specialized proficiency certificate before being required to take the College's Placement Test and completing basic skills requirements.

Simple Requisites

Major Requirements and Electives
Baking Certificate (Certificat de Patisserie) Type Completion Requirement Complete ALL of the following Courses: - CAI115 - Food Sanitation & Culinary Principles - CAI119 - Bakeshop I - CAI129 - Bakeshop II - CAI219 - Advanced Bakeshop III - CAI229 - Advanced Bakeshop IV - Classical

Culinary Arts Certificate

General

Degree
Certificate

Program Title
Culinary Arts Certificate

Program Description
The Culinary Arts Certificate Program trains students for entry-level positions in the food service industry as station cooks, short order cooks, breakfast cooks, and pantry personnel. The program includes a 600-hour externship during which students receive on-site training in fine restaurants and hotels.

Simple Requisites

Major Requirements and Electives

Major Requirements

Type

Completion Requirement

Complete ALL of the following Courses:

- CAI114 - Tableservice I
- CAI115 - Food Sanitation & Culinary Principles
- CAI117 - Production Kitchen Skills I
- CAI119 - Bakeshop I
- CAI125 - Externship I
- CAI118 - Pantry and Breakfast Cookery
- CAI121 - Product Identification & Purchasing
- CAI127 - Production Kitchen Skills II
- CAI128 - Introduction to Garde Manger
- CAI129 - Bakeshop II
- CAI223 - Food, Beverage, and Labor Cost Control

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- ENG101 - College Composition I
- CSC100 - Intro to Computers & Computing

Culinary Arts (Cold Food) Proficiency Certificate

General

Degree
Proficiency Certificate

Program Title
Culinary Arts (Cold Food) Proficiency Certificate

Program Description
Specialized Proficiency Certificates are short-term, career-oriented courses designed to develop proficiency in particular skill areas. They are designed for individuals who may not initially desire a degree but who wish to increase their opportunities for employment in the food service industry. Students are permitted to enroll in and complete only one specialized proficiency certificate before being required to take the College's Placement Test and completing basic skills requirements.

Simple Requisites

Major Requirements and Electives

Cold Food Production Certificate (Certificat de Garde Manger)

Type

Completion Requirement

Complete ALL of the following Courses:

- CAI115 - Food Sanitation & Culinary Principles
- CAI117 - Production Kitchen Skills I
- CAI118 - Pantry and Breakfast Cookery
- CAI128 - Introduction to Garde Manger
- CAI218 - Intermediate Garde Manger
- CAI228 - Advanced Garde Manger
- ENG112 - Speech
- CSC100 - Intro to Computers & Computing

Culinary Arts (Hot Food) Proficiency Certificate

General

Degree
Proficiency Certificate

Program Title
Culinary Arts (Hot Food) Proficiency Certificate

Program Description
Specialized Proficiency Certificates are short-term, career-oriented courses designed to develop proficiency in particular skill areas. They are designed for individuals who may not initially desire a degree but who wish to increase their opportunities for employment in the food service industry. Students are permitted to enroll in and complete only one specialized proficiency certificate before being required to take the College's Placement Test and completing basic skills requirements.

Simple Requisites

Major Requirements and Electives

Hot Food Production Certificate (Certificat de Cuisine)

Type
Completion Requirement

Complete ALL of the following Courses:

- CAI115 - Food Sanitation & Culinary Principles
- CAI117 - Production Kitchen Skills I
- CAI118 - Pantry and Breakfast Cookery
- CAI127 - Production Kitchen Skills II
- CAI217 - Advanced Kitchen - International
- CAI227 - Advanced Kitchen-Classical
- ENG112 - Speech
- CSC100 - Intro to Computers & Computing

Cybersecurity Academic, Certificate

General

Degree
Certificate

Program Title
Cybersecurity Academic, Certificate

Program Description
Provide a summary of key program elements relevant to each standard. This certificate program equips students for entry-level roles in cybersecurity, including network troubleshooting, network defense, basic computer forensics, and fundamental network management. It also covers the development and implementation of information security policies and procedures. Credits earned through this certificate can be applied toward an Associate A.S. Degree in Computer Science Option in Cybersecurity

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type
Completion Requirement

Complete ALL of the following Courses:

- CSC113 - Computer Logic & Discrete Math
- CSC117 - Java Programming
- CSC214 - Data Structures & Advanced Programming
- CSC226 - Database Design and Concepts
- CSC227 - Intro to Operating Systems
- CSC232 - Cybersecurity
- CSC240 - Intro to Networks & Networking
- CSC242 - Comp Forensics & Investigation
- CSC245 - Ethical Hacking

General Education Requirements and Electives

General Education Requirements and Electives

Type
Completion Requirement

Complete ALL of the following Courses:

- ENG101 - College Composition I
- MAT114 - Introduction Probabilities & Statistics
- MAT110 - Precalculus
- MAT111 - Calculus I
- MAT112 - Calculus II
- MAT211 - Calculus III
- MAT212 - Differential Equations
- MAT215 - Linear Algebra

Digital Art and Design Certificate

General

Degree
Certificate

Program Title
Digital Art and Design Certificate

Program Description
The Certificate in Digital Art and Design will prepare students for continued study and professional work in various areas of computer-based art and design including graphic design, web design, digital video and animation. This program of courses includes foundation courses in studio arts, introductory and intermediate level courses in computer-based design, and general education courses in communications. Students completing the Certificate will be able to apply the credits earned towards the A.F.A. Studio Arts, Computer Art Option at HCCC or use the skills learned to advance their career prospects.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- ART103 - Two Dimensional Design
- ART106 - Drawing I
- ARC105 - Intro to Computer Arts
- ARC106 - Digital Imaging
- ARC107 - Print Design
- ARC109 - Interactive/Web Design
- ARC201 - Digital Video
- ARC202 - Digital Animation
- ARC115 - 3D Digital Design for Fabrication

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- ENG101 - College Composition I

Electives

Earn at least 3 credits from the following:

- Humanities Electives

OR Social Science Electives

OR Mathematics Electives

Digital Art and Design Proficiency Certificate

General

Degree
Proficiency Certificate

Program Title
Digital Art and Design Proficiency Certificate

Program Description
The Proficiency Certificate in Digital Art and Design will prepare students for continue study and professional work in various areas of computer-based art and design including graphic design, web design, digital video and animation. This short program of courses includes both introductory and intermediate level courses in computer-based design. Students completing the Certificate will be able to apply the credits earned towards the Certificate in Digital Design and/or the A.F.A. Studio Arts, Computer Art Option at HCCC or use the skills learned to advance their career prospects.

Simple Requisites

Major Requirements and Electives

Recommended Sequence of Courses:

Type

Completion Requirement

Complete ALL of the following Courses:

- ARC105 - Intro to Computer Arts
- ARC106 - Digital Imaging
- ARC107 - Print Design
- ARC109 - Interactive/Web Design
- ARC201 - Digital Video
- ARC202 - Digital Animation
- ARC115 - 3D Digital Design for Fabrication

Early Childhood Education (Liberal Arts) A.A.

General

Degree
Associate in Arts

Program Title
Early Childhood Education (Liberal Arts) A.A.

Program Description
The AA Liberal Arts ECE degree is the right choice for students who want to teach in pre-kindergarten through third grade. After earning this degree and satisfying all entrance requirements students are prepared to transfer to a four-year college or university to earn a Bachelor's Degree in Early Childhood Education, required for certification. Depending on current articulation agreements, students can also earn a dual certification in Special Education or Elementary Education. Students will also be required to major in a content area specific to their desired Pre-K to Grade 3 teacher's license in New Jersey. Coursework at HCCC integrates theory and practice and includes child/program observations in schools, child care centers, and in other group settings.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - ECE201 - Intro to Early Childhood Educ - SED290 - Inclusive Teaching & Learning OR SED235 - Young Children With Special Needs - ECE215 - Emerging Literacy - ECE214 - Guiding the Young Child's Behavior - EDU221 - Clinical Experience
General Education Requirements and Electives
General Education Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - CSS100 - College Student Success - ENG101 - College Composition I - ENG102 - College Composition II - ENG112 - Speech - MAT100 - College Algebra OR MAT123 - Mathematics for Liberal Arts - CSC100 - Intro to Computers & Computing - BIO107 - Human Biology - BIO100 - General Biology - PSY101 - Introduction to Psychology - PSY211 - Developmental Psychology I - HUM101 - Cultures and Values - HIS105 - U.S. History I - HIS106 - U.S. History II - INTD235 - Exploring Multicultural Studies Electives Earn at least 6 credits from the following: - Humanities Electives

Early Childhood Education A.A.S.

General

Degree
Associate in Applied Science

Program Title
Early Childhood Education A.A.S.

Program Description
Graduates of this program are eligible to work as group teachers in child care centers, early intervention programs, as family or community workers, and in other child and family programs. With 60 college credits students can apply for a Substitute Teacher's Certificate for New Jersey public schools. Many school districts now require that teacher assistants and paraprofessionals hold an Associate Degree. All of the General Education and Liberal Arts course work and six credits of ECE/EDU/SED classes are applicable and transferable to many teacher education programs at four-year colleges.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - ECE201 - Intro to Early Childhood Educ - ECE211 - Early Childhood Curriculum - ECE214 - Guiding the Young Child's Behavior - ECE215 - Emerging Literacy - ECE216 - Clinical Observations - ECE230 - Infant and Toddler Curriculum - SED235 - Young Children With Special Needs OR SED290 - Inclusive Teaching & Learning - LIT209 - Children's Literature - INTD250 - The Child, Family & Community - PSY211 - Developmental Psychology I - INTD235 - Exploring Multicultural Studies OR SOC260 - Race & Ethnic Relations Electives Earn at least 3 credits from the following: - Humanities Electives OR Diversity Electives
General Education Requirements and Electives
General Education Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - CSS100 - College Student Success - ENG101 - College Composition I - ENG102 - College Composition II - MAT100 - College Algebra OR MAT123 - Mathematics for Liberal Arts - PSY101 - Introduction to Psychology - PSY211 - Developmental Psychology I - HUM101 - Cultures and Values - HIS105 - U.S. History I - HIS106 - U.S. History II - INTD235 - Exploring Multicultural Studies Electives Earn at least 6 credits from the following: - Humanities Electives

- SOC101 - Introduction to Sociology

Electronics Engineering Technology A.A.S.

General

Degree
Associate in Applied Science

Program Title
Electronics Engineering Technology A.A.S.

Program Description
The Associate in Applied Science degree in Electronics Engineering Technology provides students with a solid theoretical foundation and practical hands-on experience in electronics applications. Graduates of the program are prepared to work as electronics technicians with electronic circuits, control systems, computers, and robotics in the areas of design, analysis, testing, development, maintenance, production, research, and sales. Graduates may seek immediate employment or transfer to baccalaureate degree programs in engineering technology.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type
Completion Requirement

- Complete ALL of the following Courses:
- CSC101 - Scientific Programming
OR CSC115 - Programming in C++ for Comp Science
 - EET111 - Electric Circuits I
 - EET211 - Electric Circuits II
 - EET212 - Active Electronic Devices
 - EET214 - Active Circuit Analysis & Design
 - EET223 - Integrated Circuits in Digital Systems
 - EET228 - Electronics Projects Lab
 - MAT111 - Calculus I
 - MAT110 - Precalculus

- Major Restricted Electives
- Earn at least 4 credits from the following:
- EET222 - Analog Integrated Circuits
 - EET229 - Microprocessor/Microcomputer Sys Design

General Education Requirements and Electives

General Education Requirements and Electives

Type
Completion Requirement

- Complete ALL of the following Courses:
- CSS100 - College Student Success
 - ENG101 - College Composition I
 - ENG102 - College Composition II
OR ENG103 - Technical Report Writing
 - MAT100 - College Algebra
 - ENG112 - Speech
 - PHY113 - Physics I

- Electives
- Earn at least 3 credits from the following:
- Social Science Electives

OR [Humanities Electives](#)

Electives

Earn at least 3 credits from the following:

- [Diversity Electives](#)

Education (Elementary/Secondary - Liberal Arts) A.A.

General

Degree
Associate in Arts

Program Title
Education (Elementary/Secondary - Liberal Arts) A.A.

Program Description
The Liberal Arts Degree in Elementary/Secondary Education is the right choice for students who are interested in preparing for a professional teaching career in public school education. After earning the Associate of Arts Degree, students are prepared to transfer to four-year College or university to continue their education and earn a Bachelor's Degree, required for certification. At the four-year College or university, the program graduate will also be required to major in a content area specific to their desired K - 12 teacher's license in New Jersey. Students are strongly encouraged to select electives carefully in order to satisfy transfer requirements.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- EDU211 - Foundations of American Education
- SED290 - Inclusive Teaching & Learning
- ECE215 - Emerging Literacy
- ECE214 - Guiding the Young Child's Behavior
- EDU221 - Clinical Experience

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success
- ENG101 - College Composition I
- ENG102 - College Composition II
- ENG112 - Speech
- MAT100 - College Algebra
- OR MAT123 - Mathematics for Liberal Arts
- CSC100 - Intro to Computers & Computing
- BIO107 - Human Biology
- BIO100 - General Biology
- PSY101 - Introduction to Psychology
- PSY211 - Developmental Psychology I
- HUM101 - Cultures and Values
- HIS105 - U.S. History I
- HIS106 - U.S. History II
- INTD235 - Exploring Multicultural Studies

Electives

Earn at least 6 credits from the following:

- [Humanities Electives](#)

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- |||
- [Humanities Electives](#)
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Education (Elementary/Secondary-Liberal Arts) Fully Onl A.A

General

Degree
Associate in Arts

Program Title
Education (Elementary/Secondary-Liberal Arts) Fully Onl A.A

Program Description
The Liberal Arts Degree in Elementary/Secondary Education is the right choice for students who are interested in preparing for a professional teaching career in public school education. After earning the Associate of Arts Degree, students are prepared to transfer to four-year College or university to continue their education and earn a Bachelor’s Degree, required for certification. At the four-year College or university, the program graduate will also be required to major in a content area specific to their desired K - 12 teacher's license in New Jersey. Students are strongly encouraged to select electives carefully in order to satisfy transfer requirements.

English A.A.

General

Degree
Associate in Arts

Program Title
English A.A.

Program Description
The Associate of Arts in English degree program is intended for students who want to broaden and deepen their understanding of literature and develop their own writing skills for professional and scholarly purposes, as well as for personal growth. Through the study of English - i.e. rhetoric, academic writing and research, immersion in and analysis of literature - graduates will be able to advance to four-year programs in English, Writing, Creative Writing, Communications, Literature, or Journalism, as well as any other majors in which writing skills and an appreciation of literature are required.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: • ENG290 - Advanced English Seminar Restricted Major Electives Earn at least 3 credits from the following: • Literature Electives Restricted Major Electives Earn at least 3 credits from the following: • English Electives Restricted Major Electives Earn at least 3 credits from the following: • Literature Electives OR English Electives Restricted Major Electives Earn at least 3 credits from the following: • English Electives
General Education Requirements and Electives
General Education Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: • CSS100 - College Student Success • ENG101 - College Composition I • ENG102 - College Composition II • ENG112 - Speech • CSC100 - Intro to Computers & Computing • HIS220 - World History I • HIS221 - World History II

Electives Earn at least 8 credits from the following: Science/Lab Science Electives
Electives Earn at least 3 credits from the following: Humanities Electives Students are encouraged to select a course with one of the following prefixes: ART, FLM, MUS, or THA
Electives Earn at least 3 credits from the following: Mathematics Electives
Electives Earn at least 3 credits from the following: Diversity Electives (LIT 205, LIT 210, LIT 211, LIT 214, LIT 215, OR LIT 225)
Electives Earn at least 6 credits from the following: Humanities Electives (LIT 215, LIT 216, OR LIT 225)
Electives Earn at least 6 credits from the following: Social Science Electives

English (Communication Studies Option) A.A.

General

Degree
Associate in Arts

Program Title
English (Communication Studies Option) A.A.

Program Description
The English Associate of Arts - Communication Studies Option is an Associate in the Arts program intended for students who wish to transfer to baccalaureate degree programs in Communication Studies and related fields in four-year colleges and universities, or who will seek employment upon earning their Associate's Degree. To an AA in English, the Communication Studies option would add a selection of communications classes, including communication theory, intercultural communication, interpersonal communication, and introduction to mass media.

"A degree in Communication opens the door to a wide variety of employment opportunities. Communication graduates find jobs in the private, government, and non-profit sectors" (natcom.org)

Simple Requisites

Major Requirements and Electives Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - COM101 - Interpersonal Communication - COM102 - Introduction to Communication Theory - COM202 - Mass Media - COM270 - Digital Media and Society
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General Education Requirements and Electives General Education Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - COM201 - Intercultural Communication Electives Earn at least 4 credits from the following: - Science/Lab Science Electives Electives Earn at least 3 credits from the following: - Humanities Electives (LIT-215, LIT-216, or LIT-225) Electives Earn at least 6 credits from the following: - Modern Languages Electives Electives Earn at least 6 credits from the following:
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History Electives (or Humanities)
Elective
Earn at least 3 credits from the following: Social Science Electives
(PSC-210 Recommended)
Elective
Earn at least 3 credits from the following: Social Science Electives
(ANT-101 Recommended)

English (Liberal Arts) A.A.

General

Degree
Associate in Arts

Program Title
English (Liberal Arts) A.A.

Program Description
The degree English Option to an Associate in the Arts program intended for students who want to broaden and deepen their understanding of literature and develop their own writing skills for professional and scholarly purposes, as well as for personal growth. Through the study of English-rhetoric, academic writing and research, immersion in and analysis of literature-graduates will be able to advance to four-year programs in English, Writing, Creative Writing, Communications, Literature, Media Studies, or Journalism as well as any other majors in which writing skills and an appreciation of literature are required.

Engineering Science A.S.

General

Degree
Associate in Science

Program Title
Engineering Science A.S.

Program Description
The A.S. Engineering Science degree prepares students to enter B.S. Engineering Science programs as juniors. Students develop a strong foundation in mathematics, physics, and chemistry, with emphasis on engineering applications and use of the computer as a problem-solving tool. A strong general education curriculum helps students develop communications and analytical skills. The engineering science facilities include electronics, physics and chemistry laboratories, a computer science center, and CAD/CAM laboratory.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives
Type
Completion Requirement
Complete ALL of the following Courses: - EGS100 - Fundamentals of Engineering Design - EGS230 - Statics and Dynamics - OR CHP211 - College Chemistry II - MAT211 - Calculus III - PHY111 - Engineering Physics I - PHY211 - Engineering Physics II - MAT212 - Differential Equations
Major Restrictive Electives
Earn at least 3 credits from the following: - CSC101 - Scientific Programming - CSC117 - Java Programming - CSC118 - Python Programming

General Education Requirements and Electives
General Education Requirements and Electives
Type
Completion Requirement
Complete ALL of the following Courses: - CSS100 - College Student Success - ENG101 - College Composition I - ENG102 - College Composition II - MAT111 - Calculus I - MAT112 - Calculus II - CHP111 - College Chemistry I - ENG112 - Speech - ECO201 - Principles of Macroeconomics
Electives
Earn at least 3 credits from the following: Social Science Electives
Electives

Earn at least 3 credits from the following: • Humanities Electives
Electives Earn at least 3 credits from the following: • Humanities Electives OR Social Science Electives

Environmental Studies A.S.

General

Degree
Associate in Science

Program Title
Environmental Studies A.S.

Program Description
This Associate in Science Degree is designed to integrate the social sciences, humanities, and natural sciences in a creative and interdisciplinary context that addresses contemporary environmental issues and problems from local to global. The Environmental Studies program will meet the future demands for environmental technicians and professionals by providing foundation and specialized courses to prepare students to transfer to bachelor's degree programs in Environmental Studies and other related fields.

Simple Requisites

Major Requirements and Electives Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: • ENV110 - Introduction to Environmental Studies • ENV103 - Sustainability and Conservation • ENV105 - Weather & Climate • ENV201 - The Urban Environment • ENV205 - Environmental Public Policy OR ENV107 - Introduction to Beekeeping Science • GEO111 - Physical Geology OR BIO208 - Ecology • CHP105 - Introduction to Environmental Chemistry • GIS104 - Introduction to Geographic Information • SCI101 - Introduction to Physical Science
General Education Requirements and Electives General Education Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: • CSS100 - College Student Success • ENG101 - College Composition I • ENG102 - College Composition II • MAT100 - College Algebra • CSC100 - Intro to Computers & Computing • BIO100 - General Biology • SOC101 - Introduction to Sociology • ENG112 - Speech • PHL218 - Contemporary Moral Issues Electives Earn at least 3 credits from the following: • Diversity Electives Electives Earn at least 3 credits from the following:

- [Humanities Electives](#)
OR [Social Science Electives](#)

ESL Proficiency Certificate

General

Degree
Proficiency Certificate

Program Title
ESL Proficiency Certificate

Program Description
The ESL Proficiency Certificate provides an opportunity for immigrant students to enhance their employment opportunities by certifying that they possess the knowledge of Academic English and the capacity to work with an array of college texts (science, social science, and humanities). By virtue of the program design, the certificate helps students complete a number of general education courses which allow them to continue their education and work toward an Associate degree in Liberal Arts.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: CSC100 - Intro to Computers & Computing ENG101 - College Composition I Electives Earn at least 3 credits from the following: Communication Social Science Electives Technology Competency Elective Humanities Electives History Electives (or Humanities) Diversity Electives Electives Earn at least 3 credits from the following: Communication Social Science Electives Technology Competency Elective Humanities Electives History Electives (or Humanities) Diversity Electives Electives Earn at least 3 credits from the following: Communication Social Science Electives Technology Competency Elective Humanities Electives History Electives (or Humanities) Diversity Electives Electives Earn at least 3 credits from the following: Communication Social Science Electives Technology Competency Elective Humanities Electives

History Electives (or Humanities) Diversity Electives Mathematics Electives Science Elective No Lab
Pathway B Type Completion Requirement
Complete ALL of the following Courses: - ENG112 - Speech - CSC100 - Intro to Computers & Computing - ENG101 - College Composition I
Electives Earn at least 3 credits from the following: Mathematics Electives OR Science/Lab Science Electives
Electives Complete ALL of the following Course Sets: Mathematics Electives OR Social Science Electives

Exercise Science A.S.

General

Degree
Associate in Science

Program Title
Exercise Science A.S.

Program Description
The Exercise Science Associate Degree program is an academic degree with the ability to transfer to a baccalaureate degree program to pursue degrees in Exercise Science, Biomechanics, Kinesiology, Health or other pre-professional programs. This program also has the option for students to sit for a national accredited Personal Training Certificate of their choice. The certificate provides students with the necessary theories and practical skills needed to sit for a national certificate exam.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives Type Completion Requirement
Complete ALL of the following Courses: - BIO211 - Anatomy and Physiology II - EXS101 - Intro to Exercise Science - EXS110 - Fitness Training Methods - EXS115 - Sports Nutrition - EXS201 - Biomechanics - EXS202 - Exercise Physiology - EXS203 - Exercise Measurement and Prescription
Major Restricted Electives Earn at least 6 credits from the following: - HLT103 - Principles of First Aid - HLT124 - Health & Wellness - EXS224 - Principles of Athletic Injuries - PFT220 - Advanced Personal Fitness - PFT240 - Personal Training Internship

General Education Requirements and Electives

General Education Requirements and Electives Type Completion Requirement
Complete ALL of the following Courses: - CSS100 - College Student Success - ENG101 - College Composition I - ENG102 - College Composition II - MAT100 - College Algebra - CSC100 - Intro to Computers & Computing - BIO111 - Anatomy and Physiology I - PSY101 - Introduction to Psychology - HUM101 - Cultures and Values - ENG112 - Speech
Electives Earn at least 3 credits from the following:

Humanities Electives OR <u>Social Science Electives</u>
Electives
Earn at least 3 credits from the following: Diversity Electives

Health Science A.A.S.

General

Degree
Associate in Applied Science

Program Title
Health Science A.A.S.

Program Description
This program provides certified/licensed healthcare professionals (e.g., Pharmacy Technicians, Surgical Technicians, Licensed Practical Nurses, Ultrasound Technicians, etc.) an opportunity to earn an Associate's degree and advance in their current employment and/or continue their education to the baccalaureate level.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives
Type
Completion Requirement
Complete ALL of the following Courses: - BIO111 - Anatomy and Physiology I - BIO211 - Anatomy and Physiology II
Major Electives
Earn at least 6 credits from the following: - ANT101 - Intro to Cultural Anthropology - BIO107 - Human Biology - BIO201 - Practical Nutrition - BIO250 - Microbiology - HLT103 - Principles of First Aid - HLT111 - Introduction to Health Care - HLT110 - Culture, Diversity, & Healthcare - HLT112 - Pathophysiology - HLT115 - Dynamics of Health Care in Society - HLT210 - Medical Law and Ethics - HLT211 - Community Health - MDA106 - Medical Terminology - MDA224 - Pharmacology - MDC101 - Clinical Coding I - MDC110 - CPT/HCPCS Coding I - MDC112 - Clinical Coding II - MDC120 - Cpt/Hcpcs Coding II - MDC124 - Pathopharmacology - MDC200 - Medical Billing - MDC210 - Health Information and Reimbursement - PHL218 - Contemporary Moral Issues - PNU101 - PN: Fundamentals of Nursing Practice - PNU102 - PN: Nursing Clients w/Alter Basic Needs - PNU201 - Practical Nursing: Maternal Child Health Child Health - PNU202 - PN: Nursing Clients with Complex Needs Complex Needs - PNU201 - Practical Nursing: Maternal Child Health Child Health - PNU203 - Practical Nursing: Role Transition - PSY260 - Lifespan Development - SOC101 - Introduction to Sociology - SOC260 - Race & Ethnic Relations - HLT126 - Principles of Public Health - HLT128 - Consumer Health - HLT130 - Global Health

General

Associate in Science

Health Services A.S.

The program is designed to prepare students for alh in health related degrees. Many of these health related positions are not directly involved in patient care but serve as supportive services for the health care enterprise. With the prospect of health care reform, there will be expanded needs for allied health, nursing and health related business and managerial positions.

Major Requirements and Electives

Completion Requirement

- HLT103 - Principles of First Aid
- HLT110 - Culture, Diversity, & Healthcare
- HLT111 - Introduction to Health Care
- HLT115 - Dynamics of Health Care in Society
- HLT124 - Health & Wellness
- HLT210 - Medical Law and Ethics
- HLT211 - Community Health
- **OR** HLT207 - Environmental Health
- HLT212 - Substance Abuse and Addiction
- HLT215 - Service Learning Comm Health
- BIO120 - Human Sexual Biology

General

Proficiency Certificate

Health Science, Proficiency Certificate

The Health Science Proficiency Certificate is an entry-level program for students who are either new to healthcare or are changing careers into healthcare and need a general understanding of the field. It is a stackable credential whereby students can continue to the AAS in Health Science.

Major Requirements and Electives

Completion Requirement

- BIO107 - Human Biology
- HLT111 - Introduction to Health Care
- HLT124 - Health & Wellness
- HLT115 - Dynamics of Health Care in Society
- MDA106 - Medical Terminology

Completion Requirement

- CSS100 - College Student Success
- ENG101 - College Composition I
- ENG102 - College Composition II
- MAT114 - Introduction Probabilities & Statistics
- CSC100 - Intro to Computers & Computing
- BIO107 - Human Biology
- PSY101 - Introduction to Psychology
- SOC101 - Introduction to Sociology
- ENG112 - Speech

- Humanities Electives

- Diversity Electives

Health Services (Public Health Option) A.S.

General

Degree
Associate in Science

Program Title
Health Services (Public Health Option) A.S.

Program Description
Public Health is a dynamic field that focuses on improving and maintaining health on a population level through disease and injury prevention strategies. Public Health includes a variety of challenging disciplines such as epidemiology, biostatistics, environmental health, behavioral health, and occupational health. Health risk assessments, health screenings, health promotion programming, and surveillance of disease outbreaks are examples of public health services. Public Health professionals work within a variety of settings including state and local health departments, hospitals, workplace wellness programs, government agencies, educational institutions, research organizations, and international development agencies.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- HLT126 - Principles of Public Health
- HLT130 - Global Health
- HLT128 - Consumer Health
- HLT112 - Pathophysiology
- OR HLT207 - Environmental Health
- HLT216 - Healthcare Navigation
- HLT218 - Health Disparities in the United States
- HLT110 - Culture, Diversity, & Healthcare
- HLT111 - Introduction to Health Care
- HLT215 - Service Learning Comm Health
- PSY260 - Lifespan Development

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success
- ENG101 - College Composition I
- ENG102 - College Composition II
- MAT114 - Introduction Probabilities & Statistics
- CSC100 - Intro to Computers & Computing
- BIO107 - Human Biology
- BIO211 - Anatomy and Physiology II
- PSY101 - Introduction to Psychology
- SOC101 - Introduction to Sociology
- ENG112 - Speech

Electives

Earn at least 3 credits from the following:

- [Diversity Electives](#)

Electives

Earn at least 3 credits from the following:

- [Humanities Electives](#)

History (Liberal Arts) A.A.

General

Degree
Associate in Arts

Program Title
History (Liberal Arts) A.A.

Program Description
HCCC's Associate in Arts Liberal Arts History degree program prepares students for transfer to four-year colleges or universities after completing two years of undergraduate coursework at HCCC. Graduating students may advance to majors in history or related subjects. The Liberal Arts program allows many options when choosing courses; students should plan carefully by researching the degree requirements of four-year institutions which interest them.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - HIS105 - U.S. History I - HIS106 - U.S. History II Electives Earn at least 3 credits from the following: - History Electives (or Humanities) Elective Earn at least 3 credits from the following: - Philosophy Elective Philosophy Electives - Any philosophy course (PHL) is permitted.

General Education Requirements and Electives
General Education Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - CSS100 - College Student Success - ENG101 - College Composition I - ENG102 - College Composition II - ENG112 - Speech - MAT123 - Mathematics for Liberal Arts - CSC100 - Intro to Computers & Computing - SOC101 - Introduction to Sociology - PSC102 - American Government - PHL101 - Introduction to Philosophy - ART115 - Art History I - OR ART125 - Art History II - HIS210 - History of Western Civilization I - HIS211 - History of Western Civilization II Electives Earn at least 8 credits from the following:

Science/Lab Science Electives
Electives Earn at least 3 credits from the following: Literature Electives
Electives Earn at least 3 credits from the following: Diversity Electives

Hospitality Management A.A.S.

General

Degree
Associate in Applied Science

Program Title
Hospitality Management A.A.S.

Program Description
The program prepares students for various entry-level management positions in the food service, lodging, and gaming industries. The curriculum enables graduating students to pursue various positions, such as Front Desk Supervisor, Food Service Supervisor, Convention Services Manager, Banquet Manager, Restaurant Manager, Purchasing Agent, Housekeeping Manager, Maitre D', Hotel Sales Manager, Beverage Manager, Casino Operations Manager, Hotel Reservations Manager, Hotel Reservations Specialist, and Food Production Supervisor. A 300-hour practicum provides students with on-site training in fine restaurants and hotels.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - CSS100 - College Student Success - BIO201 - Practical Nutrition - CAI115 - Food Sanitation & Culinary Principles - CAI114 - Tableservice I - CAI117 - Production Kitchen Skills I - CAI118 - Pantry and Breakfast Cookery - CAI119 - Bakeshop I - CAI121 - Product Identification & Purchasing - CAI125 - Externship I - HMT116 - Restaurant Operations Management I - CAI223 - Food, Beverage, and Labor Cost Control - CAI210 - Menu and Facilities Design - HMT121 - Hotel Practicum Major Restricted Electives Complete at least 3 of the following courses: - ACC121 - Principles of Accounting I - ACC211 - Computerized Accounting - BUS230 - Business Law - ECO201 - Principles of Macroeconomics - ECO202 - Principles of Microeconomics - HMT106 - Culture & Geography in Tourism - HMT111 - Introduction to Entrepreneurship - HMT112 - Introduction to Travel and Tourism - HMT115 - The Urban Entrepreneur - HMT128 - Event Planning Travel & Tourism - HMT202 - Innovation, Creativity & Marketing - HMT209 - Tour Marketing, Sales and Promotions - HMT217 - Franchising - MAN221 - Marketing - MAT103 - Business Mathematics - MAT114 - Introduction Probabilities & Statistics
General Education Requirements and Electives

General Education Requirements and Electives
Type Completion Requirement Complete ALL of the following Courses: - ENG101 - College Composition I - ENG102 - College Composition II - HUM128 - Food and Culture - CSC100 - Intro to Computers & Computing - ENG112 - Speech Electives Earn at least 3 credits from the following: Social Science Electives Must also fulfill 3 credits of NJ GE Electives Elective Earn at least 3 credits from the following: NJ GE Elective

Hospitality Management Certificate

General

Degree
Certificate

Program Title

Hospitality Management Certificate

Program Description

The Hospitality Management Certificate Program trains individuals for entry-level positions in the food service, lodging, and gaming industries. The curriculum enables students to pursue various positions, such as Front Desk Clerk, Food Service Worker, Convention Services Coordinator, Banquet Server, Housekeeper, Hotel Sales Coordinator, Beverage Supervisor, Hotel Reservations Specialist, and Food Production Worker. During the 300-hour hotel practicum students receive on-site training in the finest restaurants and hotels in New Jersey and the metropolitan area.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - HMT110 - Introduction to the Hospitality Industry - CAI115 - Food Sanitation & Culinary Principles - CAI121 - Product Identification & Purchasing - CAI223 - Food, Beverage, and Labor Cost Control - HMT121 - Hotel Practicum - HMT122 - Front Office Operations - HMT104 - Culinary for Hospitality - HMT204 - Fundamentals of Wine and Food - HMT210 - Hospitality and Travel Law - MAN121 - Principles of Management
General Education Requirements and Electives
General Education Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - ENG101 - College Composition I - CSC100 - Intro to Computers & Computing

Hospitality Management (Entrepreneurship) A.A.S.

General

Degree
Associate in Applied Science

Program Title

Hospitality Management (Entrepreneurship) A.A.S.

Program Description

The AAS in Hospitality Management-Entrepreneurship option is designed to provide students with an introduction to the unique concepts of business ownership in the Hospitality Industry. This option will focus on how new business ventures are created. The emphasis will be on current topics within Entrepreneurship and will include: Franchising Business, Innovation, Entrepreneurial Creativity, and targeted forms of market research. The option will also offer a practical hands-on experience with Entrepreneurship including the development and theoretical implementation of a business plan.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - CSS100 - College Student Success - ACC121 - Principles of Accounting I - CAI225 - Externship III - ECO201 - Principles of Macroeconomics - HMT104 - Culinary for Hospitality - HMT110 - Introduction to the Hospitality Industry - HMT111 - Introduction to Entrepreneurship - HMT115 - The Urban Entrepreneur - HMT121 - Hotel Practicum - HMT202 - Innovation, Creativity & Marketing - HMT217 - Franchising - HMT210 - Hospitality and Travel Law - MAN121 - Principles of Management
Major Restricted Electives
Complete at least 2 of the following courses: - CAI223 - Food, Beverage, and Labor Cost Control - ACC221 - Principles of Accounting II - ACC211 - Computerized Accounting - BUS230 - Business Law - CAI206 - Introduction to Sustainability - ECO202 - Principles of Microeconomics - HMT106 - Culture & Geography in Tourism - HMT116 - Restaurant Operations Management I - HMT122 - Front Office Operations - HMT128 - Event Planning Travel & Tourism - HMT204 - Fundamentals of Wine and Food - HMT206 - Information Systems in Hospitality and Tourism - HMT209 - Tour Marketing, Sales and Promotions - HMT214 - Hotel Group and Convention Sales - HMT215 - Housekeeping Management - HMT216 - Restaurant Operations Management II - MAN221 - Marketing - MAN232 - Human Resource Management - MAT100 - College Algebra - MAT114 - Introduction Probabilities & Statistics

General Education Requirements and Electives
General Education Requirements and Electives: Type Completion Requirement Complete ALL of the following Courses: - ENG101 - College Composition I - ENG102 - College Composition II - CSC100 - Intro to Computers & Computing - ENG112 - Speech Electives Earn at least 6 credits from the following: Humanities Electives - OR Social Science Electives Electives Earn at least 3 credits from the following: Diversity Electives

Hospitality Management (Hotel Restaurant Management) A.A.S

General

Degree
Associate in Applied Science

Program Title
Hospitality Management (Hotel Restaurant Management) A.A.S

Program Description
The AAS in Hospitality Management-Hotel & Restaurant Management option provides students with operational and supervisory skills in sales and marketing, cost controls, and planning appropriate for entry-level career employment. The focus will be on current topics within the Hotel & Restaurant industries and may include the emerging sub-fields of Spa Management, Casino & Resort Management, and Legal Issues specific to hotels and restaurants. The program will also offer a variety of practical hands-on experiences across the range of activities within the hotel and restaurant industries.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - CSS100 - College Student Success - HMT110 - Introduction to the Hospitality Industry - HMT122 - Front Office Operations - MAN121 - Principles of Management - HMT104 - Culinary for Hospitality - HMT121 - Hotel Practicum - HMT210 - Hospitality and Travel Law - CAI223 - Food, Beverage, and Labor Cost Control - HMT116 - Restaurant Operations Management I - HMT204 - Fundamentals of Wine and Food - ACC121 - Principles of Accounting I - CAI225 - Externship III - HMT216 - Restaurant Operations Management II Major Restricted Electives Complete at least 2 of the following courses: - ACC221 - Principles of Accounting II - ACC211 - Computerized Accounting - BUS230 - Business Law - CAI115 - Food Sanitation & Culinary Principles - CAI121 - Product Identification & Purchasing - CAI206 - Introduction to Sustainability - ECO202 - Principles of Microeconomics - HMT111 - Introduction to Entrepreneurship - HMT115 - The Urban Entrepreneur - HMT202 - Innovation, Creativity & Marketing - HMT217 - Franchising - MAN221 - Marketing - MAT100 - College Algebra - MAT103 - Business Mathematics - MAT114 - Introduction Probabilities & Statistics

General Education Requirements and Electives
General Education Requirements and Electives

General

Associate in Applied Science

Hospitality Management (Travel and Tourism) A.A.S.

The AAS in Hospitality Management-Travel and Tourism option prepares students for entry-level operations, management, and supervisory positions within the travel and tourism industries. The degree option focuses on various components of the tourism industry such as: travel careers, culture and geography, tour marketing, event planning and information systems specific to travel and tourism. The program will also offer a variety of practical hands-on experiences across the range of activities through externship.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success
- ACC121 - Principles of Accounting I
- CAI206 - Introduction to Sustainability
- CAI225 - Externship III
- ECO201 - Principles of Macroeconomics
- HMT106 - Culture & Geography in Tourism
- HMT110 - Introduction to the Hospitality Industry
- HMT112 - Introduction to Travel and Tourism
- HMT121 - Hotel Practicum
- HMT128 - Event Planning Travel & Tourism
- HMT206 - Information Systems in Hospitality and Tourism
- HMT209 - Tour Marketing, Sales and Promotions
- HMT210 - Hospitality and Travel Law
- MAN121 - Principles of Management

Must also complete 6 credits of Major Restricted Electives

Restrictive Elective

Complete ALL of the following Courses:

- HMT104 - Culinary for Hospitality
- HMT122 - Front Office Operations
- HMT216 - Restaurant Operations Management II
- HMT204 - Fundamentals of Wine and Food
- HMT202 - Innovation, Creativity & Marketing
- HMT111 - Introduction to Entrepreneurship
- HMT115 - The Urban Entrepreneur
- HMT116 - Restaurant Operations Management I
- ACC221 - Principles of Accounting II
- ACC211 - Computerized Accounting
- BUS230 - Business Law
- CAI115 - Food Sanitation & Culinary Principles
- CAI121 - Product Identification & Purchasing
- CAI206 - Introduction to Sustainability
- ECO202 - Principles of Microeconomics
- MAN221 - Marketing
- MAT100 - College Algebra
- MAT103 - Business Mathematics

Completion Requirement

- Humanities Electives
- Social Science Electives

- Diversity Electives

(Program not available for new students) The Human Service Program is designed to prepare students for entry-level positions in human services in settings such as community health agencies, mental health agencies, senior programs, residential programs, rehabilitation programs, welfare and human service departments. The curriculum focuses on viewing individuals holistically, from biological, psychological, cultural and social systems perspectives. A concentration in Human Services to the Aged is available. The program includes an externship in a human services organization.

The option in Addictions Counseling provides students with the competencies needed to fulfill the educational requirements to become a Certified Alcohol and Drug Counselor. Domains of competencies include Assessment, Counseling, Case Management, Client Education, and Professional Responsibility. Through the program's curricular design, students develop an understanding of addictions, gain knowledge of the fundamental effects of addiction on the abuser and families as well as the biopsychosocial impacts of use. Students learn various counseling skills and then demonstrate them in fieldwork.

Upon completion of this program, graduates have fulfilled the educational requirements to become a Certified Alcohol and Drug Counselor. Students begin to fulfill the 3000 hours of required related work experience while in the program. Students are able to find employment at Substance Abuse facilities with this degree. The proposed option in Addictions Counseling also prepares graduates for transfer to a senior institution to complete a baccalaureate degree in Human Services/Social Work or related field.

Completion Requirement

- HUS101 - Intro to Human Services
- HUS121 - Helping Strategies and Relationships
- HUS123 - Introduction to Addictions
- HUS133 - Counseling Theory & Techniques
- HUS143 - Addictions Counseling
- HUS153 - Recovery in Addictions
- HUS163 - Assm & Treatment in Addictions
- HUS231 - Internship in Human Services I
- HUS251 - Practicum in Addiction Counseling

Completion Requirement

- CSS100 - College Student Success
- ENG101 - College Composition I
- ENG102 - College Composition II
- CSC100 - Intro to Computers & Computing
- BIO107 - Human Biology
- **OR** BIO111 - Anatomy and Physiology I
- PSY101 - Introduction to Psychology
- HUM101 - Cultures and Values
- SOC101 - Introduction to Sociology
- HIS105 - U.S. History I
- ENG112 - Speech

Elective

Earn at least 3 credits from the following:

- Mathematics Electives

MAT-114 suggested

Human Services for the Aged (Human Services) A.A.S.

General

Degree
Associate in Applied Science

Program Title
Human Services for the Aged (Human Services) A.A.S.

Human Services/Pre-Social Work A.S.

General

Degree
Associate in Science

Program Title
Human Services/Pre-Social Work A.S.

Program Description
The Human Services Program combines coursework in the social sciences, primarily sociology and psychology, with courses in human services to prepare students to work with clientele to cope with and/or prevent social and personal problems. Human Service professionals perform in a wide range of occupations and in a variety of settings including schools, group homes, community mental health facilities, nursing homes, rehabilitation centers, hospitals, halfway houses and substance abuse program facilities. They help individuals, families, or groups cope with social problems such as inadequate housing, unemployment, disabilities, financial mismanagement, family disruptions, unplanned or unwanted pregnancy, serious illness and substance abuse. Students who complete the Human Services degree program will qualify for employment as Human Service assistants in many agencies. They will also meet the prerequisites for admission to the Bachelor's of Social Work at senior institutions.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- HUS101 - Intro to Human Services
- HUS121 - Helping Strategies and Relationships
- HUS200 - Group Work in Human Services
- HUS230 - Interviewing Techniques
- HUS231 - Internship in Human Services I
- HUS241 - Internship in Human Services II
- PSC102 - American Government
- SOC201 - Sociology of the Family
- OR SOC280 - Social Research Methods
- PSY211 - Developmental Psychology I
- OR
- OR PSY260 - Lifespan Development
- OR PSY280 - Abnormal Psychology I

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success
- ENG101 - College Composition I
- ENG102 - College Composition II
- CSC100 - Intro to Computers & Computing
- BIO107 - Human Biology
- OR BIO111 - Anatomy and Physiology I
- PSY101 - Introduction to Psychology
- HUM101 - Cultures and Values
- SOC101 - Introduction to Sociology
- HIS105 - U.S. History I

- ENG112 - Speech

Electives

Earn at least 3 credits from the following:

- Mathematics Electives

MAT114 Intro Prob & Stats suggested

Human Services-Social Justice Advocacy Option, A.S.

General

Degree
Associate in Science

Program Title
Human Services-Social Justice Advocacy Option, A.S.

Program Description
The Human Services-Social Justice Advocacy Degree Option provides an interdisciplinary program that allows students to gain knowledge to ensure access, equity, and diversity in their future professions, within their future agencies, and in their communities. Safer and inclusive practices can transform communities in rural, suburban, and urban areas. Each social justice-focused course challenges participants to examine their personal biases and to develop social justice outcomes at the end of each class. Furthermore, the required internship course for this program provides students with the necessary skillset in networking and building professional partnerships. Students with an A.S. in Human Services-Social Justice Advocacy Option can transfer to 4-year degree program in Social Work, and pursue graduate studies in Social Work or Counseling. The required internship course in this degree option, coupled with classes in community health, psychology, and sociology assist graduates in expanding and deepening their critical thinking in preparation for careers in the helping profession.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- HUS101 - Intro to Human Services
- HUS121 - Helping Strategies and Relationships
- HUS221 - Community Organization
- HUS231 - Internship in Human Services I
- INTD110 - Introduction to Advocacy
- INTD270 - Restorative and Social Justice
- INTD275 - Restorative and Soc Just Fieldwork
- SOC260 - Race & Ethnic Relations
- PSC102 - American Government

Major Restricted Electives

Complete ANY of the following Courses:

- HLT110 - Culture, Diversity, & Healthcare
- ECO201 - Principles of Macroeconomics
- INTD235 - Exploring Multicultural Studies
- PSY211 - Developmental Psychology I
- PSY260 - Lifespan Development
- PSY280 - Abnormal Psychology I
- HIS106 - U.S. History II

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success

Major Requirements and Electives

Infant/Toddler CDA Professional Development Type
Completion Requirement

Complete ALL of the following Courses:

- CDI100 - Infant/Toddler CDA Workshop I
- CDI120 - Field Experience Infant/Toddler Setting
- CDI110 - Infant/Toddler CDA Workshop II

Major Requirements and Electives

Major Requirements and Electives Type
Completion Requirement
Complete ALL of the following Courses: • ECE201 - Intro to Early Childhood Educ OR CDI100 - Infant/Toddler CDA Workshop I • ECE211 - Early Childhood Curriculum OR CDI110 - Infant/Toddler CDA Workshop II • ECE231 - Early Childhood Edu Extern I OR CDI120 - Field Experience Infant/Toddler Setting • ECE224 - Infant Toddler Social Emotional Growth OR ECE225 - Infant/Toddler Health and Special Needs • EDU221 - Clinical Experience

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success
- ENG101 - College Composition I
- ENG102 - College Composition II
- MAT100 - College Algebra
- **OR MAT123 - Mathematics for Liberal Arts**
- CSC100 - Intro to Computers & Computing
- BIO107 - Human Biology
- BIO100 - General Biology
- PSY101 - Introduction to Psychology
- PSY211 - Developmental Psychology I
- HUM101 - Cultures and Values
- HIS105 - U.S. History I
- HIS106 - U.S. History II
- INTD235 - Exploring Multicultural Studies

Electives

Earn at least 6 credits from the following:

- Humanities Electives

Legal Assisting A.A.S

General

Degree
Associate in Applied Science

Program Title
Legal Assisting A.A.S

Program Description
(Not available for new students) The Legal Assisting Program prepares individuals for employment as paralegals or further legal studies. Graduates are qualified to assist lawyers in the following areas: drafting legal documents; summarizing and processing information in litigation and office practice; performing legal research and writing; managing the law office and supervising support staff. Legal assistants work in a variety of settings, including law offices, government agencies, banks, insurance companies, and institutions that have legal departments or perform such duties. The program includes an externship in a law practice.

Liberal Arts - General A.A.

General

Degree
Associate in Arts

Program Title
Liberal Arts - General A.A.

Program Description
HCCC's Associate in Arts General degree program prepares students for transfer to a four-year college after completing two years of undergraduate coursework at HCCC. Graduating students may advance to many different majors, for instance, in the social sciences, humanities, business or education. The Liberal Arts program allows many options when choosing courses; students should plan carefully by researching the degree requirements of four-year colleges which interest them.

Simple Requisites

Major Requirements and Electives Major Requirements and Electives Type Completion Requirement Earn at least 3 credits from the following: Humanities Electives OR Diversity Electives OR Social Science Electives (200 Level) Earn at least 3 credits from the following: Fine Arts Electives Earn at least 3 credits from the following: Modern Languages Electives OR Humanities Electives OR Social Science Electives OR Mathematics Electives OR Fine Arts Electives Math Elective - 103 or Higher Earn at least 3 credits from the following: Literature Electives	General Education Requirements and Electives General Education Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: CSS100 - College Student Success ENG101 - College Composition I ENG102 - College Composition II ENG112 - Speech CSC100 - Intro to Computers & Computing HIS220 - World History I HIS221 - World History II
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Electives Earn at least 3 credits from the following: Mathematics Electives MAT123 recommended
Electives Earn at least 8 credits from the following: Science/Lab Science Electives
Electives Earn at least 9 credits from the following: Humanities Electives
Electives Earn at least 6 credits from the following: Social Science Electives
Electives Earn at least 3 credits from the following: Diversity Electives

Management A.A.S.

General

Degree
Associate in Applied Science

Program Title
Management A.A.S.

Program Description
The career-oriented A.A.S. Management program trains individuals for entry-level managerial positions in public or private sector organizations, preparing students for positions such as administrative assistant, management trainee, branch manager, small business manager, office manager, or supervisor.

Mathematics (Science & Mathematics) A.S.

General

Degree
Associate in Science

Program Title
Mathematics (Science & Mathematics) A.S.

Program Description
Graduates of this Associate in Science program with concentration in Mathematics transfer to four-year colleges and universities to complete bachelor's degrees in mathematics or related subjects requiring a strong background in mathematics and natural sciences.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives
Type
Completion Requirement
Complete ALL of the following Courses: - MAT111 - Calculus I - MAT112 - Calculus II - MAT211 - Calculus III - MAT212 - Differential Equations - MAT215 - Linear Algebra - PHY211 - Engineering Physics II - PHY212 - Engineering Physics III

General Education Requirements and Electives
General Education Requirements and Elective
Type
Completion Requirement
Complete ALL of the following Courses: - CSS100 - College Student Success - ENG101 - College Composition I - ENG102 - College Composition II - CSC100 - Intro to Computers & Computing - CHP111 - College Chemistry I - PHY111 - Engineering Physics I - ENG112 - Speech
Earn at least 3 credits from the following: Social Science Electives
Earn at least 3 credits from the following: Humanities Electives HUM101 Cultures and Values - Cultures & Values recommended
Earn at least 3 credits from the following: - Social Science Electives - OR Humanities Electives
Earn at least 3 credits from the following: Diversity Electives

Medical Assisting A.A.S.

General

Degree
Associate in Applied Science

Program Title
Medical Assisting A.A.S.

Program Description
The Medical Assisting Program prepares individuals to become multi-skilled practitioners qualified to provide clinical and administrative health care services under the supervision of a physician. Medical Assistants practice in a variety of clinical settings such as physicians' offices, clinics, and ambulatory care facilities. While some course requirements may be completed through day or evening classes, other courses, such as the externship, must be completed during the day. In addition to the regular admission procedure required by HCCC, the applicant must submit proof of good health by having a complete physical examination including specified laboratory procedures. Students are responsible for purchasing uniforms and shoes and paying transportation costs to externship sites. Students must also maintain professional liability insurance while on externship. Students are not compensated by the health care facilities to which they are assigned during their externship and do not replace any permanent employee. Some courses may be offered only once during an academic year. Please check with the Program Coordinator as to the availability of courses. Upon completion of the Medical Assisting Program, students are qualified to take the The Certified Clinical Medical Assistant Certification Exam (CCMA) that is offered through the National Healthcareer Association (NHA), a credential that is required by the State of New Jersey for the performance of subcutaneous and intramuscular injections. Individuals who have been found guilty of, or pleaded guilty to, a felony are not eligible to take the examination.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - MDA106 - Medical Terminology - MDA113 - Clinical Office Procedures I - MDA114 - Medical Office Procedures I - MDA211 - Clinical Office Procedures II - MDA214 - Medical Office Procedures II - MDA224 - Pharmacology - MDA231 - Medical Assisting Externship - HLT110 - Culture, Diversity, & Healthcare - HLT112 - Pathophysiology - HLT115 - Dynamics of Health Care in Society - HLT210 - Medical Law and Ethics - MAT102 - Mathematics for the Health Science - PSY101 - Introduction to Psychology
General Education Requirements and Electives
General Education Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - CSS100 - College Student Success - ENG101 - College Composition I

- ENG103 - Technical Report Writing - OR ENG102 - College Composition II - CSC100 - Intro to Computers & Computing - HUM101 - Cultures and Values - BIO111 - Anatomy and Physiology I - BIO211 - Anatomy and Physiology II
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Medical Billing and Coding Certificate

General

Degree
Certificate

Program Title
Medical Billing and Coding Certificate

Program Description
The academic certificate program in medical coding will provide students with knowledge and competencies required for entry-level medical coding positions in hospitals, ambulatory centers, and physician-based settings. Graduates of the program will have the competencies in diagnostic and procedural classifications and terminologies, health record documentation, data privacy, revenue management, computer applications, clinical documentation improvement, and the life sciences.

Simple Requisites

Major Requirements and Electives
Major Requirements Type Completion Requirement Complete ALL of the following Courses: - HLT210 - Medical Law and Ethics - MDA106 - Medical Terminology - MDC101 - Clinical Coding I - MDC110 - CPT/HCPCS Coding I - MDC112 - Clinical Coding II - MDC120 - Cpt/Hcpcs Coding II - MDC124 - Pathopharmacology - MDC200 - Medical Billing - MDC210 - Health Information and Reimbursement
General Education Requirements and Electives
General Education Requirement Type Completion Requirement Complete ALL of the following Courses: - BIO107 - Human Biology - ENG101 - College Composition I

Medical Science - Pre Professional A.S.

General

Degree
Associate in Science

Program Title
Medical Science - Pre Professional A.S.

Program Description
The Associate in Science in Medical Sciences is a Pre-Professional degree that prepares students for transfer to baccalaureate degree programs that will lead to careers in allied health care fields. The program is designed as a pathway to further study in a variety of health care and/or pre-medical specialized fields such as pre-physical therapy, pre-physician assistant or pre-pharmacy. Through required coursework, students gain the necessary knowledge and skills for admission into allied health care programs.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- BIO211 - Anatomy and Physiology II
- BIO115 - Principles of Biology I
- BIO116 - Principles of Biology II
- BIO250 - Microbiology
- OR PHY113 - Physics I
- HLT210 - Medical Law and Ethics

Also complete 8 credits of Major Electives (see below)

Major Electives: 8-credit combinations

Fulfill ANY of the following requirements:

Pre-Medicine/Pre-Pharmacy Electives (8 Credits)

Complete ALL of the following Courses:

- CHP111 - College Chemistry I
- CHP211 - College Chemistry II

OR

Pre-Physical Therapy/Pre-Athletic Trainer Electives (8 Credits)

Complete ALL of the following Courses:

- EXS101 - Intro to Exercise Science
- HLT111 - Introduction to Health Care
- EXS203 - Exercise Measurement and Prescription

OR

Pre-Health Sciences Electives (8 Credits)

Complete ALL of the following Courses:

- MDA106 - Medical Terminology
- HLT112 - Pathophysiology
- EXS203 - Exercise Measurement and Prescription

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success
- ENG101 - College Composition I
- ENG102 - College Composition II
- MAT110 - Precalculus
- CSC100 - Intro to Computers & Computing
- BIO111 - Anatomy and Physiology I
- PSY101 - Introduction to Psychology
- ENG112 - Speech

Earn at least 3 credits from the following:

- Humanities Electives

Earn at least 3 credits from the following:

- Humanities Electives
- OR Social Science Electives

Complete ALL of the following Course Sets:

- Diversity Electives

Students will be advised to take one of the following: ANT-101, HUM-101, or SOC-260

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Medical Sciences - Pre Professional-Pre Nursing Option A.S.

General

Degree
Associate in Science

Program Title
Medical Sciences - Pre Professional-Pre Nursing Option A.S.

Program Description
The Associate in Science in Medical Sciences Pre-Professional Option in Pre-Nursing degree prepares students for transfer to associate and/or baccalaureate degree programs that will lead to careers in nursing.

Simple Requisites

Major Requirements and Electives

Major Requirements

Type

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success
- BIO211 - Anatomy and Physiology II
- BIO115 - Principles of Biology I
- BIO116 - Principles of Biology II
- BIO250 - Microbiology
- HLT210 - Medical Law and Ethics

Restricted Major Electives

Earn at least 9 credits from the following:

- MDA106 - Medical Terminology
- MDA224 - Pharmacology
- HLT112 - Pathophysiology
- HLT110 - Culture, Diversity, & Healthcare
- CHP100 - Introduction to Chemistry

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- ENG101 - College Composition I
- ENG102 - College Composition II
- ENG112 - Speech
- PSY101 - Introduction to Psychology
- MAT100 - College Algebra
- CSC100 - Intro to Computers & Computing
- BIO111 - Anatomy and Physiology I
- PSY260 - Lifespan Development
- HUM101 - Cultures and Values

Earn at least 3 credits from the following:

- [Social Science Electives](#)
- OR [Humanities Electives](#)

Nursing A.S.

General

Degree
Associate in Science

Program Title
Nursing A.S.

Program Description
The Nursing Program includes a theoretical base of general education and science courses together with a range of nursing theory and practical course designed to prepare graduates to be eligible for the state licensure examination for Registered Nurses (NCLEX-RN).

Graduates of the Nursing Program must pass the National Council of State Boards of Nursing Licensure Examination for Registered Nurses in order to practice nursing.

Students who successfully complete this program will be awarded an Associate in Science Degree, Nursing from Hudson County Community College. Graduates of the Program may enter into upper division BSN Nursing programs through articulation agreements at many four-year institutions. The HCCC Nursing Program has a joint admission agreement with the Nursing Program at New Jersey City University.

Simple Requisites

Major Requirements and Electives

Major Requirements

Type

Completion Requirement

Complete ALL of the following Courses:

- BIO211 - Anatomy and Physiology II
- NSG110 - Nursing I
- NSG120 - Nursing II
- NSG210 - Nursing III
- NSG220 - Nursing IV
- NSG240 - Nursing Leadership

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success
- ENG101 - College Composition I
- ENG102 - College Composition II
- ENG112 - Speech
- CSC100 - Intro to Computers & Computing
- MAT100 - College Algebra
- OR MAT114 - Introduction Probabilities & Statistics
- BIO111 - Anatomy and Physiology I
- BIO250 - Microbiology
- PSY101 - Introduction to Psychology
- PSY260 - Lifespan Development

Diversity Elective

Complete ANY of the following Courses:

- ANT101 - Intro to Cultural Anthropology
OR HUM101 - Cultures and Values
OR HUM128 - Food and Culture
OR SOC260 - Race & Ethnic Relations

Paramedic Science A.A.S.

General

Degree

Associate in Applied Science

Program Title

Paramedic Science A.A.S.

Program Description

This program is offered as collaboration between Hudson County Community College and the Jersey City Medical Center and is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). The program is designed for the post-secondary certified Emergency Medical Technician (EMT) who wishes to further his or her education and/or career opportunities. The program consists of general education and basic sciences at Hudson County Community College and a professional Paramedic Science component at Jersey City Medical Center. The professional curriculum consists of lecture and laboratory courses and practical, hands-on experience at the program's affiliated clinical laboratory sites. The clinical experiences allow the graduate a smooth transition into the fast paced, patient-centered environment of a modern emergency medical system.

Commission on Accreditation of Allied Health Education Programs 25400 US Highway 19 N, Suite 158 Clearwater, FL 33763 727-210-2350 www.caahep.org

To contact CoAEMSP: 8301 Lakeview Parkway, Suite 111-312 Rowlett TX 75088 (214) 703-8445 FAX (214)703-8992 www.coaemsp.org

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- HLT210 - Medical Law and Ethics
- EMT101 - Intro to Pre-Hospital Emergency Care
- EMT110 - Pre-Hosp Medical Emergencies (Paramedics I)
- EMT120 - Pharmacological Intervention (Paramedics II)
- EMT124 - Paramedic Clinical Practicum I
- EMT220 - Emergency Cardiac Care (Paramedics III)
- EMT230 - Special Populations in Pre-Hospital Care (Paramedics IV)
- EMT235 - Paramedic Clinical Practicum II
- EMT240 - Pre Hospital Shock/Trauma Management (Paramedics V)
- EMT245 - Pre-Hospital Special Operations (Paramedics Operations)
- EMT248 - Paramedic Clinical Practicum III
- EMT250 - Paramedic Field Internship
- EMT252 - Paramedic Clinical Capstone

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success

- ENG101 - College Composition I
- ENG102 - College Composition II
- OR ENG103 - Technical Report Writing
- OR ENG112 - Speech
- OR COM101 - Interpersonal Communication
- MAT102 - Mathematics for the Health Science
- PSY101 - Introduction to Psychology
- OR HUM101 - Cultures and Values
- BIO111 - Anatomy and Physiology I
- BIO211 - Anatomy and Physiology II

Personal Fitness Trainer, Proficiency Certificate

General

Degree
Proficiency Certificate

Program Title
Personal Fitness Trainer, Proficiency Certificate

Program Description
The proficiency certificate in Personal Fitness Training prepares students for the entry-level workforce in the fitness industry, including commercial and clinical settings such as health clubs, corporate fitness centers, personal training, health promotion, program management and personal coaching.

The program provides a knowledge base in scientific principles and requires the development of basic skills in exercise assessment. Prescription and programing in healthy populations, performance enhancement, nutritional principles applied to exercise and sports, patient/client interpersonal relations and professional ethics and behavior within a safe practice format, prepare graduates to sit for a national certification in Personal Training from the NASM-National Academy of Sports Medicine, Additional certificates in First Aid and CPR are available through their coursework.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- EXS110 - Fitness Training Methods
- EXS115 - Sports Nutrition
- PFT202 - Program Design and Implementation
- PFT220 - Advanced Personal Fitness
- PFT240 - Personal Training Internship

Pharmacy Technician Certificate

General

Degree
Certificate

Program Title
Pharmacy Technician Certificate

Program Description
The program prepares individuals to perform the technical skills required to work within a hospital, retail pharmacy or long-term care facility. These skills include compounding medications, distribution of pharmaceutical agents, and record keeping. The program will develop knowledge and understanding of basic pharmacology, drug interactions, and drug classifications as well as legal aspects of distribution.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- MDA106 - Medical Terminology
- MAT102 - Mathematics for the Health Science
- HLT112 - Pathophysiology
- PHM101 - Pharmacy Technician I
- PHM201 - Pharmacy Technician II

COMPLETE PHM-205

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- BIO107 - Human Biology
- COM101 - Interpersonal Communication
- ENG101 - College Composition I
- ENG112 - Speech

Physics (Science & Mathematics) A.S.

General

Degree
Associate in Science

Program Title
Physics (Science & Mathematics) A.S.

Program Description
Graduates of the Associate in Science in Physics transfer to four-year colleges and universities to complete bachelor's degrees in physics or related subjects requiring a strong background in physics, other natural sciences, and mathematics.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - MAT211 - Calculus III - MAT212 - Differential Equations - PHY111 - Engineering Physics I - PHY211 - Engineering Physics II - PHY212 - Engineering Physics III - CSC101 - Scientific Programming Major Restricted Electives Complete ANY of the following Courses: - MAT114 - Introduction Probabilities & Statistics - CSC115 - Programming in C++ for Comp Science - CSC117 - Java Programming - CSC118 - Python Programming

General Education Requirements and Electives
General Education Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - CSS100 - College Student Success - ENG101 - College Composition I - ENG102 - College Composition II - CSC100 - Intro to Computers & Computing - MAT111 - Calculus I - MAT112 - Calculus II - ENG112 - Speech Earn at least 3 credits from the following: Social Science Electives Earn at least 3 credits from the following: Humanities Electives Earn at least 3 credits from the following: Social Science Electives OR Humanities Electives

- Earn at least 4 credits from the following:
- BIO111 - Anatomy and Physiology I
 - BIO211 - Anatomy and Physiology II
 - BIO115 - Principles of Biology I
 - BIO116 - Principles of Biology II
 - BIO208 - Ecology
 - BIO230 - Histology
 - GEO111 - Physical Geology

Practical Nursing Certificate

General

Degree
Certificate

Program Title

Practical Nursing Certificate

Program Description

This certificate program prepares students for careers as Licensed Practical Nurses. Graduates will participate in the planning, implementation and evaluation of caring interventions in a variety of health care settings under the direction of a registered nurse or physician. Responsibilities may include case finding, reinforcing patient and family teaching programs through health teaching, health counseling, and provision of supportive and restorative care.

Students must complete a program application, and admission examination, as well as successfully complete both English Composition I and Math for the Health Sciences. Health screening and criminal background check are also required.

Graduates of the Practical Nursing Program must pass the National Council of State Boards of Nursing Licensure Examination for Practical Nursing in order to practice as a licensed practical nurse.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- BIO107 - Human Biology
- OR BIO211 - Anatomy and Physiology II
- PNU101 - PN: Fundamentals of Nursing Practice
- PNU201 - Practical Nursing: Maternal Child Health Child Health
- PNU202 - PN: Nursing Clients with Complex Needs Complex Needs
- PNU203 - Practical Nursing: Role Transition
- PNU204 - Practical Nursing Capstone
- PSY101 - Introduction to Psychology

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- ENG101 - College Composition I
- MAT102 - Mathematics for the Health Science

Prof. Dev. Cert. in Preschool Child Dev. Assoc. (CDA)

General

Degree
Proficiency Certificate

Program Title

Prof. Dev. Cert. in Preschool Child Dev. Assoc. (CDA)

Program Description

This program will provide the necessary professional development (120 class hours) for those interested in pursuing this entry-level position. By obtaining the Preschool CDA Credential, these candidates will be eligible to work as a Group Teacher in a Preschool setting, with children from 3 to 5 years old. The 120-hour Field Experience in a Preschool Setting will provide practical, on-site experience working with children of this age. This will prepare the candidate for the final review, by a Professional Specialist, assigned by The Council for Professional Recognition to conduct the final assessment.

Simple Requisites

Major Requirements and Electives

Preschool CDA Professional Development

Type

Completion Requirement

Complete ALL of the following Courses:

- CDP100 - Preschool CDA Workshop
- CDP110 - Preschool CDA Workshop II
- CDP120 - Field Experience in a Preschool

Psychology (Liberal Arts) A.A.

General

Degree
Associate in Arts

Program Title
Psychology (Liberal Arts) A.A.

Program Description
HCCC's Associate in Arts Liberal Arts Psychology degree program prepares students for transfer to four-year colleges or universities after completing two years of undergraduate coursework at HCCC. Graduating students may advance to majors in psychology or related subjects. The Liberal Arts program allows many options when choosing courses; students should plan carefully for the future by researching the degree requirements of four-year institutions which interest them.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

• PSY121 - Psychological Methods and Applications

• MAT114 - Introduction Probabilities & Statistics

Major Restricted Electives

Complete at least 2 of the following courses:

• PSY216 - Theories of Personality

• PSY260 - Lifespan Development

OR PSY211 - Developmental Psychology I

• PSY270 - Psychology of Teaching and Learning

• PSY280 - Abnormal Psychology I

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

• CSS100 - College Student Success

• ENG101 - College Composition I

• ENG102 - College Composition II

• ENG112 - Speech

• CSC100 - Intro to Computers & Computing

• PSY101 - Introduction to Psychology

• SOC101 - Introduction to Sociology

• PHL101 - Introduction to Philosophy

• HIS220 - World History I

• HIS221 - World History II

Earn at least 3 credits from the following:

• [Mathematics Electives](#)

Earn at least 8 credits from the following:

• [Science/Lab Science Electives](#)

Earn at least 3 credits from the following:

• [Diversity Electives](#)

Elective

Earn at least 6 credits from the following:

• [Humanities Electives](#)

Radiography A.S.

General

Degree
Associate in Science

Program Title
Radiography A.S.

Program Description

This is a 63 credit degree program that includes 33 credits of general education and science courses and 30 credits of specialized Radiography courses. Upon completion of total credits, students will receive an associate degree in science as well as a certificate in radiography, allowing them to sit for the ARRT national examination. The general education and lab science courses will be provided by HCCC, and taught by HCCC instructors at either or both of their campus locations. The professional component is a 24 month clinical competency based educational program. Radiologic technologists (radiographers) perform diagnostic imaging examinations. Students are taught how to take x-rays of the human body in order to diagnose medical problems. They prepare patients for the exams by explaining the procedure and positioning them so that the parts of the body can be appropriately radiographed. They are taught how the radiation beam is created; set technical factors in order to produce diagnostic radiographs and how to prevent unnecessary exposure to radiation to both themselves and the patient. The student accomplishes this by integrating science and technology and learning how to provide compassionate, caring, and unbiased patient care to people of all ages and backgrounds. The State of New Jersey Bureau of Radiological Health (Board) requires all students graduating from a Board certified radiography program to successfully demonstrate competency in over 50 radiological examinations performed on patients prior to graduation. This standard is designed to produce entry level skilled graduates who are clinically competent and practice quality patient care methodologies.

Simple Requisites

Major Requirements and Electives

Major (Specialized) Requirement

Type

Completion Requirement

Complete ALL of the following Courses:

- RAD101 - Radiography I
- RAD104 - Radiographic Imaging I/Lab
- RAD102 - Radiography II
- RAD105 - Radiographic Imaging II/Lab
- RAD103 - Radiography III
- RAD106 - Radiographic Imaging III/Lab
- RAD204 - Radiography IV
- RAD207 - Radiographic Imaging IV/Lab
- RAD205 - Radiography V
- RAD208 - Radiography VI

Complete Clinical Practicum

General Education Requirements and Electives

College Requirement

Type

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success
- ENG101 - College Composition I

- ENG102 - College Composition II
- ENG112 - Speech
- MAT100 - College Algebra
- BIO111 - Anatomy and Physiology I
- BIO211 - Anatomy and Physiology II
- PSY101 - Introduction to Psychology
- CSC100 - Intro to Computers & Computing

May take MAT100 College Algebra (or higher)

Earn at least 3 credits from the following:

- Humanities Electives

Earn at least 3 credits from the following:

- Diversity Electives

Science and Mathematics - General A.S.

General

Degree
Associate in Science

Program Title
Science and Mathematics - General A.S.

Program Description
Graduates of the Associate in Science in Science and Mathematics transfer to four-year colleges and universities to complete a bachelor's degree in one of the sciences. The curriculum permits students to tailor the program to individual goals. Students undecided about a field of specialization may explore the various sciences before committing to a more specific major. Those with clearly defined goals may transfer into specialized programs, such as majors in the statistical or actuarial fields, pre-medicine, pre-dentistry, physical therapy, pharmacy, physics, engineering or related subjects.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - CHP111 - College Chemistry I - MAT111 - Calculus I - CHP211 - College Chemistry II - PHY111 - Engineering Physics I - PHY211 - Engineering Physics II - BIO111 - Anatomy and Physiology I - OR BIO115 - Principles of Biology I - BIO211 - Anatomy and Physiology II - OR BIO116 - Principles of Biology II

General Education Requirements and Electives
General Education Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - CSS100 - College Student Success - CSC100 - Intro to Computers & Computing - ENG101 - College Composition I - ENG102 - College Composition II - ENG112 - Speech - BIO100 - General Biology - MAT100 - College Algebra - OR CHP100 - Introduction to Chemistry - OR ENV110 - Introduction to Environmental Studies - MAT110 - Precalculus Earn at least 3 credits from the following: Social Science Electives - OR Humanities Electives Elective Earn at least 3 credits from the following:

Humanities Electives
Elective
Earn at least 3 credits from the following: Social Science Electives

Social Justice Advocacy Proficiency Certificate

General

Degree
Proficiency Certificate

Program Title
Social Justice Advocacy Proficiency Certificate

Program Description
In alignment with the College's mission statement to provide high-quality educational opportunities that promote student success, this program helps students primarily with attaining a job in the advocacy field or social services profession. This certificate is accessible to all students. Furthermore, the certificate contains required courses in social justice advocacy, psychology, and sociology. Due to the nature of working in social services agencies, graduates need college-level writing skills that are helpful in these professional settings. The interdisciplinary focus is the foundation of the program.

*Degree holders enrolling in this program can provide official transcripts to demonstrate successful completion of ENG 101, SOC 101, PSY 101, and SOC 260 (or its equivalent) indicating a grade of C or higher for the course (s).

In alignment with Strategic Direction 2, the certificate allows students the opportunity to enroll in interdisciplinary classes that support the College's mission in expanding the principles of PACDEI (President's Advisory Council on Diversity, Equity, & Inclusion) for staff, students, and faculty. Furthermore, this program supports Strategic Direction 3, because the certificate allows for graduates to utilize their advocacy knowledge in the workplace and in their respective communities if they choose to be involved in social justice activism.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - ENG101 - College Composition I - PSY101 - Introduction to Psychology - SOC101 - Introduction to Sociology - SOC260 - Race & Ethnic Relations - INTD110 - Introduction to Advocacy - INTD270 - Restorative and Social Justice - INTD275 - Restorative and Soc Just Fieldwork

Sociology (Liberal Arts) A.A.

General

Degree
Associate in Arts

Program Title
Sociology (Liberal Arts) A.A.

Program Description
HCCC's Associate in Arts Liberal Arts - Sociology degree program prepares students for transfer to four-year colleges or universities after completing two years of undergraduate coursework at HCCC. Graduating students may advance to majors in sociology or related subjects. The Liberal Arts program allows many options when choosing courses; students should plan carefully for the future by researching the degree requirements of four-year institutions which interest them.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - SOC201 - Sociology of the Family - SOC211 - Social Problems - SOC280 - Social Research Methods Major Restricted Electives Complete ANY of the following Courses: - SOC203 - Environmental Sociology - SOC230 - Religion and Society - SOC240 - Criminology

General Education Requirements and Electives
General Education Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: - CSS100 - College Student Success - ENG101 - College Composition I - ENG102 - College Composition II - ENG112 - Speech - MAT100 - College Algebra - BIO107 - Human Biology - MAT114 - Introduction Probabilities & Statistics - SOC101 - Introduction to Sociology - SOC260 - Race & Ethnic Relations - LIT201 - Introduction to Literature - HIS220 - World History I - HIS221 - World History II - ANT101 - Intro to Cultural Anthropology Earn at least 6 credits from the following: - Humanities Electives Earn at least 4 credits from the following:

- Science/Lab Science Electives

Social Services (Human Services) A.A.S.

General

Degree
Associate in Applied Science

Program Title
Social Services (Human Services) A.A.S.

Program Description
(Program not available for new students) The program prepares the graduate for immediate entry-level employment in a variety of human services agencies and community-based programs and/or transfer to a baccalaureate program to continue their studies in social services, human services, social work or a related field.

Social Services Certificate

General

Degree
Certificate

Program Title
Social Services Certificate

Program Description
(Program not available for new students) The Social Services Certificate program will help students develop beginning level skills necessary for working with clients in human/social services agencies and community based programs. The Certificate will also offer students the opportunity to continue their studies in social services by enrolling in the Associate in Applied Science in Social Services Option at Hudson County Community College.

Education (Special Education - Liberal Arts) A.A.

General

Degree
Associate in Arts

Program Title
Education (Special Education - Liberal Arts) A.A.

Program Description
The Liberal Arts Degree in Special Education is a transfer-oriented degree for students interested in preparing for a professional teaching or paraprofessional career in public or private schools and specializing in the education of exceptional children. Upon completion of study, students are eligible to seek employment as a Teacher's Assistant or Paraprofessional in New Jersey. Additionally, after earning an Associate's Degree and satisfying all entrance requirements, students are prepared to transfer to a four-year college or university to earn a Bachelor's degree, a requirement for teacher certification in New Jersey. At the four-year College or university, the program graduate will also be required to major in a content area. Students are strongly encouraged to select electives carefully in order to satisfy transfer requirements.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

• EDU211 - Foundations of American Education

OR ECE201 - Intro to Early Childhood Educ

• SED290 - Inclusive Teaching & Learning

• SED235 - Young Children With Special Needs

• ECE214 - Guiding the Young Child's Behavior

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

• CSS100 - College Student Success

• ENG101 - College Composition I

• ENG102 - College Composition II

• ENG112 - Speech

• MAT100 - College Algebra

OR MAT123 - Mathematics for Liberal Arts

• CSC100 - Intro to Computers & Computing

• BIO107 - Human Biology

• BIO100 - General Biology

• PSY101 - Introduction to Psychology

• PSY211 - Developmental Psychology I

• HUM101 - Cultures and Values

• HIS105 - U.S. History I

• HIS106 - U.S. History II

• INTD235 - Exploring Multicultural Studies

Electives

Earn at least 6 credits from the following:

- [Humanities Electives](#)

Studio Arts A.F.A.

General

Degree
Associate of Fine Arts

Program Title
Studio Arts A.F.A.

Program Description
The two-year Associate in Fine Arts-Studio Arts (AFA) degree program provides students with a solid foundation in the visual arts. HCCC studio arts majors take a series of courses in drawing, design, color theory and art history as well as electives in other studio disciplines. In the final semester of study, students learn how to present their portfolios to four-year colleges and universities and potential employers. In addition, AFA students take general education courses in order to develop important skills in communications, research and computer technology. Other courses in the humanities and the social sciences are designed to broaden knowledge essential for a successful career in the arts.

Simple Requisites

Major Requirements and Electives

Major Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- ART103 - Two Dimensional Design
- ART106 - Drawing I
- ART107 - Painting I
- ART113 - Three Dimensional Design
- ART114 - Color Theory
- ART116 - Drawing II
- ART117 - Painting II
- ART126 - Figure Drawing
- ART127 - Water Color
- ART210 - Introduction to Gallery Management
- ART130 - Portfolio & Presentation
- ART220 - Art in Context

General Education Requirements and Electives

General Education Requirements and Electives

Type

Completion Requirement

Complete ALL of the following Courses:

- CSS100 - College Student Success
- ENG101 - College Composition I
- ENG102 - College Composition II
- ART115 - Art History I
- ART120 - Survey of Contemporary Art
- ART125 - Art History II

ART variation recommended for ENG102

Earn at least 3 credits from the following:

- [Mathematics Electives](#)

OR [Science/Lab Science Electives](#)

OR [Technology Competency Elective](#)

Earn at least 3 credits from the following:

- [Humanities Electives](#)

OR [Social Science Electives](#)

Excluding ART 101

Technical Studies A.A.S.

General

Degree
Associate in Applied Science

Program Title
Technical Studies A.A.S.

Program Description
The Associate in Applied Science Degree in Technical Studies allows individuals who have successfully completed technical training in an appropriate career field, such as Business, Computer Science, Computer Technology, or Electronics Engineering Technology, to advance their studies and attain a college degree. The program will provide opportunities for workers to apply knowledge and skills learned in certified apprenticeship training programs as credits toward the Associate in Applied Science Degree in Technical Studies.

Simple Requisites

Major Requirements and Electives
Major Requirements and Electives Type Completion Requirement Business Concentration Electives Earn at least 12 credits from the following: - ACC121 - Principles of Accounting I - MAN121 - Principles of Management - MAN221 - Marketing - ECO201 - Principles of Macroeconomics OR BUS230 - Business Law Computer Science Concentration Electives Earn at least 12 credits from the following: - CSC115 - Programming in C++ for Comp Science - CSC117 - Java Programming - CSC214 - Data Structures & Advanced Programming - CSC227 - Intro to Operating Systems Computer Technology Concentration Electives Earn at least 12 credits from the following: - EET111 - Electric Circuits I - EET211 - Electric Circuits II - CTC212 - Computer Organization & Design Electronics Engineering Technology Concentration Electives Earn at least 12 credits from the following: - EET111 - Electric Circuits I - EET211 - Electric Circuits II - EET212 - Active Electronic Devices Local 825 Electives Complete at least 12 of the following courses: - CNM201 - Introduction to Basic Structures - CNM202 - Const. Proceed Materials & Tests - MAN242 - Labor Relations - EGS101 - Engineering Graphics
Additional Comments: Core (27)

Technical Studies credits may be earned for corporate, industrial, or military training programs. Courses must be accredited or evaluated by HCCC faculty for equivalence.

Electives (12)

Students must select courses in one of the concentrations above.

General Education Requirements and Electives

General Education Requirements and Electives

Type
Completion Requirement

- Complete ALL of the following Courses:
- CSS100 - College Student Success
 - ENG101 - College Composition I
 - ENG103 - Technical Report Writing

OR ENG112 - Speech

 - MAT100 - College Algebra

OR MAT114 - Introduction Probabilities & Statistics

- Earn at least 3 credits from the following:
- [Humanities Electives](#)

OR [Social Science Electives](#)

- Earn at least 8 credits from the following:
- [Mathematics Electives](#)

OR [Science/Lab Science Electives](#)

Theatre Arts (Liberal Arts) A.A.

General

Degree
Associate in Arts

Program Title
Theatre Arts (Liberal Arts) A.A.

Program Description
The AA Liberal Arts - Theatre Arts Option is designed for students who wish to complete a bachelor's degree or higher in the field of Theatre Arts. By offering a broad-based liberal arts curriculum with core theatre requirements, the option is ideal for students interested in all aspects of Theatre. Field trips to local NYC theaters will be integrated into the degree program.

Simple Requisites

Major Requirements and Electives Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: • THA101 - Introduction to Acting • THA201 - Acting II • THA205 - Introduction to Playwriting • THA202 - Acting for the Camera
General Education Requirements and Electives General Education Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: • CSS100 - College Student Success • ENG101 - College Composition I • ENG102 - College Composition II • ENG112 - Speech • MAT123 - Mathematics for Liberal Arts • CSC100 - Intro to Computers & Computing • THA102 - Introduction to Theater • FLM101 - Introduction to Film • THA208 - Contemporary Drama OR LIT208 - Contemporary Drama • HIS220 - World History I • HIS221 - World History II • THA207 - Introduction to Drama OR LIT207 - Introduction to Drama Electives Earn at least 8 credits from the following: • Science/Lab Science Electives Electives Earn at least 6 credits from the following: • Social Science Electives

Transportation, Logistics, and Distribution Certificate

General

Degree
Certificate

Program Title
Transportation, Logistics, and Distribution Certificate

Program Description
Transportation, Logistics, and Distribution Certificate program prepares students for entry-level and advancement opportunities through certifications and degrees in supply chain management including manufacturing, procurement, warehousing and distribution through customer service. The program of courses includes Supply Chain Management Principals, Customer Service Operations, Transportation Operations, Warehousing Operations, Supply Management and Procurement, Inventory Management, Demand Planning, Manufacturing, and Service Operations. Credits earned with the SCM Certificate will transfer seamlessly towards the A.S Degree in Business Administration for the Supply Chain Management degree option offered at HCCC. Additionally, dual admission agreements and articulations in effect with our current academic partners may be applied in the future to a B.S. in supply chain management.

Simple Requisites

Major Requirements and Electives Major Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: • GIS104 - Introduction to Geographic Information • BUS205 - Global Business • ECO201 - Principles of Macroeconomics • BUS103 - Introduction to Business • BUS230 - Business Law • SCM101 - Supply Chain Management Principles • SCM110 - Transportation Operations • SCM115 - Warehousing Operations * Certification Test CSCMP Council Supply Chain Management Professionals offered through non-credit classes internally articulated with certificate program. LINCS: Leveraging, Integrating, Networking, Coordinating Supplies, Non-Credit
General Education Requirements and Electives General Education Requirements and Electives Type Completion Requirement Complete ALL of the following Courses: • CSC100 - Intro to Computers & Computing • ENG112 - Speech

All Courses

ACC121 - Principles of Accounting I

General

Subject code	Course Number	Credit Hours
ACC	121	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Principles of Accounting I

Course Description
Previous accounting knowledge is not required. The course covers the entire accounting cycle from analysis of transactions, journalizing, posting, worksheets, preparation of financial statements, closing entries, post-closing trail balance and reversing entries. Also introduced are the accounting principles as applied in the United States (GAAP). Emphasis is placed on practical applications of accounting procedures as well as conceptual comprehension of accounting principles used in both service- and product-related businesses. Led by faculty, lab hours are used to reinforce topics covered in lecture. Students also participate in group work and complete projects.

Requisites
Complete MAT-071 and MAT-073; or any MAT 100 or above.

ACC211 - Computerized Accounting

General

Subject code	Course Number	Credit Hours
ACC	211	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Computerized Accounting

Course Description
An introduction to the construction and implementation of computerized accounting systems used to accurately document, record and summarize financial information. The course emphasizes how such systems safeguard the assets of the client and ensure the integrity of the reporting system. Students will use source documents as a means of developing an information base. Students will design special journals and voucher systems as a means of facilitating recording functions and they will also develop a subsidiary ledger for purposes of recording secondary information. The course will conclude with students operating a fully-integrated computerized general ledger system that may be applied to the accounting needs of individuals, organizations and small business enterprises. Students will also independently complete computer laboratory projects using specialized computer software.

Requisites
Complete ACC-121.

ACC221 - Principles of Accounting II

General

Subject code	Course Number	Credit Hours
ACC	221	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Principles of Accounting II

Course Description
Continuation of Principles of Accounting I, emphasizing accounting applications for partnerships, corporations, and manufacturing. A survey of cost accounting and budgetary procedures including the preparation and use of financial information needed for management planning and decision-making. Led by faculty, lab hours are used to reinforce topics covered in lecture. Students also participate in group work and complete projects.

Requisites
Complete ACC-121.

ACC224 - Federal Taxation

General

Subject code	Course Number	Credit Hours
ACC	224	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Federal Taxation

Course Description
A study of Federal Income Tax law and its practical application in the preparation of tax forms for the individual, partnerships, and corporations.

Requisites
Complete ACC-221.

ACC226 - Auditing

General

Subject code	Course Number	Credit Hours
ACC	226	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Auditing

Course Description
This course will cover the theory of auditing principles and standards employed by the external and internal auditor. These standards are based on generally-accepted auditing standards and the related literature of the American Institute of Certified Public Accountants. Emphasis is on Auditing procedures.

Requisites
Complete ACC-221.

ACC228 - Cost Accounting

General

Subject code	Course Number	Credit Hours
ACC	228	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Cost Accounting

Course Description
Examines cost accounting information systems; cost of materials, labor and manufacturing expenses, standards, and cost controls; direct costing and cost analysis.

Requisites
Complete ACC-221.

ACC240 - Intermediate Accounting I

General

Subject code	Course Number	Credit Hours
ACC	240	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Intermediate Accounting I

Course Description
Course presents a balanced approach to the treatment of conceptual and procedural problems in accounting. The course explains the rationale behind business transactions and addresses the accounting and reporting of those transactions. The course will include discussions of the latest developments in the accounting profession and practice.

Requisites
Complete ACC-221.

ACC241 - Intermediate Accounting II

General

Subject code	Course Number	Credit Hours
ACC	241	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Intermediate Accounting II

Course Description
This course is a continuation of Accounting 240, Intermediate Accounting I. It covers Long-Lived Assets, Long-Term Liabilities, Stockholders' Equity, Financial Statement Preparation and Analysis.

Requisites
Complete ACC-240.

ADM120 - Manufacturing Processes

General

Subject code	Course Number	Credit Hours
ADM	120	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Manufacturing Processes

Course Description
Catalog Course Description: This course covers the basic processing methods for metals and woods. Topics include hand tools and power tools, machining, joining, shaping, bending, surface preparation and finishing, Computer-Aided Drafting (CAD) and blueprint.

Requisites
Complete MAT-071 and MAT-073; or any MAT 100 or above.

ADM182 - Wood Science

General

Subject code	Course Number	Credit Hours
ADM	182	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Wood Science

Course Description
Catalog Course Description: This course familiarizes the student with the basic structure, anatomy, moisture relationships, and deterioration process of the various woods used in U.S. commercial manufacturing.

Requisites
Complete MAT-071 and MAT-073; or any MAT 100 or above.

ADM185 - Fund. Architectural Manufacturing

General

Subject code	Course Number	Credit Hours
ADM	185	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Fund. Architectural Manufacturing

Course Description
This course covers the basic processing methods for woodworking. Students will learn to safely use hand tools and power tools, machining, joining, shaping, bending, surface preparation and finishing, Computer-Aided Drafting (CAD) and blueprint. Concepts discussed during lectures are reinforced during laboratory hours. Students may not receive credits for both ADM120 and this course.

Requisites
Complete Basic Mathematics.

ADM230 - Plastic Manufacturing

General

Subject code	Course Number	Credit Hours
ADM	230	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Plastic Manufacturing

Course Description
This course covers the basic processing methods for plastics and rubbers. Topics include an introduction to plastics, injection molding, compression molding, blow molding, thermoforming, compound extrusion, pipe extrusion, film casting, film blowing, additives and fillers, and color matching. This course meets two hours per week for lecture, as well as an additional two hours of lab per week where concepts introduced during lecture are reinforced.

Requisites
Complete one course in Chemistry.

ADM201 - Materials Science

General

Subject code	Course Number	Credit Hours
ADM	201	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Materials Science

Course Description
This course is an introduction to materials science. Topics include physical and mechanical properties of materials including metal alloys, plastics, rubbers, ceramics, glass, and composites. Students learn standard techniques for measuring mechanical properties including American Society for Testing and Materials (ASTM) D638 Tensile Test, ASTM D2240 Hardness Test, ASTM D5630 Ash Test, ASTM D3418 Melting Point and Crystallization Point Test, ASTM D256 Impact TEST and ASTM D648 Heat Deflection Test. Hands-on laboratory sessions reinforce topics covered during lecture.

Requisites
Complete MATH-100 or Higher.

ADM231 - Computer Numeric Control

General

Subject code	Course Number	Credit Hours
ADM	231	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Computer Numeric Control

Course Description
This course introduces students to basic Computer Numeric Control (CNC) Mill and Lathe operation. Concepts to be covered include Pendant operation, basic G and M coding, and tool setup. This course prepares students for the National Institute for Metalworking Skills (NIMS) CNC Milling Operator certificate test. The concepts covered in lab reinforce concepts covered in lecture.

ADM232 - Welding

General

Subject code	Course Number	Credit Hours
ADM	232	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Welding

Course Description
This course introduces the students to the fundamentals of welding. It provides the student with opportunities for training in Shielded Metal Arc Welding (SMAW) and Flux Cored Arc Welding (FCAW). This course prepares students for the Certified Welder Test accredited by the American Welding Society.

ADM240 - Robotics

General

Subject code	Course Number	Credit Hours
ADM	240	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Robotics

Course Description
This course addresses autonomous control of robots for woodworking applications and machine learning. The course covers a variety of multidisciplinary topics necessary to understand the fundamentals of designing, building, and programming robots. Students learn to write their own programs and build their own robot prototypes using a hands-on approach to engineering design. Each topic is presented in the format of two-hour lectures immediately followed by a two-hour laboratory where students will apply the concepts discussed during the lecture.

Requisites
Complete 1 course from: CSC-101 CSC-115 CSC-117 or CSC-118.

ADM241 - Manufacturing Design

General

Subject code	Course Number	Credit Hours
ADM	241	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Manufacturing Design

Course Description
This course is an overview of the manufacturing industry. Topics include organization structure, lean manufacturing, regulations, environmental and safety concerns, quality assurance, and modern manufacturing. There will be two field trips visiting nearby manufacturers. Students will also work on Capstone projects. Concepts discussed during lectures are reinforced during laboratory hours.

Requisites
Complete(EGS-100 or EGS-101) and (ADM-120 or ADM-185) and ADM-201

ADM256 - CNC for Woodworking

General

Subject code	Course Number	Credit Hours
ADM	256	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
CNC for Woodworking

Course Description
This course introduces students to basic Computer Numeric Control (CNC) Mill, Router, and Lathe operation. Concepts to be covered include woodworking router operation, basic G and M coding and tool setup. Concepts discussed during lectures are reinforced during laboratory hours. This course prepares students for the NJ DOE Recognized CTE End-of-Program Assessments, which involves the CNC skills. Students may not receive credits for both ADM231 and this course.

Requisites
Complete ADM-185 or ADM-120.

ADM282 - Machine Processes Architectural Woodwork

General

Subject code	Course Number	Credit Hours
ADM	282	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Machine Processes Architectural Woodwork

Course Description
This course covers the processing methods for woodworking. Students will learn to set up and properly use woodworking equipment including Gang Ripsaw, Shapers, Sliding Table Saw, Double Miter Saw, Wide Belt Sander, Dovetailer, Band Saw, Pocket Screw-Machine, Planer, and Jointer. Concepts discussed during lectures are reinforced during laboratory hours.

Requisites
Complete ADM-120 or ADM-185.

AMS135 - Introduction to American Studies

General

Subject code	Course Number	Credit Hours
AMS	135	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Introduction to American Studies

Course Description
This course provides an introductory overview to the field of American Studies. It seeks to answer the question, "What does it mean to be an American?" It integrates several disciplines, taking a holistic view of the American perspective. The goal is to introduce students to the ideas and theories most closely linked to the field. These include topics in American history, philosophy, cultural studies, art, literature, political science and international relations.

Requisites
Complete ENG-101.

ANT101 - Intro to Cultural Anthropology

General

Subject code	Course Number	Credit Hours
ANT	101	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Intro to Cultural Anthropology

Course Description
This course is an introduction to the anthropological study of the nature and functions of human culture. The course examines how different cultures respond to certain needs expressed by religion, art, social organization and general patterns of life. The cultural diversity of humankind is emphasized.

Requisites
Complete ENG-101.

ANT102 - Introduction to Physical Anthropology

General

Subject code	Course Number	Credit Hours
ANT	102	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Introduction to Physical Anthropology

Course Description
In this course, students examine evidence for the origin and evolution of humankind from our earliest ancestors to modern populations. This course incorporates theories and data from a host of anthropological, biological and archaeological expertise and seeks to explain how and why human beings developed and adapted all over the world.

Requisites
Complete ENG-101.

ARC105 - Intro to Computer Arts

General

Subject code	Course Number	Credit Hours
ARC	105	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Intro to Computer Arts

Course Description
This course provides an introductory level exploration of the Macintosh Operating System; print, interactive and time-based graphics applications; typography; and color theory for print, web and video. Students will also learn conceptual, historical, and theoretical aspects of art and design made with digital media. 3 hours lecture/1 hour lab

Requisites
Complete ENG-101.

ARC107 - Print Design

General

Subject code	Course Number	Credit Hours
ARC	107	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Print Design

Course Description
This course will provide students with the necessary technical, conceptual and aesthetic knowledge to create effective designs for print that comprehensively communicate ideas through visual graphic form. Preparation of photos, graphics and text for use in layout and design will be thoroughly addressed. The use of typography and its integration with images to communicate specific ideas and content to a desired audience will also be a main focus of the course. Adobe InDesign, Illustrator and Photoshop software applications will be utilized.

ARC106 - Digital Imaging

General

Subject code	Course Number	Credit Hours
ARC	106	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Digital Imaging

Course Description
This course provides students with the necessary knowledge and techniques for the creation and manipulation of photographic digital images using digital cameras and scanners for input, Photoshop for editing and manipulation, and photo quality inkjet printers for output. Assignments and discussions address critical issues in contemporary digital practices.

ARC109 - Interactive/Web Design

General

Subject code	Course Number	Credit Hours
ARC	109	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Interactive/Web Design

Course Description
This course will provide students with the necessary conceptual knowledge of the visual aesthetics of interactive design. Students will design websites that use intuitive visual layouts and interactivity to communicate information and ideas to a specific audience. The course also covers the basic technical skills required to prepare images and content for the web. The Adobe Dreamweaver software application will be utilized in this course.

ARC115 - 3D Digital Design for Fabrication

General

Subject code	Course Number	Credit Hours
ARC	115	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
3D Digital Design for Fabrication

Course Description
The course provides students with the foundation knowledge of the technical and creative aspects of digital three-dimensional design that will allow students to conceive, edit and fabricate objects using 3D scanners, 3D modeling software and 3D printers.

Requisites
Must Exit Basic Math and Basic English

ARC201 - Digital Video

General

Subject code	Course Number	Credit Hours
ARC	201	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Digital Video

Course Description
Through lectures, demonstrations and project-based assignments, students will acquire knowledge of digital video preproduction, production and postproduction by studying treatment and storyboard design, lighting techniques, shot composition using high-definition video cameras, editing video and sound, creating title sequences, compositing video, compressing data, and publishing digital video. Industry standard desktop video and audio editing software applications will be utilized. This course will also examine the role digital video and moving images have played in contemporary art, documentation, and mass media. Equipment will be supplied.

Requisites
Complete ENG-101 and 3 Credits from Subject ARC, Level 100.

ARC202 - Digital Animation

General

Subject code	Course Number	Credit Hours
ARC	202	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Digital Animation

Course Description
This course provides students with the necessary knowledge and skills to create dynamic two-dimensional digital animation and motion graphics. Students will acquire the analytical and critical thinking skills required to conceive, produce and publish original digital animations utilizing industry standard software applications. Students will use storyboarding, rotoscoping, animated typography, original character development and scene production techniques. 2D animation fundamentals as well as concepts of motion and continuity will be thoroughly covered in this course. This course will also briefly introduce 3D compositing and interactivity. Equipment will be supplied.

Requisites
Complete ENG-101 and 3 Credits from Subject ARC, LEVEL 100.

ARC280 - Computer Arts Portfolio & Presentation

General

Subject code	Course Number	Credit Hours
ARC	280	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Computer Arts Portfolio & Presentation

Course Description
Computer Arts Portfolio and Presentation provides student artists and designers with the knowledge to meet both their educational and professional goals. Students will prepare their work to be presented to both future clients and employers as well as for admission to senior academic institutions. Students will acquire conceptual knowledge and technical skills to effectively present their work in many formats including as a printed portfolio, a web-based portfolio, a video reel for animation and video works, an interactive video disk, in an exhibition setting and as a multimedia presentation to an audience. The course will culminate with an exhibition and presentation of students' work. Computer Arts Portfolio and Presentation is the Capstone course for the A.F.A. Studio Arts / Computer Arts Option.

Requisites
Complete ENG-101 ARC-106 ARC-107 ARC-109 ART-103 and ART-106.

ART101 - Experiencing Art

General

Subject code	Course Number	Credit Hours
ART	101	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Experiencing Art

Course Description
This course is designed as an introduction to the Studio Arts for non-art majors. Students will learn through the basic theories and practices of Art History, Drawing, Painting, Printmaking, and Sculpture.

ART103 - Two Dimensional Design

General

Subject code	Course Number	Credit Hours
ART	103	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Two Dimensional Design

Course Description
Two-dimensional design introduces the organization of visual elements on a two-dimensional plane. The elements of art and concepts of design such as composition, perspective, color and other art elements will be examined through lectures, demonstrations and related studio problems for the students to explore and solve. Techniques for handling materials will be developed.

ART106 - Drawing I

General

Subject code	Course Number	Credit Hours
ART	106	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Drawing I

Course Description
This is an introductory course in basic drawing skills. Emphasis is on drawing from direct observation or life with a variety of traditional drawing materials and techniques. It includes an introduction to various systems of drawing - e.g., linear perspective and principles of chiaroscuro.

ART107 - Painting I

General

Subject code	Course Number	Credit Hours
ART	107	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Painting I

Course Description
This course is an introductory studio (laboratory) course in basic painting skills and techniques. Focus will be upon the use of paint to create fine art and explore individual creative potential. Emphasis will be on control and proficiency in handling the medium of paint and learning the fundamental painting techniques. This course is designed for beginners with little or no experience of painting. Proficiency in drawing is beneficial but not critical to successful completion of the course.

Requisites
Complete ART-106.

ART113 - Three Dimensional Design

General

Subject code	Course Number	Credit Hours
ART	113	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Three Dimensional Design

Course Description
Student artists will learn to create practical and theoretical three- dimensional objects using a variety of techniques and materials. Through the study of nature and geometry, students will learn to use line, plane, mass, volume and surface.

Requisites
Complete ART-103 and ART-106.

ART114 - Color Theory

General

Subject code	Course Number	Credit Hours
ART	114	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Color Theory

Course Description
Color theory teaches student artists how color affects the human brain, psyche, emotion and eye. Through lecture, multimedia presentation, and hands-on studio assignments, they learn how color functions with light, computers, and pigment.

ART115 - Art History I

General

Subject code	Course Number	Credit Hours
ART	115	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Art History I

Course Description
Art History Part I traces the development of art from prehistory through the early Renaissance. The course surveys the major developments in painting, drawing, sculpture, ceramics and architecture through the western canon and provides an introduction to the art of Africa, the Near East, South and Southeast Asia, China and Japan.

Requisites
Complete ENG- 101.

ART116 - Drawing II

General

Subject code	Course Number	Credit Hours
ART	116	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Drawing II

Course Description
A continuation of Drawing I, this course will focus on individual development, a thorough understanding of drawing principles and further the use of drawing materials and techniques. Students are responsible for the purchase of their own supplies.

Requisites
Complete ART-106.

ART117 - Painting II

General

Subject code	Course Number	Credit Hours
ART	117	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Painting II

Course Description
A continuation of Painting I, this course is an advanced studio painting class stressing individual painting skills and personal style. Painting II focuses on compositional theories and practice, experimentation with mediums, and creative approaches to subjects. Students are responsible for the purchase of their own supplies.

Requisites
Complete ART-107.

ART120 - Survey of Contemporary Art

General

Subject code	Course Number	Credit Hours
ART	120	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Survey of Contemporary Art

Course Description
Survey of Contemporary Art examines the development of the formal and conceptual concerns that have shaped 21st Century art. Distinguished by the absence of a uniform organizing principle or label, contemporary art is a diverse and eclectic combination of subjects, concepts, materials, and methods. Students explore the notion of what art is and how it can be made through the consideration of ideas, practices and concepts that are unique to our contemporary world.

Requisites
Take ENG-101.

ART125 - Art History II

General

Subject code	Course Number	Credit Hours
ART	125	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Art History II

Course Description
Art History II traces the development and evolution of techniques and styles from the 15th to the 20th century. This course will cover major movements of art including the Baroque, Rococo, Neo-Classicism, Romanticism, Impressionism, Post Impressionism, Dada, Surrealism, and Modernism. Students follow art into the twenty first-century, and view how social, technological, and spiritual changes affected its development.

Requisites
Complete ENG-101.

ART126 - Figure Drawing

General

Subject code	Course Number	Credit Hours
ART	126	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Figure Drawing

Course Description
Student artists will learn to draw the nude and clothed male and female form. Emphasis is placed on scale, proportion, anatomy, expression and appreciation of the figure.

Requisites
Complete ART-116.

ART127 - Water Color

General

Subject code	Course Number	Credit Hours
ART	127	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Water Color

Course Description
In this course, students will learn through demonstration and experience how to paint using the medium of watercolor. Students will create still life, landscape (out of doors, weather-permitting), figurative, and abstract paintings. Students who successfully complete this course will possess a basic painting kit, a portfolio of watercolor paintings, and the fundamental knowledge and basic skills needed to effectively use the medium.

Requisites
Complete ART-106.

ART130 - Portfolio & Presentation

General

Subject code	Course Number	Credit Hours
ART	130	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Portfolio & Presentation

Course Description
Portfolio and Presentation will provide student artists with the knowledge and skills to meet both their educational and professional goals. First, student artists will develop a physical and digital portfolio showcasing their best works created at HCCC. This will allow students to seamlessly enter the third year of any four-year art program. Second, student artists will learn to market themselves to clients, museums, and galleries. A resume, artists statement, PowerPoint presentation, slide packet and web site will be produced. New technologies will be stressed along with traditional (non-digital) methods to prepare the student for the professional art world.

Requisites
Complete ART-113 and ART-116.

ART210 - Introduction to Gallery Management

General

Subject code	Course Number	Credit Hours
ART	210	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Introduction to Gallery Management

Course Description

Introduction to Gallery Management introduces students to the hybrid nature of arts-related careers including museum education, curatorship, arts administration, and operating commercial galleries. Students gain first hand experience in the day-to-day gallery experience working in the Benjamin J. Dineen, III and Dennis C. Attachment II Hull Gallery and demonstrate the scholarship, production and marketing skills necessary for the successful creation of an art exhibition and/or sustained gallery program. The material covered in Introduction to Gallery Management provides students with a general model of how art galleries function as cultural institutions that collect, display and interpret art and objects. Topics include the history of art display and art exhibition education and students explore curatorial practice within the vast range of gallery and museum exhibition spaces. The course provides practical experience for students interested in pursuing a career in the visual arts. As students engage with the course material they also develop and enhance their skills in visual and verbal literacy, self-expression, creative problem solving, writing, and critical thinking. The course material is complemented by field trips to museums and galleries in New York and New Jersey. Students will complete independent work as a docent at the Benjamin J. Dineen, III and Dennis C. Hull Gallery for twelve hours over the course of the semester.

Requisites

Complete 1 course; from ART-115 ART-120 ART-125;

ART220 - Art in Context

General

Subject code	Course Number	Credit Hours
ART	220	Credit Hours Min: 2
		Billing Hours Billing Hours Min: 2

Course Long Title

Art in Context

Course Description

ART 220 is a co-requisite course to ART 130 and ARC 280 enables students to identify and research major trends in visual arts and their cultural and historical context through first-hand experience. Students develop a deeper understanding of the contemporary art world through increased engagement and familiarity with various New York and New Jersey art institutions. Students visit museums, galleries, art fairs, artist and design studios, auction houses, conservation studios and attend artist lectures to experience and better understand contemporary art and the structure of the contemporary art world.

Requisites

Take ART-130 or ARC-280.

ASL101 - American Sign Language I

General

Subject code	Course Number	Credit Hours
ASL	101	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

American Sign Language I

Course Description

ASL 101 is an introductory course to American Sign Language as it is used within the American Deaf community, as well as an introduction to Deaf Culture and history. The class will emphasize non-verbal communication as students learn basic vocabulary, sentence structure, facial expressions, signing parameters and other grammatical markers. Students will start to build basic expressive and receptive skills in American Sign Language that will be reinforced by a variety of activities.

ASL102 - American Sign Language II

General

Subject code	Course Number	Credit Hours
ASL	102	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

American Sign Language II

Course Description

ASL 102 is a second level course in American Sign Language as it is used within the American Deaf community, as well as a continuation of discussion of Deaf Culture and history. The class will emphasize non-verbal communication as students continue to build their sign vocabulary, sentence-structure, facial expression, and other grammatical markers. Students will continue to strengthen their expressive and receptive skills in American Sign Language as they engage in conversations that will be reinforced by a variety of activities. Content from ASL 101 will be continually reviewed and built on in this course.

Requisites

Complete ASL-101.

BIO100 - General Biology

General

Subject code	Course Number	Credit Hours
BIO	100	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

General Biology

Course Description

This is an introductory course in contemporary biology designed to provide a foundation for further studies in biology. Instructional techniques include lectures, demonstrations and laboratory.

BIO107 - Human Biology

General

Subject code	Course Number	Credit Hours
BIO	107	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title

Human Biology

Course Description

This course focuses on an understanding of the biological functioning of humans. Additional emphasis is given to genetics, ecology and microbiology. Laboratories include hands-on exercises and lab dissections.

ASL105 - Deafness as a Cultural Experience

General

Subject code	Course Number	Credit Hours
ASL	105	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Deafness as a Cultural Experience

Course Description

This course explores Deafness through a cultural lens defined by members of the Deaf community. Students will explore the American Deaf community as a cultural minority, united using American Sign Language (ASL), and not as a group defined by their physiological condition of hearing loss. This course will further explore Deafness as a culture and how it intersects with other sub-groups including race, gender, and sexuality. Students will explore the American Deaf community as a linguistic minority whose traditions, beliefs, ethics, and heritage differ from the worldview that has been ascribed to the community. This course will prepare students who are entering a variety of fields such as, but not limited to, healthcare, social justice and human services, education, law enforcement and corrections, and hospitality among others. This course will increase student sensitivity, awareness, and understanding of Deaf culture.

BIO111 - Anatomy and Physiology I

General

Subject code	Course Number	Credit Hours
BIO	111	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Anatomy and Physiology I

Course Description
This course examines the structure and physiological processes of the human body and provides a background for understanding health problems, diagnosis, and treatment.

Requisites
Exit Basic Math and Algebra

BIO116 - Principles of Biology II

General

Subject code	Course Number	Credit Hours
BIO	116	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Principles of Biology II

Course Description
This course is a continuation of Principles of Biology I. Students will study the structure, function, and behavior of organisms and the unity and diversity of life. They will learn about biological organisms and processes and how to correlate new biological concepts with the ones previously learned. Laboratory exercises will encourage students to practice science through hands-on experiments.

Requisites
Complete BIO-115.

BIO115 - Principles of Biology I

General

Subject code	Course Number	Credit Hours
BIO	115	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Principles of Biology I

Course Description
Biology is a vast subject that explores all of life, from molecules to ecosystems. Students will acquire a framework of key biological concepts into which they can fit the many new things they will learn. They will become familiar with the scientific process, in particular, the posing and testing of hypotheses, and the scientific study of life, evolution, ecology, plants, and animal forms and functions. Laboratory exercises will encourage students to practice science through hands-on experiments.

Requisites
Take MAT-071 and MAT-073, OR any MATH course level 100 or above.

BIO120 - Human Sexual Biology

General

Subject code	Course Number	Credit Hours
BIO	120	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Human Sexual Biology

Course Description
This non-lab science course is designed for liberal arts and other non-science majors. It gives students the opportunity to discover and understand the major biological aspects of human sexuality. It focuses on the anatomical and physiological study of the reproductive system, conception process, pregnancy period, prenatal development and delivery stages, sexual maturation, gender distinctiveness, and the infectious maladies and specific medical conditions associated with human sexuality. Video simulations in selected topic are incorporated to reinforce scientific exploration and formulation.

Requisites
Complete ENG-101.

BIO201 - Practical Nutrition

General

Subject code	Course Number	Credit Hours
BIO	201	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Practical Nutrition

Course Description
This course stresses the application of nutritional principles to daily health maintenance and conditions that require special diet management. It is designed for Nursing and Health-related or Culinary Arts/Hospitality Management programs.

BIO208 - Ecology

General

Subject code	Course Number	Credit Hours
BIO	208	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title
Ecology

Course Description
In this course, students will understand the mechanisms governing the structure and function of ecological systems, particularly the relationship between organisms and the environment. Students will investigate key environment issues such as; global climate change, acid deposition, loss of biodiversity and genetically modified food.

Requisites
Complete BIO-100 or BIO-115

BIO211 - Anatomy and Physiology II

General

Subject code	Course Number	Credit Hours
BIO	211	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title
Anatomy and Physiology II

Course Description
This course is a continuation of Anatomy and Physiology I. Students will become acquainted with the basic functions, complexities, and inter-relationships of the components of the human body. Topics will include the circulatory, endocrine, digestive, excretory, and reproductive systems. Lectures are supplemented by laboratory sessions which will include dissection and elementary physiologic experiments.

Requisites
Complete BIO-111.

BIO230 - Histology

General

Subject code	Course Number	Credit Hours
BIO	230	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title
Histology

Course Description
In this course, students will recognize the structure and function of cells, tissues, and organs at the microscopic level. They will identify and recognize all of the major cell and tissue types of the human body. Histology is a laboratory course and lectures often take the form of slide demonstrations. The lab and lecture will be combined into a single learning experience.

Requisites
Complete BIO-116 or BIO-211.

BIO240 - Genetics

General

Subject code	Course Number	Credit Hours
BIO	240	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title
Genetics

Course Description
This course examines the principles of inheritance and gene action, from the molecular to the organism level, and populations. Topics include Mendelian principles, molecular genetics, genetic mapping, population generics, quantitative genetics, gene regulation, mutations, repair mechanisms, and the modern genetic manipulation.

Requisites
Complete BIO-116.

BIO250 - Microbiology

General

Subject code	Course Number	Credit Hours
BIO	250	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title
Microbiology

Course Description
This course is geared for individuals entering the medical or health sciences professions. It will encompass a survey of microorganisms with emphasis on bacteria and applications of microbiology. The laboratory sessions will stress isolation, cultivation, and various biochemical and identification techniques of selected bacteria and other microorganisms.

Requisites
Complete BIO-211 or BIO-116.

BIO260 - Molecular Biology

General

Subject code	Course Number	Credit Hours
BIO	260	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title
Molecular Biology

Course Description
This Course is designed to give students a comprehensive understanding of the function and structure of nucleic acids and proteins in cells. Students learn various cell signaling pathways including protein transport, protein activation, apoptosis, and cell cycle control in both Eukaryotic and Prokaryotic Cells. Students also learn various Molecular Biology laboratory techniques including gene expression, recombinant DNA technology, Chromosome mapping, Protein and RNA extraction. Attachment

Requisites
Complete BIO-116.

BIO270 - Cell Biology

General

Subject code	Course Number	Credit Hours
BIO	270	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title
Cell Biology

Course Description
This course is a study of the mechanisms occurring within the cell. It is an overview of the structure and function of eukaryotic cells. It reviews in depth the organization of the cell plasma membrane and organelles. The physiology of each cell component is further detailed.

Requisites
Complete BIO-115.

BUS103 - Introduction to Business

General

Subject code	Course Number	Credit Hours
BUS	103	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to Business

Course Description
This is an introductory course in contemporary business practices. Students develop a basic understanding of key functional areas of business including management, marketing, finance, economics, accounting and technology. The course focuses on current dynamic issues facing business such as globalization, entrepreneurship, ethical reasoning and the legal/regulatory environment.

BUS230 - Business Law

General

Subject code	Course Number	Credit Hours
BUS	230	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Business Law

Course Description
Provides a basic knowledge of business law covering the nature, structure and processes of our legal systems and the laws involving constitutional law, contracts, intellectual property, torts, and product liability. The case study approach will be used extensively, and the ethical issues in the business environment will also be addressed throughout the course.

BUS205 - Global Business

General

Subject code	Course Number	Credit Hours
BUS	205	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Global Business

Course Description
The course provides a broad overview of international/global Business highlighting the opportunities and challenges multinational organizations face in today's dynamic environment. Students are introduced to the cultural, economic, political, competitive and legal environments in which international/global businesses operate.

Requisites
Take ECO-201 previously or concurrently.

BUS299 - Business Internship

General

Subject code	Course Number	Credit Hours
BUS	299	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Business Internship

Course Description
This course provides the student with on-the-job business experience. The course allows the student to gain supervised practical experience working in a setting related to the student's area of business interest. Students must successfully complete 225 hours of practical experience in an approved business workplace. There is an additional lecture component for students to share their experience and discuss lessons learned.

Requisites
Complete the following BUS-103 MAN-121 MAN-221 AND ACC-121. Must receive Division Dean's approval.

CAI114 - Tableservice I

General

Subject code	Course Number	Credit Hours
CAI	114	Credit Hours Min: 2
		Billing Hours Billing Hours Min: 2

Course Long Title
Tableservice I

Course Description
An introduction to the various types of table service styles and settings, including American, French, Russian, banquet, and family style. Emphasis is placed in proper dining room preparations, customer relations, placing and retrieving orders, clearing of tables, and securing the dining room. Students will also be exposed to the role of the dining room in the overall business plan of the restaurant business. The course also covers an introduction of wines and wine making.

CAI115 - Food Sanitation & Culinary Principles

General

Subject code	Course Number	Credit Hours
CAI	115	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Food Sanitation & Culinary Principles

Course Description
This course introduces students to the principles of conduct and employment in the food service industry, coupled with sanitation concepts in the operation of a food service establishment. Professionalism, ethics, conduct, and employment opportunities during and after completion of a degree are discussed. Personal hygiene, fire safety regulations, including state and federal laws pertaining to the handling of food products are studied. This course prepares students for a nationally recognized ServSafe certification exam provided by the National Restaurant Association Educational Foundation (NRAEF)

CAI117 - Production Kitchen Skills I

General

Subject code	Course Number	Credit Hours
CAI	117	Credit Hours Min: 2
		Billing Hours Billing Hours Min: 2

Course Long Title
Production Kitchen Skills I

Course Description
This course is intended to provide a strong foundation in the basic fundamentals of commercial food preparation and practices. Proper knife skills and the use and care of tools and equipment is demonstrated and practiced in the laboratory. Emphasis is placed with students using hands-on experience in food production utilizing designed introductory menus. The hands-on experience is supported with demonstrations and lecture in the laboratory. Students will learn the appropriate cooking methods that may be applied to meats, fish, poultry, starches, and vegetables. The basic cooking methods are introduced and practiced in the laboratory. Students will also learn the proper techniques used in the preparation of stocks, soups, and sauces.

CAI118 - Pantry and Breakfast Cookery

General

Subject code	Course Number	Credit Hours
CAI	118	Credit Hours Min: 2
		Billing Hours Billing Hours Min: 2

Course Long Title
Pantry and Breakfast Cookery

Course Description
An introduction to the basic and advanced level of breakfast cookery, including basic egg preparations, breakfast meats, potatoes, quick breads, batters, various breakfast items, farinaceous and hot and cold cereals. Students will experience short order cooking, and will gain knowledge of time and temperature in the preparation of various breakfast items. Skills and techniques will be developed in the preparation of meat products, such as sausage-making, and in the preparation of other breakfast meats. Ethnic and multicultural breakfast foods will be explored, as well as creative and modern breakfast alternatives. This course also serves as an introduction to the preparation of various salads, including simple, composed, bound, and hot/cold combinations. Emphasis will be on the preparation of dressings, dips, spreads, classical and modern sandwich-making, identification and use of salad greens, and fruit preparations.

CAI119 - Bakeshop I

General

Subject code	Course Number	Credit Hours
CAI	119	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Bakeshop I

Course Description
An introduction to the preparation of basic quick breads, rolls, breakfast items, and basic desserts, including various icings and butter cream, puddings, cakes, cookies, and pies. Students will gain skills in the preparation of pie crusts, pie washes, and pie fillings. Emphasis will be placed on the understanding and use of ingredients, weights and measures, tools, and equipment used in the bakeshop.

CAI121 - Product Identification & Purchasing

General

Subject code	Course Number	Credit Hours
CAI	121	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Product Identification & Purchasing

Course Description
This course brings together the four most important foundations in foodservice purchasing: market and distribution systems, storeroom operations, cost controls, and product identification. In addition, this course covers current issues like security, legal and regulatory compliance, sustainable agriculture, aquaculture and genetically modified organisms (GMOs).

Requisites
Exit basic Math 071

CAI124 - Tableservice II

General

Subject code	Course Number	Credit Hours
CAI	124	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Tableservice II

Course Description
An extension and reinforcement of the skills practiced in Table Service I. Emphasis is placed on knowledge of the menu, suggestive selling techniques, napkin folding, and the use of wines and spirits in the restaurant business. Banquet service will be performed through a designed and scheduled buffet.

Requisites
Complete CAI-114.

CAI125 - Externship I

General

Subject code	Course Number	Credit Hours
CAI	125	Credit Hours Min: 1
		Billing Hours Min: 1

Course Long Title
Externship I

Course Description
This is a course designed to provide the student with on-the-job food service experience. The course allows the student to gain supervised practical experience working in a variety of food-service settings related to the student?s area of interest. Students must successfully complete 150 hours of practical experience in an approved food-service establishment.

Requisites
Complete CAI-117 and CAI-118

CAI127 - Production Kitchen Skills II

General

Subject code	Course Number	Credit Hours
CAI	127	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Production Kitchen Skills II

Course Description
A continuation and reinforcement of the concepts and practices of Production Kitchen Skills I. This course exposes the students to more advanced techniques and applications utilizing different cooking methods. Students will be exposed to a variety of seafood items, as well as commercial meat cuts used for beef, lamb, veal, pork and poultry.

Requisites
Complete CAI-117.

CAI129 - Bakeshop II

General

Subject code	Course Number	Credit Hours
CAI	129	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Bakeshop II

Course Description
This course is an extension and reinforcement of the concepts and practices of Bakeshop I. Students will be exposed to a variety of designed menus to strengthen their skills in the preparation of baked goods. They will also learn how to utilize leftover baked goods to prepare various products. Emphasis is placed on the preparation of various cake batters and icings.

Requisites
Complete CAI-119.

CAI128 - Introduction to Garde Manger

General

Subject code	Course Number	Credit Hours
CAI	128	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Introduction to Garde Manger

Course Description
This course exposes students to the preparation of brunch items, fish and shellfish, hot and cold hors d oeuvres, cold canapes, cold plated entrees, and specialty sandwiches as well as the design of salad bar setups. Basic forcemeat preparations used for pates, galantines, terrines, and spreads are practiced in the laboratory. This course also includes the preparations of basic cheese-making, relishes, condiments and chutneys, including jams and jellies. Students will also prepare various entree salads.

Requisites
Complete CAI-118.

CAI206 - Introduction to Sustainability

General

Subject code	Course Number	Credit Hours
CAI	206	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Introduction to Sustainability

Course Description
This course addresses the costs and ethical implications of utilizing sustainable resources within the hospitality industry. The course covers alternative energy, recycling, and preservation of our diverse world's resources. World hunger and its ethical impact are addressed. Corporate responsibility in promoting socially-positive consumer behavior is also addressed.

Requisites
COMPLETE ENG-101.

CAI210 - Menu and Facilities Design

General

Subject code	Course Number	Credit Hours
CAI	210	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Menu and Facilities Design

Course Description
This course introduces students to the fundamental principles of menu development as well as the procedure for designing and building a foodservice operation. Strong emphasis is given to the consequential interrelationship between the two and is substantiated through cogent explanation and demonstration. Students develop basic menus for a variety of meal periods based on a learned systemization. The course examines the tried and true process for designing, building and commissioning a restaurant including space allocation, work and product flow, facilities engineering, equipment selection and energy practices.

Requisites
Exit Basic Math

CAI214 - Advanced Tableservice III

General

Subject code	Course Number	Credit Hours
CAI	214	Credit Hours Min: 2
		Billing Hours Billing Hours Min: 2

Course Long Title
Advanced Tableservice III

Course Description
The student will gain knowledge of the overall operation of a restaurant, including the training of various techniques and styles of service. Emphasis will be placed on the study of wines from various regions, and the art of pairing wine with food. Hands-on beverage service and mixology are practiced in the laboratory. French culinary terminology will be integrated.

Requisites
Complete CAI-124.

CAI215 - Externship II

General

Subject code	Course Number	Credit Hours
CAI	215	Credit Hours Min: 1
		Billing Hours Billing Hours Min: 1

Course Long Title
Externship II

Course Description
This is a course designed to provide the student with on-the-job food service experience. The course allows the student to gain supervised practical experience working in a variety of food service settings related to the student's area of interest. Students must successfully complete 150 hours of practical experience in an approved food service establishment.

Requisites
Complete CAI-125

CAI217 - Advanced Kitchen - International

General

Subject code	Course Number	Credit Hours
CAI	217	Credit Hours Min: 2
		Billing Hours Billing Hours Min: 2

Course Long Title
Advanced Kitchen - International

Course Description
Students will become familiar with the characteristics of various national cuisines, as well as the global interaction of cooking techniques, equipment and ingredients affecting the modern professional kitchen. Students will prepare a variety of international soups, sauces, vegetables, starches and entrees from various regions around the world, as well as gaining an understanding of dietary guidelines and dining habits of numerous regions of the world.

Requisites
Complete CAI-127

CAI218 - Intermediate Garde Manger

General

Subject code	Course Number	Credit Hours
CAI	218	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Intermediate Garde Manger

Course Description
An introduction to the preparation of vegetable and fruit carvings, ice sculpturing, aspics, chaud-froid, and timbales through lectures, demonstrations, and hands-on experience. Emphasis will be placed on the proper techniques of garde manger preparations, terminology, departmental structure and design, and the use of various equipment and tools. Students are also introduced to the preparation of marinades, mousses, pickling, canning, pates, forcemeats, galantines, sausages and charcuterie. The techniques, terminology, planning and design of buffets are also learned and practiced.

Requisites
Complete CAI-128

CAI219 - Advanced Bakeshop III

General

Subject code	Course Number	Credit Hours
CAI	219	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Advanced Bakeshop III

Course Description
Students are introduced to advanced pastries, classical desserts, and cake decorations. They will learn various mixing methods, the preparation of mousses, and advanced piping techniques with an overall emphasis on plate presentation.

Requisites
Complete CAI-129

CAI223 - Food, Beverage, and Labor Cost Control

General

Subject code	Course Number	Credit Hours
CAI	223	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Food, Beverage, and Labor Cost Control

Course Description
This course is designed to familiarize the student with the methods, tools, and procedures used to control food, beverage, and labor costs in a food service organization. Emphasis is placed on each step in the flow of costs: purchasing, receiving, storage, issuing, preparation, portioning, service and accounting for sales. Labor costs as they relate to the operation are discussed. Active problem-solving and practical applications are used in class. Basic computer applications of cost-control systems will be introduced. Applied problems in the hospitality industry will also be included.

Requisites
Exit Basic Algebra

CAI224 - Advanced Tableservice IV

General

Subject code	Course Number	Credit Hours
CAI	224	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Advanced Tableservice IV

Course Description
This course examines the techniques, methodologies and procedures involved in the successful operation of a restaurant. Students will develop skills in the tableside preparation and service of appetizers, entrees, salads, and desserts. This course will include the perspective on meeting customer expectations, and the importance of the interaction with guests. The student will gain practical knowledge of structuring a banquet, and the ability to design and coordinate a buffet. French culinary terminology will be emphasized.

Requisites
Complete CAI-214

CAI225 - Externship III

General

Subject code	Course Number	Credit Hours
CAI	225	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Externship III

Course Description
This is a course designed to provide the student with on-the-job food service experience. The course allows the student to gain supervised practical experience working in a variety of food service settings related to the student?s area of interest. Students must successfully complete 300 hours of practical experience in an approved food-service establishment.

Requisites
Complete CAI-125 or HMT-110.

CAI227 - Advanced Kitchen-Classical

General

Subject code	Course Number	Credit Hours
CAI	227	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Advanced Kitchen-Classical

Course Description
Students will gain an understanding of the historical importance and effect of classical French cuisine on cooking in the 21st century. Emphasis will be placed on the preparation of classical soups, sauces, vegetables, starches, and entrees. In addition, students will examine contemporary interpretations of traditional dishes and how variations can be introduced and executed in kitchens across each segment of the foodservice industry.

Requisites
Complete CAI-217

CAI228 - Advanced Garde Manger

General

Subject code	Course Number	Credit Hours
CAI	228	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Advanced Garde Manger

Course Description
This course is structured to provide the student with theoretical and practical experiences in advanced garde manger. Students will also be introduced to salt sculpturing, cold sauces and dressings, curing and smoking of foods, sushi and sashimi preparations, international appetizers and hors d?oeuvres, and cheese identification and presentation. Emphasis will be placed on the planning, preparation, design, and set-up of cold food preparations for a buffet. They will also be introduced to tallow and shortening sculpturing, platter garnishes, and decorative show platters. Lectures will include off-premise catering, food show rules and regulations, food presentation and platter arrangement.

Requisites
Complete CAI-218

CAI229 - Advanced Bakeshop IV - Classical

General

Subject code	Course Number	Credit Hours
CAI	229	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Advanced Bakeshop IV - Classical

Course Description
Students will be introduced to classical showpiece mediums, such as nougat, pastillage, chocolate work and advanced cake preparations. The course will focus on the various techniques needed to produce these mediums, along with learning how to prepare a classical dessert buffet.

Requisites
Complete CAI-219

CAN101 - Cannabis Compliance

General

Subject code	Course Number	Credit Hours
CAN	101	Credit Hours Min: 3

Billing Hours

Billing Hours
Min:
3

Course Long Title
Cannabis Compliance

Course Description
This course provides basic knowledge of the law and regulations governing the cannabis industry. Students will be instructed on methods to track good compliance to ensure consumer health and safety and diversion prevention. This course familiarizes students with a point-of-sale system, which tracks sales and inventory. Students also develop a simulated peer-to-peer training session that demonstrates their knowledge of the compliance procedures most common in the field, combined with their ability to communicate them to regulatory agencies. The course also describes the application processes for cannabis licenses.

CAN121 - Justice in Cannabis

General

Subject code	Course Number	Credit Hours
CAN	121	Credit Hours Min: 3

Billing Hours

Billing Hours
Min:
3

Course Long Title
Justice in Cannabis

Course Description
This course provides basic knowledge regarding the roots of cannabis prohibition and its multi-generational impact on our country and around the world. Students demonstrate knowledge about the global re-legalization efforts surrounding cannabis use. Students effectively demonstrate knowledge of the social equity programs in the State of New Jersey, among other states.

CAN201 - Cannabis Health & Safety

General

Subject code	Course Number	Credit Hours
CAN	201	Credit Hours Min: 3

Billing Hours

Billing Hours
Min:
3

Course Long Title
Cannabis Health & Safety

Course Description
This course introduces the fundamentals of biosecurity, various pests that pose a threat to cannabis production, and products throughout the entire vertical supply chain. The various insects, microbes, birds and rodents that pose a threat to the production of quality cannabis are discussed. Students learn about leading integrated pest management theory, workplace sanitation, reporting, and accountability. Students are introduced to safe-handling procedures and the basics of OSHA.

CAN221 - Cannasseur Level I

General

Subject code	Course Number	Credit Hours
CAN	221	Credit Hours Min: 3

Billing Hours

Billing Hours
Min:
3

Course Long Title
Cannasseur Level I

Course Description
This course provides students with skills to properly profile strains of cannabis and ability to identify most, if not all the different types of products offered to consumers, including basic chemical makeup and their effects and side-effects. Students will also learn about the various production processes and consumption methods.

Requisites
Complete ENG-101.

CBP120 - Introduction to Professional Baking

General

Subject code	Course Number	Credit Hours
CBP	120	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Introduction to Professional Baking

Course Description
This course introduces the basic principles and techniques used in bread baking and pastry arts. It covers: Product identification, proper use of equipment, measurements, baking terminology along with food costing and storeroom procedures, and demonstrations of mixing methods for yeast raised breads, cakes, custards, chocolate, sugar and creams are included. Prerequisites: CAI 113, CAI 114, CAI 117, CAI 118, CAI 119

Requisites
Complete CAI-117 CAI-118 and CAI-119.

CBP121 - Basic Bench Work

General

Subject code	Course Number	Credit Hours
CBP	121	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Basic Bench Work

Course Description
Emphasis will be on various bread mixing methods and their characteristics. Students will learn the relationship between mixing and fermentation. The understanding of gluten and its importance in the bakeshop will be a key component to the lab. Lean and rich doughs will be produced using hands-on techniques. Also the craft of artisan breads will be taught using a diversity of pre-ferments and sponges showing their advantages and disadvantages. Pre-requisite: CAI 119 Co-requisite: CBP 120

Requisites
Complete CAI-119.

CBP124 - Tarts, Tortes and Gateaux

General

Subject code	Course Number	Credit Hours
CBP	124	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Tarts, Tortes and Gateaux

Course Description
Students will utilize cake mixing methods to create traditional and nontraditional desserts. The use of timeless fillings and icings such as ganache and Bavarian cream will culminate with the student creating classical desserts such as Linzer Torte, Sacher Torte and Gateau St. Honore. The ever popular cupcake will also be produced showing its versatility in today's market. Prerequisite: CAI 129 & CBP 122; Co-requisite: CBP 120

Requisites
Complete CAI-129.

CBP211 - Meringues, Souffles, & Frozen Desserts

General

Subject code	Course Number	Credit Hours
CBP	211	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Meringues, Souffles, & Frozen Desserts

Course Description
Students will learn how to work with an ice cream machine to create basic frozen desserts, such as sorbets, sherbets, ice creams, and Italian ices. Techniques to produce meringues and their various applications will be taught. An introduction of hot and cold souffles completes the course. Prerequisite: CBP 124

Requisites
Complete CBP-124.

CBP212 - Desserts for Restaurant &in Store Retail

General

Subject code	Course Number	Credit Hours
CBP	212	Credit Hours Min: 2
		Billing Hours
		Billing Hours Min: 2

Course Long Title
Desserts for Restaurant &in Store Retail

Course Description
This class is designed for students to have an understanding of a different career option available in the pastry arts. The class is divided into two distinct styles of desserts. The first half of the class will be devoted to learning restaurant and cafe style pastries along with the art of plating. The second half of the course will cover the mass production aspect of the pastry industry. The focus will be on in-store retail/bakery style desserts using pre-mixes. Prerequisite: CBP 211.

Requisites
Complete CBP 211.

CBP220 - Petits Fours, Mignardise & Candies

General

Subject code	Course Number	Credit Hours
CBP	220	Credit Hours Min: 2
		Billing Hours
		Billing Hours Min: 2

Course Long Title
Petits Fours, Mignardise & Candies

Course Description
The art of working with chocolate, candy making, and petits fours is the emphasis of this class. Students learn chocolate tempering, and will be able to apply it to create a wide variety of truffles, molded candies and decorations. Students produce popular candies using knowledge gained in Introduction to Professional Baking. The course also covers the production of mignardise, petits fours, such as sec and glace.

Requisites
Complete CBP-212.

CBP225 - Advanced Artisanal Bread Baking

General

Subject code	Course Number	Credit Hours
CBP	225	Credit Hours Min: 2
		Billing Hours
		Billing Hours Min: 2

Course Long Title
Advanced Artisanal Bread Baking

Course Description
The Advanced Bread Baking class is designed for bakers seeking to further their technical knowledge and to refine their hands-on skills in the art of making artisanal bread. The course offers a complex and detailed examination of the bread baker's art. Content material focuses extensively on the creation and use of sprouted, whole, and heirloom, flours in the maintenance of sourdough and levain cultures, as well as the production of sourdough bread using ancient grains. Students produce various breads of both contemporary and ancient origin. Hands-on time is also devoted to the creation of a decorative bread display. A key focus is on naturally leavened breads that use ancient grains.

Requisites
Complete CBP-121.

CBP226 - Chocolate and Sugar

General

Subject code	Course Number	Credit Hours
CBP	226	Credit Hours Min: 2
		Billing Hours
		Billing Hours Min: 2

Course Long Title
Chocolate and Sugar

Course Description
Students use classical and current techniques to create a Chocolate, Sugar and Pastillage showpiece. Students learn the elements of planning, designing and assembling a competition caliper showpiece of their own design. Through multiple techniques inclusive of template making, casting, sculpting, blowing, pulling, and decorating, students will create a multiple medium showpiece.

Requisites
Complete CBP-124.

CDI100 - Infant/Toddler CDA Workshop I

General

Subject code	Course Number	Credit Hours
CDI	100	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title

Infant/Toddler CDA Workshop I

Course Description

This course introduces students to the Child Development Associate Credentialing process and provides comprehensive instruction in early childhood education/child development. Students will begin development of a Professional Portfolio and practice strategies for observing and recording children's behavior. At the conclusion, students will have satisfied 60 hours of the 120 hours of formal training, covering the six Competency Standards required by the Council for Professional Recognition, which issues the CDA to qualified candidates. Students are expected to be employed, or to volunteer, either full or part-time, in an Early Head Start program or a child care center, with children between the ages of birth through 36 months. The course may be applied to the Early Childhood Education programs as a substitute for ECE 201, Introduction to Early Childhood Education.

CDI110 - Infant/Toddler CDA Workshop II

General

Subject code	Course Number	Credit Hours
CDI	110	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title

Infant/Toddler CDA Workshop II

Course Description

This course helps students expand their knowledge of the Child Development Associate credentialing process and provides comprehensive instruction in early childhood education/child development. Students will develop skills in planning curriculum for infants and toddlers and complete the Professional Portfolio. The course offers 60 contact hours of formal training covering the six Competency Standards as required by The Council for Professional Recognition. Combined with CDI 100, Infant/Toddler CDA Workshop I, students will satisfy the 120 contact hours of formal training, as required by the CDA National Credentialing System. Students are expected to be employed, or to volunteer, either full- or part-time, in an Early Head Start program or a child care center, with children between the ages of birth through 36 months. The course can be applied to the Early Childhood Education programs as a substitute for ECE 230, Infant/Toddler Curriculum. Prerequisite: CDI 100; Co-requisite: CDI 120

Requisites

Complete CDI-120 previously or concurrently.

CDI120 - Field Experience Infant/Toddler Setting

General

Subject code	Course Number	Credit Hours
CDI	120	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Field Experience Infant/Toddler Setting

Course Description
Students will be expected to self-place in a licensed Infant/Toddler center, an Early Head Start program or may be observed in their place of employment. All students will meet once a week for 50 minutes of class time, as well. These 120 hours may be applied to the 480 hours necessary to apply for the Infant/Toddler CDA Credential. Prerequisite: CDI 100; Co-requisite: CDI 110

Requisites
Take CDI-110 previously or concurrently.

CDP100 - Preschool CDA Workshop

General

Subject code	Course Number	Credit Hours
CDP	100	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title
Preschool CDA Workshop

Course Description
This course introduces students to the Child Development Associate Credentialing process and provides comprehensive instruction in early childhood education/child development. Students will begin development of a professional resource file and practice strategies for observing and recording children's behavior. At the conclusion, students will have satisfied 60 hours of the 120 hours of formal training required by the CDA National Credentialing Program. Students are expected to be employed, or to volunteer, either full or part-time, in a child care center, preschool, or pre-kindergarten program with children between the ages of 3 and 5. The course may be applied to the Early Childhood Education programs as a substitute for ECE 201, Introduction to Early Childhood Education.

CDP110 - Preschool CDA Workshop II

General

Subject code	Course Number	Credit Hours
CDP	110	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title
Preschool CDA Workshop II

Course Description
This course helps students expand their knowledge of the Child Development Associate credentialing process and provides comprehensive instruction in early childhood education/child development. Students will develop skills in planning curriculum for preschoolers and complete their professional resource file. The course offers 60 contact hours of formal training. Combined with CDP 100, Preschool CDA Workshop I, students will satisfy the 120 contact hours of formal training, as required by the CDA National Credentialing System. Students are expected to be employed, or to volunteer, either full- or part-time, in a child care center, preschool or pre-kindergarten program, with children between the ages of 3 and 5. The course can be applied to the Early Childhood Education programs as a substitute for ECE 211, Early Childhood Curriculum. Prerequisite: CDP 100; Co-requisite: CDP 120

Requisites
Corequisite CDP-120 or ECE-120.

CDP120 - Field Experience in a Preschool

General

Subject code	Course Number	Credit Hours
CDP	120	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Field Experience in a Preschool

Course Description
Students will be expected to self-place in a licensed preschool center, a Head Start program, or may be observed in their place of employment. All students will meet once a week for 50 minutes of class time, as well. These 120 hours may be applied to the 480 hours necessary to apply for the Preschool CDA Credential. Prerequisite: CDP 100; Co-requisite: CDP 110

Requisites
Co-requisite CDP-110 or ECE-110.

CHP100 - Introduction to Chemistry

General

Subject code	Course Number	Credit Hours
CHP	100	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Introduction to Chemistry

Course Description

This course is designed for students who have not had high school chemistry and for those who wish to review the subject. The course emphasizes descriptive chemistry. Topics include measurements and units, the periodic table, the atom, nuclear radioactivity, bond formation, simple stoichiometry, acid-base, redox, and organic compounds. The associate laboratory involves common measurement techniques and illustrates the lecture materials presented.

Requisites

Exit Basic Math

CHP105 - Introduction to Environmental Chemistry

General

Subject code	Course Number	Credit Hours
CHP	105	Credit Hours Min: 4

Billing Hours

Billing
Hours
Min:
4

Course Long Title

Introduction to Environmental Chemistry

Course Description

This course explores the earth's atmosphere, hydrosphere, lithosphere and biosphere from a chemical perspective, and investigates the chemical composition and reactions that characterize the earth's systems. Chemical processes in each of these spheres are used to illustrate and explain fundamental chemical concepts. Other topics include ozone depletion, acid rain, radiochemical dating, and global climate change.

Requisites

Exit Basic Math

CHP111 - College Chemistry I

General

Subject code	Course Number	Credit Hours
CHP	111	Credit Hours Min: 4

Billing Hours

Billing
Hours
Min:
4

Course Long Title

College Chemistry I

Course Description

This course is an introduction to common physical and chemical properties of substances and solutions. Topics cover scientific measurements and SI units, atomic structure and the periodic table, inorganic nomenclature, gas laws, chemical stoichiometry, chemical bonding, molecular geometry and polarity, thermochemistry, liquid properties, cubic crystals, and solutions. Laboratory work illustrates common lab techniques as well as chemical principles.

Requisites

Take MAT course Level 100 or 200.

CHP201 - Environmental Chemistry

General

Subject code	Course Number	Credit Hours
CHP	201	Credit Hours Min: 4

Billing Hours

Billing
Hours
Min:
4

Course Long Title

Environmental Chemistry

Course Description

Students study pollutants in air, water and solid waste, as well as their sources, lifetimes, spread, and toxicity to human health. The explanation is based on chemical reactions, mechanisms rate, and some physiology. Laboratory work introduces experiments pertinent to the lecture subjects, using micro-scale chemical analysis, instrumental analysis, and computer-interface.

Requisites

Complete CHP-111.

CHP211 - College Chemistry II

General

Subject code	Course Number	Credit Hours
CHP	211	Credit Hours Min: 4

Billing Hours

Billing
Hours
Min:
4

Course Long Title

College Chemistry II

Course Description

This course is a continuation of College Chemistry I and an introduction to physicochemical concepts. Topics cover reaction rate, chemical equilibria, precipitation, acid-base, complexation, redox, electrochemistry, nuclear reactions and thermodynamic quantities. Laboratory work introduces experiments pertinent to lecture subjects and consists of semiquantitative analysis.

Requisites

Complete CHP-111

CHP230 - Organic Chemistry II

General

Subject code	Course Number	Credit Hours
CHP	230	Credit Hours Min: 4

Billing Hours

Billing
Hours
Min:
4

Course Long Title

Organic Chemistry II

Course Description

This course is a continuation of Organic Chemistry I. The studies proceed to aromatic compounds, aldehydes, ketones, carboxylic acids and their functional derivatives, amines, phenols and arylhalides. Emphasis is placed on group functionality and reaction mechanisms. Laboratory work illustrates organic synthesis, reactions, chemical analysis, and spectroscopic identification.

Requisites

Complete CHP-225

CHP225 - Organic Chemistry I

General

Subject code	Course Number	Credit Hours
CHP	225	Credit Hours Min: 4

Billing Hours

Billing
Hours
Min:
4

Course Long Title

Organic Chemistry I

Course Description

This is the first of a two-course sequence of introductory organic chemistry. The physical and chemical properties of organic compounds, including aliphatics, alicyclics, and aromatics are studied through an examination of their structure, preparation, reactivity, and spectral properties. The study of organic functionality centers in the hydroxyl and carbonyl groups. The laboratory component includes separation and purification techniques and other synthetic procedures.

Requisites

Complete CHP-211

CNM120 - Intro Engineering Sci & Calc

General

Subject code	Course Number	Credit Hours
CNM	120	Credit Hours Min: 4

Billing Hours

Billing
Hours
Min:
4

Course Long Title

Intro Engineering Sci & Calc

Course Description

This is a preparatory class for the students who intend to pursue a career in Construction Management or in the field of Civil Engineering. The course develops an understanding of the science and mathematics involved in engineering. Students learn to perform mathematical calculations used in construction and project management. Students analyze physical laws and how to apply that analysis in engineering fields.

CNM201 - Introduction to Basic Structures

General

Subject code	Course Number	Credit Hours
CNM	201	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to Basic Structures

Course Description
This course provides students with a basic knowledge of structural analysis and design for buildings, bridges and other structures. Students investigate the behavior of structural systems and elements through design exercises, case studies, and load testing of models. Students design structures using timber, masonry, steel, and concrete and gain an appreciation of structural design, with an emphasis on environmental impact associated with large scale construction.

CNM202 - Const. Proceed Materials & Tests

General

Subject code	Course Number	Credit Hours
CNM	202	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Const. Proceed Materials & Tests

Course Description
Construction Procedures, Materials and Testing is a course in which construction systems are discussed along with material stresses and other engineering concepts. The course provides an introduction to materials used in construction as well as techniques used in blueprint reading for building construction. Students learn about construction methods through demonstrations and lab experiments. The main emphasis is on structural steel, masonry, wood, reinforced concrete, and combined structural systems. Students develop understanding of the construction process with different materials. They understand the relevant engineering and mathematical relationships.

CNM205 - Surveying and Site Planning

General

Subject code	Course Number	Credit Hours
CNM	205	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Surveying and Site Planning

Course Description
Students learn site development, site selection, site analysis, site plans, designs, and approval processes. Students are introduced to the principles of construction surveying, project layout, and operation of surveying equipment. Topics include: interaction of surveying with other disciplines, measurements, concepts, accuracy, precision, and levelling; methods for measuring distance, elevation angles, bearings and azimuths using level instrument and transits; traverses and computations; basic topography and mapping. Laboratory and fieldwork experiences include a field trip to a nearby construction project to review equipment site planning and surveying procedures; and a team project to review steps involved in site planning through completion of two types of construction sites: a traverse and an as-built survey.

CNM220 - Construction Codes

General

Subject code	Course Number	Credit Hours
CNM	220	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Construction Codes

Course Description
This course provides students with a theoretical understanding of how to examine new and old structures to ensure they are built properly and follow applicable building codes and safety regulations. This course provides an introduction to the basics of working in the building inspection field with the knowledge of construction codes, required documentation protocol, and standard practices.

CNM222 - Construction Project Management

General

Subject code	Course Number	Credit Hours
CNM	222	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Construction Project Management

Course Description
Students learn the processes, techniques and procedures involved in a construction project from conception to completion. The course provides an opportunity to learn about common construction methods and materials involved. Students also learn technical skills involving in the areas of cost control, scheduling, risk analysis, delay analysis, administrative procedures, safety regulations, labor relations, and record keeping.

CNM230 - Project Planning and Control

General

Subject code	Course Number	Credit Hours
CNM	230	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Project Planning and Control

Course Description
Students develop a basic understanding of project management by comparing alternative designs and construction plans, methods of contracting, design management, and forms of information flow. Activities include preparing master plan schedules, tendering procedures, contractor cost calculations, and bid preparation. Students learn to budget, to plan and schedule construction, to manage production, and to employ project controls. Students acquire a basic level of proficiency in appropriate software.

CNM225 - Cost Estimation

General

Subject code	Course Number	Credit Hours
CNM	225	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Cost Estimation

Course Description
Students acquire a basic understanding of managing a project's cost. The course introduces the types of cost estimation from the conceptual design phase through the more detailed design phase of a construction project. In addition, the course highlights the importance of controlling costs and how to monitor project cash flow. Students develop a break-even analysis of construction tasks in a project.

COM101 - Interpersonal Communication

General

Subject code	Course Number	Credit Hours
COM	101	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Interpersonal Communication

Course Description
This course introduces students to the fundamentals of interpersonal communication. Students learn about the communication process, interpersonal theories and research, and the various ways that gender and cultural differences can affect interpersonal communication. Students also learn how to use effective communication skills in professional, social, and personal relationships. Students analyze the elements of interpersonal communication through group discussions, written assignments, and assessments.

COM102 - Introduction to Communication Theory

General

Subject code	Course Number	Credit Hours
COM	102	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Introduction to Communication Theory

Course Description
Introduction to Communication Theory is an introductory survey of human communication on many levels of interaction, from interpersonal to mass communication. Through the study of theoretical communication models, students will analyze the influence of language, perceptions, culture, and media on the communication process. Theoretical and practical skills will help students become more competent communicators with other individuals and groups.

Requisites
#TAKE COM-202;

COM115 - Writing for Emerging Media

General

Subject code	Course Number	Credit Hours
COM	115	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Writing for Emerging Media

Course Description
Writing for Emerging Media introduces students to the theories and practices behind interactive new media writing including the history of and ethics involved in writing for online media. Students analyze new media and write their own online projects such as blogs, websites and wikis.

Requisites
Complete ENG-101.

COM201 - Intercultural Communication

General

Subject code	Course Number	Credit Hours
COM	201	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Intercultural Communication

Course Description
This course provides a general introduction to and overview of the communication between cultures, domestically and globally. Emphasis is placed on how cultural differences and similarities impact generational and gender communication as well as the challenges of communication in a rapidly changing, culturally diverse society.

Requisites
Complete ENG-101.

COM202 - Mass Media

General

Subject code	Course Number	Credit Hours
COM	202	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Mass Media

Course Description
Mass Media explores the themes, issues, and theoretical debates central to the modern study of mass communication. Mass Media examines factors that influence the media and, in turn, examines the influence of media on attitudes, values, and behaviors, both individual and social. Mass media literacy, media economics and ethics, modern trends and changes in mass communication, and the critique of mass media as a source of information and influence of all "new media" are examined to aid students in understanding the evolution of mass communication as an academic discipline.

Requisites
Take COM-102 concurrently.

COM270 - Digital Media and Society

General

Subject code	Course Number	Credit Hours
COM	270	Credit Hours Min: 4

Billing Hours

Billing
Hours
Min:
4

Course Long Title

Digital Media and Society

Course Description

Digital Media and Society examines the cultural implications of computer-mediated communication and related media, specifically digital media technologies and new media innovations. The course will explore theories of digital media and how they relate to current research and debates about social media, virtual communities, mediated realities, and artificial intelligence. The course investigates how various forms of digital media shape, guide, intersect, influence, and bound today's culture in a variety of contexts from organizations to social and political movements. The course also entails an in-class, praxis component where some class time will be dedicated to the creation and production of digital media content.

Requisites

COMPLETE COM-102.

CRJ111 - Intro to Criminal Justice

General

Subject code	Course Number	Credit Hours
CRJ	111	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Intro to Criminal Justice

Course Description

This is an introductory course on the nature of the criminal justice system. The history, development, and current functioning of the system are examined. Emphasis is on the inter-relationship of various elements within this system including the police, the prosecutor, the defense, the courts, corrections, probation and parole officers.

CRJ120 - Intro to Criminal Law

General

Subject code	Course Number	Credit Hours
CRJ	120	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Intro to Criminal Law

Course Description

This course is a case and textbook study of substantive criminal law, and the variations and similarities between the states and the federal system of criminal law principles, with an emphasis on New Jersey criminal law.

CRJ200 - Constitutional Liberties & Rights

General

Subject code	Course Number	Credit Hours
CRJ	200	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Constitutional Liberties & Rights

Course Description

An introduction to the Constitutional civil liberties and rights assured to the American people. The course provides students with an understanding of the dynamics of the United States Supreme Court's approach to the Constitution's guarantees of personal liberties and civil rights. Students will explore such diverse topics as the preferred freedoms of speech, press and religious expression, separation of Church and State, the Constitutional right of privacy, the rights of persons accused of crime and the civil rights of historically- disadvantaged groups and persons.

Requisites

Complete ENG-101.

CRJ213 - Criminal Justice Rpt Writing

General

Subject code	Course Number	Credit Hours
CRJ	213	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Criminal Justice Rpt Writing

Course Description
Focuses on report content through interpretation and evaluation of information. Emphasis is placed on accurate terminology.

CRJ215 - Juvenile Justice System

General

Subject code	Course Number	Credit Hours
CRJ	215	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Juvenile Justice System

Course Description
An introduction to the American juvenile justice system. The course provides an overview of the history of juvenile justice and a theoretical basis for interpreting the meaning and frequency of delinquent behavior and status offenses. Students will explore the various causes of delinquency, including psychological and sociological theories, the relationship between gangs, drugs and delinquency and the modes of interaction between law enforcement and juveniles. Students will also examine juvenile court procedures, due process rights of juveniles, alternative dispositions of offenders, including community intervention and residential/ institutional confinement, and the future of juvenile justice.

Requisites
Complete ENG-101.

CRJ214 - Corrections

General

Subject code	Course Number	Credit Hours
CRJ	214	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Corrections

Course Description
Various correctional settings and approaches are examined. Topics include punishment, probation, the prison community, and parole. Also studied is the role of community resources in treating the non-institutionalized offender, i.e. through halfway houses, alternative programs, and work and study release.

CRJ220 - Gen Police Organization & Admin

General

Subject code	Course Number	Credit Hours
CRJ	220	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Gen Police Organization & Admin

Course Description
Examines the organization and functioning of law enforcement agencies including recruitment, career development and leadership selection. The historical and contemporary relationships of various levels of police organization are examined as well as the structure of police organizations in the United States.

CRJ221 - Policeman's Role in the Community

General

Subject code	Course Number	Credit Hours
CRJ	221	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Policeman's Role in the Community

Course Description

Focuses on the nature and responsibilities of the police officer's role. Topics include the following: police work as a profession, image of the police, tensions, conflicts, and the cooperation between the police and the community.

CRJ222 - Criminal Investigation

General

Subject code	Course Number	Credit Hours
CRJ	222	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Criminal Investigation

Course Description

Examines the techniques, methodologies, and procedures of criminal investigation. Topics include conduct at the scene of the crime, recognition, development and the preservation of evidence, and interview and interrogation techniques. Finally, the role of surveillance and use of informants are analyzed. Legal and ethical issues are also discussed.

CRJ230 - Ethics and Justice

General

Subject code	Course Number	Credit Hours
CRJ	230	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Ethics and Justice

Course Description

This course explores a wide range of ethical issues and moral dilemmas confronting practitioners in the field of criminal justice. The student is exposed to the traditional and competing theories of ethics in general; and, using case studies, applies these approaches to contemporary issues and problems confronting persons engaged or practicing in law enforcement, the courts, corrections and criminal justice policy-making.

Requisites

Complete ENG-101 and CRJ-111.

CRJ290 - Criminal Justice Internship

General

Subject code	Course Number	Credit Hours
CRJ	290	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title

Criminal Justice Internship

Course Description

The Internship in Criminal Justice is designed to develop professional standards and practical skills. This elective course will provide students with the opportunity to integrate theoretical principles learned in the classroom with firsthand experience in actual Criminal Justice agency settings. Students will perform tasks and engage in meaningful learning activities in order to acquire knowledge of the workings of a significant component of the criminal justice system. Students will develop interpersonal skills, values, and the attitudes associated with professional growth. Under the the direction of a faculty member and the supervision of an agency Field Supervisor, students will perform agency tasks nine (9) hours per week for 15 consecutive weeks for a total of 135 hours [add]. In addition, students will attend weekly seminars at the College during the externship to discuss and share their experiences and observations with faculty and peers.

Requisites

Complete CRJ-111 or HMD-111.

CSC100 - Intro to Computers & Computing

General

Subject code	Course Number	Credit Hours
CSC	100	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Intro to Computers & Computing

Course Description
This course introduces beginning students to computers and the latest application software. The course includes the history of computers, information processing, file management, discussion of hardware and software, operating systems and utility programs, and the Internet. The laboratory component includes Microsoft Office XP (Word, Excel, Access, PowerPoint). This course may not be used for credit by Computer Science or Management Information Systems majors.

CSC101 - Scientific Programming

General

Subject code	Course Number	Credit Hours
CSC	101	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Scientific Programming

Course Description
This is an introductory course in scientific programming using a current programming language to solve science and engineering problems. Emphasis is on the logical analysis of a problem and the formulation of a computer programming leading to the solution.

Requisites
Take MAT-073 or any MAT course level 100 or above;

CSC109 - Web Page Design

General

Subject code	Course Number	Credit Hours
CSC	109	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Web Page Design

Course Description
This course introduces the different tools needed to design and maintain web pages. The standard tool of web page design, HTML (HyperText Markup Language), will be the core design tool. Interactivity through the use of scripts will also be addressed. The process of transferring HTML pages through FTP (File Transfer Protocol) to be published on an official web site will also be addressed. Auxiliary tools such as graphics design, which is an important component of web page design, will also be investigated.

Requisites
Complete CSC-100.

CSC111 - Computer Science I

General

Subject code	Course Number	Credit Hours
CSC	111	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Computer Science I

Course Description
Introduces the fundamentals of computer science. Algorithm design, flowchart, structure, programming methodology, hardware and software are discussed. A programming language such as Pascal, C++, or Visual Basic 6.0 is used to illustrate these concepts.

CSC113 - Computer Logic & Discrete Math

General

Subject code	Course Number	Credit Hours
CSC	113	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Computer Logic & Discrete Math

Course Description
The basics of number systems. Boolean algebra and logic gates lay the foundation for the study of combinational logic and computer science. Combinatorial applications include Karnaugh Map techniques for logic simplification.

Requisites
Complete MAT-110 MAT-111 MAT-106 MAT-107 or MAT-100

CSC115 - Programming in C++ for Comp Science

General

Subject code	Course Number	Credit Hours
CSC	115	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Programming in C++ for Comp Science

Course Description
In this course the fundamentals of computer science are introduced, with emphasis on programming methodology and problem-solving. Topics include, but are not limited to, concepts of computer systems, software engineering, and algorithm design, programming languages and data abstraction, with applications. A high level language is fully discussed and implemented and serves as a vehicle to illustrate many of the concepts taught.

Requisites
Complete MAT-100 MAT-106 MAT-107 or MAT-110

CSC117 - Java Programming

General

Subject code	Course Number	Credit Hours
CSC	117	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Java Programming

Course Description
This course will introduce students to Java Programming, an object-oriented language. Students will develop stand-alone business applications and create applications called from within HTML page (applets) designed to be transported over the Internet and executed by browsers. The syntax, control structures, methods, arrays, strings and characters and graphics will be applied to bring interactive applications to web clients.

Requisites
Complete MAT-100 or higher.

CSC118 - Python Programming

General

Subject code	Course Number	Credit Hours
CSC	118	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Python Programming

Course Description
The course is an introduction to basic principles of programming using Python. Python is an open-source scripting language that allows rapid application development of both large and small software systems. The course introduces students to the fundamentals of data storage, input and output, control structures, functions, sequences and list, dictionary, sets, and file Input/Output. Students learn how to design algorithms, write external and internal documentation and design and write source code in Python.

Requisites
Take MAT-100 or Higher

CSC212 - Computer Organization & Design

General

Subject code	Course Number	Credit Hours
CSC	212	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Computer Organization & Design

Course Description
The operation of Flip-Flops as memory elements and counter analysis of Ripple/ Synchronous mod counters are covered as building blocks for future design application. The major emphasis on counters is on the design of irregular and truncated counters using D and J-K Flip-Flops and integrated circuit applications of Up/Down counters and dividers. Also includes a coverage of timers, oscillators, and three-state operation. Registers are covered and include counting (Ring and Twisted Ring) shifting (Left/Right) and timing applications. The latter part of the course is devoted to arithmetic applications including 2's complement adders and subtractors with overflow and underflow detection, and BCD arithmetic and arithmetic/logic I.C. units. Computer instructions, timing and control, executions of instructions, and designs of a basic accumulator-based computer are also covered. The laboratory exercises are organized to support the above theory and to enable students to design, assemble, and test applications constructed with MSI/LSI chips.

Requisites
Complete CSC-113

CSC214 - Data Structures & Advanced Programming

General

Subject code	Course Number	Credit Hours
CSC	214	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Data Structures & Advanced Programming

Course Description
Examines data structures and their software implementation. Topics include top-down design; pointer variables and dynamic data structures; linked lists, stacks, queues, recursion, graphs, tree search and backtracking; and sorting/ searching techniques.

Requisites
Complete CSC-115 or CSC-117.

CSC216 - Python Programming II

General

Subject code	Course Number	Credit Hours
CSC	216	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Python Programming II

Course Description
This course is intended for students who have completed the Python Programming course (CSC 118) or have the prerequisite knowledge of the course topics discussed in that class. By the end of this course, students should have a solid understanding of program classes, objects, inheritance, exceptions, file handling, database modules, graphical modules, and numerical analysis modules. Students will explore core libraries that allow programs to access operating system services, manipulate data of many types, interact with the user through graphical user interfaces (GUIs), and crunch out data metrics. Labs will be used to reinforce concepts introduced during lectures.

Requisites
#TAKE CSC-118;

CSC217 - Fundamentals of Data Science

General

Subject code	Course Number	Credit Hours
CSC	217	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Fundamentals of Data Science

Course Description
This course will introduce the students to a data science cycle, including manipulating, processing, cleaning, and visualizing data in Python language + Jupyter Notebook environment, for making reasonable decisions and communicating results. Lab hours reinforce concepts introduced and during lecture.

CSC218 - Data Visualization

General

Subject code	Course Number	Credit Hours
CSC	218	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Data Visualization

Course Description
This course introduces students to the principles and techniques of data visualization. Students learn how to use Power BI to Drive Dashboard, the value of visualization, design principles of visualization, visualization with Data Tables, using shapes to create Infographics, visualizing performance comparison, visualizing parts of a whole, and visualizing changes over time. R and/or Python programming language will be used to teach students how to manage datasets and use plotting systems. Labs will be used to reinforce concepts introduced during lectures.

Requisites
TAKE CSC-118 or CSC-120 or DSC-120.

CSC226 - Database Design and Concepts

General

Subject code	Course Number	Credit Hours
CSC	226	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Database Design and Concepts

Course Description
Provides both the basis for a solid education in the fundamentals of database technology and an introductory coverage of SQL. Topics include database management systems, relational data base systems, query languages, and application development systems.

Requisites
Complete ONE course from: CSC-111, CSC-115, CSC-117 OR CSC-118.

CSC227 - Intro to Operating Systems

General

Subject code	Course Number	Credit Hours
CSC	227	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Intro to Operating Systems

Course Description
This course is structured to explain the functions of an operating system. During the course, students will be introduced to what operating systems are, what they do, how they do it, how their performance can be evaluated, and how various operating systems compare with each other. The main purpose of this course is to give students a solid background in the components of the operating system, their function, and goals, and how to interact and interrelate with them.

Requisites
Complete one course from CSC-111 CSC-115 CSC-117 or CSC-118.

CSC231 - Info Systems Analysis & Design

General

Subject code	Course Number	Credit Hours
CSC	231	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Info Systems Analysis & Design

Course Description
The course will cover the basic theoretical and analytical foundations for systems planning, formulating strategic plans, optimizing operations in business, designing information systems, and augmenting business activities on web. Topics include five systems cycles, hardware selection criteria, input/output design, file structures, and design. This is a case study-oriented course.

Requisites
Complete ONE course from: CSC-101, CSC-111, CSC-115, CSC-117 OR CSC-118.

CSC232 - Cybersecurity

General

Subject code	Course Number	Credit Hours
CSC	232	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Cybersecurity

Course Description
This course covers several topics such as Computer Security Technology and Principals, software security and trusted systems, threats, attacks and assets, security functional requirements, computer security strategy (security policy, security implementation, assurance and evaluation), data integrity, data confidentiality, data authenticity and data availability.

Requisites
Complete CSC-115 or CSC-117 or CSC-118

CSC235 - Network Security

General

Subject code	Course Number	Credit Hours
CSC	235	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Network Security

Course Description
In this course, students learn to analyze and detect potential threats related to networked or to standalone computers. The course addresses security issues for TCP/IP at various network layers of the Internet including different strategies to harden the system against threats and attacks. Topics covered include data privacy availability and integrity, security issues, basic cryptography, email security, ways to provide privacy, source authentication, message flow confidentiality, and management business responsibility regarding compromised confidential data. The laboratory portion of the course reinforces topics covered in lecture as students gain experience in detecting vulnerabilities, identifying malicious malware, and hardening the network by implementing countermeasures against cyber threats and attacks.

Requisites
Take CSC-230 or CSC-240.

CSC240 - Intro to Networks & Networking

General

Subject code	Course Number	Credit Hours
CSC	240	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Intro to Networks & Networking

Course Description

This course provides students with the basic concepts of network computing, the seven layers of the Open System Interconnection (OSI) Model, Institute for Electrical and Electronics Engineering (IEEE) 802 networking model, and the benefits of various protocols. Students will understand peer-to-peer and server-based networks and their differences. They will become familiar with various networking topologies and how to select the best network topology for an environment. Students will learn how to install and configure NetWare TCP/IP software, how to use common TCP/IP applications, and how to troubleshoot common problems that may occur in a TCP/IP environment. This course also provides the background information needed in preparation for network management and certification.

Requisites

Complete ONE course from: CSC-101, CSC-111, CSC-115, CSC-117 OR CSC-118.

CSC242 - Comp Forensics & Investigation

General

Subject code	Course Number	Credit Hours
CSC	242	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Comp Forensics & Investigation

Course Description

This course is a restricted program elective required for students majoring in Cybersecurity. Students learn about the science of computer forensics and the important procedures necessary for investigating various cybercrimes. Digital forensics investigations are based on the concepts of collecting, analyzing, recovering, and preserving forensic evidence; students learn computer file system storage, analysis, and retrieval. This course prepares students to take and pass the Certified Forensic Investigation Practitioner exam (CCE), industry-recognized certificate by forensic investigators and law enforcement. This course requires two hours of lecture and two hours of hands-on lab.

Requisites

Complete CSC-230 or CSC-240.

CSC245 - Ethical Hacking

General

Subject code	Course Number	Credit Hours
CSC	245	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Ethical Hacking

Course Description
This course provides students with the skills and knowledge required in the field of ethical hacking. Lecture topics introduce the concepts of security testing and network defense/countermeasures against vulnerabilities in networks and incident-handling-methods used when information security is compromised. Students learn how hackers compromise systems and remove their footprints. The laboratory portion of the course reinforces topics covered in lecture by enabling students to learn how to protect networks and systems by using methods learned in class. This course prepares students to take and pass the Ethical Hacking Certificate, which is recognized by industry and sponsored by the Ethical Hacking Console (EC).

Requisites
Complete CSC-230 or CSC-240.

CSS100 - College Student Success

General

Subject code	Course Number	Credit Hours
CSS	100	Credit Hours Min: 1
		Billing Hours Billing Hours Min: 1

Course Long Title
College Student Success

Course Description
Helps students acquire the skills and perspective they need in order to simultaneously succeed in college and prepare for careers. Students explore the cultures of college and the workplace with an emphasis on the role of communication skills, credentials, and research techniques in each. Time and stress management are also considered. Students submit weekly journals on assigned topics. In addition, they participate in small group discussions and seminars, investigate the support services available in the College and community, and prepare job search portfolios.

CTC212 - Computer Organization & Design

General

Subject code	Course Number	Credit Hours
CTC	212	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Computer Organization & Design

Course Description
The operation of Flip-Flops as memory elements and counter analysis of Ripple/ Synchronous mod counters are covered as building blocks for future design application. The major emphasis on counters is on the design of irregular and truncated counters using D and J-K Flip-Flops and integrated circuit applications of Up/Down counters and dividers. Also includes a coverage of timers, oscillators, and three-state operation. Registers are covered and include counting (Ring and Twisted Ring) shifting (Left/Right) and timing applications. The latter part of the course is devoted to arithmetic applications including 2's complement adders and subtractors with overflow and underflow detection, and BCD arithmetic and arithmetic/logic I.C. units. Computer instructions, timing and control, executions of instructions, and designs of a basic accumulator-based computer are also covered. The laboratory exercises are organized to support the above theory and to enable students to design, assemble, and test applications constructed with MSI/LSI chips.

Requisites
Take EET-212

CTC221 - Microprocessor/Microcomputer System Design

General

Subject code	Course Number	Credit Hours
CTC	221	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title
Microprocessor/Microcomputer System Design

Course Description
Presents the architecture and operation of the microcomputer. Topics include an introduction to the 8086 microprocessor including its architecture, operation, and instruction set. The instruction set is studied through programming examples. Interfacing to the 8086 microprocessor is thoroughly studied. Input/output port configuration and interrupt management are introduced and used in numerous design projects. The laboratory experiments consist of designing projects. Students are exposed to projects that include solving both software and hardware issues. The tools used include a PC loaded with an 8086 assembler and connected serially to a SDK-86 kit. Laboratory experiments cover an 8086 arithmetic program, accessing data in memory, using a PC to write a program with an assembler, generating digital waveforms, nested loops programming, reaction time programming, using D/A converters with microprocessors and vector graphics.

Requisites
Complete CTC-212.

DSC216 - Python Programming II

General

Subject code	Course Number	Credit Hours
DSC	216	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Python Programming II

Course Description
This course is intended for students who have completed the Python Programming course (CSC 118) or have the prerequisite knowledge of the course topics discussed in that class. By the end of this course, students should have a solid understanding of program classes, objects, inheritance, exceptions, file handling, database modules, graphical modules, and numerical analysis modules. Students will explore core libraries that allow programs to access operating system services, manipulate data of many types, interact with the user through graphical user interfaces (GUIs), and crunch out data metrics. Labs will be used to reinforce concepts introduced during lectures.

Requisites
#TAKE CSC-118;

DSC217 - Fundamentals of Data Science

General

Subject code	Course Number	Credit Hours
DSC	217	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Fundamentals of Data Science

Course Description
This course will introduce the students to a data science cycle, including manipulating, processing, cleaning, and visualizing data in Python language + Jupyter Notebook environment, for making reasonable decisions and communicating results. Lab hours reinforce concepts introduced and during lecture.

DSC218 - Data Visualization

General

Subject code	Course Number	Credit Hours
DSC	218	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Data Visualization

Course Description
This course introduces students to the principles and techniques of data visualization. Students learn how to use Power BI to Drive Dashboard, the value of visualization, design principles of visualization, visualization with Data Tables, using shapes to create Infographics, visualizing performance comparison, visualizing parts of a whole, and visualizing changes over time. R and/or Python programming language will be used to teach students how to manage datasets and use plotting systems. Labs will be used to reinforce concepts introduced during lectures.

Requisites
TAKE CSC-118 or CSC-120 or DSC-120.

ECE100 - Child Dev Associate Cda Workshop

General

Subject code	Course Number	Credit Hours
ECE	100	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Child Dev Associate Cda Workshop

Course Description
This course introduces students to the Child Development Associate Credentialing process and provides comprehensive instruction in early childhood education/ child development. Students will begin development of a professional resource file and practice strategies for observing and recording children?s behavior. At the conclusion, students will have satisfied 60 hours of the 120 hours of formal training required by the CDA National Credentialing Program. Students are expected to be employed, or to volunteer, either full-or- part-time, in a child care center, preschool or pre-kindergarten program. The course is required for the Child Care Certificate and can be applied to the A.A.S. in Early Childhood Education as a substitute for ECE 201, Introduction to Early Childhood Education.

ECE110 - Child Dev Associate CDA Wkshp

General

Subject code	Course Number	Credit Hours
ECE	110	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Child Dev Associate CDA Wkshp

Course Description
This course helps students expand their knowledge of the Child Development Associate Credentialing process and provides comprehensive instruction in early childhood education/child development. Students will develop skills in planning curriculum for preschoolers and complete their professional resource file. The course offers 60 contact hours of formal training. Combined with ECE 100, CDA Workshop I, students will satisfy the 120 contact hours of formal training, as required by the CDA National Credentialing System. Students are expected to be employed, or to volunteer, either full- or-part-time, in a child care center, preschool or pre-kindergarten program. This course is required for the Child Care Certificate and can be applied to the A.A.S. degree in Early Childhood Education as a substitute for ECE 211, Early Childhood Curriculum.

Requisites
Complete ECE-120.

ECE120 - Externship for CDA

General

Subject code	Course Number	Credit Hours
ECE	120	Credit Hours Min: 3

Billing Hours

Billing Hours
Min:
3

Course Long Title

Externship for CDA

Course Description

Students are either placed, or expected to be employed, at a child care center, school or site that provides care and education to children. Students will demonstrate competence in assisting the regular classroom teacher and gradually assume the responsibilities of a ?group teacher.? Students will plan and implement activities that are appropriate to both the age and developmental level of the children. This course is required for the Child Care Certificate and can be applied to the A.A.S. degree program in Early Childhood Education as equivalent to ECE 231, Early Childhood Education Externship I.

Requisites

Take ECE-110 previously or concurrently.

ECE211 - Early Childhood Curriculum

General

Subject code	Course Number	Credit Hours
ECE	211	Credit Hours Min: 3

Billing Hours

Billing Hours
Min:
3

Course Long Title

Early Childhood Curriculum

Course Description

In this course, students extend their understanding of early childhood education. Emphasis will be on planning programs and activities that are developmentally-appropriate for children ages birth through eight. To help in understanding and meeting the needs of different age groups, developmental characteristics for each age group will be related to planning, curriculum, and general expectations. Students will develop themes and lesson plans, construct learning materials, and collect ideas for interest areas and activities.

Requisites

Complete ECE-201.

ECE201 - Intro to Early Childhood Educ

General

Subject code	Course Number	Credit Hours
ECE	201	Credit Hours Min: 3

Billing Hours

Billing Hours
Min:
3

Course Long Title

Intro to Early Childhood Educ

Course Description

An introduction to the field of early childhood care and education, core knowledge is introduced in the areas of child development theory, a healthy, safe environment, developmentally-appropriate curriculum, child guidance, family relationships, cultural and individual diversity and professionalism. Students will understand the importance of early childhood education as part of the whole educational process. Pre-or Corequisite: ENG 101(This course meets one of the required components of the New Jersey Infant/Toddler Credential.)

Requisites

Complete ENG-101.

ECE213 - Creative Experience

General

Subject code	Course Number	Credit Hours
ECE	213	Credit Hours Min: 3

Billing Hours

Billing Hours
Min:
3

Course Long Title

Creative Experience

Course Description

Students will develop curricula based on a few important principles. The approach is a practical one, with opportunity to gather a wide repertoire of ideas, as students experience creative and cooperative learning practices. Field trips to museums and places of interest are required.

Requisites

Complete ECE-201.

ECE214 - Guiding the Young Child's Behavior

General

Subject code	Course Number	Credit Hours
ECE	214	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Guiding the Young Child's Behavior

Course Description

Students will acquire knowledge, skills and dispositions in using individual and group guidance and problem-solving techniques to develop positive and supportive relationships with children. Methods will be practiced in promoting positive strategies of conflict resolution, and in developing personal self-control, self-motivation and positive self-esteem for the child, ages birth to eight.

Requisites

Complete ECE-201 or EDU-211.

ECE215 - Emerging Literacy

General

Subject code	Course Number	Credit Hours
ECE	215	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Emerging Literacy

Course Description

Students will learn how children acquire communication skills, and how teachers can strengthen children's natural explorations of speaking, listening, writing and reading. Whole language, the natural approach and emerging literacy will be presented. The goal is for students to understand their role in helping children to become readers.

Requisites

Complete ECE-201 or EDU-211.

ECE216 - Clinical Observations

General

Subject code	Course Number	Credit Hours
ECE	216	Credit Hours Min: 2

Billing Hours

Billing
Hours
Min:
2

Course Long Title

Clinical Observations

Course Description

In this course, students learn to be reflective educators by documenting and assessing student learning, analyzing classroom management strategies, collecting information relating to instruction, and evaluating professional relations to support the process of teaching and learning. This course is a two-hour lecture for a full semester and complements the field work requirements of the courses in the A.A.S. Early Childhood degree program.

Requisites

Complete ECE-201 or CDP-100.

ECE220 - The Anti-Bias Curriculum

General

Subject code	Course Number	Credit Hours
ECE	220	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

The Anti-Bias Curriculum

Course Description

Course materials and class activities will provide a means for students to develop an appreciation for diversity. Attitudes will be examined, along with the development of knowledge of culture, gender, social class awareness, and physical differences. Strategies for valuing children will prepare future teachers for teaching with dignity in a diverse world. Students will practice, via class discussion, role play, and other process-oriented techniques, the infusion of an anti-biased perspective in all curriculum areas.

Requisites

Complete ENG-101.

ECE224 - Infant Toddler Social Emotional Growth

General

Subject code	Course Number	Credit Hours
ECE	224	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Infant Toddler Social Emotional Growth

Course Description
This course focuses on the ways early experiences and relationships impact infants and toddlers from birth to age 3, emphasizing infant/toddler mental health, risk and resiliency, family-centered practice, social-emotional development, supportive families, parenting, and the influences of cultural diversity. Students participate in 12 additional hours of observation outside of class time.

Requisites
Complete ENG-101 and ECE-201.

ECE225 - Infant/Toddler Health and Special Needs

General

Subject code	Course Number	Credit Hours
ECE	225	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Infant/Toddler Health and Special Needs

Course Description
This course involves the study of policies, guidelines, and procedures of providing high quality care in safety, health, nutrition, and special needs for children from birth to age three. Topics include creating and maintaining safe indoor/outdoor learning environments, emergency response procedures, promoting health and preventing illnesses, providing and fostering good nutrition, and recognizing, understanding, and supporting children with special needs. Developmentally appropriate materials, practices, and activities are discussed as they relate to infant toddlers' safety, health, nutrition and needs.

Requisites
Take ENG-102 previously or concurrently.

ECE230 - Infant and Toddler Curriculum

General

Subject code	Course Number	Credit Hours
ECE	230	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Infant and Toddler Curriculum

Course Description
This course is an introduction to the practice of caring for infants and toddlers in a group care setting. Students will become familiar with child development, the role of caregivers, developmentally-appropriate curriculum and materials associated with the care of infants and toddlers. Students will explore the importance of developing positive relationships with culturally diverse parents and communities. The course will involve students in observations, group discussions and projects, material-making, and reviewing infant and toddler policies and practices. Field work requirement is 12 hours of observations. Prerequisite: ENG 101 (This course meets one of the required components of the New Jersey Infant/Toddler Credential.)

Requisites
Complete ECE-201.

ECE231 - Early Childhood Edu Extern I

General

Subject code	Course Number	Credit Hours
ECE	231	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Early Childhood Edu Extern I

Course Description

The Externship courses in the Early Childhood Education Program are designed to allow the student to develop professional standards and practical skills in an early childhood setting. This course will provide the student opportunity to gain first-hand experience and learn the process of integrating knowledge skills and techniques with teaching practice. Students work or volunteer in 120-hour field experience at a child care center, school or site that provides care and education to children. They are expected to perform the required professional tasks of assisting the regular classroom teacher in implementing the center's child development and activity program, and to gradually assume the responsibilities of a ?group teacher.? Under the direction and supervision of the regular classroom teacher, the student will plan and implement activities that are appropriate to both the age and developmental level of the children.

Requisites

Complete ECE-201 ECE-211 ECE-213 ECE-214 ECE-215 ECE-220 ECE-230 or EDU-211.

ECE241 - Early Childhood Edu Extern II

General

Subject code	Course Number	Credit Hours
ECE	241	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Early Childhood Edu Extern II

Course Description

A sequential continuation of ECE 231, Early Childhood Education Externship I, this course will provide the student opportunity to gain firsthand experience and learn the process of integrating knowledge skills and techniques with teaching practice. Students are placed in a field experience at a child care center, school or site that provides care and education to children. They are expected to perform the required professional tasks of assisting the regular classroom teacher in implementing the center's child development and activity program, and to gradually assume the responsibilities of a ?group teacher.? Under the direction and supervision of the regular classroom teacher, the student will plan and implement activities that are appropriate to both the age and developmental level of the children. Students will work or volunteer 120 hours at the externship site in fulfillment of course requirements.

Requisites

Complete ECE-231.

ECO201 - Principles of Macroeconomics

General

Subject code	Course Number	Credit Hours
ECO	201	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Principles of Macroeconomics

Course Description

This course introduces students to the basic structure, terminology, and scope of macroeconomics. Topics include a definition of economics; supply, demand, and the resulting macroeconomic problems; national income accounting; determination of output and employment levels; savings and investments; inflation and unemployment; money and banking; and fiscal and monetary policy.

Requisites

Take MAT-071 and MAT-073; or any MAT 100 and above;

ECO202 - Principles of Microeconomics

General

Subject code	Course Number	Credit Hours
ECO	202	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Principles of Microeconomics

Course Description

This course is a continuation of ECO 201. It covers market structures; theory of consumer behavior; supply, demand and elasticity; costs of production; price and output determination; current economic problems; and international economics.

Requisites

Complete ECO-201 with C or higher.

EDU211 - Foundations of American Education

General

Subject code	Course Number	Credit Hours
EDU	211	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Foundations of American Education

Course Description

Based on the current ideas about teaching in America today, this course is a practical introduction to the teaching profession. It explores the knowledge attitudes, behaviors, and skills of good teachers and provides a realistic foundation for understanding the field of education and teaching as a profession. Students build a foundation of self-knowledge, knowledge of education as an institution and as a career, knowledge of teaching competencies and of issues in education. Students are required to spend a minimum of 12 hours in an elementary or secondary school classroom observing and recording child behaviors.

Requisites

Take ENG-102 previously or concurrently.

EDU221 - Clinical Experience

General

Subject code	Course Number	Credit Hours
EDU	221	Credit Hours Min: 1

Billing Hours

Billing
Hours
Min:
1

Course Long Title

Clinical Experience

Course Description

In this course, students learn to be reflective educators by documenting and assessing student learning, analyzing classroom management strategies, collecting information relating to instruction, and evaluating professional relations to support the process of teaching and learning. This course is a one-hour lecture for a full semester and complements the fieldwork requirements of the courses in the Education degree programs.

Requisites

Complete ECE-201 or CDP-100 or EDU-211.

EET111 - Electric Circuits I

General

Subject code	Course Number	Credit Hours
EET	111	Credit Hours Min: 4

Billing Hours

Billing
Hours
Min:
4

Course Long Title

Electric Circuits I

Course Description

An integrated study of AC and DC circuits in which the sinusoidal system is introduced early in the course. The course covers the concepts of Ohm's Law, Kirchhoff's Laws, and DC circuits such as series circuits, parallel circuits, and series-parallel circuits. The study of capacitors and inductors serves as an introduction to the sinusoidal system and the behavior of R, L, and C in such a system. The laboratory component includes the use of test instruments in experiments dealing with Ohm's Law, series circuits, parallel circuits, and series-parallel circuits, followed by a study of internal resistance and loading. The final experiment supplies facility in the applications of the oscilloscope.

Requisites

Complete MAT-100 or MAT-106.

EET211 - Electric Circuits II

General

Subject code	Course Number	Credit Hours
EET	211	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Electric Circuits II

Course Description
Continuation of the integrated approach of Electric Circuits I. Concepts are extended to the analysis of AC systems power transformers, network theorems, network analysis, resonance, and filters. The associated laboratory supplements the course and introduces the use of additional test instruments as signal generators, frequency counters, and AC measuring instruments. The experiments cover Thevenin's Theorem, RC transients, Lissajous figures for phase-shift measurement, AC series circuits, AC parallel circuits, and series and parallel resonance.

Requisites
Take MAT-110 previously or concurrently.

EET212 - Active Electronic Devices

General

Subject code	Course Number	Credit Hours
EET	212	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Active Electronic Devices

Course Description
Introduces solid state devices. Emphasis on device terminal characteristics and models. The course includes the PN junction transistor characteristics, BJT biasing techniques, BJT models, BJT small signal amplifiers, junction field effect (JFET) and metaloxide silicon-field effect (MOSFET) transistor characteristics. Experiments cover semiconductor diode circuits, half-wave rectifier, full-wave characteristics, common emitter transistor characteristics and the parameters and components of a transistor amplifier circuit.

Requisites
Take EET-211 previously or concurrently.

EET214 - Active Circuit Analysis & Design

General

Subject code	Course Number	Credit Hours
EET	214	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Active Circuit Analysis & Design

Course Description
Continuation of EET 212, Active Electronics Devices. Bipolar junction transistor (BJT) small signal multistage amplifiers, decibels, and power amplifiers are studied. Junction field effect and metal-oxide-silicon field effect transistor biasing, and small-signal operations are covered. Consideration will be given to the frequency response characteristics of BJT and JFET circuits. The experiments study the performance of small-signal amplifiers, connected in the common-emitter mode, the emitter-follower mode, and the common-based mode, followed by an analysis of cascaded RC coupled amplifiers. The analysis and design of biasing, and FET small-signal amplifiers. The final experiment is a detailed analysis of the frequency response of a transistor amplifier.

Requisites
Complete EET-212.

EET216 - Pulse and Digital Circuits

General

Subject code	Course Number	Credit Hours
EET	216	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title

Pulse and Digital Circuits

Course Description

Examines the characteristics, analyses and design of wave-shaping, switching, and digital circuits. Emphasis is on circuits and systems which use discrete semiconductor devices. Integrated circuit fundamentals and applications are present in succeeding courses. Topics include switching operation and characteristics of semiconductor devices; clipping, clamping, and limiting circuits; pulse nomenclature; logic circuit fundamentals; binary arithmetic and truth tables; triggered devices, and multivibrator circuits and counter circuits. The laboratory component of the course is intended to analyze circuit components, breadboarding of basic logic circuits, experimental analysis of pulse switching, and triggering circuits. In addition, proper testing techniques for these systems are developed. Experiments cover pulse fundamentals, pulsed response of RC circuits, diode clippers and clampers, BJT and FET switches, logic inverters and gates, discrete logic gates, Schmitt-trigger circuits, the unijunction transistor, the monostable and astable multivibrator, and the bistable multivibrator.

Requisites

Complete EET-212.

EET222 - Analog Integrated Circuits

General

Subject code	Course Number	Credit Hours
EET	222	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title

Analog Integrated Circuits

Course Description

Introduces the characterization and operation of integrated circuits in analog systems. Follows the sequence of courses in active electronic devices and their applications. This covers descriptions and applications of operational amplifiers and linear integrated circuits, as well as their use as building-blocks for linear and nonlinear analog systems. Topics included are inverting and noninverting amplifiers, buffer amplifiers, signal generators, timers, voltage regulators, active filters, function generators, multipliers, and D/A conversion. Limitations of op-amps are discussed, as well as other topics dictated by student and instructor interest. The laboratory component complements the course material. Proper breadboarding techniques are introduced and integrated circuit testing and evaluation are performed. The laboratory supports the theory with experiments in linear application of op-amps, nonlinear application of op-amps, signal generators and timers, data presentation-differentiator, integrator and triangular wave generator, and active filters. The student selects a project from the text or other literature.

Requisites

Complete EET-214.

EET223 - Integrated Circuits in Digital Systems

General

Subject code	Course Number	Credit Hours
EET	223	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title

Integrated Circuits in Digital Systems

Course Description

An introduction to the characterization and operation of integrated circuits in digital systems. A description of the various families of digital integrated circuits are given, including T-FL, ECL, and CMOS. Emphasis is on the operation and applications of TTL digital IC?s such as the 7400 family of chips. Basic digital blocks such as the AND, OR and NOR gates are first studied, followed by the combinational and sequential IC systems, which are commercially available. These include the hex inverter, NAND/NOR gates, BCD to decimal decoder, exclusive OR, AND-ORINVERT gate, full adder flip-flops, and emory. Also, counters shift registers and A/D-D/A conversion are discussed. The laboratory component of the course permits the student to properly breadboard, test, and evaluate digital integrated circuits and to observe and verify the applications of these systems by performing experiments in IC logic elements, combinational logic analysis and implementation, decoders, data selectors and data distributors, counter analysis, counters and registers, and trouble-shooting project.

Requisites

Complete EET-212.

EET226 - Communications Systems

General

Subject code	Course Number	Credit Hours
EET	226	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Communications Systems

Course Description

Presents the theory and operation of RF circuits, tuned circuits, amplifiers, and oscillator circuits. The theory of amplitude and frequency modulation including the principles of AM and FM transmitters and receivers are covered in detail. Also deals with single-side bank transmission and pulse modulation. The laboratory exercises cover AM transmitters, AM receivers, FM transmitters, FM receivers, tuned RF amplifiers, and oscillators.

Requisites

Complete EET-222.

EET228 - Electronics Projects Lab

General

Subject code	Course Number	Credit Hours
EET	228	Credit Hours Min: 2
		Billing Hours Billing Hours Min: 2

Course Long Title

Electronics Projects Lab

Course Description

This course involves the student in the practical aspects of electronic fabrication from proposal preparation to printed circuit board assembly and test. Application of electronic schematics, parts lists, layouts and artwork enables the students to produce similar documentation for a personal project that he/she will select as part of the course requirement. Heavy emphasis on parts selection and procurement, breadboarding, printed circuit board fabrication, assembly, soldering techniques and heat sinking are provided in this laboratory-based course.

Requisites

Take EET-222 previously or concurrently. .

EET229 - Microprocessor/Microcomputer Sys Design

General

Subject code	Course Number	Credit Hours
EET	229	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title
Microprocessor/Microcomputer Sys Design

Course Description
Presents the architecture and operation of the microcomputer. Topics include an introduction to the 8086 microprocessor including its architecture, operation, and instruction set. The instruction set is studied through programming examples. Interfacing to the 8086 microprocessor is thoroughly studied. Input/output port configuration and interrupt management are introduced and used in numerous design projects. The laboratory experiments consist of designing projects. Students are exposed to projects that include solving both software and hardware issues. The tools used include a PC loaded with an 8086 assembler and connected serially to an SDK-86 kit. Laboratory experiments cover an 8086 arithmetic program, accessing data in memory, using a PC to write a program with an assembler, generating digital waveforms, nested loops programming, reaction time programming, using D/A converters with microprocessors and vector graphics.

Requisites
Complete CTC-212 or EET-223.

EGS100 - Fundamentals of Engineering Design

General

Subject code	Course Number	Credit Hours
EGS	100	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Fundamentals of Engineering Design

Course Description
The course employs fundamentals of geometry and engineering design to acquaint students with various disciplines of engineering. The course will utilize an engineering graphics component throughout the semester (freehand and CAD). It will include two engineering modules (chemical and mechanical). In addition to freehand sketching and instrumental drawing, the students are also introduced to AUTOCAD. Credit will not be awarded for both EGS-100 (Fundamentals of Engineering Design) and EGS-101 (Engineering Graphics).

Requisites
Complete 1 course: MAT 100, MAT 110 or MAT-111.

EGS101 - Engineering Graphics

General

Subject code	Course Number	Credit Hours
EGS	101	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Engineering Graphics

Course Description
The course is designed to familiarize students with technical drawing and design, orthographic projections, perspective, freehand sketching, instrumental drawing, tolerance, sectional views, descriptive geometry. Students are introduced to AUTOCAD mid-semester and perform some projects using this software. Credit will not be awarded for both EGS-100 (Fundamentals of Engineering Design) and EGS-101 (Engineering Graphics).

Requisites
Exit Basic Mathematics.

EGS230 - Statics and Dynamics

General

Subject code	Course Number	Credit Hours
EGS	230	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title
Statics and Dynamics

Course Description
This course is an extension of engineering physics courses on mechanics. Topics covered include the equilibrium of particle and rigid body systems subject to concentrated and distributed forces, the motion of particles and rigid bodies, the relation of motion of particles to various force distributions and torques, work energy relations, impulse momentum relations, and conservation principles.

Requisites
Complete PHY-111 and MAT-112.

EMT100 - Emergency Medical Technician

General

Subject code	Course Number	Credit Hours
EMT	100	Credit Hours Min: 6
		Billing Hours Min: 6

Course Long Title
Emergency Medical Technician

Course Description
The EMT course provides the didactic knowledge and practical skills required to become certified as an Emergency Medical Technician (EMT). Upon successful completion of this course, the student will be eligible to take both the State of New Jersey and National Registry of EMTs certification exams for EMT - Basic Providers. Note: There is a significant amount of lab/practice hours required for this course.

Requisites
Take BIO-107 previously or concurrently;

EMT101 - Intro to Pre-Hospital Emergency Care

General

Subject code	Course Number	Credit Hours
EMT	101	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Intro to Pre-Hospital Emergency Care

Course Description
This is the introductory course for the Paramedic Program. The student will be introduced to their role and responsibility, concepts of illness/injury prevention; medical/legal issues, and communications.

Requisites
Complete ENG-101.

EMT110 - Pre-Hosp Medical Emergencies (Paramedics I)

General

Subject code	Course Number	Credit Hours
EMT	110	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title
Pre-Hosp Medical Emergencies (Paramedics I)

Course Description
This course covers airway management and ventilation, all areas of patient assessment and physical examination. Pathophysiology, pharmacology clinical decision-making, communication and documentation will be emphasized.

Requisites
Take EMT-101 and EMT-120 previously or concurrently.

EMT120 - Pharmacological Intervention (Paramedics II)

General

Subject code	Course Number	Credit Hours
EMT	120	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title

Pharmacological Intervention (Paramedics II)

Course Description

This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patients experiencing problems with the following systems: pulmonary, cardiology, neurology, endocrinology, allergy /anaphylaxis, gastroenterology, and renal/urology.

Requisites

Take EMT-101 and EMT-110 previously or concurrently.

EMT124 - Paramedic Clinical Practicum I

General

Subject code	Course Number	Credit Hours
EMT	124	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title

Paramedic Clinical Practicum I

Course Description

In Clinical Practicum I, students participate in activities with live patients. Students rotate through various departments within the hospital gaining practical experience in patient assessment, basic medical procedures, and advanced medical procedures within the scope of practice for a New Jersey Paramedic. Students integrate into a comprehensive, multidisciplinary medical team who manage patients in the in-hospital setting in various levels of health. Co-requisites: EMT 101, EMT 110, and EMT 120.

Requisites

Take EMT-101 EMT-110 EMT-120 previously or concurrently..

EMT220 - Emergency Cardiac Care (Paramedics III)

General

Subject code	Course Number	Credit Hours
EMT	220	Credit Hours Min: 5
		Billing Hours Min: 5

Course Long Title

Emergency Cardiac Care (Paramedics III)

Course Description

This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for patients experiencing emergent problems of the following conditions: toxic exposure, hematopoietic dysfunction, environmentally induced (or exacerbated) medical condition, infectious and communicable diseases, and behavioral/psychological, gynecological, and obstetrical emergencies.

Requisites

Take EMT-230 previously or concurrently.

EMT230 - Special Populations in Pre-Hospital Care (Paramedics IV)

General

Subject code	Course Number	Credit Hours
EMT	230	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title

Special Populations in Pre-Hospital Care (Paramedics IV)

Course Description

This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for neonatal, pediatric, geriatric, patients and persons who have sustained abuse/assault, those with special challenges, and those with acute deterioration of a chronic problem.

Requisites

Complete EMT-101 EMT-110 EMT-120.

EMT235 - Paramedic Clinical Practicum II

General

Subject code	Course Number	Credit Hours
EMT	235	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Paramedic Clinical Practicum II

Course Description

In Clinical Practicum II, students continue to participate in activities with live patients. Students rotate through various departments within the hospital gaining practical experience in patient assessment, basic medical procedures, and advanced medical procedures within the scope of practice for a New Jersey Paramedic. Students integrate into a comprehensive, multidisciplinary medical team who manage patients in the in-hospital setting in various levels of patients' health. Pre-requisite: EMT-124; Co-requisites: EMT-220 and EMT-230.

Requisites

Complete EMT-124.

EMT245 - Pre-Hospital Special Operations (Paramedics Operations)

General

Subject code	Course Number	Credit Hours
EMT	245	Credit Hours Min: 2
		Billing Hours Billing Hours Min: 2

Course Long Title

Pre-Hospital Special Operations (Paramedics Operations)

Course Description

This course integrates the principles of assessment-based management in the implementation and plan for patients with common complaints. In addition, the course will cover the safe and effective ground and air medical transport, general incident management, multiple casualty management, rescue awareness and operations, hazardous material incidents, and crime scene awareness.

Requisites

Take EMT-240 previously or concurrently.

EMT240 - Pre Hospital Shock/Trauma Management (Paramedics V)

General

Subject code	Course Number	Credit Hours
EMT	240	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Pre Hospital Shock/Trauma Management (Paramedics V)

Course Description

This course covers aspects of trauma care including: mechanisms of injury, hemorrhage, shock, soft tissue trauma, burns, head and facial, spinal, thoracic, abdominal, and musculoskeletal trauma.

Requisites

Take EMT-245 previously or concurrently.

EMT248 - Paramedic Clinical Practicum III

General

Subject code	Course Number	Credit Hours
EMT	248	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Paramedic Clinical Practicum III

Course Description

In Clinical Practicum III, students conclude their clinical experience while continuing to participate in activities with live patients. Students rotate through various departments within the hospital gaining practical experience in patient assessment, basic medical procedures, and advanced medical procedures within the scope of practice for a New Jersey Paramedic. Students integrate into a comprehensive, multidisciplinary medical team who manage patients in the in-hospital setting in various levels of health. Pre-requisite: EMT 235; Co-requisites: EMT 240 and EMT 245.

Requisites

Complete EMT-235.

EMT250 - Paramedic Field Internship

General

Subject code	Course Number	Credit Hours
EMT	250	Credit Hours Min: 4

Billing Hours

Billing
Hours
Min:
4

Course Long Title

Paramedic Field Internship

Course Description

This course provides extensive clinical practice experiences so that the student may apply learned theories and skills while still under the guidance of a preceptor. Once completed, the student will be eligible for the certification examination for EMT ? Paramedic status.

Requisites

Complete EMT-101, EMT-110, EMT-120, EMT-220, EMT-230 and EMT-245.

EMT252 - Paramedic Clinical Capstone

General

Subject code	Course Number	Credit Hours
EMT	252	Credit Hours Min: 2

Billing Hours

Billing
Hours
Min:
2

Course Long Title

Paramedic Clinical Capstone

Course Description

The Paramedic Clinical Capstone are activities that occur at the end of the educational process to allow students to demonstrate and practice high-level decision making by integrating and applying all of their Paramedic learning. The capstone experience is the final clinical clearance before National Registry Testing. Students are required to successfully complete 18 out of 20 patient contacts in order to complete the requirement, as well as successfully complete the terminal simulation with the program's Medical Director. Pre-requisite: EMT 248; Co-requisite: EMT 250.

Requisites

Complete EMT-248.

ENG070 - Fundamentals of Basic Writing

General

Subject code	Course Number	Credit Hours
ENG	070	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Fundamentals of Basic Writing

Course Description

This course is designed for students who need to develop introductory writing skills before attempting college-level coursework. Students are guided through the process of writing by engaging in activities such as pre-writing, editing, and revising. They review essential grammar and paragraph structure. Offered in conjunction with RDG 070, Fundamentals of Basic Reading.

Requisites

Take RDG-070 and RDG-074.

ENG071 - Basic Writing I

General

Subject code	Course Number	Credit Hours
ENG	071	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Basic Writing I

Course Description

This course is designed for students who need to develop writing skills before attempting college-level coursework. Students are guided through the writing process and practice such pre-writing activities as freewriting, brainstorming and outlining. They learn the principles of paragraph structure and development strategies for editing, and review essential grammar. Offered in conjunction with RDG 071, Basic Reading I.

Requisites

Take RDG-071.

ENG072 - Basic Writing II

General

Subject code	Course Number	Credit Hours
ENG	072	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Basic Writing II

Course Description
This course is designed for students who need to develop writing skills before attempting a full college-level schedule. Students are guided through the writing process and practice such pre-writing activities as freewriting, brainstorming and outlining. They learn the principles of paragraph structure and development, strategies for editing, and review essential grammar. In addition, they learn the principles of developing and organizing longer essays. Offered in conjunction with RDG 072, Basic Reading II.

Requisites
Take RDG-072.

ENG073 - Basic Writing III

General

Subject code	Course Number	Credit Hours
ENG	073	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Basic Writing III

Course Description
This course is designed for students who need preparatory work in writing before attempting a full college-level program. Students practice developing and organizing essays in response to a series of challenging readings. Grammar is reviewed on an individual basis as needed. Offered in conjunction with RDG 073, Basic Reading III.

ENG096 - College Composition Workshop

General

Subject code	Course Number	Credit Hours
ENG	096	Credit Hours Min: 1
		Billing Hours Billing Hours Min: 1

Course Long Title
College Composition Workshop

Course Description
This workshop, required of ENG 101 students whose writing sample score is less than 7, provides instruction in essay revision. Students use word processors to facilitate revisions; instructors meet with students as essays are revised both at the terminals and at the conference desk.

Requisites
Take ENG-101 concurrently.

ENG097 - Composition Workshop for English Learners

General

Subject code	Course Number	Credit Hours
ENG	097	Credit Hours Min: 1
		Billing Hours Billing Hours Min: 1

Course Long Title
Composition Workshop for English Learners

Course Description
This workshop is required of ENG 101 students whose Writing Sample score is less than 7 and who are enrolled in dedicated sections of College Composition I for former ESL students. The course provides guided practice in writing, revising and editing while offering additional instruction in two areas where proficiency is needed for communicative competence, but where non-native speakers? less extensive knowledge puts them at a disadvantage: grammar and culture. Students use a word processor to write and revise paragraphs and short essays.

Requisites
Take ENG-101 concurrently.

ENG101 - College Composition I

General

Subject code	Course Number	Credit Hours
ENG	101	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
College Composition I

Course Description
College Composition I helps students strengthen their college-level writing skills. Students deepen their critical thinking and hone their writing process and judgment as they compose for a variety of purposes and audiences. Throughout the semester, students revise and edit their writing to produce well-developed, grammatically clear, and coherent academic prose.

While Composition it does not require a research paper, students begin to select, integrate, and synthesize outside sources into their compositions.

ENG102 - College Composition II

General

Subject code	Course Number	Credit Hours
ENG	102	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
College Composition II

Course Description
This course is a continuation of College Composition I. It provides instruction in writing essays, with a special focus on argumentation and research. Required readings survey a range of current social and political issues. The course culminates in a research paper based on library research.

Requisites
Complete ENG-101.

ENG103 - Technical Report Writing

General

Subject code	Course Number	Credit Hours
ENG	103	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Technical Report Writing

Course Description
This is a writing course that prepares students for the many technical writing tasks they will encounter in the workplace. It provides thorough coverage of the basic skills and common techniques of technical writing. Students will use a wide range of examples and model documents to help them develop the skills necessary to produce clear and effective reports.

Requisites
Complete ENG-101.

ENG112 - Speech

General

Subject code	Course Number	Credit Hours
ENG	112	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Speech

Course Description
This course teaches the oral communication skills students need in order to accomplish their college and career goals. All students address the class in talks designed to inform, persuade, and instruct. They also explore interviewing strategies; giving and using feedback; group discussion rules and roles, and the impact of culture, gender, and politics on communication. Students submit weekly logs chronicling their responses to readings and films as well as their own selected speaking/listening experience.

ENG113 - Intro to Journalism

General

Subject code	Course Number	Credit Hours
ENG	113	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Intro to Journalism

Course Description

This course is designed for students interested in learning the art and science of journalism, including how to write a feature, conduct an interview and edit columns. It covers fundamental concepts and techniques that are common to all the media, with practical experience in those techniques; analysis of what is produced in the media; techniques that are specific to print, radio or television news reporting, with experience in producing material in the three media; and some of the professional issues, standards and traditions that inform journalism as a career. Further, it introduces electronic resources that are now part of everyday life for a journalist.

Requisites

Complete ENG-101.

ENG115 - Writing for Emerging Media

General

Subject code	Course Number	Credit Hours
ENG	115	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Writing for Emerging Media

Course Description

Writing for Emerging Media introduces students to the theories and practices behind interactive new media writing including the history of and ethics involved in writing for online media. Students analyze new media and write their own online projects such as blogs, websites and wikis.

Requisites

Complete ENG-101.

ENG210 - Creative Writing

General

Subject code	Course Number	Credit Hours
ENG	210	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Creative Writing

Course Description

Students will develop their skills as fiction, poetry and drama writers. They work at conceptualizing, composing, revising, and editing their work. They keep a writer's journal, discuss assigned readings, participate in peer group criticism, and meet for individual conferences with the instructor. Key goals are to increase students' awareness of the possibilities of expressive writing forms, styles, and themes, and also to increase awareness of the creative process in its many variations.

Requisites

Complete ENG-101.

ENG211 - Business Communications

General

Subject code	Course Number	Credit Hours
ENG	211	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Business Communications

Course Description

This course offers instruction in the techniques of effective business communication. Students practice formats and rhetorical strategies required in the business environment, including common types of letters, memoranda, and reports. Organization, tone, and diction are stressed, as are grammar, punctuation, and spelling.

Requisites

Complete ENG-101.

ENG215 - Memoir and Creative Non-Fiction

General

Subject code	Course Number	Credit Hours
ENG	215	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Memoir and Creative Non-Fiction

Course Description

students read diverse selections of non-fiction create their own personal essays and develop in-depth memoirs. develop and submit portfolios at mid semester and end of semesters.

Requisites

Complete ENG-101.

ENG220 - English Internship

General

Subject code	Course Number	Credit Hours
ENG	220	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

English Internship

Course Description

English Internship is a practical course supplying English majors with hands-on experience in a work environment. Students gain experience in a supervised work setting related to the student's area of interest. Internships include government, non-profit, small businesses, newspapers, publishing, education, advertising, and other settings. Students must successfully complete 150 hours of practical experience in an approved internship site. Students may find their own placements, or seek help from the Career Services Office. Internships will include a significant writing component and may include writing in social media, marketing, websites, emails, letters, documents, reports, and creative expression. During the one hour of lecture time each week, students share internship experiences and the professor covers writing styles appropriate to various settings.

Requisites

Complete ENG-101.

ENG290 - Advanced English Seminar

General

Subject code	Course Number	Credit Hours
ENG	290	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Advanced English Seminar

Course Description

Advanced English Seminar is a culminating course for the English major. Students choose a focused and appropriate topic with significant direction and support from professor(s) and librarians, concentrating reading and research on a literary work(s), theme, time period, or author. Advanced English Seminar promotes advanced critical awareness of, and engagement with, a specialized topic and promotes creative and intellectual development. In addition to a final writing project and presentation, students compile a portfolio of their work throughout their college career. Advanced English Seminar prepares student writers to meet their educational and professional goals. Class lectures and discussion emphasize student-driven inquiry to include close reading, research, literary criticism, and analysis, and synthesizing sources.

Requisites

Complete ENG-102.

ENGEXEMPT - Exempt AF Eng Multiple Measur

General

Subject code	Course Number	Credit Hours
ENG	EXEMPT	Credit Hours Min: 0

Course Long Title

Exempt AF Eng Multiple Measur

ENV103 - Sustainability and Conservation

General

Subject code	Course Number	Credit Hours
ENV	103	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Sustainability and Conservation

Course Description
This course introduces principles and practices of sustainability and conservation. It explores the origins and evolution of the discourse surrounding the idea of sustainable development, as it applies to local and global processes and practices. Other topics include: population and consumption, sources of energy, pollution, climate change, food, and water cycle and use.

Requisites
Complete ENG-101, Exit Basic Math and Basic Algebra.

ENV105 - Weather & Climate

General

Subject code	Course Number	Credit Hours
ENV	105	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Weather & Climate

Course Description
This course is designed for both students majoring in Environmental Studies and also for non-science majors who are interested in learning the fundamental weather and climate principles with major focus on the atmosphere as an important part of our environment. The topics will include the composition and general structure of the atmosphere, energy balance and energy exchange, atmospheric moisture and cloud formation, atmospheric pressure and wind, as well as general, regional and local circulations, cyclonic and several storms, climate classification and climate change and environmental issues relating to weather and climate.

Requisites
Exit Basic Mathematics and Basic Algebra.

ENV107 - Introduction to Beekeeping Science

General

Subject code	Course Number	Credit Hours
ENV	107	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to Beekeeping Science

Course Description
This course provides a deep dive into the scientific study of bees, covering their diverse species, life cycles, and essential roles in pollination and biodiversity. Through a combination of interactive lectures, hands-on demonstrations, and field visits to apiaries, students will gain practical knowledge in fundamental beekeeping techniques, hive assembly, disease prevention, and ethical practices.

ENV110 - Introduction to Environmental Studies

General

Subject code	Course Number	Credit Hours
ENV	110	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to Environmental Studies

Course Description
This course is designed to serve as an introduction to interdisciplinary thinking about the relationships between humans and their environments, and it seeks to explore the problems and possibilities that emerge from these relationships. Students will also learn the importance of natural resources, ecosystems and biodiversity; evaluate and discuss the effectiveness of environmental policies, and identify energy resources and approaches to waste management.

Requisites
Complete ENG-101.

ENV201 - The Urban Environment

General

Subject code	Course Number	Credit Hours
ENV	201	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
The Urban Environment

Course Description
The course explores the relationship between theory, policy and the social construction of the urban environment. It examines the social, cultural and technological forces that shape our contemporary cities. The course also addresses issues that continue to challenge urban society, including environmental injustice and racism, degradation of local environmental quality, and the impact of local and global relationships on community scale environments.

Requisites
Take ENG-101previously or concurrently.

ENV205 - Environmental Public Policy

General

Subject code	Course Number	Credit Hours
ENV	205	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Environmental Public Policy

Course Description
This course deals with environmental policies and how American society has responded to environmental problems through law and policy. Current environmental policies expressed in State and Federal legislation are examined. The course examines governmental agencies involved in regulations and implementing policies and acts, such as the National Environmental Policy Act, the Endangered Species Act, the Clean Water Act, and Right-to-Know Law.

Requisites
Take ENG-102 previously or concurrently.

ENV203 - Environmental Sociology

General

Subject code	Course Number	Credit Hours
ENV	203	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Environmental Sociology

Course Description
This course focuses on the interactions between the natural environment, social organizations, and social behavior, with studies of the social factors that cause environmental problems, the societal impacts of those problems, and societal efforts to solve these problems. The course explores issues of science and technology, popular culture, economics, urbanization, racial and gender relations, as well as social movements. This course develops a broad understanding of society and environmental issues.

Requisites
Complete ENG-101.

ENV207 - Environmental Health

General

Subject code	Course Number	Credit Hours
ENV	207	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Environmental Health

Course Description
This course introduces students to environmental effects on human health. Students gain an understanding of the impact of natural environmental factors and pollutants on human disease as well as formulate possible solutions to the major environmental health problems facing individuals and communities in industrialized and developing countries. Lecture topics include the effects of the environmental pollutants and chemicals on human health such as asbestos, lead, pesticides and tobacco. Students examine health issues through various case studies with an emphasis on possible future approaches to control health problems influenced by the environment.

Requisites
Complete ENG-101.

ESL016 - ESL Pathway 1

General

Subject code	Course Number	Credit Hours
ESL	016	Credit Hours Min: 8
		Billing Hours Billing Hours Min: 8

Course Long Title
ESL Pathway 1

Course Description
ESL Pathway 1 is designed for students whose placement scores indicate limited ability to comprehend and produce written and spoken English. Students learn how to create short-written compositions and understand basic descriptive and informational texts. They learn to comprehend spoken English in the form of instructions and basic conversations, and they learn to produce simple oral descriptions of people and activities.

Students are strongly encouraged to take ESL Pathway 1 in conjunction with ESL Skills for Success 1.

ESL020 - Introduction to ESL Writing

General

Subject code	Course Number	Credit Hours
ESL	020	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to ESL Writing

Course Description
Introduction to ESL Writing in conjunction with ESL 030 Introduction to Grammar for ESL Writing is designed for students whose placement scores indicate limited or no ability to write in English. Students begin by writing simple sentences about their own lives and experience. As they study vocabulary and the organization of writing in English, including concepts of main ideas and supporting details, they gradually move to writing multi-paragraph compositions using the structures and concepts they have studied.

Requisites
Take ESL-030

ESL017 - ESL Pathway 2

General

Subject code	Course Number	Credit Hours
ESL	017	Credit Hours Min: 8
		Billing Hours Billing Hours Min: 8

Course Long Title
ESL Pathway 2

Course Description
ESL Pathway 2 is designed for students whose placement scores indicate a developing ability to comprehend and produce written and spoken English. Students learn how to create short essays and understand descriptive, informational, and narrative texts. They improve their ability to understand conversations and short lectures, and they learn to deliver short oral presentations about topics of personal interest.

Students are strongly encouraged to take ESL Pathway 2 in conjunction with ESL Skills for Success 2.

ESL021 - ESL Writing I

General

Subject code	Course Number	Credit Hours
ESL	021	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
ESL Writing I

Course Description
Introduces the beginning ESL student to writing in English using the process approach and self- and peer-editing strategies. Fluency and correctness are developed through the application of basic grammatical structures taught in ESL 031.

Requisites
Take ESL-031

ESL022 - ESL Writing II

General

Subject code	Course Number	Credit Hours
ESL	022	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
ESL Writing II

Course Description
ESL Writing II builds upon the writing skills acquired in Level I. Using the process approach to writing, this course focuses on developing topic sentences and expanding compositions through the use of supporting ideas and details. Editing skills are developed through the application of grammatical structures taught in Grammar for ESL Writing II.

Requisites
Take ESL-032

ESL023 - ESL Writing III

General

Subject code	Course Number	Credit Hours
ESL	023	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
ESL Writing III

Course Description
ESL Writing III provides intensive writing practice for low-intermediate ESL students. Both the writing process and the development of a clearly-written product are addressed. The course introduces multi-paragraph essays and focuses on paragraph and essay development in a variety of rhetorical modes. Use of coherence markers, cohesive devices and sentence variety is emphasized. Intermediate grammatical structures taught in ESL 033 are applied to writing using self- and peer-editing strategies.

Requisites
Take ESL-033

ESL024 - ESL Writing IV

General

Subject code	Course Number	Credit Hours
ESL	024	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
ESL Writing IV

Course Description
ESL Writing IV builds upon the writing skills acquired in Level III. Using the process/product approach to writing, this course focuses on writing multi-paragraph essays. The thesis statement with appropriate topic sentences and supporting ideas and details are developed in a variety of rhetorical modes. Editing skills are developed through the application of grammatical structures taught in Grammar for ESL IV.

Requisites
Take ESL-034

ESL026 - ESL Skills for Success 1

General

Subject code	Course Number	Credit Hours
ESL	026	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title
ESL Skills for Success 1

Course Description
ESL Skills for Success 1 is a four-credit course that prepares low-beginning ESL students to live, study, and work in the United States. Students acquire skills that are necessary to succeed in college, make informed financial decisions, and clarify personal and career goals. They complete assigned readings and tasks, do short writing assignments, participate in classroom discussions, and incorporate the skills learned in the classroom into their daily lives.

ESL027 - ESL Skills for Success 2

General

Subject code	Course Number	Credit Hours
ESL	027	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
ESL Skills for Success 2

Course Description
ESL Skills for Success 2 is a four-credit course that prepares beginning ESL students to live, study, and work in the United States. It offers more advanced instruction in the practical skills introduced in ESL Skills for Success 1, providing students with the tools they need to succeed academically, to make informed financial decisions, and to clarify personal and career goals. Students complete assigned readings and tasks, do short writing assignments, participate in classroom discussions, and incorporate the skills learned in the classroom into their daily lives. Students are encouraged to take ESL Skills for Success 2 in conjunction with ESL Pathway 2.

ESL030 - Intro to Grammar for ESL Writing

General

Subject code	Course Number	Credit Hours
ESL	030	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Intro to Grammar for ESL Writing

Course Description
Introduction to Grammar for ESL Writing combined with Introduction to ESL Writing supports and develops the ability of beginning writers to express themselves in English. It is designed for those students whose placement scores indicate limited or no knowledge of English. Basic grammatical structures are introduced and practiced in class through speaking and writing. Proficiency in grammar is defined as the ability to use the structures studied in the writing the students do.

Requisites
Take ESL-020

ESL031 - Grammar for ESL Writing I

General

Subject code	Course Number	Credit Hours
ESL	031	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Grammar for ESL Writing I

Course Description
Introduces basic grammatical structures in the context of writing. Structures such as the present and simple past tense verb forms, subject-verb agreement, basic modifiers as well as word order are studied and applied in writing activities using peer- and self-editing strategies.

Requisites
Take ESL-021

ESL032 - Grammar for Esl Writing II

General

Subject code	Course Number	Credit Hours
ESL	032	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Grammar for Esl Writing II

Course Description
Grammar for ESL Writing II develops usage of previously learned basic grammatical structures by focusing on word and tense choice in narrative and descriptive writing. Additional basic structures such as adverbs, prepositions, and future forms are addressed in the context of writing. Students apply grammar concepts in writing activities using self- and peer-editing strategies.

Requisites
Take ESL-022

ESL033 - Grammar for ESL Writing III

General

Subject code	Course Number	Credit Hours
ESL	033	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Grammar for ESL Writing III

Course Description
Grammar for ESL Writing III continues study and application of grammatical structures in the context of writing. The course refines usage of previously-learned structures and introduces use of perfect tenses, comparatives and superlatives, and adjective clauses. Students apply grammar concepts to writing activities using self- and peer-editing strategies.

Requisites
Take ESL-023

ESL034 - Grammar for ESL Writing IV

General

Subject code	Course Number	Credit Hours
ESL	034	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Grammar for ESL Writing IV

Course Description
Grammar for ESL Writing IV continues emphasis on structures acquired in previous levels and on self-editing strategies. More complex structures, such as the passive, noun clauses, unreal conditionals, and reported speech are introduced and incorporated in writing activities.

Requisites
Take ESL-024

ESL040 - Intro to ESL Reading

General

Subject code	Course Number	Credit Hours
ESL	040	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Intro to ESL Reading

Course Description
Introduction to ESL Reading together with ESL 060 Introduction to ESL Academic Discussion is designed for those students whose placement scores indicate limited ability to comprehend written English. Phonics and pronunciation, vocabulary, reading strategies, and skills such as comprehension, drawing inferences, identifying main ideas and supporting details are taught and practiced in the context of thematically related readings.

Requisites
Take ESL-060

ESL041 - ESL Reading I

General

Subject code	Course Number	Credit Hours
ESL	041	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
ESL Reading I

Course Description
ESL Reading I is taught in conjunction with ESL Academic Discussion I and builds upon the skills acquired in ESL Level 0 courses. Through texts, supplementary readings and audio and visual media related to an academic theme, students learn to read for overall meaning and to identify main ideas, distinguishing them from supporting ideas. They develop critical thinking skills, increase their vocabularies and improve their reading comprehension.

Requisites
Take ESL-061

ESL042 - ESL Reading II

General

Subject code	Course Number	Credit Hours
ESL	042	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
ESL Reading II

Course Description
ESL Reading II is taught in conjunction with ESL Academic Discussion II and builds upon the skills acquired in ESL Level I courses. Through texts, supplementary readings and audio and visual media related to an academic theme, students sharpen their critical thinking skills, increase their vocabularies and improve their reading comprehension.

Requisites
Take ESL-062

ESL043 - ESL Reading III

General

Subject code	Course Number	Credit Hours
ESL	043	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
ESL Reading III

Course Description
ESL Reading III is taught in conjunction with ESL Academic Discussion III. Through texts, supplementary readings, and audio-video media related to an academic theme, students increase reading comprehension by developing their understanding of the relationship between textual content and structure. They learn to identify different rhetorical modes, word connotations and denotations, and the writer?s purpose.

Requisites
Take ESL-063

ESL044 - ESL Reading IV

General

Subject code	Course Number	Credit Hours
ESL	044	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
ESL Reading IV

Course Description
ESL Reading IV is taught in conjunction with ESL Academic Discussion IV. Through texts, supplementary readings, and audio-visual media related to an academic theme, students refine their critical thinking skills, improve their reading comprehension, and develop an ability of thinking beyond the text.

ESL054 - College Course Workshop

General

Subject code	Course Number	Credit Hours
ESL	054	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
College Course Workshop

Course Description
College Course Workshop is a co-requisite of any content course offered to ESL students through paired-course-learning communities. It helps students meet linguistic challenges that they may encounter in the content course. At the same time that it helps students meet these challenges, it promotes students? development of the reading and writing skills that they need to cope with the content course demands. The instructors of both courses share materials and coordinate lessons throughout the semester.

ESL060 - Intro to ESL Acad Discussion

General

Subject code	Course Number	Credit Hours
ESL	060	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Intro to ESL Acad Discussion

Course Description
Introduction to ESL Academic Discussion is taught in conjunction with Introduction to ESL Reading. It is the listening and speaking component of a four-course program designed for those students whose placement scores indicate limited or no ability to understand spoken English. Phonics and pronunciation, vocabulary, reading strategies, and skills such as comprehension, drawing inferences , identifying main ideas and supporting details are taught and practiced in the context of thematically related readings.

Requisites
Take ESL-040

ESL061 - ESL Academic Discussion I

General

Subject code	Course Number	Credit Hours
ESL	061	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
ESL Academic Discussion I

Course Description
ESL Academic Discussion I is taught in conjunction with ESL Reading I and builds upon the academic and communicative skills acquired in ESL Level 0 courses. Audio and visual media are used to support and enhance the content of the linked reading course. Students also learn to recognize and produce the sounds of American English in the context of the reading course material.

Requisites
Take ESL-041

ESL062 - ESL Academic Discussion II

General

Subject code	Course Number	Credit Hours
ESL	062	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
ESL Academic Discussion II

Course Description
ESL Academic Discussion II is taught in conjunction with ESL Reading II and builds upon the skills acquired in ESL Level I courses. Audio and visual media are used to support and enhance the content of the linked reading course. Students also learn and practice discussion strategies and the principles of English pronunciation in the context of the reading course material.

Requisites
Take ESL-042

ESL063 - ESL Academic Discussion III

General

Subject code	Course Number	Credit Hours
ESL	063	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
ESL Academic Discussion III

Course Description
ESL Academic Discussion III is taught in conjunction with ESL Reading III. Audio and video media are used to support and enhance the content of the linked reading course. Students refine their pronunciation and communication skills through active listening, academic discussion, and presentation.

Requisites
Take ESL-043

ESL064 - ESL Academic Discussion IV

General

Subject code	Course Number	Credit Hours
ESL	064	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

ESL Academic Discussion IV

Course Description

ESL Academic Discussion IV is taught in conjunction with ESL Reading IV. Audio and video media are used to support and enhance the content of the linked reading course. Students learn and practice discussion strategies, debating techniques, presentation skills, and effective academic communication skills required in mainstream college level courses.

Requisites

Take ESL-044

ESL084 - Esl Reading and Discussion IV

General

Subject code	Course Number	Credit Hours
ESL	084	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title

Esl Reading and Discussion IV

Course Description

ESL Reading and Discussion IV is a four-credit course taught in conjunction with a college course, as a paired-course-learning community. Through texts, supplementary readings and audio-visual media related to the college course, students refine their critical thinking skills, improve their reading comprehension skills, and develop effective oral communication skills required for the linked college course.

Requisites

Complete ESL-023 ESL-033 ESL-043 ESL-063;

ESL083 - Esl Reading and Discussion III

General

Subject code	Course Number	Credit Hours
ESL	083	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title

Esl Reading and Discussion III

Course Description

ESL Reading and Discussion III is a four-credit course which combines ESL Reading III, ESL Academic Discussion III and the content presented in the linked college-level course, as a paired-course learning community. The course teaches content vocabulary and general reading and academic discussion skills to help students meet the linguistic demands of a content course.

Requisites

Take ESL-022 ESL-032 ESL-042 ESL-062;

ESLT01G - Pathway 1 Grammar

General

Subject code	Course Number	Credit Hours
ESLT	01G	Credit Hours Min: 0

Course Long Title

Pathway 1 Grammar

Course Description

Pseudo course to use in requisite text for ESL course(s).

ESLT01L - Pathway 1 Listening ESL

General

Subject code	Course Number	Credit Hours
ESLT	01L	Credit Hours Min: 0

Course Long Title

Pathway 1 Listening ESL

Course Description

Pseudo course to use in requisite text for ESL course(s).

ESLT01R - Pathway 1 Reading

General

Subject code	Course Number	Credit Hours
ESLT	01R	Credit Hours Min: 0

Course Long Title
Pathway 1 Reading

Course Description
Pseudo course to use in requisite text for ESL course(s).

ESLT02R - Pathway 2 Reading

General

Subject code	Course Number	Credit Hours
ESLT	02R	Credit Hours Min: 0

Course Long Title
Pathway 2 Reading

Course Description
Pseudo course to use in requisite text for ESL course(s).

ESLT01W - Pathway 1 Writing

General

Subject code	Course Number	Credit Hours
ESLT	01W	Credit Hours Min: 0

Course Long Title
Pathway 1 Writing

Course Description
Pseudo course to use in requisite text for ESL course(s).

ESLT022 - Pseudo 022/Level 2 Writing

General

Subject code	Course Number	Credit Hours
ESLT	022	Credit Hours Min: 0

Course Long Title
Pseudo 022/Level 2 Writing

Course Description
Pseudo course to use in requisite text for ESL course(s).

ESLT02G - Pathway 2 Grammar

General

Subject code	Course Number	Credit Hours
ESLT	02G	Credit Hours Min: 0

Course Long Title
Pathway 2 Grammar

Course Description
Pseudo course to use in requisite text for ESL course(s).

ESLT023 - Pseudo 023/Level 3 Writing

General

Subject code	Course Number	Credit Hours
ESLT	023	Credit Hours Min: 0

Course Long Title
Pseudo 023/Level 3 Writing

Course Description
Pseudo course to use in requisite text for ESL course(s).

ESLT02L - Pathway 2 Listening

General

Subject code	Course Number	Credit Hours
ESLT	02L	Credit Hours Min: 0

Course Long Title
Pathway 2 Listening

ESLT032 - Pseudo 032/Level 2 Grammar

General

Subject code	Course Number	Credit Hours
ESLT	032	Credit Hours Min: 0

Course Long Title
Pseudo 032/Level 2 Grammar

Course Description
Pseudo course to use in requisite text for ESL course(s).

ESLT033 - Pseudo 033/Level 3 Grammar

General

Subject code	Course Number	Credit Hours
ESLT	033	Credit Hours Min: 0

Course Long Title
Pseudo 033/Level 3 Grammar

Course Description
Pseudo course to use in requisite text for ESL course(s).

ESLT063 - Pseudo 063/Level 3 Listening

General

Subject code	Course Number	Credit Hours
ESLT	063	Credit Hours Min: 0

Course Long Title
Pseudo 063/Level 3 Listening

Course Description
Pseudo course to use in requisite text for ESL course(s).

ESLT042 - Pseudo 042/Level 2 Reading

General

Subject code	Course Number	Credit Hours
ESLT	042	Credit Hours Min: 0

Course Long Title
Pseudo 042/Level 2 Reading

Course Description
Pseudo course to use in requisite text for ESL course(s).

EXS101 - Intro to Exercise Science

General

Subject code	Course Number	Credit Hours
EXS	101	Credit Hours Min: 2

Billing Hours
Billing Hours Min: 2

ESLT043 - Pseudo 043/Level 3 Reading

General

Subject code	Course Number	Credit Hours
ESLT	043	Credit Hours Min: 0

Course Long Title
Pseudo 043/Level 3 Reading

Course Description
Pseudo course to use in requisite text for ESL course(s).

Course Long Title
Intro to Exercise Science

Course Description
This course provides an overview of exercise physiology, sport and exercise psychology, biomechanics, motor behavior, sociocultural aspects of sport and exercise, sports nutrition, and other related topics. Various aspects of careers, requirements for advanced study and learning, certifications, and license necessary for professions in Exercise Science fields are explored.

Requisites
Take ENG-101 previously or concurrently.

ESLT062 - Pseudo 062/Level 2 Listening

General

Subject code	Course Number	Credit Hours
ESLT	062	Credit Hours Min: 0

Course Long Title
Pseudo 062/Level 2 Listening

Course Description
Pseudo course to use in requisite text for ESL course(s).

EXS102 - Resistance Training Methods

General

Subject code	Course Number	Credit Hours
EXS	102	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Resistance Training Methods

Course Description
This course introduces students to simple and complex movements using free weights and machines. Students learn the principles underlying strength training and its relationship to human movement patterns. Students learn how to design personal resistance training programs that safely strengthen musculature. Lab activities apply lecture material and focus on safe and effective resistance training principles, basic functional anatomy, muscular strength and endurance, and basic nutrition.

Requisites
Exit Basic English; Exit Basic Mathematics.

EXS103 - Aerobic Training

General

Subject code	Course Number	Credit Hours
EXS	103	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Aerobic Training

Course Description
Students learn a variety of formats for cardiovascular exercises and training. Self-assessment and development of realistic programs using specific training methods and equipment provide the student with a broad spectrum of options in cardiovascular training. Through lecture and laboratory exercises, students are introduced to both the practical and physiological aspects of a safe and effective workout program.

Requisites
Exit Basic Mathematics

EXS110 - Fitness Training Methods

General

Subject code	Course Number	Credit Hours
EXS	110	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Fitness Training Methods

Course Description
This course introduces students to the five health-related fitness components. Students learn a variety of formats, modalities, and equipment used for each fitness component. Laboratory activities apply lecture material and focus on performing various exercises safely and properly. Self-assessment of fitness in each of the categories allows students to create realistic fitness goals. Students learn the principles of fitness training and how to design a safe and effective personalized training program. Concepts introduced during lectures are reinforced during laboratory hours.

EXS115 - Sports Nutrition

General

Subject code	Course Number	Credit Hours
EXS	115	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Sports Nutrition

Course Description
This course is an introductory study of nutrition. Sports nutrition incorporates the principles of biochemical and physiological processes related to cells and tissue responses to exercise. This course includes specific applications of nutritional theory to help individuals reach and maintain maximum sports performance. Students learn the basics of sports nutrition and how to apply this knowledge to their own active lifestyles. Additionally, this course examines vitamins, nutritional supplements, body composition, weight management and eating disorders in both male and female athletes.

EXS201 - Biomechanics

General

Subject code	Course Number	Credit Hours
EXS	201	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Biomechanics

Course Description
This course emphasizes the analysis of the principles of movement through anatomical design. Major joints of the body, their actions, and muscles that do those actions are stressed. Application to physical exercise is stressed in lab work on strength, endurance and potential motion of major joints.

Requisites
Complete EXS-102 , BIO-111 and MAT-100.

EXS202 - Exercise Physiology

General

Subject code	Course Number	Credit Hours
EXS	202	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Exercise Physiology

Course Description
This course includes the study of human responses and adaptations to exercise of varying levels of stress and intensity. Major topics include bioenergetics, the physiology of the circulatory, respiratory, muscular and nervous systems as they apply to exercise, and the underlying physiological basis of fitness. Laboratory experiences illustrate the practical application of theoretical content with hands-on experiences to measure and apply the concepts learned in lecture.

Requisites
TAKE EXS-102 EXS-103 and BIO-111.

EXS203 - Exercise Measurement and Prescription

General

Subject code	Course Number	Credit Hours
EXS	203	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title
Exercise Measurement and Prescription

Course Description
This course stresses the appropriate measurement of various aspects of human exercise. Measurement of body composition, cardiovascular efficiency, muscular strength and endurance, flexibility and other physiological parameters are explored and practiced. Students learn how to develop individualized and properly designed exercise prescriptions for adults, including special populations.

Requisites
Complete EXS-201 and EXS-202.

EXS224 - Principles of Athletic Injuries

General

Subject code	Course Number	Credit Hours
EXS	224	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Principles of Athletic Injuries

Course Description
This course introduces students to common athletic injuries and illnesses, prevention measures, signs and symptoms, emergency management, and common treatments. Emphasis is placed on prevention and emergency management of acute and overuse injuries common to active lifestyles. Pre-requisites: BIO-211, ENG-101.

Requisites
Complete ENG-101 and BIO-211.

FLM101 - Introduction to Film

General

Subject code	Course Number	Credit Hours
FLM	101	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to Film

Course Description
This is a basic course in film history focusing on the technical and artistic evolution of the medium and including the basic vocabulary of the cinema. Students view films from a variety of periods and genres by influential directors and studios, considering the political and social impact as well as historic perspective.

Requisites
Take ENG-101 previously or concurrently.

FLM103 - Women in Film

General

Subject code	Course Number	Credit Hours
FLM	103	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Women in Film

Course Description
This course explores the roles played by women in the movies, past and present, both on screen and behind the camera. Students consider the history of female directors, producers, and screen writers as well as actresses. Students also examine the ways the cinema has shaped the images of women in our society.

Requisites
Complete ENG-101.

FLM102 - Latin American Literature in Film

General

Subject code	Course Number	Credit Hours
FLM	102	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Latin American Literature in Film

Course Description
This course provides an introduction to the literature of Latin America through the examination of selected films. Major Latin American literary and historical periods are examined as represented within these films. Writing, in the form of reaction papers and a research paper, is an essential component of the class. The course is taught in English.

Requisites
Take ENG-101 previously or concurrently.

FOS111 - Introduction to Forensic Science

General

Subject code	Course Number	Credit Hours
FOS	111	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Introduction to Forensic Science

Course Description
This course introduces students to many of the basic concepts and practices used in the field of forensic science. Topics illustrate the use and relevancy of science in examining forensic evidence, conducting crime-scene investigations, criminalistics, DNA analysis, toxicology, and other current aspects of forensic science. Through a lecture-discussion format and using various laboratory techniques, the course emphasizes principles that govern the activities of chemists in a forensic laboratory.

GEO111 - Physical Geology

General

Subject code	Course Number	Credit Hours
GEO	111	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Physical Geology

Course Description
This course introduces basic landforms and geological processes. Topics include an introduction to plate tectonics, rocks and minerals, volcanoes, weathering, geologic history, earthquakes, crustal deformation, mountain building, and formation of the continents. The concept of global plate tectonic will be a frame structure for discoveries through the course. Laboratory work includes minerals and rocks analysis, earthquakes, and review of the geologic calendar.2 hours lecture and 2 hours lab Pre-requisite: Exit Basic Math Co-requisite: ENG 101

Requisites
Exit Basic Math and Basic Algebra; or any MAT-100 or above. Take ENG-101 previously or concurrently.

HIS104 - History American Immigration & Ethnicity And Ethnicity

General

Subject code	Course Number	Credit Hours
HIS	104	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
History American Immigration & Ethnicity And Ethnicity

Course Description
This course surveys the history of American immigration both forced and voluntary from colonial times to the present. Emphasis is placed on understanding how America changes immigrants and how immigrants have changed America. The course explores the formation of identity and values by different ethnic groups over time and the resultant tensions created within the common bonds of community.

Requisites
Complete ENG-101.

GIS104 - Introduction to Geographic Information

General

Subject code	Course Number	Credit Hours
GIS	104	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to Geographic Information

Course Description
This introductory course covers the evolution of maps and projections, as well as the modern uses of GIS and Remote Sensing (RS). This course explores various methods of capturing data for use in GIS, including digitizing from maps, digital photos, satellite imagery, and Global Positioning Systems (GPS). A NASA program used to simulate satellite movements is utilized in this course. 2 hours lecture/2 hours lab Pre-Requisite: Exit all Basic Skills

Requisites
Take MAT-071 and MAT-073; or any MAT-100 or above.

HIS105 - U.S. History I

General

Subject code	Course Number	Credit Hours
HIS	105	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
U.S. History I

Course Description
This course examines the various social, cultural, economic, and political currents that led to the formation of the United States of America. The course considers the first Americans, the settlement of North America by Europeans, the American Revolution, Federalism and the Constitution, slavery, the Civil War, and other key issues and events in the American past from pre-Columbian times to 1877.

Requisites
Complete ENG-101.

HIS106 - U.S. History II

General

Subject code	Course Number	Credit Hours
HIS	106	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
U.S. History II

Course Description
This course traces the course of American history over the last 110 years. Subjects to be considered include Reconstruction, the destruction of the Plains Indians, the peopling of America, ethnic and racial tension, the rise of America to a global power, the Great Depression, World War II, the Cold War, the Civil Rights Movement, the Sixties, and the recent past.

Requisites
Complete HIS-105.

HIS130 - African-American History

General

Subject code	Course Number	Credit Hours
HIS	130	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
African-American History

Course Description
The historical experience of African-Americans has often underlined the shortcomings of American society: slavery, Civil War, racism and Jim Crow laws. Yet, from Jamestown in 1619 to Anytown, USA today, African-Americans have helped build America, fought its wars, and, most importantly, helped to define our unique American identity. This is a story for all Americans.

Requisites
Complete ENG-101.

HIS131 - History of the Islamic World

General

Subject code	Course Number	Credit Hours
HIS	131	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
History of the Islamic World

Course Description
This course considers the rise of Islam and the history of the Islamic World from approximately the sixth century C.E. to the present. Key issues include the life and teachings of the prophet Muhammad, the Islamic faith, its spread around the world, its different interpretations, Islamic empires, European imperialism, nationalism, authoritarian regimes, the post-9/11 world, and modern protest movements.

Requisites
Complete ENG-101.

HIS132 - Latin-American and Caribbean History

General

Subject code	Course Number	Credit Hours
HIS	132	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Latin-American and Caribbean History

Course Description
This course surveys the broad sweep of Latin American history from the Mayan and Incan civilizations through the recent past. The volatility of the multicultural societies of these lands, spilling over into fractious violence and brilliant creativity, will be a recurrent theme.

Requisites
Complete ENG-101.

HIS133 - History of Africa

General

Subject code	Course Number	Credit Hours
HIS	133	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
History of Africa

Course Description
This course explores the history of the diverse continent of Africa from the origins of humanity to the present day. Key elements include empire and state formations, the development and influence of religion, diversity of cultures, the impact of geography, the Trans-Saharan trade, the slave trades, European intervention, African resistance, and independence.

Requisites
COMPLETE ENG-101.

HIS137 - Women in American History

General

Subject code	Course Number	Credit Hours
HIS	137	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Women in American History

Course Description
This course is designed as a survey course that examines the experiences of women in the United States. This course will focus on the history of women from pre-European contact to the present. Students will come to understand the role of women and their contributions by examining their written records from the past to the present.

Requisites
Complete ENG-101.

HIS135 - History of Latin America

General

Subject code	Course Number	Credit Hours
HIS	135	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
History of Latin America

Course Description
This course surveys the broad sweep of Latin American history from the eve of European contact in the fifteenth century through the recent past. Patterns of change overtime, and their notable exceptions, are recurrent themes in the course, including colonialism, independence, nationalism, transculturation, artistic and literary expression, neoliberalism, and the region's contributions to important hemispheric and global developments. Prerequisite: ENG 101

Requisites
Complete ENG-101.

HIS210 - History of Western Civilization I

General

Subject code	Course Number	Credit Hours
HIS	210	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
History of Western Civilization I

Course Description
This course examines the history of Western Civilization from ancient times to about 1400. It covers the development of Greek, Roman, Medieval, and early modern civilizations including Africa and Asia. Topics include the first world religions, the first cities, the origins of democracy and many other crucial beginnings. While the focus shifts from country to country, the subject always remains the same: the rise of the West from a global perspective.

Requisites
Complete ENG-101.

HIS211 - History of Western Civilization II

General

Subject code	Course Number	Credit Hours
HIS	211	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
History of Western Civilization II

Course Description
This course focuses on the principal political, economic, and social revolutions that have swept through Europe, Asia and Africa over the past 300 years. Students will consider, for example, how the Scientific Revolution and the Enlightenment have shaped our modern world view and its impact on the continents of Asia and Africa. Other topics that will be considered include the impact of the French Revolution on modern politics, and the meaning of ?Liberty, Brotherhood, and Equality.? The course will also cover the Industrial Revolution and its effect on the lives of ordinary men and women in Europe; Nationalism, Imperialism, and European expansion. Consideration will be given also to the horrors and accomplishments of the twentieth century on a global level.

Requisites
Complete HIS-210.

HIS220 - World History I

General

Subject code	Course Number	Credit Hours
HIS	220	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
World History I

Course Description
World History I introduces students to the broad sweep of human history up to c. 1500 C.E. The course examines many foundational developments in human history, including the origins of homo sapiens; the development of agriculture; the relationship between humans and the environment; the emergence of complex societies, states, and empires; worldwide cultural and artistic expressions; the origins of major world religions; the evolution of power structures, class, and gender divisions, and social hierarchies more broadly. Students will also be introduced to the nature of historical evidence and methods.

HIS221 - World History II

General

Subject code	Course Number	Credit Hours
HIS	221	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
World History II

Course Description
World History II examines the transformation of the 16th century world into the hyper-globalized society we live in today. Students will learn about the many geographic, political, social, economic, and cultural forces that shape the modern world. Topics to be studied include, but are not limited to, early modern Asian and Africa, the Islamic world, encounters and exchanges with the expanding European powers, colonialism, imperialism, slavery, resistance, various revolutions, the world wars, twentieth century genocides, apartheid, and the process of globalization. This course also examines important global themes such as trade networks, diasporas, systems of exchange, peaceful and violent encounters, and does so while simultaneously incorporating a multitude of lived experiences and perspectives.

HLT103 - Principles of First Aid

General

Subject code	Course Number	Credit Hours
HLT	103	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Principles of First Aid

Course Description
This course combines lectures, demonstrations, and hands-on training and practice. Students will learn to recognize and respond to emergencies including shock, cardiac emergencies, poisonings and first aid assessments and interventions. A significant amount of the course involves demonstrations and practice labs.

Requisites
Complete ENG-101.

HLT110 - Culture, Diversity, & Healthcare

General

Subject code	Course Number	Credit Hours
HLT	110	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Culture, Diversity, & Healthcare

Course Description
This course is intended to cultivate a student's knowledge and skill necessary to effectively communicate and interact with culturally diverse populations in the health care setting. Students gain an understanding of the process in developing cultural competence as a means of responding effectively to the ethnic and racial demographic changes challenging our health care system, identify potential social, political, and economic determinants of health care disparities; and understand the importance of providing culturally and linguistically appropriate healthcare services with accreditation and regulatory agencies.

Requisites
Complete ENG-101.

HLT111 - Introduction to Health Care

General

Subject code	Course Number	Credit Hours
HLT	111	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Introduction to Health Care

Course Description
This is an introductory course for students who are planning a career in healthcare or a health-related field. This course provides students with a foundation for success in future courses as well as an introduction to the various health professions and the interrelated interdisciplinary health care teams. The course explores resources for health career planning and the concepts of professionalism, healthcare ethics, cultural competence, global health issues, and health care policies.

HLT112 - Pathophysiology

General

Subject code	Course Number	Credit Hours
HLT	112	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Pathophysiology

Course Description
Examines the concepts of both wellness and illness in terms of causation, prevention, diagnosis, treatment, and classification. Knowledge of anatomy and physiology and medical terminology is helpful for the successful completion of this course. Course may be offered only once during an academic year.

Requisites
Complete MDA-106 and BIO-211.

HLT115 - Dynamics of Health Care in Society

General

Subject code	Course Number	Credit Hours
HLT	115	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Dynamics of Health Care in Society

Course Description
This course provides students with an understanding of the basic concepts and issues that are associated with the management and regulation of healthcare providers and the delivery of health services. Emphasis is placed on third party payers in reimbursement of health care services. These include Medicare, Medicaid and Private Insurers. Alternative systems of organization are also introduced, as are changes occurring in the health care professions and the health care sector as a whole. Prerequisite: Exit Basic English.

HLT124 - Health & Wellness

General

Subject code	Course Number	Credit Hours
HLT	124	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Health & Wellness

Course Description
This is a course designed to identify principles of health, disease, nutrition, stress management, and exercise necessary in maintaining a healthy lifestyle. Concepts of risk factors, morbidity, and mortality are discussed.

Requisites
Exit AF English and Basic Math

HLT128 - Consumer Health

General

Subject code	Course Number	Credit Hours
HLT	128	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Consumer Health

Course Description
This course allows students to have a framework for evaluating consumer health information. This course enables students to make intelligent decisions about how to obtain and use health related products, services, facilities, and personnel.

Requisites
Complete ENG-101.

HLT126 - Principles of Public Health

General

Subject code	Course Number	Credit Hours
HLT	126	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Principles of Public Health

Course Description
This course provides a broad perspective of public health and presents both local and global public health challenges that face our society in the 21st century. The course provides an overview of the dynamic field of public health, its basic framework, concepts, and methodologies. The focus of this overview is on improving and maintaining health on a population level through identification, surveillance of disease, and injury prevention strategies. Pre-requisite: ENG-101.

Requisites
Complete ENG-101.

HLT130 - Global Health

General

Subject code	Course Number	Credit Hours
HLT	130	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Global Health

Course Description
This course presents an overview of global health issues from the perspective of health as a human right. The course analyzes the impact of biological, socio-cultural, economic, environmental, and political determinants of health. Students examine past and emerging infectious diseases, chronic disease, and the impact of environmental and political emergencies on the delivery of disease prevention and health promotion.

Requisites
Complete ENG-101.

HLT205 - Health Services Administration

General

Subject code	Course Number	Credit Hours
HLT	205	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Health Services Administration

Course Description
This is a comprehensive course that encompasses the scope of responsibilities of administering a health care unit or facility. The theoretical basis for health systems as well as the overall planning, organizing, managing, and evaluating systems and policy issues are discussed.

Requisites
Complete ENG-102.

HLT207 - Environmental Health

General

Subject code	Course Number	Credit Hours
HLT	207	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Environmental Health

Course Description
This course introduces students to environmental effects on human health. Students gain an understanding of the impact of natural environmental factors and pollutants on human disease as well as formulate possible solutions to the major environmental health problems facing individuals and communities in industrialized and developing countries. Lecture topics include the effects of the environmental pollutants and chemicals on human health such as asbestos, lead, pesticides and tobacco. Students examine health issues through various case studies with an emphasis on possible future approaches to control health problems influenced by the environment.

Requisites
Complete BIO-100 or BIO-107 or BIO-111.

HLT210 - Medical Law and Ethics

General

Subject code	Course Number	Credit Hours
HLT	210	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Medical Law and Ethics

Course Description
This course examines the legal aspects of the relationship between the patient and health care service providers. The legal obligations of health care providers are discussed. Subject matter covered includes, but is not limited to, topics such as negligence, malpractice, uniform donor acts, informed consent, medical ethics, living wills, and current trends in this area.

Requisites
Complete MAT-071 and MAT-073; or any MAT 100 or above.

HLT211 - Community Health

General

Subject code	Course Number	Credit Hours
HLT	211	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Community Health

Course Description
Community Health is three hour lecture course that introduces the major concepts and principles of community health and the determinants of health status in communities. Community health covers the basics of administration, public health laws, and human resources managements. The course also discusses areas, such as health information, ethics and leadership.

Requisites
Complete ENG-101 and College Level Math.

HLT212 - Substance Abuse and Addiction

General

Subject code	Course Number	Credit Hours
HLT	212	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Substance Abuse and Addiction

Course Description
The course provides an overview of the field of substance abuse and addictions including but not limited to the psychopharmacology related to treatment. In addition, the course conveys an understanding of the impact of abuse on individuals, families, communities and society. Substance use is approached from a variety of prospective; behavioral, pharmacological, historical, social, and clinical.

Requisites
Complete ENG-101.

HLT215 - Service Learning Comm Health

General

Subject code	Course Number	Credit Hours
HLT	215	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Service Learning Comm Health

Course Description
Students are engaged in ongoing service through partnerships with community agencies as an integral part of the course. The service-learning component addresses such topics as basic communication and relationship skills. Students learn about and are exposed to under-served and under-represented populations. Students are introduced to skills and issues relevant to medicine, nursing and health professions, social work, and epidemiology.

Requisites
TAKE HLT-211 or HLT-216.

HLT216 - Healthcare Navigation

General

Subject code	Course Number	Credit Hours
HLT	216	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Healthcare Navigation

Course Description
This course incorporates the many areas of responsibility for healthcare navigators. Students learn to build client relationships, communicate in a culturally competent manner, assess patients' needs, and locate health care resources to help overcome barriers to access, and to resolve problems.

Requisites
Complete ENG-101 and HLT-126.

HLT218 - Health Disparities in the United States

General

Subject code	Course Number	Credit Hours
HLT	218	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Health Disparities in the United States

Course Description
This course introduces students to the concepts of health equity and health disparities. The course uses the lens of social justice as the broad overview of health disparities in the United States is explored. The course examines relevant historical issues, theories, and empirical data, emphasizing critical analysis and application of knowledge. Students gain a better understanding of research on health disparities and interventions to promote health equity. Pre-requisite: ENG-101.

Requisites
Complete ENG-101.

HMD110 - Fundamentals of Emergency Management

General

Subject code	Course Number	Credit Hours
HMD	110	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Fundamentals of Emergency Management

Course Description
Students develop a basic understanding of the contemporary threats to, and challenges of, maintaining the safety and security of the citizens, critical infrastructure and interests of the United States. Students are introduced to the concepts of identification, mitigation, preparedness, response, and discovery when dealing with various civil crises.

Requisites
Complete CRJ-111 or HMD-111 and ENG-101

HMD112 - Introduction to Intelligence Function

General

Subject code	Course Number	Credit Hours
HMD	112	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Introduction to Intelligence Function

Course Description
This course provides students with a comprehensive overview of the role of intelligence gathering as historically practiced in the United States and the way the intelligence community looks and operates today. Students in this course read, analyze, and discuss the role of intelligence gathering in maintaining the security of the United States. Students learn to identify and assess potential terror threats to the county taken from intelligence information.

Requisites
Complete ENG-101.

HMD111 - Introduction to Homeland Security

General

Subject code	Course Number	Credit Hours
HMD	111	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Introduction to Homeland Security

Course Description
Students develop an understanding of the contemporary threats and challenges of maintaining the safety and security of the citizens, critical infrastructure, and interests of the United States. Through lecture and discussion, students develop an understanding of the balance between the identification of threats and the vulnerabilities of individual rights in a democratic society.

HMD221 - Domestic & International Terrorism

General

Subject code	Course Number	Credit Hours
HMD	221	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Domestic & International Terrorism

Course Description
This course provides insight into and analysis of the ideology, structure, financing, and driving forces behind domestic and international terrorist individuals and groups. Students explore the cultural and ideological philosophies as well as the social, economic, political, and religious conditions of select states, groups, and individuals that comprise the phenomenon of terrorism. Additionally, the course offers a critical analysis of governments' responses to the war on terrorism, including contemporary models of counterterrorism.

Requisites
Complete CRJ-111 or HMD-111;

HMT104 - Culinary for Hospitality

General

Subject code	Course Number	Credit Hours
HMT	104	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Culinary for Hospitality

Course Description
This course is designed for Hospitality Management students with emphasis on equipment, tools and cooking methods used in the Culinary Arts. The student will develop an understanding of the "back of the house" operations and basic customer service from a management perspective.

HMT106 - Culture & Geography in Tourism

General

Subject code	Course Number	Credit Hours
HMT	106	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Culture & Geography in Tourism

Course Description
This course is designed to provide students with the knowledge and skills necessary to work and travel in a global environment focusing on the interrelationships between geography, tourism, & culture. The course includes the cultural, recreational, and social significance of geography and regional economy to the traveler. Co-requisite: ESL Writing Level III or Basic English II

HMT110 - Introduction to the Hospitality Industry

General

Subject code	Course Number	Credit Hours
HMT	110	Credit Hours Min: 1
		Billing Hours Min: 1

Course Long Title
Introduction to the Hospitality Industry

Course Description
This course is an introduction to the organization and structure of hospitality organizations from a management perspective. It is designed to provide the student with the basic understanding of the dimensions and scale of the hospitality industry, and identify many of the career opportunities available to them. Guest lecturers are utilized to provide a balance from the industry's perspective.

Requisites
Take HMT-122 previously or concurrently.

HMT111 - Introduction to Entrepreneurship

General

Subject code	Course Number	Credit Hours
HMT	111	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Introduction to Entrepreneurship

Course Description
This course is designed to provide a foundation in entrepreneurship. The course will provide students with an understanding of the ongoing challenges for entrepreneurs in the key functional areas such as marketing, finance, and operations. Learning media, such as case studies and business plan templates, will be used to examine the opportunities that exist in new venture planning. Individual and organizational level issues will be addressed. Additionally, the course covers the legal and ethical implications that exist for Entrepreneurial planning. Prerequisite: Exit Basic Math and Basic English II

HMT112 - Introduction to Travel and Tourism

General

Subject code	Course Number	Credit Hours
HMT	112	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Introduction to Travel and Tourism

Course Description
This course will cover an overview of the travel & tourism industry, through its involvement of transient clientele. Students will learn about the dynamics of the industry and its many foreign and domestic elements. The course will include an overview of the history of travel, including the characteristics of the popular modes of travel. Favorable destinations and career opportunities that can service those destinations will be covered. Co-requisite: HMT 110

Requisites
Take HMT-110 previously or concurrently.

HMT115 - The Urban Entrepreneur

General

Subject code	Course Number	Credit Hours
HMT	115	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
The Urban Entrepreneur

Course Description
The urban approach to entrepreneurship will be discussed, emphasizing the successful use of interpersonal and presentation skills. This course is designed to assist students in identifying the environments within which urban entrepreneurs operate. While not only discussing the significant role that business owners play in urban communities, the course will also offer cross-functional solutions to business problems.

Requisites
Complete HMT-111 or MAN-121 and Exit Basic English.

HMT116 - Restaurant Operations Management I

General

Subject code	Course Number	Credit Hours
HMT	116	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Restaurant Operations Management I

Course Description
The student will gain knowledge of the overall operation and management of a restaurant, including employee training and the organizational structure of the service staff. Emphasis will be placed on strategies of servicing food, wines, and beverages. This course will include management's perspective on meeting customer expectations and the importance of the interaction with guests. This course will also cover a financial overview of the industry, the major factors affecting the growth of the business, food merchandising, promotion and sales. Students will learn the crucial elements involved in the successful operation of a restaurant.

HMT121 - Hotel Practicum

General

Subject code	Course Number	Credit Hours
HMT	121	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Hotel Practicum

Course Description
Students must successfully complete 300 hours of practical experience within the 15 weeks of the semester at an approved establishment. Practical experiences may include hotel front office, telecommunications, guest reception, cash handling and control, housekeeping, and convention sales and services. Assistance in finding appropriate placement is provided. The employers evaluate the student's performance, and a coordinator monitors each student's progress. Practicum sites must be approved prior to the beginning of the semester by the Coordinator or Executive Director.

HMT122 - Front Office Operations

General

Subject code	Course Number	Credit Hours
HMT	122	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Front Office Operations

Course Description
This course introduces the student to the overall operations of a hotel through the front office guest cycle. It features information on front office computer/technology, yield management, and reservation systems. Emphasis is on the front office responsibilities and the various tasks involved during a guest's stay.

Requisites
Take HMT-110 previously or concurrently.

HMT128 - Event Planning Travel & Tourism

General

Subject code	Course Number	Credit Hours
HMT	128	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Event Planning Travel & Tourism

Course Description
This course is designed to introduce students to the methods and techniques utilized in planning, organizing, and promoting events specific to the travel and tourism industry. The course will emphasize the planning process and students will develop the skills expected of meeting and event planners within travel tourism. Topics will include negotiations and contracts, site selection, and program development. Pre-requisite: Exit all Basic Skills

HMT202 - Innovation, Creativity & Marketing

General

Subject code	Course Number	Credit Hours
HMT	202	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Innovation, Creativity & Marketing

Course Description
This course focuses on factors that contribute to creativity and innovation within organizations. The course includes experiential methods, case studies, workshops, team projects, guest speakers, and readings. Students are encouraged to try new approaches to creative problem solving in many different environments. Each class will focus on different variables related to creativity, such as team dynamics, creativity under pressure, or managing creative individuals.

Requisites
Complete ENG-101 previously or concurrently.

HMT204 - Fundamentals of Wine and Food

General

Subject code	Course Number	Credit Hours
HMT	204	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Fundamentals of Wine and Food

Course Description
This course will cover the basic knowledge of wine and food pairing. The student will review the categories of wine and how they may be used to make food combinations on menus and wine lists. This course will incorporate etiquette and protocol in business and social settings to include domestic and international common courtesies, greetings and introductions, communications, and dining etiquette.

HMT206 - Information Systems in Hospitality and Tourism

General

Subject code	Course Number	Credit Hours
HMT	206	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Information Systems in Hospitality and Tourism

Course Description
This course introduces Hospitality Management students to the dynamic and critical field of technology within the hospitality and travel industry. Students learn the basics of purchasing, implementing, maintaining, and effectively managing today's information systems in hospitality and travel.

Requisites
Complete HMT-128 HMT-112 and CSC-100.

HMT209 - Tour Marketing, Sales and Promotions

General

Subject code	Course Number	Credit Hours
HMT	209	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Tour Marketing, Sales and Promotions

Course Description
This course introduces Hospitality Management students to the dynamic and diverse tourism industry. This course views the industry from a business perspective - examining the management, marketing, and finance issues most important to industry members. Students learn the basics of marketing, selling and promoting to the traveling public, how to connect with tourism service suppliers, and the steps to putting together a tour for a specific market segment. This course offers a view of today's tourism industry that is as interesting and multi-faceted as the field itself. Prerequisites: HMT 112 and HMT 128

Requisites
Complete HMT-128 and HMT-112.

HMT210 - Hospitality and Travel Law

General

Subject code	Course Number	Credit Hours
HMT	210	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Hospitality and Travel Law

Course Description
This course is designed to enable the students to identify and understand the principles of laws and their relevance to the hospitality industry. Students will obtain the legal knowledge needed to enhance the guest experience and to prevent hazards that could potentially lead to lawsuits.

Requisites
Complete ENG-101.

HMT213 - Principles of Hospitality Marketing

General

Subject code	Course Number	Credit Hours
HMT	213	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Principles of Hospitality Marketing

Course Description
The student will gain an understanding of the marketing function in the field of hospitality. Emphasis is placed on marketing, planning, generation and use of marketing information, segmentation, positioning and the development and use of specific marketing tools. The course also covers areas such as menu design, advertising, sales and promotion, merchandising, personal selling, and the use of external advertising media.

HMT214 - Hotel Group and Convention Sales

General

Subject code	Course Number	Credit Hours
HMT	214	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Hotel Group and Convention Sales

Course Description
This course introduces students to the related responsibilities involved in managing convention and group business. Convention sales, planning, post-convention evaluations, and marketing techniques used to promote ideas into the various market segments are discussed. The course is useful for both meeting planners and convention service managers.

Requisites
Complete HMT-110

HMT215 - Housekeeping Management

General

Subject code	Course Number	Credit Hours
HMT	215	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Housekeeping Management

Course Description
This course is an overview of all aspects of housekeeping management. It includes the phases of staffing, planning and organizing the technical details of covering each area of a hotel. Topics covered also include laundry room management, inventory control, departmental operating budgeting, and risk and environmental management.

HMT216 - Restaurant Operations Management II

General

Subject code	Course Number	Credit Hours
HMT	216	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Restaurant Operations Management II

Course Description
The student will gain an in-depth knowledge of the overall operation and management of a restaurant. This course will also include the human resources aspect of restaurant operations to include employee training and the organizational structure of the service staff. Emphasis will also be placed on strategies of serving food, wines, and beverages. A financial overview of the industry will cover the financial analysis relative to operational costs and controlling variable expenses.

Requisites
Complete HMT-116

HMT217 - Franchising

General

Subject code	Course Number	Credit Hours
HMT	217	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Franchising

Course Description
This course will help students to understand franchising and its role in the hospitality industry. Students will learn the differences between entrepreneurship and franchising, franchise selection, and market analysis. Topics for the course will include legal and business issues that arise in the franchise relationship.

Requisites
Take ENG-101

HUM101 - Cultures and Values

General

Subject code	Course Number	Credit Hours
HUM	101	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Cultures and Values

Course Description
Integrates materials from literature, the fine arts, the social sciences, and religion. Students learn about cultures and perspectives other than their own and write a series of essays examining value systems and cultural differences. Readings for the course are chosen from novels, short stories, plays, autobiographies, and ethnographic works.

Requisites
Complete ENG-101

HUM121 - Seminar in Women's Issues

General

Subject code	Course Number	Credit Hours
HUM	121	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Seminar in Women's Issues

Course Description
The Seminar on Women's Issues examines the principles of feminist literary analysis, scholarship and research through texts authored by women writers and through diverse theoretical writings on race, language, sexuality, creativity, class and subordination which form the basis of feminist criticism. Within the theoretical context students will explore writings by women from diverse ethnic and cultural traditions on issues of current feminist scholarship.

Requisites
Complete ENG-101 and HUM-120

HUM120 - Intro to Women's Studies

General

Subject code	Course Number	Credit Hours
HUM	120	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Intro to Women's Studies

Course Description
An introductory course in Women's Studies that includes explanation of the origins of traditional male and female roles and the effects of these on work, family, sexuality and education.

Requisites
Complete ENG-101

HUM128 - Food and Culture

General

Subject code	Course Number	Credit Hours
HUM	128	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Food and Culture

Course Description
This course examines the effect that food acquisition and production has had on the development of civilization. Topics include ancient to modern methods of food-gathering and preparation, as well as technological developments. These topics will be examined for their relationships to the anthropological and sociological evolutions as affected by the diets throughout the history of humanity. Different cultures will be explored in an effort to better understand their origins and how they evolved.

Requisites
Complete ENG-101

HUS101 - Intro to Human Services

General

Subject code	Course Number	Credit Hours
HUS	101	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Intro to Human Services

Course Description
This introductory course offers an overview of the human services profession. It emphasizes human needs and social problems; provides an historical perspective of the development of the profession; and introduces students to professional values, ethical behavior, theories, knowledge and methods necessary for helping others.

HUS121 - Helping Strategies and Relationships

General

Subject code	Course Number	Credit Hours
HUS	121	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Helping Strategies and Relationships

Course Description
Students deepen their understanding of professional values, strategies of intervention, and behavior necessary for helping others. Students learn problem-solving skills and participate in activities to increase self-understanding.

Requisites
Complete HUS-101

HUS123 - Introduction to Addictions

General

Subject code	Course Number	Credit Hours
HUS	123	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to Addictions

Course Description
This course reviews and reinforces the fundamentals of the effects of addictions on the abuser and the family. Biopsychosocial information is reviewed. Students develop competency in areas of ethical and legal conduct necessary to begin entry-level work in the addictions field. Competency is also developed in the area of multiculturalism as it impacts counselors at all service levels. This course emphasizes knowledge of the effects of the different drugs (i.e., Opioids, Stimulants, Depressants, Analgesics, THC). Students are able to define co-dependency and the roles commonly assumed by families affected by Substance Use Disorder.

HUS133 - Counseling Theory & Techniques

General

Subject code	Course Number	Credit Hours
HUS	133	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Counseling Theory & Techniques

Course Description
This course promotes competence in addictions counseling by focusing on the following topics: individual, group, and family counseling; treatment of the addicted person; familial aspects of counseling; techniques of crisis intervention; and ways to provide education. Students already employed in fields related to Addictions Counseling can enroll in these courses to become a Certified Alcohol and Drug Counselor (CADC) working under the supervision of a Licensed Clinical Alcohol and Drug Counselors (LCADC). This course helps to fulfill the Counseling educational domain for the certification.

HUS143 - Addictions Counseling

General

Subject code	Course Number	Credit Hours
HUS	143	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Addictions Counseling

Course Description
This course introduces students to the fundamentals of addictions counseling and emphasizes the role of collaboration in seeking and using community resources. Students learn about resources available in New Jersey to assist clients. The course looks at the criminal justice system and its levels of involvement in addictions treatment. This course introduces students to the basic skills required for professional readiness including documentation and identifying levels of care. This class identifies and introduces underlying principles and competencies of modern addiction counseling, its complexity and application. This course helps to fulfill the educational requirements of the Certification Board of NJ to become a Certified Alcohol and Drug Counselor (CADC). Following completion of the educational requirements for the CADC students need to complete 3000 hours of supervised fieldwork experience to receive the certification.

HUS153 - Recovery in Addictions

General

Subject code	Course Number	Credit Hours
HUS	153	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Recovery in Addictions

Course Description
This course introduces standards for ensuring thorough documentation in addictions counseling. Students learn about the counselor's need for cultural competence, personal growth, and professional growth. The course explores counselor/client expectations based on goals, objectives, rules, and obligations. This course reviews and reinforces the fundamentals of addictions counseling professionals' conduct related to ethical, legal, personal, and professional development, and the practice and benefit of clinical supervision. The importance of community involvement including professional networking is emphasized through lecture. This course helps to fulfill the educational requirements of the Certification Board of NJ to become a Certified Alcohol and Drug Counselor (CADC). Following completion of the educational requirements for the CADC students need to complete 3000 hours of supervised fieldwork experience to receive the certification.

HUS163 - Assm & Treatment in Addictions

General

Subject code	Course Number	Credit Hours
HUS	163	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Assm & Treatment in Addictions

Course Description

This course addresses initial interviewing, assessment, intake and early phase counseling processes utilized at addiction treatment centers. Students address the role of screening and assessment in the initial intake process. Students develop skills in the area of initial assessment. Students analyze the current DSM categories and criteria of Substance Use Disorder and their implementation. Students learn about different forms of addiction including gambling. Students discuss the physical impacts addiction can have. This course helps to fulfill the educational requirements of the Certification Board of NJ to become a Certified Alcohol and Drug Counselor (CADC). Following completion of the educational requirements for the CADC students need to complete 3000 hours of supervised fieldwork experience to receive the certification.

HUS200 - Group Work in Human Services

General

Subject code	Course Number	Credit Hours
HUS	200	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Group Work in Human Services

Course Description

This course exposes students to various groups that are encountered when working in the Human Services field. Students observe and analyze key aspects of group dynamics such as power and control within a variety of small-group settings: counseling, discussion, support groups. Students explore and practice key interpersonal skills such as conflict resolution, decision-making and goal-setting under instructor-guided simulations. Leadership skills are developed along with personal behavioral style. Various theoretical perspectives are discussed throughout the course.

Requisites

Take ENG-112 previously or concurrently.

HUS221 - Community Organization

General

Subject code	Course Number	Credit Hours
HUS	221	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Community Organization

Course Description

Students learn how human service professionals produce change in the communities in which they live, work and participate in order to improve the quality of life and relationships among the members of those communities.

Requisites

Complete HUS-121

HUS230 - Interviewing Techniques

General

Subject code	Course Number	Credit Hours
HUS	230	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Interviewing Techniques

Course Description

Examines the methods of data collection employed within a variety of social service agencies. Emphasis is placed on the helping interview, its elements and characteristics. In addition, concepts of communication, interaction, the self, and interviewing skills will be examined and practiced.

Requisites

Take ENG-112 previously or concurrently.

HUS231 - Internship in Human Services I

General

Subject code	Course Number	Credit Hours
HUS	231	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Internship in Human Services I

Course Description
Students are placed in a social service agency to perform tasks and engage in learning activities associated with acquiring professional standards, behaviors, and conduct. Under the supervision of a faculty member and a field supervisor, students are expected to fulfill these requirements 8 hours per week for 15 consecutive weeks. In addition, students attend a weekly seminar to discuss their experiences and observations. Co-requisite: HUS-121.

Requisites
Take HUS-121 previously or concurrently.

HUS241 - Internship in Human Services II

General

Subject code	Course Number	Credit Hours
HUS	241	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Internship in Human Services II

Course Description
Students are placed in a second social service agency that extends and deepens HUS 231. The the expectation in this course is the integration of knowledge and theory gained from the classroom throughout the human services sequence as it is applied in the field experience. The requirements are fulfilled on the basis of working 9 hours per week for 15 consecutive weeks for a total of 135 hours. In addition, students attend a weekly seminar to discuss their experiences. Students may remain in the same agency two terms with permission from the faculty member.

Requisites
Complete HUS-231

HUS251 - Practicum in Addiction Counseling

General

Subject code	Course Number	Credit Hours
HUS	251	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Practicum in Addiction Counseling

Course Description
Students are placed in an agency that focuses on addictions issues in order to apply their coursework in the field. This course integrates knowledge and theory gained from the classroom throughout the human services and addictions sequence as it is applied to the field experience. Students use evidence based practices. The requirements are fulfilled on the basis of working 135 hours of work at a site placement and attending a weekly seminar class to discuss their experiences. Pre-requisite- HUS 231

Requisites
Complete HUS-231.

INTD100 - Culture and Values: Writing and Research

General

Subject code	Course Number	Credit Hours
INTD	100	Credit Hours Min: 6
		Billing Hours Billing Hours Min: 6

Course Long Title
Culture and Values: Writing and Research

Course Description
This course integrates Cultures and Values (HUM 101) and College Composition II (ENG 102). Students learn about several cultures, Western and non-Western, ancient and modern, through selected readings, films, art and music. Instruction in writing essays and research papers is an integral part of the course.

Requisites
Complete ENG 101.

INTD110 - Introduction to Advocacy

General

Subject code	Course Number	Credit Hours
INTD	110	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Introduction to Advocacy

Course Description

This class integrates the issues of economics and class privilege with race, ethnicity, and social justice concepts. Students analyze the issues of exclusion, inequity, and discrimination as connections to deeper exploration for addressing continual unfair practices such as voting restrictions of minorities, inequities in securing small business loans, and homeownership in low-crime neighborhoods. Students apply social justice concepts to examine necessary reform efforts in economic reform and racial justice. Prerequisite(s): None. Co-requisite(s): ENG 101

Requisites

Take ENG-101.

INTD200 - Death and the Human Experience

General

Subject code	Course Number	Credit Hours
INTD	200	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Death and the Human Experience

Course Description

This course examines the important place that death and dying hold in the human experience and the many ways in which people come to terms with this essential aspect of living. Students will learn about the impact of history, culture, religion and developmental status on understanding death and final rites and rituals. Contemporary ethical issues involved with death and technology will also be considered.

INTD235 - Exploring Multicultural Studies

General

Subject code	Course Number	Credit Hours
INTD	235	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Exploring Multicultural Studies

Course Description

This course will explore the significance, purpose and aim of multicultural studies in a diverse society. Relying on history, sociology, anthropology, political science and education, students will focus on learning the content and meaning of multiculturalism in America. Students will be encouraged and required to participate in activities intended to deepen their understanding of diversity and then reflect on the ways in which this knowledge might inform multicultural studies in practice. Aspects of culture and identity that will be covered include race, socioeconomic class, religion, ethnicity, gender and ability. Students will also be encouraged to consider the various approaches to multicultural studies and the schooling practices that result.

Requisites

Complete ENG 101

INTD250 - The Child, Family & Community

General

Subject code	Course Number	Credit Hours
INTD	250	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

The Child, Family & Community

Course Description

This course examines the nature of the contemporary family and its relationship to the school and provides practical advice for developing strong home-school relationships. Examples of building good home-school partnerships and fostering familial involvement in schools with examples of activities and strategies will be practiced. Students are required to spend a minimum of 12 hours in interviewing, observing and recording parent and child behaviors. Prerequisite: ECE 201 or EDU 211 (This course meets one of the required components of the New Jersey Infant/Toddler Credential.)

Requisites

Take ENG-101

INTD270 - Restorative and Social Justice

General

Subject code	Course Number	Credit Hours
INTD	270	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Restorative and Social Justice

Course Description
This is a special topics course and it provides a deep and critical exploration from either the psychological, the educational, or the sociological perspectives. This course allows students to analyze the various facets of Restorative Justice (RJ) under the "umbrella" of Social Justice. Students apply RJ and social justice concepts to the special topic chosen by the instructors. The course focuses on special populations e.g, immigrants, LGBTQ+, etc. Special Note: This course requires a capstone project. Students must also attend a separate fieldwork component of this class to discuss their experiences from the required attendance at on and off-campus community events. Prerequisite (s): ENG 101; SOC 101. Co-requisite(s): INTD 275

Requisites
Take INTD-275 concurrently.

INTD275 - Restorative and Soc Just Fieldwork

General

Subject code	Course Number	Credit Hours
INTD	275	Credit Hours Min: 1
		Billing Hours Billing Hours Min: 1

Course Long Title
Restorative and Soc Just Fieldwork

Course Description
This course is a discussion lab that meets once per week. Students are required to discuss their experiences from attending the required community events, and interviews from social justice and/or restorative justice professionals. Students critique the community events and interviews in order to expand upon class lectures. Students are mentored by the lab instructor in preparation to present the capstone project for the lecture component of the course. Prerequisite (s): ENG 101; SOC 101; Co-requisite (s): INTD 270

Requisites
TAKE INTD-270.

LIT201 - Introduction to Literature

General

Subject code	Course Number	Credit Hours
LIT	201	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to Literature

Course Description
This course aims at fostering appreciation for the language of literature, as well as for literature as an examination of human experience and values. Students read short stories, poetry, drama, and one or two novels. The readings for the course illustrate a variety of cultural perspectives. Students are required to write a series of interpretive essays.

Requisites
Complete ENG 101

LIT202 - Survey of American Literature

General

Subject code	Course Number	Credit Hours
LIT	202	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Survey of American Literature

Course Description
This course fosters appreciation for the forms and content of American literature as an imaginative exploration of the nation's experience and values. It is a representative survey of American fictional and non-fictional prose and verse. Students read a variety of writers and genres from all periods of American literature, 1600 to the present. Students are required to write a series of interpretive essays.

Requisites
Complete ENG 101

LIT203 - Caribbean Women Writers

General

Subject code	Course Number	Credit Hours
LIT	203	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Caribbean Women Writers

Course Description
This course introduces students to the literature of Caribbean women. Readings highlight Caribbean women’s heroism, grassroots activism, courage and struggles in their own words from their own perspectives. Through a variety of readings, students will gain knowledge and an understanding of the struggles, difficulties and triumphs in the lives of Caribbean women.

Requisites
Complete ENG 101

LIT205 - Introduction to Cultural Studies

General

Subject code	Course Number	Credit Hours
LIT	205	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to Cultural Studies

Course Description
This course introduces students to the academic study of culture. Novels, songs, movies and other cultural artifacts will be analyzed in the context of race, class, gender, ethnicity, etc. The students will read the writings of literary and cultural critics and learn to write and present their own analyses.

Requisites
Complete ENG 101

LIT204 - Introduction to the Short Story

General

Subject code	Course Number	Credit Hours
LIT	204	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to the Short Story

Course Description
In this course students read, discuss, analyze, write about and experience the short story, in the process learning about the genre's elements and its variety of forms. Students are exposed to a range of periods, regions, and sensibilities, and are made familiar with a variety of literary sub-genres and literary terminology.

Requisites
Complete ENG-101.

LIT206 - Introduction to Poetry

General

Subject code	Course Number	Credit Hours
LIT	206	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to Poetry

Course Description
Introduction to Poetry is a survey class that introduces students to poetry as a literary form. Students analyze poems in terms of language, meaning, form, and cultural and historical contexts.

Requisites
Complete ENG-101.

LIT207 - Introduction to Drama

General

Subject code	Course Number	Credit Hours
LIT	207	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to Drama

Course Description
This course introduces students to a wide variety of dramatic forms through the study of plays ranging from ancient Greece to modern times. Students will learn to read, discuss and write about plays exemplifying a variety of approaches to drama.

Requisites
Complete ENG 101

LIT208 - Contemporary Drama

General

Subject code	Course Number	Credit Hours
LIT	208	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Contemporary Drama

Course Description
Contemporary Drama focuses on late 20th - 21st Century plays, and the analysis of their theatrical structures from the perspective of theatre artists - playwrights, actors, directors, and designers. The emphasis of the course is to develop the student's ability to appreciate the intellectual and intuitive work required to create a theatrical experience from a written text in today's theatre.

Requisites
Complete ENG-101.

LIT209 - Children's Literature

General

Subject code	Course Number	Credit Hours
LIT	209	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Children's Literature

Course Description
In this course, students examine children's literature in its historical, cultural and literary contexts. Poetry, fiction, and nonfiction for children from infancy through adolescence are examined in the light of cultural and historical ideas about children and their development. Special attention is given to ways in which issues of culture, ethnicity, race, and gender are represented in children's literature.

Requisites
Complete ENG 101.

LIT210 - Latin-American Literature

General

Subject code	Course Number	Credit Hours
LIT	210	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Latin-American Literature

Course Description
This course provides an introduction to a variety of literature from Central and South America and the Caribbean. Special attention is given to the ways in which literary works reflect Latin America's political turmoil, social tensions, and remarkable cultural history. All works are taught in English translation.

Requisites
Complete ENG 101

LIT211 - African-American Literature

General

Subject code	Course Number	Credit Hours
LIT	211	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
African-American Literature

Course Description
In African-American Literature, students read a variety of fictional and non-fictional prose and verse by African-Americans from the eighteenth century to the present. In addition to oral literature, autobiographies, slave narratives and letters, the course surveys poetry, drama, the short story, and the novel. The material is treated in both literary and non-literary contexts in order to foster understanding and appreciation of the African-American experience.

Requisites
Complete ENG 101

LIT212 - Introduction to Latino Literature of US of the US

General

Subject code	Course Number	Credit Hours
LIT	212	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to Latino Literature of US of the US

Course Description
This course provides an introduction to the Latino literature of the United States, which is written in English. Although writers from various Latino backgrounds will be studied, the course will primarily examine the literature of the Chicano, Cuban-American, and Nuyorican writers who write from an American perspective. Topics such as identity, assimilation, bilingualism, and growing up in the U.S. are analyzed while exploring this new literature.

Requisites
Complete ENG 101

LIT213 - Women's Voices: Autobiography

General

Subject code	Course Number	Credit Hours
LIT	213	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Women's Voices: Autobiography

Course Description
The many changes in women's autobiographical works of the 20th century now make it possible to explore contemporary issues of and about self in rewarding and challenging ways. Students will read a richly diverse selection of 20th century women writers across cultures. This course develops an understanding of the female experience through women's autobiographies and participants' writings including students' autobiographical essays. Discussions will be focused on literary techniques and the genre of autobiography.

Requisites
Complete ENG 101

LIT214 - Intro to the Novel

General

Subject code	Course Number	Credit Hours
LIT	214	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Intro to the Novel

Course Description
Introduction to The Novel traces this literary form from its beginnings in Don Quixote to the present time. Students read excerpts and full-length novels, learning what differentiates the novel from earlier literary forms: length of over 150 pages; a primary plot, and possibly several sub-plots; populated with several characters, showcasing a protagonist and an antagonist; depth and development of characters' inner lives.

Requisites
Complete ENG-101.

LIT215 - World Literature to 1650

General

Subject code	Course Number	Credit Hours
LIT	215	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
World Literature to 1650

Course Description
World Literature I is a historical survey introducing the literary masterworks of the great world civilizations from the first extant creation narratives through the European Renaissance or 16th Century. Attention is also given to religious works underlying major world religions.

Requisites
Complete ENG-101

LIT216 - British Literature to 1650

General

Subject code	Course Number	Credit Hours
LIT	216	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
British Literature to 1650

Course Description
British Literature to 1650 is a historical survey introducing the literary masterworks of Great Britain from the earliest writings to 1650. This course introduces pivotal literary works such as Beowulf and Canterbury Tales; Arthurian literature; and medieval poetry, prose and drama. The course concludes with William Shakespeare. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama.

Requisites
Complete ENG-101 with a "C" or better.

LIT217 - Women and Literature

General

Subject code	Course Number	Credit Hours
LIT	217	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Women and Literature

Course Description
Women and Literature more than introduces students to writings by and about women; it helps students explore and understand the varied roles women writers play in history. Students read global selections of twentieth-century and contemporary writings-fiction, essays, drama, and memoir- that examine diverse issues such as gender, politics, cultural division, and social status. Pre-requisite: ENG-101.

Requisites
TAKE ENG-101.

LIT220 - Science Fiction & Fantasy

General

Subject code	Course Number	Credit Hours
LIT	220	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Science Fiction & Fantasy

Course Description
An introduction to the origins, inspirations, and literature of science fiction and fantasy through a diverse range of texts. Special attention is given to the storytelling traditions that shaped fantasy fiction, along with some of the contemporary voices that catapulted it into mainstream popularity; additionally, students will explore how science fiction inspires and predicts future technology-and how it reflects the period in which it was written.

Requisites
Complete ENG 101

LIT225 - World Literature From 1650 to Present

General

Subject code	Course Number	Credit Hours
LIT	225	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
World Literature From 1650 to Present

Course Description
World Literature II is a historical survey introducing the literary masterworks of the great world civilizations from the 17th century to the present. This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Prerequisite: ENG 101

Requisites
Complete ENG-101.

LIT226 - British Literature 1650-PRESENT

General

Subject code	Course Number	Credit Hours
LIT	226	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
British Literature 1650-PRESENT

Course Description
British Literature 1650-present (LIT 226) is a historical survey introducing the literary masterworks of Great Britain from 1650 to the present time. The readings are organized by historical period, to include writers such as Aphra Behn, Olaudah Equiano, Mary Wollstonecraft, Jane Austen, Charles Dickens, Chinua Achebe, Kazuo Ishiguro, among others. Themes include slavery, women's roles, and sexuality, nature and science, Industrialism, and colonialism. The course traces the development of British Literature in its historical, political, social, and artistic context.

Requisites
Complete ENG-101.

MAN121 - Principles of Management

General

Subject code	Course Number	Credit Hours
MAN	121	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Principles of Management

Course Description
An introduction to the basic functions underlying the sound management of a business enterprise. Topics covered are planning, organizing, staffing, influencing, and controlling.

MAN221 - Marketing

General

Subject code	Course Number	Credit Hours
MAN	221	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Marketing

Course Description
A study of business activities involved in the flow of goods from physical production to consumption. Operations management, international management and business ethics are also studied.

Requisites
Complete MAN-121 or BUS-103

MAN231 - Management of Small Enterprise

General

Subject code	Course Number	Credit Hours
MAN	231	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Management of Small Enterprise

Course Description
Introduction to the challenges and problems encountered in small business operations. Specific evaluation of organizational, financial, and personnel aspects are studied. The role of the Small Business Administration is examined as well as other types of assistance to the small enterprise. Prerequisite: MAN 121 or permission of instructor.

Requisites
Complete MAN 121.

MAN232 - Human Resource Management

General

Subject code	Course Number	Credit Hours
MAN	232	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Human Resource Management

Course Description
The development and direction of personnel, including job planning, recruitment, selection, career development, evaluation, grievances, and discipline.

Requisites
Complete MAN 121.

MAN241 - Corporate Finance

General

Subject code	Course Number	Credit Hours
MAN	241	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Corporate Finance

Course Description
The financial problems and policies of a business corporation are discussed. The following areas are covered: financial planning, management of short-term and intermediate credit, working capital, trade credit, financial statements, retained earnings, credit and collection practices.

Requisites
Take ACC-221 MAT-114

MAN242 - Labor Relations

General

Subject code	Course Number	Credit Hours
MAN	242	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Labor Relations

Course Description
A study of labor/management relations focuses on the collective bargaining process. Federal/state legislation, grievance procedures, and wage issues are discussed.

Requisites
Complete MAN-121.

MAT070 - Basic Algebra Workshop

General

Subject code	Course Number	Credit Hours
MAT	070	Credit Hours Min: 1
		Billing Hours Billing Hours Min: 1

Course Long Title
Basic Algebra Workshop

Course Description
This workshop is required for all students taking MAT 073, Basic Algebra I. The workshop emphasizes problem-solving.

Requisites
Take MAT-073 concurrently.

MAT073 - Basic Algebra

General

Subject code	Course Number	Credit Hours
MAT	073	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Basic Algebra

Course Description
Topics in this elementary algebra course include signed numbers, linear equations, polynomials, factoring, algebraic fractions, quadratic equations, simultaneous equations, and the coordinate system. Placement is determined by the College Placement Test.

Requisites
Take MAT-070 concurrently.

MAT071 - Basic Mathematics

General

Subject code	Course Number	Credit Hours
MAT	071	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Basic Mathematics

Course Description
Basic computational skills and problem-solving using these skills. Topics include whole numbers, common fractions, decimals, percents, ratio and proportion, measurement, and geometry. Placement is determined by the College Placement Test.

MAT080 - College Algebra Workshop

General

Subject code	Course Number	Credit Hours
MAT	080	Credit Hours Min: 1
		Billing Hours Billing Hours Min: 1

Course Long Title
College Algebra Workshop

Course Description
This course covers topics in pre-calculus, including polynomials, rational, logarithmic, and exponential functions and their applications. The lab hour reinforces concepts discussed during the lecture hour.

Requisites
Complete MAT-100.

MAT100 - College Algebra

General

Subject code	Course Number	Credit Hours
MAT	100	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
College Algebra

Course Description
This course teaches the essentials of college algebra. The topics include polynomials, first-degree equations, word problems, graphing, systems of linear equations, factoring, exponents, quadratic equations, matrices, and radicals.

Requisites
Complete MAT-071 and MAT-073; or any MAT 100 or above.

MAT102 - Mathematics for the Health Science

General

Subject code	Course Number	Credit Hours
MAT	102	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Mathematics for the Health Science

Course Description
This course provides an introduction to the logic of mathematics and measurement. The role of mathematics in the health professions and the application to problems encountered by the health professional are discussed. Topics covered include basic computation with non-negative rational and real numbers, ratios and proportions, scientific notation, and logarithms. The metric system, its nature, and specific applications to medical dosages and other health problems are also examined.

Requisites
Complete MAT-071, MAT-073, or any MAT 100 or above.

MAT103 - Business Mathematics

General

Subject code	Course Number	Credit Hours
MAT	103	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Business Mathematics

Course Description
This course covers the mathematical and numerical skills for ratios, proportions, rate and percentage problems, and the metric system. Also included are the following: the mathematics of buying, pricing and selling, payrolls, insurance, depreciation and profits, simple and compound interest, bank discounts, consumer credit, corporation stocks and bonds, and other investments.

Requisites
Complete MAT-071 and MAT-073, or any MAT 100 or above.

MAT110 - Precalculus

General

Subject code	Course Number	Credit Hours
MAT	110	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Precalculus

Course Description
This course provides the preparation necessary for students who intend to study calculus for science and engineering programs. Topics include the following: fundamentals of algebra; linear inequalities; functions and relations; polynomial, rational, exponential, and logarithmic functions; trigonometric functions; analytic trigonometry; analytic geometry; complex numbers; and discrete algebra, logic, and proof.

Requisites
Complete MAT-100.

MAT111 - Calculus I

General

Subject code	Course Number	Credit Hours
MAT	111	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title
Calculus I

Course Description
This course considers the limits, continuity, theory and techniques of differentiation and integration, with applications of both processes to science/ engineering. The use of mathematical software in problem-solving is emphasized.

Requisites
Complete MAT 110.

MAT112 - Calculus II

General

Subject code	Course Number	Credit Hours
MAT	112	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title
Calculus II

Course Description
This course is a continuation of MAT 111. Topics include calculus of transcendental functions, integrations by parts, trigonometric integrals, improper integrals, sequences and infinite series. The use of mathematical software in problem-solving is emphasized.

Requisites
Complete MAT 111.

MAT114 - Introduction Probabilities & Statistics

General

Subject code	Course Number	Credit Hours
MAT	114	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Introduction Probabilities & Statistics

Course Description
This course offers an analysis of the basic ideas and methods of collecting, tabulating, and representing data. Topics include frequency distributions, histograms and frequency polygons: measures of central tendency, variability percentiles; Z-scores, elementary probability, binomial and normal distributions; linear regression and correlation, and hypothesis testing.

Requisites
Complete MAT-071 and MAT-073 or any MAT 100 or above.

MAT116 - Pre-Calculus for Business

General

Subject code	Course Number	Credit Hours
MAT	116	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title
Pre-Calculus for Business

Course Description
A course in mathematics with special emphasis on applications to business, economics and related fields. Topics include linear, quadratic, exponential and logarithmic functions with applications involving supply, demand, revenue, cost, profit and break-even points, matrices and systems of linear equations, graphing, Leontief Input-Output model, and mathematics of finance. Classroom instructions will be presented using a TI-83+ graphing calculator.

Requisites
Complete MAT-100 or any MAT course 100 or above.

MAT123 - Mathematics for Liberal Arts

General

Subject code	Course Number	Credit Hours
MAT	123	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Mathematics for Liberal Arts

Course Description
Students in appropriate non-STEM programs apply mathematics to real-world problem solving. Topics include critical thinking skills, sets, Venn diagrams and their applications, logic, tree diagrams, graphs and sets, mathematical system, graphs, functions, linear and quadratic functions, probability, and statistics.

Requisites
Exit Basic Algebra.

MAT212 - Differential Equations

General

Subject code	Course Number	Credit Hours
MAT	212	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Differential Equations

Course Description
Methods for solving ordinary differential equations are studied, together with physical and geometrical applications. Laplace transforms and numerical and series solutions are included. Use of mathematical software in problem- solving is emphasized.

Requisites
Complete MAT 211

MAT211 - Calculus III

General

Subject code	Course Number	Credit Hours
MAT	211	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Calculus III

Course Description
Continuation of MAT 112. The main topics considered are conic sections; parameterized curves; polar, cylindrical, and spherical coordinates; vectors in plane and space; functions of two or more variables; multiple integrals; and integrations in vector fields. Use of mathematical software in problem-solving is emphasized.

Requisites
Complete MAT 112.

MAT215 - Linear Algebra

General

Subject code	Course Number	Credit Hours
MAT	215	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Linear Algebra

Course Description
Systems of linear equations, Gauss elimination, matrices, determinants, vector spaces of ordered n-tuples and functions, linear transformations, inner products, orthogonal basis, eigenvalues, eigenvectors and related vectors. Machine computation will be used to illustrate and supplement mathematical ideas and concepts.

Requisites
Complete MAT 112.

MATEXCAL - Exempt MAT-110 Mult Measure

General

Subject code	Course Number	Credit Hours
MAT	EXCAL	Credit Hours
		Min:
		0

Course Long Title
Exempt MAT-110 Mult Measure

MATEXEMPT - Exempt AF MAT Multiple Measure

General

Subject code	Course Number	Credit Hours
MAT	EXEMPT	Credit Hours
		Min:
		0

Course Long Title
Exempt AF MAT Multiple Measure

MATEXPC - Exempt MAT-100 Mult Measure

General

Subject code	Course Number	Credit Hours
MAT	EXPC	Credit Hours
		Min:
		0

Course Long Title
Exempt MAT-100 Mult Measure

MDA106 - Medical Terminology

General

Subject code	Course Number	Credit Hours
MDA	106	Credit Hours
		Min:
		3

Billing Hours
Billing Hours
Min:
3

Course Long Title
Medical Terminology

Course Description
This is a basic course in the development of the medical vocabulary commonly used in medical practice. Emphasis is placed on the study of prefixes, suffixes, root words, and combining forms. Physiologic and anatomic terms referring to human tissues and organ systems are introduced. Emphasis is also placed on building the professional vocabulary required of a career in a health care facility.

MDA113 - Clinical Office Procedures I

General

Subject code	Course Number	Credit Hours
MDA	113	Credit Hours
		Min:
		3

Billing Hours
Billing Hours
Min:
3

Course Long Title
Clinical Office Procedures I

Course Description
An introduction to the clinical aspects of medical assisting. Practical experience is provided in the following areas: vital signs, positioning and draping, assisting with examinations, sterilization, asepsis, dressing wounds, recording health history, nutritional needs. Course is offered only once during the academic year.

Requisites
Take BIO-211.

MDA114 - Medical Office Procedures I

General

Subject code	Course Number	Credit Hours
MDA	114	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Medical Office Procedures I

Course Description

This course begins the administrative portion of the medical assisting curriculum. It is a study of the techniques associated with patient reception, appointment scheduling, processing mail, management of telephone calls, medical record keeping, maintenance of medical office files, composing and processing medical correspondence. Course is offered only once during the academic year.

Requisites

Complete MDA-106.

MDA214 - Medical Office Procedures II

General

Subject code	Course Number	Credit Hours
MDA	214	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Medical Office Procedures II

Course Description

This course continues the study of the administrative aspects of a medical practice, beginning with professional fees and credit arrangements to an overview of management responsibilities CPT-4 and ICD9 CM coding will be introduced and the student will code insurance forms. Course is offered only once during the academic year.

Requisites

Complete MDA-114.

MDA211 - Clinical Office Procedures II

General

Subject code	Course Number	Credit Hours
MDA	211	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Clinical Office Procedures II

Course Description

This course is a continuation of COP I. Practical experience is provided in the following: minor office surgery, administration of medications, venipuncture, ECG, asepsis, examinations and procedures in specialties, first aid and CPR. Course is offered only once during the academic year.

Requisites

Complete MDA 113.

MDA223 - Typing & Medical Machine Transcription

General

Subject code	Course Number	Credit Hours
MDA	223	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Typing & Medical Machine Transcription

Course Description

The course focuses on the mastery of the typewriter, PC, dictaphone, and care and operation of the equipment. Correct English usage, business letter forms, and the transcription of recorded medical dictation in appropriate report form are stressed. Emphasis is placed on the development of accuracy and speed to meet the special requirements of the medical field.

Requisites

Complete MDA-106 or MDA-111 and MDA-221.

MDA224 - Pharmacology

General

Subject code	Course Number	Credit Hours
MDA	224	Credit Hours Min: 3

Billing Hours

Billing Hours
Min:
3

Course Long Title

Pharmacology

Course Description

This course is an introduction to drugs and drug therapy, including sources of drugs, dosage forms, drug legislation, principles of drug action and pharmacokinetic factors in drug therapy, drug interactions and incompatibilities. Major drug classifications are identified and studied according to physiologic action and/or body system affected. Course is offered only once during the academic year.

Requisites

Complete MDA-106 MAT-102 BIO-211.

MDA231 - Medical Assisting Externship

General

Subject code	Course Number	Credit Hours
MDA	231	Credit Hours Min: 3

Billing Hours

Billing Hours
Min:
3

Course Long Title

Medical Assisting Externship

Course Description

Students are placed in the offices of participating physicians, HMOs, or clinics for a minimum of 200 hours of practical experience in medical assistance during the healthcare facility's regular hours of operation. They perform the duties of a medical assistant under the direction and supervision of the physician and those health care providers employed in the practice. Students also gain insight into the operation of a medical office. Students are supervised and evaluated by both the site supervisor and the faculty member assigned to the externship program. All prerequisite courses must be completed with a grade-point average of 2.0 before the student is permitted to begin the externship.

Requisites

Complete MDA-211, MDA-214 and MDA-224

MDA232 - Medical Assisting Externship & Capstone

General

Subject code	Course Number	Credit Hours
MDA	232	Credit Hours Min: 4

Billing Hours

Billing Hours
Min:
4

Course Long Title

Medical Assisting Externship & Capstone

Course Description

Catalog Course Description: This course culminates the student's Medical Assisting Program. Students are placed in the offices of participating physicians, HMOs, or clinics for 160 hours of practical experience and attend 15 seminar hours on campus.

MDC101 - Clinical Coding I

General

Subject code	Course Number	Credit Hours
MDC	101	Credit Hours Min: 3

Billing Hours

Billing Hours
Min:
3

Course Long Title

Clinical Coding I

Course Description

This course familiarizes the student with coding and classification systems used in health information management. Emphasis is on inpatient coding and classification utilizing ICD-10-CM/PCS. Course work focuses on the official coding guidelines and use of the two volumes of ICD-10-CM and ICD-10-PCS. The laboratory component of the course emphasizes the use of computer-based coding software (encoder) to assign diagnostic and procedural codes by abstracting information from patient records. Students learn to determine the DRG for each patient record coded. Additional classifications are briefly studied stems such as DSM-5, ICD-O, and SNOMED-CT.

Requisites

Take MDC-110 and MDA-106 previously or concurrently.

MDC110 - CPT/HCPCS Coding I

General

Subject code	Course Number	Credit Hours
MDC	110	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
CPT/HCPCS Coding I

Course Description
This course provides the student with an overview of the guidelines, rules, and terms for the Current Procedural Terminology (CPT) coding classification and the application of those rules to code patient services. A major focus of the course is to prepare the students to correctly code using the CPT manual. Students will learn how to recognize CPT symbols, use the CPT Index, use modifiers, and read an operative report. A laboratory component will allow students to develop skills in coding using computer software and sample health records. Co-requisite MDA 101.

Requisites
Take MDC-101 MDA-106 previously or concurrently.

MDC112 - Clinical Coding II

General

Subject code	Course Number	Credit Hours
MDC	112	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Clinical Coding II

Course Description
The emphasis of this course is on coding procedures using ICD-10-PCS classification system. The course also contains advance coding of diagnosis using ICD-10-CM. The history, structure, and organization of ICD-10-PCS is reviewed and reinforced with exercises and homework assignments. The sixteen sections of ICD-10-PCS are defined along with their application in coding procedures. The values of each character of a code from each section is applied to create surgical codes. The Tables, Index, and the list of codes are used to access the root operation tables and the construction of a surgical code. The use of the Index and Table conventions are described and used to construct procedural codes. The Medical and Surgical section are emphasized in the courses with the thirty-one body system values and its root operations, body parts, approaches, devices and qualifiers. The organization and classification of the ancillary section such as imaging, nuclear medicine, radiation oncology, physical rehabilitation and diagnostic audiology, mental Attachment II health and substance abuse treatment are studied and coded. In addition, students conduct case mix analysis, identify severity of illnesses and create reports on coding quality monitors.

Requisites
Take MDC-120.

MDC120 - Cpt/Hcpcs Coding II

General

Subject code	Course Number	Credit Hours
MDC	120	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Cpt/Hcpcs Coding II

Course Description

This course is a continuation of CPT/HCPCS Coding I, providing the student with the knowledge and skills to code ambulatory procedures and services by applying guidelines, rules and terms for the Current Procedural Terminology (CPT) coding classification. CPT/HCPCS codes are used for reporting services and procedures performed by physicians and hospital based ambulatory departments. A major focus of the course is to prepare the students to correctly code case studies using the CPT manual or computer based encoder. Students demonstrate the ability to correctly use the CPT book or CPT coding software by recognizing CPT symbols, the use of CPT Index, use of modifiers and how to read an operative reports. Attachment III Students also learn how to use and report codes from the Evaluation and Management (E&M) section, Surgery section, Radiology section and Medicine section of CPT manual. A laboratory component allows students to develop skills in coding using computer software and sample health records.

Requisites

Take MDC-112

MDC124 - Pathopharmacology

General

Subject code	Course Number	Credit Hours
MDC	124	Credit Hours Min: 4

Billing Hours

Billing
Hours
Min:
4

Course Long Title

Pathopharmacology

Course Description

The pathophysiology component of this course places emphasis on the disease process affecting the human body course. The etiology and pathogenesis of diseases are described in the course with the application of diagnostic procedures and patient care. The pathology and the underlying principles of the following human systems are presented in this course: inflammation, diseases of the immunity, neoplasia, genetic and developmental diseases, fluid and hemodynamic disorders, cardiovascular pathology, respiratory and gastrointestinal pathology, renal and endocrine pathology, skeletal, male and female reproductive pathology, endocrine systems, the skin, bones and joints, muscles and the nervous system. The second component of the course is the study of pharmacology and diagnostic testing. Students will be able to define adverse reaction to drugs, interactions, and contraindications. Attachment IV Differentiation among drug names, generic names, trade names, and chemical names are discussed. Students are able to identify drugs according to body systems. Classes of drugs that will be covered in this class are: Adrenergic drugs affecting the neurological system, Psychiatric drugs, anticonvulsants and antiparkinsonism drugs, anesthetic drugs, anaglesics and antagonistic drugs, antihistamines, Bronchodilators, Antineoplastic Drugs, Cardiovascular Drugs, Musculoskeletal and Anti-inflammatory Drugs, antihypertensive drugs, antidiabetic drugs, antibacterial drugs, anti-infective drugs, and diuretics. The laboratory component allows students to reinforce didactic content.

Requisites

Take MDA-106

MDC200 - Medical Billing

General

Subject code	Course Number	Credit Hours
MDC	200	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Medical Billing

Course Description

This course prepares the students for working as a medical biller. Students learn the medical and ethical concepts of billing as well as computer skills necessary to construct a clean claim. Students see the continuum of the entire process from medical coding, medical billing, submission of claims and the appeals process.

Requisites

Complete MDA-106 BIO-107 and ENG-101.

MDC210 - Health Information and Reimbursement

General

Subject code	Course Number	Credit Hours
MDC	210	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Health Information and Reimbursement

Course Description

This course is a comprehensive study of health information and reimbursement. The health information component of the course includes health record documentation, the electronic health record, healthcare delivery systems, and information technology and systems. Data retrieval, data security and data integrity processes are identified and evaluated. The second focus of the course is on the basic concepts and principles of healthcare reimbursement in healthcare settings and managed care. The current healthcare insurance programs both commercial and government sponsored are described in the context of the United States' health delivery system. Students also learn the management of the revenue cycle. In the laboratory portion of the course, students gain knowledge of and skills in the use of electronic health records. This course requires students to purchase AHIMA Virtual Lab software to complete the laboratory exercises.

Requisites

Complete MDC-112 and MDC-120.

MDC220 - Professional Practice Experience

General

Subject code	Course Number	Credit Hours
MDC	220	Credit Hours Min: 5

Billing Hours

Billing
Hours
Min:
5

Course Long Title

Professional Practice Experience

Course Description

The professional practice experience (PPE) is a supervised practical experience in a health information management department in a acute and/or non-acute healthcare facility. The focus of the PPE is to provide the student with practical experience in ICD-10CM/PCS and CPT/HCPCS coding, computerized information systems, billing and reimbursement, and the electronic health record. Students will have supplemental practice through practice exercises to enhance all aspects of coding areas.

Requisites

Take MDC-120 MDC-112 .

MLA101 - Elementary Arabic I

General

Subject code	Course Number	Credit Hours
MLA	101	Credit Hours Min: 4

Billing Hours

Billing
Hours
Min:
4

Course Long Title

Elementary Arabic I

Course Description

Elementary Arabic 1 provides students with an introduction to the Arabic language and culture through a competency-based approach. Pronunciation and vocabulary are emphasized through guided student interaction with one another and with the instructor. Cultural awareness and grammar are integrated as students' progress through the course. *This course is not open to, or designed for, Arabic heritage speakers. Heritage speakers are encouraged to enroll in MLA 111 Arabic for Heritage Speakers or an alternate modern language course such as Spanish, French, or American Sign Language.

MLA102 - Elementary Arabic II

General

Subject code	Course Number	Credit Hours
MLA	102	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Elementary Arabic II

Course Description
Elementary Arabic II is a proficiency-based course designed to continue development of linguistic skills necessary for academic, personal, and professional modes of communication. The course will continue the development of all four major language skills (listening, speaking, reading, and writing), and will expose the student to additional aspects of Arab cultures beyond those to which the students were first introduced in Basic Arabic I, the prerequisite to this course. Arabic is the primary language of instruction. Prerequisite: MLA 101

Requisites
Take MLA-101.

MLA111 - Arabic for Heritage Spkrs I

General

Subject code	Course Number	Credit Hours
MLA	111	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Arabic for Heritage Spkrs I

Course Description
Arabic for Heritage Speakers I is a course designed for students who are familiar with spoken Arabic ('Ammiyya) to develop proficiency in Modern Standard Arabic (Fusha) , the variety of the language that is learned in school. The course is intensive by design, as it combines into one semester all of the material that is taught in two semesters of Basic Arabic. Its focus is on the productive skills (speaking and writing) in Fusha, while simultaneously exposing students to grammar and vocabulary of a high register. Successful completion of this course and its sequel, Arabic for Heritage Speakers II (MLA 112), will permit a student to enroll in Third Year Arabic. Modern Standard Arabic is the primary language of Instruction.

MLA112 - Arabic for Heritage Spkrs II

General

Subject code	Course Number	Credit Hours
MLA	112	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Arabic for Heritage Spkrs II

Course Description
Arabic for Heritage Speakers II is a continuation course that follows Arabic for Heritage Speakers I - MLA 111. The course is designed for students of Arabic descent who are familiar with spoken Arabic ('Ammiyya) to develop proficiency in Modern Standard Arabic (Fusha), the variety of the language that is learned in school. MLA 112, and its predecessor, MLA 111, are intensive by design, as they combine into two semesters all of the material that is taught in four semesters of Basic Arabic. The two courses focus on the productive skills (speaking and writing) in Fusha, while simultaneously exposing students to grammar and vocabulary of a high register. Successful completion of both courses, i.e., MLA 111 and 112, will permit a student to enroll in Third Year Arabic. Modern Standard Arabic is the primary language of Instruction. Attachment IV

Requisites
Complete MLA-111

MLC101 - Basic Chinese I

General

Subject code	Course Number	Credit Hours
MLC	101	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Basic Chinese I

Course Description
Basic Chinese I introduces students to the Chinese (Mandarin) language and culture through a competency-based approach. Students develop their speaking, listening, grammar, writing, and listening skills. Pronunciation and vocabulary are emphasized through guided student interactions with one another and with the instructor. Cultural awareness and grammar are integrated as students' progress through the course. *This course is not open to, or designed for, Chinese heritage speakers. Heritage speakers are encouraged to enroll in an alternate modern language course such as Spanish, Korean, Arabic, French, or American Sign Language.

MLC102 - Basic Chinese II

General

Subject code	Course Number	Credit Hours
MLC	102	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Basic Chinese II

Course Description
Basic Chinese II is a continuation course for Basic Chinese I - MLC 101. This is a competency-based course, and it will reinforce and expand students' grammar, writing, listening, and vocabulary skills. Students also gain insight into the Chinese-speaking world, with an integrated focus on cultural awareness as they advance through the curriculum.

*This course is not open to, or designed for, Chinese heritage speakers. Heritage speakers are encouraged to enroll in an alternate modern language course such as Spanish, Korean, Arabic, French, or American Sign Language.

MLF101 - Basic French I

General

Subject code	Course Number	Credit Hours
MLF	101	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Basic French I

Course Description
Basic French 1 provides students with an introduction to the French language and French and Francophone cultures through a competency-based approach. Pronunciation and vocabulary are emphasized through guided student interaction with one another and with the instructor. Cultural awareness and grammar are integrated as students' progress through the course. *This course is not open to, or designed for, French heritage speakers. Heritage speakers are encouraged to enroll in an alternate modern language course, such as Spanish, Arabic, or American Sign Language.

MLF102 - Basic French II

General

Subject code	Course Number	Credit Hours
MLF	102	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Basic French II

Course Description
This course is a continuation of Basic French I. Language skills are developed further through intensive practice of listening, speaking, grammar, and writing.

Requisites
Complete MLF-101

MLJ101 - Basic Japanese I

General

Subject code	Course Number	Credit Hours
MLJ	101	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Basic Japanese I

Course Description
Basic Japanese I provides students with an introduction to the Japanese language and culture through a competency-based approach. Emphasis is on fundamentals of conversation, reading, and writing. The Kana writing system and some Kanji writing characters are also introduced. Cultural awareness and grammar are integrated as students progress through the course. *This course is not open to students with two or more years of high school Japanese or to Heritage Japanese speakers. This course is intended for students with no prior knowledge of, or with a limited background in, the language

MLK101 - Basic Korean I

General

Subject code	Course Number	Credit Hours
MLK	101	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Basic Korean I

Course Description
Basic Korean I provides students with an introduction to the Korean language and culture through a competency-based approach. Pronunciation and vocabulary are emphasized through guided student interactions with one another and with the instructor. Cultural awareness and grammar are integrated as students' progress through the course. *This course is not open to or designed for, Korean heritage speakers. Heritage speakers are encouraged to enroll in higher-level Korean classes as they become available, or an alternate modern language course such as Arabic, French, or American Sign Language.

MLS101 - Basic Spanish I

General

Subject code	Course Number	Credit Hours
MLS	101	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Basic Spanish I

Course Description
Basic Spanish 1 provides students with an introduction to the Spanish language and culture through a competency-based approach. Pronunciation and vocabulary are emphasized through guided student interactions with one another and with the instructor. Cultural awareness and grammar are integrated as students' progress through the course. *This course is not open to, or designed for, Spanish heritage speakers. Heritage speakers are encouraged to enroll in MLS 111 Spanish for Heritage Speakers or an alternate modern language course such as Arabic, French, or American Sign Language.

MLK102 - Basic Korean II

General

Subject code	Course Number	Credit Hours
MLK	102	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Basic Korean II

Course Description
Basic Korean II is a continuation course for Basic Korean I - MLK 101. This competency-based course reinforces and expands students' grammar, writing, listening, and vocabulary skills. Students also gain insight into the Korean-speaking world, with an integrated focus on cultural awareness as they advance through the curriculum. *This course is not open to, or designed for, Korean heritage speakers. Heritage speakers are encouraged to enroll in higher-level Korean classes as they become available, or an alternate modern language course such as Arabic, French, or American Sign Language.

MLS102 - Basic Spanish II

General

Subject code	Course Number	Credit Hours
MLS	102	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Basic Spanish II

Course Description
This course is a continuation of Basic Spanish I. Students are encouraged to expand acquired listening, speaking, grammar, reading, and writing skills in Spanish by the use of real-life situations in the classroom. In addition, students are introduced to social customs and attitudes of Spanish-speaking people. NOTE: This course is not open to Spanish speakers.

Requisites
Complete MLS-101.

MLS103 - Spanish for Health Professions

General

Subject code	Course Number	Credit Hours
MLS	103	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Spanish for Health Professions

Course Description
This course is intended for students who are interested in pursuing a career in one of the health professions or who are already working in a health-related field. In this course, students will be exposed to the terminology needed for basic communication with patients and colleagues in elementary Spanish. No prior knowledge or formal study of the Spanish language is needed.

MLS111 - Spanish For Heritage Speakers

General

Subject code	Course Number	Credit Hours
MLS	111	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Spanish For Heritage Speakers

Course Description
This course is intended for those students whose first language is Spanish, but who have had little or no formal instruction in the language. The course is appropriate for those who lack the necessary skills to read and/or write Spanish at the level required to be considered literate in the language. If you speak Spanish at home or with your friends, but find that you cannot communicate as well in it as you can in English, and feel more comfortable expressing yourself in the latter, this course is for you. The course is conducted in Spanish.

MLS112 - Spanish for Heritage Speakers II

General

Subject code	Course Number	Credit Hours
MLS	112	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Spanish for Heritage Speakers II

Course Description
This course is designed for students who grew up in a home where Spanish was the dominant language and have received limited to no formal instruction of the heritage language (Spanish). Students build awareness of common grammatical, orthographical (spelling), and phonological errors that are often ignored or misunderstood by heritage language learners. In addition, students also work on their cultural and communicative competencies in order to be successful in both academic and professional settings while exploring their bilingual and bicultural language learning experiences.

Requisites
COMPLETE MLS-111.

MLS201 - Intermediate Spanish

General

Subject code	Course Number	Credit Hours
MLS	201	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Intermediate Spanish

Course Description
This course is designed for the fluent or near-fluent speaker of Spanish who needs to develop proficiency in reading and writing. Oral presentations, reading, and numerous written assignments emphasize speaking and writing skills. Attention is given to individual grammatical problems. The course is taught in Spanish.

MLS202 - Latin American Literature - 1500 to Pres Present

General

Subject code	Course Number	Credit Hours
MLS	202	Credit Hours Min: 3
		Billing Hours
		Billing Hours Min: 3

Course Long Title
Latin American Literature - 1500 to Pres Present

Course Description
In this course, students are introduced to the literature of Latin America, from pre-Columbian times to the present. The course proceeds in chronological fashion, and each literacy period and its works are studied within the historical framework in which they were created. All work in this course, from the readings to the assignments, is done in Spanish.

Requisites
Complete MLS-201.

MUS101 - Introduction to Music

General

Subject code	Course Number	Credit Hours
MUS	101	Credit Hours Min: 3
		Billing Hours
		Billing Hours Min: 3

Course Long Title
Introduction to Music

Course Description
This course is designed to develop an appreciation of music from the Western classical and popular traditions to selected styles from other parts of the world. Students are also introduced to the fundamentals of music theory. NOTE: Students must have a CD player.

Requisites
Take ENG-101 previously or concurrently.

MUS102 - Intro to World Music

General

Subject code	Course Number	Credit Hours
MUS	102	Credit Hours Min: 3
		Billing Hours
		Billing Hours Min: 3

Course Long Title
Intro to World Music

Course Description
Introduction to World Music is a survey of musical traditions found around the world. The course examines the interaction of music with larger cultural and social patterns. MUS 102 includes an introduction to the fundamentals of musical sound and the principles of ethnomusicology.

Requisites
Take ENG-101 previously or concurrently.

MUS104 - The African American Musical Heritage

General

Subject code	Course Number	Credit Hours
MUS	104	Credit Hours Min: 3
		Billing Hours
		Billing Hours Min: 3

Course Long Title
The African American Musical Heritage

Course Description
This course surveys the forms of music associated with the African-American community from the 19th Century to the present ? worksongs, spirituals, gospel, blues, jazz, R&B, soul and hip-hop, among others. The course considers the influence of the music?s African roots and also the role of race in American cultural history.

Requisites
Take ENG-101 previously or concurrently.

MUS105 - Intro. to Latin-American Music

General

Subject code	Course Number	Credit Hours
MUS	105	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Intro. to Latin-American Music

Course Description
Introduction to Latin-American Music explores the rich musical diversity of Latin American cultures through observation and discussion of the music, and sociological elements that create and define these distinct genres. The course focuses on the inter-relation of religion, dance, cultural traditions and socio-historical background of Native American, African, Mestizo-Criollo and Iberian- European have on the region's music.

Requisites
Take ENG-101 previously or concurrently.

NONM0000 - Non-Matric Requisite Waiver

General

Subject code	Course Number	Credit Hours
NONM	0000	Credit Hours Min: 0
		Billing Hours Billing Hours Min: 8

Course Long Title
Non-Matric Requisite Waiver

NSG110 - Nursing I

General

Subject code	Course Number	Credit Hours
NSG	110	Credit Hours Min: 6
		Billing Hours Billing Hours Min: 6

Course Long Title
Nursing I

Course Description
This introductory course includes basic nursing concepts and skills. The focus is on wellness. Areas of emphasis will include the profession of nursing, values, communications, nursing process, physical/psychosocial assessment, nutrition, and pharmacodynamics.

Requisites
Take MAT-100 or MAT-114.

NSG120 - Nursing II

General

Subject code	Course Number	Credit Hours
NSG	120	Credit Hours Min: 8
		Billing Hours Billing Hours Min: 8

Course Long Title
Nursing II

Course Description
This course builds on the knowledge and skills learned in the first nursing course. The student will care for patients with simple acute and chronic health alterations. Content will be arranged in physiologic, self-concept, role function, and interdependent modes. Mental health nursing and physical/psychosocial assessment of those experiencing health deviations will be included.

Requisites
Complete NSG-110, ENG-101, and BIO-111

NSG210 - Nursing III

General

Subject code	Course Number	Credit Hours
NSG	210	Credit Hours Min: 9
		Billing Hours Billing Hours Min: 9

Course Long Title
Nursing III

Course Description
This course continues to examine more complex acute care and chronic health alterations. Content will be arranged in physiologic, self-concept, role function, and interdependent modes. The Childbearing Family will also be included. Pharmacology will be integrated throughout the course.

Requisites
Take NSG 120, ENG 102, BIO 211 and CSS 100.

NSG220 - Nursing IV

General

Subject code	Course Number	Credit Hours
NSG	220	Credit Hours Min: 9
		Billing Hours Billing Hours Min: 9

Course Long Title
Nursing IV

Course Description
This course focuses on patient in crisis requiring complex nursing care. Content will be arranged in physiologic, self-concept, role function, and interdependent modes. It will include Child Health Nursing. Emphasis will be placed on managing nursing care for multiple patients, delegation and assumption of leadership role. Pharmacology will be integrated throughout the course.

Requisites
Complete NSG-210 BIO-250 PSY-260.

NSG240 - Nursing Leadership

General

Subject code	Course Number	Credit Hours
NSG	240	Credit Hours Min: 2
		Billing Hours Billing Hours Min: 2

Course Long Title
Nursing Leadership

Course Description
This seminar consists of an analysis of current health trends and issues and their impact on the practice of nursing. Emphasis will be placed on an exploration of contemporary ethical dilemmas, economic and social issues, and concepts related to nursing leadership and the role transaction.

Requisites
Complete NSG 220.

OTA999 - Occupational Therapy Assistant

General

Subject code	Course Number	Credit Hours
OTA	999	Credit Hours Min: 1 Max: 42
		Course Long Title Occupational Therapy Assistant

PFT101 - Foundations of Personal Training

General

Subject code	Course Number	Credit Hours
PFT	101	Credit Hours Min: 2
		Billing Hours Billing Hours Min: 2

Course Long Title

Foundations of Personal Training

Course Description

This course is the first of three major courses that are linked to provide in depth study of the basic policies, guidelines, and procedures of providing high quality personal fitness training with emphasis on safety, health, nutrition, and special needs of chronic health conditions, children, women and the aging population. Topics include scientific rationale for integrated training, basic exercise science including functional anatomy, biomechanics and exercise physiology. The cardiovascular system is examined in conjunction with exercise metabolism and bioenergetics. Health risk appraisal enable students to practice pre-activity screenings and fitness decision making Attachment III skills. Students explore the legal responsibilities of this profession and their scope of practice. The development of communication styles and teaching practices lead students to developing trusting relationships with clients. Basic elements of behavioral change and health psychology encourages students to look at all aspects of motivation for exercise, fitness and health changes in their own lives and their clients. Course materials and class activities provide a means for students to develop a commitment to meeting individual needs of all genders, ages, and special needs populations in the realm of personal fitness training. Through class discussions, role playing, case studies, lab experiments and other active learning techniques students acquire the knowledge, attitude, and skills to support and promote a safe, healthy and realistic program for clients who want to see a positive change in their fitness and health.

Requisites

Take 1 course; ENG-101 or ENG-112 previously or concurrently

PFT103 - Health Fitness Management

General

Subject code	Course Number	Credit Hours
PFT	103	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Health Fitness Management

Course Description

This course in an introductory course exploring all aspects of the health and fitness industry and the multiple knowledge areas that are required by trainers and managers to run a successful business. Incorporation of health and fitness principles are applied to business practices. Areas included are: the individual trainer, private personal training business; independent club or a chain/franchise group of clubs.

Requisites

Take PFT-101 previously or concurrently.

PFT202 - Program Design and Implementation

General

Subject code	Course Number	Credit Hours
PFT	202	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title

Program Design and Implementation

Course Description

This course provides students with practical application of current testing procedures and instrumentation used in exercise testing. Students perform and interpret basic measurement protocols for cardiorespiratory endurance, muscular strength and endurance, flexibility, body composition, and blood pressure. Concepts and procedures are introduced through lecture and applied in the laboratory setting. Students learn the principles related to exercise prescription and develop the necessary skills to design and implement training programs. Safeguards and effectiveness for all fitness levels are addressed. This course incorporates American College of Sports Medicine (ACSM), National Academy of Sports Medicine (NASM), National Strength and Conditioning Association (NSCA), and American Council on Exercise (ACE) curriculum.

Requisites

Exit Basic Mathematics

PFT220 - Advanced Personal Fitness

General

Subject code	Course Number	Credit Hours
PFT	220	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Advanced Personal Fitness

Course Description
The Personal Fitness course prepares students to work as personal fitness trainers to clients of all ages. Students design and practice components of physical fitness to create an appropriate fitness/exercise program that is based on an analysis of the client's needs. Every class session includes essential theory (lecture) and a practical lab application. In the lab session, students gather and then critically analyze the data to tailor the program for the client's specific needs, goals and abilities. Students obtain opportunities to incorporate the newest practical and technical skills into their assessment planning.

This course incorporates American College of Sports Medicine (ACSM), National Academy of Sports Medicine (NASM), National Strength and Conditioning Association (NSCA), and American Council on Exercise (ACE) curriculum.

Requisites
Exit Basic Mathematics

PFT230 - Personal Fitness Internship/Test Prep

General

Subject code	Course Number	Credit Hours
PFT	230	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Personal Fitness Internship/Test Prep

Course Description
The internship in Personal Fitness Training affords students the opportunity to learn from personal trainers, exercise scientists, athletic trainers, and owners/managers of fitness studios/gymnasiums, and current industry professionals in various types of fitness programs, including corporate fitness, wellness, and health care facilities. Students gain hands-on experience and develop health and fitness industry knowledge. Students apply their pre-existing knowledge in real-world settings by interacting with clients and professionals. Each setting or placement is unique and individualized. Students complete a minimum of ninety (90) hours in their internship placement. Students receive weekly didactic reviews in preparation for national certification exams.

Requisites
Take PFT-220 and PFT-202 previously or concurrently.

PFT240 - Personal Training Internship

General

Subject code	Course Number	Credit Hours
PFT	240	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Personal Training Internship

Course Description
The internship in Personal Fitness Training affords students the opportunity to shadow and learn from current industry professionals in various types of fitness programs, including corporate fitness, wellness, and health care facilities. Students gain hands-on experience and develop health and fitness industry knowledge. Students apply their pre-existing knowledge in a real-world setting by interacting with clients and professionals. Each setting or placement is unique and individualized. Each student will complete a minimum of ninety (90) hours at the internship placement site. Students also receive weekly didactic reviews in preparation for a national personal training certification exam.

Requisites
Take EXS-203 or PFT-202 previously or concurrently.

PHL101 - Introduction to Philosophy

General

Subject code	Course Number	Credit Hours
PHL	101	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to Philosophy

Course Description
This course introduces students to the nature, history, patterns, and problems of philosophic thought. In addition, students are encouraged to understand philosophy as a means of learning about the world and our place in it.

Requisites
Complete ENG 101.

PHL102 - Religions of Asia

General

Subject code	Course Number	Credit Hours
PHL	102	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Religions of Asia

Course Description
This course offers an introduction to the history, structure and scriptural doctrines of the major religions of Asia, including Islam, Buddhism and Hinduism.

Requisites
Complete ENG 101.

PHL103 - Religions of the West

General

Subject code	Course Number	Credit Hours
PHL	103	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Religions of the West

Course Description
This course is an inquiry into the origin, meaning, and evolution of the three following monotheistic religions: Judaism, Christianity, and Islam. This goal is accomplished through an analysis of the following basic concepts as they pertain to: the beliefs of these three as concerns the divine; their respective heritages and spiritual practices; and the many forms each of these religions takes within its own nexus (for example, historical alterations). Or put differently, interest is in exploring the way of life, structure, practice, and historical reality of each of these three great monotheistic religions.

Requisites
Complete ENG-101.

PHL218 - Contemporary Moral Issues

General

Subject code	Course Number	Credit Hours
PHL	218	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Contemporary Moral Issues

Course Description
This course introduces students to a variety of ethical approaches to moral issues and to general problems involved in moral reasoning. Various controversial contemporary moral problems relating to business, science, law, medicine, and personal relations are examined.

Requisites
Complete ENG 101.

PHM201 - Pharmacy Technician II

General

Subject code	Course Number	Credit Hours
PHM	201	Credit Hours Min: 6
		Billing Hours Billing Hours Min: 6

Course Long Title
Pharmacy Technician II

Course Description
This course builds upon foundational pharmacy technician knowledge, covering additional roles and responsibilities of a practicing pharmacy technician. Topics include IV medications, sterile and non-sterile compounding, inventory control, and the legal aspects of dispensing drugs. Emphasis is placed on advanced pharmaceutical calculations, regulatory compliance, and hands-on training in compounding techniques. The course includes a hands-on lab component where students practice skills through hands-on activities that simulate real-world pharmacy settings.

PHM101 - Pharmacy Technician I

General

Subject code	Course Number	Credit Hours
PHM	101	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Pharmacy Technician I

Course Description
This is the first of two courses in the Pharmacy Technician program. Course content includes the duties and responsibilities of the pharmacy technician, as well as the mathematical components and the pharmacology foundation necessary to become a pharmacy technician. The course includes pharmacy practice such as handling of infectious and hazardous waste, pharmacologic dose calculations, and interpreting medication orders. The course includes a hands-on lab component where students practice skills through hands-on activities that simulate real-world pharmacy settings.

PHY111 - Engineering Physics I

General

Subject code	Course Number	Credit Hours
PHY	111	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Engineering Physics I

Course Description
This is an introductory course in calculus-based mechanics. Topics include vector algebra, equilibrium of particles and rigid bodies, and kinematics and dynamics of particles and simple rigid body systems. Emphasis is placed on Newton’s laws of motion and conservation principles involving work, energy, and momentum.

Requisites
Take MAT-111 previously or concurrently.

PHY113 - Physics I

General

Subject code	Course Number	Credit Hours
PHY	113	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Physics I

Course Description
This is the first of a two-course sequence in introductory physics that deals with mechanics. Topics include measurements, vectors, simple kinematics of uniformly accelerating bodies, projectile and circular motion work, energy, power, and simple rotational dynamics.

Requisites
Complete MAT-100 or MAT-106 or MAT-110 or MAT-111.

PHY211 - Engineering Physics II

General

Subject code	Course Number	Credit Hours
PHY	211	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Engineering Physics II

Course Description
Provides an introduction to electricity and magnetism. The course starts with electrostatics and culminates with Maxwell's equations. Topics covered include Coulomb's laws, the electric and magnetic field, the electrostatic potential, Gauss's law, Biot-Savart law, Ampere's law, and Basic DC and AC circuit theory.

Requisites
Complete PHY 111.

PHY212 - Engineering Physics III

General

Subject code	Course Number	Credit Hours
PHY	212	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Engineering Physics III

Course Description
The third course of a three-course sequence on introductory engineering physics. Topics covered include vibratory and wave motion in general, interference of mechanical waves and related standing wave patterns, resonance and phenomena of beats, Doppler shift of sound waves, geometrical optics and applications to lens and mirror system, diffraction interference, and polarization of light. Also covered are special relativity, photoelectric effect, Bohr-atom, continuous and discrete spectra, Compton effect, DeBroglie and wave particle duality of matter, wave mechanics modification of classical mechanics, and the nuclear atom. Lab experiments are performed spanning the broad-spectrum of topics discussed in lecture.

Requisites
Complete PHY 211.

PHY213 - Physics II

General

Subject code	Course Number	Credit Hours
PHY	213	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Physics II

Course Description
Covers the following topics: simple harmonic motion, wave motion, light and lenses, electric forces and Coulomb's Law, electric fields, and electromagnetism.

Requisites
Complete PHY 113.

PLMAT071 - Exempt Mat 071

General

Subject code	Course Number	Credit Hours
PLMAT	071	Credit Hours Min: 0

Course Long Title
Exempt Mat 071

PLMAT073 - Exempt MAT 073

General

Subject code	Course Number	Credit Hours
PLMAT	073	Credit Hours Min: 0

Course Long Title
Exempt MAT 073

PLMAT100 - Exempt MAT 100

General

Subject code	Course Number	Credit Hours
PLMAT	100	Credit Hours Min: 0

Course Long Title
Exempt MAT 100

PLMAT110 - Exempt MAT 110

General

Subject code	Course Number	Credit Hours
PLMAT	110	Credit Hours Min: 0

Course Long Title
Exempt MAT 110

PNU101 - PN: Fundamentals of Nursing Practice

General

Subject code	Course Number	Credit Hours
PNU	101	Credit Hours Min: 6

Billing Hours
Billing Hours Min: 6

Course Long Title
PN: Fundamentals of Nursing Practice

Course Description
This introductory nursing course presents basic nursing concepts and skills. The focus is on wellness and disease prevention. Using Maslow?s Hierarchy of Needs, concepts basic to physical, psychological, sociocultural, developmental, and spiritual needs are presented. Clinical experiences are provided in varied sites caring for adult and geriatrics clients. These sites include hospitals and nursing homes.

Requisites
Complete ENG 101 and MAT 102.

PNU102 - PN: Nursing Clients w/Alter Basic Needs

General

Subject code	Course Number	Credit Hours
PNU	102	Credit Hours Min: 8

Billing Hours
Billing Hours Min: 8

Course Long Title
PN: Nursing Clients w/Alter Basic Needs

Course Description
This course builds on the knowledge and skills learned in PNU 101. It will focus on acute health problems that occur in adults causing alterations in basic human needs. Mental health concepts and alterations will also be discussed. Clinical experiences are provided in varied sites.

Requisites
Complete PNU 101.

PNU201 - Practical Nursing: Maternal Child Health Child Health

General

Subject code	Course Number	Credit Hours
PNU	201	Credit Hours Min: 5
		Billing Hours Min: 5

Course Long Title
Practical Nursing: Maternal Child Health Child Health

Course Description
This Nursing course builds on the knowledge and skills learned in PNU 101 and PNU 102. The course focuses on reproduction, childbearing, and child- rearing families. Clinical experiences are provided in varied clinical sites.

Requisites
Complete PNU 102.

PNU202 - PN: Nursing Clients with Complex Needs Complex Needs

General

Subject code	Course Number	Credit Hours
PNU	202	Credit Hours Min: 8
		Billing Hours Min: 8

Course Long Title
PN: Nursing Clients with Complex Needs Complex Needs

Course Description
This course builds on the knowledge and skills learned in the first three nursing courses. It will focus on chronic and emergent health problems that occur in adults across the life span and cause alterations in basic human needs. Clinical experiences are provided at varied sites.

PNU203 - Practical Nursing: Role Transition

General

Subject code	Course Number	Credit Hours
PNU	203	Credit Hours Min: 1
		Billing Hours Min: 1

Course Long Title
Practical Nursing: Role Transition

Course Description
This course will focus on current trends and issues that impact nursing practices and health care delivery. Concepts related to role transition will be explored.

PNU204 - Practical Nursing Capstone

General

Subject code	Course Number	Credit Hours
PNU	204	Credit Hours Min: 2
		Billing Hours Min: 2

Course Long Title
Practical Nursing Capstone

Course Description
This course is a comprehensive synthesis of key practical nursing principles. Aligned with the NCLEX-PN blueprint, students learn about patient safety and content specific to medical/surgical, maternal/child, and psychiatric nursing care. Clinical simulations and case studies reinforce concepts and focus on prioritization and delegation using multiple patient assignments. NCLEX-PN readiness exams, review, and test-taking techniques are integrated to reinforce student learning. Concepts discussed during lectures are reinforced during lab hours.

Requisites
Complete PNU-202.

PSC101 - Introduction to Political Science

General

Subject code	Course Number	Credit Hours
PSC	101	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to Political Science

Course Description
Provides an introduction to political theories and methods of politics as a science. The course includes analysis of structures and processes that characterize political behavior and political institutions.

PSC200 - State & Local Government

General

Subject code	Course Number	Credit Hours
PSC	200	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
State & Local Government

Course Description
This course is an introduction to the structures and functions of state and local government in the United States. The student is exposed to state and local institutions, processes and policies including their powers, organizations, functions and development as well as the interrelationship between the federal, state, and local political jurisdictions.

PSC102 - American Government

General

Subject code	Course Number	Credit Hours
PSC	102	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
American Government

Course Description
Examines the structure and operations of the American political system, the philosophical principles and theories upon which it rests, and the social forces and pressures operating on it.

PSC210 - International Relations

General

Subject code	Course Number	Credit Hours
PSC	210	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
International Relations

Course Description
This course introduces students to the development and contemporary status of international relations and world politics. The course examines the emergence of the modern nation-state system, competing theories and strategies in foreign policy decision making, the great power rivalries between states, including their causes, consequences and implications for the future. Other topics include the status of power politics in the 21st century, terrorism, non-state actors in the global system of politics, the emergence of a global-political economy and the Global South in a world of wealthy nation-states.

Requisites
Complete ENG 101.

PSY101 - Introduction to Psychology

General

Subject code	Course Number	Credit Hours
PSY	101	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to Psychology

Course Description
This course is designed to present an overview of psychology. As an introduction to the field, students learn current perspectives and the methods used in psychology today. They become familiar with problems and general findings in the processes of sensation, perception, learning and memory, and consider issues related to language, thought, and intelligence. They focus, too, on understanding the connections between emotions, stress, and health, and examine current theories in developmental, personality, and abnormal psychology. Students are encouraged to apply psychological principles to personal and social concerns.

PSY121 - Psychological Methods and Applications

General

Subject code	Course Number	Credit Hours
PSY	121	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Psychological Methods and Applications

Course Description
This course offers students majoring in the field or those interested in further study of psychology an opportunity to familiarize themselves with theories within selected areas of scientific psychology (Interpersonal and Social relations, Sensation, Perception, Emotions, Motivation, Intelligence, Personality Assessment, Psychological Disorders and Therapies).

Requisites
Complete PSY-101 and ENG-101.

PSY211 - Developmental Psychology I

General

Subject code	Course Number	Credit Hours
PSY	211	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Developmental Psychology I

Course Description
This course is designed to investigate human development from the prenatal period through adolescence using a life-span approach. The class will focus on the interaction of biological, social, emotional, and cognitive factors as they affect the developing child. Contemporary developmental theories and research issues will be discussed, and emphasis will be placed on the applications of theory to parenting, education, and therapy.

Requisites
Complete PSY 101.

PSY216 - Theories of Personality

General

Subject code	Course Number	Credit Hours
PSY	216	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Theories of Personality

Course Description
This course reviews the psychoanalytic, sociocultural, trait, learning, sociobiological, and existential-humanistic theories of personality. Personality characteristics are emphasized and basic assumptions underlying selective theoretical approaches are examined. Empirical research findings used to support various theoretical paradigms are critically evaluated and real-world applications are explored.

Requisites
Complete PSY-101 and ENG-101.

PSY260 - Lifespan Development

General

Subject code	Course Number	Credit Hours
PSY	260	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Lifespan Development

Course Description
Lifespan Development investigates current theories related to the changes that occur from the prenatal period through old age. Emphasis is placed on understanding the complex interactions of biological, cognitive, social and emotional factors that shape the life course. Students will be expected to apply developmental theories to their own life experiences.

Requisites
Complete PSY 101.

PSY280 - Abnormal Psychology I

General

Subject code	Course Number	Credit Hours
PSY	280	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Abnormal Psychology I

Course Description
This course examines historical views of abnormal behavior and focuses on contemporary causes, classifications and treatments. Major disorders are considered from psychodynamic, cognitive, humanistic, biological and sociocultural perspectives.

Requisites
Complete PSY 101.

PSY270 - Psychology of Teaching and Learning

General

Subject code	Course Number	Credit Hours
PSY	270	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Psychology of Teaching and Learning

Course Description
This course is intended primarily for students majoring in education or interested in the learning process. Psychological theories related to development, learning, cognition and motivation will be reviewed and applied to an understanding of student characteristics and differences, the importance of classroom environment, and various means of assessment. Emphasis will be placed on the practical implications of psychological theory, a constructivist approach to learning, and the importance of reflective teaching.

Requisites
Complete PSY 101.

RAD101 - Radiography I

General

Subject code	Course Number	Credit Hours
RAD	101	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title
Radiography I

Course Description
Content is designed to provide an overview of the general principles of patient care, ethics, and medico-legal standards. Principles of mathematical formulas, prime factors, and electromagnetic energy are introduced. Equipment operation introduces the use of grids, screens, darkroom, and digital imaging processing, and all components involved in image production. The foundation of radiation protection and safety standards in radiographic imaging is emphasized. The history of radiography, career opportunities and human diversity and its relationship in the health care system are covered. Learning the basics of medical terminology for use in the healthcare environment is given.

Requisites
Take RAD-104.

RAD102 - Radiography II

General

Subject code	Course Number	Credit Hours
RAD	102	Credit Hours Min: 4

Billing Hours

Billing
Hours
Min:
4

Course Long Title

Radiography II

Course Description

This course builds upon the foundation of image production identifying the prime components of radiographic image quality and its control. Image processing for screen -film versus digital imaging along with radiographic accessories for routine diagnostic radiography are analyzed. Radiation protection and biology discuss radiation interaction with atoms and cellular structures. Patient care methodologies are continued emphasizing imaging techniques for mobile, OR and trauma patients including age specific routines. Quality management will include theory and application of basic quality control tests of radiographic equipment. Pre/Co-requisites: RAD 101; RAD 104; 105

Requisites

Take RAD-105 previously or concurrently.

RAD103 - Radiography III

General

Subject code	Course Number	Credit Hours
RAD	103	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Radiography III

Course Description

Biological Aspects of Radiation, personnel protection and minimizing patient exposure are studied in depth. Patient Care introduces the relationship of pharmacology to contrast media studies along with learning venipuncture technique and patient assessment skills. Advanced modalities and special studies will prepare students for senior year clinical rotations. Pre/Co-requisites: RAD 101; 102; 104; 105; 106

Requisites

Take RAD-106

RAD104 - Radiographic Imaging I/Lab

General

Subject code	Course Number	Credit Hours
RAD	104	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Radiographic Imaging I/Lab

Course Description

In this first course, anatomy and positioning terminology and their procedure protocols for chest, abdomen, and upper extremity are presented. Demonstration of applicable factors and radiation protection methods are learned in order to achieve quality radiographs while providing compassionate and optimum patient care. Clinical lab experience will complement didactic instruction. Pre/Co-requisite: RAD 101

Requisites

Take RAD-101.

RAD105 - Radiographic Imaging II/Lab

General

Subject code	Course Number	Credit Hours
RAD	105	Credit Hours Min: 3

Billing Hours

Billing
Hours
Min:
3

Course Long Title

Radiographic Imaging II/Lab

Course Description

In this second course of imaging series, anatomy and positioning terminology and their procedure protocols for lower extremity, shoulder and pelvic girdles, ribs and sternum as well as pediatric and geriatric methodologies are learned. Patient care protocols are always emphasized. Clinical lab experience will complement didactic instruction. Pre/Co-requisites: RAD 101; 102; 104

Requisites

Take RAD-102.

RAD106 - Radiographic Imaging III/Lab

General

Subject code	Course Number	Credit Hours
RAD	106	Credit Hours Min: 1
		Billing Hours Billing Hours Min: 1

Course Long Title

Radiographic Imaging III/Lab

Course Description

In this third course of imaging series, anatomy and positioning terminology and their procedure protocols for the entire spinal column are presented. Patient care protocols are always emphasized. Clinical lab experience will compliment didactic instruction. Pre/Co-requisites: RAD 101; 102; 103

Requisites

Take RAD-103.

RAD204 - Radiography IV

General

Subject code	Course Number	Credit Hours
RAD	204	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title

Radiography IV

Course Description

This course is a continuation of RAD-101, -102, and -103. Discussion centers on advanced principles of digital radiography along with an introduction to digital peripheral equipment. Lecture topics include the use of digital equipment for routine fluoroscopy imaging, quality management including continuous quality improvement, and quality assurance. Radiographic Pathology introduces the concepts of diseases and etiology related to radiographic imaging. Students create an oral presentation demonstrating their understanding of image production, equipment, evaluation, and pathology. Pre/Co-requisites: RAD 101; 102; 103; 104; 105;106; 207

Requisites

Complete RAD-101/102/103/104/105/106.

RAD205 - Radiography V

General

Subject code	Course Number	Credit Hours
RAD	205	Credit Hours Min: 4
		Billing Hours Billing Hours Min: 4

Course Long Title

Radiography V

Course Description

This course is a review of content covered in RAD- 101, -102, -103, -104, -105, -106, -204, and -207. This course covers in detail the content covered in previous courses such as digital radiography, construction of circuit tubes, comparison of atomic interactions, and the effect on exposure when as low as reasonably achievable and principles of exposure incorporating technical factor conversions for the control panel. Students gain an understanding of the relationship of patient body habitus and patient dosage. The course also reviews content previously covered in Radiographic Imaging courses. Students begin studying for their certification exams through the Online American Registry of Radiologic Technologists (ARRT) review programs. Pre: RAD 101; 102; 103; 104; 106; 204; 207

Requisites

Complete RAD-101/102/103/104/106/204/207.

RAD207 - Radiographic Imaging IV/Lab

General

Subject code	Course Number	Credit Hours
RAD	207	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title

Radiographic Imaging IV/Lab

Course Description

In this last course of imaging series, anatomy and positioning terminology and their procedure protocols for contrast studies, skull, and advanced studies such as Myelography, Arthrography and ERCP are learned. Patient care protocols are always emphasized. Clinical lab experience will complement didactic experience. Pre/Co-requisites: RAD 101; 102; 103; 104; 105; 106 ; 204

Requisites

Take RAD-204.

RAD208 - Radiography VI

General

Subject code	Course Number	Credit Hours
RAD	208	Credit Hours Min: 1
		Billing Hours Billing Hours Min: 1

Course Long Title
Radiography VI

Course Description
A general comprehensive review of all learned material prepares the student for the upcoming ARRT national registry examination. Content Specifications, test taking preparation, and continuing education opportunities will be discussed. Students will be required to pass mock simulated registry exams and comprehensive tests by the required 80% grade in order to pass this final course in order to graduate.

Requisites
Complete RAD-101/102/103/104/106/204/205/207.

RDG071 - Basic Reading I

General

Subject code	Course Number	Credit Hours
RDG	071	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Basic Reading I

Course Description
This course is designed for students who need to develop reading skills before attempting college-level coursework. Students are encouraged to become active readers, listeners and thinkers through a variety of reading and study experiences. Assistance is given with comprehending, summarizing, analyzing, and evaluating assigned readings, including full-length works of fiction or non-fiction.

Requisites
Take ENG-071

RDG070 - Fundamentals of Basic Reading

General

Subject code	Course Number	Credit Hours
RDG	070	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Fundamentals of Basic Reading

Course Description
This course offers practical application of reading skills. Working with a variety of written texts, students learn to use reference materials to find information, locate central ideas and supporting details, and develop vocabulary through the use of context clues and word parts. Students also learn to apply annotating, note taking, and summarizing skills.

Requisites
Take ENG-070 and RDG-074

RDG072 - Basic Reading II

General

Subject code	Course Number	Credit Hours
RDG	072	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Basic Reading II

Course Description
This course is designed for students who need to improve reading skills before attempting a full college-level schedule. Students develop their skill in comprehending, summarizing, analyzing and evaluating assigned readings, including full-length works of fiction or non-fiction.

Requisites
Take ENG-072

RDG073 - Basic Reading III

General

Subject code	Course Number	Credit Hours
RDG	073	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Basic Reading III

Course Description
This course is designed for students who need preparatory work in reading before attempting a full college-level program. Students refine test-taking and study skills and develop comprehension through reading of college-level essays, textbook materials and novels and/or non-fiction books.

Requisites
Take ENG-073

RDG074 - Intro to Analytical and Critical Reading

General

Subject code	Course Number	Credit Hours
RDG	074	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Intro to Analytical and Critical Reading

Course Description
This course is designed for students needing preparatory instruction before entering ENG/RDG 071 and RDG 075. It offers practical application of study skills by using a variety of written materials. Students will learn to identify central ideas, supporting details, and to imply meaning from the text. In addition, they will apply annotating, note taking and summarizing skills in various content area materials. Vocabulary development will be an important component of instruction in this course.

Requisites
Take ENG-070 and RDG-070

RDG075 - Developing Analytical Thought I

General

Subject code	Course Number	Credit Hours
RDG	075	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Developing Analytical Thought I

Course Description
Focuses on analytical reading skills. Students are taught to identify logical patterns of thought in formal written and spoken language. Practice is provided in reading maps and graphs; analyzing and solving word problems; and understanding analogies, making inferences, and drawing conclusions.

Requisites
Take ENG-071 and RDG-071

SCI101 - Introduction to Physical Science

General

Subject code	Course Number	Credit Hours
SCI	101	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to Physical Science

Course Description
This course is for students who have not had high school physics and for those who wish to review the subject. It covers mechanics, electricity and magnetism, elements of heat, work, and waves. The associated laboratory supplements and illustrates the principles discussed in class.

Requisites
Complete MAT-071 and MAT-073 or any MAT 100 or above;

SCI102 - Intro to Science Real World

General

Subject code	Course Number	Credit Hours
SCI	102	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title

Intro to Science Real World

Course Description

This course introduces students to real-world problems and their solutions through the process of scientific inquiry. Students explore the relationship between science and everyday life. The instructor provides the research question, and students are responsible for the design, data collection, analysis, interpretation, and reporting of their investigations. To reinforce the concepts covered in lecture, laboratory classes include hands-on, inquiry-based laboratory investigations. Pre-requisite: Exit Basic Mathematics. Co-requisite: ENG-101.

Requisites

Take ENG-101 previously or concurrently.

SCM101 - Supply Chain Management Principles

General

Subject code	Course Number	Credit Hours
SCM	101	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title

Supply Chain Management Principles

Course Description

This course defines the concept of a supply chain and all of its components from raw materials extracted from the earth to retail products ready for purchase by consumers. The principles learned in this track provide the necessary foundation for fully comprehending the following certification tracks. Supply Chain Management Principles assures success in the remaining certification SCM tracks and is recommended as a prerequisite to other certification tracks. The Supply Chain Management Principles certification also stands alone as a high level overview of supply chain management.

SCI105 - Introduction to Astronomy

General

Subject code	Course Number	Credit Hours
SCI	105	Credit Hours Min: 4
		Billing Hours Min: 4

Course Long Title

Introduction to Astronomy

Course Description

Introduction to Astronomy, one of the earliest sciences, is intended for non-science majors. Students learn a wide range of scientific content, including the sky, Moon phases and eclipses, the Solar System, the nature of light and waves, as well as the Sun and galaxies. Along the chronological path of scientific discoveries and technological developments, students learn about this amazing field and understand how scientists across the centuries contributed to the development of modern astronomy. The associated laboratory activities and demonstrations supplement and illustrate the principles discussed during lecture.

SCM110 - Transportation Operations

General

Subject code	Course Number	Credit Hours
SCM	110	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title

Transportation Operations

Course Description

Transportation Operations explains in detail the different types of transportation modes: air, water, rail, and pipeline used throughout the supply chain and reasons for selected modes. Transportation Operations looks at cost drivers such as dimension, weight and speed along with delivery requirements and other special requirements as input to key transportation decisions.

Requisites

Complete SCM-101.

SCM115 - Warehousing Operations

General

Subject code	Course Number	Credit Hours
SCM	115	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Warehousing Operations

Course Description
Warehousing Distribution introduces the student to the processes, software, and terminology used in modern distribution operations. This course trains students on the basics of warehousing so that they may quickly acclimate themselves and be effective contributors in warehousing and distribution operations. Discussion centers on the role of warehousing regarding facility configuration, storage and handling techniques, performance metrics, customer service considerations, and safety concerns across various types of distribution facilities.

Requisites
Complete SCM-101.

SED290 - Inclusive Teaching & Learning

General

Subject code	Course Number	Credit Hours
SED	290	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Inclusive Teaching & Learning

Course Description
An introduction to the field of special education, the etiology, societal attitudes, federal and state laws, and responsibility of educators will be explored. Emphasis will be on the exceptional child as a learner by developing an understanding of the handicapping conditions and applying modifications to educational practices and environments. Current programs and services for educating exceptional children in the State of New Jersey will be discussed.

Requisites
Take ENG-102 previously or concurrently.

SED235 - Young Children With Special Needs

General

Subject code	Course Number	Credit Hours
SED	235	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Young Children With Special Needs

Course Description
This course focuses on the origins, theoretical and philosophical foundations, and practical issues associated with education and intervention services for children birth through eight years of age. This unique group may have disabilities, or may be developmentally delayed, or at risk for problems in learning. Topics include issues related to public laws, effectiveness of early intervention, biological and environmental influences on development, definitions of "at-risk" and "disabled" populations and assessment. Students will gain knowledge in curriculum design and strategies for teaching young children with special needs in collaboration with their families. Students will gain practical experience via field assignments. They are expected to complete observations of young children with special needs in various settings, as well as implement an extensive case study.

Requisites
Take ECE-201or EDU-211 or PSY-270 previously or concurrently

SOC101 - Introduction to Sociology

General

Subject code	Course Number	Credit Hours
SOC	101	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to Sociology

Course Description
This course provides an introduction to the discipline of sociology, its major concepts, theories, and research methods, as well as key findings in the field. Using scientific and theoretical principles, students learn about the relationship between social organization, group dynamics, and human behavior, and about the functions of institutions such as religion, family, economy, government, education, the media, and medicine. Sub-topics include culture and identity development; group formation and dynamics; urban life and social change; causes and consequences of social inequality in areas of race, ethnicity, gender, sexuality, and social class.

SOC200 - Intro to Gerontology

General

Subject code	Course Number	Credit Hours
SOC	200	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Intro to Gerontology

Course Description
This course examines the aging process and problems of aged people. The biological, psychological and sociological dimensions of aging are explored. Implications for social policy will be addressed.

Requisites
Complete ENG 101.

SOC201 - Sociology of the Family

General

Subject code	Course Number	Credit Hours
SOC	201	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Sociology of the Family

Course Description
This course examines the family as a social institution and explores its functions, structure, structure and change. The family in a multicultural environment is examined and a comparative approach is applied. Challenges of modern times are addressed.

Requisites
Complete ENG 101.

SOC203 - Environmental Sociology

General

Subject code	Course Number	Credit Hours
SOC	203	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Environmental Sociology

Course Description
This course focuses on the interactions between the natural environment, social organizations, and social behavior, with studies of the social factors that cause environmental problems, the societal impacts of those problems, and societal efforts to solve these problems. The course explores issues of science and technology, popular culture, economics, urbanization, racial and gender relations, as well as social movements. This course develops a broad understanding of society and environmental issues.

Requisites
Complete ENG-101.

SOC211 - Social Problems

General

Subject code	Course Number	Credit Hours
SOC	211	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Social Problems

Course Description
This course examines the dysfunctions and contradictions in social institutions, structures and processes. The role of power in social and individual problems is emphasized.

Requisites
Complete ENG 101.

SOC230 - Religion and Society

General

Subject code	Course Number	Credit Hours
SOC	230	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Religion and Society

Course Description
The course examines the diversity of world religions and their structure and functions from the sociological perspectives. The role of religion in pluralistic societies will be explored. The conflicting trends of fundamentalism and secularization will also be addressed.

Requisites
Complete ENG 101.

SOC240 - Criminology

General

Subject code	Course Number	Credit Hours
SOC	240	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Criminology

Course Description
This course covers historical and contemporary as well as philosophical and scientific approaches to the understanding of criminal behavior. Medical, psychological, political, economic and sociological dimensions will be explored. Crime statistics are also examined.

Requisites
Complete ENG 101.

SOC260 - Race & Ethnic Relations

General

Subject code	Course Number	Credit Hours
SOC	260	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Race & Ethnic Relations

Course Description
This course examines the structure, functions, and conflicts associated with race and ethnic relations, and the interaction between minority and majority groups. Emphasis is placed on the intersection of race, ethnicity, gender, class and religion and its impact on racial/ethnic identities. Historical and contemporary experiences of various racial/ethnic groups will be explored and various sociological perspectives will be applied. Race and ethnic relations will be explored from both the national (U.S.) and the global perspectives.

Requisites
Complete ENG 101.

SOC280 - Social Research Methods

General

Subject code	Course Number	Credit Hours
SOC	280	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Social Research Methods

Course Description
This course offers an introduction to the main concepts and methods of social research. It is designed to develop an understanding of scientific methods of inquiry. Both quantitative and qualitative methods are covered. Students gain expertise in report writing. Creative and critical thinking skills are also emphasized.

Requisites
Complete SOC 101 or PSY 101.

THA101 - Introduction to Acting

General

Subject code	Course Number	Credit Hours
THA	101	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to Acting

Course Description
The course is designed for the college student possessing little or no background in the performing arts, and for experienced performers who wish to brush up on their skills. Course content includes beginning technique, theory, and the methodology needed to grasp the concept of acting. The practice of acting is explored through exercises using imagination, concentration, relaxation, intention, improvisation, spontaneity, and the reality of doing (as each applies to the craft of acting).

Requisites
Take ENG-101.

THA102 - Introduction to Theater

General

Subject code	Course Number	Credit Hours
THA	102	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Introduction to Theater

Course Description
Introduction to Theatre explores the fundamentals of the theatre by bringing to the forefront the work of the theatre practitioners -- playwrights, actors, directors and designers -- working in the world theatre today. The course will also examine the social, political, and artistic forces that shape a play in relation to culture and history.

Requisites
Take ENG-101 previously or concurrently.

THA201 - Acting II

General

Subject code	Course Number	Credit Hours
THA	201	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Acting II

Course Description
Acting II is an intermediate level acting course that delves more intensely into scene work, and builds upon the basic skills acquired in Intro to Acting. The curriculum focuses primarily on the foundations of Stanislavski's Method, but also emphasizes two offshoots of his concepts - the distinctive acting styles of both Stella Adler and Sanford Meisner. By concentrating on objectives, given circumstances, sensory work, affective memories, characterization, and moment-to-moment work, students will acquire the discipline and framework necessary to create a theatrical performance.

Requisites
Complete THA-101 and ENG-101.

THA202 - Acting for the Camera

General

Subject code	Course Number	Credit Hours
THA	202	Credit Hours Min: 3
		Billing Hours Billing Hours Min: 3

Course Long Title
Acting for the Camera

Course Description
Acting for the Camera introduces the basic concepts of acting for film and television and the specific tools used in the medium. Building upon the basic skills acquired in Intro to Acting, the curriculum focuses on student actors who want to develop skills that will improve their performance on camera.

Requisites
Take ENG-101 previously or concurrently.

THA205 - Introduction to Playwriting

General

Subject code	Course Number	Credit Hours
THA	205	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Introduction to Playwriting

Course Description
Introduction to Playwriting is designed to create a supportive and stimulating environment for student playwrights to develop the essential tools necessary to craft plays. The art of playwriting is explored through analytic as well as creative work, including the use of writing prompts, play analysis, re-writing exercises, and play readings. The study and practice of these fundamental playwriting techniques culminate in the writing of a 10-minute play.

Requisites
Complete ENG-101.

THA208 - Contemporary Drama

General

Subject code	Course Number	Credit Hours
THA	208	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Contemporary Drama

Course Description
Contemporary Drama focuses on late 20th - 21st Century plays, and the analysis of their theatrical structures from the perspective of theatre artists - playwrights, actors, directors, and designers. The emphasis of the course is to develop the student's ability to appreciate the intellectual and intuitive work required to create a theatrical experience from a written text in today's theatre.

Requisites
Complete ENG-101.

THA207 - Introduction to Drama

General

Subject code	Course Number	Credit Hours
THA	207	Credit Hours Min: 3
		Billing Hours Min: 3

Course Long Title
Introduction to Drama

Course Description
This course introduces students to a wide variety of dramatic forms through the study of plays ranging from ancient Greece to modern times. Students will learn to read, discuss and write about plays exemplifying a variety of approaches to drama.

Requisites
Complete ENG 101.

Course Sets

Pre-Medicine/Pre-Pharmacy

- Complete ALL:
- CHP111 - College Chemistry I
 - CHP211 - College Chemistry II

Science/Lab Science Electives

- Complete ANY:
- BIO100 - General Biology
 - BIO107 - Human Biology

- BIO111 - Anatomy and Physiology I
- BIO211 - Anatomy and Physiology II
- BIO115 - Principles of Biology I
- BIO116 - Principles of Biology II
- BIO120 - Human Sexual Biology
- BIO208 - Ecology
- BIO230 - Histology
- BIO240 - Genetics
- BIO250 - Microbiology
- CHP100 - Introduction to Chemistry
- CHP111 - College Chemistry I
- CHP211 - College Chemistry II
- CHP225 - Organic Chemistry I
- CHP230 - Organic Chemistry II
- ENV110 - Introduction to Environmental Studies
- GEO111 - Physical Geology
- PHY111 - Engineering Physics I
- PHY211 - Engineering Physics II
- PHY113 - Physics I
- PHY213 - Physics II
- SCI101 - Introduction to Physical Science
- SCI102 - Intro to Science Real World
- SCI105 - Introduction to Astronomy

Theater Electives

Complete ANY:

- THA101 - Introduction to Acting
- THA201 - Acting II
- THA205 - Introduction to Playwriting
- LIT207 - Introduction to Drama

Lab/Science 4 Credits

Complete ANY:

- BIO107 - Human Biology
- BIO111 - Anatomy and Physiology I
- BIO115 - Principles of Biology I
- BIO116 - Principles of Biology II
- BIO208 - Ecology
- BIO211 - Anatomy and Physiology II
- BIO230 - Histology
- BIO240 - Genetics
- BIO250 - Microbiology
- BIO260 - Molecular Biology
- BIO270 - Cell Biology
- CHP105 - Introduction to Environmental Chemistry
- CHP111 - College Chemistry I
- CHP201 - Environmental Chemistry
- CHP211 - College Chemistry II
- CHP225 - Organic Chemistry I
- CHP230 - Organic Chemistry II
- GEO111 - Physical Geology
- PHY111 - Engineering Physics I
- PHY113 - Physics I
- PHY211 - Engineering Physics II
- PHY212 - Engineering Physics III
- PHY213 - Physics II
- SCI102 - Intro to Science Real World
- SCI105 - Introduction to Astronomy
- FOS111 - Introduction to Forensic Science

Lab Science Elective 3 Credits

Complete ANY:

- BIO100 - General Biology
- BIO120 - Human Sexual Biology
- CHP100 - Introduction to Chemistry
- ENV110 - Introduction to Environmental Studies

- SCI101 - Introduction to Physical Science

Technology Competency Elective

Complete ANY:

- CSC100 - Intro to Computers & Computing

Communication

- COM101 - Interpersonal Communication

Restricted BIO Major Electives

Complete ANY:

- BIO208 - Ecology
- BIO250 - Microbiology
- BIO260 - Molecular Biology
- MAT111 - Calculus I
- MAT112 - Calculus II

Hotel Restaurant Restricted Electives

Complete ANY:

- ACC221 - Principles of Accounting II
- ACC211 - Computerized Accounting
- BUS230 - Business Law
- CAI115 - Food Sanitation & Culinary Principles
- CAI121 - Product Identification & Purchasing
- CAI206 - Introduction to Sustainability
- ECO202 - Principles of Microeconomics
- HMT111 - Introduction to Entrepreneurship
- HMT115 - The Urban Entrepreneur
- HMT202 - Innovation, Creativity & Marketing
- HMT217 - Franchising
- MAN221 - Marketing
- MAT100 - College Algebra
- MAT103 - Business Mathematics
- MAT114 - Introduction Probabilities & Statistics

Humanities Elective(s)

Complete ANY:

- AMS135 - Introduction to American Studies
- ART101 - Experiencing Art
- ART115 - Art History I
- ART125 - Art History II
- ART120 - Survey of Contemporary Art
- ASL101 - American Sign Language I
- ASL102 - American Sign Language II
- FLM101 - Introduction to Film
- HUM101 - Cultures and Values
- HUM128 - Food and Culture
- LIT201 - Introduction to Literature
- LIT202 - Survey of American Literature
- LIT204 - Introduction to the Short Story
- LIT205 - Introduction to Cultural Studies
- LIT206 - Introduction to Poetry
- LIT207 - Introduction to Drama
- LIT208 - Contemporary Drama
- LIT210 - Latin-American Literature
- LIT211 - African-American Literature
- LIT214 - Intro to the Novel
- LIT215 - World Literature to 1650
- LIT216 - British Literature to 1650
- LIT217 - Women and Literature
- LIT220 - Science Fiction & Fantasy
- LIT225 - World Literature From 1650 to Present
- LIT226 - British Literature 1650-PRESENT
- MLA101 - Elementary Arabic I
- MLA102 - Elementary Arabic II

- MLA111 - Arabic for Heritage Spkr I
- MLA112 - Arabic for Heritage Spkr II
- MLC101 - Basic Chinese I
- MLK101 - Basic Korean I
- MLK102 - Basic Korean II
- MLC102 - Basic Chinese II
- MLJ101 - Basic Japanese I
- MLF101 - Basic French I
- MLF102 - Basic French II
- MLS101 - Basic Spanish I
- MLS102 - Basic Spanish II
- MLS111 - Spanish For Heritage Speakers
- MLS112 - Spanish for Heritage Speakers II
- MLS201 - Intermediate Spanish
- MLS202 - Latin American Literature - 1500 to Pres Present
- PHL101 - Introduction to Philosophy
- PHL102 - Religions of Asia
- PHL103 - Religions of the West
- PHL218 - Contemporary Moral Issues
- MUS101 - Introduction to Music
- MUS102 - Intro to World Music
- MUS104 - The African American Musical Heritage
- MUS105 - Intro. to Latin-American Music
- THA102 - Introduction to Theater
- THA208 - Contemporary Drama

Diversity Elective(s)

Complete ANY:

- ANT101 - Intro to Cultural Anthropology
- ANT102 - Introduction to Physical Anthropology
- ART120 - Survey of Contemporary Art
- ASL105 - Deafness as a Cultural Experience
- COM101 - Interpersonal Communication
- HUM101 - Cultures and Values
- HUM128 - Food and Culture
- HIS104 - History American Immigration & Ethnicity And Ethnicity
- HIS131 - History of the Islamic World
- HIS133 - History of Africa
- HIS135 - History of Latin America
- HIS220 - World History I
- HIS221 - World History II
- INTD110 - Introduction to Advocacy
- INTD235 - Exploring Multicultural Studies
- LIT207 - Introduction to Drama
- LIT214 - Intro to the Novel
- LIT215 - World Literature to 1650
- LIT225 - World Literature From 1650 to Present
- MLC101 - Basic Chinese I
- MLK101 - Basic Korean I
- MLK102 - Basic Korean II
- MUS102 - Intro to World Music
- MUS104 - The African American Musical Heritage
- MUS105 - Intro. to Latin-American Music
- PHL102 - Religions of Asia
- PHL103 - Religions of the West
- SOC230 - Religion and Society
- SOC260 - Race & Ethnic Relations

Fine Arts Elective(s)

Complete ANY:

- ARC105 - Intro to Computer Arts
- ARC106 - Digital Imaging
- ARC107 - Print Design
- ARC109 - Interactive/Web Design
- ARC115 - 3D Digital Design for Fabrication
- ARC201 - Digital Video

- ARC202 - Digital Animation
- ART101 - Experiencing Art
- ART103 - Two Dimensional Design
- ART106 - Drawing I
- ART107 - Painting I
- ART113 - Three Dimensional Design
- ART114 - Color Theory
- ART115 - Art History I
- ART116 - Drawing II
- ART117 - Painting II
- ART120 - Survey of Contemporary Art
- ART125 - Art History II
- ART126 - Figure Drawing
- ART127 - Water Color
- ENG210 - Creative Writing
- FLM101 - Introduction to Film
- FLM102 - Latin American Literature in Film
- FLM103 - Women in Film
- MUS101 - Introduction to Music
- MUS102 - Intro to World Music
- MUS104 - The African American Musical Heritage
- MUS105 - Intro. to Latin-American Music
- THA101 - Introduction to Acting

Philosophy Elective(s)

Complete ANY:

- PHL101 - Introduction to Philosophy
- PHL102 - Religions of Asia
- PHL103 - Religions of the West
- PHL218 - Contemporary Moral Issues

MAT 100 or Higher

Complete ANY:

- MAT100 - College Algebra
- MAT102 - Mathematics for the Health Science
- MAT103 - Business Mathematics
- MAT114 - Introduction Probabilities & Statistics
- MAT123 - Mathematics for Liberal Arts

Pre-Physical Therapy/Pre-Athletic Trainer

Complete ALL:

- EXS101 - Intro to Exercise Science
- HLT111 - Introduction to Health Care
- EXS203 - Exercise Measurement and Prescription

CBP Elective (choose 3 from this list)

Complete ANY:

- CBP124 - Tarts, Tortes and Gateaux
- CBP211 - Meringues, Souffles, & Frozen Desserts
- CBP212 - Desserts for Restaurant &in Store Retail
- CBP220 - Petits Fours, Mignardise & Candies
- CBP225 - Advanced Artisanal Bread Baking
- CBP226 - Chocolate and Sugar

Health Science Major Electives

Complete ANY:

- ANT101 - Intro to Cultural Anthropology
- BIO201 - Practical Nutrition
- HLT103 - Principles of First Aid
- HLT110 - Culture, Diversity, & Healthcare
- HLT112 - Pathophysiology
- HLT115 - Dynamics of Health Care in Society
- HLT210 - Medical Law and Ethics
- HLT211 - Community Health
- MDA106 - Medical Terminology

- MDA224 - Pharmacology
- MDC101 - Clinical Coding I
- MDC110 - CPT/HCPCS Coding I
- MDC112 - Clinical Coding II
- MDC120 - Cpt/Hcpcs Coding II
- MDC200 - Medical Billing
- MDC210 - Health Information and Reimbursement
- PHL218 - Contemporary Moral Issues
- PSY260 - Lifespan Development
- SOC101 - Introduction to Sociology
- SOC260 - Race & Ethnic Relations
- HLT126 - Principles of Public Health
- HLT128 - Consumer Health
- HLT130 - Global Health
- HLT216 - Healthcare Navigation
- HLT128 - Consumer Health

Computer Science 200 Above Elective(s)

Complete ANY:

- CSC214 - Data Structures & Advanced Programming
- CSC216 - Python Programming II
- CSC217 - Fundamentals of Data Science
- CSC218 - Data Visualization
- CSC226 - Database Design and Concepts
- CSC227 - Intro to Operating Systems
- CSC231 - Info Systems Analysis & Design
- CSC232 - Cybersecurity
- CSC240 - Intro to Networks & Networking
- CSC242 - Comp Forensics & Investigation
- CSC245 - Ethical Hacking

Literature Elective(s)

Complete ANY:

- LIT201 - Introduction to Literature
- LIT202 - Survey of American Literature
- LIT203 - Caribbean Women Writers
- LIT204 - Introduction to the Short Story
- LIT205 - Introduction to Cultural Studies
- LIT206 - Introduction to Poetry
- LIT207 - Introduction to Drama
- LIT208 - Contemporary Drama
- LIT209 - Children's Literature
- LIT210 - Latin-American Literature
- LIT211 - African-American Literature
- LIT212 - Introduction to Latino Literature of US of the US
- LIT213 - Women's Voices: Autobiography
- LIT214 - Intro to the Novel
- LIT215 - World Literature to 1650
- LIT216 - British Literature to 1650
- LIT217 - Women and Literature
- LIT220 - Science Fiction & Fantasy
- LIT225 - World Literature From 1650 to Present
- LIT226 - British Literature 1650-PRESENT
- THA208 - Contemporary Drama

Social Science Electives

Complete ANY:

- ANT101 - Intro to Cultural Anthropology
- ANT102 - Introduction to Physical Anthropology
- ECO201 - Principles of Macroeconomics
- ECO202 - Principles of Microeconomics
- PSC101 - Introduction to Political Science
- PSC102 - American Government
- PSC200 - State & Local Government
- PSC210 - International Relations
- PSY101 - Introduction to Psychology

- PSY211 - Developmental Psychology I
- PSY260 - Lifespan Development
- SOC101 - Introduction to Sociology
- SOC201 - Sociology of the Family
- SOC211 - Social Problems

Mathematic Elective 4 Credits

Complete ALL:

- MAT110 - Precalculus
- MAT111 - Calculus I
- MAT112 - Calculus II
- MAT116 - Pre-Calculus for Business
- MAT211 - Calculus III
- MAT212 - Differential Equations

Social Science Elective(s)

Complete ANY:

- ANT101 - Intro to Cultural Anthropology
- ANT102 - Introduction to Physical Anthropology
- ECO201 - Principles of Macroeconomics
- ECO202 - Principles of Microeconomics
- PSC101 - Introduction to Political Science
- PSC102 - American Government
- PSC200 - State & Local Government
- PSC210 - International Relations
- PSY101 - Introduction to Psychology
- PSY211 - Developmental Psychology I
- PSY260 - Lifespan Development
- SOC101 - Introduction to Sociology
- SOC201 - Sociology of the Family
- SOC211 - Social Problems

NJ GE Elective

Complete ANY:

- AMS135 - Introduction to American Studies
- ANT101 - Intro to Cultural Anthropology
- ART101 - Experiencing Art
- ART115 - Art History I
- ART120 - Survey of Contemporary Art
- ART125 - Art History II
- ASL101 - American Sign Language I
- ASL102 - American Sign Language II
- BIO100 - General Biology
- BIO120 - Human Sexual Biology
- CHP100 - Introduction to Chemistry
- COM101 - Interpersonal Communication
- CSC100 - Intro to Computers & Computing
- ECO201 - Principles of Macroeconomics
- ECO202 - Principles of Microeconomics
- ENV110 - Introduction to Environmental Studies
- ENV203 - Environmental Sociology
- FLM101 - Introduction to Film
- HIS104 - History American Immigration & Ethnicity And Ethnicity
- HIS105 - U.S. History I
- HIS106 - U.S. History II
- HIS130 - African-American History
- HIS131 - History of the Islamic World
- HIS132 - Latin-American and Caribbean History
- HIS137 - Women in American History
- HIS210 - History of Western Civilization I
- HIS211 - History of Western Civilization II
- HUM101 - Cultures and Values
- HUM128 - Food and Culture
- INTD235 - Exploring Multicultural Studies
- LIT201 - Introduction to Literature
- LIT202 - Survey of American Literature

- LIT204 - Introduction to the Short Story
- LIT205 - Introduction to Cultural Studies
- LIT206 - Introduction to Poetry
- LIT207 - Introduction to Drama
- LIT208 - Contemporary Drama
- LIT210 - Latin-American Literature
- LIT211 - African-American Literature
- LIT214 - Intro to the Novel
- LIT215 - World Literature to 1650
- LIT225 - World Literature From 1650 to Present
- LIT226 - British Literature 1650-PRESENT
- MAT100 - College Algebra
- MAT102 - Mathematics for the Health Science
- MAT114 - Introduction Probabilities & Statistics
- MAT215 - Linear Algebra
- MLF101 - Basic French I
- MLF102 - Basic French II
- MLS101 - Basic Spanish I
- MLS102 - Basic Spanish II
- MLS111 - Spanish For Heritage Speakers
- MLS112 - Spanish for Heritage Speakers II
- MLS201 - Intermediate Spanish
- MLS202 - Latin American Literature - 1500 to Pres Present
- MUS101 - Introduction to Music
- MUS102 - Intro to World Music
- MUS104 - The African American Musical Heritage
- PHL101 - Introduction to Philosophy
- PHL102 - Religions of Asia
- PHL103 - Religions of the West
- PHL218 - Contemporary Moral Issues
- PSC101 - Introduction to Political Science
- PSC102 - American Government
- PSC200 - State & Local Government
- PSC210 - International Relations
- PSY101 - Introduction to Psychology
- PSY211 - Developmental Psychology I
- PSY260 - Lifespan Development
- SCI101 - Introduction to Physical Science
- SOC101 - Introduction to Sociology
- SOC203 - Environmental Sociology
- SOC230 - Religion and Society
- SOC260 - Race & Ethnic Relations
- THA102 - Introduction to Theater

Diversity Elective(s)

Complete ANY:

- ANT101 - Intro to Cultural Anthropology
- ANT102 - Introduction to Physical Anthropology
- ART120 - Survey of Contemporary Art
- ASL105 - Deafness as a Cultural Experience
- COM201 - Intercultural Communication
- HUM101 - Cultures and Values
- HUM128 - Food and Culture
- HIS104 - History American Immigration & Ethnicity And Ethnicity
- HIS131 - History of the Islamic World
- HIS133 - History of Africa
- HIS135 - History of Latin America
- HIS220 - World History I
- HIS221 - World History II
- INTD110 - Introduction to Advocacy
- INTD235 - Exploring Multicultural Studies
- LIT207 - Introduction to Drama
- LIT214 - Intro to the Novel
- LIT215 - World Literature to 1650
- LIT225 - World Literature From 1650 to Present
- MLC101 - Basic Chinese I
- MLK101 - Basic Korean I

- MLK102 - Basic Korean II
- MUS102 - Intro to World Music
- MUS104 - The African American Musical Heritage
- MUS105 - Intro. to Latin-American Music
- PHL102 - Religions of Asia
- PHL103 - Religions of the West
- SOC230 - Religion and Society
- SOC260 - Race & Ethnic Relations

Literature Electives

Complete ANY:

- LIT201 - Introduction to Literature
- LIT202 - Survey of American Literature
- LIT203 - Caribbean Women Writers
- LIT204 - Introduction to the Short Story
- LIT205 - Introduction to Cultural Studies
- LIT206 - Introduction to Poetry
- LIT207 - Introduction to Drama
- LIT208 - Contemporary Drama
- LIT209 - Children's Literature
- LIT210 - Latin-American Literature
- LIT211 - African-American Literature
- LIT212 - Introduction to Latino Literature of US of the US
- LIT213 - Women's Voices: Autobiography
- LIT214 - Intro to the Novel
- LIT215 - World Literature to 1650
- LIT216 - British Literature to 1650
- LIT217 - Women and Literature
- LIT220 - Science Fiction & Fantasy
- LIT225 - World Literature From 1650 to Present
- LIT226 - British Literature 1650-PRESENT
- THA208 - Contemporary Drama

Computer Science 200 Above Elective

Complete ANY:

- CSC212 - Computer Organization & Design

History Electives

Complete ANY:

- HIS104 - History American Immigration & Ethnicity And Ethnicity
- HIS105 - U.S. History I
- HIS106 - U.S. History II
- HIS130 - African-American History
- HIS131 - History of the Islamic World
- HIS133 - History of Africa
- HIS135 - History of Latin America
- HIS137 - Women in American History
- HIS210 - History of Western Civilization I
- HIS211 - History of Western Civilization II
- HIS220 - World History I
- HIS221 - World History II

Computer Science 100 Above Elective

Complete ANY:

- CSC101 - Scientific Programming
- CSC109 - Web Page Design
- CSC111 - Computer Science I
- CSC113 - Computer Logic & Discrete Math
- CSC115 - Programming in C++ for Comp Science
- CSC117 - Java Programming
- CSC118 - Python Programming

Modern Languages Elective(s)

Complete ANY:

- MLA101 - Elementary Arabic I

- MLA102 - Elementary Arabic II
- MLA111 - Arabic for Heritage Spkrs I
- MLA112 - Arabic for Heritage Spkrs II
- MLF101 - Basic French I
- MLF102 - Basic French II
- MLK101 - Basic Korean I
- MLS101 - Basic Spanish I
- MLS102 - Basic Spanish II
- MLS103 - Spanish for Health Professions
- MLS111 - Spanish For Heritage Speakers
- MLS112 - Spanish for Heritage Speakers II
- MLS201 - Intermediate Spanish
- MLS202 - Latin American Literature - 1500 to Pres Present

Fine Arts Electives

Complete ANY:

- ARC105 - Intro to Computer Arts
- ARC106 - Digital Imaging
- ARC107 - Print Design
- ARC109 - Interactive/Web Design
- ARC115 - 3D Digital Design for Fabrication
- ARC201 - Digital Video
- ARC202 - Digital Animation
- ART101 - Experiencing Art
- ART103 - Two Dimensional Design
- ART106 - Drawing I
- ART107 - Painting I
- ART113 - Three Dimensional Design
- ART114 - Color Theory
- ART115 - Art History I
- ART116 - Drawing II
- ART117 - Painting II
- ART120 - Survey of Contemporary Art
- ART125 - Art History II
- ART126 - Figure Drawing
- ART127 - Water Color
- ENG210 - Creative Writing
- FLM101 - Introduction to Film
- FLM102 - Latin American Literature in Film
- FLM103 - Women in Film
- MUS101 - Introduction to Music
- MUS102 - Intro to World Music
- MUS104 - The African American Musical Heritage
- MUS105 - Intro. to Latin-American Music
- THA101 - Introduction to Acting
- THA102 - Introduction to Theater
- THA201 - Acting II
- THA205 - Introduction to Playwriting

English Elective(s)

Complete ANY:

- ENG103 - Technical Report Writing
- ENG113 - Intro to Journalism
- ENG115 - Writing for Emerging Media
- ENG210 - Creative Writing
- ENG211 - Business Communications
- ENG215 - Memoir and Creative Non-Fiction
- ENG220 - English Internship
- THA205 - Introduction to Playwriting

Humanities Elective(s)

Complete ANY:

- ART101 - Experiencing Art
- ART115 - Art History I
- ART125 - Art History II
- ART120 - Survey of Contemporary Art

- ASL101 - American Sign Language I
- ASL102 - American Sign Language II
- FLM101 - Introduction to Film
- HUM101 - Cultures and Values
- HUM128 - Food and Culture
- LIT201 - Introduction to Literature
- LIT202 - Survey of American Literature
- LIT204 - Introduction to the Short Story
- LIT205 - Introduction to Cultural Studies
- LIT206 - Introduction to Poetry
- LIT207 - Introduction to Drama
- LIT208 - Contemporary Drama
- LIT210 - Latin-American Literature
- LIT211 - African-American Literature
- LIT214 - Intro to the Novel
- LIT215 - World Literature to 1650
- LIT216 - British Literature to 1650
- LIT217 - Women and Literature
- LIT220 - Science Fiction & Fantasy
- LIT225 - World Literature From 1650 to Present
- LIT226 - British Literature 1650-PRESENT
- MLA101 - Elementary Arabic I
- MLA102 - Elementary Arabic II
- MLA111 - Arabic for Heritage Spkrs I
- MLA112 - Arabic for Heritage Spkrs II
- MLK101 - Basic Korean I
- MLF101 - Basic French I
- MLS101 - Basic Spanish I
- MLF102 - Basic French II
- MLS102 - Basic Spanish II
- MLS111 - Spanish For Heritage Speakers
- MLS112 - Spanish for Heritage Speakers II
- MLS201 - Intermediate Spanish
- MLS202 - Latin American Literature - 1500 to Pres Present
- PHL101 - Introduction to Philosophy
- PHL102 - Religions of Asia
- PHL103 - Religions of the West
- PHL218 - Contemporary Moral Issues
- MUS101 - Introduction to Music
- MUS102 - Intro to World Music
- MUS104 - The African American Musical Heritage
- MUS105 - Intro. to Latin-American Music
- THA102 - Introduction to Theater
- THA208 - Contemporary Drama
- MLC101 - Basic Chinese I
- MLK102 - Basic Korean II

Modern Languages Electives

Complete ANY:

- MLA101 - Elementary Arabic I
- MLA102 - Elementary Arabic II
- MLA111 - Arabic for Heritage Spkrs I
- MLA112 - Arabic for Heritage Spkrs II
- MLF101 - Basic French I
- MLF102 - Basic French II
- MLK101 - Basic Korean I
- MLS101 - Basic Spanish I
- MLS102 - Basic Spanish II
- MLS103 - Spanish for Health Professions
- MLS111 - Spanish For Heritage Speakers
- MLS112 - Spanish for Heritage Speakers II
- MLS201 - Intermediate Spanish
- MLS202 - Latin American Literature - 1500 to Pres Present
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Oral and Written Communication Electives (for AAS)

Complete ANY:

- COM101 - Interpersonal Communication
- ENG101 - College Composition I
- ENG102 - College Composition II
- ENG112 - Speech
- ENG103 - Technical Report Writing

Humanities Electives

Complete ANY:

- AMS135 - Introduction to American Studies
- ART101 - Experiencing Art
- ART115 - Art History I
- ART125 - Art History II
- ART120 - Survey of Contemporary Art
- ASL101 - American Sign Language I
- ASL102 - American Sign Language II
- FLM101 - Introduction to Film
- HUM101 - Cultures and Values
- HUM128 - Food and Culture
- LIT201 - Introduction to Literature
- LIT202 - Survey of American Literature
- LIT204 - Introduction to the Short Story
- LIT205 - Introduction to Cultural Studies
- LIT206 - Introduction to Poetry
- LIT207 - Introduction to Drama
- LIT208 - Contemporary Drama
- LIT210 - Latin-American Literature
- LIT211 - African-American Literature
- LIT214 - Intro to the Novel
- LIT215 - World Literature to 1650
- LIT216 - British Literature to 1650
- LIT217 - Women and Literature
- LIT225 - World Literature From 1650 to Present
- LIT226 - British Literature 1650-PRESENT
- MLA101 - Elementary Arabic I
- MLA102 - Elementary Arabic II
- MLA111 - Arabic for Heritage Spkr I
- MLA112 - Arabic for Heritage Spkr II
- MLF101 - Basic French I
- MLF102 - Basic French II
- MLS111 - Spanish For Heritage Speakers
- MLS112 - Spanish for Heritage Speakers II
- MLS201 - Intermediate Spanish
- MLS202 - Latin American Literature - 1500 to Pres Present
- PHL101 - Introduction to Philosophy
- PHL102 - Religions of Asia
- PHL103 - Religions of the West
- PHL218 - Contemporary Moral Issues
- MUS101 - Introduction to Music
- MUS102 - Intro to World Music
- MUS104 - The African American Musical Heritage
- MUS105 - Intro. to Latin-American Music
- THA102 - Introduction to Theater
- THA208 - Contemporary Drama
- LIT220 - Science Fiction & Fantasy
- MLK101 - Basic Korean I

Pre-Health Sciences

Complete ALL:

- MDA106 - Medical Terminology
- HLT112 - Pathophysiology
- HLT111 - Introduction to Health Care

Pre-Physical Therapy/Pre-Athletic Trainer

Complete ALL:

- EXS101 - Intro to Exercise Science
- HLT111 - Introduction to Health Care
- EXS203 - Exercise Measurement and Prescription

NJ GE Elective

Complete ANY:

- AMS135 - Introduction to American Studies
- ANT101 - Intro to Cultural Anthropology
- ART101 - Experiencing Art
- ART115 - Art History I
- ART120 - Survey of Contemporary Art
- ART125 - Art History II
- ASL101 - American Sign Language I
- ASL102 - American Sign Language II
- BIO100 - General Biology
- BIO107 - Human Biology
- BIO111 - Anatomy and Physiology I
- BIO115 - Principles of Biology I
- BIO116 - Principles of Biology II
- BIO120 - Human Sexual Biology
- BIO208 - Ecology
- BIO211 - Anatomy and Physiology II
- BIO230 - Histology
- BIO240 - Genetics
- BIO250 - Microbiology
- CHP100 - Introduction to Chemistry
- CHP111 - College Chemistry I
- CHP211 - College Chemistry II
- CHP225 - Organic Chemistry I
- CHP230 - Organic Chemistry II
- COM101 - Interpersonal Communication
- CSC100 - Intro to Computers & Computing
- ECO201 - Principles of Macroeconomics
- ECO202 - Principles of Microeconomics
- ENV110 - Introduction to Environmental Studies
- ENV203 - Environmental Sociology
- FLM101 - Introduction to Film
- GEO111 - Physical Geology
- HIS104 - History American Immigration & Ethnicity And Ethnicity
- HIS105 - U.S. History I
- HIS106 - U.S. History II
- HIS130 - African-American History
- HIS131 - History of the Islamic World
- HIS132 - Latin-American and Caribbean History
- HIS137 - Women in American History
- HIS210 - History of Western Civilization I
- HIS211 - History of Western Civilization II
- HUM101 - Cultures and Values
- HUM128 - Food and Culture
- INTD235 - Exploring Multicultural Studies
- LIT201 - Introduction to Literature
- LIT202 - Survey of American Literature
- LIT204 - Introduction to the Short Story
- LIT205 - Introduction to Cultural Studies
- LIT206 - Introduction to Poetry
- LIT207 - Introduction to Drama
- LIT208 - Contemporary Drama
- LIT210 - Latin-American Literature
- LIT211 - African-American Literature
- LIT214 - Intro to the Novel
- LIT215 - World Literature to 1650
- LIT225 - World Literature From 1650 to Present
- LIT226 - British Literature 1650-PRESENT
- MAT100 - College Algebra

- MAT102 - Mathematics for the Health Science
- MAT110 - Precalculus
- MAT111 - Calculus I
- MAT112 - Calculus II
- MAT114 - Introduction Probabilities & Statistics
- MAT116 - Pre-Calculus for Business
- MAT211 - Calculus III
- MAT212 - Differential Equations
- MAT215 - Linear Algebra
- MLA101 - Elementary Arabic I
- MLA102 - Elementary Arabic II
- MLA111 - Arabic for Heritage Spkrs I
- MLA112 - Arabic for Heritage Spkrs II
- MLF101 - Basic French I
- MLF102 - Basic French II
- MLS101 - Basic Spanish I
- MLS102 - Basic Spanish II
- MLS111 - Spanish For Heritage Speakers
- MLS112 - Spanish for Heritage Speakers II
- MLS201 - Intermediate Spanish
- MLS202 - Latin American Literature - 1500 to Pres Present
- MUS101 - Introduction to Music
- MUS102 - Intro to World Music
- MUS104 - The African American Musical Heritage
- PHL101 - Introduction to Philosophy
- PHL102 - Religions of Asia
- PHL103 - Religions of the West
- PHL218 - Contemporary Moral Issues
- PHY111 - Engineering Physics I
- PHY113 - Physics I
- PSC101 - Introduction to Political Science
- PSC102 - American Government
- PSC200 - State & Local Government
- PSC210 - International Relations
- PSY101 - Introduction to Psychology
- PSY211 - Developmental Psychology I
- PSY260 - Lifespan Development
- SCI101 - Introduction to Physical Science
- SOC101 - Introduction to Sociology
- SOC203 - Environmental Sociology
- SOC230 - Religion and Society
- SOC260 - Race & Ethnic Relations
- THA102 - Introduction to Theater
- THA208 - Contemporary Drama

Mathematics Elective(s)

Complete ANY:

- MAT110 - Precalculus
- MAT111 - Calculus I
- MAT112 - Calculus II
- MAT116 - Pre-Calculus for Business
- MAT211 - Calculus III
- MAT212 - Differential Equations

Oral and Written Communication Electives

Complete ANY:

- COM101 - Interpersonal Communication
- ENG101 - College Composition I
- ENG102 - College Composition II
- ENG112 - Speech

Computer Science 100 Above Elective

Complete ANY:

- CSC101 - Scientific Programming
- CSC109 - Web Page Design
- CSC111 - Computer Science I

- CSC113 - Computer Logic & Discrete Math
- CSC115 - Programming in C++ for Comp Science
- CSC117 - Java Programming
- CSC118 - Python Programming

History Electives (or Humanities)

Complete ANY:

- HIS104 - History American Immigration & Ethnicity And Ethnicity
- HIS105 - U.S. History I
- HIS106 - U.S. History II
- HIS130 - African-American History
- HIS131 - History of the Islamic World
- HIS135 - History of Latin America
- HIS137 - Women in American History
- HIS210 - History of Western Civilization I
- HIS211 - History of Western Civilization II
- HIS220 - World History I
- HIS221 - World History II

Computer Technology

Complete ANY:

- CSC100 - Intro to Computers & Computing
- CSC101 - Scientific Programming
- CSC111 - Computer Science I
- CSC113 - Computer Logic & Discrete Math
- CSC115 - Programming in C++ for Comp Science
- CSC117 - Java Programming
- CSC118 - Python Programming
- CSC212 - Computer Organization & Design
- CSC214 - Data Structures & Advanced Programming
- CSC216 - Python Programming II
- CSC217 - Fundamentals of Data Science
- CSC218 - Data Visualization
- CSC226 - Database Design and Concepts
- CSC227 - Intro to Operating Systems
- CSC240 - Intro to Networks & Networking
- CSC242 - Comp Forensics & Investigation
- CSC245 - Ethical Hacking

Math 103 or higher

Complete ANY:

- MAT103 - Business Mathematics
- MAT114 - Introduction Probabilities & Statistics
- MAT215 - Linear Algebra

Philosophy Elective

Complete ANY:

- PHL101 - Introduction to Philosophy
- PHL102 - Religions of Asia
- PHL103 - Religions of the West
- PHL218 - Contemporary Moral Issues

English Electives

Complete ANY:

- ENG103 - Technical Report Writing
- ENG113 - Intro to Journalism
- ENG115 - Writing for Emerging Media
- ENG210 - Creative Writing
- ENG211 - Business Communications
- ENG215 - Memoir and Creative Non-Fiction
- ENG220 - English Internship
- THA205 - Introduction to Playwriting

Diversity Electives

Complete ANY:

- ANT101 - Intro to Cultural Anthropology
- ANT102 - Introduction to Physical Anthropology
- ART120 - Survey of Contemporary Art
- COM201 - Intercultural Communication
- HUM101 - Cultures and Values
- HUM128 - Food and Culture
- HIS104 - History American Immigration & Ethnicity And Ethnicity
- HIS131 - History of the Islamic World
- HIS135 - History of Latin America
- INTD110 - Introduction to Advocacy
- INTD235 - Exploring Multicultural Studies
- LIT214 - Intro to the Novel
- LIT215 - World Literature to 1650
- LIT225 - World Literature From 1650 to Present
- MUS102 - Intro to World Music
- MUS104 - The African American Musical Heritage
- MUS105 - Intro. to Latin-American Music
- PHL102 - Religions of Asia
- PHL103 - Religions of the West
- SOC230 - Religion and Society
- SOC260 - Race & Ethnic Relations
- ASL105 - Deafness as a Cultural Experience
- HIS220 - World History I
- HIS221 - World History II
- MLK101 - Basic Korean I

Mathematics Electives

Complete ANY:

- MAT100 - College Algebra
- MAT110 - Precalculus
- MAT111 - Calculus I
- MAT112 - Calculus II
- MAT211 - Calculus III
- MAT114 - Introduction Probabilities & Statistics
- MAT116 - Pre-Calculus for Business
- MAT123 - Mathematics for Liberal Arts
- MAT212 - Differential Equations
- MAT215 - Linear Algebra

Mathematic Electives (3 credits)

Complete ANY:

- MAT100 - College Algebra
- MAT102 - Mathematics for the Health Science
- MAT103 - Business Mathematics
- MAT114 - Introduction Probabilities & Statistics
- MAT123 - Mathematics for Liberal Arts
- MAT215 - Linear Algebra

History Elective (or Humanities)

Complete ANY:

- HIS104 - History American Immigration & Ethnicity And Ethnicity
- HIS105 - U.S. History I
- HIS106 - U.S. History II
- HIS130 - African-American History
- HIS131 - History of the Islamic World
- HIS135 - History of Latin America
- HIS137 - Women in American History
- HIS210 - History of Western Civilization I
- HIS211 - History of Western Civilization II

Pre-Health Sciences

Complete ALL:

- MDA106 - Medical Terminology

- HLT112 - Pathophysiology
- HLT111 - Introduction to Health Care

Mathematics Electives (selected AAS programs)

Complete ANY:

- MAT100 - College Algebra
- MAT102 - Mathematics for the Health Science
- MAT110 - Precalculus
- MAT111 - Calculus I
- MAT112 - Calculus II
- MAT211 - Calculus III
- MAT114 - Introduction Probabilities & Statistics
- MAT116 - Pre-Calculus for Business
- MAT123 - Mathematics for Liberal Arts
- MAT212 - Differential Equations
- MAT215 - Linear Algebra

Studio Arts/Computer Arts Elective

Complete ANY:

- ART101 - Experiencing Art
- ART103 - Two Dimensional Design
- ART106 - Drawing I
- ART107 - Painting I
- ART113 - Three Dimensional Design
- ART114 - Color Theory
- ART115 - Art History I
- ART116 - Drawing II
- ART117 - Painting II
- ART120 - Survey of Contemporary Art
- ART125 - Art History II
- ART126 - Figure Drawing
- ART127 - Water Color
- ART130 - Portfolio & Presentation
- ART220 - Art in Context
- ARC105 - Intro to Computer Arts
- ARC106 - Digital Imaging
- ARC107 - Print Design
- ARC109 - Interactive/Web Design
- ARC115 - 3D Digital Design for Fabrication
- ARC201 - Digital Video
- ARC202 - Digital Animation
- ARC280 - Computer Arts Portfolio & Presentation

Social Science Electives

Complete ANY:

- ANT101 - Intro to Cultural Anthropology
- ANT102 - Introduction to Physical Anthropology
- ECO201 - Principles of Macroeconomics
- ECO202 - Principles of Microeconomics
- PSC101 - Introduction to Political Science
- PSC102 - American Government
- PSC200 - State & Local Government
- PSC210 - International Relations
- PSY101 - Introduction to Psychology
- PSY211 - Developmental Psychology I
- PSY260 - Lifespan Development
- SOC101 - Introduction to Sociology
- SOC201 - Sociology of the Family
- SOC211 - Social Problems

Science Elective No Lab

Complete ANY:

- BIO100 - General Biology
- BIO120 - Human Sexual Biology

- CHP100 - Introduction to Chemistry
- ENV110 - Introduction to Environmental Studies
- SCI101 - Introduction to Physical Science

Requirement Sets

Humanities and Social Science Elective

Simple Requisites

Untitled Requirement

Type

Completion Requirement

Complete ALL of the following Courses:

- AMS135 - Introduction to American Studies
- ANT101 - Intro to Cultural Anthropology
- ART101 - Experiencing Art
- ART120 - Survey of Contemporary Art
- ART125 - Art History II
- ASL101 - American Sign Language I
- ASL102 - American Sign Language II