BURLINGTON COUNTY COLLEGE

601 Pemberton Browns Mills Road
Pemberton, New Jersey 08068-1599
609-894-9311 or 856-222-9311
www.bcc.edu

A public community college accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools and approved by the State of New Jersey.

Burlington County College is authorized under federal law to enroll non-immigrant alien students.

The college is approved under Title 38, U.S. Code, Section 1775 for veterans’ training.

BCC is a designated Servicemembers Opportunity College.

The statements, provisions, policies and fees listed in this catalog are not to be regarded as binding between the student and Burlington County College. The college reserves all rights to change at any time any of the provisions, programs, courses, schedules, tuitions or fees as may be warranted by economic considerations, enrollments, and/or other circumstances requiring such administrative action.

Each student is held individually responsible for knowledge of the information contained in this catalog as well as the Student Handbook. Failure to read and comply with college guidelines, requirements and regulations will not exempt the student from responsibility.

CATALOG 2005-2007
A Message from the President

Welcome to Burlington County College! As you read through the pages of this catalog, you will discover that this is an exciting time to be a part of Burlington County College.

Within the past year, we have completed a new music suite, a technologically advanced dental hygiene laboratory, and extensive renovations to the Parker Center student lounge and to the physical education building on our Pemberton Campus.

We are extremely proud of our new Mount Holly Center which houses an art studio, dance studio and dark room, in addition to meeting rooms, classrooms and the Business and Career Development Center. It is also home to the Student Gallery and Art Store where art supplies as well as original student artwork is for sale.

Burlington County College has recently introduced new degree and certificate programs, including Addictions Counseling, Cooking and Baking, Construction Management, Dental Hygiene, Entertainment Technologies and Respiratory Therapy. We have also expanded our music and theatre programs which now include student performances each semester. Other programs under development are Automotive Retail Management and International Studies. These programs complement more than 60 other programs open to our students.

After completion of their Burlington County College associate degree program, many of our students transfer to colleges and universities throughout the United States. Dual admission and transfer agreements pave the way for seamless credit transfers into advanced degree programs at many prestigious institutions in the surrounding area.

You will find many routes to achieve your academic, career or personal enrichment goals at Burlington County College. Join the thousands of students who are experiencing first-hand how “BCC Can Get You There.”

Robert C. Messina, Jr.

Robert C. Messina, Jr.
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### THE COLLEGE AT A GLANCE

**What does BCC offer?**

Extensive academic programs and support services are available to Burlington County College students. Among the academic programs for 2005-2007 are the following:

**Transfer options** — Associate of Arts (A.A.) and Associate of Science (A.S.) degrees. Designed for transfer to a four-year institution.

**Career programs** — Associate of Applied Science (A.A.S.) degree. Designed for immediate employment of the student upon graduation. In some cases the student may transfer to a four-year institution.

**Certificate programs** — Career-oriented programs of study. For other non-credit and Community Enrichment programs visit our website at www.bcc.edu.

**See next page for list of academic majors that correspond with various areas of interest.**

New programs under development are Diagnostic Medical Sonography, Digital Photography, Exercise Science, Horticulture, International Studies, Nanotechnology, Nuclear Medicine and AFA degrees in Visual Arts and Dance. Look for more information posted on our website in the future.

**What does it cost to attend BCC?**

Tuition and fees for Burlington County residents are exceptionally affordable. Application fee — $20. For tuition details see the latest semester registration brochure.

**Is financial aid available?**

Yes. BCC students may take advantage of a wide range of state and federal aid programs, as well as locally-sponsored scholarships. Most aid programs are need-based, while some are based on academic achievement and/or potential. See page 24 for further details.

**What are BCC’s admission requirements?**

Burlington County College is an open-admission institution. Anyone who feels he/she can benefit from a college education may enroll at BCC. For further details, including information on the enrollment of non-high school graduates, see page 12.

### CONSIDERING A RETURN TO SCHOOL?

Thousands of men and women with family and job responsibilities attend Burlington County College for the purpose of job advancement, a start toward a new career or self-enrichment. If you’d like more information on how BCC can help you, read our “Guide for the Returning Adult.” For your copy write to the Office of College Relations and Publications, Burlington County College, 601 Pemberton Browns Mills Rd. Pemberton, New Jersey 08068 or call extension 1332 at (609) 894-9311, (856) 222-9311, (609) 877-4520, (609) 267-5816.
# AREAS OF INTEREST AND CORRESPONDING ACADEMIC MAJORS

Below you will find a listing of areas of interest and those major(s) that would fulfill your needs. To learn more about that major(s), turn to the page listed.

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## COLLEGE PHONE NUMBER/DEPARTMENT EXTENSIONS

Main Switchboard ........................................... (609) 894-9311 or (856) 222-9311  
Mt. Holly Center ........................................... (609) 267-5618  
Willingboro Center ........................................... (609) 877-4520

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<tr>
<th>In reference to</th>
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**BCC is Smoke-free**

Burlington County College buildings are smoke-free and smoking is restricted to designated outside areas. Smoking is prohibited inside all college buildings. We are proud to make this important commitment to the health of our students, employees and visitors. See complete policy on page 156.
BCC’s Pemberton and Mt. Laurel Campuses and Willingboro and Mt. Holly Centers are accessible via a variety of public transit options. The Pemberton and Mt. Laurel Campuses are served by NJ Transit Route 317, while the Pemberton Campus and Willingboro Center are served by the BurLink shuttle bus service.

**317 PHILADELPHIA – FORT DIX – LAKEWOOD – ASBURY PARK**

**NJ Transit Route 317**

*For schedule information call*
NJ Transit
1-800-582-5946
(6 am–10 pm daily)

*For special information for the hearing impaired:*
1-800-772-2287
(with teleprinter
9 am–5:30 pm,
Mondays-Fridays)
BurLink Bus Service

BurLink, the mini-bus service operated by the Burlington County Board of Chosen Freeholders, serves the Pemberton Campus and Willingboro and Mt. Holly Centers.

BurLink features a Burlington-Edgewater Park-Willingboro line, a Pemberton-Mt. Holly line, a Willingboro-Westampton line, and a Willingboro-Pemberton Express.

Schedules are available at all BCC locations.

For details, visit the web site, www.ridetheshuttle.com or call BurLink Hotline at 1-800-836-0580.
WEATHER–RELATED EMERGENCIES

In the event of inclement weather, please listen to your radio. We recommend the following stations:

Radio Stations:
KYW Newsradio 1060 AM —
KYW broadcast codes for BCC are:
705 for day and evening classes and
2705 for evening classes only
*WBZC 88.9 FM and *WBZC 95.1 FM
*WXXR 101.5 FM
*WPTL 97.5 FM

*will mention the college by name

You may also check BCC’s web site for news of school closings. Log onto www.bcc.edu and click on the School Closing button on the home page.

Please note: If you attend classes at a location other than Pemberton, Mt. Laurel, Mt. Holly or Willingboro, you will receive specific information from your instructor at the beginning of the semester.

PLEASE DO NOT CALL THE COLLEGE AND TIE UP THE SWITCHBOARD AT A TIME OF EMERGENCY!

TERMS TO KNOW

When reading this catalog, it will be helpful to familiarize yourself with the following terms and phrases.

Accreditation - Regional agencies regularly send teams to college campuses to analyze academic programs, quality of the faculty, a school’s physical facilities, etc. Without accreditation, the degrees and credits offered by a college or university may be subject to skepticism from other institutions and may not transfer to accredited schools.

Affirmative Action - The term used to describe an institution’s efforts toward equal employment and educational opportunities for all segments of the population.

Assessment Test - As identified by the State of New Jersey, skills are assessed in reading, writing and mathematics. All incoming degree-seeking students or students registering for eight or more credits are required to take an assessment test designed to demonstrate strengths and weaknesses.

Associate Degree - The degree typically awarded by community and junior colleges following the completion of a two-year program of study. BCC offers three such degrees in a variety of career and transfer fields.

Audit - The process by which a student may register for a course on a no-grade basis.

Auditor - A person taking a course on a no-grade basis.

Bachelor’s/Baccalaureate Degree - The degree typically awarded by a college or university for successful completion of a four-year program of study. Although BCC does not offer the bachelor’s degree, it does offer a variety of two-year parallel programs that will transfer into the third year at a baccalaureate-granting institution.

Commencement - Graduation ceremonies.
Corequisite - A course that you are required to take while enrolled in another, related course.
Course Number - The three-letter and three-digit designation that appears before each course name. The designation will indicate the curriculum area and level of each course.
Credit Hour - A student’s progress toward a degree is measured by the number of credit hours successfully completed. Each credit hour is a unit of time, usually 50-60 minutes, that a class will meet each week during a given semester.
Curriculum - A set of courses designed to lead to a goal, such as a degree or certificate.
Dean’s List - A listing of those students who have demonstrated significant academic achievements during a given semester.
Degree Requirements - A list of the exact courses, subject areas and credit hours that a student must pursue to obtain a specific degree.
Electives - Courses in which the student may enroll dependent upon interests, needs and specified criteria. Generally a student may choose from among a large list of elective courses.
Freshman - A student who has earned no more than 28 credits.
General Education Requirements - Courses which provide all degree students with broad knowledge in a variety of disciplines (i.e. math, science, English, etc.)
Grade Point Average - Also known as GPA, this indicates a student’s academic progress and status. Determining the GPA the student should divide the total number of credits attempted by the total numerical value of grades received.
Independent Study - An important part of the BCC instructional approach, independent study involves a student’s work on course-related materials outside of regular classroom hours.
Internship - Available in selected course areas, the internship provides the student with practical on-the-job experience, in addition to regular classroom work.
Major - The subject area in which the student chooses to concentrate his/her academic work.
Practicum - Same as internship.
Prerequisite - A course or courses a student must successfully complete before being allowed to register for a more advanced course in the same or related subject area.
Semester - A 15-week period during which a student will complete a particular course or courses.
Semester Hour - Same as credit hour.
Sophomore - A student who has completed 29 or more credits successfully.
Term - A concentrated period during which a student will complete a particular course or courses.
Transcript - The official record of a student’s academic performance.
Tuition - The charges assessed for each course in which a student may register.
Burlington County College Board of Trustees 2005

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Ronald Winthers, Treasurer
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*Deceased

Burlington County Board of Chosen Freeholders 2005

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Theresa Brown, Esquire
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Equal Opportunity/ Affirmative Action statement

As an Equal Opportunity/Affirmative Action institution, Burlington County College affords equal opportunity to qualified individuals regardless of race, color, religion, sex, national origin, age, handicap (as defined by Section 504), ancestry, place of birth, marital status or liability for military service in the operation of its programs and activities (including admissions, access to programs and course offerings, physical education, intercollegiate and intramural athletics, counseling, employment, use of facilities, and college-sponsored extracurricular activities). This is in accordance with Title VI of the Civil Rights Act of 1964 (which prohibits discrimination on the basis of race, color, and/or national origin), Title IX of the Education Amendment of 1972 (which prohibits sex discrimination), Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act/ADA (which prohibit discrimination against otherwise qualified handicapped people), and other applicable laws and regulations.

An Equal Opportunity/Affirmative Action Institution (M/W)

Burlington County College is a member of the following educational advancement organizations:

- Accreditation Board for Engineering Technology (ABET)
- The American Association of Community Colleges (AACC)
- The American Council on Education (ACE)
- The American Health Information Management Association (AHIMA)
- Association of Community College Trustees (ACCT)
- Center for Agile Partnerships in Education (CAPE)
- COMBASE
- The College Board
- Commission on Accreditation of Allied Health Education Programs (CAHEP)
- Consortium for Community College Development
- Consortium on Distance Education (CODE)
- Council for Advancement and Support of Education (CASE)
- Council of County Colleges of New Jersey
- Instructional Telecommunications Council (ITC)
- Middle States Association of Colleges and Schools
- National Association for Research and Planning
- National Association of College Admissions Counselors (NACAC)
- National Association of College and University Business Officers (NACUBO)
- National Council for Instructional Administrators (NCIA)
- National Council for Marketing and Public Relations (NCMPR)
- National Council for Staff, Program and Organizational Development
- National Institute for Staff and Organizational Development (NISOD)
- National League for Nursing (NLN)
- New Jersey Marine Sciences Consortium

Dispute resolution for students with disabilities

Burlington County College has developed an administrative procedure to assist students with disabilities in resolving any dispute in which the college or any of its agents or employees allegedly act in violation of Section 504 of the Rehabilitation Act of 1973, 29 USC, 794. This statute, commonly known as “the handicapped access law,” prohibits discrimination against otherwise qualified handicapped persons.

There are four specific steps to follow in this procedure. The steps are outlined in Administrative Procedure 904A, published in the Student Handbook/Calendar. Copies of this procedure are also available from the Office of the Vice President for Student Services.

In the event that litigation is brought against the college or any of its agents or employees alleging any statement of facts constituting a violation of Section 504, the college will move to dismiss such litigation in all cases where the plaintiff has failed to utilize this student dispute resolution procedure.

Character of the college

In their praise of Burlington County College, students and graduates consistently point to the excellent learning environment.

The unique BCC learning experience encompasses caring faculty and staff who want our students to succeed in the classroom, in their careers, and in their other personal endeavors.

As an open door institution, BCC is dedicated to the development and maintenance of strong academic programs for people of all ages and abilities. A variety of learning situations, including classroom, lecture hall, laboratory, independent study, and distance learning, provide students with the utmost in flexibility. Classes are available weekdays, evenings, and weekends.

Most classes are small.

BCC offers academic advisement and counseling, free tutoring, financial aid opportunities, and other support services to enable students to reach their educational and career goals.

Last, but not least, the college family has placed major emphasis on the physical portion of the learning environment. The 225 acre Pemberton Campus, opened in 1970, tastefully blends the natural beauty of the New Jersey Pinelands with modern architecture. The Mt. Laurel Campus, opened in 1995, is home to many state-of-the-art science and technology facilities as well as South Jersey’s first small business incubator and the acclaimed Enterprise Center, a corporate conferencing and training facility.

Another aspect of the BCC environment is our student body. The average age of the student body is approximately 28 years, and many classes benefit from a healthy exchange of ideas between students ranging from recent high school graduates to senior adults.

As you will see later in this publication, your learning potential at BCC is unlimited, even if you’ve always felt you were not “college material.” Students learning from teachers, teachers learning from students, and both groups learning from their peers are important parts of the dynamic BCC educational experience.

Read on and learn more about Burlington County College, your community learning and cultural center.
Historical Perspective

Burlington County College was founded in July 1966, with the appointment by the Board of Chosen Freeholders of a nine-member board of trustees. The Trustees elected Lewis M. Parker chairman of the Burlington County College Board of Trustees. On March 20, 1967, the Board of Trustees appointed Dr. N. Dean Evans founding president of the college.

During 1967-68, the administrative staff developed the philosophy and objectives. They also developed detailed educational specifications which outlined the curriculum, master plan and first phase of construction. The college opened on September 2, 1969 in temporary facilities at Lenape High School, with 728 full-time and 323 part-time students. In 1971, the college moved into the health and physical education center and the multi-level college center on what is now the Pemberton Campus. In June of 1972, the Middle States Association of Colleges and Schools accredited Burlington County College.

In September 1974, to accommodate the need for additional space, the college opened its first daytime off-campus facility in Willingboro. Under the direction of its new president, Dr. Harmon Pierce, the college opened the Cinnaminson off-campus center in fall 1979.

In January 1987, Dr. Robert C. Messina, Jr. assumed the office of College President. Under Dr. Messina’s leadership, the college has enjoyed increased enrollments in both credit and non-credit programs. It has expanded its course offerings to the educational centers at Fort Dix and McGuire Air Force Base. The Mt. Laurel Campus opened in 1995 and now serves nearly half of the college’s students. In 2002, the Willingboro Center moved to its present location at the Willingboro Town Center on Route 130. In October 2004, BCC opened its newest center in Mt. Holly at 1 High Street. The Mt. Holly Center, a newly renovated 20,000 square foot building, also houses a Student Gallery and Art Store, opened in May 2005, which displays and sells student artwork and supplies. The Student Gallery and Art store are both run by students.

BCC has developed dual admission agreements and transfer agreements with numerous area colleges and universities. New programs are added to the college curriculum each year to expand the selection of majors. In addition to the new academic programs, The College offers an array of non-credit classes, customized training, professional training classes from the Institute of Professional Development, and Community Enrichment courses.

The college has made major strides in its commitment to technology. The college updates its more than 1100 computer labs stations with the latest hard ware and software on a regular basis. The Mount Holly Center has full wireless technology. The library holdings are computerized and are integrated with the county library system.

Philosophy
The college was founded by the citizens of Burlington County in the belief that learning is a lifelong activity and that every person should have the opportunity to pursue all of the education from which he/she can benefit. The Burlington County College staff believes that education can improve the quality of life for individuals and society as a whole by attention to the past, present and future. Through exposure to knowledge, skills, wisdom and experience accumulated in the past, the college seeks to assist students in understanding and modifying their present selves in order that they may better shape their future, our society and the environment.

Mission
Burlington County College, a comprehensive community college, provides all individuals access to affordable and quality education.

Goals
1. To provide an educational experience that encourages the individual to think critically and to examine and clarify ethical, personal and political values.
2. To prepare individuals for transfer to four-year colleges, for employment in business and industry and for new career skills.
3. To enable individuals to strengthen their academic skills through adaptive learning, counseling and academic support.
4. To enrich the quality of life by sponsoring cultural, recreational and personal interest activities through an extensive program of community and continuing education.
5. To engage in partnerships with the private and public sectors and to implement programs that address their identified employment needs.
6. To provide state-of-the-art technologies in the education and training of all individuals through an appropriate mix of delivery systems.

Facilities
The college is now in its fourth decade of service to the people of Burlington County.

The Pemberton Campus includes the Lewis M. Parker College Center (1971), Physical Education Center (1971), Academic Center (1994), Integrated Learning Resource Center/Library (1996), East Campus “800” Building now housing the Burlington County Police Academy (1979), and the warehouse (1979, 1994, and 1997).

Among the features of the Pemberton Campus buildings are multimedia classrooms, microcomputer and science labs, art and music studios, the Geraldine Clinton Little Theater, Z88.9-FM’s broadcast center, distance learning classrooms, television production facilities, a 1500-seat gymnasium, campus sculpture garden, two art galleries, student lounge areas, the college pool and wellness center, numerous athletic fields, nature paths, and the new outdoor amphitheater (2003).

During 1995 construction was completed on the first building on the new Mt. Laurel Campus. This campus now includes the Technology and Engineering Center (1995), High Technology Small Business Incubator (1998), Laurel Hall (2002), Science Building (2002), Enterprise Center (2002), and Central Energy Distribution Facility (2002). A second incubator building will open in the next several years. Among the features of the Mt. Laurel buildings are classrooms, computer labs, engineering and electronics labs, science labs, a library, distance learning facilities, and extensive meeting space.

Both the Pemberton and Mt. Laurel campuses have full-service college stores, cafeterias, and student services offices.

In October 2002 BCC moved its Willingboro operations to a new facility in the Willingboro Town Center on US Route 130. The Willingboro Center includes classrooms, a student lounge, and state-of-the-art computer labs.

In October of 2004, BCC opened its newest location, the Mt. Holly Center, at 1 High Street. The facility features classrooms, meeting rooms, an art studio and darkroom, a dance studio and The Student Gallery & Art Store. The Mt. Holly Center utilizes full wireless technology.

In addition to BCC’s associate degree level courses, baccalaureate and master’s courses are offered by partner colleges and universities at BCC’s Pemberton, Mt. Laurel, and Willingboro locations.

BCC also schedules evening classes at a variety of high school locations throughout the county, and schedules classes at the education centers of Ft. Dix and McGuire Air Force Base. Over the next several years the college will open a new full-time educational center in Marlton.
ADMISSION

You may begin your studies at Burlington County College if:

- you have a high school diploma or
- you have an equivalency (GED) certificate or
- you are at least 18 years old or
- you are a high school student with permission

Applying to the college

1. Submit a completed application for admission and $20 (non-refundable processing fee) to the Office of Admissions.
2. Request an official transcript from your secondary school showing subjects completed, grades earned, and date of graduation. A General Education Diploma (GED) may be submitted as evidence of high school graduation.
3. Request official transcripts to be forwarded to the Office of Admissions from any college previously attended.

Note: Some programs have selected admissions. Refer to specific program brochures (American Sign Language/Interpreter Education, Dental Hygiene, Nursing, Health Information Technology and Radiography) for policies specific to each program.

College Assessment

The State of New Jersey requires all institutions of higher education to assess all full-time and part-time entering students for proficiency in reading, writing, computation and elementary algebra. Students will be assessed after they have been admitted to the college. All degree-seeking students must show ability to benefit from college-level courses. The assessment will be used for course placement purposes. No student will be denied admission to the college based on the assessment results but course selection may be restricted based on the student’s performance on the assessment. Appointments for the assessment are made after application materials have been processed.

Students may be exempted from taking the assessment if they:

- are enrolled in a bilingual or English as a Second Language (ESL) program. They must be assessed after they complete the program.
- have taken the assessment at another New Jersey college and the results have been forward to: EDMS-Test Center
  Special Test Coordinator
  601 Pemberton Browns Mills Road
  Pemberton, NJ 08068
- have an associate degree or higher from a regionally accredited college or university and can provide proof of completion.
- have successfully completed the equivalent of English Composition (ENG 101) and college level math (MTH 107 or higher) and can provide proof of completion.
- have met the college requirement for CLEP or Advanced Placement in English, computation and elementary algebra.
- have met the college requirement for SAT scores Verbal (500) and/or Math (500) and can provide proof of scores.
- have completed developmental courses comparable to BCC’s highest level of remediation at another regionally accredited college. Students must provide a transcript and a catalog course description.
- are not working toward a degree and want to attempt fewer than 30 credits. The assessment will be required prior to attempting the 30th credit. Applicants cannot register for English Composition (ENG 101) or college-level mathematics (MTH 100 or higher) if they have not taken or been exempted from the assessment.

*Note: Burlington County College is committed to an analysis of the new SAT Reasoning Writing scores submitted to the college beginning with the graduating class of 2006. This study will examine the relationship of SAT Writing scores, Accuplacer performance and grades earned.

Pre-enrollment session

The college provides this service to all students who have taken the College Assessment. During the session you will receive your scores and will be assisted in interpreting them. You will be provided with information on academic programs and the transfer process. In addition, you will receive assistance in selecting and registering for courses.

Spring Ahead! Program

High school seniors at Burlington County high schools may participate in a program for early enrollment at Burlington County College. The program offers BCC information sessions and college assessment at most high schools and all schools participate in the registration/visit session. By acquiring information and taking the assessment early, students are able to get the best selection of courses, locations and times during the Spring registration/visit. For more information, contact your high school guidance office or BCC’s Office of Recruitment at extension 1555 or 1310, at (609) 894-9311 or (856) 222-9311.

Transfer students

An applicant who has attended another post-secondary institution and who wishes to have any credits earned at the previous school applied toward his/her degree requirements at Burlington County College must fulfill the following requirements:

1. an applicant must be enrolled in a degree or certificate program;
2. an official transcript from each school that the student has attended must be received by the BCC Admissions Office.

3. Students who have attended international universities must have their transcripts evaluated (course by course) by the World Evaluation Services prior to submitting that evaluation to the Admissions Office. Application forms for this evaluation maybe obtained from the Office of Recruitment.

Applicants to the American Sign Language/Interpreter Education, Nursing and Allied Health programs must consult the admissions information brochures for specific policies about transferring college courses into each discipline.

After the Registrar’s Office has determined the acceptability and appropriateness of the credits to the student’s program, a copy of the evaluation will be mailed to the student. The student will take his/her copy of the report to the Test Center to schedule any needed College Assessments.

Generally, Burlington County College accepts transfer credits, not grades, from accredited colleges and universities provided that they are submitted as official transcripts and have been completed with a grade of “C” or better. The maximum number of credits that can be accepted cannot exceed 75% of the required credits in a program, usually 48 credits.

Advanced Placement

Burlington County College may grant credit hours for The College Board Advanced Placement Program examinations. Students must have an official AP Grade Report (transcript) from the College Board Advanced Placement Program sent to the BCC Office of Admissions. The transcript will be evaluated and credit given for courses offered by BCC if the scores meet the BCC criteria. Contact the Registration Office for further information.

Credit by departmental examination

Burlington County College offers institutional credit-by-examination in very limited and specific areas. A non-refundable fee is charged for each examination. A maximum of 30 credit hours may be earned if procedure and criteria are met. No grades are recorded. Credit awarded is reflected on a student’s transcript. For forms, contact the Registration Office.

Credit through CLEP

Burlington County College may grant up to 30 credit hours earned through the College Level Examination Program (CLEP) General Examinations on scores recommended by the American Council on Education. Similar credit may also be awarded for subject examinations. To schedule an appointment for the CLEP Examination, call ext. 1591. To find out which tests and which scores are accepted by BCC, contact the Registration Office at ext. 1203.
**Foreign Language Placement Policy**

Students may begin the study of a foreign language at the elementary level, but students who have successfully completed two years of a foreign language in high school are encouraged to begin with 201. Students are assisted in selecting the appropriate level at which to begin by a faculty member.

**NOTICE—State of New Jersey requires immunizations**

The State of New Jersey requires all students enrolled in a degree program (both full-time and part-time) to either submit proof of immunization against measles, mumps, and rubella, or provide evidence that they are exempt.

The following documents are acceptable as evidence of immunization, provided they specifically indicate the immunization and date the immunization was administered:
1. official school immunization record,
2. a record from any public health department, or
3. a record signed by a physician licensed to practice medicine or osteopathy in the United States or foreign country or other licensed health professional approved by the New Jersey State Department of Health.

Exempt students must meet one of the following conditions:
1. Medical reasons. A physician’s statement must be submitted.
2. Religious reasons. A statement from an official of the religious organization must be submitted.

Students may be admitted and enrolled on a provisional basis for their first term if required immunization documentation is not available at the time of registration. If you have any questions about the regulations, please contact the Office of Admissions at (609) 894-9311, extension 1282.

**Residency requirements**

Students who indicate on their applications that they are residents of Burlington County satisfy the residency requirements by signing their applications. If requested, students must be able to submit a notarized statement of residency. Any falsification of information may subject the student to dismissal from Burlington County College.

**Out-of-county, out-of-state students**

Persons who do not reside in Burlington County who wish to attend BCC are accepted for admission using the same criteria for admission as for county residents but will be charged more tuition (for Chargeback Law see page 17).

**International students**

Students from a foreign country seeking to be admitted to the U.S. for education at the college must apply for a student visa. Once admissions requirements have been met, Burlington County College will issue to the student a form I-20 that the student uses to apply for a visa through the American Consulate located in the home country. The college does not provide or locate housing, so students from other countries will not be accepted for admission unless proof of a local sponsor is submitted. This local sponsor must accept responsibility for all living arrangements and for supplying funds for any expenses as well as all college costs.

In addition to applying for admission, the following fee and documents must be submitted:
- $100 application fee
- proof of a local sponsor,
- a confidential affidavit of support,
- an English translation of academic transcripts showing the equivalent of a high school education,
- an evaluation by the World Educational Services of any foreign college courses the student wants transferred to this college,
- Official Confirmation of Funds,
- scores from the Test of English as a Foreign Language (TOEFL) showing a minimum score of 450 for the paper version and a minimum score of 130 for the computerized version,
- evidence of immunization against measles, mumps and rubella.

International Application Packet deadlines are as follows:
- **Fall Semester** — June 30
- **Spring Semester** — November 1

An I-20 form will be issued to the student once all the admission requirements have been met. For more information please contact the Office of International Programs at ext. 1350.

**Enrollment of precollege students**

In selected cases, high school students may enroll for college credit courses. All high school students must obtain a Special Application (available from area school guidance offices), which must be signed by the student’s parent/guardian and by the school principal or guidance counselor. Home-schooled students can obtain a special application from Registration which must be signed by a parent/guardian.

**College Acceleration Program (C.A.P.)**

The College Acceleration Program provides students with the opportunity to take college level courses for credit while enrolled in their current high school classes. Students in this program can begin working on their Associate degree while simultaneously completing their high school coursework. Courses are taught by certified high school teachers who have been approved as Burlington County College adjunct faculty. Participating high schools in cooperation with BCC administration and faculty determine the courses that qualify for this program. To be eligible, a junior or senior high school student must be approved by his/her guidance counselor or high school principal. For further information, students should contact their high school guidance office or call the Director of Recruitment 894-9511, ext. 1310.

**Senior Option**

Senior Option will allow high school seniors who have passed the HESPA and completed all high school requirements with the exception of English and Physical Education to take classes at BCC during their regular high school hours.

This program is designed to allow the student to be dually enrolled in both the high school and the college. The high school may choose to award high school credit for college courses.

All students participating in the Senior Option must take and show proficiency on the College Assessment if they wish to take college level English or math. Those seniors who have taken the SAT’s and achieved a 500 or better in the Verbal and/or Math will be exempt from taking a portion or all of the College Assessment.

For information about this program please contact the Office of Recruitment Office at extension 1310.

**BCC articulation agreements with local high schools**

Burlington County College and select high schools have developed articulation agreements which enable high school students to earn college credits for select courses completed while in high school.

The college also has articulation agreements with the Burlington County Police Academy and the Burlington County Fire Academy.

**Burlington County Police Academy**

Burlington County Police Academy graduates can earn up to 15 college credits in selected courses from Burlington County College. Graduation must have occurred after 1987 and the graduate must have been a resident of Burlington County during enrollment. For additional information contact the Burlington County Police Academy at (609) 726-7270.
Admission of adults with neither a high school diploma nor a high school equivalency diploma

Persons aged 16 or older with approved waivers to be obtained from certain authorized personnel (high school authorities, probation or parole officer, New Jersey State Vocational Rehabilitation counselor or a judge) may be admitted to the college.

Persons aged 18 or older and out of school for one year (or less with approved waiver) may also be admitted as above.

Upon completion of 30 college-level credits (numbered 100 or above) taken from categories specified by the State of New Jersey, such persons, if they so desire, may apply to the Department of Education, State of New Jersey and petition for a high school equivalency (GED) diploma. For details, please contact the Office of Recruitment at ext. 1555 at (609) 894-9311 or (856) 222-9311.

Readmission

Students who have interrupted their registration for three years or more must submit an application for readmission. No application fee is charged for readmission. The catalog in effect at readmission will be used to determine the appropriate curriculum.

Students who have been dismissed for academic reasons must petition the Academic Standards Committee to be reinstated. Forms are available from the counseling staff at Pemberton and Mt. Laurel.

Special services for students with disabilities

Burlington County College makes appropriate services and facilities available to students with disabilities, as defined by Section 504 of the Rehabilitation Act of 1973, which requires postsecondary institutions receiving federal financial assistance to provide “program accessibility” to students with disabilities.

A student with a disability is defined as one who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

At present, specialized services at the college are made available to students with disabilities on an individual basis. The college has a number of features in its construction intended as aids to persons with physical disabilities as they move around the campus.

Students with disabilities are required to follow established admissions procedures at the college. Students with disabilities are encouraged to visit the campus or contact the Special Populations Program office on the Pemberton Campus, to discuss any special accommodations.

Services to students with disabilities at BCC include the following:
- barrier-free design in all campus buildings
- special registration procedures as requested
- test-taking assistance for the visually and motor-skill-impaired
- access to tape recorders for in-class use with appropriate documentation
- special parking privileges
- an adaptive learning lab
- other services as needed

For further information contact the Office of Special Populations at (609) 894-9311, extension 1208.

IMPORTANT NOTICE

Full-time students’ hospitalization insurance

The New Jersey State Legislature mandates that all full-time college students (enrolled for 12 or more credits) be covered by hospital medical insurance.

The college has obtained a group policy that provides coverage for the period September 1 to August 31. YOU WILL BE AUTOMATICALLY BILLED FOR THIS NON-REFUNDABLE PREMIUM. If you do not wish to be included in the plan because you are covered by another policy, you must complete the BCC Hospitalization Waiver. Waivers are available at the Registration Office in Pemberton and Mt. Laurel. The waiver form must be turned in to the accounting office in Pemberton or the main office in Mt. Laurel. Waivers must be submitted prior to the first day of classes.

See the latest edition of the college registration brochure for details. The fee varies depending on the semester in which a student enrolls.
One of the primary missions of Burlington County College is to help prepare students to transfer to four-year colleges and universities. Toward this end, BCC has developed a comprehensive package of transfer opportunities, including Dual Admissions and Transfer Articulation Agreements, with a considerable number of colleges and universities. These agreements are designed to help students plan for transfer during the time they are students at BCC, and help ease the process of transfer after they graduate from BCC.

Transfer to other institutions

Students should be aware that BCC offers three different associate degrees: the Associate of Arts (A.A.), the Associate of Science (A.S.) and the Associate of Applied Science (A.A.S.). The A.A. and A.S. degrees are designed to provide the freshman and sophomore years of a baccalaureate program and are, therefore, designated as transfer curricula. On the other hand, the A.A.S. programs assume that students, upon completion of the A.A.S., are planning immediate entry into the workforce rather than continuing on to a four-year institution. For this reason, many courses in the A.A.S. programs are not designed to transfer, nor will they be accepted for transfer to senior institutions. Recognition of this distinction by students will prevent needless disappointment and frustration.

Students selecting transfer programs in anticipation of continuing their education at a four-year institution are advised to speak with the BCC Transfer Coordinator or academic advisor/counselor early in their academic program. They should also consult the catalog(s) of the particular institution(s) to which they plan to transfer and select courses accordingly. Generally, the minimum grade for transfer of courses is “C,” but many institutions may require a higher cumulative grade point average for transfer. It is the students’ responsibility to be aware of requirements necessary for transferring to the next institution.

BCC can provide information and resources that help students plan for the next step in their academic career. In addition, students can access information about a large number of New Jersey four-year institutions through NJ Transfer at www.njtransfer.org.

Many catalogs for colleges throughout the country, application forms for neighboring colleges and universities and other relevant information are readily available to everyone in the Integrated Learning Resource Center/Library.

For information on any of these baccalaureate degree options call (609) 894-9311, ext. 1889.

Dual Admission and Articulation Agreements

Burlington County Colleges Guaranteed Transfer Program is an inexpensive way for students to complete their bachelor's degree by providing a seamless transfer of courses and credits from BCC to many four-year colleges and universities. Through this program, students are guaranteed admission to selected schools after graduating from BCC provided that all the schools criteria is met and a certain grade point average is maintained.

Students who are interested in transferring into one of these schools should contact the BCC Transfer Coordinator during their first semester. At that time, you will be asked to complete an “Intent to Transfer” form for the school of your choice. Completion and processing of this form ensures efficient transfer from BCC to your four-year college.

Start at BCC and Save as Much as $50,000 for Your First 2 Years

BCC has Formal Dual Admission/Transfer Agreements* with:

ARCADIA UNIVERSITY
MONTCLAIR STATE UNIVERSITY
PEIRCE COLLEGE
RIDER UNIVERSITY
FAIRLEIGH DICKINSON UNIVERSITY

NJIT
RUTGERS
THOMAS EDISON STATE UNIVERSITY

Georgian Court College
IMMACULATA UNIVERSITY
STOCKTON UNIVERSITY

Other Formal Transfer Agreements (into specific majors):

- Cabrini College
- Centenary College
- Dowling College
- Franklin University
- Holy Family University
- New Jersey City University
- New York University
- Rowan University
- Temple University
- Thomas Jefferson University
- University of the Arts
- Wesley College
- Widener University

*BCC graduates are not restricted to schools listed here. They may apply, and have been accepted, at schools across the country.
How does the Guaranteed Transfer Program work?

First, students must formally sign up for the program with the BCC Transfer Coordinator before they have completed 30 credits at BCC. Next, with the help of BCC staff, students identify an intended major and follow a structured academic plan to complete general education courses and lower division courses for that major. The academic plan will lead the student to the completion of an associates degree and enable the student to transfer (or nearly all) their credits to the four-year institution. Students are guaranteed admission to the four-year institution at junior-level status if they earn a pre-determined grade point average.

What are the criteria for successful transfer through the Guaranteed Transfer Program?

• Students must complete the recommended transfer program for their intended major at the 4-year institution.
• Students must take all courses at BCC.
• Students must complete the associates degree at BCC.
• Students must earn the grade point average (GPA) required by the partner institution, and any other admissions requirements of that institution.
• Students must submit all required admissions application material to the BCC Transfer Coordinator in advance of the admissions application deadline of the partner institution.

How to Apply for the Guaranteed Transfer Program

Guaranteed Transfer Programs are for students who have chosen a specific major at one of BCC’s partner institutions. The specific “Intent to Transfer” forms list the designated majors for each participating school. You must complete a Dual Admissions application and an Intent to Transfer form for the school of your choice and return it to:

Academic Advisement & Transfer Department
Parker Center, Room 311
Extension 1337 or 1889

These forms must be completed during the time period stated for the specific college/university to which you are applying. Forms are available in the Student Services Center in Pemberton or the Student Services Counter in Laurel Hall, Mt. Laurel.

Your application will be evaluated as to your status for admission to one of these programs. If eligible, you’ll be scheduled for an individual appointment to discuss future course requirements and transferability.

What are BCC’s Partner schools?

Fourteen colleges and universities have Guaranteed Transfer agreements with BCC. An additional twelve schools have program transfer agreements that provide for transfer in specific academic programs. The partner schools for Guaranteed Transfer include:

Arcadia University: 25 majors are included in this agreement. Minimum GPA: 2.5 (except for Pre-Physical Therapy and Pre-Physician Assistant which require higher standards)

The College of New Jersey: 24 majors are included in this agreement. Minimum GPA: 3.2 (plus combined SAT scores of 1125 or higher, or ranking in the top 1/2 of high school class). The Dual Admission application must be completed during a students’ first semester and turned into the Transfer Office.

Drexel University: 29 majors are included under this agreement. Minimum GPA: 2.5 (all engineering majors require a GPA of 2.75)

Fairleigh Dickinson University:
7 majors are included under this agreement. Minimum GPA: 2.5

Georgian Court University: 12 majors are included under this agreement. Minimum GPA: 2.5

Immaculata University: 12 majors are included under this agreement. Minimum GPA: 2.0

Montclair State University: 12 majors are included under this agreement. Minimum GPA: 2.5

NJIT: 13 majors are included under this agreement. Minimum GPA: 3.0

Peirce College: All majors are covered under this agreement.

Richard Stockton College: 36 majors are covered under this agreement. Minimum GPA: 3.0

Rider University: 26 majors are included under this agreement. Minimum GPA: 2.5

Rutgers University: 26 majors are included under this agreement. Minimum GPA: 3.2

Thomas Edison State College: 11 majors are included under this agreement. Minimum GPA: 2.0

University of Phoenix: 8 majors are covered under this agreement.

Other Transfer Agreements

In addition to its dual admission programs, BCC has developed transfer agreements with other colleges and universities. These agreements are also designed to facilitate the transfer of A.A. and A.S. degree graduates into specific baccalaureate programs. Present agreements include:

Cabrini College: Bio-technology

Centenary College: Fashion Design

Dowling College: most majors

Franklin University: Business

Holy Family University: Biology, Business, Chemistry, Elem. Education, English, History, Psychology, Sociology

New Jersey City University: Pending for most majors

New York University: Nursing

Rowan University: most majors and a Dual Admissions agreement in Business

Temple University: General Education Core-to-Core transfer agreement

Thomas Jefferson University College of Health Professions:
Diagnostic Imaging, Cytogenetic Technology, Cyto-technology, Medical Technology, Nursing, Occupational Therapy, Physical Therapy, Bio-Technology

Wesley College: most majors

Widener University: most majors

Area college application deadlines and transfer hints are available on the BCC Advisement website at http://staff.bcc.edu/advising

Transfer Tips

• Choose your BCC curriculum carefully. Associate of Arts Degrees (A.A.) and Associate of Science Degrees (A.S.) are designed to transfer to four-year programs; Associate of Applied Science Degrees (A.A.S.) are designed to lead directly to the work force.

• Speak with the transfer coordinator early in your academic program.

• Consult the catalogs of both BCC and the school you plan to transfer into when selecting courses.

• BCC graduates are not restricted to the schools listed on this page. Our graduates have been accepted into many prestigious institutions across the country.

The dual admission programs are for students who have chosen a specific major at one of the schools listed on this page. Please refer to specific “Intent to Transfer” forms for a listing of designated majors.

Interested students must apply for the program by completing an “Intent to Transfer” form. This form must be completed during the time period stated for the specific college in which the student is interested. These forms are available in the Student Services Center (311 Parker), the main office in Mt. Laurel or by calling the Transfer Office, (609) 894-9311, ext. 1889 or 1337.

The CEEB college code for Burlington County College is 2180.
Payment Policy
All tuition and fees must be paid on or before the date stipulated by the college. A last date to pay is established for early registration for each semester. This payment must be received by the Accounting Office by the established date. Those students registering after these dates must pay for tuition and fees at the time of registration. All payments made after due dates are subject to a $20 late payment fee. Payments can be made online at www.bcc.edu.

Unless written notice of registration cancellations is made by the student to the Registration Office prior to the start of a semester/term, the student will continue to be obligated for the payment of tuition and fees. Overdue accounts will be subject to a late payment fee and will be submitted subsequently to an outside agency for collections. All applicable collection fees will be charged. Official transcripts will not be forwarded for any student with an outstanding balance will be prohibited from registering.

Students whose employers offer tuition benefits must submit, on company letterhead, a non-contingent request for an employer deferral prior to the semester payment date.

Application fee
A fee of $20 must be paid by each applicant when first applying for admission to the college. This processing fee is not refundable.

International Student applicants must pay a fee of $100 for admission to the college.

Tuition
Please see insert or current registration brochure for current tuition information.

**Tuition and other charges are subject to change at any time in accordance with the policies established by the Board of Trustees of Burlington County College.**

General fee
A per credit hour fee is charged all students to provide funds for student cultural and social programs. See the latest edition of the college registration brochure for the current general/activity fee.

Technology fee
Enables the college to add and replace computers, software, library equipment, and other items for student use. See the latest edition of the college registration brochure for the current technology fee.

Student activity fee
A per credit hour fee is charged to all students to provide funds for student activities.

Chargeback Law (Non-Burlington County Residents)
New Jersey residents living outside of Burlington County and attending Burlington County College in a chargeback eligible program must obtain an Application and Certification of Eligibility for Chargeback form from the Admissions office or Registrar of the student's home community college. Failure to apply for chargeback will result in additional charges, covering the cost of the course, to the student.

Completion of this process may result in the student being charged the in-county tuition rate. For further information regarding chargeback eligible programs and requirements, please contact the Registration or Accounting office.

The following procedures are to be followed:
1. First semester students will receive a letter from the Admissions Office verifying their admission to Burlington County College.
2. A copy of the College Assessment scores should be obtained from the Test Center.
3. All out-of-county students will receive information from the Registrar indicating the courses or curriculum enrollment for the semester.
4. All necessary information must be processed by the appropriate office (Registrar, Admissions and Bursar) of your home county college.
   a. A “Certificate of Eligibility” will be issued if approved
   b. A refusal form will be completed if denied
   c. This process must be completed by the deadlines established by your “home” county
5. A Residency Certificate must be completed by the the County Treasurer’s Office of your “home” county.
6. Return all information to the BCC Accounting Office.
7. This process must be completed by the deadlines established by your “home” county.
8. Renewal by semester depends on the procedures established by your “home” county college.

Special rates for senior adults
Students aged 60 years and above pay $22 per credit, plus technology fees. They will pay all applicable course fees listed in the master schedule as well as late and change fees, but no application or general fee will be charged. A waiver form must be completed.

Course/materials fees
Some college courses require additional fees to pay for laboratory hours and/or additional materials required for the course. All lab/materials fees are listed in the latest edition of the college registration brochure.

Returned check fee
Any check returned to the college by the bank on which it is drawn, for any reason whatsoever, will incur a $25 processing fee and in the future, the student's privilege of writing personal checks to the college may be revoked.

Post-dated checks will not knowingly be accepted by the college, and if returned by the bank, are subject to the returned check fee.

Identification card
Each student is issued a free ID card at the time of registration. There is a $5 fee for replacing a lost or mutilated card.

Schedule change fee
Once classes begin, a $15 NON-REFUNDABLE fee is charged EACH time a student ADDS a class or CHANGES a section when the change is for the student's personal convenience or for a change in instructor.

Credit cards for payment of tuition and fees
The college accepts VISA, MasterCard, Discover and American Express for payment of students' financial obligations.

Affordable Monthly Tuition Payments
Burlington County College has made it easier and more affordable than ever for you to pay for your education. We offer an interest free monthly payment plan for each semester. For a one-time service charge, you can make monthly payments through the Tuition Payment Plan automatically from your bank account or by charging them to your VISA, MasterCard or Discover. Students can now pay and or apply for a payment plan using the internet. Go to www.bcc.edu and click on “on-line payment.”

The earlier you enroll, the more monthly payment options you have. By making monthly payments you may be able to afford enrolling in more classes so you can graduate sooner. Check the latest edition of the college schedule of courses for details.
Financial Aid
For information on financial aid programs offered by the college, see pages 24–27.

Refunds

Dropped Courses
A drop/add form must be completed and filed with the Registration Office by students dropping courses for any reason. Failure to follow this procedure will result in the forfeiture of any refunds.

Refund amounts of 100%, 50% and 0% are based on the date the form is received by the Registration Office.

Specific withdrawal dates are published in the college registration brochures or may be obtained by contacting the Registration Office.

Tuition Refunds
Tuition refunds are processed during the 60 working days following the last day of the official Drop/Add period. Refunds are made by check for students who paid by cash or check or by credit to students who paid by bank credit card. All check refunds are mailed to the student's address on file. It is the student’s responsibility to see that his/her correct mailing address is on record with the college. Students with questions regarding refunds should contact the Registration Office and/or the Accounting Office.

Exceptions and Appeals Committee
The College maintains a Committee on Exceptions and Appeals for the purpose of reviewing student challenges to the college's stated financial policies. The Committee makes its decision based on the student's written petition as supported by appropriate documentation (i.e., verification of extended hospitalization from a doctor or hospital, transfer orders signed by a military commander, etc.).

The petition should be submitted within 90 days of the occurrence which necessitates the appeal. Appeals submitted after 90 days must be supported with extraordinary circumstances to be favorably considered.

To obtain the petition please contact the Registration Office.

Summary

Tuition & Fees Are Subject to Change

Miscellaneous Fees
Application Fee .................................................................$20
Credit by Exam Fee ..................................................$25 per credit
Course fees for designated courses ..................................in the latest
registration brochure

General Fee.................................................................$6.50 per credit
Graduation Fee ...............................................................$20
International Student application fee ................................$100
Late Payment Fee .......................................................$20
Late Registration Fee ..................................................$25 – $35
Reinstatement Fee ..........................................................$50
Replacement of Lost ID Card ..........................................$5
Replacement of Parking Sticker ........................................$5
Returned Check Fee ..........................................................$25
Schedule Change ..............................................................$15
Student Activity Fee ......................................................$1 per credit
Technology Fee ...............................................................$5 per credit
Transcript Fee .................................................................$5
ACADEMIC INFORMATION/REGULATIONS

Student attendance policy

General Attendance Requirement

Students are expected to attend all class, clinical, laboratory, and studio sessions for the full duration of each instructional session.

Types of Excused Absences Without Penalty

Students shall not be penalized for missing class, clinical, laboratory, and studio sessions due to:
1. the observance of religious holidays;
2. legal reasons (jury duty; to serve as a subpoenaed witness);
3. required military duty;
4. bereavement: loss of a family member;
5. personal illness/injury of the student;
6. to attend to the medical needs of a family member; and
7. such other reasons as the appropriate Division Dean or Associate Dean may deem appropriate.

Students shall not be penalized for attending College-sponsored activities provided that they make accommodations with the instructor prior to the absence(s).

Standing alone, absences due to the above reasons do not constitute grounds to lower the grade of a student or otherwise penalize a student.

Appeal of Denial of Request for Absence Without Penalty

A student who is denied a request for an excused absence by a faculty member can appeal that decision to the appropriate Division Dean or Associate Dean of the faculty member. The Division Dean or Associate Dean shall inform the faculty member of her/his decision. If the issue is still not resolved, the student can appeal the matter to the Vice President of Academic Programs whose decision shall be final and binding. The Vice President of Academic Programs will inform the Division Dean or Associate Dean of her/his decision, who shall in turn communicate the decision to the faculty member.

Responsibilities for Completion of Missed Course Requirements

A student must complete all course work missed because of absence. The student will contact the faculty member to make reasonable arrangements for the completion of course requirements not completed because of student absence due to one or more types of excused absences as specified in this policy.

Special Note for Students Receiving Financial Aid and/or Veterans Aid

Financial Aid and Veterans Aid programs require regular attendance and may be terminated when students participating in such programs are excessively absent.

Credit unit and loads

A credit hour, the unit of credit, is the equivalent of a subject pursued one 50-minute period a week for 15 weeks or 750 minutes of instruction. In general, two or four periods of laboratory work or outside preparation work equal one credit hour. The 15th week of the semester will be exam week. Credits for clinical instruction vary with the program.

The normal academic load for students in the fall and spring semesters is 15-17 credits; the minimum full-time load is 12 credits and the maximum full-time load is 17 credits.

Students who would like to register for an overload – 18 or more credits, must have an overall GPA of a 3.0 or higher. Signed permission from a counselor/academic advisor is required on a schedule which contains an overload.

The normal academic load for students in summer terms is not to exceed a maximum of 7 credits per term.

Confidentiality of student records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

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

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

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

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

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Burlington County College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

A copy of the BCC policy and a copy of the FERPA regulations are on file in the offices of the Registrar, the Vice President of Student Services, Evening Administrators, and the Library.

Public notice designating directory information

BCC hereby designates the following student information as public or directory information. Such information may be disclosed by the institution for any purpose, at its discretion:

Name, dates of attendance, student status, most recent educational institution attended, major field of study, awards, honors and degrees received, height and weight of athletic team members, and membership in officially recognized activities and sports.

Students may withhold permission to disclose this information under the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), by notifying the Registrar's Office, in writing, of their intentions. Such notification shall become effective as of the date on which it is received in the Registrar's Office and will remain in effect for the remainder of the academic year.
Grading System

The following grades are used on the student’s permanent record (transcript) for all courses in which the student is enrolled after the initial registration and at the end of the schedule adjustment period (Drop/Add period): A, B+, B, C+, C, D, F, O, P, U, I, X, AU, W, AW and NA.

Grades remain on a student’s permanent record. They may only be changed by the course instructor following approval by the appropriate Division Dean. Extraordinary circumstances will be handled on a case by case basis.

Grades for Developmental Courses*
Developmental courses (those with numerical designations of less than 100) do not count toward graduation and are not computed into a student’s grade point average (G.P.A.). Therefore, no grade points are assigned. The symbols O, P, and U are used only for developmental courses. I and X contracts may also be arranged with the instructor of the course.

Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
<th>Grade Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Mastery of essential elements and related concepts, plus demonstrated excellence or originality.</td>
<td>4</td>
</tr>
<tr>
<td>B+</td>
<td>Mastery of essential elements and related concepts, showing higher level understanding.</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Mastery of essential elements and related concepts.</td>
<td>3</td>
</tr>
<tr>
<td>C+</td>
<td>Above average knowledge of essential elements and related concepts.</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>Acceptable knowledge of essential elements and related concepts.</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Minimal knowledge of related concepts.</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Unsatisfactory progress. This grade may also be assigned in cases of academic misconduct, such as cheating or plagiarism, and/or excessive absences.</td>
<td></td>
</tr>
<tr>
<td>O*</td>
<td>Outstanding: The student achieved mastery of the course content.</td>
<td></td>
</tr>
<tr>
<td>P*</td>
<td>Pass: The student met the objectives of the course and is eligible to register for the next course level.</td>
<td></td>
</tr>
<tr>
<td>U*</td>
<td>Unsatisfactory: The student has demonstrated unsatisfactory work during the semester.</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Temporarily Incomplete. At the discretion of the instructor, a grade of “I” may be assigned when the student cannot complete the requirements of the course during the semester. The grade of “I” is given only by mutual agreement between the faculty member and the student and requires completion of an “I” contract form. The student must complete all grade requirements satisfactorily within 30 calendar days of the onset of the following semester or term. If this condition is not met, the “I” will automatically become the grade assigned in the “I” contract form.</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Extended Incomplete. The grade of “X” is awarded to allow the student additional time to master the content of the course. The grade of “X” is to be awarded only when the student shows that he/she is making satisfactory progress. This grade is given only upon mutual agreement between the faculty member and the student and requires completion of the “X” contract form. Students receiving a grade of “X” must register and pay to retake the course. If the course is not repeated, the “X” will become an “F”. Grades of “X” must be made up within the next 12 months that the student is enrolled at the college.</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>A grade of audit is awarded to a student for a course that they registered for, but do not wish to accrue credit or grade points.</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Denotes withdrawal from a course or courses. Any student who withdraws must complete a withdrawal form, stating the reason(s) for withdrawal, submit the form to the faculty member for signature, and return the completed form to the Registration Office. Any student who fails to withdraw according to these procedures will receive a grade of “F”. Only the student can initiate a withdrawal. Students may withdraw up to the end of the ninth week of classes in a semester or up to an equivalent time in a given semester or term.</td>
<td></td>
</tr>
<tr>
<td>AW</td>
<td>Denotes an administrative withdrawal due to exceptional circumstances.</td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>Indicates that a student enrolled but never attended a course.</td>
<td></td>
</tr>
</tbody>
</table>

*Final grades for all BCC courses will be provided electronically at www.bcc.edu under the listing for WebAdvisor
Grade point average

To determine grade point average (GPA), multiply the number of grade points for each course by the total number of credit hours attempted. Grades in courses transferred from another institution are not included in computing grade point average. Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 103 3cr. with a grade “A” (4 points)</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>ENG 101 3cr. with a grade “B” (3 points)</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>BIO 101 4cr. with a grade “C” (2 points)</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>CIS 101 3cr. with a grade “C” (2 points)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Total points</td>
<td>35</td>
<td></td>
</tr>
</tbody>
</table>

Divide 35 grade points by 13 cr. 2.69 GPA

Prerequisite and corequisite courses

Some courses require that a student successfully complete a prerequisite course or courses before enrollment, while in some cases students are required to take a co-requisite course or courses at the same time. In certain special circumstances, students may obtain the permission of the faculty member or appropriate academic administrator to take a course without the prerequisite or the corequisites.

Recognition of scholastic achievement

Students who are recommended by the faculty, are honored at the annual Academic Awards Ceremony.

Dean’s List

The Dean’s List is an official recognition by the College of outstanding academic achievement by students during the Fall and Spring semesters.

Full-time Students

1. For purposes of this policy, a full-time student shall be defined as an individual enrolled in 12 or more credits during a semester or six or more credits during a term.
2. A student who has completed a minimum of 12 credits with no grade lower than “C” in any given semester and who further has achieved a semester grade point average (G.P.A.) of 3.50 or higher for that semester will qualify for this honor.

Part-time Students

1. Students enrolled in fewer than 12 credits in a semester are eligible for this honor upon the completion of 12 credits and thereafter for each additional 12 credit interval which they complete. However, lists will only be published following the Fall and Spring semesters.
2. If a student completes an increment of 12 credits during a semester/term, the whole semester/term will be counted. The next increment of 12 credits will start with the following semester/term.
3. Criteria for recognition on the Dean’s List is a grade of “C” or better in 12 credit intervals. The grade point average (G.P.A.) for each 12 credit interval must be 3.50 or higher.

Audit Policy

A student may audit a course if they do not want credit for the course. The student record will indicate course registration, however, no grade, grade points or credits attempted/completed will be awarded for an audited course. A student may declare audit status at the time of registration or within the first three weeks of each semester/or 10 week term or up to an equivalent time in a given term. An audited course may be dropped during the Drop/Add period. Fees for an audited course are based on the regular credit value of the course.

Repeating a course

Conditions

1. Any course may be repeated three times. Permission to exceed this limit may be granted by the Vice President of Academic Programs.
2. The grade of each attempt is entered on the permanent record of the student. However, only the highest grade is computed into the cumulative grade point average (G.P.A.).
3. The credit hours assigned to the course will be counted only once toward meeting graduation requirements regardless of the number of times the course is repeated.

Change of program, degree status or records

Records

Students who wish to make any changes in their records must file proper forms with the Registration Office. Such changes include changes in name, address, telephone number, or other items on the original application.

Degree

Students who wish to declare or change their major must complete a “Change of Degree Status” form and have the form approved by an academic advisor/counselor.

Declaring courses non-applicable

This provides a means by which a student may have certain grades removed from the calculation of her/his grade point average (G.P.A.) as result of a change of her/his program of study.

When a student changes her/his program of study, it may be possible to have certain grades declared non-applicable. While any such courses remain a permanent part of the student’s academic record, their weight is removed from the cumulative grade point average (G.P.A.) calculation. Credits earned in courses declared non-applicable are not considered as credits completed toward graduation.

The criteria used in determining non-applicability are as follows:

1. The student must have officially declared a new major or changed from non-degree to degree-seeking status.
2. The courses to be considered are not pertinent to the student’s new program of study.
3. The student must have completed at least 12 credits of required courses (program or general education) in her/his new program of study with grades of “C” or better in each such course.

This policy may be applied for any given student only one time. Contact the Advisement Office for procedural information.

Academic Amnesty

This policy allows a student to restart the calculation of her/his grade point average (G.P.A.).

Requirement and Submission for Academic Amnesty

If a student has been away from BCC for three or more years, they may apply for Academic Amnesty by meeting with a counselor/advisor and completing the Academic Amnesty application. This application may be filed only one time. For further details please contact the Advisement Office at extension 7349.

Calculation of G.P.A.

1. All previous grades and credits will remain on the student’s permanent record but will be disregarded in the determination of the new G.P.A. and the fulfillment of graduation requirements.
2. The student’s record will restart with a 0.00 G.P.A.
3. The transcript of the student will continue to reflect all of her/his old grades. However, the transcript will include a line indicating where the old record ends and the new record begins.
Satisfactory Academic Performance and Progress

This policy establishes the standards for academic performance and progress which must be met by all Burlington County College students. Students receiving financial aid from federal and state sources must also comply with the provisions of “Special Conditions of Satisfactory Academic Performance and Progress for Financial Aid Recipients,” in order to maintain eligibility for financial aid.

Definitions
For purposes of this policy the following terms are defined as indicated:

Student: An individual enrolled at Burlington County College in a college level or developmental course.

Full-time Student: An individual enrolled for 12 or more credits during a semester or six or more credits during a term.

Class level prior to receiving a degree (Sophomore): An individual who has successfully completed a minimum of 28 college level credits toward graduation.

Satisfactory Academic Performance and Progress
A student is considered to hold the status of satisfactory academic performance and progress if she/he meets the following criteria:

1. Has a grade point average (G.P.A.) of 2.0 or higher; and
2. Has completed a minimum of 66% of all credits attempted by attaining grades of A, B+, B, C+, C, D, O, P, I, X and marks, if applicable, of AW, NA, W, or AU in all courses attempted.

Academic Probation
Any student whose G.P.A. is less than 2.0 and/or who receives grades of F or U in 34% or more of all credits attempted will be considered to be on academic probation.

A student placed on academic probation will be notified of that action at the time grades are issued. Further, the student will be informed of the requirement to be interviewed by a college academic advisor/counselor. A probationary student must obtain approval of all course selections by consulting with a college academic advisor/counselor prior to registering.

Academic Dismissal
A student whose performance is unsatisfactory as evidenced by failure to meet the criteria stipulated for satisfactory academic performance will be placed on academic dismissal.

The criteria utilized in determining the decision to dismiss are as follows:

<table>
<thead>
<tr>
<th>Number of Credit Hours Attempted</th>
<th>Student is Academically Dismissed for Failure to Achieve a Minimum G.P.A. of</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td>1.6</td>
</tr>
<tr>
<td>48</td>
<td>1.8</td>
</tr>
<tr>
<td>64</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Conditions of Dismissal
1. A student who has been dismissed may not enroll in any course which carries academic credit for a period of at least one calendar year from the date of dismissal.
2. A student who has been dismissed may not appeal for permission to re-enroll in credit course(s) until at least one semester or two terms transpire from the date of dismissal. Any exceptions must have the approval of the Vice President of Academic Programs or her/his designee.
3. Permission for a dismissed student to re-enroll in a credit course(s) is granted only by the Academic Standards Committee.

Deadlines for petitions are as follows:

- April 5: Summer I, II
- August 5: Fall Semester
- December 5: Spring Semester

If permission to re-enroll is granted by the Academic Standards Committee, the student must have written approval of a college academic advisor/counselor for course selection.

Registration
An official registration form must be processed to attend classes. Instructions concerning registration are published in the semester/term brochure for each semester/term.

No student is permitted to attend a class if his/her name does not appear on the class list. Only those students who have officially registered and paid, and whose names appear on the official class list are permitted to attend the class and receive a grade or credit for the course.

Registration schedule changes
Students wishing to make changes to their schedule following initial registration may do so through the last day of the Drop/Add period. Deadlines are published in each semester/term course brochure. A drop/add form must be submitted to the registration office to make such changes. There is a $15 fee for schedule changes other than dropping.

Students who drop a course prior to the first day of the semester/term will receive a 100% refund and no record of the course will appear on the academic transcript. Once the semester has begun and through the Drop/Add period the student will receive a 50% refund and no record of the course will appear on the academic transcript.

Withdrawal From Courses
A student may withdraw from a course and receive a grade of “W” up to the end of the ninth week of classes in a semester or up to an equivalent time in a given term. For information on refunds see page 18.

Students who desire to withdraw from a course or courses must complete a withdrawal form and return the completed form to the Registration Office.

Students who fail to withdraw according to established procedures will receive grades of “F” for all courses in which they were registered.

Administrative Withdrawals
Occasionally, a student may have a need to withdraw from one or more courses after the official drop date due to extraordinary extenuating circumstances. In these instances, students may request an administrative withdrawal from the Vice President of Academic Programs. Such requests are to be in writing and must be accompanied by supporting documentation.

Generally, only requests submitted prior to the end of the semester in which the course is being attempted will be considered. Depending on the point in the semester, it may be more beneficial for the student to contact the instructor about the possibility of an “I” grade (incomplete). This option would grant the student an extension of time to complete the course requirements without having to register and pay for the course again.

For a refund of any amount, the student must petition the Exceptions and Appeals Committee. See page 18.

College action
Consistent with law, Burlington County College reserves the right to dismiss at any time students who in its judgment are undesirable and whose continuation in the school is detrimental to themselves or their fellow students.

When a student is withdrawn from the college as a result of administrative action or for the convenience of the college (except for disciplinary reasons), he/she is entitled to full refund of tuition and fees. If the student is withdrawn from a course or courses for disciplinary reasons, he/she is not entitled to a refund.

Cancellation of classes
Regularly scheduled classes may be cancelled due to snow or other conditions beyond the control of the college. Such cancellation is announced through local radio stations. See page 9.

Classes may be cancelled due to lack of or low enrollment. Affected students are informed by telephone and/or in writing by the academic division offering those classes. Students are given a choice of selecting other sections and/or other courses if they so desire or their tuition and fees are refunded.
Graduation

All students who plan to graduate must apply for graduation. Graduation is not automatic. The Registrar’s Office recommends that a student submit a graduation application and pay the graduation fee during the semester he/she will have earned the 48th credit. (The application form is available at the Registrar’s Office.)

NOTE: Diplomas are ordered shortly after the application deadlines. Students who intend to graduate at the end of the semester but apply after diplomas are ordered will receive their diplomas at the end of the next semester.

Graduation Application Deadlines

Students should submit an application for graduation no later than the listed dates. No applications for graduation for a specific semester will be processed after the deadline.

- Fall: November 1
- Spring: March 1
- Summer: June 1

NOTE: To participate in the May graduation students need to apply by the Spring deadline.

Catalog that applies to a student’s graduation

A candidate for graduation will be evaluated using the catalog most advantageous for the student.

Graduation with honors

Graduation with Honors is official recognition by the College of outstanding academic achievement by a student during the entire period of her/his enrollment at the College.

Criteria

1. To be considered for Graduation with Honors, a student must have earned a minimum of 30 semester hours at Burlington County College.
2. Only those courses that carry College credits will be used in computing grade point averages (G.P.A.) for graduation.
3. One or more grades of “D” or “F” will disqualify a student from Graduation with Honors.
4. Graduation with Honors is available only to individuals receiving Associate of Applied Science, Associate of Science, or Associate of Arts degrees.
5. More than one semester with one or more grades of “X” will disqualify a student from graduation with honors.
6. Requests for exceptions due to circumstances of an extraordinary nature may be submitted to the Vice President of Academic Programs.

Types of Honors

- **Cum Laude (Honors)**
  - Required Cumulative Grade Point Average (G.P.A.): 3.50 – 3.74
- **Magna Cum Laude (High Honors)**
  - Required Cumulative Grade Point Average (G.P.A.): 3.75 – 3.89
- **Summa Cum Laude (Highest Honors)**
  - Required Cumulative Grade Point Average (G.P.A.): 3.90 and above.

Participation in graduation ceremonies

Any student meeting the degree requirements listed on pages 37 is eligible to participate in the graduation ceremony, which is held in May each year. Diplomas are mailed to the graduates at the end of the semester following certification of their degree. Students fulfilling requirements during the summer will receive diplomas in September.

Multiple degrees

Students desiring more than one degree from Burlington County College must meet the following criteria:

1. satisfy the General Education Requirements for each degree,
2. satisfy the program requirements for each major, and
3. earn at least 15 additional credits for each additional degree.

Students desiring multiple degrees should meet with a college academic advisor/counselor to prepare a program. This should be done prior to the completion of 32 credits.

Final grades

Grades are issued at the end of each semester/term. An unofficial transcript showing degree completion will be mailed to the student upon fulfillment of all program requirements for graduation.

Final grades for all Burlington County College courses will be provided electronically at www.bcc.edu under the listing for WebAdvisor.

Transfer of academic record (transcript)

In accordance with the Family Educational Rights and Privacy Act of 1974, Burlington County College is not permitted to release a student’s academic record without the student’s written permission.

An official transcript bearing the college seal and the signature of the Registrar will be sent directly to another educational institution or employer upon receipt of a written request from the student. Requests should be submitted to the Registration Office. There is a $5 fee for this service. Allow at least two weeks for processing. Transcripts of students who owe money to the college will not be sent until the balance is paid.

To protect the security of student records, any transcript which will be handled by a student bears the notation “Issued to Student.” Most institutions will not accept as official a transcript bearing this notation.

Transcript errors

Errors on transcripts regarding grades must be brought to the Registrar’s attention within one year of the occurrence of the error. No changes to the transcript will be made after one year. Under extraordinary circumstances, appeals can be made to the Vice President of Academic Programs.

Certification/Verification

All certifications/verifications of enrollments and academic status are processed by the Registrar’s Office. These verifications will normally be done after the end of the add period.

Veterans certifications are processed by the Veterans Certification Office. Please allow five days for processing.

Financial aid transcript

If students transferring to other institutions plan to apply for financial aid at the receiving institution, they will require a financial aid transcript (even if they did not receive financial aid at BCC). Forms are available at the Financial Aid Office.
In answer to these concerns Burlington County College has developed a comprehensive financial aid program that includes grants, scholarships, loans and work-study opportunities. Funds come from many sources, including the state and federal governments, local business and industry, and civic organizations. Funds are available not only to those in dire financial need, but also to hard-pressed middle income families who are caught in limbo between having the resources to pay for a college education and barely being able to make ends meet.

Applications for aid, the Free Application for Federal Student Aid (FAFSA), are available at most high schools, at the college Financial Aid Office, and on-line at www.fafsa.ed.gov. Regulations for all programs are subject to change.

Financial Aid Office Mission Statement

The Financial Aid Office at Burlington County College (BCC) is committed to providing quality financial aid services to all eligible students

- We will deliver Federal Title IV aid, New Jersey state aid, veterans’ benefits, BCC foundation assistance, and outside scholarship assistance to students who are eligible for educational funding via these resources.
- We will act as a resource to county residents, providing information about the financial aid application process.
- We will serve our students in a timely, equitable, accurate, courteous, and fiscally responsible manner adhering to all federal, state, and college regulations.

Applying for Financial Aid

The first step in applying for financial aid is to complete the Free Application for Federal Student Aid (FAFSA). This allows you to apply for federal and state grants. There is no charge for filing the FAFSA. Filing online at www.fafsa.ed.gov is the fastest, most efficient way to apply for financial aid.

Deadline

Your file must be complete by May 15 for the Fall semester and October 1 for the Spring semester to be processed as a priority application. For a file to be complete, you must have had your FAFSA processed by the Department of Education and the results received by BCC. You should also submit BCC’s Supplemental Application and any documentation required by BCC or if you are selected for verification. You can download a BCC Supplemental Application at http://staff.bcc.edu/finaid.

Priority applications will be processed prior to the start of the semester. However, as long as we have received your processed financial aid application before the end of the semester for which you are applying for aid, we will review your eligibility.

Completing the FAFSA

You should complete the FAFSA with your accurate tax information from the prior calendar year. If you are dependent, then you must list both your information and your parents’. If you are married, then you must list information for yourself and your spouse. The application must also be signed and dated. A parent signature is required for dependent students. We encourage you to electronically file your FAFSA with the Department of Education at www.fafsa.ed.gov. Filing online is by far the fastest, most efficient method.

Before filing online, you (and your parent if you are dependent) should go to www.pin.ed.gov and apply for a PIN (an electronic access code number). Having a PIN allows you and your parents to sign your FAFSA electronically, thereby completing the entire process online. If you do not have a PIN, then you must have a printer available to print out and then mail the signature page.

In Step Six of the FAFSA, you must tell the Federal Processor which school(s) should receive your information. Enter Burlington County College’s Federal School Code: 007730

How do I get help?

For your convenience, you can apply for a PIN and/or file online using one of the ‘Student Use’ computers available on all campuses.

Online help with the filing process is available at www.fafsa.ed.gov and at http://www.studentaid.ed.gov. You can also obtain help over the telephone at 1-800-433-3243.

What happens next?

Approximately 3 to 4 weeks after you have completed your FAFSA, you should receive your Student Aid Report (also known as the SAR) from the US Department of Education’s Federal Processor. BCC receives the same information electronically. We will inform you of the status of your application and tell you if we need any additional documentation. Once your file is complete, if you are eligible for aid you should receive an award letter within 2 to 4 weeks.

Grants and Scholarships

Tuition Aid Grants (TAG)

TAG is a state program, and is based on a student’s family income, number of persons in the family, the number of persons in the family who are attending college, the cost of tuition and fees at Burlington County College, and other expenses faced by the student’s family. Grants in 2004-05 range from $200 to $1,572 per year, do not have to be repaid and may be used during the fall and spring semester only. To be eligible, a person must have resided in New Jersey for at least 12 months prior to the application date for the grant; be a degree-seeking student, and file the FAFSA.

DRUG-FREE CAMPUS

It is an objective of Burlington County College to provide a safe, drug-free environment for members of the college community and to comply with the provisions of the Drug-Free Workplace Act and other applicable laws. Receipt of federal grant funds is conditioned upon the agreement of the college to comply with federal law; failure to do so may result in a grant award being suspended or terminated and could result in the college losing eligibility for any federal grant.

The Student Code of Conduct (Board Policy 903 B) makes it unlawful to manufacture, distribute, dispense, possess or use a controlled substance on campus. Students found in violation will be reported to the local authorities and may be expelled from the college.

Students should be aware of the various drug counseling, rehabilitation and available student assistance programs. Information is available in the Office of Academic Advisement and college academic advisor/counselors can assist with referral if a student so desires.

Financial aid recipients will be required to abide by the rules of the agency providing the financial aid. Each Pell grant recipient will be required to complete a statement attesting to his/her drug-free status during the period of the grant. All Title IV funding recipients will be required to certify that as a condition of their Pell grant they will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by the Pell grant. If a student financial aid recipient is convicted of a violation involving distribution or possession of drugs after signing a statement certifying that he/she would be drug-free, the federal government may suspend her/his eligibility for Title IV Financial Aid. If she/he is convicted three or more times for drugs after signing a statement certifying that he/she would be drug-free, the federal government may suspend her/his eligibility for Title IV Federal Financial Aid. Each Pell grant recipient will be required to complete a statement attesting to his/her drug-free status during the period of the grant. All Title IV recipient must certify that they are drug-free, the federal government may suspend her/his eligibility for Title IV Financial Aid. If she/he is convicted three or more times for drugs after signing a statement certifying that he/she would be drug-free, the federal government may suspend her/his eligibility for Title IV Federal Financial Aid.

Financial Aid

Locations: Pemberton Student Services Center, Lewis Parker Student Center
Mt. Laurel Student Services Area, Laurel Hall
Other locations, see course brochure for times
Phone: 609-894-9311, extension 1575
856-222-9511, extension 1575
Email: financialaid@bcc.edu
AOL IM: bccfinancialaid
Federal School Code: 007730

Introduction

All too often students will choose not to seek a college education because they feel it is too expensive and they cannot afford the costs of tuition, textbooks, and transportation.
Part-Time Tuition Aid Grants (PTTAG)
The Part-Time Tuition Aid Grant Program for County College Students began as a pilot program with the 2003–04 academic year. Within the limits of available funding, this program provides pro-rated awards eligible students taking 6–11 credits per term, who are otherwise eligible for the Tuition Aid Grant Program.

The maximum 2004–05 award for students enrolled half-time (6–8 credits) was $381 per term. Students enrolled three-quarter time (9–11 credits) received a maximum of $571 per term.

Federal Pell Grants
Federal Pell Grants are one of the most widely used financial aid programs. It is a federally funded program open to all degree-seeking BCC students who have need and who are U.S. citizens, or permanent residents. The amount of the grants awarded is based on the number of degree-seeking credits during a semester, the cost of attending Burlington County College and the student’s financial resources (a formula used by the Federal Pell Grant program). Federal Pell Grants at BCC range from $400 to approximately $4,000 maximum per year, and do not have to be repaid.

Federal Supplemental Educational Opportunity Grants (FSEOG)
FSEOG is also a federal grant. It is designed for students with exceptional financial need. FSEOG grants at BCC average $200 per year and do not have to be repaid. Eligible degree-seeking students must register for at least six credits each semester during which they receive FSEOG funds. FSEOG funds are awarded to the neediest eligible on-time Federal Pell Grant applicants first, and if funds remain, to other students on the basis of need.

Educational Opportunity Fund Grant (EOF)
Students enrolled in the EOF program are entitled to receive an EOF grant. Eligibility requirements are as follows:

1. Acceptance into the EOF program. (See EOF in the Special Programs section.)
3. Full-time (12 credits) academic status, seeking a degree.
4. One year residency (12 months) in New Jersey.

EOF is a state grant and does not have to be repaid. Each student must complete the FAFSA and EOF application, and arrange for an interview with the EOF office. Interested persons should call the EOF office at (609) 894-9311, extension 1462.

New Jersey Bloustein Distinguished and Urban Scholars
High School students in their senior year are selected by their high school counselor and awarded by the Higher Education Student Assistance Authority (NJHESAA) on the basis of academic achievement to students attending college full time.

New Jersey Student Tuition Assistance Rewards Scholarship (NJSTARS)
New Jersey High School students who graduate in the top 20% of their class are eligible for two years of free tuition and fees. To qualify you must have attended your full senior year and graduated from a New Jersey High School. You must enroll in an associate degree program of a New Jersey Community College in the county in which you reside. Out of county residents will be considered, only if your county college does not offer the program in which you are interested in pursuing. You must be enrolled in a minimum of 12 non-remedial credits every semester and continue in the top 20% of your college class.

Burlington County College Foundation Scholarships
BCC Foundation Scholarships are awarded each year to students selected by the Foundation Scholarship Committee. Funds for the foundation scholarships are made available by a variety of local organizations, business, industry, non-profit organizations and individuals.

Loans
Federal Family Education Loan Program (FFELP)
The FFELP program is available to students enrolled for at least six credits. To receive full consideration, submit applications approximately 60 days before the semester starts. Applicants must first file a Free Application for Federal Student Aid (FAFSA), complete a loan entrance interview and a FFEL application. Recipients must be U.S. citizens or permanent residents. Some of the loans are repayable after graduation or upon the student’s enrolling less than half time. For more information contact the Financial Aid Office. 

FFELP Applications
To be considered for a Student Loan students must complete the following forms:

Free Application for Federal Student Aid (FAFSA)
BCC Supplemental Application
Student Loan Request Form

First time borrowers at Burlington County College must also complete an Entrance Counseling session. Entrance counseling sessions can be completed online using the Mapping Your Future Web Site.

Maximum Annual Federal Stafford Loan Limits
Dependent Student Annual Combined Subsidized And Unsubsidized Limit:

1st year (less than 30 credits earned) – $2,625
2nd year (30 or more credits earned) – $3,500

Independent Student Annual Combined Subsidized And Unsubsidized Limit:

1st year (less than 30 credits earned) – $6,625
2nd year (30 or more credits earned) – $7,500

Federal Parent Loan for Undergraduate Students (PLUS)
Annual loan limit is the dependent student’s cost of education minus any estimated financial aid received. Repayment begins within sixty days of disbursement, with up to ten years to repay. Interest rate for new borrowers is variable with a 9% cap.

NJ CLASS
Annual loan limit is the cost of education minus any estimated financial aid received. Three repayment options: 1) defer all payments until after graduation; 2) pay interest only; 3) pay interest and principal. Students must take full Stafford eligibility first. Visit https://www.hesa.gov/ONJCLASS/html/index.htm for more information.

BCC Short Term Loans
Short term loans are provided by the college to assist students in making purchases of textbooks and other educational materials in emergency situations. These loans are available first to financial aid recipients who are awaiting funding. Others are considered for loans on a first-come, first-served basis. A fee is charged for processing this loan. Maximum loans are $100 and are repayable within 30 days. A late fee will be charged subsequent to this date. Applications are available at the Pemberton Campus Accounting Office only.

Student Employment
Federal Work-Study Program (FWS)
Work-study is a federal employment program in which the government allocates funds to the institution to award students employment on campus. FWS is available to degree seeking students enrolled for at least six credits and who show financial need. Students generally work an average of 15 hours per week. Recipients must be U.S. citizens or permanent residents and must be making satisfactory academic progress. In order to receive consideration for the FWS students must file the Free Application for Federal Aid (FAFSA) each year.

“140” Employment Program
This is an institutional employment program in which the college provides employment for full or part-time students. Students generally work an average of 15 hours per week. Applicants must also submit a student employment application. Students who apply for the institutional employment program must first have been found to be ineligible for the FWSP program.
How aid is awarded

Unless otherwise noted, financial aid is awarded to students solely on the basis of financial need. Financial need is the difference between your Cost of Attendance and your resources.

Cost of Attendance

Your Cost of Attendance includes allowances for such items as tuition, fees, books, supplies, room and board, personal expenses and transportation for one year. The estimated budget for a typical BCC student would be based on the following:

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Budget Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$ 2,016</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>1200</td>
</tr>
<tr>
<td>Personal and transportation</td>
<td>2,835</td>
</tr>
<tr>
<td>Room and board</td>
<td>6,066</td>
</tr>
<tr>
<td>Budget estimate</td>
<td>$12,117</td>
</tr>
</tbody>
</table>

Resources—family contribution

Your family contribution (FC) includes parental contribution (PC) and student contribution (SC). The family contribution is computed from the data provided on the FAFSA, which you must complete each school year.

Other resources

Other resources may include government educational benefits, employer tuition payments, veteran benefits, and other payments made to your account by third parties. All other resources are used in determining need and must be reported to the Financial Aid Office.

Outside aid

Outside aid is typically a BCC Foundation scholarship, veteran benefits or other private scholarships. All outside aid is used in determining need and must be reported to the Financial Aid Office.

The aid award package

Your award is designed to meet any remaining need you may have after taking your budget, resources, and outside aid into consideration. The Financial Aid Office attempts to provide each financial aid applicant with a package consisting of grants, first; Federal work study, second; and loans third. Therefore, all aid applicants must apply for Federal Pell Grants before being considered for other programs.

Example of need determination:

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Budget (see above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family contribution</td>
<td>$1,500</td>
</tr>
<tr>
<td>Need</td>
<td>$10,617</td>
</tr>
<tr>
<td>Example of award to meet need:</td>
<td></td>
</tr>
<tr>
<td>Need</td>
<td>$10,617</td>
</tr>
<tr>
<td>Award package</td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>2,650</td>
</tr>
<tr>
<td>College work study</td>
<td>2,000</td>
</tr>
<tr>
<td>TAG</td>
<td>1,572</td>
</tr>
<tr>
<td>Federal Stafford Loan</td>
<td>2,265</td>
</tr>
<tr>
<td>Total award</td>
<td>$8,847</td>
</tr>
</tbody>
</table>

Rights and responsibilities of aid recipients

Before receiving funds, students must follow these steps:

- All aid recipients are required to be degree-seeking.
- All aid recipients must have a high school diploma or GED in order to receive funding.
- Any financial aid applicant who has been selected for verification by the federal programs, state programs or by the institution must complete the verification process prior to disbursement of any financial aid funds.
- Every financial aid recipient is required to notify the Financial Aid Office whenever they drop or add courses.
- Aid recipients may continue to receive funds provided they:
  - Maintain satisfactory progress in the course of study they are pursuing.
  - Are not in default on any Federal loan at any institution.
  - Do not owe a refund on grants previously received under either EOF, FSEOG, Federal Pell Grant, TAG, or any other state or federal financial aid program.
  - Are citizens or nationals of the United States or in the United States for other than a temporary purpose and intend to become a permanent resident.

General Eligibility Requirements

To qualify for federal financial aid and BCC need-based funds, students must meet certain requirements, including the following:

- Demonstrate financial need.
- Have a high school diploma or general education diploma (GED), or be able to benefit from the education or training offered.
- Be enrolled or accepted for enrollment in a degree or certificate program, or in another program leading to a recognized education credential.
- Be a U.S. citizen, U.S. national, or eligible non-citizen.
- Maintain satisfactory academic progress toward a degree, certificate, or other recognized education credential.
- Meet the criteria specific to each aid program.

Satisfactory academic progress policy for financial aid

All students receiving student financial aid from federal and state sources must make satisfactory academic progress at Burlington County College. Students will be monitored for satisfactory academic progress once a year after the spring semester, or any given semester if the student was awarded financial aid on a probationary basis. Progress is measured by the student’s cumulative grade point average and credits earned in relation to those attempted and the length of the academic program.

Please note if you are denied aid due to poor academic standing, this is a result of the Financial Aid office reviewing your academic transcript. If your academic standing is below the levels listed, this is your responsibility, and not the responsibility of the Financial Aid Department. It is your responsibility to know the Financial Aid Satisfactory Academic Progress Policy. It is your responsibility to know if you are eligible for aid based on this policy. If the Financial Aid Office does not notify you of your eligibility, you are not relieved of your responsibility to meet the policy. The Financial Aid Office does not stop you from pursuing your education if you lose your eligibility, you will be responsible for payment of your tuition and fees. Payment arrangements can be made by contacting the Burlington County College Accounting Office.

Quantitative Measure

Students must, at a minimum, receive a satisfactory grade in the courses attempted by completing 66.67% of the credits for which they enrolled. Credits completed are those for which grades of A, B, C, D, or P are earned.

NOTE: Federal Stafford Loan borrowers will have satisfactory academic progress reviewed prior to the disbursement of any loan proceeds.

The maximum number of credits a student may attempt to complete in an academic program with Financial Aid is 96 credits for a degree program and 150% of the required credits for a certificate. A student in a degree program in excess of 64 credits has a maximum of 150% of required length of the program up to 105 credits. A student will not be considered to have reached the 150% credit hour maximum until after the semester in which the student reaches or exceeds the 150% credits attempted.

Appropriate consideration will be provided to students required to take non-credit developmental courses. Students may receive Federal and State aid for up to 30 credits of developmental course work and a maximum of 30 credits of English as Second Language (ESL) courses. Once the ESL student enters into college level credits (credits earning a grade A-D), the student will follow the chart above from the beginning. Students with less than 30 credits of remedial course work prior to the beginning of a semester will be covered by financial aid up to the 30th credit. If a course taken during the same semester will make the student have less than 30 credits of remedial course credits financial aid will also pay for the additional hours.

Second Degree Students

Students who are enrolled in a degree program which is equal to or lower than a degree already earned will have officially accepted credits that are specifically applied toward the student’s current certificate or degree program counted in the maximum number of allowable semester credits for financial aid eligibility.
Transfer Students
Credits transferred in from another college will not be counted in the number of credits attempted or completed at BCC for the purposes of calculating a student's Satisfactory Academic Progress at BCC. GPA calculations from another college will not be used for the purposes of calculating a student's Satisfactory Academic Progress at BCC.

Qualitative Measure
Besides the above measurement, students must maintain a minimum cumulative grade point average to continue to be eligible to receive Federal or State aid at Burlington County College as outlined below:

<table>
<thead>
<tr>
<th>Number of degree credits earned</th>
<th>Minimum required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-12</td>
<td>not applicable</td>
</tr>
<tr>
<td>13-23</td>
<td>1.50</td>
</tr>
<tr>
<td>24-47</td>
<td>1.75</td>
</tr>
<tr>
<td>48-+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Withdrawals/Incomplete Courses/Repeated Courses
If a student withdraws after the drop/add period during a given semester, the course credits will be included in the count of courses attempted. Possible exceptions to rule are medical leaves approved by the Vice President for Academic Programs or leaves as a result of military deployment. An incomplete course is treated the same as a failed course. Repeated courses enable the student to achieve a higher cumulative grade point average. Repeating a course adversely affects the student's ability to meet the requirements of the credit progression schedule.

No more than seven semester credits of regular, non-developmental courses taken for a "P" grade (pass/fail) will be counted as satisfactory completed credits.

Disqualification of Financial Aid
Students who are identified as having met the college's definition of Academic Dismissal are immediately disqualified for financial aid eligibility. Any aid that a student erroneously receives for a term in which they are later dismissed must be repaid to the College.

Students who do not meet the credit progression schedule and/or who do not meet the cumulative grade point average standard will be disqualified from receiving financial aid. Any aid that a student erroneously receives for a term in which they are later disqualified must be repaid to the College.

A student who fails to earn financial aid eligibility for failure to meet these standards and who requests financial aid will be required to complete a financial aid appeal form to reestablish financial aid eligibility.

Procedure for Appealing
Students not meeting the minimum standards for Financial Aid Satisfactory Progress are ineligible for student aid. However, students have the right to appeal by submitting an appeal in writing, to the Financial Aid Office. Appeals will be evaluated by the Financial Aid Satisfactory Progress Committee for mitigating circumstances.

Reasons that may be acceptable are:
1. serious illness or accident on the part of the student,
2. death, accident or serious illness in the immediate family,
3. change in academic program
4. other extenuating circumstances.

The student's ability for improvement to meet the appropriate standard for the certificate or degree program in which the student is enrolled will be considered. If the appeal is approved, the student will be placed on Financial Aid Academic Probation for one semester. Approval of financial aid based on an appeal is normally granted one time during a student's academic career at Burlington County College. If a student has not corrected the deficiency after the first probationary period the student will be ineligible for aid until their deficiency is corrected.

Unless there are extraordinary extenuating circumstances, a student in this category should expect to enroll for at least 12 semester credits without financial aid and successfully pass all courses for which they register with a minimum of a 2.00 GPA and all grades of a "C" or better in order to be reconsidered for financial aid.

Students who have a history of part-time enrollment will be required to complete all credits for which they register without financial aid and successfully pass all courses attempted with a minimum of a 2.00 GPA and all grades of a "C" or better in order to be reconsidered for financial aid. Grades of W, NA, X, AW and I count negatively toward satisfactory academic progress, whether the student is enrolled full or part time.

Students who have failed to meet these Satisfactory Academic Progress Standards and who choose to enroll without benefit of student financial aid may request a review of their academic record after any term in which they are enrolled without the receipt of financial aid to determine whether they have met the satisfactory academic progress standards. If the standards are met, eligibility is regained for subsequent terms of enrollment in the academic year.

Students should be aware that being re-admitted into the college does not automatically make them eligible for Financial Aid. Each student must follow the guidelines listed above in order for the Financial Aid office to determine a student's aid eligibility.

Updates
This policy was updated on February 12, 2005. Students are responsible for the most current version of this policy. This policy will be reviewed annually.

VA Benefits
Services to veterans were established in September 1973 to provide assistance to the veteran population at Burlington County College. While primary emphasis is placed on education, information and assistance is provided to student veterans and community residents for any benefits available from the Department of Veterans Affairs (DVA).

The office provides an “I’ve been there” attitude through the employment of student veterans under the work-study program. These student veterans assist new applicants in the initial process of enrolling in the college and applying for educational benefits, as well as performing other necessary office duties.

Student veterans are paid with funds provided by the DVA’s work-study program. This program enables them to supplement their income while providing a valuable service to fellow veterans. The work-study veterans add an important personal touch to the services provided by the Office of Financial Aid and fulfill the need for reassurance demonstrated by many persons contemplating the continuation of their educational experience.

To qualify for benefits, veterans must be enrolled in a degree-seeking program. Students entering Burlington County College for the first time, who believe they are eligible for veterans’ educational assistance, should apply for benefits at the Office of Financial Aid, Student Services Center, Parker Center, on the Pemberton Campus. The office has both day and evening hours to ensure access to all veteran students seeking information and assistance.

Appointments are also available at the Technology and Engineering Center, Mt. Laurel, NJ and the Fort Dix and McGuire AFB Education Centers.

Veterans will be required to submit a copy of their separation papers (DD 214) with the application. It normally takes ten weeks to receive the first payment following submission of the application package and certification of enrollment.

The Office of Financial Aid will serve as a focal point of contact for student veterans. The staff is sensitive to the needs and problems of veterans, and strives to assure each veteran a successful academic experience.

Academic Program at Fort Dix and McGuire AFB
Burlington County College offers courses at the Fort Dix and McGuire Air Force Base Education Centers, along with the College's Pemberton Campus, which is only 10 minutes from either base.

Any veteran needing information concerning eligibility for educational assistance is welcome to visit the office or call (609) 894-9311, ext. 1299.

Change in Status
It is essential that every person using GI Bill benefits contact the Office of Financial Aid each semester to report their registration, and to make sure they have been certified for that semester. Veterans must also report any course changes during the semester, to keep their file updated and to avoid any unnecessary conflict in their pay status.
Veteran Absenteeism
Excessive absenteeism could result in benefits being decreased or terminated. The Financial Aid office is kept informed of attendance records, and will take appropriate actions to prevent overpayments by the Department of Veterans Affairs.

The reported change posted to the VA will be determined by the date of the student’s last attendance.

As outlined by the Department of Veterans Affairs, the date of last attendance is defined as one of the following:
1. Date officially withdrawn. A drop/add form must be submitted to the Registration Department.
2. Date that the veteran failed to demonstrate satisfactory progress, as defined by the institution’s Standards of Academic Progress.
3. Definite date of last attendance from instructor’s records.
4. For those classes where attendance is not mandatory, this date will be determined from the last activity date reflected in the instructor’s records; either the last paper submitted or the last examination completed.

The Department of Veterans Affairs does not pay for non-punitive grades such as auditing of a course (AU), nor for courses that will not fulfill criteria for graduation in the chosen major.

If student veterans anticipate being absent from classes, they should notify their instructors and discuss the situation with them. It may prevent an excessive absence report from being initiated.

Disabled Veterans-Chapter 31
Any veteran with a disability rating from the Department of Veterans Affairs of 20% or more is entitled to apply for Vocational Rehabilitation. Voc Rehab provides payment of tuition, fees, books, and required supplies along with a monthly subsistence allowance. Those veterans who believe they are eligible for Chapter 31 benefits should contact the Office of Financial Aid for more information.

The Montgomery G.I. Bill-Chapter 30
Eligibility is based on entering the active military after June 30, 1985, serving continuously for three years, and contributing $100 per month for the first 12 months of active duty. In addition, the character of discharge must be “honorable.”

Veterans are entitled to 36 months of training under Chapter 30, and it must be used within ten years of discharge from active duty (delimiting date).

Benefits for Members of the Selected Reserve-Chapter 1606
Effective July 1, 1985, members of the selected reserve of the U.S. Armed Forces may be eligible for Chapter 1606 educational assistance. The Unit Commander will provide a “Notice of Basic Eligibility” (NOBE). Veterans must bring this NOBE in and fill out an application for GI Bill benefits. These will be submitted to the DVA with a certification of enrollment at BCC.

Veterans are entitled to 36 months of training under Chapter 1606, and it must be used within ten years of the date of eligibility on the NOBE.

Dependents of Military Personnel and Veterans-Chapter 35
Children and spouses of veterans who died or are permanently and totally disabled as the result of a service-connected disability are eligible for benefits under Chapter 35 of the Montgomery GI Bill.

Children must be between 18 and 26 years of age. Spouses must use the benefit within ten years of becoming eligible.

State of New Jersey Educational Benefits Veterans Tuition Credit Program
New Jersey offers a stipend to certain veterans who are or were eligible for GI Bill benefits, who served on active duty between December 31, 1960 and May 7, 1975, and who were legal residents of New Jersey at the time of induction, the time of discharge, or for one year prior to application for this benefit.

National Guard Tuition-Free Program
Available to members of the New Jersey National Guard, use of this program requires the student to produce a Commanders Certificate each semester, and file for all available State and Federal Financial Aid for each academic year by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA application can be completed online at www.fafsa.ed.gov.

General Information
Further clarification and information is available from the Office of Financial Aid, Student Services Center, Parker Center, Pemberton Campus. The phone number is (609) 894-9311, extension 1299. All inquiries are welcome.

Educational Opportunity Fund (EOF)
The Educational Opportunity Fund (EOF) Program is primarily geared for first-time students planning to attend BCC full time. The major goals of the program are to increase access to higher education for financially and academically disadvantaged students, and to provide them with a comprehensive academic experience leading to graduation.

Who is eligible for EOF?
To be eligible for the program, a student must demonstrate:
1. He/she has been a legal resident of New Jersey for at least 12 months.
2. He/she will enroll as a first-time, full time student at BCC.
3. He/she has the potential and motivation to succeed in college as determined by a personal interview.
4. He/she is in need of financial assistance as determined through the student’s submission of the appropriate Financial Aid forms in accordance with the Financial Aid Guidelines.

Program components
One Day Orientation — This one day orientation is designed to give all potential EOF students the opportunity to meet other new students, learn about pertinent college information, and benefits of the EOF Program.

Summer Institute Program — EOF provides summer funding for first-time qualifying freshman. The program funds tuition, books, and a stipend for courses taken during Summer II. Students are required to attend workshops and academic advising sessions with the EOF counselor.

Academic Advisement — EOF provides advisors to assist students with personal problems, academic advisement, financial aid, budgeting, transferring and career planning.

Tutoring — Students who need help with their course work are eligible for tutoring assistance which is provided by BCC. There is no charge to students for this service.

Financial Aid — Each student in the program receives a grant for the academic year, and if eligible, for the Summer II term also. This funding is to pay for tuition fees and other educational expenses. Generally EOF students are eligible to participate in other forms of financial aid such as federal and state grants, and work study.

If you believe you are eligible for this program and would like to investigate further, call (609) 894-9311, extension 1462.
Counseling Services

Academic advisors/counselors work with students regarding academic, career, transfer, personal and/or social matters. They are available for individual appointments and walk-in hours during the day and evening at the Pemberton, Mt. Laurel campuses and Willingboro Center.

In addition, members of the staff offer various group activities, including short-term workshops in assertiveness training, skills identification and transfer planning.

Career planning

Career Planning is a support service for students with regard to career planning and transfer to senior institutions. The Office of Academic Advisement and Transfer offers a wide variety of resources including extensive literature and assessment instruments of a vocational nature and college catalogs for transfer institutions are available. Students wishing to pursue concentrated career exploration will work with an academic advisor or counselor through whom career assessment instruments will be made available. Please call (609) 894-9311, extension 7349 to make an appointment.

Assignment to faculty advisors

Generally, students in good academic standing may be assigned to a faculty advisor in their major. Students assigned to a faculty advisor are first-time, full-time, degree-seeking students. The goal in assigning students to an advisor is to assist students in planning academic programs consistent with their degree and/or career objectives. The assignments are designed to provide each student with academic information and assistance with managing the college requirements. Faculty advisor assignments will normally remain unchanged until such time as students complete their educational program, change their vocational goal or withdraw from the college.

Tutoring program

Tutoring is available to currently enrolled BCC students. The program provides academic assistance to students who are experiencing difficulty in their courses. The service is free and available at the Pemberton and Mt. Laurel campuses and Willingboro Center.

Anyone interested in becoming a tutor is welcome and encouraged to contact the Tutoring Office for an interview. All tutoring takes place in designated locations on college property. Appointments are scheduled at the mutual convenience of the student and tutor.

For further details contact the Tutoring Office, Pemberton Campus, (609) 894-9311, extension 1495.

Job Placement services

Job Placement provides a full program of assistance to students and graduates seeking employment. Job Placement posts full-time, part-time, seasonal and work study positions. Hundreds of employers wishing to hire Burlington County College students list positions each year.

The office conducts workshops on resume preparation, job interviewing techniques and “career awareness” seminars representing a wide variety of career specialties. A job fair is also held in the Spring.

For assistance please call (609) 894-9311, extension 1280 or visit the website at staff.bcc.edu/jobs/.

Employment while in college

Many students at Burlington County College work part-time or full-time while pursuing a degree. To aid in achieving a proper balance between work hours and academic load, the college recommends:

1. The total number of work, class and study hours should be limited to about 60 hours a week, and
2. A student should spend at least two hours of outside study for each class hour.

On this basis, calculate as follows:

<table>
<thead>
<tr>
<th>Total Class Hours</th>
<th>Study Hours</th>
<th>Work Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>34</td>
<td>0</td>
<td>51</td>
</tr>
<tr>
<td>15</td>
<td>30</td>
<td>15</td>
<td>60</td>
</tr>
<tr>
<td>12</td>
<td>24</td>
<td>20</td>
<td>56</td>
</tr>
<tr>
<td>9</td>
<td>18</td>
<td>30</td>
<td>57</td>
</tr>
<tr>
<td>6</td>
<td>12</td>
<td>40</td>
<td>58</td>
</tr>
</tbody>
</table>

Students having questions about this should check with a college academic advisor/counselor. Cooperative Education students or those receiving credit for employment should contact the co-op coordinator for special work and class recommendations.

The Test Center

The Test Center provides the opportunity for students to take course examinations exclusive of regular scheduled class time. The center also provides testing services for students enrolled in extension courses at other universities and administers examinations for business, corporations and industries. Test Center services are available at Pemberton and Mt. Laurel campuses.

Any student enrolled in courses at the college must present a valid BCC ID with picture to receive a course test. All persons taking any other tests must have a #2 pencil and BCC photo ID.

New student orientation

All new students are strongly recommended to participate in the orientation session held prior to the start of their first semester at BCC. The orientation session is designed to acquaint students with college policies and procedures, the layout of the campus and key college personnel. New students will be informed by letter of the dates for orientation.

Student conduct

It is the responsibility of all students of Burlington County College to read and be familiar with the rules and regulations governing student conduct. The Code of Conduct is published in the Student Handbook & Planner.

The code shall at all times be interpreted on the general principle that all students shall incur like penalties for like violations and that the accused are assumed innocent until proven guilty based on a preponderance of evidence. Students accused of misconduct shall be given at least five class days written notice of a formal disciplinary hearing. Notification must state specific charges, the name of the accuser, possible penalties if found guilty, the date, time and place of the hearing and any other basic information relating to the case.

The Burlington County Public Safety Office receives and investigates all incidents and refers all offenses to the Pemberton Township, Willingboro, Mt. Holly and/or Mt. Laurel Police Departments.

Burlington County College has a formal memorandum of understanding with Pemberton Township, Willingboro, Mt Holly and Mt. Laurel Police Departments to request assistance for incidents that require resources not available to the college Public Safety Department and will summon the assistance of other agencies to provide services that require special resources.

For assistance at

- Pemberton (609) 894-9311, ext. 1100
- Mt. Laurel (856) 222-9311, ext. 2100
- Willingboro (609) 877-4520, ext. 3100
- Mt. Holly (609) 267-5618, ext. 4501

www.bcc.edu
ID Cards and Vehicle Registration

The student ID card is your official college identification and should be carried at all times while on the college premises. The initial ID card is free. Lost or mutilated cards must be reported to the Public Safety Office, and there will be a $5 replacement fee for each additional card required. Your ID card must be validated each semester at the Public Safety Office at any BCC campus.

Motor vehicles privately owned and operated on the college campus by students, staff and faculty must be registered with the Public Safety Office. A parking decal will be issued by the Public Safety Office as evidence of campus registration. Failure to display parking decal will result in a fine.

Users of the college community parking lots will be issued two parking decals at no expense. There will be a $10 charge for additional decals. Decals may be obtained in the Public Safety Office at any BCC campus. Students must notify Public Safety when a vehicle should be deleted from Public Safety records.

To obtain an ID card and parking permit, each student must be registered for classes and must have paid all charges by the established deadlines. Parking is restricted to designated parking lots. Students must park only in designated spaces. Complete parking rules and regulations will be found in the Student Handbook & Planner.

Traffic and parking violations

Users of the college campus who fail to comply with parking and traffic regulations and/or New Jersey State Traffic and Parking Regulations on college grounds are subject to the following fines:

1. Failure to display permit: $5
2. Parking violation
   - First offense: $5
   - Second offense: $10
   - Third offense: $25
   - Four or more offenses: $25 and/or towing and/or loss of parking privileges
3. Moving violation
   - First offense: $15
   - Second offense: $25
   - Third offense: $50
4. Parking violation in posted disabled area
   - without NJ disabled decal: $250 and/or towing and/or loss of parking privileges
5. A service charge of $5 will be added to all violations.

Failure to pay fines or appeal within the time limits will result in the freezing of student records. Students whose records are frozen may not register at any time in the future until their financial obligation is fulfilled. Fines may be paid by mail or in person at the Accounting Office.

BCC reserves the right to tow vehicles (at the owner’s expense) for traffic violations.

Student appeals

College policy establishes the following student-related committees:

- **Academic Standards Committee**
  - to appeal academic dismissal. Forms are available from the Office of Academic Advisement at the Pemberton and Mt. Laurel campuses and the Willingboro and Mt. Holly Centers. See page 22 for deadlines.

- **Exceptions and Appeals Committee**
  - to petition an exception to financial policies. Forms are available at the Registration Office at the Pemberton and Mt. Laurel campuses and the Willingboro and Mt. Holly Centers.

- **College Motor Vehicle Committee**
  - adjudicates appeals against motor vehicle traffic violations issued on campus. Forms are available at the College Relations and Publications Office, the Public Safety Offices at the Pemberton and Mt. Laurel campuses.

- **Student Grievance Committee**
  - Reviews any item not covered by other committees. Appeals can be made through the Office of the Vice President of Academic Programs.

Library/Integrated Learning Resource Center at Pemberton

The Library/Integrated Learning Resource Center at Pemberton is located in front of the Academic Center near the first entrance onto the campus from Route 530 after Pemberton Parkway (also known as the Pemberton bypass).

**Pemberton Library Hours (except holidays and semester breaks)**

- Monday–Thursday: 8 am–9 pm
- Friday: 8 am–7 pm
- Saturday: 10 am–6 pm
- Sunday: Noon–6 pm

The Library provides access to 99,000 items by means of the on-line catalog. The catalog allows the user to search by title, keywords in the title, author, subject, keywords in the subject, or series. When viewing a particular entry, you can see the call number so that you can find the item on the shelves or see if the item is in use. If you want an item that is not in this collection, you may request it on interlibrary loan.

Other electronic access to information is provided via the Internet on the World Wide Web and full-text access to periodical articles using EBSCOHOST. There is also an 13,000 title reference collection as well as 5500 items on reserve for specific classes. Reference help may be obtained by calling (609) 894-9311, ext. 1306 or (609) 894-2239.

Recent bestsellers, both fiction and nonfiction, are located on the first floor near the seating areas. There are public photocopiers on the first and second floors that make copies for a fee. Microfilm for back files of periodicals are available and copies of relevant articles may be made on the microform reader/printers at 10 cents per page. The library receives 400 magazines and newspapers for use in research.

There are special collections on the college’s history, the Pinelands, local history, South Jersey genealogy, and immigrant records. There is also a complete set of federal tax forms which may be reproduced.

The BCC Libraries share an on-line database with the Burlington County Library system. This enables everyone to have access to the holdings of the participating libraries. The only excluded libraries are the independent libraries in Burlington County: Moorestown, Mount Laurel, Willingboro, Fort Dix, and McGuire Air Force Base. The database is constantly being updated with changes reflecting materials being added or withdrawn. It includes the materials in all of the participating libraries that are cataloged as well as the periodicals held by each of the libraries. Any materials that are needed by a library user may be obtained through resource sharing, within Burlington County, within the South Jersey region, throughout New Jersey, or around the world using the OCLC international on-line database.

The Library includes an extensive collection of periodicals available in hard copy as well as on microforms. There is a large collection of videos, both instructional and for entertainment. There are also audiobooks, cassette tapes, music compact discs, maps and slides that can be borrowed. The Library has a children’s collection of books and videos specifically for children from birth through middle school. The Genealogy and Local History collection emphasizes immigration and census materials and includes all of the extant Quaker Meeting records for Burlington County.

The Distance Learning office is also in the Library and students may borrow course videos. The Distance Learning Office is open from 9 am until 4:45 pm Monday through Friday to answer questions about courses and to rent video or audiotapes to enrolled students.

Career Planning

The career resource area of the Library is located on the east end of the second floor. This collection includes college catalogs for transfer institutions in the United States. The books available include resources on specific occupations, resumes, interviewing, college selection, financial aid, and job resources in various parts of the country. The vertical files include materials on career choices, occupations not included in books, and information on professional organizations.

Applications for transfer institutions in the Delaware Valley, New Jersey, and some of the historically African-American colleges are available at the Library Circulation Desk.
STUDENT ACTIVITIES

Student Government, Clubs and Organizations

Office of Student Activities
The Office of Student Activities is located on the Pemberton Campus in the Lewis M. Parker College Center. For information about clubs, organizations and Student Government you may call (609) 894-9311, extension 1443. If you need information about athletics, intramurals, recreation activities or the use of the Physical Education facilities please call (609) 894-9311, extension 1493.

Student Participation in College Governance
Students have opportunities to participate in the college decision-making process through the Student Government Association and Student Senate.

Student Government Association
Student Government is composed of a group of active students involved in representing the interests of the Associated Students of BCC on college governance committees and programs. Participation allows a student to work cooperatively with fellow students, faculty, staff and administration. The BCC Student Government is composed of the following branches: Executive Board, Programming Board, Finance Board, Organizational Affairs Council and Student Senate.

Clubs and Organizations
In order for a club or organization to be officially recognized, students must follow the procedure for recognition developed by the Student Activities Office and the Student Government Association. Packets for recognition are available in the Office of Student Activities, room 124 in the Parker Center. Recognition allows funding for events and the use of a variety of college facilities. All clubs, in addition to adhering to the stated purpose of the group, are involved in campus service projects. Clubs bring to the college a variety of events including but not limited to speakers, films and entertainers. The following is a list of current clubs and organizations on campus. New groups are always being formed.

Ambassadors
This is a select group of students who serve the college at various functions. Some of the activities in which this group participates include: serving as tour guides, making high school visitations, assisting in marketing aspects of the college, and working at official BCC functions.

American Chemical Society Affiliate Chapter of the American Chemical Society
An opportunity for students of chemical science to become better acquainted, to secure the intellectual stimulation that arises from professional association, to obtain experience in preparing and presenting technical material before chemical audiences, to foster a professional spirit among the members, to instill a professional pride in the chemical sciences, and to foster an awareness of the responsibilities and challenges of the modern chemist.

American Sign Language Club
Experience a new language and meet students with similar interests through the ASL club. This club provides opportunities to learn about deaf culture and offers social and educational events for all students.

Art Club
Open to all students to foster enjoyment and appreciation of the arts through trips, demonstrations, discussions, community service outreach and other activities.

Campus Crusade for Christ
This club provides and opportunity for Christians of all denominations to interact and learn more about their Christian faith. A variety of activities, both on and off campus, help students to understand how the values and principles of the Christian faith can impact their every day life.

Cheerleader Club
Students in this club are involved in cheering for the college basketball teams and providing assistance in marketing the college by attending college functions.

Circle K (CKI)
Circle K is sponsored by the Kiwanis International as a means of promoting leadership, service and fellowship at college campuses. The BCC chapter is sponsored by the Mt. Holly-Vincentown Kiwanis Club and is involved in many campus and community service projects.

Computer Club
This club is open to all students who have an interest in the computer field.

Creative Writers Guild
If you like to write you will love this club. Activities include a variety of speakers on campus, discussion about writing styles, analysis of personal writing style and writing for publication.

Criminal Justice Club
Criminal Justice majors share their career goals and pursue mutual interests in this club. The club hosts interesting speakers on campus and enjoys off-campus trips related to the field for club members.
Engineering and Technical Society
The society provides fellowship, career information and hands-on experiences to future engineering professionals.

Explorer Post in Education
Students interested in the field of education will find this club interesting. Activities for this group include speakers coming to campus and hands on learning experiences.

Fashion Design Club
This club is open to any student with an interest in fashion design. Events traditionally include fashion reconstruction, fundraising and service projects.

Future Business Leaders of America (FBLA)
This is an exciting club for students interested in business. Students are given an opportunity to develop business skills by getting involved with local community groups and businesses.

Gay, Lesbian and Straight Supporters (GLASS)
The purpose of the Gay, Lesbian and Straight Supporters is to explore issues of interest to club members and plan related activities beneficial to members, other students and the community.

Health Information Technology Student Activities Club (HITSAC)
The HITSAC serves to promote a general awareness and interest in the field of Health Information Management. Club activities are focused toward community outreach.

Human Service Club
The HUS Club is designed for all students. Our mission is to help others to help themselves. We sponsor events throughout the year to enhance student’s interpersonal and professional development.

International Club
The International Club is an organization open to all Burlington County College students interested in promoting international and intercultural activities. This group will focus on the multicultural backgrounds of Burlington County College Students.

Multicultural Student Union (MSU)
The MSU identifies and plans educational and social programs to meet the needs of minority students, provides a forum and mechanism to encourage the advancement of services for minority students, and assists the college at various functions.

Mock Trial
This club is open to all students interested in the litigation process. The Mock Trial Team prepares a trial for an annual state competition. This club meets the professional needs of a variety of majors.

Music Club
This club is open to all students who have an interest in the music field. The development of individual and group performances on campus is encouraged.

Paralegal Association
The Burlington County College Paralegal Association promotes continuing education and provides a means for students in the Paralegal program to network for positions and obtain assistance when necessary.

Philosophy Club
Membership in the Philosophy Club provides students the opportunity to develop and awareness of important philosophical issues and provides a means for students to collectively analyze problems facing society of yesterday and today.

Phi Theta Kappa (PTK) Chi Iota Chapter
All students who complete 12 credits in one calendar year with a GPA of 3.5 and no grades of D, F, X or I are eligible for membership. This honors organization recognizes and promotes scholarship, leadership, service and fellowship through various chapter, regional and national activities.

Psychology Club
Active membership in the Psychology Club is open to all BCC students who have demonstrated an interest in psychology and have taken or plan to enroll in Psychology.

Radiography
Active membership is open to all students who have an interest in the field of Radiography and plan to enroll in the radiography program. This group participates in activities which focus on community service.

Science Book Club
This new club is open to all students interested or majoring in science. The club reads books on science then organizes discussion groups of topics of interest.

Science Forum
All students interested in the sciences are encouraged to join this club. Activities are arranged to meet the professional and personal needs of students via lectures and discussions.

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All students interested in the sciences are encouraged to join this club. Activities are arranged to meet the professional and personal needs of students via lectures and discussions.

Student Nursing Association
All nursing majors at Burlington County College are members of the Student Nurses Association. The local chapter is affiliated with the NJ Student Nurses Association and the National Student Nurses Association.

Students in Free Enterprise (SIFE)
Designed for students interested in learning about the free enterprise system in a real working situation. This award winning club offers business students networking opportunities with business leaders and conference experiences. Membership is open to all majors.

Theatre Club: Lamplight Players
This club provides a catalyst for students interested in theatre to perform in campus productions.

Public Notices
Any student wishing to post public notices must have them approved by the Office of Student Activities. Notices may only be placed on official bulletin boards.

Carpooling Services
The college has a bulletin board in Parker Center on the first floor in the corridor leading to the bookstore which is dedicated to individuals needing transportation.

Classified Services
The college has a bulletin board in Parker Center on the first floor in the corridor leading to the bookstore which is dedicated to the posting of sale items by students.

Activity Period
In an effort to help students take full advantage of their college experience, the college has set aside times for students to participate in college activities and governance. There are no classes scheduled during activity periods. Many events and programs are offered during the Monday activity period at the Mt. Laurel Campus and the Wednesday activity period at the Pemberton Campus. Both activity periods are scheduled from 12:20–1:50 pm.

Student Areas on Campus
There are various areas on campus where students can congregate for social interaction.

Student Lounges
There are a number of lounge areas situated throughout college buildings. The largest is in the Pemberton Campus Parker Center, and includes a television for the enjoyment of our students. All activities in this lounge must be scheduled through the Office of Student Activities. At the Mt. Laurel Campus, there is a student lounge on the first floor of the Technology and Engineering Center. This lounge also has a vending area. There are several student lounges and study lounges located in Laurel Hall at Mt. Laurel.

Cafeteria
The Pemberton Campus cafeteria is located in the lower level of the Parker Center. The cafeteria is a main gathering place for students. It is a self-service area and your cooperation is requested in keeping it clean. The Mt. Laurel Campus cafeteria is located on the first floor of the Technology and Engineering Center.

Snack Bar Areas
These areas are located on all campuses. The snack bars are contracted through the cafeteria.
Athletics and Recreation

Intercollegiate Sports
The New Jersey county colleges make up the Garden State Athletic Conference (GSAC), which determines a state champion and selects All-Conference teams in each sport.

The college belongs to the National Junior College Athletic Association (NJCAA), which has over 500 members across the United States. The NJCAA sponsors national championship events and selects All-American teams.

The NJCAA member colleges in New Jersey, Delaware, and eastern Pennsylvania make up Region XIX of the NJCAA. This organization holds post-season tournaments which are the stepping stones to the NJCAA national tournament and All-American honors for players.

Call the Athletic Office at (609) 894-9311, extension 1493, for more information.

Participation on Athletic Teams
In order for students to participate in intercollegiate athletics in an NJCAA sport, they must:
1. Have a high school diploma or its equivalent.
   In the event a student is not a high school graduate or does not possess its equivalency, there are certain circumstances that may allow participation.
2. Be enrolled for 12 credits or more during the semester(s) the sport is in season and in addition be in attendance within 15 calendar days from the beginning of classes during each semester.
3. Have passed a physical examination.
4. Maintain an appropriate GPA as determined by the NJCAA and the College.
5. Show evidence of making satisfactory progress toward graduation as determined by the NJCAA and the College.
6. Not have been paid as a player or as a coach.
   (There are several instances when a professional athlete or an individual who has been paid for services as a coach may be eligible.) If you have a question about eligibility related to this rule you should contact the Athletic Director for a case evaluation.

Caution: dropping a course may affect an athlete’s eligibility to participate. Check with the athletic director before dropping any courses.

Notes:
• Transfer students from a two-year or four-year college/university may be immediately eligible for participation on an NJCAA sponsored team.
• There are many exceptions and variations to these regulations. See the athletic director if you have questions.

Athletic Teams Sponsored By The College
Baseball (men) Soccer (men)
Basketball (men) Soccer (women)
Basketball (women) Softball (women)
Golf (coed)

Athletic Facilities
On campus facilities include a gymnasium with seating for 1,500, a 25 yard, six lane swimming pool, a soccer field, six tennis courts, a baseball diamond, a softball field, whirlpool and sauna. Intramural fields are laid out on the athletic field space to provide for optimum utilization of the field area.

The Wellness Center is very popular with students and consists of free-standing stacked weight units and aerobic equipment. The use of the Wellness Center is by membership. All students currently registered for classes are eligible for free membership in the Wellness Center. Membership applications can be completed at the attendants area in the Physical Education Center. When applying for membership, students must present their currently certified ID card.

The college training room located in the Physical Education Center is fully equipped and staffed to provide injury care, prevention and rehabilitation for athletes. An aerobic dance room is equipped with mats for aerobic dance activity, martial arts, etc. Locker rooms and showers for students, faculty and staff are available.

Intramurals and Recreation
Recreational activities are those that are informal in nature, while intramurals are more formally structured competitive activities. Burlington County College offers a variety of both.

Competition
Seasonal competition is offered on the intramural level in a variety of sports.

Activities
Intramural and recreational activities are usually scheduled for weekdays but some activities are held on weeknights and weekends. Not all activities are offered each year.

Information
Announcements about both intramural and recreational activities will be advertised on bulletin boards and on TV monitors throughout the college campus.

Eligibility
Any BCC student or employee is eligible to participate in intramural/recreation events, provided he/she has a validated ID card. Students who are members of an intercollegiate team may participate in that sport on the intramural level according to specific guidelines established by the athletic director.

Awards
Each member of the winning team in a sport and persons finishing in first place in individual activity tournaments will receive an intramural T-shirt.

Uniforms
In team competition, each member of a team should wear similar colored jerseys. All teams or individuals must provide their own apparel.

Waiver of Liability
All individuals participating in an organized recreation/intramural activity will be required to sign a waiver of liability form.

Accidents/Incidents
All accidents/incidents occurring in the Physical Education Center or as a result of participation in college sponsored events should be reported to the intramural/recreation person in charge of the activity, the athletic director and security personnel.
Developmental Education Courses (Students whose native language is English)

Developmental education courses are to provide students with the skills needed to succeed in college. These courses are designed to serve several types of students. Among others, the student:

1. who has been away from school for some time and needs to “brush up” in some area of study,
2. who did not complete a college preparatory program in high school,
3. whose placement assessment scores indicate the probability of future difficulty in successfully completing college-level courses,
4. whose SAT scores fall below Verbal (500) and/or Math (500).*

*Note: Burlington County College is committed to an analysis of the new SAT Reasoning Writing scores submitted to the college beginning with the graduating class of 2006. This study will examine the relationship of SAT Writing scores, Accuplacer performance and grades earned.

The college offers a variety of developmental courses. These courses are not calculated as part of a student’s grade point average and do not count towards graduation. Students who place into developmental courses must see an academic advisor to register for courses. These students are permitted to enroll in college-level courses once the appropriate developmental courses have been successfully completed.

Students who take developmental courses in English, Reading, Mathematics or Algebra skills, will extend the time required to graduate.

English as a Second Language (Students whose native language is not English)

Students whose native language is not English often need specialized instruction in English before attempting college-level courses. BCC offers a program in English as a Second Language for this purpose.

Participation in the program is open to all students, both full-time and part-time. Courses included in the ESL program are in Reading, Writing, Speech and Pronunciation and Mathematics (below the 100 level). Interested students can look for a complete list of courses on page 138.

For more information please contact the Office of International Programs, extension 1350.

Courses included in the ESL program Credits
ESL 066 ESL Reading I 4
ESL 067 ESL Reading II 4
ESL 068 ESL Reading III 4
ESL 076 ESL Writing I 4
ESL 077 ESL Writing II 4
ESL 078 ESL Writing III 4
ESL 081 ESL Speech and Pronunciation I 4
ESL 082 ESL Speech and Pronunciation II 4
ESL 083 ESL Speech and Pronunciation III 4

For information about ESL courses, contact Dr. Carole Gavin, extension 1241.

Study Abroad

Students may apply for study abroad through the Burlington County College Study Abroad Program. Forty world locations are available for academic semesters or summer offerings. Information about application and financial aid is available in the Studies Abroad Office or by calling extension 1350.

Community Enrichment

The Office of Community Enrichment non-credit courses are offered in addition to the college’s regular academic programs. They have no entrance requirements. Members of the community have the opportunity to upgrade present skills, pursue new ones or explore a hobby in these special courses. All age groups are represented in the credit-free courses. Students are registered on a first-come, first-served basis and fees are usually nominal.

Other programs under Community Enrichment are: the Retired and Senior Volunteer Program, the Learning Is For Everyone (LIFE), the Creations Art Gallery and the Volunteer Center of Burlington County.

The Office of Community Enrichment concentrates on playing an active role in the planning of conferences and meetings at the BCC campus and also handles the rental of college facilities by community organizations.

A brochure listing non-credit courses and other Community Enrichment programs is published by the college three times a year. To obtain one, or for further information, contact the Office of Community Enrichment at (609) 894-9311, extension 1475.

Cooperative Education Work Experience

A student majoring in any field may apply for a cooperative education work experience related to his/her academic goals. A student will usually earn money for the work performed. Students already employed may also participate in this program.

Earning Co-op credit is based upon developing and achieving learning objectives based on new learning and/or increased proficiency. Students are assigned to a Cooperative Education Faculty Coordinator who oversees the development and achievement of the objectives and visits the students and their supervisor at the work location.

The cooperative education program at Burlington County College has a “rolling registration” which allows a 15-week co-op semester to begin at any time that a student is selected for a position or a currently employed student receives approval to earn co-op credit for his/her position. The number of credits that a student earns during a 15-week co-op semester is determined by the number of work hours performed, as shown in the following chart:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Clock Hours Per Week</th>
<th>Total Work Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8 – 14</td>
<td>115 – 229</td>
</tr>
<tr>
<td>2</td>
<td>15 – 22</td>
<td>230 – 344</td>
</tr>
<tr>
<td>3</td>
<td>23 – 50</td>
<td>345 – 459</td>
</tr>
<tr>
<td>4</td>
<td>31 plus</td>
<td>460 plus</td>
</tr>
</tbody>
</table>

Co-op students may earn up to four credit hours per co-op semester and a maximum of 12 credit hours toward their degree requirements. Full-time or part-time students are eligible for part-time or full-time jobs depending on which best suits the student’s/employer’s schedule.

Students interested in obtaining a cooperative education position or who have a position which may qualify for co-op credit should contact the Employment Coordinator at (609) 894-9311, ext. 1280.
Servicemembers Opportunity College (SOC)

Servicemembers Opportunity Colleges
Associate Degree

Burlington County College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As an SOC member, Burlington County College recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense and a consortium of 13 leading national higher education associations. It is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACC).

Associate degree program for military personnel (SOCAD)

In addition to its SOC membership, Burlington County College is one of approximately 100 institutions providing occupational and flexible SOCAD programs on over 200 Army installations worldwide. These programs lead to associate degrees and most of them correspond to enlisted and warrant officer job specialties.

Distance Learning

Burlington County College has been actively involved with distance learning since 1978, providing classes for those who want or need an alternative to traditional courses. Burlington County College offers more than 90 classes per semester are offered using various forms of delivery. There are, video courses, audio courses, CD-ROM multimedia classes, and online classes using the Internet.

Distance learning includes textbook readings, interaction with highly qualified faculty, projects, and exams. Faculty are available online, via e-mail, on the phone or by FAX to answer questions. The Distance Learning Office provides assistance and support to students. Distance learning courses are part of the curriculum, allowing students to learn whenever and wherever it’s convenient for them while satisfying degree requirements. Students who are successful in Distance Learning courses are self-motivated and highly organized.

Earning A Degree Through Distance Learning

A student may earn a Liberal Arts or Business degree via Distance Learning. Courses are available over the Internet, by videocassette, over radio, via multimedia CD-ROM, by renting videos, or by using the libraries at the Pemberton and Mount Laurel campuses.

For information on the latest changes in distance learning and current courses, please call the Distance Learning Coordinator at (609) 894-9311, ext. 1790.

Service Learning

Burlington County College offers students the opportunity to participate in Service Learning activities. Service Learning enhances the academic curriculum by extending learning experiences outside the classroom. It encourages students to develop a sense of civic responsibility and caring for others. Students will devote a specified number of hours to community service through the coordination of their classroom instructor. Interested students should check with their instructor or contact the Division of Liberal Arts at (609) 894-9311, ext. 1601.

Institute for Professional Development

The Institute for Professional Development, created in 2001, focuses on career related training programs in

- Management Certificates and courses
- IT Certificates and courses
- Leadership
- Allied Health
- Professional Licensing Preparation

Through the Institute, the College offers more than 400 courses and customized training programs in many locations throughout the County such as:

- The Enterprise Center at BCC
- Mount Laurel Campus
- Pemberton Campus
- Willingboro Center
- Mount Holly Center
- Other locations

The Institute offers certificate programs designed to improve career skills in business as well as classes to assist small business owners. The College has partnered with Ed2Go and ACT to provide a variety of distance learning courses for both the general public and business/industry customers.

A brochure listing Professional Development certificate programs and courses is published by the college three times a year. To obtain a brochure contact The Institute for Professional Development at Ext. 3021 (609) 877-4520.
ACADEMIC PROGRAMS

Associate Degree Programs

Associate of Arts (A.A.)
The Associate of Arts is a transfer degree designed to complete the first half of a baccalaureate or four-year liberal arts degree program. Traditionally, the purpose of this degree has been to give students a broad, highly academic background in the fine arts, humanities, and social sciences.

Programs of study leading to the A.A. degree
American Sign Language/Interpreter Education (AA.ASL/IE)
Art (AA.ART)
Communication Arts (AA.COM)
Education (AA.EDU)
English (AA.ENG)
History (AA.HIS)
Journalism (AA.JOU)
Liberal Arts (AA.LIB)
Philosophy (AA.PHI)
Political Science (AA.POL)
Psychology (AA.PSY)
Sociology (AA.SOC)
Theatre (AA.THR)

Associate of Science (A.S.)
This degree offers students a program emphasizing course work in mathematics, science, business and the social sciences. The Associate of Science is also a transfer degree, designed to complete the first half of the requirements for a baccalaureate.

Programs of study leading to the A.S. degree
Accounting (AS.ACC)
American Sign Language/Deaf Studies (AS.ASL/DEA)
Biology (AS.BIO)
Biotechnology (AS.BIT)
Business Administration (AS.BUS)
Chemical Engineering (AS.CGR)
Chemistry (AS.CHE)
Chemistry-Pre-Medical Technology (AS.CDM)
Computer Science (AS.CSE)
Construction Management (AS.CON)
Criminal Justice (AS.CRJ)
Education (AS.EDU)
Engineering (AS.EGR)
Environmental Science (AS.ENV)
Fashion Product Merchandising (AS.FPM)
General Science (AS.GEN)
Information Systems (AS.INF)
Liberal Arts and Sciences (AS.LSC)
Mathematics (AS.MTH)
Music (AS.MUS)
Physics (AS.PHY)

Associate of Applied Science (A.A.S.)
This degree differs from the Associate of Arts and Science degrees previously outlined. The Associate of Applied Science is not generally intended as a transfer program. It is a degree available to students who expect to enter a career field upon graduation. Students who may later wish to continue studies leading to a baccalaureate degree are advised that, as a general policy, only the general education credits will be useful for transfer. Exceptions to this policy may be made by colleges and universities whose curricula in specific study areas are very nearly identical to those of Burlington County College.

Programs of study leading to the A.A.S. degree
Accounting Technology (AAS.ACC)
Automotive Technology (AAS.AUT)
Biotechnology (AAS.BIT)
Business Management Technology (AAS.BMT)
Chemical Technology — Chemical Option (AAS.CTC)
Environmental Option (AAS.CTE)
Civil Engineering Technology (AAS.CET)
Computer-Aided Drafting & Design Technology (AAS.CAD)
Computer Management Information Systems (AAS.MIS)
Computer Servicing & Networking Technology (AAS.PCN)
Dental Hygiene (AAS.DHY)
Electronics Engineering Technology (AAS.EET)
Entertainment Technologies — Entertainment Management (AAS.ETM)
Lighting Engineering (AAS.ETL)
Sound & Recording Engineering (AAS.ETS)
Video & Digital Media Production (AAS.EVT)
Entrepreneurship (AAS.ENT)
Fashion Design (AAS.FAD)
Fire Science (AAS.FSC)
Food Service Management & Hospitality Technology (AAS.FSM)
Geospatial Technology (AAS.GIS)
Graphic Design & Digital Media (AAS.GDD)
Health Information Technology (AAS.HIT)
Human Services (AAS.HUS)
Nursing (AAS.NUR)
Paralegal (AAS.LEX)
Personal Computer & Networking (AAS.PCN)
Radiography (AAS.RAD)
Respiratory Therapy (AAS.RST)
Retail Management Technology (AAS.RMT)

Academic Certificate Programs

Some career areas require less than two years of postsecondary education for entry into the field. At Burlington County College, these programs are generally one year in duration and include courses specifically related to career requirements as well as general education courses designed to assist students to better understand the world in which they live and work.

Certificates
Accounting (CRT.ACC)
American Sign Language/Interpreter Education (CRT.ASL/IEP)
Automotive Technology (CRT.AUT)
Cooking and Baking (CRT.FCB)
Entrepreneurship (CRT.ENT)
Police Science (CRT.CPJ)
Small Business (CRT.CBJ)

Career Certificates

The following Career Certificates encompass courses specifically related to employment requirements. In some cases, general education coursework may also be required.

Financial Aid assistance is not available for these specialized certificates.

Addictions Counseling (SPC.HSA)
Cooking and Baking (SPC.FCB)
Cancer Registry Certificate (SPC.CRC)
Computer Networking Support and Servicing Certificate (SPC.CEN)
Elder-Adult Companion Care (SPC.HSA)
Family Helper (SPC.FHC)
Fire Inspection (SPC.FSI)
Fire Science (SPC.FSC)
Food Service and Hospitality Management (SPC.FSM)
Program for Radiographers (SPC.PRD)
Social Services (SPC.HSS)
Specification Technology for Fashion Design (SPC.CTF)
Technical Fashion Design (SPC.TFD)
DEGREE REQUIREMENTS

Burlington County College offers three degrees: the Associate of Arts, Associate of Science, and the Associate of Applied Science. In addition, the college offers a variety of one-year certificate programs, certain special programs, non-credit programs, and workshops for the college and the community.

Advisory Statement

All degree-seeking students must show an ability to benefit from college-level courses. Proficiency is demonstrated either by receiving appropriate scores on the College Assessment or by completion of course work in the areas where the student did not receive appropriate assessment scores.

All degree seeking students must demonstrate proficiency in reading, writing, and mathematics. Students who successfully achieve a passing grade on the College Assessment or are exempt should register for ENG 101 during their first semester. Students enrolled in a developmental writing course must follow the appropriate sequence of courses leading to ENG 101.

Students who have not completed ENG 101 at the point of having attempted 15 college-level credit hours (100 or higher), should enroll in ENG 101 concurrently with their other coursework.

If the selected program requires a second written communication course and students have not completed this course at the point of having attempted 32 college-level credit hours, they should enroll in the appropriate English course concurrently with their other coursework.

Students who successfully achieve a passing grade on the algebra portion of the College Assessment or are exempt should refer to the catalog page describing their program of study. Generally, AS and AAS Degree programs require or recommend specific mathematic courses to fulfill the general education mathematics requirement. Students may enroll in MTH 107 or a higher mathematics course if a specific mathematics course is not required.

Degree requirements

To receive an associate degree (A.A., A.S., A.A.S.) students must:
1. apply and be admitted to the program in which they seek a degree.
2. complete the General Education Requirements for the degree sought.
3. fulfill all the course and credit hour requirements with a cumulative 2.0 GPA for their particular curriculum as outlined in the Academic Programs section of the catalog.
4. complete at least 25% of the credits required in attendance at Burlington County College.
5. fulfill all financial obligations to the college.
6. apply for graduation. Applications are available at the Mt. Laurel Campus, the Willingboro Center and the Registration Office on the Pemberton Campus. All applications must be accompanied by a graduation fee of $20. See page 23 for deadline dates.

General Education Philosophy

Burlington County College is committed to providing educational opportunities shaped by the traditions of higher education and the demands of the contemporary world. The General Education program provides a foundation in the knowledge and skills needed to develop a life of personal fulfillment and contribution to society.

Students enrolled in the General Education requirements will be able to:
• communicate in standard written and spoken English.
• expand their awareness of the human condition through the study of humanities, social and political sciences, and fine and applied arts.
• strengthen their understanding of contemporary scientific and technological issues through increased content and application of quantitative methods.
• develop their ability to think for themselves in a democratic and increasingly technological and global society.
• explore their personal, educational and career opportunities.

The General Education requirements are grouped into major categories (Written Communication, Mathematics, Natural Science, Arts and Humanities, and Social Science) and by degree (A.A., A.S., or A.A.S.)

Students have considerable flexibility in selecting courses in most of the categories. However, there are some categories where the options are limited. These courses are called the core curriculum. It is the philosophy of the college that all students graduate with knowledge, skills, and abilities in a core of courses regardless of major. These core course requirements are identified on pages 36–39.

NOTE: Specific General Education Requirement courses are required and suggested for each program. See each program page for specific requirements and suggested coursework.
GENERAL EDUCATION REQUIREMENTS

Associate of Arts (A.A.) Degree

NOTE: The highlighted courses meet the General Education Requirement for the Associate of Arts transfer programs in community colleges.

1. Written Communications 6 credits
   ENG 101 College Composition I (CORE) & 
   ENG 102 College Composition II

2. Mathematics 3 credits (CORE)
   MTH 107 or higher math course (CORE)

3. Natural Science 7-8 credits
   (at least one 4-credit course from Group A)
   Group A—One 4-credit course with a lab component (CORE)
   BIO 103 & 104 General Biology I
   BIO 110 & 111 Anatomy and Physiology I
   BIO 130 & 131 Environmental Science
   CHE 115 & 116 General Chemistry I
   PHY 120 & 121 Introduction to Astronomy
   PHY 210 & 211 General Physics I
   PSC 105 & 106 Physical Science I
   PSC 107 & 108 Physical Science II and
   Group B—One additional course 101 or higher from:
   BIO, CHE, GEL, GEO, PHY or PSC

4. Computer Science 3 credits (CORE)
   CIS 101 Introduction to Computers or CIS/CSE substitution dependent on major and/or transfer plan

5. Arts and Humanities 12 credits
   Group A- 6 credits (CORE 3 credits)
   ART 101 Introduction to Art
   MUS 101 Introduction to Music
   PHI 101 Introduction to Philosophy
   THR 101 Introduction to Theatre
   Group B- 3 credits
   HIS 101 United States History I
   HIS 102 United States History II
   HIS 103 Ancient & Medieval Foundations of Western Civilizations
   HIS 104 Modern European Foundations of Western Civilizations
   HIS 108 African American History I
   HIS 109 African American History II
   Group C- 3 credits
   ARA 101 Elementary Arabic I
   ARA 102 Elementary Arabic II
   ASL 101 Elementary American Sign Language I
   ASL 102 Elementary American Sign Language II
   ASL 201 Intermediate American Sign Language I
   ASL 202 Intermediate American Sign Language II
   CHI 101 Elementary Chinese I
   CHI 102 Elementary Chinese II
   FRE 101 Elementary French I
   FRE 102 Elementary French II
   GER 101 Elementary German I
   GER 102 Elementary German II
   ITA 101 Elementary Italian I
   ITA 102 Elementary Italian II
   LIT 201 Interpretation of Fiction
   LIT 202 Introduction to Drama
   LIT 203 Origins in Literature
   LIT 207 English Literature I
   LIT 208 English Literature II

6. Social Science 6 credits (CORE)
   Group A- Select any CORE (3 credit) course from the following:
   ANT 102 Introduction to Cultural Anthropology
   ECO 203 Principles of Microeconomics
   POL 101 American Government & Politics
   POL 103 Comparative Government & Politics
   PSY 101 General Psychology I
   SOC 101 Principles of Sociology I
   Group B- Select three additional credits from a different discipline in CORE (above) or:
   ANT 101 Introduction to Physical Anthropology
   ECO 204 Principles of Macroeconomics
   HIS 103 Ancient & Medieval Foundations of Western Civilization (if not selected from 5B)
   HIS 104 Modern European Foundations of Western Civilizations (if not selected from 5B)
   SOC 201 Social Problems

7. Additional General Education Requirements 7-8 credits
   To complete the Associate of Arts General Education Requirement of 45 credits the student must select additional courses from those listed below (if not previously selected).
   ANT 101 Introduction to Physical Anthropology
   ANT 102* Introduction to Cultural Anthropology
   ANT 109 Introduction to Archaeology
   ART 101 Introduction to Art
   ART 250 Art History I
   ART 251 Art History II
   ASL 103* Deafness & Culture
   BIO 103 General Biology I
   BIO 104 General Biology I Lab
   BIO 107 General Biology II
   BIO 108 General Biology II Lab
   BIO 120 Biology and Human Affairs
   BIO 121 Biology and Human Affairs Lab
   BIO 122 Human Ecology
   BIO 130 Environmental Science
   BIO 131 Environmental Science Lab
   CHE 107 Chemistry
   CHE 108 Chemistry Lab
   CHE 115 General Chemistry I
   CHE 116 General Chemistry I Lab
   CHE 117 General Chemistry II
   CHE 118 General Chemistry II Lab
   DNC 101 Introduction to Dance
   ECO 101 Fundamentals of Economics
   ECO 203 Principles of Microeconomics

continued
GENERAL EDUCATION REQUIREMENTS

7. Additional General Education Requirements, continued

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<td>POL 215</td>
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<td>THR 121</td>
<td>Musical Theatre</td>
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Programs leading to the Associate of Arts Degree

American Sign Language/Interpreter Education
Art
Communication Arts
Education
English
History
Journalism
Liberal Arts
Philosophy
Political Science
Psychology
Sociology
Theatre

*Courses designated with an asterisk(*) under #7 Additional General Education Requirements and the following courses below, satisfy the General Education Requirement that students complete a 3 credit Diversity Course.

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<td>HIS 203</td>
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<td>HIS 204</td>
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<td>History &amp; Culture of Spain</td>
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<td>SPA 206</td>
<td>History &amp; Culture of Spanish Speaking Peoples</td>
</tr>
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</table>

of Latin America
GENERAL EDUCATION REQUIREMENTS

Associate of Science (A.S.) Requirements

NOTE: The highlighted courses meet the General Education Foundation for the Associate of Science transfer programs in community colleges.

1. Written Communications 6 credits (CORE)
   ENG 101 College Composition I CORE and
   ENG 102 College Composition II

2. Mathematics 3 credits (CORE)
   MTH 107 or higher math course

3. Natural Science 7-8 credits
   (at least one 4-credit course from Group A)
   Group A- One 4-credit course with a lab component (CORE)
   BIO 103 & 104 General Biology I
   BIO 110 & 111 Anatomy and Physiology I
   CHE 115 & 116 General Chemistry I
   PHY 110 & 111 Principles of Physics I
   PHY 210 & 211 General Physics I
   PSC 105 & 106 Physical Science I
   PSC 107 & 108 Physical Science II and
   Group B- One additional course 101 or higher from:
   BIO, CHE, GEL, GEO, PHY or PSC

4. Computer Science 3 credits (CORE)
   CIS 101 Introduction to Computers or CIS/CSE substitution dependent on major and/or transfer plan

5. Arts and Humanities 6 credits
   Group A- 3 credits (CORE)
   ART 101 Introduction to Art
   MUS 101 Introduction to Music
   PHI 101 Introduction to Philosophy
   THR 101 Introduction to Theatre
   Group B- 3 credits
   HIS 101 United States History I
   HIS 102 United States History II
   HIS 103 Ancient & Medieval Foundations of Western Civilizations
   HIS 104 Modern European Foundations of Western Civilization
   HIS 108 African American History I
   HIS 109 African American History II

6. Social Science 6 credits (CORE)
   Group A- Select any CORE (3 credit) course from the following:
   ANT 102 Introduction to Cultural Anthropology
   ECO 203 Principles of Microeconomics
   POL 101 American Government & Politics
   POL 103 Comparative Government & Politics
   PSY 101 General Psychology I
   SOC 101 Principles of Sociology I
   Group B- Select three additional credits from a different discipline in CORE (above) or:
   ANT 101 Introduction to Physical Anthropology
   ECO 204 Principles of Macroeconomics
   HIS 103 Ancient & Medieval Foundations of Western Civilization
   HIS 104 Modern European Foundations of Western Civilization
   HIS 108 African American History I
   HIS 109 African American History II
   SOC 201 Social Problems

Programs leading to the Associate of Science Degree
   Accounting
   American Sign Language/Deaf Studies
   Biotechnology
   Biology
   Business Administration
   Chemical Engineering
   Chemistry
   Chemistry—Pre-Medical Technology
   Computer Science
   Construction Management
   Criminal Justice
   Education
   Engineering
   Environmental Science
   Fashion Product Merchandising Accounting
   General Science
   Information Systems
   Liberal Arts and Sciences
   Mathematics
   Music
   Physics

Associate of Science (A.S.) Requirements

NOTE: The highlighted courses meet the General Education Foundation for the Associate of Science transfer programs in community colleges.

1. Written Communications 6 credits (CORE)
   ENG 101 College Composition I CORE and
   ENG 102 College Composition II

2. Mathematics 3 credits (CORE)
   MTH 107 or higher math course

3. Natural Science 7-8 credits
   (at least one 4-credit course from Group A)
   Group A- One 4-credit course with a lab component (CORE)
   BIO 103 & 104 General Biology I
   BIO 110 & 111 Anatomy and Physiology I
   CHE 115 & 116 General Chemistry I
   PHY 110 & 111 Principles of Physics I
   PHY 210 & 211 General Physics I
   PSC 105 & 106 Physical Science I
   PSC 107 & 108 Physical Science II and
   Group B- One additional course 101 or higher from:
   BIO, CHE, GEL, GEO, PHY or PSC

4. Computer Science 3 credits (CORE)
   CIS 101 Introduction to Computers or CIS/CSE substitution dependent on major and/or transfer plan

5. Arts and Humanities 6 credits
   Group A- 3 credits (CORE)
   ART 101 Introduction to Art
   MUS 101 Introduction to Music
   PHI 101 Introduction to Philosophy
   THR 101 Introduction to Theatre
   Group B- 3 credits
   HIS 101 United States History I
   HIS 102 United States History II
   HIS 103 Ancient & Medieval Foundations of Western Civilizations
   HIS 104 Modern European Foundations of Western Civilization
   HIS 108 African American History I
   HIS 109 African American History II

6. Social Science 6 credits (CORE)
   Group A- Select any CORE (3 credit) course from the following:
   ANT 102 Introduction to Cultural Anthropology
   ECO 203 Principles of Microeconomics
   POL 101 American Government & Politics
   POL 103 Comparative Government & Politics
   PSY 101 General Psychology I
   SOC 101 Principles of Sociology I
   Group B- Select three additional credits from a different discipline in CORE (above) or:
   ANT 101 Introduction to Physical Anthropology
   ECO 204 Principles of Macroeconomics
   HIS 103 Ancient & Medieval Foundations of Western Civilization
   HIS 104 Modern European Foundations of Western Civilization (if not selected from 5B)
   HIS 108 African American History I
   HIS 109 African American History II
   SOC 201 Social Problems

Programs leading to the Associate of Science Degree
   Accounting
   American Sign Language/Deaf Studies
   Biotechnology
   Biology
   Business Administration
   Chemical Engineering
   Chemistry
   Chemistry—Pre-Medical Technology
   Computer Science
   Construction Management
   Criminal Justice
   Education
   Engineering
   Environmental Science
   Fashion Product Merchandising Accounting
   General Science
   Information Systems
   Liberal Arts and Sciences
   Mathematics
   Music
   Physics

Associate of Science (A.S.) Requirements

NOTE: The highlighted courses meet the General Education Foundation for the Associate of Science transfer programs in community colleges.

1. Written Communications 6 credits (CORE)
   ENG 101 College Composition I CORE and
   ENG 102 College Composition II

2. Mathematics 3 credits (CORE)
   MTH 107 or higher math course

3. Natural Science 7-8 credits
   (at least one 4-credit course from Group A)
   Group A- One 4-credit course with a lab component (CORE)
   BIO 103 & 104 General Biology I
   BIO 110 & 111 Anatomy and Physiology I
   CHE 115 & 116 General Chemistry I
   PHY 110 & 111 Principles of Physics I
   PHY 210 & 211 General Physics I
   PSC 105 & 106 Physical Science I
   PSC 107 & 108 Physical Science II and
   Group B- One additional course 101 or higher from:
   BIO, CHE, GEL, GEO, PHY or PSC

4. Computer Science 3 credits (CORE)
   CIS 101 Introduction to Computers or CIS/CSE substitution dependent on major and/or transfer plan

5. Arts and Humanities 6 credits
   Group A- 3 credits (CORE)
   ART 101 Introduction to Art
   MUS 101 Introduction to Music
   PHI 101 Introduction to Philosophy
   THR 101 Introduction to Theatre
   Group B- 3 credits
   HIS 101 United States History I
   HIS 102 United States History II
   HIS 103 Ancient & Medieval Foundations of Western Civilizations
   HIS 104 Modern European Foundations of Western Civilization
   HIS 108 African American History I
   HIS 109 African American History II

6. Social Science 6 credits (CORE)
   Group A- Select any CORE (3 credit) course from the following:
   ANT 102 Introduction to Cultural Anthropology
   ECO 203 Principles of Microeconomics
   POL 101 American Government & Politics
   POL 103 Comparative Government & Politics
   PSY 101 General Psychology I
   SOC 101 Principles of Sociology I
   Group B- Select three additional credits from a different discipline in CORE (above) or:
   ANT 101 Introduction to Physical Anthropology
   ECO 204 Principles of Macroeconomics
   HIS 103 Ancient & Medieval Foundations of Western Civilization (if not selected from 5B)
   HIS 104 Modern European Foundations of Western Civilization (if not selected from 5B)
   HIS 108 African American History I
   HIS 109 African American History II
   SOC 201 Social Problems

Programs leading to the Associate of Science Degree
   Accounting
   American Sign Language/Deaf Studies
   Biotechnology
   Biology
   Business Administration
   Chemical Engineering
   Chemistry
   Chemistry—Pre-Medical Technology
   Computer Science
   Construction Management
   Criminal Justice
   Education
   Engineering
   Environmental Science
   Fashion Product Merchandising Accounting
   General Science
   Information Systems
   Liberal Arts and Sciences
   Mathematics
   Music
   Physics
GENERAL EDUCATION REQUIREMENTS

Associate of Science (A.A.S.) Degree

1. Written Communications 3 credits (CORE)
   ENG 101 College Composition I

2. Mathematics 3 credits (CORE)
   See program page for recommended course

3. Natural Science 4 credits (CORE)
   One course with a lab component
   BIO 103 & 104 General Biology I
   BIO 110 & 111 Anatomy and Physiology I
   CHE 115 & 116 General Chemistry I
   PHY 110 & 111 Principles of Physics I
   PHY 210 & 211 General Physics I
   PSC 105 & 106 Physical Science I
   PSC 107 & 108 Physical Science II

4. Computer Science 3 credits (CORE)
   CIS 101 Introduction to Computers or CIS/CSE substitution dependent on major and/or transfer plan

5. Arts and Humanities 3 credits (CORE)
   Select one course from the following:
   ART 101 Introduction to Art
   ENG 102 College Composition II
   MUS 101 Introduction to Music
   PHI 101 Introduction to Philosophy
   THR 101 Introduction to Theatre

6. Social Science 6 credits
   Select any CORE 3 credit course from the following:
   ANT 102 Introduction to Cultural Anthropology
   ECO 203 Principles of Microeconomics
   HIS 103 Ancient & Medieval Foundations of Western Civilizations
   HIS 104 The Modern Western World Since 1600
   HIS 108 African American History I
   HIS 109 African American History II
   POL 101 American Government and Politics
   POL 103 Comparative Government and Politics
   PSY 101 General Psychology I
   SOC 101 Principles of Sociology I

   Select three additional credits from the CORE above or from the following:
   ANT 101 Introduction to Physical Anthropology
   ECO 101 Fundamentals of Economics
   HIS 101 United States History I
   HIS 102 United States History II
   PSY 102 Principles of Psychology II

Programs leading to the Associate of Applied Science Degree
- Accounting Technology
- Automotive Technology
- Biotechnology
- Business Management Technology
- Chemical Technology
  - Chemical Option
  - Environmental Option
- Civil Engineering Technology
- Computer Aided Drafting & Design Technology
- Computer Management Information Systems
- Computer Servicing and Networking Technology
- Dental Hygiene
- Electronics Engineering Technology
- Entertainment Technologies
  - Entertainment Management
  - Lighting Engineering
  - Sound & Recording Engineering
  - Video & Digital Media Production
- Entrepreneurship
- Fashion Design
- Fire Science
- Food Service Management and Hospitality Technology
- Geospatial Technology
- Graphic Design & Digital Media
- Health Information Technology
- Human Services
- Nursing
- Paralegal
- Personal Computer & Networking
- Radiography
- Respiratory Therapy
- Retail Management Technology
RECOMMENDED SEMESTER SEQUENCES

The recommended course sequence is designed for full-time students who average twelve (12) to fourteen (14) credits per semester, enroll in mini-semester courses or attend summer term courses. It is intended only as a guide. Students may need more time to complete major requirements based on placement testing and the meeting of course pre-requisite skills.

**Associate of Arts Degree**

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<th>Summer or Mini.</th>
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<tr>
<td>English 101*</td>
<td>English 102</td>
<td>Social Science</td>
</tr>
<tr>
<td>Mathematics*</td>
<td>Computer Science</td>
<td>Arts &amp; Humanities</td>
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<tr>
<td>Natural Science</td>
<td>Natural Science</td>
<td>3-4 cr.</td>
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<tr>
<td>Program Course**</td>
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<td>3 cr.</td>
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<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
<th>Summer or Mini.</th>
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<tr>
<td>Program Course**</td>
<td>Program Course**</td>
<td>Elective 3-4 cr.</td>
</tr>
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<td>Program Course**</td>
<td>Elective 3-4 cr.</td>
</tr>
<tr>
<td>Program Course**</td>
<td>Arts &amp; Humanities</td>
<td>Elective 3 cr.</td>
</tr>
<tr>
<td>Social Science 3 cr.</td>
<td>Elective 3 cr.</td>
<td></td>
</tr>
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</table>

* Placement testing required

** Program courses are specified in the Program Outlines section of this catalog.

**Important Note**

Decisions regarding the transferability of courses are made by the baccalaureate degree granting colleges/universities and differ from school to school. Students who are planning to transfer should select courses according to the expectations of the transfer institution. Transfer articulation guides for New Jersey colleges can be found at www.njtransfer.org. Transfer deadlines can be found on the Advising Website at www.staff.bcc.edu/advising.
### GENERAL EDUCATION CORE REQUIREMENTS – 45 CREDITS

**Credits divided into the following seven categories:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credits</th>
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<th>Date Completed</th>
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<td>ENG 102</td>
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<tr>
<td>MTH 107 or higher</td>
<td>______</td>
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<td>Choice</td>
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<tr>
<td>BIO 103/104, 110/111, 130/131; CHE 115/116; PHY 110/111, 120/121, 210/211; PSC 105/106,107/108</td>
<td>______</td>
<td>______</td>
<td>Choice</td>
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<tr>
<td>ART 101, MUS 101, PHI 101 or THR 101</td>
<td>______</td>
<td>______</td>
<td>Choice</td>
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<tr>
<td>HIS 101, 102, 103, 104, 108 or 109</td>
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<td>HIS</td>
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<tr>
<td>ANT 102; ECO 203; POL 101,103; PSY 101; SOC 101</td>
<td>______</td>
<td>______</td>
<td>Choice</td>
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<tr>
<td>ANT 101; ECO 204; SOC 201.</td>
<td>______</td>
<td>______</td>
<td>Choice</td>
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</table>
7. Additional General Education Requirements
7-8 credits chosen from any course listed in category #7 on pages 37 and 38.
*Chose at least one course from:
Arts & Humanities or Literature (3 cr.) and
Language or Diversity* (3 cr.)

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<th>Course Number</th>
<th>Credits</th>
<th>Grade</th>
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<th>Date Completed</th>
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<td>Arts &amp; Humanities or Literature</td>
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<td>Language or Diversity*</td>
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**PROGRAM COURSES – 12 CREDITS REQUIRED**

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**ELECTIVES – 7 CREDITS REQUIRED**

*Check your program outline for exceptions*

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<th>Course Number</th>
<th>Credits</th>
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</tr>
</tbody>
</table>

**Student** ___________________________ SS# ___________________________ Date __________

**Advisor** ___________________________ Date __________

This completed form should be submitted to the Academic Advisement Office in order to remove your faculty advisor flag.

* Approved diversity courses include: ANT 102, ASL 103, HIS 108, 109, 115, 203, 204, LIT 206, 213, 216, 217, PHI 112, POL 250, REL 205, SOC 209, 210, SPA 205, 206.

**IMPORTANT:** It is the student’s responsibility to retain the Burlington County College catalog that is/was current when declaring their major and note the general education and program requirements for their program of study. In addition, students are encouraged to check the transferability of courses to the receiving four-year institution.

A copy of this form should be retained by the student and presented when meeting with an advisor or counselor for revisions and updates.

---

**THIS FORM IS INTENDED FOR ADVISEMENT PURPOSES ONLY. IT IS CONSIDERED AN UNOFFICIAL EVALUATION OF DEGREE REQUIREMENTS. ALL STUDENTS MUST OFFICIALLY APPLY FOR GRADUATION BY SUBMITTING AN “APPLICATION FOR GRADUATION AND COMMENCEMENT EXERCISES” FORM. THIS APPLICATION MAY BE OBTAINED AT THE ADMISSIONS AND REGISTRATION OFFICE.**
### GENERAL EDUCATION CORE REQUIREMENTS – 31 CREDITS

**Credits divided into the following six categories:**

<table>
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<th>Category</th>
<th>Course Number</th>
<th>Credits</th>
<th>Grade</th>
<th>Recommended Course</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>1. Written Communications - 6 credits</td>
<td>ENG 101 (CORE)</td>
<td>_______</td>
<td>_______</td>
<td>ENG 101</td>
<td>_______</td>
</tr>
<tr>
<td></td>
<td>ENG 102</td>
<td>_______</td>
<td>_______</td>
<td>ENG 102</td>
<td>_______</td>
</tr>
<tr>
<td>2. Mathematics - 3 credits</td>
<td>MTH 107 or higher (CORE)</td>
<td>_______</td>
<td>_______</td>
<td>Choice</td>
<td>_______</td>
</tr>
<tr>
<td>3. Natural Science - 7-8 credits</td>
<td>(At least one 4 credit course from Group A)</td>
<td>____</td>
<td>____</td>
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</tr>
<tr>
<td>Group A- Laboratory course chosen from:</td>
<td>BIO 103/104, 110/111; CHE 115/116; PHY 110/111 or 210/211; PSC 105/106, 107/108</td>
<td>_______</td>
<td>_______</td>
<td>Choice</td>
<td>_______</td>
</tr>
<tr>
<td>Group B- Additional course, 101 or higher from:</td>
<td>BIO, CHE, GEL, GEO, PHY or PSC</td>
<td>_______</td>
<td>_______</td>
<td>Choice</td>
<td>_______</td>
</tr>
<tr>
<td>4. Computer Science - 3 credits</td>
<td>CIS 101 or Computer Science substitution, dependent on major and transfer plan (CORE)</td>
<td>_______</td>
<td>_______</td>
<td>Choice</td>
<td>_______</td>
</tr>
<tr>
<td>5. Arts &amp; Humanities - 6 credits</td>
<td>(Group A- 3 credits chosen from: ART 101, MUS 101, PHI 101 or THR 101 (CORE)</td>
<td>_______</td>
<td>_______</td>
<td>Choice</td>
<td>_______</td>
</tr>
<tr>
<td>Group B- 3 credits chosen from:</td>
<td>HIS 101, 102, 103, 104, 108 or 109</td>
<td>_______</td>
<td>_______</td>
<td>HIS</td>
<td>_______</td>
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<tr>
<td>6. Social Science - 6 credits</td>
<td>(In two different disciplines)</td>
<td>ANT 102; ECO 203; POL 101 or 103; PSY 101; SOC 101, or, if not selected as SB above, HIS 103 or 104. (CORE)</td>
<td>_______</td>
<td>_______</td>
<td>Choice</td>
</tr>
<tr>
<td>Group B- 3 additional credits from different disciplines in CORE (above) can be selected from CORE options or:</td>
<td>ANT 101; ECO 204; SOC 201.</td>
<td>_______</td>
<td>_______</td>
<td>Choice</td>
<td>_______</td>
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# PROGRAM COURSES – 18-24 CREDITS REQUIRED

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<th>Recommended Course</th>
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# ELECTIVES – 12-16 CREDITS REQUIRED

Check your program outline for exceptions

<table>
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<tr>
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<th>Credits</th>
<th>Grade</th>
<th>Recommended Course</th>
<th>Date Completed</th>
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</thead>
<tbody>
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</tbody>
</table>

Student__________________________________________  SS#_________________________________  Date ________________

Advisor___________________________________________  Date________________________________

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* Approved diversity courses include: ANT 102, ASL 103, HIS 108, 109, 115, 203, 204, LIT 206, 213, 216, 217, PHI 112, POL 250, REL 205, SOC 209, 210, SPA 205, 206.

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# ADVISING FORM

## Associate of Applied Science (A.A.S.) Degree Requirements

Student Name_______________________________________________________________ Major ____________________________________

**PLEASE NOTE:** A.A. and A.S. degree programs are designed to be transfer programs to four-year institutions. A.A.S. programs are career-oriented and do not contain the necessary liberal arts basis to prepare a student for transfer to a four-year institution.

### GENERAL EDUCATION CORE REQUIREMENTS – 22 CREDITS

*Credits divided into the following six categories:*

<table>
<thead>
<tr>
<th></th>
<th>Course Number</th>
<th>Credits</th>
<th>Grade</th>
<th>Recommended Course</th>
<th>Date Completed</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Written Communications - 3 credits</td>
<td>ENG 101</td>
<td></td>
<td>ENG 101</td>
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</tr>
<tr>
<td>2.</td>
<td>Mathematics - 3 credits</td>
<td>See program page for recommended course</td>
<td></td>
<td>Choice</td>
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</tr>
<tr>
<td>3.</td>
<td>Natural Science - 4 credits</td>
<td>Laboratory course chosen from: BIO 103/104, 110/111; CHE 115/116; PHY 110/111 or 210/211; PSC 105/106, 107/108</td>
<td></td>
<td>Choice</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Computer Science - 3 credits</td>
<td>CIS 101 or CIS substitution, dependent on major</td>
<td></td>
<td>Choice</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Arts &amp; Humanities - 3 credits</td>
<td>Three credits chosen from: ART 101, MUS 101, PHI 101, THR 101 or ENG 102</td>
<td></td>
<td>Choice</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Social Science - 6 credits</td>
<td>Group A- 3 credits chosen from: ANT 102; ECO 203; POL 101 or 103; PSY 101; SOC 101; HIS 103, 104, 108 or 109</td>
<td></td>
<td>Choice</td>
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<tr>
<td></td>
<td>Group B- 3 additional credits from the CORE (above) or selected from: ANT 101; ECO 101; HIS 101 or 102; PSY 102</td>
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*Continued*
# PROGRAM COURSES – 39-45 CREDITS REQUIRED

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# ELECTIVES – 3-6 CREDITS REQUIRED

*Check your program outline for exceptions*

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credits</th>
<th>Grade</th>
<th>Recommended Course</th>
<th>Date Completed</th>
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</thead>
<tbody>
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</table>

Student: ___________________________  SS#: ___________________________  Date: __________

Advisor: ___________________________  Date: ___________________________

This completed form should be submitted to the Academic Advisement Office in order to remove your faculty advisor flag.

* Approved diversity courses include: ANT 102, ASL 103, HIS 108, 109, 115, 203, 204, LIT 206, 213, 216, 217, PHI 112, POL 250, REL 205, SOC 209, 210, SPA 205, 206.

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**BURLINGTON COUNTY COLLEGE**

This form is intended for advisement purposes only. It is considered an unofficial evaluation of degree requirements. All students must officially apply for graduation by submitting an “APPLICATION FOR GRADUATION AND COMMENCEMENT EXERCISES” form. This application may be obtained at the Admissions and Registration Office.
## Liberal Arts Division

<table>
<thead>
<tr>
<th>(609) 894-9311</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dean</strong></td>
<td>Dr. Patricia Cerulli</td>
</tr>
<tr>
<td><strong>Associate Dean</strong></td>
<td>Mary Beth Sherrier</td>
</tr>
<tr>
<td><strong>Associate Dean</strong></td>
<td>Curtis Cearfoss</td>
</tr>
<tr>
<td>Accounting</td>
<td>Curtis Cearfoss</td>
</tr>
<tr>
<td>Accounting Technology</td>
<td>Curtis Cearfoss</td>
</tr>
<tr>
<td>American Sign Language/ Interpreter Education</td>
<td>Mary Beth Sherrier</td>
</tr>
<tr>
<td>Art</td>
<td>Jayne Yantz</td>
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<tr>
<td>Business Administration</td>
<td>Al Rieger</td>
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<td>Business Management Technology</td>
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<td>Communication Arts</td>
<td>Mary Beth Sherrier</td>
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<td>Cooking &amp; Baking</td>
<td>Steven Bergonzoni</td>
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<td>Criminal Justice</td>
<td>Alan Hart</td>
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<td>Education</td>
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<td>Geneva Kohler</td>
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<tr>
<td>Entrepreneurship</td>
<td>Curtis Cearfoss</td>
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<tr>
<td>Entertainment Technologies</td>
<td>Dr. Patricia Cerulli</td>
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<td>Entertainment Management</td>
<td>Dr. Patricia Cerulli</td>
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<tr>
<td>Sound &amp; Recording Engineering</td>
<td>Dr. Patricia Cerulli</td>
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<tr>
<td>Video &amp; Digital Media Production</td>
<td>Dr. Patricia Cerulli</td>
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<tr>
<td>Food Service &amp; Hospitality Management</td>
<td>Steven Bergonzoni</td>
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<tr>
<td>History</td>
<td>Ronald Covil</td>
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<tr>
<td>Journalism</td>
<td>Dr. Patricia Kalata</td>
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<tr>
<td>Liberal Arts</td>
<td>Mary Beth Sherrier</td>
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<tr>
<td>Music</td>
<td>Dr. Patricia Cerulli</td>
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<td>Paralegal</td>
<td>Curtis Cearfoss</td>
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<tr>
<td>Philosophy</td>
<td>Dr. Francis Conroy</td>
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<td>Political Science</td>
<td>Karen Woodward</td>
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<td>Psychology</td>
<td>Charles Hammill</td>
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<td>Retail Management Technology</td>
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<td>Dr. Arnold Kahn</td>
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<td>Theatre</td>
<td>Patricia Cohill</td>
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During periods when the faculty are not available students may contact the Liberal Arts Division at ext. 1290 or 1617.

## Science, Mathematics and Technology Division

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<th>Ext.</th>
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<tbody>
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<td>Dr. David Spang</td>
</tr>
<tr>
<td><strong>Associate Dean</strong></td>
<td>Anne Edwards</td>
</tr>
<tr>
<td><strong>Associate Dean</strong></td>
<td>Charlotte McCarraher</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>Dr. David Spang</td>
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<td>Basic Automotive Technology</td>
<td>Dr. David Spang</td>
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<td>Laura Ritt</td>
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<td>Anne Edwards</td>
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<tr>
<td>Chemical Engineering</td>
<td>Dr. Vincent Sollimo</td>
</tr>
<tr>
<td>Chemical Technology, Chemical Option</td>
<td>Dr. Vincent Sollimo</td>
</tr>
<tr>
<td>Chemical Technology, Environmental Option</td>
<td>Dr. Vincent Sollimo</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Dr. Leon Hageman</td>
</tr>
<tr>
<td>Chemistry, Pre-Medical Technology Option</td>
<td>Laura Ritt</td>
</tr>
<tr>
<td>Civil Engineering Technology</td>
<td>Dr. David Spang</td>
</tr>
<tr>
<td>Computer Aided Drafting &amp; Design Technology</td>
<td>Dr. David Spang</td>
</tr>
<tr>
<td>Computer Management Information Systems</td>
<td>Guy Giardine</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Steve Weissman</td>
</tr>
<tr>
<td>Computer Servicing &amp; Networking Technology</td>
<td>Guy Giardine</td>
</tr>
<tr>
<td>Construction Management</td>
<td>Dr. David Spang</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>Linda Hecker</td>
</tr>
<tr>
<td>Electronics Engineering Technology</td>
<td>Tom Houck</td>
</tr>
<tr>
<td>Engineering</td>
<td>Jack Braun</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Anne Tokazewski</td>
</tr>
<tr>
<td>Fashion Design</td>
<td>Lisa McPherson</td>
</tr>
<tr>
<td>Fire Science Technology</td>
<td>Anne Edwards</td>
</tr>
<tr>
<td>General Science</td>
<td>Patrick Slavin</td>
</tr>
<tr>
<td>Geospatial Technology</td>
<td>Marc Zamkowoticz</td>
</tr>
<tr>
<td>Graphic Design and Digital Media</td>
<td>Dr. David Spang</td>
</tr>
<tr>
<td>Health Information Technology</td>
<td>Van Nguyen</td>
</tr>
<tr>
<td>Human Services</td>
<td>Brina Friedman</td>
</tr>
<tr>
<td>Information Systems</td>
<td>Guy Giardine</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Louise Huttner</td>
</tr>
<tr>
<td>or Dr. Armen Gnepp</td>
<td>1941</td>
</tr>
<tr>
<td>Nursing</td>
<td>Charlotte McCarraher</td>
</tr>
<tr>
<td>Physics</td>
<td>Jack Braun</td>
</tr>
<tr>
<td>Radiography</td>
<td>Elizabeth Price</td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td>Charlotte McCarraher</td>
</tr>
</tbody>
</table>

During periods when the faculty are not available students may contact the Science, Mathematics and Technology (SMT) Division at extension 1402.
CAREER CERTIFICATES

Addictions Counseling Certificate of Achievement (SPC.HSA)
This program will provide students entering the human services profession with more in-depth training in a specialized area of practice. Students who are already experienced in the addictions treatment field may use this certificate to advance their skills and qualify for state and national certification and recertification. This program is not intended to fully satisfy certification requirements.

This program requires 15 credits in a five course cluster, one of which is a field placement in a drug and alcohol facility.

Program Courses Credits
HIT 216 Addictions Counseling & Practice 3
HUS 216 Introduction to Group Dynamics 3
HUS 215 Addictions Counseling & Practice 3
HUS 215 Social Work Process 3
HIT 210 Addictions Counseling & Practice 3
HIT 210 Human Services Field Placement 3
Total Required Credits 15

Cancer Registry Certificate Program (SPC.CRC)
This program will prepare students to serve as cancer registrars for healthcare facilities, data organizations, and free standing cancer registries. Students will acquire the technical knowledge and skills necessary to maintain a cancer data collection system that will be consistent with medical, administrative, ethical, legal, and accreditation requirements of the healthcare delivery system.

This program requires a minimum of 44 credits distributed between required Certificate courses and electives in the following manner:

General Education Courses Credits
MTH 107 Introduction to Statistics 3
CIS 132 MS Access Techniques and Programming 3
BIO 110 Anatomy & Physiology I 3
BIO 111 Anatomy & Physiology I Lab 1
BIO 114 Anatomy & Physiology II 3
BIO 115 Anatomy & Physiology II Lab 1
Elective: CIS 118 recommended (3)

Program Courses Credits
HIT 214 Cancer Registry Coding and Staging I 3
HIT 214 Medical Terminology 2
HIT 214 HealthCare Statistics 3
HIT 214 Management and Personnel 3
HIT 214 MIS Application in HIT 3
HIT 216 Cancer Registry Principles and Practice 3
HIT 217 Cancer Registry Coding and Staging I 3
HIT 222 Cancer Registry Coding and Staging II 4
HIT 223 Cancer Registry Clinical Practice 3
Total required credits 44

Computer Networking Support & Servicing Certificate (SPC.EET)
This special program will enable students to prepare for both A+ and CISCO-CCNA Certification examinations. These two industries recognized certifications would qualify the individuals for numerous job opportunities as Computer and Networking Service Technicians. All courses in this certificate apply toward Computer Servicing and Networking Technology AAS degree program.

Program Courses Credits
EET 101 Introduction to Electronics or EE 121 Circuits I* 3–4
CIS 150 Networking Fundamentals 4
CIS 151 Cisco Network Routing Fundamentals 4
CIS 152 CISCO Internet Working Design 4
EET 210 IT Essentials: A+ 4
EET 215 IT Essentials: Server+ 4
Elective: Select one 3 or 4 credit course from the following:
CIS 130 Introduction to Visual Basic 3
EET 141 Digital Circuits 4

Total required credits 26–28
*If the student does not have a previous background in circuits it is recommended that he/she take EET 101.

Elder-Adult Companion Care Certificate (SPC.EAC)
This two semester certificate program is designed for students interested in providing elder-adult companion care. Through this program, students will attain a knowledge base of the aging process. Students will also gain an understanding of music, and an introduction to various religions. This program is not intended to provide physical or “hands on” care.

This program requires a minimum of 27 credits distributed between required Certificate courses and electives in the following manner.

General Education requirements 18
Program course requirements 9

General Education Courses Credits
Written Communication 6
Arts and Humanities (MUS 101 required) 3
Social Science (PSY 101 & SOC 101 required) 6
Computer Science (CIS 101 recommended) 3

Program Courses Credits
HIT 105 Medical Terminology 2
NUR 103 Medication Administration 1
PSY 256 Developmental Psychology 3
REL 205 Comparative Religion 3
Total Required Credits 27

Family Helper Certificate (SPC.FHC)
This two semester certificate program is designed for students who are interested in providing in-home child care as a “Family Helper.” Through the program, students will attain a general knowledge base providing competencies in the teaching/learning field. Students will also develop skills to assist children and adolescents with varied school assignments and projects. It is recommended that all students have current CPR Certification.

This program requires a minimum of 24 credits distributed between required Certificate courses and electives in the following manner:

General Education Courses Credits
Written Communication 3
Social Science (PSY 101 & SOC 101 required) 6
Mathematics (MTH 104 recommended) 3
Computer Science (CIS 101 recommended) 3

Program Courses Credits
EDU 106 The Whole Child 3
PSY 250 Educational Psychology 3
PSY 351 Child & Adolescent Psychology 3
Total Required Credits 24

Cooking and Baking Certificate (SPC.FCB)
This certificate provides students with the knowledge and skills necessary for an entry-level position in a commercial kitchen or bakery. Students will be able to demonstrate basic culinary skills, practice sanitary food handling, and incorporate basic nutrition principles into recipes. Students can use these courses towards the Food Service and Hospitality Management Certificate and the Food Service and Hospitality Management Technology degree.

This program requires a minimum of 23 credits. Note that FSM 125 is a prerequisite/co-requisite for FSM 101 and FSM 105.

Program Courses Credits
FSM 101 Commercial Baking I 3
FSM 102 Commercial Baking II 3
FSM 105 Culinary Arts I 3
FSM 106 Culinary Arts II 3
FSM 111 Baking Practicum 3
FSM 112 Cooking Practicum 3
FSM 125 Food Service Sanitation & Accident Prevention* 3
FSM 215 Elementary Nutrition* 2

Total Required Credits 23
*Courses coordinated with the Educational Foundation (EF) of the National Restaurant Association. For each course successfully completed, the EF awards a Certificate of Achievement.
Fire Inspection Certificate (SPC.FSI)

This certificate is designed to provide the technical knowledge and specific skills necessary for fire investigation to those already active in the field of firefighting and prevention as well as for those who may be interested in these areas.

This program requires a minimum of 29 credits. The four Fire Science (FSC)* courses are offered through the Burlington County Fire Academy at the Division of Emergency Services Training facility in Westampton. Attendance at these courses requires sponsorship by a county fire company. Applicants needing assistance for sponsorship should contact the Burlington County Fire Marshall’s office at (609) 702-7156. The two Criminal Justice (CRJ) courses are offered at Burlington County College.

<table>
<thead>
<tr>
<th>General Education Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101  College Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSC 101 Introduction to Fire Science*</td>
<td>7</td>
</tr>
<tr>
<td>FSC 103 Fire Detection and Suppression Systems*</td>
<td>3</td>
</tr>
<tr>
<td>FSC 201 Fire Service Construction Principles*</td>
<td>4</td>
</tr>
<tr>
<td>FSC 204 Fire Inspector Certification*</td>
<td>6</td>
</tr>
<tr>
<td>CRJ 113 Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 215 Arson Investigation</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Credits 29**

Fire Science Certificate (SPC.FSC)

This certificate recognizes the completion of program courses offered through the Burlington County Fire Academy. These courses are designed for the professional education needs of firefighters as well as those interested in a career or volunteer service in the field of firefighting and prevention. Students who complete this program will develop a working understanding of the fundamentals of fire science technology and fire protection engineering using the most advanced fire science technology available.

This program requires students to be sponsored by a county fire company. Applicants needing assistance for sponsorship should contact the Burlington County Fire Marshall’s office at (609) 702-7156.

This certificate requires 27 credits. Coursework can be applied to the Associate of Applied Science degree in Fire Science Technology.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSC 101 Introduction to Fire Science*</td>
<td>7</td>
</tr>
<tr>
<td>FSC 102 Fire Department Organization and Management*</td>
<td>4</td>
</tr>
<tr>
<td>FSC 103 Fire Detection and Suppression Systems*</td>
<td>3</td>
</tr>
<tr>
<td>FSC 201 Fire Service Construction Principles*</td>
<td>4</td>
</tr>
<tr>
<td>FSC 202 Tactics and Strategies*</td>
<td>3</td>
</tr>
<tr>
<td>FSC 204 Fire Inspector Certification*</td>
<td>6</td>
</tr>
</tbody>
</table>

*Courses coordinated with the Educational Foundation (EF) of the National Restaurant Association. For each course successfully completed, the EF awards a Certificate of Achievement.

**Total Required Credits 27**

Food Service and Hospitality Management Certificate (SPC.FSM)

This certificate provides career development for food service and lodging professionals. Students can earn the Dietetic Assistant (Certified Food Service Supervisor) certificate by completing FSM 110, FSM 125 and FSM 215. Students can use these courses to meet the formal education requirements for Certified Dietary Managers and certified cooks and chefs. The Food Service and Hospitality Management Certificate is a cooperative education program with Burlington County Institute of Technology (BCIT). To enroll in Culinary Arts I and II, students must contact BCIT, Adult Education.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSM 101 Introduction to Food Service &amp; Restaurant Management*</td>
<td>2</td>
</tr>
<tr>
<td>FSM 110 Hospitality Supervision &amp; Personnel Management*</td>
<td>3</td>
</tr>
<tr>
<td>FSM 120 Quality Service in Food Operations*</td>
<td>3</td>
</tr>
<tr>
<td>FSM 125 Food Service Sanitation &amp; Accident Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FSM 210 Controlling Costs in Food Service*</td>
<td>2</td>
</tr>
<tr>
<td>FSM 211 Purchasing for the Hospitality Industry*</td>
<td>3</td>
</tr>
<tr>
<td>FSM 215 Elementary Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>FSM 217 Hospitality Marketing*</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Credits 29**

Select 5-6 credits from the following:

- FSM 105 Culinary Arts I | 3
- FSM 106 Culinary Arts II | 3
- FSM 200 Managing Food Service Facilities & Equipment* | 2
- FSM Elective | 3
- MTH 104 Business Mathematics | 3

**Total Required Credits 26-27**

Program for Radiographers (AAS.PRD)

The college offers an A.A.S. for radiologic technologists who have graduated from a JRCERT accredited hospital based program, and passed the American Registry for Radiologic Technologists certification exam and/or New Jersey State licensure examination.

The program requires 64 credits distributed between radiography and general education in the following manner:

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 College Composition I</td>
</tr>
<tr>
<td>CIS 101 Fund. of Computer Science</td>
</tr>
<tr>
<td>BIO 103/4 General Biology I</td>
</tr>
<tr>
<td>MTH 104 Business Mathematics</td>
</tr>
<tr>
<td>PSY 101 General Psychology I</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology I</td>
</tr>
<tr>
<td>Electives</td>
</tr>
</tbody>
</table>

**Total required credits 64**

†Credits to be awarded by the college on a transfer basis.

Social Services Certificate (SPC.HSS)

This career certificate is specifically designed for DYFS employees who have completed 150 hours of training and received a Child Protective Services (CPS) Certificate. This program requires 15 credits (four general education courses and one program course). These credits may also be applied to course requirements leading to an Associate of Science in Social Services.

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 General Psychology I</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Principles of Sociology I</td>
<td>3</td>
</tr>
<tr>
<td>SPE 102 Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUS 201 Introduction to Counseling</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Credits 15**
Specification Technology for Fashion Design Certificate (SPC.CTF)

This 10-credit certificate program is intended to upgrade the computer skills of employed fashion design and apparel production professionals. Students who successfully complete the certificate program will: demonstrate competence in flat sketching for the visual documentation of apparel, both manually and with the assistance of computer software. Demonstrate competence writing garment specifications for both knit and woven garments. Use industry appropriate software to execute fashion related materials for record keeping, presentation and promotional purposes.

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDD 101</td>
<td>Introduction to Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>FAD 110</td>
<td>Principles of Apparel Design &amp; Development</td>
<td>4</td>
</tr>
<tr>
<td>FAD 170</td>
<td>CAD for Apparel Design &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>Total required credits</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

Technical Fashion Design Certificate (SPC.TFD)

This 11-credit certificate program is for students who wish to develop only the technical skills required for apparel design and development. Students may use this certificate to support their own entrepreneurial activities related to sewn products, including apparel. They may also make use of the certificate program to gain skills that enhance personal development and/or facilitate self-expression.

Students who successfully complete the certificate program will: use industrial equipment to demonstrate competence in executing the construction and assembly skills required for sewn product development. Demonstrate competence in beginning to intermediate level pattern drafting, and beginning level draping, as required to develop basic garments and styling details used in basic garments. Test an original garment style through the construction prototypes in both muslin and fashion fabric, making use of draping, pattern-making, and construction/assembly skills.

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAD 130</td>
<td>Sewn Product Construction</td>
<td>3</td>
</tr>
<tr>
<td>FAD 140</td>
<td>Technical Skills for Apparel Design &amp; Development</td>
<td>4</td>
</tr>
<tr>
<td>FAD 145</td>
<td>Technical Skills for Apparel Design &amp; Development II</td>
<td>4</td>
</tr>
<tr>
<td>Total required credits</td>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>

The following list shows departmental designations. Majors and course descriptions appear alphabetically according to their departments.

- Accounting (ACC)
- American Sign Language (ASL)
- Anthropology (ANT)
- Arabic (ARA)
- Art (ART)
- Automotive Technology (AUT)
- Biology (BIO)
- Biotechnology (BIT)
- Business Administration (BAU)
- Chemistry (CHE)
- Chinese (CHI)
- Cinema (CIN)
- College Study Skills (CSS)
- Communications (COM)
- Computer Information Systems (CIS)
- Computer Science and Engineering (CSE)
- Construction Management (CON)
- Cooperative Education (CED)
- Criminal Justice (CRJ)
- Dance (DNC)
- Dental Hygiene (DHY)
- Drafting and Design Technology (DDT)
- Economics (ECO)
- Education (EDU)
- Electronics Engineering Technology (EET)
- Emergency Medical Services (EMS)
- Engineering (EGR)
- English (ENG)
- English as a Second Language (ESL)
- Entertainment Technologies (ETC)
- Entertainment Management (ETM)
- Fashion Design (FAD)
- Fashion Product Merchandising (FPM)
- Fire Science Technology (FSC)
- Food Service Management & Hospitality Technology (FSM)
- French (FRE)
- Geography (GEO)
- Geology (GEL)
- Geospatial Technology (GIS)
- German (GER)
- Graphic Design and Digital Media (GDD)
- Health Information Technology (HIT)
- History (HIS)
- Home Health Aide (HHI)
- Honors (HON)
- Human Services (HUS)
- Interpreter Education (IEP)
- Italian (ITA)
- Journalism (JOU)
- Literature (LIT)
- Long Term Care Nursing Aide (LTA)
- Mathematics (MTH)
- Music (MUS)
- Music Applied (MUP)
- Music (Private) (MUP)
- Nursing (NUR)
- Paralegal (LEX)
- Philosophy (PHI)
- Photography (PHO)
- Political Science (POL)
- Psychology (PSY)
- Radiography (RAD)
- Reading (REA)
- Religion (REL)
- Respiratory Therapy (RST)
- Social Science (SSC)
- Sociology (SOC)
- Spanish (SPA)
- Speech (SPE)
- Theatre (THR)
Program Outlines

Accounting

Option to Liberal Arts and Sciences, (AS.ACC)

The Associate in Science program in Accounting is designed to provide the first two years of a four-year program leading to a baccalaureate degree. Graduates of this program have transferred to area institutions.

Graduates of this program should be able to:
- transfer to a four-year institution in an accounting program and complete the requirements for a BS degree with a major in accounting;
- perform all steps in the accounting cycle for a single proprietorship;
- record representative transactions that are unique to partnerships or corporations;
- compute and record financial transactions that are unique to governmental and non-profit institutions;
- utilize the computer to record accounting information and perform spreadsheet analysis;
- make ethical decisions.

Students may study full-time or part-time. Courses are offered both in the day and evening.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 118 or 142 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Computer Science (CIS 101 recommended)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31-32</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 110 Principles of Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>or ACC 112 Principles of Financial Accounting I w/Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td><strong>Select 18 credit hours from the following:</strong>:*</td>
<td></td>
</tr>
<tr>
<td>ACC 111 Principles of Financial Accounting II</td>
<td>3-4</td>
</tr>
<tr>
<td>ACC 113 Principles of Financial Accounting II w/Spreadsheets</td>
<td>3-4</td>
</tr>
<tr>
<td>ACC 114 Managerial Accounting</td>
<td>3-4</td>
</tr>
<tr>
<td>ACC 115 Managerial Accounting w/Spreadsheets</td>
<td>3-4</td>
</tr>
<tr>
<td>ACC 210 Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 211 Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUA 205 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUA 206 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>ECO 203 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 204 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>21-22</strong></td>
</tr>
</tbody>
</table>

| Electives (MTH 143 & MTH 243 recommended) | 12 |

**Total Required for Degree** 64

† See General Education Requirements (GER) on page 38.

Transfer articulation guides are available in the campus libraries (Pemberton and Mt. Laurel) or in the Student Service Center (Parker 311B) in Pemberton.

* Selection of program courses should be based on knowledge of their acceptability in transfer to the receiving college. Transfer guides are available in the college libraries.
Accounting Technology

Associate of Applied Science, (AAS.ACC)

This A.A.S. program is designed primarily to meet the needs of those students who intend to seek immediate employment in the accounting field upon graduation.

Graduates of this program should be able to:

• perform all steps in the accounting cycle for a single proprietorship;
• record representative transactions unique to partnerships or corporations;
• compute and record financial transactions that are unique to governmental and non-profit organizations;
• utilize computer to record accounting information and perform spreadsheet analysis;
• make ethical decisions.

Graduates typically enter public accounting firms, private industry, or government service in the capacity of junior accountants.

General Education Courses †

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 104 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science (CIS 101 recommended)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 22

† See General Education Requirements on page 41.

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 112</td>
<td>Principles of Financial Accounting I w/Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>ACC 113</td>
<td>Principles of Financial Accounting II w/Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>ACC 210</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 211</td>
<td>Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 213</td>
<td>Cost Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUA 101</td>
<td>Business Functions in a Global Society</td>
<td>3</td>
</tr>
<tr>
<td>BUA 102</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 216</td>
<td>Business Systems Analysis and Design I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 105</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>MTH 107</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 33

Electives 9

Total Required for Degree 64
Accounting Certificate

Certificate (CRT.ACC)

This certificate program provides the knowledge, skills, and practice in accounting and related fields for a person with work experience or educational background in a non-accounting field. This certificate program requires a minimum of 33 credit hours. Persons with either a bachelor's degree or associate degree may substitute business courses or computer science courses in place of math and English courses. In other words those with an AS, BS or BA degree may use this program to enter a four-year accounting degree program. Certificate holders can also enter either private or public service areas.

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication (ENG 101 required)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics (MTH 104 required)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 112 Principles of Financial Accounting I w/Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>ACC 113 Principles of Financial Accounting II w/Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>ACC 210 Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 211 Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 213 Cost Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CIS 101 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>BUA 101 Business Functions in a Global Society</td>
<td>3</td>
</tr>
<tr>
<td>MTH 107 Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>

**Total Required for Certificate** 33
Whenever people from two cultures that use different languages try to communicate, the message often needs interpretation. For instance, when (hearing) individuals who speak English try to communicate with Deaf individuals who use American Sign Language (ASL), a qualified Interpreter for the Deaf is often requested, and sometimes mandated by law. With the enactment of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, professionals in today’s global society need to be aware of, show respect for, and provide services to individuals who use ASL. Knowing that they will interact with individuals from the Deaf community, astute professionals within education, social services, rehabilitation, medicine, mental health, criminal justice, business, and the arts, especially the theatre, choose to learn about this unique community, its culture, and its language.

This program is designed for students who intend to complete a baccalaureate degree in a chosen field (e.g. Biology, Business Administration, Computer Science, Criminal Justice, Education, Nursing, Medicine, Social Sciences, the Arts) which serves individuals who are Deaf and who use ASL to communicate.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies and enroll in courses which will meet transfer requirements.

Students who complete the ASL/DEA Option to Liberal Arts and Sciences requirements should be able to:

• understand and express ASL messages that incorporate statements, questions, spatial locations, classifiers, conditionals, rhetorical questions, and idioms;
• identify and use various linguistic structures of ASL including the parameters (I.E. hand shape, location, movement) of signs;
• use and respond to facial expressions, gestures, and other nonverbal cues in ASL;
• incorporate fingerspelling appropriately in a message;
• define terms in the field of deafness and Deaf Culture;
• discuss basic historical, social, political, recreational, medical, educational, and linguistic issues that effect individuals who are Deaf/Hard of Hearing;
• give basic examples of geographical, generational, ethnic, and gender differences in ASL.

Graduates of this program customarily transfer to baccalaureate institutions. Graduates not immediately pursuing an additional degree frequently work as paraprofessionals in the student’s chosen field of study which serves individuals who are deaf and who use ASL to communicate. Positions: in biology, such as lab technicians, business, computer science, criminal justice, medicine; in social services, such as office technicians; in education, such as teacher’s aide or substitute teacher.

### General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities (THR 101 recommended)</td>
<td>6</td>
</tr>
<tr>
<td>Social Science (PSY 101 &amp; SOC 101 required)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 113 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science (BIO 103/104 required)</td>
<td>7-8</td>
</tr>
<tr>
<td>Computer Science (CIS 118 recommended)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31-32</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 40.

### Program Courses & Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL 101 Elementary American Sign Language I</td>
<td>3</td>
</tr>
<tr>
<td>ASL 103 Deafness &amp; Culture</td>
<td>3</td>
</tr>
<tr>
<td>ASL 102 Elementary American Sign Language II</td>
<td>3</td>
</tr>
<tr>
<td>ASL 104 Fingerspelling</td>
<td>3</td>
</tr>
<tr>
<td>ASL 201 Intermediate American Sign Language I</td>
<td>3</td>
</tr>
<tr>
<td>ASL 202 Intermediate American Sign Language II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

### Electives* (SPE 101, SPE 102, ENG 252 recommended)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives*</td>
<td>15</td>
</tr>
</tbody>
</table>

### Total Required for Degree

*Selection of Electives should be based upon knowledge of prospective major of the receiving college and of the acceptability of transfer to that receiving college.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>64-65</strong></td>
</tr>
</tbody>
</table>
Whenever people from two cultures that use different languages try to communicate, the message often needs interpretation. For instance, when (hearing) individuals who speak English try to communicate with Deaf individuals who use American Sign Language (ASL), a qualified Interpreter for the Deaf is often requested, and sometimes mandated by law. Job opportunities in this rapidly expanding profession have increased especially since the enactment of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Qualified Interpreters for the Deaf are employed by public and private agencies or institutions within the fields of education, social services, rehabilitation, medicine, mental health, criminal justice, business, and the arts, especially the theatre.

Thus, this degree is designed for students who intend to complete a baccalaureate degree in Interpreter for the Deaf. Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies and enroll in courses which will meet transfer requirements. Students should (both during and after their education) expose themselves to ASL and the Deaf Community.

Students who complete the ASL/IE degree requirements should be able to:
- understand and express ASL messages that incorporate statements, questions, spatial locations, classifiers, conditionals, rhetorical questions, and idioms;
- identify and use various linguistic structures of ASL including the parameters (I.E. hand shape, location, movement) of sign;
- use and respond to facial expressions, gestures, and other nonverbal cues in ASL;
- incorporate fingerspelling appropriately in a message;
- define terms in the field of deafness and Deaf Culture;
- discuss historical, social, political, recreational, medical, educational, and linguistic issues that affect individuals who are Deaf/Hard of Hearing;
- give examples of geographical, generational, ethnic, and gender differences in ASL;
- state the Code of Ethics as delineated by the Registry of Interpreters of the Deaf (RID), act in accordance with them, and persuasively discuss ethical issues that arise within the profession;
- apply an understanding of interpreting in various settings and fields such as education, mental health, medicine, law, social services and with varied clientele including individuals who are deaf and blind;
- interpret ASL messages into spoken English;
- interpret spoken English messages into ASL.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td></td>
</tr>
<tr>
<td>Group A (THR 101 recommended)</td>
<td>6</td>
</tr>
<tr>
<td>Group B</td>
<td>3</td>
</tr>
<tr>
<td>Group C (SPE 101 required)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (PSY 101 &amp; SOC 101 required)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics (MTH 113 required)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science (BIO 103/104 required)</td>
<td>7-8</td>
</tr>
<tr>
<td>Computer Science (GIS 118 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements</td>
<td>7-8</td>
</tr>
<tr>
<td>(ENG 252 &amp; SPE 102 required)</td>
<td></td>
</tr>
</tbody>
</table>

Total 44-46

† See General Education Requirements (GER) on page 38.

<table>
<thead>
<tr>
<th>Program Courses &amp; Electives</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL 201 Intermediate American Sign Language I</td>
<td>3</td>
</tr>
<tr>
<td>ASL 202 Intermediate American Sign Language II</td>
<td>3</td>
</tr>
<tr>
<td>IEP 102 Interpreter Ethics</td>
<td>3</td>
</tr>
<tr>
<td>IEP 201 Introduction to Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>IEP 211 Sign to Voice Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>IEP 221 Voice to Sign Interpreting</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 18

Total Required for Degree 64
Whenever people from two cultures that use different languages try to communicate, the message often needs interpretation. For instance, when (hearing) individuals who speak English try to communicate with Deaf individuals who use American Sign Language (ASL), a qualified Interpreter for the Deaf is often requested, and sometimes mandated by law. Job opportunities in this rapidly expanding profession have increased especially since the enactment of Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Qualified Interpreters for the Deaf are employed by public and private agencies or institutions within education, social services, rehabilitation, medicine, mental health, criminal justice, business, and the arts, especially the theatre.

Thus, this program is designed to prepare students for the written and performance screening tests given by the New Jersey Division of the Deaf/Hard of Hearing (DDHH) or for an entry level career as an Interpreter of the Deaf.

Students planning either should (both during and after the program) expose themselves to ASL and the Deaf Community in preparation of DDHH’s screening tests or in preparation of the career.

Students who complete the ASL/IEP Certificate requirements should be able to:

• understand and express ASL messages that incorporate statements, questions, spatial locations, classifiers, conditionals, rhetorical questions, and idioms;
• identify and use various linguistic structures of ASL including the parameters (i.e. hand shape, location, movement) of signs;
• use and respond to facial expressions, gestures, and other nonverbal cues in ASL;
• incorporate fingerspelling appropriately in a message;
• define terms in the field of deafness and Deaf Culture;
• discuss historical, social, political, recreational, medical, educational, and linguistical issues that affect individuals who are Deaf/Hard of Hearing;
• give examples of geographical, generational, ethnic, and gender differences in ASL;
• state the Code of Ethics as delineated by the Registry of Interpreters of the Deaf (RID), act in accordance with them, and persuasively discuss ethical issues that arise within the profession;
• apply an understanding of interpreting in various settings and fields such as education, mental health, medicine, law, social services and with varied clientele including individuals who are deaf and blind;
• interpret ASL messages into spoken English;
• interpret spoken English messages into ASL;
• change a message from an English-based sign language into spoken English;
• change a message from spoken English into an English-based sign.

**Program Courses & Electives**

<table>
<thead>
<tr>
<th>Course Number/Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications (ENG 101 required)</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Effective Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>ASL 201 Intermediate American Sign Language I</td>
<td>3</td>
</tr>
<tr>
<td>ASL 202 Intermediate American Sign Language II</td>
<td>3</td>
</tr>
<tr>
<td>IEP 102 Interpreter Ethics</td>
<td>3</td>
</tr>
<tr>
<td>IEP 201 Introduction to Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>IEP 111 Comparative Linguistics</td>
<td>3</td>
</tr>
<tr>
<td>IEP 211 Sign to Voice Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>IEP 221 Voice to Sign Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>IEP 232 Transliteration</td>
<td>3</td>
</tr>
<tr>
<td>IEP 242 Practicum in Interpreting</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Required for Certificate** 34

**NOTE:** So that students are more prepared for the linguistic, business and “theatrical” aspects of interpreting, the following courses are recommended. However, the following courses are NOT REQUIRED to obtain a certificate:

<table>
<thead>
<tr>
<th>Course Number/Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUA 101 Business Functions in a Global Society</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 106 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 252 Semantics</td>
<td>3</td>
</tr>
<tr>
<td>MTH 104 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>THR 105 Fundamentals of Acting</td>
<td>3</td>
</tr>
<tr>
<td>SPE 102 Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>
The Art program provides students with both a broad-based liberal arts education and a strong foundation in the visual arts. Art students learn technical skills and the basic principles of drawing, design, and color. Students may also elect courses in painting, sculpture, ceramics, photography, art history, and an introduction to computer graphics. Students develop competency in studio arts, an appreciation of the role of visual art in society, and an understanding of the works of past and present major artists. By participating in the annual student art show, art majors will gain experience in the various aspects of exhibiting art products which include selecting and preparing works for display and sale. Students planning on a career requiring either a baccalaureate or master's degree, should consider their BCC Art Program studies as a foundation for achieving such goals.

Students who complete the Art degree should be able to:

• demonstrate proficiency in the basic techniques and principles of design;
• demonstrate effective oral and written communication skills;
• demonstrate an understanding of the style and significance of major art works from the past;
• discuss and analyze major issues facing the art world today;
• apply an understanding of the basic elements of design involved in analyzing and critiquing works of art;
• demonstrate an understanding of how to select, prepare and describe arts works for exhibition.

The BCC Art Program prepares students for transfer to a four-year college or art schools, assists students in career preparation and decision-making, and guides students in the critical process of portfolio development. Graduates of the program may pursue baccalaureate programs or entry level work in art education, art therapy, arts administration, graphic design, advertising, fashion design, art history, museum or gallery work, photography, interior design or in preparation for a career as a visual artist. It is important for students who plan to continue their visual art studies at a four-year college or art school to check the catalog for transfer requirements.

### General Education Courses †

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities Group A (ART 101 recom)</td>
<td>6</td>
</tr>
<tr>
<td>Group B</td>
<td>3</td>
</tr>
<tr>
<td>Group C</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (PSY 101 recom)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements</td>
<td></td>
</tr>
<tr>
<td>(ART 250 &amp; 251 recom)</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>46-47</td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 38.

### Program Courses

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 110 Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 112 Color: Practice and Theory</td>
<td>3</td>
</tr>
<tr>
<td>ART 120 Drawing I</td>
<td>3</td>
</tr>
</tbody>
</table>

Select six credit hours to include the following:

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 121 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 122 Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 220 Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART 222 Sculpture I</td>
<td>3</td>
</tr>
<tr>
<td>ART 224 Ceramics I</td>
<td>3</td>
</tr>
<tr>
<td>ART 240 Portfolio Preparation</td>
<td>3</td>
</tr>
<tr>
<td>ART 252 Introduction to Modern Art</td>
<td>3</td>
</tr>
<tr>
<td>PHO 102 Black &amp; White Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 103 Color Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 115 History of Photography</td>
<td>3</td>
</tr>
<tr>
<td>GDD 101 Intro to Computer Graphics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 15

### Electives

3

### Total Required for Degree 64
Automotive Technology

Associate of Applied Science, (AAS.AUT)

This program will prepare students for careers in the automotive industry as service technicians. Students will be trained in the technical competencies necessary to service state-of-the-art automobiles in accordance with industry standards. Supervised work experience will be provided through an internship program to reinforce the concepts and skills learned in the classroom/lab experiences. The specialized automotive courses will be taught by Burlington County Institute of Technology faculty at their Westampton campus. Students enrolling in this program should apply for admission through the Burlington County Institute of Technology, Adult Education Division. Upon completion of AUT 101 through AUT 105, students should apply for admission to Burlington County College and complete AUT 201 through AUT 204. This program prepares students to take the National Automotive Technicians Education Foundation (NATEF) Certification Exam.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 104 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>22</td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 41.

Program Courses

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 101 Automotive Service Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>AUT 102 Automotive Brake Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUT 103 Automotive Steering, Suspension, and Alignment</td>
<td>3</td>
</tr>
<tr>
<td>AUT 104 Automotive Drivelines and Manual Transmission</td>
<td>3</td>
</tr>
<tr>
<td>AUT 105 Automotive Electricity/Electronics</td>
<td>4</td>
</tr>
<tr>
<td>AUT 201 Automotive Computer Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUT 202 Automotive Fuel and Emission Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUT 203 Automotive Engine Repair</td>
<td>4</td>
</tr>
<tr>
<td>AUT 204 Automotive Transmissions/Transaxles</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>30</td>
</tr>
</tbody>
</table>

Electives* 12

**Total Required for Degree** 64

*An internship can be counted as elective credit
Automotive Technology Certificate

Certificate (CRT.AUT)

This is a cooperative program between Burlington County College and the Burlington County Institute of Technology. It will prepare students for a variety of careers as automotive repair technicians. General education courses will be taught by faculty at Burlington County College facilities. The specialized automotive courses will be taught by Burlington County Institute of Technology faculty at their Westampton campus. Students enrolling in this program should apply for admission through the Burlington County Institute of Technology, Adult Education Division. Upon completion of AUT 101 through AUT 105, students should apply for admission to Burlington County College and complete AUT 201 through AUT 204.

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication (ENG 101 required)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics (MTH 104 required)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 101 Automotive Service Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>AUT 102 Automotive Brake Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUT 103 Automotive Steering, Suspension, and Alignment</td>
<td>3</td>
</tr>
<tr>
<td>AUT 104 Automotive Drivelines and Manual Transmission</td>
<td>3</td>
</tr>
<tr>
<td>AUT 105 Automotive Electricity/Electronics</td>
<td>4</td>
</tr>
<tr>
<td>AUT 201 Automotive Computer Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUT 202 Automotive Fuel and Emission Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUT 203 Automotive Engine Repair</td>
<td>4</td>
</tr>
<tr>
<td>AUT 204 Automotive Transmissions/Transaxles</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

**Total Required for Certificate** 36
Biology

**Option to Liberal Arts and Sciences, (AS.BIO)**

This biology program prepares students to transfer to a four-year institution to complete BS degrees with a major in one of the following areas: biology, microbiology, biotechnology, physical therapy, pharmacology or physician assistant programs. Students in this program engage in a broad-based liberal arts and sciences curriculum that is typical of freshman and sophomore biology major at a four-year institution.

Graduates of biology programs with BS degrees can enter professional programs such as medicine, dentistry, veterinary medicine, chiropractic medicine, and physical or occupational therapy. Biology graduates also continue graduate work beyond their bachelor’s degree and enter exciting research fields such as molecular biology, microbiology, botany, and zoology, to name a few.

Graduates of this program should be able to:
- transfer to a four-year program with a major in biology;
- communicate effectively both verbally and in writing;
- apply critical thinking and problem solving skills in the analysis of data, in the design of experimental procedures and evaluation of outcomes;
- demonstrate good laboratory skills.

### General Education Courses †

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 118 recommended)</td>
<td>3-4</td>
</tr>
<tr>
<td>Natural Sciences (CHE 115 &amp; 116, CHE 117 &amp; 118 required)</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 32-33

† See General Education Requirements on page 40.

### Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO 103</td>
<td>General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 104</td>
<td>General Biology I Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>BIO 107</td>
<td>General Biology II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 108</td>
<td>General Biology II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CHE 240</td>
<td>Organic Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHE 241</td>
<td>Organic Chemistry I Laboratory</td>
<td>1</td>
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Select 7-8 credits from the following:

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<th>Course Description</th>
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<tbody>
<tr>
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<td>Human Anatomy &amp; Physiology I</td>
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<td>BIO 209</td>
<td>Human Anatomy &amp; Physiology I Lab</td>
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</tr>
<tr>
<td>BIO 212</td>
<td>Human Anatomy &amp; Physiology II</td>
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<tr>
<td>BIO 213</td>
<td>Human Anatomy &amp; Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIO 221</td>
<td>Microbiology</td>
<td>3</td>
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<tr>
<td>BIO 222</td>
<td>Microbiology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>BIO 230</td>
<td>Ecology</td>
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</tr>
<tr>
<td>BIO 231</td>
<td>Ecology Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHE 242</td>
<td>Organic Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHE 243</td>
<td>Organic Chemistry II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MTH 119</td>
<td>Calculus II and Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>PHY 210</td>
<td>General Physics I</td>
<td>3</td>
</tr>
<tr>
<td>PHY 211</td>
<td>General Physics I Laboratory</td>
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<tr>
<td>PHY 212</td>
<td>General Physics II</td>
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<td>General Physics II Laboratory</td>
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</table>

**Total** 19-20

**Electives** 13

**Total Required for Degree** 64
This program prepares students for transfer to a four-year college or university or for a laboratory technician position in laboratories engaged in biotechnology. Graduates of this program may choose career paths in medical, pharmaceutical, agricultural, environmental, or forensic science industries, as well as basic biological research.

This program provides both theoretical and practical knowledge of the biotechnology field along with a solid foundation in biology, chemistry, and mathematics. Through lecture courses and extensive laboratory experiences the student will be trained in a broad range of techniques involving molecular genetics, protein recovery, cell culture, and microbial growth control. Record keeping, interpretation and trouble shooting of experiments, and interpersonal skills are also emphasized.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies and enroll in courses, which will meet transfer requirements.

Graduates of this program should be able to:

- transfer to a four-year program with a major in biotechnology;
- communicate effectively both verbally and in writing;
- apply critical thinking and problem solving skills in the analysis of data, in the design of experimental procedures and evaluation of outcomes;
- demonstrate good laboratory skills.

**General Education Courses †**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
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<tr>
<td>Arts &amp; Humanities</td>
<td></td>
</tr>
<tr>
<td>Group A</td>
<td>3</td>
</tr>
<tr>
<td>Group B</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 118 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Sciences (BIO 103/104, CHE 115/116 required)</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science (CIS 130 required)</td>
<td>3</td>
</tr>
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<td><strong>Total</strong></td>
<td><strong>33</strong></td>
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</table>

† See General Education Requirements on page 40.

**Program Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIT 103 Introduction to Biotechnology</td>
<td>3</td>
</tr>
<tr>
<td>BIT 150 Basic Laboratory Techniques for Biotechnology</td>
<td>2</td>
</tr>
<tr>
<td>BIT 210 Molecular Genetics</td>
<td>3</td>
</tr>
<tr>
<td>BIT 214 Cell Culture and Microbial Fermentation</td>
<td>3</td>
</tr>
<tr>
<td>BIT 220 Protein Recovery and Purification</td>
<td>3</td>
</tr>
<tr>
<td>BIO 107 General Biology II</td>
<td>3</td>
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<tr>
<td>BIO 108 General Biology II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>BIO 221 Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 222 Microbiology Laboratory</td>
<td>1</td>
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<td>CHE 117 General Chemistry II</td>
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<tr>
<td>CHE 118 General Chemistry II Laboratory</td>
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<td>CHE 240 Organic Chemistry I</td>
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<td>CHE 241 Organic Chemistry I Laboratory</td>
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<tr>
<td>CHE 242 Organic Chemistry II</td>
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<tr>
<td>CHE 243 Organic Chemistry II Laboratory</td>
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**Total Required for Degree**

<table>
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<tr>
<th>Credits</th>
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<tr>
<td>67</td>
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</tbody>
</table>
This program prepares students for laboratory technician positions in research and industrial laboratories engaged in biotechnology. Graduates may choose career paths in medical, pharmaceutical, agricultural, environmental, or forensic science industries, as well as basic biological research.

The program provides both theoretical and practical knowledge of the biotechnology field. Hands-on training utilizing industry standard equipment to perform both routine and specialized experimental techniques is emphasized. Through lecture courses and extensive laboratory experiences the student will be trained in a broad range of techniques involving molecular genetics, protein recovery, cell culture, and microbial growth control. Record keeping, interpretation and trouble shooting of experiments, and interpersonal skills are also emphasized.

Graduates of this program should be able to:

• enter the field as a biotechnology laboratory technician;
• communicate effectively both verbally and in writing;
• apply critical thinking and problem solving skills in the analysis of data, in the design of experimental procedures and evaluation of outcomes;
• demonstrate good laboratory skills.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Written Communications</td>
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<td>Arts &amp; Humanities</td>
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<tr>
<td>Social Sciences</td>
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<td>Mathematics (MTH 107 required)</td>
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<tr>
<td>Natural Sciences (BIO 103/104 required)</td>
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<tr>
<td>Computer Science (CIS 130 required)</td>
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Total 22

† See General Education Requirements on page 41.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BIT 103 Introduction to Biotechnology</td>
<td>3</td>
</tr>
<tr>
<td>BIT 150 Basic Laboratory Techniques for Biotechnology</td>
<td>2</td>
</tr>
<tr>
<td>BIT 210 Molecular Genetics</td>
<td>3</td>
</tr>
<tr>
<td>BIT 214 Cell Culture and Microbial Fermentation</td>
<td>3</td>
</tr>
<tr>
<td>BIT 220 Protein Recovery and Purification</td>
<td>3</td>
</tr>
<tr>
<td>BIT 223 Bioinformatics</td>
<td>3</td>
</tr>
<tr>
<td>BIT 230 Biotechnology Seminar I</td>
<td>1</td>
</tr>
<tr>
<td>BIO 107 General Biology II</td>
<td>3</td>
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<tr>
<td>BIO 108 General Biology II Laboratory</td>
<td>1</td>
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<tr>
<td>BIO 155 Basic Microbiology</td>
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<td>BIO 156 Basic Microbiology Laboratory</td>
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<tr>
<td>CHE 115 General Chemistry I</td>
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<td>CHE 116 General Chemistry I Laboratory</td>
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<tr>
<td>CHE 222 Brief Course Organic Chemistry</td>
<td>4</td>
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</tbody>
</table>

Total 34

Electives (CHE 117/118, CHE 228 recommended) 8

Total Required for Degree 64
Business Administration

Option to Liberal Arts and Science, (AS.BUA)

The Business Administration curriculum is designed for the student who plans to earn a business-related baccalaureate degree at a four-year college or university. The program provides the necessary preparation in the business disciplines, accounting, business law, economics, management, statistics, and other business-related courses necessary for acceptance into third year status at a four-year college.

Some four year colleges and universities have mathematics-oriented programs, and all business schools require a high level of written and oral communication skills. Students should consult such college and university catalogs before selecting a particular BCC business program and/or courses.

Students who complete the Business Administration degree should be able to:
- demonstrate knowledge of the principles and practices of business;
- demonstrate the ability to establish and maintain accounting systems;
- demonstrate knowledge of the principles of economics;
- demonstrate the ability to perform statistical procedures common to business;
- demonstrate critical thinking and problem solving skills;
- demonstrate effective oral and written communication skills;
- demonstrate an awareness of and concern for the ethical implications of institutional policies and individual practices;
- display an awareness of the diverse factors that shape the world in order to keep pace with the changing society;
- demonstrate the ability to use technology for learning and research.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
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</tr>
<tr>
<td>Arts and Humanities</td>
<td></td>
</tr>
<tr>
<td>Group A</td>
<td>3</td>
</tr>
<tr>
<td>Group B</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (ECO 203 recommended)</td>
<td>6</td>
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<tr>
<td>Mathematics (MTH 118 or 142 recommended)</td>
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<tr>
<td>Natural Science</td>
<td>7-8</td>
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<td>Computer Science</td>
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† See General Education Requirements on page 40.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC 110 Principles of Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 112 Principles of Financial Accounting I w/Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>ACC 111 Principles of Financial Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 113 Principles of Financial Accounting II w/Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>BUA 205 Business Law I</td>
<td>3</td>
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<tr>
<td>ECO 204 Principles of Macroeconomics</td>
<td>3</td>
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<tr>
<td>MTH 145 Statistics I</td>
<td>4</td>
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<td><strong>Total</strong></td>
<td>16–18</td>
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</tbody>
</table>

Electives *(ACC 114/115, BUA 101, BUA 102, BUA 206 recommended) 15

**Total Required for Degree** 64

*Selection of electives should be based on knowledge of their acceptability in transfer to the receiving college. Transfer guides are available in the college libraries.
Business Management Technology

Associate of Applied Science, (AAS.BMT)

This program prepares students for entry-level and middle management positions in business, government, and social service agencies. A combination of general business, management, and general education courses provides the necessary decision-making and problem solving skills needed in a changing business environment.

Graduates of this program should be able to:

- demonstrate an understanding of current management theories and principles used in the successful management of organizations;
- recognize the importance of the global marketplace;
- demonstrate critical thinking and problem solving skills;
- demonstrate effective oral and written communication skills;
- demonstrate an awareness of and concern for the ethical implications of institutional policies and individual practices;
- understand accounting transactions and use financial statements as decision-making tools;
- demonstrate the ability to use computers and the software commonly used in business.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
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</tr>
<tr>
<td>Arts and Humanities</td>
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</tr>
<tr>
<td>Social Science</td>
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</tr>
<tr>
<td>Computer Science</td>
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</table>

| Total                      | 22      |

† See General Education Requirements on page 41.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 110 Principles of Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>or ACC 112 Principles of Financial Accounting I w/Spreadsheets</td>
<td>3-4</td>
</tr>
<tr>
<td>ACC 111 Principles of Financial Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>or ACC 113 Principles of Accounting II w/Spreadsheets</td>
<td>3-4</td>
</tr>
<tr>
<td>BUA 101 Business Functions in a Global Society</td>
<td>3</td>
</tr>
<tr>
<td>BUA 102 Principles of Management</td>
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</tr>
<tr>
<td>BUA 205 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUA 225 Human Relations in Management</td>
<td>3</td>
</tr>
<tr>
<td>BUA 211 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BUA 208 Labor-Management Relations</td>
<td>3</td>
</tr>
<tr>
<td>ENG 105 Technical Writing</td>
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</tr>
<tr>
<td>or ENG 106 Business Communications</td>
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</tr>
<tr>
<td>SPE 101 Effective Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPE 102 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ECO 203 Principles of Microeconomics</td>
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<tr>
<td>ECO 204 Principles of Macroeconomics</td>
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</tbody>
</table>

| Total                           | 36-38     |

Electives (MTH 107 recommended) 6

Total Required for Degree 64
This program is designed to parallel the first two years of a program in Chemical Engineering at a four-year college or university. Some of the area institutions offering programs in Chemical Engineering are: New Jersey Institute of Technology (Newark), Drexel University (Philadelphia), and Rutgers University (New Brunswick). Selection of courses should be made on the knowledge of their acceptability in transfer to the receiving college or university. Graduates of Chemical Engineering work at manufacturing companies in chemical processes such as petrochemical refineries, pharmaceutical companies to name a few.

Graduates of this program should be able to:

• transfer to a four-year program with a major in chemical engineering;
• communicate effectively both verbally and in writing;
• apply critical thinking and problem solving skills in the analysis of data, in the design of experimental procedures and evaluation of outcomes;
• demonstrate good laboratory skills.

### General Education Courses †

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
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</tr>
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<td>Arts and Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 118 required)</td>
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<tr>
<td>Natural Science (PHY 210/211 &amp; 212/213 required)</td>
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</tr>
<tr>
<td>Computer Science (CSE 135 recommended)</td>
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</tr>
</tbody>
</table>

**Total** 33

† See General Education Requirements on page 40.

### Program Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EGR 103 Fundamentals of Engineering Design</td>
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<tr>
<td>CHE 115 General Chemistry I</td>
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<td>CHE 117 General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHE 118 General Chemistry II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CHE 240 Organic Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHE 241 Organic Chemistry I Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CHE 242 Organic Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHE 243 Organic Chemistry II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MTH 119 Calculus II and Analytic Geometry</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total** 23

Electives 8

### Total Required for Degree

64
This Chemical Technology A.A.S. program is designed primarily to meet the needs of those students who intend to seek immediate employment in the chemical, pharmaceutical, and petrochemical industries. This program stresses hands-on skills, however, while the program is designed to prepare the student for employment, an individual may, upon selecting proper courses, choose to transfer to a four-year degree program in a related area.

Graduates of this program should be able to:

• enter the job market upon graduation as chemical technology technician;
• communicate effectively both verbally and in writing;
• apply critical thinking and problem solving skills in the analysis of data, in the design of experimental procedures and evaluation of outcomes;
• demonstrate good laboratory skills.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
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</tr>
<tr>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 130 recommended)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science (PHY 110/111 recommended)</td>
<td>4</td>
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<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 23

† See General Education Requirements on page 41.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 115 General Chemistry I</td>
<td>3</td>
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<td>CHE 116 General Chemistry I Laboratory</td>
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<tr>
<td>CHE 117 General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHE 118 General Chemistry II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CHE 240 Organic Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHE 241 Organic Chemistry I Laboratory</td>
<td>1</td>
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<tr>
<td>PHY 112 Principles of Physics II</td>
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<td>PHY 113 Principles of Physics II Laboratory</td>
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Select sixteen credit hours from the following:

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<tbody>
<tr>
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<td>3</td>
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<td>CHE 243 Organic Chemistry II Lab</td>
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<tr>
<td>BIO 103 General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 104 General Biology Laboratory</td>
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<tr>
<td>BIO 107 General Biology II</td>
<td>3</td>
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<tr>
<td>BIO 108 General Biology II Laboratory</td>
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<tr>
<td>BIO 230 Ecology</td>
<td>3</td>
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<tr>
<td>BIO 231 Ecology Lab</td>
<td>1</td>
</tr>
<tr>
<td>MTH 118 Calculus I and Analytic Geometry</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 32

Electives 9

Total Required for Degree 64
This Chemical Technology A.A.S. program is designed primarily to meet the needs of those students who intend to seek immediate employment in environmental research supporting senior scientists in laboratories and in field measurements. This program stresses hands-on skills, which are heavily sought after in industry, however, while the program is designed to prepare the student for employment, an individual may, upon selecting proper courses, choose to transfer to a four-year degree program in related areas.

Graduates of this program should be able to:
- enter the job market upon graduation as environmental technology technician;
- communicate effectively both verbally and in writing;
- apply critical thinking and problem solving skills in the analysis of data, in the design of experimental procedures and evaluation of outcomes;
- demonstrate good laboratory skills.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>Written Communications</td>
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</tr>
<tr>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 130 recommended)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science (CHE 115 &amp; 116 recommended)</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 41.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 103 General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 104 General Biology I Laboratory</td>
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<tr>
<td>BIO 107 General Biology II</td>
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</tr>
<tr>
<td>BIO 108 General Biology II Laboratory</td>
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</tr>
<tr>
<td>BIO 221 Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 222 Microbiology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>BIO 230 Ecology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 231 Ecology Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHE 117 General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHE 118 General Chemistry II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CHE 240 Organic Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHE 241 Organic Chemistry I Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ENG 105 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>

Electives (CHE 228 & 242/243 recommended) 15

**Total Required for Degree 64**
Chemistry is an emphasis of the Liberal Arts and Sciences program and prepares students for transfer into baccalaureate programs leading to careers in fields such as industrial chemist, pharmaceutical chemist, medicine, pharmacy, and environmental technology.

Graduates of the program should be able to:

- transfer to a four-year program in chemistry, biotechnology or chemical engineering;
- communicate effectively both verbally and in writing;
- apply critical thinking and problem solving skills in the analysis of data, experimental procedures and outcomes;
- demonstrate good laboratory skills.

### General Education Courses †

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
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</tr>
<tr>
<td>Arts and Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 118 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science (PHY 210/211 &amp; 212/213 required)</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science (CSE 135 recommended)</td>
<td>3</td>
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</tbody>
</table>

**Total** 33

† See General Education Requirements on page 40.

### Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
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<tr>
<td>CHE 116</td>
<td>General Chemistry I Laboratory</td>
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<tr>
<td>CHE 117</td>
<td>General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHE 118</td>
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<td>CHE 240</td>
<td>Organic Chemistry I</td>
<td>3</td>
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<tr>
<td>CHE 241</td>
<td>Organic Chemistry I Laboratory</td>
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</tr>
<tr>
<td>CHE 242</td>
<td>Organic Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHE 243</td>
<td>Organic Chemistry II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MTH 119</td>
<td>Calculus II and Analytic Geometry</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total** 20

Electives (CHE 201, CHE 228, & MTH 220 recommended) 11

**Total Required for Degree** 64
This program is designed for those students interested in transferring into a four- or five-year Medical Technology program. Medical Technologists find employment in pharmaceutical laboratories, hospitals, and medical laboratories.

Graduates of the program should be able to:
- transfer to a four-year program in chemistry, biotechnology, or chemical engineering;
- communicate effectively both verbally and in writing;
- apply critical thinking and problem solving skills in the analysis of data, experimental procedures and outcomes;
- demonstrate good laboratory skills.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities</td>
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</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 118 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science (BIO 103/104, BIO 107/108 required)</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science (CSE 135 recommended)</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total                         | 33      |

† See General Education Requirements on page 40.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 221 Microbiology</td>
<td>3</td>
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<tr>
<td>BIO 222 Microbiology Laboratory</td>
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<tr>
<td>CHE 115 General Chemistry I</td>
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<tr>
<td>CHE 116 General Chemistry I Laboratory</td>
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<tr>
<td>CHE 117 General Chemistry II</td>
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<tr>
<td>CHE 118 General Chemistry II Laboratory</td>
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</tr>
<tr>
<td>CHE 240 Organic Chemistry I</td>
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<tr>
<td>CHE 241 Organic Chemistry I Laboratory</td>
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<tr>
<td>CHE 242 Organic Chemistry II</td>
<td>3</td>
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<tr>
<td>CHE 243 Organic Chemistry II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MTH 119 Calculus II and Analytic Geometry</td>
<td>4</td>
</tr>
</tbody>
</table>

| Total | 24 |

Electives 7

| Total Required for Degree | 64 |

Option to Liberal Arts and Sciences, (AS.CPM)
Civil Engineering Technology

Associate of Applied Science, (AAS.CET)

The Civil Engineering Technology program prepares a student for employment in field and office positions with civil and consulting engineering firms, architects, and government agencies such as the Army Corps of Engineers. In the field, they work as engineering aides or technicians on construction projects.

Graduates of the program should be able to:
- prepare various civil engineering and construction drawings with a computer based drafting system;
- communicate effectively both verbally and in writing;
- apply critical thinking skills related to architectural and structural drawings and systems.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
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<td>Arts and Humanities</td>
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</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 130 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science (PHY 110/111 required)</td>
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<tr>
<td>Computer Science</td>
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Total 23

† See General Education Requirements on page 41.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EGR 103 Fundamental of Engineering Design</td>
<td>3</td>
</tr>
<tr>
<td>EGR 110 Design Computer Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>EGR 113 Design Computer Graphics II</td>
<td>3</td>
</tr>
<tr>
<td>GIS 101 Fundamentals of Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GIS 201 Advanced Applications in Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MTH 118 Calculus I</td>
<td>4</td>
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<tr>
<td>PHY 112 Principles of Physics II</td>
<td>3</td>
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<td>PHY 113 Principles of Physics II Laboratory</td>
<td>1</td>
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</tbody>
</table>

Total 23

Electives (EGR 201, 202, GIS 202, 203 recommended) 18

Total Required for Degree 64
Communication Arts trains students in interpersonal, group and public communications. The Communication program has as its goal the education of individuals who will actively engage in successful communications in various areas of public life. This preparation is concentrated in two areas: writing and production. The first area is concerned with providing students with the education needed in fields such as print and broadcast journalism, public relations, advertising, and marketing. The second area is concerned with providing students with education needed in radio and television behind the scenes production. Students are advised that employment in both of these fields traditionally requires education beyond the A.A. degree and practical experience in the field.

Students who complete successfully the A.A. degree in Communications Arts should be able to:

- transfer to a communication arts or related liberal arts program at a four year college;
- demonstrate practical application of skills in their area of specialty;
- form critical judgments about the interaction of society and the various media;
- make ethical decisions about the duties and responsibilities of the media and those involved in public communications.

General Education Courses †

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Written Communications</td>
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<tr>
<td>Arts and Humanities</td>
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</tr>
<tr>
<td>- Group A</td>
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</tr>
<tr>
<td>- Group B</td>
<td></td>
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<tr>
<td>- Group C (SPE 102 recommended)</td>
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</tr>
<tr>
<td>Social Science (POL 101 recommended)</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>Natural Science</td>
<td></td>
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<tr>
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<tr>
<td>Additional General Education Requirements</td>
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Total 46-47

† See General Education Requirements on page 38.

Program Courses

<table>
<thead>
<tr>
<th>Course Type</th>
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<tbody>
<tr>
<td>ENG 252 Semantics</td>
<td>3</td>
</tr>
<tr>
<td>SOC 207 Media, Popular Culture, and Society</td>
<td>3</td>
</tr>
</tbody>
</table>

Select six credit hours from the following:

- COM 103 Media Operations 3
- COM 105 Writing for Mass Media 3
- COM 120 Radio Production 3
- COM 202 Television Production I 3
- COM 205 Television Production II 3
- ENG 251 Creative Writing 3
- JOU 101 Introduction to Journalistic Writing I 3
- PHO 102 Black and White Photography I 3

Total 12

Electives 6

Total Required for Degree 64
Computer Aided Drafting & Design Technology

Associate of Applied Science, (AAS.CAD)

This Computer Aided Drafting & Design Technology A.A.S. program is designed primarily to meet the needs of those students who intend to seek immediate employment as a draft person in an engineering consulting firm, architectural firm, or in a government civil or mechanical engineering design office. This program stresses computer aided drafting skills, physical understanding of structures, machinery, and physical principles which are heavily sought after in industry. However, while the program is designed to prepare the student for employment, an individual may, upon selecting proper courses, choose to transfer to a four-year degree program in related areas.

Graduates of this program should be able to:
- enter the job market upon graduation as computer aided draft person;
- communicate effectively both verbally and in writing;
- use computer aided drafting software proficiently in preparing drawings.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>3</td>
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<td>Arts &amp; Humanities</td>
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</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 130 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science (PHY 110/111 required)</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science (CIS 118 recommended)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 23

† See General Education Requirements on page 41.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CIS 111</td>
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</tr>
<tr>
<td>CIS 130</td>
<td>3</td>
</tr>
<tr>
<td>EET 111</td>
<td>3</td>
</tr>
<tr>
<td>EGR 110</td>
<td>3</td>
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<td>EGR 113</td>
<td>3</td>
</tr>
<tr>
<td>EGR 210</td>
<td>3</td>
</tr>
<tr>
<td>EGR 220</td>
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</tr>
<tr>
<td>PHY 112</td>
<td>3</td>
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<tr>
<td>PHY 113</td>
<td>1</td>
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</tbody>
</table>

Total 25

Electives* 16

Total Required for Degree 64

*An internship can be counted as elective credit
Computer Information Systems

Option to Liberal Arts and Sciences, (AS.INF)

This program is designed for students who intend to complete a baccalaureate degree in Information Systems with an emphasis on business applications of information systems in the decision making and data processing environment.

Students should consult the catalog of the college where they intend to complete their studies and enroll in courses, which will meet transfer requirements.

Graduates of this program should be able to:

• transfer to a four-year program leading to the BA or BS degree in Information Systems or Management of Information Systems;
• use existing application software packages, utilities, and libraries to improve productivity;
• understand the ethical, social, and economic implications of using computers.

BCC has transfer agreements with area institutions to permit students to transfer into their Information Systems program.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 118 or MTH 142 required)</td>
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<tr>
<td>Natural Science</td>
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<tr>
<td>Computer Science (CSE 110 required)</td>
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</tbody>
</table>

Total 32-34

† See General Education Requirements on page 40.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 112 Principles of Financial Accounting I w/Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>CSE 111 Introduction to Computer Science II</td>
<td>3</td>
</tr>
<tr>
<td>CSE 213 Database Systems</td>
<td>3</td>
</tr>
<tr>
<td>CSE 215 Programming Languages</td>
<td>3</td>
</tr>
<tr>
<td>MTH 143 Statistics I</td>
<td>4</td>
</tr>
<tr>
<td>MTH 201 Linear Algebra or MTH 226 Discrete Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 20

Electives (CIS 216, MTH 119 or MTH 141 recommended) 12

Total Required for Degree 64
This Associate of Applied Science degree is a program designed primarily to meet the needs of those students who intend to seek immediate employment in the business world. The student will receive background in theory and practice in modern computer programming, applications, and business systems analysis.

Management Information Systems is a very specialized area within the computer field. In addition to an intensive schedule of courses in information processing and the core of general education courses, the curriculum includes a substantial number of hours in business-related subjects. In today’s business world, increasing amounts of information are required to provide the necessary knowledge for problem solving in business applications.

Graduates of the program should be able to:

- secure an entry level position in the MIS field or secure a promotion to a position involving more technical responsibility;
- be able to understand and apply sound principles of systems design to a range of problems found in a typical business environment;
- be able to apply skills in programming, networking, database design and applications software to meet the specific needs of an employer.

The increased use of computers in every field has changed the thinking of professionals in every discipline. Modern businesses rely on computers as tools for gathering, storing, and processing information. Most business and industrial processes have been automated. There is an ever-increasing need to meet the decision-making and informational needs of managers. This program provides a well rounded approach to meeting these needs.

### General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 130 or MTH 141 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science (CIS 101 or CIS 118 recommended)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 22

† See General Education Requirements on page 41.

### Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 112 Principles of Financial Accounting I w/Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>ACC 113 Principles of Financial Accounting II w/Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>BUA 101 Business Functions in a Global Society</td>
<td>3</td>
</tr>
<tr>
<td>CIS 111 Programming in BASIC</td>
<td>3</td>
</tr>
<tr>
<td>CIS 132 MS Access Techniques and Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150 Networking Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CIS 216 Business Systems Analysis and Design I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 217 Business Systems Analysis and Design II</td>
<td>4</td>
</tr>
<tr>
<td>ENG 105 Technical Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 31

Electives (CIS, CSE or EET courses recommended) 11

**Total Required For Degree** 64
This program is designed to prepare graduates for transfer to four-year colleges and universities offering baccalaureate majors in computer science, information systems, and related fields. Students should consult the catalog of the college where they intend to complete their bachelor's degree studies and enroll in courses, which will meet transfer requirements.

Graduates of the program should be able to:
• transfer to a four-year program in computer science or a related area;
• apply good programming techniques in formulating and solving problems;
• communicate effectively both verbally and in writing.

Admission to the A.S. program requires a high school diploma or equivalent with two years of algebra and trigonometry, and one or more years of science (chemistry, physics, or biology) are strongly recommended.

**General Education Courses †**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
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<td>Arts and Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 118 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science (PHY 210/211 &amp; PHY 212/213 required)</td>
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</tr>
<tr>
<td>Computer Science (CSE 110 required)</td>
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</tr>
</tbody>
</table>

Total: **34**

† See General Education Requirements on page 40.

**Program Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSE 111</td>
<td>Introduction to Computer Science II</td>
<td>3</td>
</tr>
<tr>
<td>CSE 210</td>
<td>Machine &amp; Assembler Language</td>
<td>3</td>
</tr>
<tr>
<td>CSE 215</td>
<td>Programming Languages</td>
<td>3</td>
</tr>
<tr>
<td>CSE 225</td>
<td>Computer Organization</td>
<td>3</td>
</tr>
<tr>
<td>MTH 119</td>
<td>Calculus II and Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MTH 220</td>
<td>Calculus III and Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MTH 226</td>
<td>Discrete Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: **23**

Electives (CIS 156, CSE 151, 213, 230, 256 & MTH 143, 201, 230 recommended) 7

**Total Required for Degree** 64
The Computer Servicing & Networking Technology program provides the education and skills to take the A+, Server+, Net+, Linux+ and Cisco CCNA Certification Exams. The courses provide a solid background in computer equipment servicing and networking covering both the hardware and software aspects. In addition, this program provides a solid background in electronics, scientific principles, computational skills, and general education elements to continue education towards a bachelors degree, and to function effectively in industry in various capacities.

Graduates of this program can transfer to New Jersey Institute of Technology, Newark, New Jersey to continue their education towards a Bachelor’s degree in Electrical and Computer Engineering Technology.

Graduates of this program should qualify for the numerous high paying job opportunities as a Computer Service and Network Technician in business, industry, and government information center and offices.

Graduates of this program should also be able to:

- communicate effectively both verbally and in writing;
- apply critical thinking skills in recognizing several different solutions and opinions to technical problems;
- acquire skills in analyzing, building, testing, and troubleshooting circuits and systems.

### General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (SOC 101 required)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 130 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science (PHY 110/111 required)</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science (CIS 111, 130 or CSE 135 recommended)</td>
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</tr>
</tbody>
</table>

**Total** 23

† See General Education Requirements on page 41.

### Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 121 Circuits I*</td>
<td>4</td>
</tr>
<tr>
<td>EET 131 Solid State Devices</td>
<td>4</td>
</tr>
<tr>
<td>EET 141 Digital Circuits</td>
<td>4</td>
</tr>
<tr>
<td>EET 210 IT Essentials: A+</td>
<td>4</td>
</tr>
<tr>
<td>EET 215 IT Essentials: Network Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>CIS 150 Networking Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CIS 151 Cisco Network Routing Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>MTH 142 Calculus: Applications &amp; Techniques</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MTH 118 Calculus I &amp; Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>3-4</td>
</tr>
<tr>
<td>MTH 226 Discrete Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Program Credits** 31-32

### Program Electives

Select 10 credit hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 101 Introduction to Electronics*</td>
<td>3</td>
</tr>
<tr>
<td>EGR 103 Fundamentals of Engineering Design</td>
<td>3</td>
</tr>
<tr>
<td>EET 111 Electronic Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>EET 232 Analog Integrated Circuits</td>
<td>4</td>
</tr>
<tr>
<td>EET 242 Microprocessor Systems</td>
<td>4</td>
</tr>
<tr>
<td>CIS 130 Introduction to Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>CIS 152 Cisco Switching Basics and Intermediate Routing</td>
<td>4</td>
</tr>
<tr>
<td>CIS 156 Fundamentals of UNIX</td>
<td>4</td>
</tr>
</tbody>
</table>

**Electives Total** 10

**Total Required for Degree** 64

*If the student does not have a previous background in circuits it is recommended that he/she take EET 101, Introduction to Electronics before taking EET 121, Circuits I.

**NOTE:** EET 101 cannot be taken after passing EET 121.
Construction Management

Option to Liberal Arts and Sciences, (AS.CON)

This program is designed for students who intend to complete a baccalaureate degree with an emphasis on construction management.

Students should consult the catalog of the college where they intend to complete their studies and enroll in courses that will meet transfer requirements.

Graduates of this program should be able to:

- transfer to a four-year program leading to baccalaureate degree
- assist surveyors in the field work at construction sites
- assist plant engineers in building operation and maintenance
- assist architects and engineers in the preparation of specifications, bids and plans
- apply critical thinking skills related to architectural and structural drawings and systems

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities (PHI 101 &amp; HIS 102 recommended)</td>
<td>6</td>
</tr>
<tr>
<td>Social Science (ECO 203 required)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 130 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science (PHY 110/111, PHY 112/113 required)</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science (CSE 135 required)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 33

† See General Education Requirement on page 40.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 110 Principles of Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 111 Principles of Financial Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUA 205 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>CON 101 Building Materials and Construction Methods</td>
<td>3</td>
</tr>
<tr>
<td>CON 202 Contracts and Specifications</td>
<td>3</td>
</tr>
<tr>
<td>CON 210 Estimating</td>
<td>3</td>
</tr>
<tr>
<td>DDT 103 Statics and Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>DDT 114 Architectural Computer Graphics and Design</td>
<td>3</td>
</tr>
<tr>
<td>DDT 205 Structural Systems I</td>
<td>3</td>
</tr>
<tr>
<td>EGR 110 Design Computer Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>EGR 203 Surveying</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 33

Total Required for Degree 66
Cooking and Baking Certificate

Certificate (CRT.FCB)

This certificate provides students with the knowledge and skills necessary for an entry-level position in commercial and institutional kitchens and bakeries. Students will be able to demonstrate basic culinary skills, practice sanitary food handling, incorporate basic nutrition principles to recipe and menu planning, and be aware of the various responsibilities of managing a food service.

### General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications (ENG 101 required)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics (MTH 104 required)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 6

### Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSM 101 Commercial Baking I</td>
<td>3</td>
</tr>
<tr>
<td>FSM 102 Commercial Baking II</td>
<td>3</td>
</tr>
<tr>
<td>FSM 105 Culinary Arts I</td>
<td>3</td>
</tr>
<tr>
<td>FSM 106 Culinary Arts II</td>
<td>3</td>
</tr>
<tr>
<td>FSM 107 Introduction to Food Service &amp; Restaurant Management*</td>
<td>2</td>
</tr>
<tr>
<td>FSM 111 Baking Practicum</td>
<td>3</td>
</tr>
<tr>
<td>FSM 112 Cooking Practicum</td>
<td>3</td>
</tr>
<tr>
<td>FSM 125 Food Service Sanitation &amp; Accident Prevention*</td>
<td>3</td>
</tr>
<tr>
<td>FSM 215 Elementary Nutrition*</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total** 25

**Total Required for Certificate** 31

*Courses coordinated with the Educational Foundation (EF) of the National Restaurant Association. For each course successfully completed, the EF awards a Certificate of Achievement.
Criminal Justice

Associate of Science, (AS.CRJ)

The Criminal Justice program provides students with an education based in a liberal arts core and interdisciplinary criminal justice curriculum. The criminal justice aspect focuses on law, law enforcement, and corrections. It examines legal systems, the impact of crime, the criminal justice system's role, and organization and techniques of applied criminal justice through a group of program and specialized elective courses, as well as a program of internship and independent study.

The program prepares students for continuing education in the field, as well as careers in the major institutions of criminal justice and law enforcement on a local, state and federal level. It also acquaints students with the growing career opportunities in the private security and investigation industries.

Students planning to transfer to other colleges and universities can coordinate their course work with these institutions.

Students who complete the Criminal Justice degree should be able to:

- apply critical thinking skills to resolve criminal justice practitioner issues;
- demonstrate knowledge of Due Process and Crime Control models of criminal justice;
- define and respect the rights of all citizens guaranteed in the U.S. Constitution;
- describe the various causal factors of crime;
- define the basic theoretical basis of the criminal sanctions applied in the system;
- demonstrate knowledge of historical and contemporary aspects of the legal, penal and law enforcement systems;
- apply their understanding of the operations of police agencies, courts and correctional institutions;
- demonstrate knowledge of the outside influences on our criminal laws;
- describe the effects of the Constitution on criminal law;
- demonstrate their understanding of sociological, psychological, biological and economic theory concerning deviant behavior;
- define the role of science in the courtroom;
- describe the science and art of investigative technique.

Criminal justice is an aspect of our lives that is continuously changing with new case decisions, advanced technology and changes in public opinion and policy. The need for educated professionals in the public and private sectors of criminal justice has created many fascinating and rewarding career options. The extreme media and public interest in the system has also provided tremendous increases in the professions of criminal justice.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31-32</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 40.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 101 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 102 Police Operations and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 106 Introduction to Court Systems</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 105 Introduction to the Correctional System</td>
<td>3</td>
</tr>
</tbody>
</table>

Select six credit hours from the following:

- CRJ 111 Criminal Law 3
- CRJ 113 Criminal Investigations 3
- CRJ 114 Criminalistics 3
- CRJ 203 Legal Rights of the Convicted 3
- CRJ 217 Juvenile Delinquency 3
- CRJ 218 Introduction to Private Security 3
- CRJ 219 Organized Crime 3

**Total** 18

Electives 15

(Recommended CRJ 118, CRJ 213, CRJ 220, POL 215)

**Total Required for Degree** 64
Dental Hygiene

Associate of Applied Science, (AAS.DHY)

This program prepares students for a career as a Registered Dental Hygienist by combining classroom instruction with laboratory and clinical experience. It is a rigorous and demanding program, both physically and academically, providing students with a knowledge base to integrate manual skills with the delivery of high quality oral health care services.

The program emphasizes skills in communication, critical thinking, personal integrity, assessment and evaluation of a variety of treatment options. It prepares students to interact with patients as clinician, health educator, prevention specialist, and counselor in order to deliver a total health maintenance package.

The New Jersey Board of Dentistry regulates dental hygiene licensure. All persons desiring to practice dental hygiene in New Jersey shall first secure a license from the Board. Licensure applicants must demonstrate competence by passing both the National Dental Hygiene Boards and the North East Regional Boards. Successful completion of the New Jersey Jurisprudence examination and an affidavit of good moral character are also required. Additionally, the Board of Dentistry requests a criminal background check.

Students interested in Dental Hygiene should attend one of our informational seminars, held periodically throughout the year. Enrollment is limited, with preference given to Burlington County residents. Admitted students must:

- hold current certification in CPR for health care providers and first aid
- satisfactorily complete a physical examination which indicates that they can participate in all clinical activities
- maintain malpractice/liability insurance and personal health insurance throughout the program

Attendance at extramural clinical sites for enrichment of experience is mandatory. Students are also responsible for their own transportation to specified sites.

The program includes clinical experience in the process of dental hygiene care. Students are apprised that they may be exposed to bloodborne pathogens and potentially infectious diseases. The program includes education and training to ensure the safety of the student, the public, and the faculty and staff.

General Education Courses † Credits
Written Communications (ENG 101 required) 3
Arts and Humanities (SPE 102 required) 3
Social Science (PSY 101 & SOC 101 required) 6
Mathematics (MTH 107 required) 3
Computer Science (CIS 101 required) 3
Natural Science (BIO 110/111, BIO 114/115, BIO 155/156, CHE 107/108, CHE 210 required) 19
Total 34

† See General Education Requirements on page 41.

Program Courses Credits
DHY 101 Pre-clinical Dental Hygiene 4
DHY 110 Dental Head and Neck Anatomy 3
DHY 120 Dental Radiology 3
DHY 130 Dental and Medical Emergencies 1
DHY 140 Oral Embryology and Histology 2
DHY 151 Clinical Services I 4
DHY 160 Periodontology I 2
DHY 200 Dental Pharmacology and Pain Control 2
DHY 201 Clinical Services II 4
DHY 210 Periodontology II 2
DHY 220 Oral Pathology 3
DHY 230 Dental Materials 2
DHY 235 Dental Specialties 2
DHY 240 Dental Public Health 3
DHY 251 Clinical Services III 4
DHY 259 Board Review 0
Total 41

Total Required for Degree 75

At the time of printing Burlington County College Dental Hygiene Program has made application for accreditation. Application for accreditation was submitted to the

American Dental Association’s Commission on Dental Accreditation,

211 East Chicago Avenue,
Chicago, Illinois 60611
(800) 621-8099, ext. 2718
In accordance with New Jersey State guidelines and the requirements of many four-year colleges, students who plan to enter the field of education should engage in a broad-based liberal arts curriculum during their freshmen and sophomore years. Students in this program will also study the historical and philosophical foundations of education and the application of psychological theories to educational practices.

Students are advised to select academic courses which will coincide with the subject matter they intend to teach. All students should become familiar with the college catalog of the intended transfer institution.

Students who complete the Education degree requirements should be able to:
• describe the historical and philosophical foundations of American education;
• compare and contrast the role of federal, state, and local governments in education;
• discuss and evaluate current trends and issues facing the American educational system today;
• define the most widely accepted theories of educational psychology;
• apply an understanding of psychological concepts to the learning behavior of children;
• identify the elements of good teaching;
• develop personal responses to classroom situations based on educational theories;
• demonstrate effective oral and written communication skills;
• display an awareness of the history and variety of human achievements, experiences, values, and modes of expression.

Graduates of this program customarily transfer to baccalaureate institutions. Graduates not immediately pursuing an additional degree are eligible to substitute teach in New Jersey schools.

**General Education Courses †**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td></td>
</tr>
<tr>
<td>Group A (ART 101 recommended)</td>
<td>6</td>
</tr>
<tr>
<td>Group B</td>
<td>3</td>
</tr>
<tr>
<td>Group C (SPE 102 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (PSY 101 recommended)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements</td>
<td>9</td>
</tr>
</tbody>
</table>

**Total**  
46-47

†See General Education Requirements* (GER) on page 38.

**Program Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 112 History &amp; Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>PSY 250 Educational Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Select at least six credit hours in the same discipline from one of the concentrations listed below.

- Art
- Communication Arts
- English
- History
- Music
- Political Science
- Psychology
- Sociology
- Spanish
- Theatre

**Total**  
12

Electives: Additional concentration courses from above or EDU 105, 106, LIT 215 or PSY 251

**Total Required for Degree**  
64

*Selection of GER and program courses should be made based upon knowledge of the acceptability of transfer to the receiving college.
In accordance with New Jersey State guidelines and the requirements of many four-year colleges, students who plan to enter the field of education should engage in a broad-based liberal arts curriculum during their freshmen and sophomore years. Students in this program will also study the historical and philosophical foundations of education and the application of psychological theories to educational practices.

Students are advised to select academic courses which will coincide with the subject matter they intend to teach. All students should become familiar with the college catalog of the intended transfer institution.

Graduates of this program customarily transfer to baccalaureate institutions. Graduates not immediately pursuing an additional degree are eligible to substitute teach in New Jersey schools.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Science (PSY 101 recommended)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 118 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 33

†See General Education Requirements* (GER) on page 40.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 250 Educational Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Select at least 15 credit hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 103</td>
<td>General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 104</td>
<td>General Biology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIO 107</td>
<td>General Biology II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 108</td>
<td>General Biology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHE 115</td>
<td>General Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHE 116</td>
<td>General Chemistry I Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHE 117</td>
<td>General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHE 118</td>
<td>General Chemistry II Lab</td>
<td>1</td>
</tr>
<tr>
<td>PHY 210</td>
<td>General Physics I</td>
<td>3</td>
</tr>
<tr>
<td>PHY 211</td>
<td>General Physics I Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>PHY 212</td>
<td>General Physics II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 213</td>
<td>General Physics II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MTH 119</td>
<td>Calculus II and Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MTH 220</td>
<td>Calculus III and Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MTH 230</td>
<td>Differential Equations</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total** 18

Recommended Electives (SPE 102, EDU 112) 12

**Total Required for Degree** 63

*Selection of GER and program courses should be made based upon knowledge of the acceptability of transfer to the receiving college.

Please Note:
The New Jersey Board of Education revised teacher education guidelines in 2004. It is important that all students who choose a teacher education program contact the college or university where they intend to complete the program to determine the content areas which are acceptable majors for teacher education candidates. Additionally, teacher education students must have a cumulative GPA of 2.5 or higher for admission at the beginning of the junior year.
Electronics Engineering Technology

Associate of Applied Science, (AAS.EET)

The Electronics Engineering Technology program provides a solid theoretical foundation as well as practical “hands-on” laboratory experiences in Electronics. The program includes traditional EET courses as well as courses in A+ Certification and UNIX. In addition, this program provides a solid background in scientific principles, computational skills, and general education elements to continue education towards a bachelor's degree, and to function effectively in industry in various capacities.

Graduates of this program can transfer to New Jersey Institute of Technology, Newark, New Jersey or Temple University in Philadelphia to continue their education towards a Bachelor's degree in Electrical Engineering Technology.

Graduates of this program will be able to find employment to enter an exciting industrial career as electronics-engineering technicians involved in the manufacture, design, testing, troubleshooting, sales, and field service of electronic, computer, communication and electrical systems. Graduates of this program should be able to:

- communicate effectively both verbally and in writing;
- apply critical thinking skills in recognizing several different solutions and opinions to technical problems;
- acquire skills in analyzing, building, testing, and troubleshooting circuits and systems.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (SOC 101 required)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 130 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science (PHY 110/111 required)</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science (CIS 111, CIS 130, or CSE 135 recommended)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 23

† See General Education Requirements on page 41.

Program Courses Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 111</td>
<td>Electronic Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>EET 121</td>
<td>Circuits I*</td>
<td>4</td>
</tr>
<tr>
<td>EET 131</td>
<td>Solid State Devices</td>
<td>4</td>
</tr>
<tr>
<td>EET 141</td>
<td>Digital Circuits</td>
<td>4</td>
</tr>
<tr>
<td>EET 222</td>
<td>Circuits II</td>
<td>3</td>
</tr>
<tr>
<td>EET 232</td>
<td>Analog Integrated Circuits</td>
<td>4</td>
</tr>
<tr>
<td>PHY 112</td>
<td>Principles of Physics II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 113</td>
<td>Principles of Physics II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MTH 142</td>
<td>Calculus: Techniques and Applications</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH 118</td>
<td>Calculus I &amp; Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>MTH 226</td>
<td>Discrete Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total required Program credits 29-30

Program Electives

Select 9 credit hours from the following:

- EET 101 Introduction to Electronics 3
- EGR 103 Fundamentals of Engineering Design 3
- EET 251 Industrial Electronic Controls 4
- EET 282 Electronic Communications 3
- EET 210 IT Essentials: A+ 4
- EET 122 Electronic Circuit Analysis Programming 1
- EET 242 Microprocessor Systems 4
- CIS 150 Networking Fundamentals 4
- CIS 156 Fundamentals of UNIX 4

Total 9

Total Required for Degree 64

* If the student does not have a previous background in circuits it is recommended that he/she take EET 101, Introduction to Electronics before taking EET 121, Circuits I.

NOTE: EET 101 cannot be taken after passing EET 121.
Option to Liberal Arts and Sciences, (AS.EGR)

This program is designed for students who intend to complete a baccalaureate degree in Engineering. Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies and enroll in courses which will meet transfer requirements.

Graduates of this program should be able to:

- transfer to a four-year ABET accredited engineering program with a major in civil, computer, electrical, industrial or mechanical engineering;
- communicate effectively both verbally and in writing;
- demonstrate effective mathematical skills and application of scientific principles in solving engineering problems;
- apply critical thinking skills in recognizing several different option, and opinions to engineering problems.

BCC has formal transfer agreements with several area four-year institutions.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
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<tr>
<td>Arts and Humanities</td>
<td>6</td>
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<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 118 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science (CHE 115 &amp; 116, PHY 210/211 required)</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science (CSE 110 or CSE 135 recommended)</td>
<td>3-4</td>
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</table>

**Total** 33-34

† See General Education Requirements on page 40.

<table>
<thead>
<tr>
<th>Program Courses</th>
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<tbody>
<tr>
<td>CHE 117 General Chemistry II</td>
<td>3</td>
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<tr>
<td>CHE 118 General Chemistry II Lab</td>
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<tr>
<td>EGR 103 Fundamentals of Engineering Design</td>
<td>3</td>
</tr>
<tr>
<td>EGR 201 Engineering Statics</td>
<td>3</td>
</tr>
<tr>
<td>MTH 119 Calculus II and Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MTH 220 Calculus III and Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>PHY 212 Physics II</td>
<td>3</td>
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<tr>
<td>PHY 213 Physics II Laboratory</td>
<td>1</td>
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</tbody>
</table>

**Total** 22

Electives (EGR 110, 113, 202, MTH 230, PHY 214/215 recommended) 9

**Total Required for Degree** 64
English

Option to Liberal Arts, (AA.ENG)

The English major option provides students with a Liberal Arts concentration aimed at developing excellent reading and writing skills. Students develop the ability to analyze text, collect and organize research data, and write clearly and effectively. In addition, the program emphasizes critical reading and writing skills required in a variety of career fields including law, medicine, teaching, communications, business, and industry.

Students who complete the English program should be able to:

- understand the importance of using sensitive and precise language;
- write for different audiences and purposes;
- develop strategies for generating ideas and organizing thoughts;
- analyze the effectiveness of their own academic and professional writing;
- utilize the writing process to develop and argue a thesis supported in coherent paragraphs;
- critically and thoughtfully read select texts that comment on human experience;
- use various critical perspectives to analyze fiction;
- understand the language and forms of poetry;
- analyze the complexity of dramatic literature;
- understand the cultural, historical, and social significance of texts ranging from ancient to contemporary world literature.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
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<tr>
<td>Arts and Humanities</td>
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<td>Group A</td>
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<td>Group B</td>
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<td>Group C (SPE 102 recommended)</td>
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<tr>
<td>Social Science</td>
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<tr>
<td>Mathematics</td>
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</tr>
<tr>
<td>Natural Science</td>
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<td>Computer Science</td>
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<td>Additional General Education Requirements</td>
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† See General Education Requirements on page 38.

<table>
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<tr>
<th>Program Courses</th>
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<tbody>
<tr>
<td>LIT 207</td>
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<tr>
<td>LIT 208</td>
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<tr>
<td>LIT 209</td>
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<td>LIT 210</td>
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</table>

Total 12

Electives (LIT courses recommended) 6

Total Required for Degree 64
Option to Entertainment Technologies, (AAS.ETM)

The Entertainment Technology Program provides students with a solid foundation in the knowledge and skills needed for entry into the entertainment field, or to transfer to a baccalaureate program. Students may choose from the following four options: Entertainment Management (AAS.ETM), Lighting Engineering (AAS.ETL), Sound and Recording Engineering (AAS.ETS), and Video and Digital Media Production (AAS.ETV). Students who wish to transfer to a baccalaureate program are strongly advised to seek information regarding admission and transfer requirements.

The Entertainment Management Option will prepare students for entry-level employment in many areas such as cable television, related video fields, theater, casino hotels, radio, and nightclubs, as well as entrepreneurship opportunities in the arts, entertainment, leisure, and associated areas.

Graduates of the program should be able to:

- understand the ethics of the entertainment media and have a fundamental knowledge of Entertainment Law including the knowledge of the various legal and copyright issues;
- develop an understanding of the influence of governmental organizations and upon the entertainment industry;
- apply fundamental marketing concepts in entertainment marketing planning, research and information management, the segmentation process and target markets, and developing an entertainment marketing mix and strategy;
- assist entertainment producers in managing facilities, scheduling events, work with facility operators, assist in developing budgets, purchasing equipment, planning maintenance and custodial cycles, and participate in negotiating associated risk management agreements;
- apply an understanding of artist contracts, copyright issues, labor agreements, equipment and audio/visual materials, and collaborate and work with agents and managers in the entertainment business.
- display an understanding of basic business and accounting skills which include financial statements, the maintenance of accurate records, preparation of budget proposals, and the financial oversight responsibilities.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
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<tr>
<td>Mathematics</td>
<td>3</td>
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<tr>
<td>Natural Science</td>
<td>7-8</td>
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<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>6</td>
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<td>Social Science</td>
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<td><strong>Total</strong></td>
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</table>

† See General Education Requirements on page 41.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETC 101 Introduction to Entertainment, Mass Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>ETC 105 Entertainment Law</td>
<td>3</td>
</tr>
<tr>
<td>ETC 201 Audio/Video and Lighting Maintenance and Technology &amp; Lab</td>
<td>4</td>
</tr>
<tr>
<td>ETC 220 Internship</td>
<td>1</td>
</tr>
<tr>
<td>ETC 225 Capstone Project</td>
<td>1</td>
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<td><strong>Total</strong></td>
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Specialized Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUA 102 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ETM 101 Entertainment Promotion</td>
<td>2</td>
</tr>
<tr>
<td>ETM 201 Entertainment Project Management</td>
<td>3</td>
</tr>
<tr>
<td>ETM 210 Events Production</td>
<td>3</td>
</tr>
<tr>
<td>ETC 205 Writing Workshop</td>
<td>3</td>
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<td><strong>Total</strong></td>
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</tbody>
</table>

Electives (ACC 112, ENT 101 recommended) 9
Electives may also be taken from the other Entertainment Technology Specialized Courses.

Total Required For Degree 66-67
The Entertainment Technology Program provides students with a solid foundation in the knowledge and skills needed for entry into the entertainment field, or to transfer to a baccalaureate program. Students may choose from the following four options: Entertainment Management (AAS.ETM), Lighting Engineering (AAS.ETL), Sound and Recording Engineering (AAS.ETS), and Video and Digital Media Production (AAS.ETV). Students who wish to transfer to a baccalaureate program are strongly advised to seek information regarding admission and transfer requirements.

The Lighting Engineering Option provides students with an understanding of entry-level skills utilized in theater and lighting design, theater and concert lighting, and television studio lighting. These combined skills will provide students with the flexibility to obtain entry level employment in a variety of specialties that involve various public venues including video production and theater environments, music performances, trade shows, malls, theme parks, etc. It is anticipated that students completing the program will be employed as lighting designers, theatrical electricians, union stagehands, console operators, TV grips, rigging engineers (riggers), and as freelance or self-employed consultants, designers, and lighting programmers.

Graduates of this program should be able to:

- operate various forms of lighting systems including the use of consoles, theater and TV lighting fixtures, dimmers, gels and color media, templates, and special effects;
- operate various forms of concert lighting systems used in music concerts, trade shows, theme parks, malls, and related venues;
- interpret the basics of the design level of theater and TV lighting including script interpretation, the use of color and media, drafting, light plots and layouts, cues and cue writing, and understand working relationships with the Director and associated crew;
- display an understanding of the emerging field of "architainment lighting" (entertainment lighting design, show control, and projection systems in architectural environments such as buildings, theater entrances, banks, leisure and amusement parks, restaurants, malls, showrooms, etc.);
- General Education Courses †
<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
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<tr>
<td>Mathematics</td>
<td>3</td>
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<tr>
<td>Natural Science</td>
<td>7-8</td>
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<tr>
<td>Computer Science</td>
<td>3</td>
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<tr>
<td>Arts and Humanities</td>
<td>6</td>
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<td>Social Science</td>
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</tbody>
</table>

  Total | 31-32 |

  † See General Education Requirements on page 41.

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ETC 101</td>
<td>Introduction to Entertainment, Mass Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>ETC 105</td>
<td>Entertainment Law</td>
<td>3</td>
</tr>
<tr>
<td>ETC 201</td>
<td>Audio/Video and Lighting Maintenance and Technology &amp; Lab</td>
<td>4</td>
</tr>
<tr>
<td>ETC 220</td>
<td>Internship</td>
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<tr>
<td>ETC 225</td>
<td>Capstone Project</td>
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  Total | 12 |

Specialized Courses

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<tr>
<td>ETL 101</td>
<td>Lighting I</td>
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<tr>
<td>ETL 105</td>
<td>Concert Lighting I and Lab</td>
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<tr>
<td>ETL 205</td>
<td>Concert Lighting II</td>
<td>3</td>
</tr>
<tr>
<td>ETL 210</td>
<td>Theater Lighting, Lighting Design and Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

  Total | 14 |

Electives (ETS 101, 105 recommended)

Electives may also be taken from the other Entertainment Technology Specialized Courses

Total Required for Degree 66-67
The Entertainment Technology Program provides students with a solid foundation in the knowledge and skills needed for entry into the entertainment field, or to transfer to a baccalaureate program. Students may choose from the following four options: Entertainment Management (AAS.ETM), Lighting Engineering (AAS.ETL), Sound and Recording Engineering (AAS.ETS), and Video and Digital Media Production (AAS.ETV). Students who wish to transfer to a baccalaureate program are strongly advised to seek information regarding admission and transfer requirements.

The Sound and Recording Engineering Option provides students with opportunities for entry level positions in theatrical performance, entertainment events, audio production for theatre, concerts, theme parks, industrial/corporate settings, and in sound and recording studios. Graduates may also work as freelancers and entrepreneurs.

Students will learn amplification, sound reinforcement, and recording of live performances. They will develop a practical and operational understanding of the various hardware elements that include speakers, mixers, amplifiers, and microphones, analog and digital recording, mixing consoles, signal routing and processors (equalizers, compressors, limiters, gates, etc.). Students will also have hands-on experiences that enable them to edit audio, mix audio, utilize acoustics, synchronize audio with video and multimedia, and add sound effects.

Graduates of this program should be able to:

• operate audio amplification and recording equipment;
• configure, operate, and serve on a “crew” while utilizing sound and live recording systems;
• operate digital ProTools workstations, use basic time code in multitract recording applications, and create audio for video, multimedia, and the Internet;
• obtain entry-level employment in entertainment and associated fields, particularly in the field of sound amplification (public address and concerts), recording, audio for video production, concert and events venues, recording companies, music entertainment fields, as freelancers, or self-employment careers.

General Education Courses †  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>Natural Science</td>
<td>7-8</td>
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<tr>
<td>Computer Science</td>
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<tr>
<td>Arts and Humanities</td>
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<td>Social Science</td>
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<td><strong>31-32</strong></td>
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</table>

† See General Education Requirements on page 41.

Program Courses  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ETC 101 Introduction to Entertainment, Mass Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>ETC 105 Entertainment Law</td>
<td>3</td>
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<tr>
<td>ETC 201 Audio/Video and Lighting Maintenance and Technology &amp; Lab</td>
<td>4</td>
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<tr>
<td>ETC 220 Internship</td>
<td>1</td>
</tr>
<tr>
<td>ETC 225 Capstone Project</td>
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<tr>
<td><strong>Total</strong></td>
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Specialized Courses  
<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ETS 101 Live Sound Production I and Lab</td>
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</tr>
<tr>
<td>ETS 105 Recording Engineering I and Lab</td>
<td>4</td>
</tr>
<tr>
<td>ETS 205 Live Sound Production II</td>
<td>3</td>
</tr>
<tr>
<td>ETS 210 Permanent Sound System Design and Use</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

Electives (ETL 105, 210 recommended)  
Electives may also be taken from the other Entertainment Technology Specialized Courses

Total Required For Degree  
<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>66-67</td>
</tr>
</tbody>
</table>
Option to Entertainment Technologies, (AAS.ETV)

The Entertainment Technology Program provides students with a solid foundation in the knowledge and skills needed for entry into the entertainment field, or to transfer to a baccalaureate program. Students may choose from the following four options: Entertainment Management (AAS.ETM), Lighting Engineering (AAS.ETL), Sound and Recording Engineering (AAS.ETS), and Video and Digital Media Production (AAS.ETV). Students who wish to transfer to a baccalaureate program are strongly advised to seek information regarding admission and transfer requirements.

The Video and Digital Media Production option of the Entertainment Technology Program prepares students for jobs such as broadcast or production engineers, producers and assistant producers, video editors, camera operators, master control and technical directors, freelance businesspersons, and the associated video production opportunities in the expanding video and Internet areas.

Non-linear digital video editing is the industry standard for professionals working in television and film — and now on Web pages and the Internet. Industry demand for editors skilled in the leading digital post-production techniques has caused non-linear editing to emerge as a rapidly growing specialty.

With the expansion of digital video, DVD’s, webstreaming, Video CD’s, and the associated media, opportunities exist for employment on production teams, serving as freelancers or operating as independent producers, or entrepreneurs for recording special events, weddings, social functions, corporate content media, instructional and multimedia productions, and a host of varied content and media applications.

Graduates of this program should be able to:

- produce “content” such as television programs, videos used for broadcast, cable, webstreaming, interactive multimedia projects, entertainment productions, and a wide variety of applications used within public and private institutions;
- utilize various types of cameras;
- produce videos in both studio and field settings;
- write various forms of scripts and projects;
- use computerized non-linear editing equipment;
- be competent with associated audio technologies and output finished products used in various media such as videotape, DVD, Video CD’s, and the Internet.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
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</tr>
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<td>Mathematics</td>
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</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
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<tr>
<td>Arts and Humanities</td>
<td>6</td>
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<tr>
<td>Social Science</td>
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</tbody>
</table>

Total 31-32

† See General Education Requirements on page 41.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ETC 101 Introduction to Entertainment, Mass Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>ETC 105 Entertainment Law</td>
<td>3</td>
</tr>
<tr>
<td>ETC 201 Audio/Video and Lighting Maintenance and Technology &amp; Lab</td>
<td>4</td>
</tr>
<tr>
<td>ETC 220 Internship</td>
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</tr>
<tr>
<td>ETC 225 Capstone Project</td>
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</table>

Total 12

Specialized Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETV 101 TV Production (Studio Production) and Lab</td>
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</tr>
<tr>
<td>ETV 102 TV Production (Field Production) and Lab</td>
<td>4</td>
</tr>
<tr>
<td>ETV 105 Editing</td>
<td>3</td>
</tr>
<tr>
<td>ETC 205 Writing Workshop</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 14

Electives (ETM 210, ETV 205 recommended)

Electives may also be taken from the other Entertainment Technology Specialized Courses.

Total Required for Degree 66-67
The Associate of Applied Science degree program in Entrepreneurship is designed to provide students with the knowledge necessary to become entrepreneurs. The program focuses on helping the student recognize business opportunities and then managing their growth.

The program will provide students with fundamental training in accounting, management, marketing and communication skills. It also includes practical experience gained through interviewing and working with entrepreneurs in the community.

This program will also prepare students for transfer to senior institutions that offer entrepreneurship or management baccalaureate degree programs. Students should consult the catalog of their potential future college before selecting particular courses in the program, general education, and electives.

Students who complete the requirements for the associate degree in Entrepreneurship should be able to:

- demonstrate an understanding of how new businesses are started;
- develop a business plan;
- describe how to attract seed and growth capital;
- demonstrate critical thinking and problem solving skills;
- demonstrate effective oral and written communication skills;
- demonstrate knowledge of the principles and practices of business;
- demonstrate the ability to establish and maintain accounting systems.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities</td>
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<tr>
<td>Social Science</td>
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<tr>
<td>Select six credit hours from the following:</td>
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</tr>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 General Psychology I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101 Fundamentals of Economics</td>
<td>3</td>
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<tr>
<td>Mathematics (MTH 104 recommended)</td>
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<tr>
<td>Natural Science</td>
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<tr>
<td>Computer Science (CIS 118 required)</td>
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</table>

† See General Education Requirements on page 41.

<table>
<thead>
<tr>
<th>Program Courses</th>
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<tbody>
<tr>
<td>ACC 112 Principles of Financial Accounting I w/Spreadsheets</td>
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</tr>
<tr>
<td>ACC 113 Principles of Financial Accounting II w/Spreadsheets</td>
<td>4</td>
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<tr>
<td>BUA 101 Business Functions in a Global Society</td>
<td>3</td>
</tr>
<tr>
<td>BUA 102 Principles of Management</td>
<td>3</td>
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<td>BUA 205 Business Law I</td>
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<tr>
<td>BUA 220 Principles of Marketing</td>
<td>3</td>
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<td>BUA 230 Small Business Management</td>
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<tr>
<td>ENG 105 Technical Writing</td>
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</tr>
<tr>
<td>or ENG 106 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENT 100 Entrepreneurs and New Ventures</td>
<td>3</td>
</tr>
<tr>
<td>ENT 105 Managing Growing Businesses</td>
<td>3</td>
</tr>
<tr>
<td>ENT 110 Financing Entrepreneurial Ventures</td>
<td>3</td>
</tr>
<tr>
<td>ENT 125 Entrepreneurial Field Studies</td>
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<td>Select six credit hours from the following:</td>
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<tr>
<td>ENT 115 Entrepreneurs in Organizations</td>
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<td>ENT 120 Family Business Management</td>
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<tr>
<td>ENT 130 Franchising</td>
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<td><strong>Total</strong></td>
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</table>

| Total Required for Degree | 66 |
Entrepreneurship Certificate

Certificate (CRT.ENT)

The certificate in Entrepreneurship is designed to provide training for students who are entrepreneurs or who are preparing to become entrepreneurs, opening and operating a business.

Students who successfully complete the Entrepreneurship certificate should be able to:

• demonstrate an understanding of how new businesses are started;
• develop a business plan;
• describe how to attract seed and growth capital;
• demonstrate critical thinking and problem solving skills;
• demonstrate knowledge of the principles and practices of business.

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Written Communications (ENG 101 and ENG 105 or 106 required)</td>
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<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 118 Introduction to PCs with Windows</td>
<td>3</td>
</tr>
<tr>
<td>BUA 101 Business Functions in a Global Society</td>
<td>3</td>
</tr>
<tr>
<td>BUA 220 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUA 230 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>ENT 100 Entrepreneurs and New Ventures</td>
<td>3</td>
</tr>
<tr>
<td>ENT 105 Managing Growing Businesses</td>
<td>3</td>
</tr>
<tr>
<td>ENT 110 Financing Entrepreneurial Ventures</td>
<td>3</td>
</tr>
<tr>
<td>ENT 125 Entrepreneurial Field Studies</td>
<td>3</td>
</tr>
<tr>
<td><strong>Select six credit hours from the following:</strong></td>
<td></td>
</tr>
<tr>
<td>ENT 115 Entrepreneurs in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>ENT 120 Family Business Management</td>
<td>3</td>
</tr>
<tr>
<td>ENT 130 Franchising</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

**Total Required for Certificate** 36
Environmental Science

Option to Liberal Arts and Sciences, (AS.ENV)

This program is designed for the student who wishes to pursue a bachelor’s degree at a four-year institution in the field of Environmental Science, Environmental Technology, Environmental Engineering, Wildlife Management, Ecology, and Wastewater Engineering.

Graduates of this program should be able to:

- transfer to a four-year program with a major in one of the areas mentioned above;
- communicate effectively both verbally and in writing;
- apply critical thinking and problem solving skills in the analysis of data, in the design of experimental procedures and evaluation of outcomes;
- demonstrate good laboratory skills.

General Education Courses †

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 118 recommended)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science (BIO 103/104, CHE 115/116 required)</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 33

† See General Education Requirements on page 40.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 107 General Biology II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 108 General Biology II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>BIO 230 Ecology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 231 Ecology Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHE 117 General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHE 118 General Chemistry II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CHE 240 Organic Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHE 241 Organic Chemistry I Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CHE 242 Organic Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHE 243 Organic Chemistry II Laboratory</td>
<td>1</td>
</tr>
</tbody>
</table>

Total 20

Electives 11

Total Required for Degree 64
The Fashion Design program prepares a student to begin work in the field of fashion immediately after graduation. Students who successfully complete this program will receive a solid introduction to the foundations of apparel design and to the current practices in the apparel industry. The business aspects of developing and designing fashion apparel in a global marketplace are emphasized.

Students will explore the employment opportunities available to them in the apparel industry. Positions available to individuals with an education in fashion design include:

- Fashion Designer
- Fashion Product Developer
- Product Manager
- Merchandise Director
- Fashion Director
- Technical Director

Graduates of this program should be able to:

- solve a variety of problems routinely presented to the apparel designer;
- demonstrate proficiency in the use of tools and technology in the creation, reproduction, and description/promotion of fashion products;
- demonstrate proficiency in developing an idea for apparel design in two-and three-dimensions: garment construction, pattern drafting and draping, and flat sketching;
- demonstrate and apply knowledge of fashionable western dress of the 20th century;
- demonstrate knowledge of the current international textile, apparel design, and apparel marketing industries.

### General Education Courses †

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities (ART 101 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science (CIS 118 recommended)</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total                                                   | 22      |

† See General Education Requirements on page 41.

### Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 120</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>FAD 105</td>
<td>Introductory Fashion Drawing</td>
<td>2</td>
</tr>
<tr>
<td>FAD 150</td>
<td>The Fashion Industry</td>
<td>3</td>
</tr>
<tr>
<td>FAD 102</td>
<td>Fashion Design Seminar</td>
<td>1</td>
</tr>
<tr>
<td>FAD 110</td>
<td>Principles of Apparel Design and Development</td>
<td>4</td>
</tr>
<tr>
<td>FAD 130</td>
<td>Sewn Product Construction</td>
<td>3</td>
</tr>
<tr>
<td>FAD 135</td>
<td>Introduction to Textiles</td>
<td>3</td>
</tr>
<tr>
<td>FAD 140</td>
<td>Technical Skills for Fashion Design &amp; Development I</td>
<td>4</td>
</tr>
<tr>
<td>FAD 145</td>
<td>Technical Skills for Fashion Design &amp; Development II</td>
<td>4</td>
</tr>
<tr>
<td>FAD 180</td>
<td>Digital Portfolio Development for Fashion Design</td>
<td>3</td>
</tr>
<tr>
<td>FAD 200</td>
<td>20th Century Fashion</td>
<td>3</td>
</tr>
<tr>
<td>FAD 221</td>
<td>Fashion Problem I</td>
<td>3</td>
</tr>
<tr>
<td>GDD 101</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total                                                 | 39      |

Electives: 3

**Total Required for Degree**: 64
Fashion Product Merchandising

Option to Liberal Arts and Sciences, (AS.FPM)

This program allows a student to prepare for careers in apparel marketing and merchandising. The program is structured with the understanding that individuals will be electing to transfer to a four-year program in Business Administration or Marketing. Positions available to those with this educational specialization include:

Retail Product Developer
Corporate Apparel Manager
Merchandising Director
Sourcing Specialist

Successful completion of this option should allow a student to:

- acquire knowledge of a variety of apparel products;
- demonstrate skills in developing and merchandising apparel products;
- develop in-depth knowledge of the textile/apparel industry;
- formulate a career plan based on knowledge of firms engaged in merchandising and marketing apparel products.

Students who wish to prepare for more technically-oriented or artistically expressive careers in fashion are encouraged to review the Associate in Applied Science Fashion Design program in this catalog.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities (ART 101 &amp; HIS 102 required)</td>
<td>6</td>
</tr>
<tr>
<td>Social Science (ECO 203 &amp; PSY 101 required)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 31-32

† See General Education Requirements on page 40.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAD 110 Principles of Apparel Design and Development</td>
<td>4</td>
</tr>
<tr>
<td>FAD 135 Introduction to Textiles</td>
<td>3</td>
</tr>
<tr>
<td>FAD 150 The Fashion Industry</td>
<td>3</td>
</tr>
<tr>
<td>ACC 110 Principles of Financial Accounting I</td>
<td>3-4</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ACC 112 Principles of Financial Accounting I with Spreadsheets</td>
<td>3-4</td>
</tr>
<tr>
<td>ACC 111 Principles of Financial Accounting II</td>
<td>3-4</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ACC 113 Principles of Financial Accounting II with Spreadsheets</td>
<td>3-4</td>
</tr>
<tr>
<td>MTH 143 Statistics I</td>
<td>4</td>
</tr>
<tr>
<td>BUA 205 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUA 220 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ECO 204 Principles of Macroeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 29-31

Electives 3

Total Required for Degree 63
Fire Science Technology

Associate of Applied Science, (AAS.FSC)

This program was designed in cooperation with officials of the Burlington County Division of Emergency Services Training and other members of the firefighting community. It is designed to address the professional education needs of firefighters as well as to provide an educational path for those seeking a career or volunteer service in the field of firefighting and prevention.

The program courses are offered at the Division of Emergency Services Training facility in Westampton. Registration is available through the Division. Students register for the general education courses and Arson Investigation through the College. Courses previously completed at the Division are evaluated for credit toward the degree. Courses taken at other institutions and agencies will be similarly evaluated.

Students who complete successfully the A.A.S. degree in Fire Science Technology should be able to:
- understand fire hazards and controlling mechanisms, detection and alarm systems, fire behavior, and the physical and chemical effects of combustion;
- demonstrate fire prevention techniques and procedures;
- demonstrate fire suppression tactics and strategies;
- employ local, state, and federal fire standards and legislation;
- understand fire safety codes and implement code enforcement and effective inspection;
- identify fire patterns, causes, origins, and arson;
- understand the organization and management of fire service systems.

Students will:
- develop a working understanding of the fundamentals of fire science technology and fire protection engineering;
- develop skills using the most advanced fire science technology available.

Attendance at the Division of Emergency Services Training requires sponsorship by a county fire company. Applicants needing assistance for sponsorship should contact the Burlington County Fire Marshall's office at (609) 702-7156.

A student may earn credit for EMS 101 Basic Emergency Medical Technician by submitting evidence that she/he is a state certified Emergency Technician.

General Education Courses†

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 104 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science (CHE 107/108 required)</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 22

† See General Education Requirements on page 41.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSC 101 Introduction to Fire Science</td>
<td>7</td>
</tr>
<tr>
<td>FSC 102 Fire Department Organization and Management</td>
<td>4</td>
</tr>
<tr>
<td>FSC 103 Fire Detection and Suppression Systems</td>
<td>3</td>
</tr>
<tr>
<td>FSC 201 Fire Service Construction Principles</td>
<td>4</td>
</tr>
<tr>
<td>FSC 202 Tactics and Strategy</td>
<td>3</td>
</tr>
<tr>
<td>FSC 204 Fire Inspector Certification</td>
<td>6</td>
</tr>
</tbody>
</table>

The six courses (27 credits) listed above are earned through the Burlington County Fire Academy

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 101 Basic Emergency Medical Technician</td>
<td>8</td>
</tr>
<tr>
<td>CRJ 213 Arson Investigation</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 38

Electives 3

Total Required for Degree 63
In conjunction with the requirements of the National Restaurant Association, the Food Service and Hospitality Management Technology program emphasizes management skills. The program prepares students for entry-level food service supervisory positions in commercial and institutional facilities, and may also serve as career development for food service and lodging employees.

Employment opportunities exist in restaurants, hospitals, schools, hotels, convenience stores, nursing homes, cafeterias, clubs, fast food, and catering. Students may earn the Dietetic Assistant (Certified Food Service Supervisor) certificate by completing FSM 110 Supervision, FSM 125 Sanitation, and FSM 215 Nutrition. Students can use these three courses to meet the formal educational requirements for Certified Dietary Managers, certified cooks, and chefs.

Students completing culinary arts courses at Burlington County Institute of Technology (BCIT) and the Technical Institute of Camden County earn college credit in this program. The Food Service and Hospitality Management degree is a cooperative education program with BCIT. To enroll in Culinary Arts I or II, students must contact BCIT, Adult Education. Selective courses can transfer to culinary schools and hospitality bachelor degree programs.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 104 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 22

† See General Education Requirements on page 41.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUA 102 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUA 211 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>FSM 105 Culinary Arts I**</td>
<td>3</td>
</tr>
<tr>
<td>or FSM 121 Managing Quantity Food Production</td>
<td>3</td>
</tr>
<tr>
<td>FSM 107 Introduction to Food Service and Restaurant Management*</td>
<td>2</td>
</tr>
<tr>
<td>FSM 110 Hospitality Supervision and Personnel Management*</td>
<td>3</td>
</tr>
<tr>
<td>FSM 120 Quality Service in Food Operations*</td>
<td>2</td>
</tr>
<tr>
<td>FSM 125 Food Service Sanitation and Accident Prevention*</td>
<td>3</td>
</tr>
<tr>
<td>FSM 200 Managing Food Service Facilities and Equipment</td>
<td>2</td>
</tr>
<tr>
<td>FSM 210 Controlling Costs in Food Service*</td>
<td>3</td>
</tr>
<tr>
<td>FSM 211 Purchasing for the Hospitality Industry*</td>
<td>3</td>
</tr>
<tr>
<td>FSM 215 Elementary Nutrition*</td>
<td>2</td>
</tr>
<tr>
<td>FSM 217 Hospitality Marketing*</td>
<td>3</td>
</tr>
<tr>
<td>FSM 225 Hospitality Management Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

Select at least 6 credits from the following:

| BUA 101 Business Functions in a Global Society | 3       |
| BUA 225 Human Relations in Management | 3       |
| ENG 106 Business Communication | 3       |
| FSM 106 Culinary Arts II | 3       |
| FSM Elective | 3       |

**Total** 41

**Total Required for Degree** 63

*Courses coordinated with the Educational Foundation (EF) of the National Restaurant Association. For each course successfully completed, the EF awards a Certificate of Achievement. The EF also awards a Certificate of Program Completion after the student completes all courses.

**Students with significant culinary arts training or experience may be able to substitute FSM 121. Students must contact the FSM Director to determine course selection.
# General Science

## Option to Liberal Arts and Sciences, (AS.GEN)

This program is designed for the student who wishes to complete a bachelor’s degree in one of the sciences but who has not chosen the specific field of science in which to major. This program emphasizes the basic science courses in biology, chemistry, and mathematics. Students interested in Pre-Chiropractic, Pre-Dentistry, Pre-Medicine, Pre-Nutrition, Pre-Veterinary, or intending to pursue a baccalaureate degree in Nursing, should follow the Liberal Arts and Sciences A.S. curriculum, and should consult the catalog of the institution to which they intend to transfer.

Graduates of this program should be able to:

- transfer to a four-year program with a major in biology, chemistry, mathematics or physics;
- communicate effectively both verbally and in writing;
- apply critical thinking and problem solving skills in the analysis of data, in the design of experimental procedures and evaluation of outcomes;
- demonstrate good laboratory skills.

### General Education Courses †

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 130 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science (BIO 103/104, CHE 115/116 required)</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 33

† See General Education Requirements on page 40.

### Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 107</td>
<td>General Biology II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 108</td>
<td>General Biology II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CHE 117</td>
<td>General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHE 118</td>
<td>General Chemistry II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MTH 118</td>
<td>Calculus I and Analytical Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MTH 119</td>
<td>Calculus II and Analytical Geometry</td>
<td>4</td>
</tr>
<tr>
<td>Any 200-level science course</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

**Total** 20

Electives 11

**Total Required for Degree** 64
Geospatial Technology

Associate of Applied Science (AAS.GIS)

This program consists of a sequence of introductory courses in geographic information systems (GIS), global positioning systems (GPS), and remote sensing (RS).

These courses will emphasize the application of geospatial technology to a broad range of issues such as sustainable population growth, land use management, transportation route planning, and water-quality management.

Graduates of this program should be able to:

- demonstrate an understanding of geographic information systems and how they can be used to manage and analyze spatial information;
- demonstrate an understanding of the principle of remote sensing and image processing;
- explore geospatial technology’s role in social, behavioral, life, and physical sciences;
- apply critical thinking and communication skills through problem-solving projects.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics (MTH 130 required)</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science (CSE 110 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
</tr>
</tbody>
</table>

Total 24

† See General Education Requirements on page 41.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSE 213 Database Systems</td>
<td>3</td>
</tr>
<tr>
<td>GEO 102 Principles of Geography</td>
<td>3</td>
</tr>
<tr>
<td>GIS 101 Fundamentals of Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GIS 201 Advanced Applications in Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GIS 202 Fundamentals of Remote Sensing</td>
<td>3</td>
</tr>
<tr>
<td>GIS 203 Fundamentals of Global Positioning Systems</td>
<td>3</td>
</tr>
<tr>
<td>GIS 291, 292, 293 Geospatial Technology Projects/Internship</td>
<td>1-3</td>
</tr>
</tbody>
</table>

Select 10 credit hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 228 Chemical Data Acquisition and Processing</td>
<td>2</td>
</tr>
<tr>
<td>CIS 111 Programming in BASIC</td>
<td>3</td>
</tr>
<tr>
<td>CIS 130 Introduction to Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>DDT 114 Architectural Computer Graphics and Design</td>
<td>3</td>
</tr>
<tr>
<td>DDT 115 Civil Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 204 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>GEL 112 Physical Geology</td>
<td>3</td>
</tr>
<tr>
<td>GEL 113 Physical Geology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MTH 107 Introduction to Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 29-31

Electives 11

Total Required for Degree 64
Graphic Design & Digital Media

Associate of Applied Science, (AAS.GDD)

The Graphic Design and Digital Media program provides students with a solid foundation in design concepts and practices, and encourages the development of informed responses to issues surrounding visual communication.

In completing the Graphic Design and Digital Media program, students prepare themselves for entry-level positions in the design professions, such as junior designers, designers’ assistants, and production artists.

Students who wish to transfer are strongly advised to seek information about the admission requirements to a four-year institution of their choice early in their studies at BCC.

Students who successfully complete the GDD degree requirements should be able to:

• demonstrate an understanding of the principles of visual composition, typography, and symbolic representation;
• communicate effectively verbally and in writing concerning issues relevant to the design problem-solving process;
• demonstrate proficiency with the tools and technologies relevant to the creation of visual images for print and digitally-based distribution;
• demonstrate an understanding of the ethical and legal considerations relevant to common design practices;
• demonstrate effective working habits, including an ability to meet deadlines, and incorporate constructive criticism while generating alternative solutions to design problems;
• produce a portfolio of original work demonstrating an ability to solve problems in visual communication in a unique and meaningful way;
• develop a strategy to research and pursue employment opportunities suitable to the level of personal abilities and talents evidenced by the portfolio.

Students of graphic design should display an aptitude in the visual arts. An interview and/or portfolio review may be helpful before enrolling in this program to assess student interests and aptitudes, and to ensure appropriate placement in the program.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 104 or MTH 107 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science</td>
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</table>

<table>
<thead>
<tr>
<th>Total</th>
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† See General Education Requirements on page 41.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 110 Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 112 Color: Practice &amp; Theory</td>
<td>3</td>
</tr>
<tr>
<td>ART 120 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 250 Art History I</td>
<td>3</td>
</tr>
<tr>
<td>GDD 101 Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>GDD 110 Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>GDD 112 Illustration</td>
<td>3</td>
</tr>
<tr>
<td>GDD 115 Typography</td>
<td>3</td>
</tr>
<tr>
<td>GDD 214 Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>GDD 220 Portfolio</td>
<td>3</td>
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| Total | 30 |

Electives 12

<table>
<thead>
<tr>
<th>Total Required for Degree</th>
<th>64</th>
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</thead>
</table>
This program prepares students for a career in the field of health information management. A Registered Health Information Technician’s responsibilities typically include: maintaining, compiling, analyzing and evaluating health data, controlling the use and release of health information, and supervising staff. Employment opportunities exist in hospitals, outpatient and ambulatory care facilities, physicians’ offices, nursing homes and other long term care facilities, pharmacies, health insurance groups and companies as well as local, state and federal health agencies. The curriculum combines didactic courses with professional practice experience in selected health care facilities. Graduates of this program are eligible to apply to the American Health Information Management Association to establish eligibility to take the certification examination and earn the credential RHIT, Registered Health Information Technician.

Students who are interested in this program should plan to attend the HIT information seminar, which is held periodically throughout the year. Enrollment in this program is limited by the number of available clinical sites. Qualified applicants will be accepted until all places are filled. Interested applicants are encouraged to review the technical standards of the program prior to applying for admission, as students admitted to the program must meet all standards. Students admitted must complete a satisfactory physical examination prior to beginning HIT 110 (Clinical I) and HIT 212 (Clinical II). Students also must maintain professional liability insurance and personal health insurance coverage throughout the program. HIT students are responsible for their own transportation (including all parking and/or toll expenses) to clinical sites.

This program is accredited by

Commission on Accreditation for Informatics and Information Management Education (CAHIIM)
Accreditation Services
c/o AHIMA
233 N. Michigan Avenue, Suite 2150
Chicago, Il 60601-5800
(312) 233-1131

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>Written Communications</td>
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<tr>
<td>ENG 102</td>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Social Science</td>
<td>6</td>
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<tr>
<td>MTH 107</td>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BIO 110/111</td>
<td>Natural Science</td>
<td>4</td>
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<tr>
<td>CIS 118</td>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
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† See General Education Requirements on page 41.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO 114</td>
<td>Fundamentals of Anatomy &amp; Physiology II</td>
<td>3</td>
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<tr>
<td>BIO 115</td>
<td>Fundamentals of Anatomy &amp; Physiology II Lab</td>
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<tr>
<td>CIS 132</td>
<td>MS Access Techniques and Programming</td>
<td>3</td>
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<tr>
<td>HIT 101</td>
<td>Introduction to Health Information</td>
<td>4</td>
</tr>
<tr>
<td>HIT 105</td>
<td>Legal Aspects of Health Information</td>
<td>3</td>
</tr>
<tr>
<td>HIT 105</td>
<td>Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>HIT 107</td>
<td>Health Information in Nonacute Care</td>
<td>3</td>
</tr>
<tr>
<td>HIT 110</td>
<td>Clinical I</td>
<td>2</td>
</tr>
<tr>
<td>HIT 115</td>
<td>Pathology</td>
<td>3</td>
</tr>
<tr>
<td>HIT 116</td>
<td>Pharmacology for Allied Health Professions</td>
<td>2</td>
</tr>
<tr>
<td>HIT 200</td>
<td>ICD-9-CM Coding</td>
<td>4</td>
</tr>
<tr>
<td>HIT 201</td>
<td>Healthcare Statistics, Quality Improvement</td>
<td>3</td>
</tr>
<tr>
<td>HIT 204</td>
<td>Management &amp; Personnel</td>
<td>3</td>
</tr>
<tr>
<td>HIT 205</td>
<td>HCPCS Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT 208</td>
<td>Reimbursement Methodologies</td>
<td>2</td>
</tr>
<tr>
<td>HIT 212</td>
<td>Clinical II</td>
<td>2</td>
</tr>
<tr>
<td>HIT 214</td>
<td>MIS Applications in Health Information</td>
<td>3</td>
</tr>
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<td>Total</td>
<td></td>
<td>46</td>
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</table>

Total Required for Degree | 68 |
History

Option to Liberal Arts, (AA.HIS)

This program is designed to introduce students to the changes in human society over time, to expose students to the diversity of the human experience, to chronologically examine the global struggle of all people, and to assist students to scientifically evaluate their own heritage.

Students who complete the History degree requirements should be able to:

- understand history as a process of cause and effect, rather than a memorization of facts, dates, or people;
- evaluate the complexity of human behavior resulting from multiple factors that influence human events;
- use inferential thinking to determine the importance and impact of themes, events and people;
- consider historical roots along with primary sources when examining current events.

Written composition, oral presentation, problem solving, and critical thinking are essential skills used in historical study. The history curriculum prepares students for study in a variety of fields including education, public service, and political science. Moreover, the study of history prepares students for careers in law, journalism, business, public relations, international relations, archives, museums and historical societies. Majoring in history provides an excellent bridge to any career requiring an in-depth study of the human condition.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities</td>
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</tr>
<tr>
<td>Group A</td>
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</tr>
<tr>
<td>Group B (HIS 104 required)</td>
<td>3</td>
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<tr>
<td>Group C</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (POL 101 required)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 107 recommended)</td>
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<tr>
<td>Natural Science</td>
<td>8</td>
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<tr>
<td>Computer Science</td>
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</tr>
<tr>
<td>Additional General Education Requirements</td>
<td>9</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td>Total</td>
<td>46-47</td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 38.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101 United States History I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102 United States History II</td>
<td>3</td>
</tr>
</tbody>
</table>

Select six credit hours to include the following:

| HIS 103 Ancient and Medieval Foundations of Western Civilization | 3 |
| HIS 108 African-American History I | 3 |
| HIS 109 African-American History II | 3 |
| HIS 203 Modern East Asia | 3 |
| HIS 204 Modern Latin America | 3 |

Total 12

Electives (POL 215 recommended) 6

Total Required for Degree 64
The Human Services program is designed to educate and train individuals in the human services profession. The human services worker is a generalist who can work in a variety of settings, including community health centers, agencies serving the physically and mentally disabled, rehabilitation, drug and alcohol programs and halfway houses. Employment opportunities also exist in services for youth, detention centers, community living arrangements, hospitals, senior citizen and social agencies and organizations, welfare, and human services departments. The generalist approach is achieved through a core of courses which stress the holistic nature of individuals. Emphasis is placed upon becoming competent in the skill areas required for working in the human services field. The Human Services degree program combines classroom learning and a field placement.

Human services students learn to help people to understand their problems and motivate them to seek assistance. They assist in obtaining services for people in need through advocacy, outreach and brokering, and the collection of client personal, social, and vocational data for the preparation of intake reports and case records. The human services students understand how to arrange for and follow-up with specific educational, social, and vocational programs for clients, and gather and evaluate data concerning human services programs. The human services student becomes an effective participant in local planning and development of programs, and learns how to educate and facilitate behavior change in individual clients, their families, and groups in effective problem solving, in daily living skills and in more effective interpersonal relationships.

Students who complete the Human Services degree requirements should be able to:

- demonstrate competency in the core skill areas of the human services profession;
- apply fundamental theoretical perspectives to practical experience;
- develop a professional identity in human services;
- be fully knowledgeable of community services;
- gain employment at the mid-level or paraprofessional level in a variety of programs covering the full range of social service agencies in the human services field.

Human service workers are “people helping professionals.” They serve individuals and groups of all ages in a variety of settings. Human service workers care about others and dedicate themselves to bettering the lives of the persons they work with directly and the community.

---

### General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities (PHI 101 required)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (PSY 101 and SOC 101 required)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 113 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science (BIO103/104 recommended)</td>
<td>4</td>
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<tr>
<td>Computer Science (CIS 101 or CIS 118 recommended)</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 41.

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### Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HUS 101 Human Services I</td>
<td>3</td>
</tr>
<tr>
<td>HUS 102 Human Services II</td>
<td>3</td>
</tr>
<tr>
<td>HUS 105 Introduction to Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>HUS 110 Contemporary Issues in Social Welfare</td>
<td>3</td>
</tr>
<tr>
<td>HUS 201 Introduction to Counseling</td>
<td>3</td>
</tr>
<tr>
<td>HUS 202 Interviewing Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HUS 205 Social Work Process</td>
<td>3</td>
</tr>
<tr>
<td>HUS 210 Human Services Field Placement</td>
<td>3</td>
</tr>
<tr>
<td>PHI 205 Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 102 General Psychology II</td>
<td>3</td>
</tr>
<tr>
<td>SOC 201 Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 205 Marriage and the Family</td>
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<td><strong>Total</strong></td>
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### Electives

<table>
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<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electives</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Required for Degree</strong></td>
<td><strong>64</strong></td>
</tr>
</tbody>
</table>
Journalism

Option to Liberal Arts, (AA.JOU)

The Journalism program prepares students to communicate effectively in writing. This preparation enables students to succeed in a variety of fields as well as to contribute in meaningful ways to society. The Journalism program prepares students to work in print and broadcast journalism, organizational communications, public relations, marketing, and advertising. Journalism graduates work in communication organizations of various sizes and in a variety of positions. Students are advised that employment in Journalism traditionally requires education beyond the AA degree and practical experience in the field.

A student who successfully completes the AA degree in Journalism should be able to:

- transfer to a Journalism or related liberal arts program at a four year school;
- write at a more sophisticated level;
- translate complex information into easily understood prose;
- analyze a variety of issues and present objective surveys of public debates on these issues;
- explain the ramifications of legal and governmental decisions;
- demonstrate ethical judgments about matters of public information.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities</td>
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</tr>
<tr>
<td>Group A</td>
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<tr>
<td>Group B (HIS 102 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Group C (POL 101 recommended)</td>
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</tr>
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<td>Social Science</td>
<td>6</td>
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<tr>
<td>Mathematics</td>
<td>3</td>
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<tr>
<td>Natural Science</td>
<td>7-8</td>
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<td>Computer Science</td>
<td>3</td>
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<tr>
<td>Additional General Education Requirements (ENG 251 &amp; 252 recommended)</td>
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</tbody>
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Total: 46-47

† See General Education Requirements on page 38.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 207 Media, Popular Culture, and Society</td>
<td>3</td>
</tr>
<tr>
<td>COM 105 Writing for Mass Media</td>
<td>3</td>
</tr>
<tr>
<td>JOU 101 Introduction to Journalistic Writing I</td>
<td>3</td>
</tr>
<tr>
<td>JOU 102 Introduction to Journalistic Writing II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 12

Electives (COM 103, POL 103, or POL 215 recommended) 6

Total Required for Degree: 64
The Liberal Arts major, with its twin “Liberal Arts and Sciences” major, is the basic major to prepare one for entering many occupations, especially the professions at a higher level. Liberal arts training has long been considered the mark of becoming an educated person.

At the AA (two-year) level, the major can be taken either as a whole, or by concentrating in one of its “options” (see English, History, Sociology, etc.). Whichever way one chooses, this degree would be the usual preparation for entering a BA (four-year) degree program at a transfer institution. Students should familiarize themselves with specific recommendations of that four-year program to determine whether it would be better to concentrate or to stay with the general Liberal Arts major. Most students who stay with the general major have decided to postpone the narrowing process until they have had more time to explore.

By studying liberal arts before specializing, the student is making the choice to widen his/her ability to question and to form sound judgements, based on studying the rich world traditions that give us guidance as to what it is to lead a full human life. Technical training without liberal arts training is considered to prepare one for making technical decisions, but not for overall human or social decisions.

Students who complete a liberal arts major should be able to:
- transfer into a four-year liberal arts program;
- make a more informed choice of a specific field based on having explored a variety of interests;
- understand conceptually the issues in a variety of fields;
- read and write at the level generally indicative of being an educated person;
- exhibit an appreciation of Western culture and global diversity;
- evaluate the complexity of human behavior resulting from multiple factors that influence human events;
- approach human and social decisions with some sophistication and authority.

### General Education Courses † Credits

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
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<td>Arts and Humanities</td>
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<td>Group A</td>
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<tr>
<td>Group B</td>
<td>3</td>
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<td>Group C</td>
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<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
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<tr>
<td>Natural Science</td>
<td>7-8</td>
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<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 46-47

† See General Education Requirements on page 38.

### Program Courses Credits

To include a concentration of at least four courses or a total of 12 credits which are based upon knowledge of the acceptability of transfer to the receiving college. When students have selected a major program from one of the Liberal Arts programs listed below, they are encouraged to change their major to that program.

- Art and Design
- Art Education/Art Therapy
- Communications Arts
- English
- History
- Journalism
- Philosophy
- Political Science
- Psychology
- Sociology
- Theatre

**Total** 12

Electives 6

**Total Required for Degree** 64
Liberal Arts and Sciences

Associate of Science, (AS.LSC)

This curriculum is designed for students who desire to pursue an academic concentration in one of the natural science or allied health areas. Included is the appropriate General Education foundation with sufficient flexibility to accommodate the requirements of the four-year institution(s) to which students may wish to transfer. Students must be familiar with the catalog(s) of the transfer college(s) to enable them to select courses wisely.

Graduates of this program should be able to:

• transfer to a four-year program with a major in biology or chemistry or physics or chiropractic medicine or pharmacology or nursing;
• communicate effectively both verbally and in writing;
• apply critical thinking and problem solving skills in the analysis of data, in the design of experimental procedures and evaluation of outcomes;
• demonstrate good laboratory skills.

General Education Courses † Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication</td>
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<td>Arts and Humanities</td>
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<td>Social Science</td>
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<td>Mathematics</td>
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<td>Computer Science</td>
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</tbody>
</table>

Total 31-32

† See General Education Requirements on page 40.

Program Courses

To include a concentration of at least four courses or a total of 18 credits which are based upon knowledge of the acceptability of transfer to the receiving college.

<table>
<thead>
<tr>
<th>Total</th>
<th>18-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives</td>
<td>11-15</td>
</tr>
</tbody>
</table>

Total Required for Degree 64
The Liberal Arts Undeclared major allows students to explore a variety of career choices within their first two semesters at the college without focusing on a defined major. Students who know that they wish to transfer to an upper division college or university but have not decided on a particular major and/or career can benefit in a number of ways through this program option. These benefits include:

- being assigned to work with a career counselor;
- exploring various careers through interest testing and researching careers;
- choosing coursework that fits many options;
- investigating a variety of transfer resources;
- establishing realistic goals.

Studies point out that incoming freshman many times declare a major before they are ready. This can result in feelings of confusion and uncertainty and selecting courses that may be inappropriate.

Choosing this option is a positive decision involving a commitment to work on investigating career options and setting achievable goals.

Students following this sequence must declare a major by the completion of 36 credits.

### Suggested Course Outline

#### Semester I

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication (appropriate level)</td>
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</tr>
<tr>
<td>Social Science (or Reading course if required)</td>
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</tr>
<tr>
<td>Mathematics</td>
<td>3-4</td>
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<tr>
<td>Freshman Seminar</td>
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<tr>
<td>Career Planning</td>
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**Total** 13

#### Semester II

<table>
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<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>Written Communication</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 12

*Note:* All courses will be selected in consultation with your counselor/academic advisor.
Mathematics

Option to Liberal Arts and Sciences, (AS.MTH)

The Mathematics option of the Liberal Arts and Sciences program is designed to prepare graduates for transfer into the junior year of a baccalaureate degree program in mathematics or a related area.

Graduates of this program should be able to:

• differentiate and integrate algebraic and transcendental functions;
• perform double and triple integrals to calculate areas and volumes;
• perform partial differentiation;
• solve first and second order differential equations with constant coefficients;
• communicate effectively both verbally and in writing.

Admission requires a high school diploma or equivalent with the mathematical preparation needed for college-level calculus. At least one year of a laboratory science (physics, chemistry or biology) is strongly recommended.

The program is available through daytime or evening attendance.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 118 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science (CHE 115/116, CHE 117/118 required)</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science (CSE 135 recommended)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 33

† See General Education Requirements on page 40.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 119 Calculus II and Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MTH 201 Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MTH 220 Calculus III and Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MTH 230 Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHY 210 General Physics I</td>
<td>3</td>
</tr>
<tr>
<td>PHY 211 General Physics I Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>PHY 212 General Physics II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 213 General Physics II Laboratory</td>
<td>1</td>
</tr>
</tbody>
</table>

Total: 23

Electives: 8

Total Required for Degree: 64
## Music

### Option to Liberal Arts and Sciences, (AS.MUS)

The Associate of Science in Music degree provides students with a variety of courses in music appreciation, theory, harmony, and performance. In addition to music teaching, students who complete the Music major may pursue employment opportunities as a church musician or director, professional performer, or in the music industry.

Students who plan to transfer are encouraged to check the catalogs from four-year colleges or universities for baccalaureate requirements.

Students who complete the AS in Music degree should be able to:

- demonstrate proficiency on an orchestral/band instrument, piano, voice, guitar or electronic music media;
- demonstrate knowledge of the fundamentals of music;
- write harmonizations in both diatonic and chromatic styles;
- utilize aural skills developed through ear training and musical dictation;
- perform in a recital, demonstrating both the technical and artistic components of music;
- utilize new technologies available to musicians, especially computers and computer programs.

All students are advised to select academic courses which will coincide with their intended careers. Students should become familiar with the college catalog of the intended transfer college.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities (MUS 101 required)</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 31-32

† See General Education Requirements on page 40.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 105</td>
<td>Fundamentals of Music 3</td>
</tr>
<tr>
<td>MUS 110</td>
<td>Aural Perception 2</td>
</tr>
<tr>
<td>MUS 115</td>
<td>Harmony 3</td>
</tr>
<tr>
<td>MUS 215</td>
<td>Chromatic Harmony 3</td>
</tr>
<tr>
<td>MUC 101</td>
<td>Class Piano I 1</td>
</tr>
<tr>
<td>MUC 102</td>
<td>Class Piano II 1</td>
</tr>
<tr>
<td>MUC 103</td>
<td>Class Piano III 1</td>
</tr>
<tr>
<td>MUP 131-136</td>
<td>Applied Music I 1</td>
</tr>
<tr>
<td>MUP 141-146</td>
<td>Applied Music II 1</td>
</tr>
<tr>
<td>MUP 231-236</td>
<td>Advanced Applied Music I 1</td>
</tr>
<tr>
<td>MUP 241-246</td>
<td>Advanced Applied Music II 1</td>
</tr>
</tbody>
</table>

**Total** 18

Electives (MUS 111-114, 121-124, 131-134, 141-144, 150-151, 155 recommended) 15

**Total Required for Degree** 64
Nursing

Associate of Applied Science, (AAS.NUR)

This program combines classroom instruction with laboratory and clinical experiences. Students are admitted twice yearly, into day courses in the fall semester and into primarily evening courses in the spring semester. Graduates are prepared to take the National Council Licensing Examination for Registered Nurses and to provide care as beginning practitioners in health care agencies. Nursing licensure is regulated by the New Jersey Board of Nursing; legal limitations for eligibility to take the licensing examination include having no history of substance/chemical abuse and no convictions for violating any Federal or State law relating to narcotic drugs.

Interested applicants should obtain a Nursing Program Admission Standards booklet and plan on attending an information session. Students who have applied to the college, taken the Assessment test or are current students at the college should meet with a counselor.

Requirements for Admissions into the Nursing program include:

- High School diploma or G.E.D;
- High school level algebra, biology and chemistry with labs or equivalent college course work with a grade of “C” or better in: MTH 075, BIO 120/121 & CHE 107/108
- BCC GPA of 2.50;
- Nurse Entrance Test (NET) score of 70% or higher achieved no earlier than 3 years prior to admission to the nursing program
- Completion of all remedial work as determined by the College Assessment test

Qualified applicants will be accepted until all seats are filled. If the number of qualified applicants exceeds the number of seats, priority will be established on basis of county residency, number of applicable General Education courses completed towards the nursing degree and the Intent-to-Enroll postmark. Intent-to-Enroll forms are available only at the Pemberton Student Services area.

All Intent forms must be mailed. No hand delivered forms will be accepted. Forms postmarked prior to acceptance dates listed will not be considered for program admission. Intent forms for the program will be available starting:

<table>
<thead>
<tr>
<th>Pick-up</th>
<th>Mailed</th>
<th>Postmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>Mar. 1</td>
<td>Apr. 1</td>
</tr>
<tr>
<td></td>
<td>Oct. 1</td>
<td>Nov. 1</td>
</tr>
<tr>
<td>Fall</td>
<td>Mar. 1</td>
<td>Apr. 1 or later</td>
</tr>
<tr>
<td></td>
<td>Nov. 1</td>
<td>Nov. 1 or later</td>
</tr>
</tbody>
</table>

Students admitted must be CPR certified (Professional Rescuer), complete a satisfactory physical examination indicating they can perform the rigorous program activities, and maintain malpractice/liability insurance and personal health insurance throughout the program. Nursing students are responsible for their own transportation to clinical sites.

Educational mobility for LPNs is facilitated through advanced standing on a space-available basis. Consult the Nursing Program Admissions Standards booklet for specific information.

Nursing graduates may transfer their credits toward a baccalaureate degree in Nursing at various colleges in NJ, PA and NY.

General Education Courses †

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications (ENG 101 required)</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities (PHI 101 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (PSY 101 &amp; SOC 101 required)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 107 required)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science (BIO 110/111 required)†</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science (CIS 101 required)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 22

† See General Education Requirements on page 41.

Courses to be used for Nursing Program, must have been completed within 10 years of beginning the first nursing course. Older courses must be retaken and may be audited without taking a lab.

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 114</td>
<td>Anatomy and Physiology II*</td>
<td>3</td>
</tr>
<tr>
<td>BIO 115</td>
<td>Anatomy and Physiology II Lab*</td>
<td>1</td>
</tr>
<tr>
<td>BIO 155</td>
<td>Microbiology*</td>
<td>3</td>
</tr>
<tr>
<td>BIO 156</td>
<td>Microbiology Laboratory*</td>
<td>1</td>
</tr>
<tr>
<td>CHE 210</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 256</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 119</td>
<td>Fundamentals of Nursing Practice</td>
<td>7</td>
</tr>
<tr>
<td>NUR 120</td>
<td>Nursing of Families</td>
<td>9</td>
</tr>
<tr>
<td>NUR 214</td>
<td>Nursing of Patients in Stress</td>
<td>8</td>
</tr>
<tr>
<td>NUR 215</td>
<td>Advanced Concepts in Nursing Practice</td>
<td>9</td>
</tr>
<tr>
<td>NUR 216</td>
<td>Management and Professional Issues</td>
<td>1</td>
</tr>
</tbody>
</table>

Total 48

Total Required for Degree 70

The Burlington County College Nursing Program is accredited by:

The New Jersey Board of Nursing
124 Halsey Street, 6th Floor, Newark, NJ 07102
(973) 504-6430

and

National League for Nursing Accrediting Commission (NLNAC)
61 Broadway, 33rd Floor, New York, NY 10006
(800) 669-1656, ext. 153
### Paralegal

**Associate of Applied Science, (AAS.LEX)**

*Approved by the American Bar Association*

This program is intended to prepare individuals for employment as a paralegal, also referred to as a legal assistant. A paralegal is a person, qualified by education, training or work experience, who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity, and who performs specifically delegated substantive legal work for which a lawyer is responsible.

This program prepares students to perform the functions of a paralegal which typically include communicating with clients, drafting legal documents, performing research, and case management. Paralegals may not engage in the practice of law.

The graduate is expected to:
- know legal terminology;
- be able to conduct client interviews and collect pertinent information;
- understand the judicial system;
- be able to locate, research and cite sources of law;
- be able to draft legal documents;
- develop high standards of legal ethics and professional conduct.

This rigorous program combines an in-depth study of legal concepts and the application of those concepts with a strong background in general education. In addition, students are provided with a solid foundation in business subjects. This combination prepares students to work in diversified legal environments.

Students who plan to complete a baccalaureate program should consult with the program director early in the enrollment process regarding transfer opportunities or with the receiving institution regarding the transfer of credits.

---

### General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 107 or higher required)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 22

† See General Education Requirements on page 41.

### Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEX 110 Introduction to Paralegal Studies</td>
<td>3</td>
</tr>
<tr>
<td>LEX 111 New Jersey Legal Systems</td>
<td>3</td>
</tr>
<tr>
<td>LEX 112 Legal Writing</td>
<td>3</td>
</tr>
<tr>
<td>LEX 113 Legal Research and Library Use</td>
<td>3</td>
</tr>
<tr>
<td>LEX 122 Family Law</td>
<td>3</td>
</tr>
<tr>
<td>LEX 123 Bankruptcy Law</td>
<td>3</td>
</tr>
<tr>
<td>LEX 124 Real Property</td>
<td>3</td>
</tr>
<tr>
<td>LEX 125 Comparative Business Entities</td>
<td>3</td>
</tr>
<tr>
<td>LEX 212 Civil Litigation Practice</td>
<td>3</td>
</tr>
<tr>
<td>LEX 214 Administration of Decedents’ Estates</td>
<td>3</td>
</tr>
<tr>
<td>LEX 225 Paralegal Skills and Practices</td>
<td>3</td>
</tr>
<tr>
<td>LEX 235 Paralegal Internship</td>
<td>3</td>
</tr>
<tr>
<td>ACC 110 Principles of Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ACC 112 Principles of Financial Accounting I with Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BUA 205 Business Law I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 42-43

**Total Required for Degree** 64-65
Philosophy training teaches students how to think, especially about the most fundamental questions. Growing out of this belief, the Philosophy program has two general aims.

The first is to provide students who may enter a variety of majors at the upper division level with a liberal arts foundation centered in disciplined thought and moral awareness. Such a foundation is important for many professions today, including law, and other graduate programs.

The second is to provide students whose eventual goal is teaching and/or research in philosophy, religion or ethics with a strong two-year foundation for entering a philosophy major at a transfer college. Such students should note that the minimum degree usually required for teaching philosophy is the M.A. at a two-year college and Ph.D. at a four-year college. Philosophers are also beginning to work, in a limited way, in elementary and secondary schools, with Montclair State University (NJ) serving as a national training center, and as counselors and test developers. Former philosophy majors now in public life include New Jersey State Senator Diane Allen, former U.S. Secretary of Education William Bennett, and African-American intellectual leader Cornel West.

Students who successfully complete the AA degree in philosophy should be able to:

- transfer to a philosophy or related liberal arts program at a four-year college;
- read and write at a more sophisticated conceptual level;
- think critically about a variety of philosophical and other issues;
- form arguments that show sound reasoning;
- explain the viewpoints of major Western philosophers;
- demonstrate diversity through comparing Eastern and Western thought;
- interpret competently standard philosophical and religious texts;
- evaluate the influence of various philosophies on society and culture;
- demonstrate sound judgment in approaching contemporary moral problems.

### General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities Group A (PHI 101 required)</td>
<td>6</td>
</tr>
<tr>
<td>Group B</td>
<td>3</td>
</tr>
<tr>
<td>Group C</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>46-47</td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 38.

### Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 105 Introduction to Logic or PHI 112 Eastern Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHI 205 Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHI 210 History of Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>REL 205 Comparative Religion</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>12</td>
</tr>
</tbody>
</table>

Electives 6

### Total Required for Degree

64
This program is designed to parallel the first two years of a four-year program in Physics. Physics is the study of the basic principles of the natural world. The goals of the program are to provide students with a clear understanding of the basic concepts and principles of physics, and to strengthen their understanding through problem solving and laboratory experiments. Students will obtain knowledge of classical physics and modern physics.

Students who complete the Physics degree requirements should be able to:
- appreciate the historical foundation of physics;
- develop critical thinking skills;
- apply critical thinking skills to solve conceptual problems;
- create equations and models for physical events observed during experimentation;
- apply equations to solve numerical problems;
- collect, analyze and communicate the processes and properties of the natural (or physical) world.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 118 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Computer Science (CSE 135 required)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>32-33</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 40.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 119 Calculus II and Analytical Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MTH 220 Calculus III and Analytical Geometry</td>
<td>4</td>
</tr>
<tr>
<td>PHY 210 General Physics I</td>
<td>3</td>
</tr>
<tr>
<td>PHY 211 General Physics I Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>PHY 212 General Physics II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 213 General Physics II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>PHY 214 General Physics III</td>
<td>3</td>
</tr>
<tr>
<td>PHY 215 General Physics III Laboratory</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>(BIO 103/104, BIO 107/108; EGR 201, 202; MTH 201 recommended)</td>
</tr>
</tbody>
</table>

| **Total Required for Degree** | **64** |
Police Science Certificate

Certificate (CRT.CRJ)

Police Science is the study of the prevention and detection of crime and the enforcement of our laws. This 30-credit certificate program is designed for those interested in law enforcement careers. The program also includes courses of particular value to the in-service police officer.

Students who complete the certificate in Police Science program should be able to:

• apply critical thinking skills to resolve criminal justice practitioner issues;
• demonstrate knowledge of Due Process and Crime Control models of criminal justice;
• define and respect the rights of all citizens guaranteed in the U.S. Constitution;
• describe the science and art of investigative technique;
• describe the attributes of an organized crime group;
• apply an understanding of the operations of police agencies;
• explain the causal theories of juvenile delinquency;
• define the role of science in criminal investigations.

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications (ENG 101 required)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (SOC 101 &amp; PSY 101 required)</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 101 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 102 Police Operations and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 111 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 113 Criminal Investigations</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 217 Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 219 Organized Crime</td>
<td>3</td>
</tr>
<tr>
<td>POL 215 Constitutional Law</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

**Total Required for Certificate** 30
Political Science

Option to Liberal Arts, (AA.POL)

The study of political science encompasses the human experience within the constantly changing world political system. The Political Science program provides studies in United States, foreign, and international politics, and government. Political Science courses offer a range of basic requirements for careers in law, criminal justice, corrections, business, industry, government service, teaching, public policy, political journalism, lobbying, legislative service, and political research. Students who wish to transfer to a baccalaureate program upon completion of the AA in Political Science should check the catalogs of four-year colleges and universities in order to coordinate requirements.

Students who complete the Political Science degree requirements should be able to:

- describe the types of governments currently part of the world political system;
- describe the role of a chief executive in world political systems;
- describe the role of legislature in world political systems;
- describe the judicial systems and definitions of law, justice, fairness and order;
- define the role of public opinion, elections and the mass media in political systems;
- describe the role of interest groups in a political system;
- define the political, individual and civil rights in world political systems;
- describe the methods of transferring power and authority from one leader to another in world political systems;
- identify international organizations and their role in international politics.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td></td>
</tr>
<tr>
<td>Group A</td>
<td>6</td>
</tr>
<tr>
<td>Group B (HIS 101 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Group C</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 107 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements (HIS 102 and HIS 104 recommended)</td>
<td>9</td>
</tr>
</tbody>
</table>

Total 46-47

† See General Education Requirements on page 38.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 101</td>
<td>3</td>
</tr>
<tr>
<td>POL 103</td>
<td>3</td>
</tr>
</tbody>
</table>

Select six credit hours from the following:

| POL 215 Constitutional Law | 3 |
| POL 220 Political Philosophy | 3 |
| POL 250 International Politics | 3 |

Total 12

Electives (BUA 205, BUA 206 or CRJ 111 recommended) 6

Total Required for Degree 64
Psychology

Option to Liberal Arts, (AA.PSY)

The Psychology Option to Liberal Arts provides students with understanding of how individual behavior is connected to biological, developmental, cognitive, and social processes. This option presents a scientific framework for understanding their own feelings, thoughts, and behaviors, and that of others. In addition, students may be able to deal with their own lives more effectively. The Psychology program offers students opportunity to gain knowledge of numerous topics in psychology, and to examine select areas in more depth.

Psychology studies are foundational to many career areas such as education, social work, medicine, and industry. Students who plan on transferring to a baccalaureate program in psychology should check the catalog of four-year colleges and universities before selecting courses.

Students who complete the Psychology major requirements for the AA Liberal Arts degree should be able to:

- know the body of material that constitutes modern psychology including various theoretical approaches and their historical roots;
- use oral/written communication related to psychology;
- use critical thinking, analysis, and synthesis to develop and defend position;
- know current methodological procedures that characterize contemporary psychology such as statistics and computer technology;
- apply the perspective of psychology to contemporary social issues;
- be prepared for entry into a baccalaureate program in Psychology.

General Education Courses †

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td></td>
</tr>
<tr>
<td>Group A</td>
<td>6</td>
</tr>
<tr>
<td>Group B</td>
<td>3</td>
</tr>
<tr>
<td>Group C</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (PSY 101 required and SOC 101 recommended)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 107 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science (BIO 103/104, 107/108 recommended)</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements (PSY 102 required)</td>
<td>9</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>47</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 38.

Program Courses

Select twelve credit hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 203</td>
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<td>PSY 250</td>
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<td>PSY 251</td>
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<td>PSY 252</td>
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<td>PSY 254</td>
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<td>PSY 255</td>
<td>3</td>
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<td>PSY 256</td>
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<td>PSY 257</td>
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</tr>
<tr>
<td>PSY 258</td>
<td>3</td>
</tr>
<tr>
<td>PSY 259</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 12

Electives 5

**Total Required for Degree** 64
Radiography

Associate of Applied Science, (AAS.RAD)

This program prepares students for careers as Radiologic Technologists (RT). A Radiologic Technologist is responsible for the production of recorded radiographs. This is a full-time day program which begins each summer semester and lasts six consecutive semesters (24 months).

The program consists of both an academic and clinical component. Content areas of the academic component include positioning, exposure, patient care, equipment, and radiation protection. Experience at the clinical education setting and lab is required to successfully complete the competency based clinical component.

Enrollment into this program is limited by the number of available clinical sites. Students who are interested in this program should plan on attending the Radiography Information Seminar, which is held periodically throughout the year. A Radiography program application must be submitted and the applicant must meet specific criteria for admission. These application forms are available in the Nursing or Radiography program office.

Students admitted must be CPR certified (health care professionals), complete a satisfactory physical examination indicating they can perform the rigorous program activities, and maintain malpractice/liability insurance and personal health insurance throughout the program. Radiography students are responsible for their own transportation to clinical sites.

Graduates of the program are eligible to take the examination offered by the American Registry of Radiologic Technologists and/or the state licensing examination.

This program is accredited by

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 900
Chicago, IL 60606-2901
(312) 704-5300

and

Radiologic Technology Board of Examiners

Department of Environmental Protection
Radiation Protection Programs

P.O. Box 415
Trenton, NJ 08625
(609) 984-5890

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities (PHI 101 required)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (PSY101 and SOC 101 required)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 107 required)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science (BIO 110/111 required)</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science (CIS 101 required)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 22

† See General Education Requirements on page 41.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 114 Fundamentals of Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 115 Fundamentals of Anatomy &amp; Physiology II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>HIT 105 Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>RAD 105 Radiographic Exposure I</td>
<td>3</td>
</tr>
<tr>
<td>RAD 107 Principles of Radiation Protection &amp; Biology</td>
<td>2</td>
</tr>
<tr>
<td>RAD 114 Radiographic Exposure II</td>
<td>3</td>
</tr>
<tr>
<td>RAD 120 Equipment Operation and Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>RAD 121 Clinical Procedures I</td>
<td>5</td>
</tr>
<tr>
<td>RAD 122 Clinical Procedures II</td>
<td>5</td>
</tr>
<tr>
<td>RAD 123 Clinical Procedures III</td>
<td>6</td>
</tr>
<tr>
<td>RAD 224 Clinical Procedures IV</td>
<td>6</td>
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<tr>
<td>RAD 225 Clinical Procedures V</td>
<td>5</td>
</tr>
<tr>
<td>RAD 226 Clinical Procedures VI</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 48

Total Required for Degree 70
Respiratory Therapy

Associate of Applied Science, (AAS.RST)

This is a cooperative program in conjunction with the University of Medicine and Dentistry of New Jersey—School of Health Related Professions (UMDNJ-SHRP). The pre-clinical phase of the curriculum will be conducted at Burlington County College (BCC). Program graduates will be eligible to take the New Jersey Licensing examination and examinations offered by the National Board for Respiratory Care (NBRC).

Acceptance to the Respiratory Therapy program is competitive. To be considered for admission, all first year courses must be completed by the end of the spring semester for summer admission. BCC is allotted a maximum of 5 student spaces annually, so student selection is based on the county of residency, date of application and BCC GPA of the required first year (pre-clinical) courses. The number of seats is dependent upon available clinical placements. Students transferring credits to BCC must have their transcripts evaluated no later than January 31 of the year for which the student is applying to begin the Respiratory Therapy program. Anatomy and Physiology I and II (BIO 110/111 and BIO 114/115) and Microbiology (BIO 155/156) must have been successfully completed (final grade of C or better) within 10 years of beginning the Respiratory Therapy Program.

Requirements for Admissions into the Respiratory Therapy Program include:

- High School Diploma or G.E.D.
- Completion of all remedial work as determined by the College Assessment Test
- High School level algebra, biology (with a grade of C or better) or equivalent college coursework
- BCC GPA of 2.00 or higher.

Preference is given to Burlington County residents.

The application deadline is January 31 for summer Professional Courses. Applications are available in the Department of Nursing & Allied Health (Parker 147). Students who are admitted must be CPR certified (healthcare professionals). RST students are responsible for their own transportation (including all parking and/or toll expenses) to clinical sites.

NOTE: UMDNJ-SHRP Professional RST Courses are taught at the NMDNJ Stratford location. Tuition and fees for the professional courses taught by UMDNJ will be paid directly to UMDNJ at UMDNJ’s prevailing tuition and fee rates.

General Education Courses †                         Credits
Written Communications (ENG 101 required)               3
Arts and Humanities (ENG 102 required)                 3
Social Science (PSY 101 and SOC 101 required)        6
Mathematics (MTH 107 required)                        3
Natural Science (BIO 110/111 required)                4
Computer Science (CIS 101 required)                  3

Total                                           22

† See General Education Requirements on page 41.

Program Courses                  Credits
BIO 114  Fundamentals of Anatomy & Physiology II      3
BIO 115  Fundamentals of Anatomy & Physiology II Lab  1
BIO 155  Basic Microbiology                          3
BIO 156  Basic Microbiology Laboratory               1
CHE 107  Chemistry                                  3
CHE 108  Chemistry Laboratory                       1
RST 200  Fundamentals of Respiratory Care            5
RST 209  Clinical Practice I                         2
RST 210  Dynamics of Health & Society                2
RST 212  Respiratory Care Pharmacology               2
RST 214  Applied Cardiopulmonary Physiology           3
RST 215  Mechanical Ventilation                     4
RST 219  Clinical Practice II                        2
RST 226  Cardiopulmonary Evaluation                  3
RST 227  Pediatric/Neonatal Respiratory Care         2
RST 228  Cardiopulmonary Diseases                    2
RST 237  Long-Term, Home, and Rehabilitative Care    3
RST 239  Clinical Practice III                       3

Total                                           45

Total Required for Degree                     67
The Retail Management Technology program prepares students to enter the diverse field of retail management. It provides students with basic knowledge necessary for entry-level positions as assistant department managers, executive trainees, advertising assistants, assistant buyers or for those desiring to establish a retail business of their own.

Students who complete the requirements for the associate degree program in Retail Management Technology should be able to:

- demonstrate an understanding of current management theories and principles used in the successful management of organizations;
- demonstrate the ability to understand the role of advertising and sales promotion in a business organization;
- demonstrate the ability to understand basic research concepts and practices applied to solving marketing problems;
- demonstrate the ability to discuss the behavioral and social science concepts as they apply to understanding buying in retail organizations;
- describe the procedures and principles involved in buying in retail organizations;
- develop insights into successful retail store operation.

### General Education Courses †

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 104 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 22

† See General Education Requirements on page 41.

### Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 110</td>
<td>Principles of Financial Accounting I</td>
<td>3-4</td>
</tr>
<tr>
<td>or ACC 112</td>
<td>Principles of Financial Accounting I w/Spreadsheets</td>
<td></td>
</tr>
<tr>
<td>ACC 111</td>
<td>Principles of Financial Accounting II</td>
<td>3-4</td>
</tr>
<tr>
<td>or ACC 113</td>
<td>Principles of Accounting II w/Spreadsheets</td>
<td></td>
</tr>
<tr>
<td>BUA 101</td>
<td>Business Functions in a Global Society</td>
<td>3</td>
</tr>
<tr>
<td>BUA 102</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUA 205</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUA 206</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BUA 220</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUA 221</td>
<td>Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>BUA 222</td>
<td>Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>BUA 225</td>
<td>Human Relations in Management</td>
<td>3</td>
</tr>
<tr>
<td>ENG 106</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>SPE 102</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 36-38

Electives: 6

Total Required for Degree: 64
The Small Business certificate program is designed to provide students with the knowledge and skills necessary to operate or assist in the operation of a small business. Small business continues to be a major engine of growth in our economy, outstripping the rate of growth in all other business sectors.

Students who complete the requirements of the Small Business certificate program should be able to:

• demonstrate understanding of accounting transactions and use financial statement as decision-making tools;
• demonstrate knowledge of the principles and practices of business;
• use effective methods to attract and keep customers in a small business environment;
• develop a cohesive marketing strategy, effectively combining the marketing mix elements of product, price, promotion and place;
• analyze and resolve problems common to small business.

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications (ENG 101 &amp; ENG 106 required)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 104 required)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 110 Principles of Financial Accounting I</td>
<td>3-4</td>
</tr>
<tr>
<td>or ACC 112 Principles of Accounting I w/Spreadsheets</td>
<td></td>
</tr>
<tr>
<td>BUA 101 Business Functions in a Global Society</td>
<td>3</td>
</tr>
<tr>
<td>BUA 102 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUA 205 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUA 220 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUA 230 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>ECO 203 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>21-22</strong></td>
</tr>
</tbody>
</table>

**Total Required for Certificate** 30
Sociology is the study of society and human behavior, social action, and social change. The focus of study in this program involves application of critical thought to social processes, and social problems. Specific areas of interest include social institutions, symbolic meaning, bureaucratic organizations, socialization, deviance, political systems, class society, social interaction, the family, gender, minority relations, social movements, and social change.

Students should also coordinate their course work with the catalog of the intended transfer institution since graduates of this program usually transfer.

Students who complete the Sociology degree requirements should be able to:

- demonstrate a fundamental understanding of social life and human behavior in society;
- develop a sociological perspective that they can use in the objective analysis of social problems;
- develop an understanding and appreciation of human diversity as well as the commonalities of the human experience;
- understand the origin and detriments of contemporary social issues and how sociological models can aid in this process.

A degree in sociology prepares the student for work in the public and private sectors, including such diverse fields as government agencies, advocacy groups, educational institutions, social services, counseling, corrections, business management, office administration, mass media, urban studies, ecology and the political arena.

### General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities</td>
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</tr>
<tr>
<td>Group A (PHI 101 recommended)</td>
<td>6</td>
</tr>
<tr>
<td>Group B (HIS 102 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Group C</td>
<td></td>
</tr>
<tr>
<td>Social Science (ANT 102 recommended)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 107 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements (PSY 101, HIS 104 recommended)</td>
<td>9</td>
</tr>
</tbody>
</table>

**Total** 46-47

† See General Education Requirements on page 38.

### Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
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</tbody>
</table>

**Select nine credit hours from the following:**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>SOC 201 Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 205 Marriage and the Family</td>
<td>3</td>
</tr>
<tr>
<td>SOC 208 Social Classes in America</td>
<td>3</td>
</tr>
<tr>
<td>SOC 210 Minority Groups</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 12

### Electives

6

**Total Required for Degree** 64
The Associate of Arts in Theatre is designed to prepare students for transfer to a four-year school offering a Bachelor of Arts or Bachelor of Fine Arts with concentration in Theatre or Speech and Theatre.

Students planning to pursue a Bachelor of Arts degree may intend to teach in the public schools, with proper school certification, either at the elementary or secondary level. Students who transfer to a four-year school offering a Bachelor of Fine Arts may intend to pursue a career in the professional theatre in acting, directing, scene design or technical theatre.

Students who earn degrees in Theatre often find careers in sales, marketing, broadcasting, public relations, and law or pursue higher degrees in Communications.

Students who complete an Associate of Arts in Theatre should be able to:

• demonstrate effective oral and written communication skills;
• critically evaluate a play, a theatrical performance and other art forms;
• apply technical skills in the areas of set design, construction and stage management;
• develop critical perspectives, which guide aesthetic choices;
• develop their voice, body and imagination through creative expression.

**General Education Courses †**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td></td>
</tr>
<tr>
<td>Group A (THR 101 required)</td>
<td>6</td>
</tr>
<tr>
<td>Group B</td>
<td>3</td>
</tr>
<tr>
<td>Group C (SPE 101 or LIT 202 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
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<td>Computer Science</td>
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<td>Additional General Education Requirements</td>
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<tr>
<td>(SPE 102, LIT 220 recommended)</td>
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</table>

**Total** 46-47

† See General Education Requirements on page 38.

**Program Courses**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>THR 105 Fundamentals of Acting I</td>
<td>3</td>
</tr>
<tr>
<td>THR 110 Stagecraft I</td>
<td>3</td>
</tr>
<tr>
<td>THR 113 Children’s Theatre</td>
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</tr>
<tr>
<td>THR 130 Musical Theatre Workshop</td>
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<td>Additional THR or MUS course</td>
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</table>

**Total** 12

Electives (CIN 109 recommended) 6

**Total Required for Degree** 64
COURSE DESCRIPTIONS

Each description includes a key indicating the weekly hours assigned to lecture, laboratory or studio and clinical activities for the course. For example, 3/2/1 means the course involves 3 hours of lecture per week, 2 hours of lab or studio per week, and 1 hour clinical per week.

Certain courses are offered only once or twice a year or on a 15-week format only. Please check course descriptions and semester brochures. Some courses require a course or materials fee. These fees appear in the semester's current course brochure and are subject to change.

Accounting

Note: Students may receive credit for either ACC 110 or ACC 112 and ACC 111 or 113.

ACC 110 Principles of Financial Accounting I without Spreadsheets 3 cr.
This course introduces accrual accounting theory and practice. It includes financial statements, the accounting cycle, accounting for assets and current liabilities, and preparation of financial statements for sole proprietorship and corporate business forms.
Prerequisite: MTH 075, ENG 075
3/0/0

ACC 111 Principles of Financial Accounting II without Spreadsheets 3 cr.
This course examines partnership and corporation accounting, preparing and using financial statements, manufacturing and cost systems, financial statement analysis, budgeting and control, and federal income tax.
Prerequisite: ACC 110 or ACC 112
3/0/0

ACC 112 Principles of Financial Accounting I with Spreadsheets 4 cr.
This course introduces accrual accounting theory and practice. It includes financial statements, the accounting cycle, accounting for assets and current liabilities, and preparation of financial statements for sole proprietorship and corporate business forms. It includes instruction in electronic spreadsheet applications.
Prerequisite: MTH 075, ENG 075
4/0/0

ACC 114 Managerial Accounting without Spreadsheets 3 cr.
This course examines the uses of accounting data in the management process. It includes cost behavior analysis, job order and process costing, planning and control, standard costing, capital budgeting, cash flows and financial statement analysis. It is for both accounting and non-accounting majors.
Prerequisite: ACC 110 or ACC 112
3/0/0 FA/SP Course fee charged

ACC 115 Managerial Accounting with Spreadsheets 4 cr.
This course examines the uses of accounting data in the management process. It includes cost behavior analysis, job order and process costing, planning and control, standard costing, capital budgeting, cash flows and financial statement analysis. It includes instruction in electronic spreadsheet applications.
Prerequisite: ACC 112
3/0/0 FA/SP Course fee charged

ACC 210 Intermediate Accounting I 3 cr.
This course demonstrates the application of current accounting principles and procedures to problems such as financial statement presentation, balance sheet, profit determination, depreciation and accounting for current assets.
Prerequisite: ACC 111 or ACC 113
3/0/0 FA

ACC 211 Intermediate Accounting II 3 cr.
This course emphasizes investments, depreciable assets, intangibles, liabilities, leases, corporate capital, retained earnings, statement of cash flows, and earnings per share.
Prerequisite: ACC 210
3/0/0 SP

ACC 213 Cost Accounting 4 cr.
This course focuses on cost concepts, job order and process costing, analysis of materials, labor and factory overhead costs, budgeting, standard costing, and capital budgeting.
Prerequisite: ACC 111 or ACC 113
4/0/0

Anthropology

ANT 101 Introduction to Physical Anthropology 3 cr.
This course is a survey of the evolution of humans from early primate societies and how human societies have changed, particularly as a result of the agricultural and urban revolutions.
3/0/0

ANT 102 Introduction to Cultural Anthropology 3 cr.
This course covers the similarities and differences in human societies, from hunting and gathering to industrialized societies. It compares and contrasts American beliefs and practices with those of other societies.
3/0/0

ANT 109 Introduction to Archaeology 3 cr.
This course is an introduction to archaeological theory and method. It covers approaches toward the reconstruction of ancient cultural systems, field excavation techniques, research design, classification, and analysis of artifacts.
3/0/0

ANT 110 Field Methods in Archaeology 2 cr.
This course introduces archaeological field methods. Students receive instruction in a broad range of archaeological activities, including excavation techniques, recording procedures, and field photography. There is field training using the excavation of a selected prehistoric site in Burlington County.
1/0/3 Course fee charged

Arabic

ARA 101 Elementary Arabic I 3 cr.
This course is for students with no knowledge of Arabic. It focuses on laying a foundation for speaking, reading, and writing Arabic.
3/0/0

ARA 102 Elementary Arabic II 3 cr.
This course is for students with limited knowledge of Arabic. It focuses on building upon demonstrated skills in speaking, reading, and writing Arabic.
3/0/0

Art

Lab/studio art courses require students to purchase materials with costs ranging from $50 to $150 per semester.

ART 101 Introduction to Art 3 cr.
This course provides an introductory knowledge and appreciation of art works from 30,000 BCE to the present. It introduces students to major art works and discusses major artistic styles. It demonstrates how these art works and styles reflect the artists who created them. It is intended to broaden appreciation of other cultures and their contribution to our common heritage.
3/0/0 FA/SP/SU

ART 110 Design I 3 cr.
This course in two-dimensional design uses computers to develop creative composition and experimentation with the basic elements of line, shape, texture, and value. It requires additional lab time.
1/3/0 FA/SP Lab fee charged

ART 112 Color: Theory and Practice 3 cr.
This course explores experiences and technical knowledge in the use of the major theories of color. Emphasis is on studying the developments in art and painting in the nineteenth and twentieth centuries.
1/3/0 FA/SP Lab fee charged

ART 120 Drawing I 3 cr.
This course uses traditional drawing media and experience in the representation of the human form, action structure, volume, design, and expressive potentialities.
1/3/0 FA/SP Lab fee charged
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<td>WILLIAMS, GEORGE</td>
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<td>Professor Emeritus</td>
<td>A.A., Burlington County College, B.A., Indiana State University, M.A., Temple University</td>
</tr>
<tr>
<td>WOODS, BENNIE</td>
<td>Language and Literature</td>
<td>Professor Emeritus</td>
<td>A.A., Burlington County College, B.A., Indiana State University, M.A., Temple University</td>
</tr>
</tbody>
</table>

**Instructional Assistants**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education/Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDSALL, MARTIN</td>
<td>Instructional Assistant</td>
<td>Science, Mathematics, &amp; Technology</td>
</tr>
<tr>
<td>FLEMING, RALPH G.</td>
<td>Instructional Assistant</td>
<td>Science, Mathematics, &amp; Technology</td>
</tr>
<tr>
<td>GORDON, GWENDOLYN</td>
<td>Instructional Assistant</td>
<td>Science, Mathematics, &amp; Technology</td>
</tr>
<tr>
<td>ORFE, NANCY</td>
<td>Nursing and Allied Health</td>
<td>A.A.S., Burlington County College, B.S.N., Thomas Jefferson University</td>
</tr>
<tr>
<td>SCULLY, SUSAN P.</td>
<td>Instructional Assistant</td>
<td>Science, Mathematics, &amp; Technology</td>
</tr>
<tr>
<td>VINCENT, ALICE</td>
<td>Laboratory Safety Specialist</td>
<td>B.S., Michigan State University, Certified Chemical Hygiene Officer</td>
</tr>
<tr>
<td>WOLOZYN, CHERYL</td>
<td>Instructional Assistant</td>
<td>Language and Literature, Certified Coding Specialist-Physician</td>
</tr>
</tbody>
</table>

**Special Project Professional Specialists**

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<th>Education/Qualifications</th>
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</thead>
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<td>ARIOSTO, ROBERT F.</td>
<td>Transfer Coordinator</td>
<td>B.S., Seton Hall University, M.A., Ed. D., Columbia University</td>
</tr>
<tr>
<td>BURKE, TERESA</td>
<td>Student Services Specialist: Military Education</td>
<td>A.A., Miami Dade Community College, B.S., Southern Illinois University</td>
</tr>
<tr>
<td>DELONG, JACQUELINE</td>
<td>Research Assistant</td>
<td>A.A.S., Burlington County College</td>
</tr>
<tr>
<td>ERICSON, BARARA</td>
<td>Special Populations Coordinator</td>
<td>A.A.S., Holy Family College</td>
</tr>
<tr>
<td>GRAYSON, CHARLES</td>
<td>Coordinator: Human Patient Simulation Program</td>
<td>A.A., Holy Family College</td>
</tr>
<tr>
<td>HAZELGROVE, NANCY G.</td>
<td>Manager of Educational Relations and Public Information</td>
<td>B.A., M.A., Rowan University, Certified New Jersey School Counselor</td>
</tr>
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</table>

**HOFFMAN, MARTIN**

- Educational Technology Specialist
- B.A., Pace University
- M.S., Pace University: School of Computer Science and Information Systems
  - Certified Professional Web Designer Associate
  - Cisco Certified Academy Instructor: Web Design

**JAVA, RAYMOND**

- Information Technology Analyst, NJ Statewide Transfer Initiative

**KEKEC, ADRIENNE**

- International Program Specialist
- B.A., University of Pittsburgh
- M.A., School for International Training

**KIM, SEWON**

- Computer Systems Engineer, NJ Statewide Transfer Initiative
- B.S., Chonnam National University
- M.C., Temple University
- Certified Microsoft Systems Engineer

**MARC, CARL**

- Technical Support Specialist II

**MARRIOTT, RHONDA**

- EOF Counselor
- A.S., Peirce Junior College
- B.A., Thomas Edison State College

**PETER, MARIA**

- Program Coordinator, P.I.N.E.S.
- B.S., Penn State University
- M.A., Rowan University

**RYAN, CATHERINE I.**

- Coordinator of Career & Business Services Center
- A.S., Burlington County College

**SAINI, RAJEEVE**

- Technical Support Specialist I
- A.A.S., Burlington County College
- B.S., Osmania University
- Computer Technology Industry Association Certified

**SAVON, AGNES**

- Instructor, Contracted Educational Services
- B.S., Kutztown State University

**SCOTT, JOHN**

- Director of New Jersey Statewide Transfer Program
- B.A., Temple University

**SLEPIAN, RACHEL B.**

- College Relations Specialist
- B.S., Ithaca College

**TROMP, LINDA**

- Associate Director of the New Jersey Statewide Transfer Initiative
- B.A., Rutgers University

**TRUEBLOOD, NORMA I.**

- Coordinator of Student Services, Mount Laurel
- A.A.S., Burlington County College

**WHITING, MICHAEL**

- Program Specialist, Educational Opportunity Fund
- B.S., Lynchburg College

**WITKOWSKI, BARBARA BENNETT**

- Grants Writing Specialist
- B.A., New England College
- M.P.P., Rutgers University - Camden
Confidential Staff

DEVERICKS, LYNNE MARIE
Administrative Assistant
New Jersey Statewide Transfer Initiative

GEERS, BRIAN N.
Human Resources Assistant
Human Resources
B.A., Rowan University

GLEESON, SANDY
Secretary, College Foundation
A.A.S., Burlington County College

PENNISI, JOANN
Confidential Executive Secretary
Vice President of Student Services

PFEIFFER, JASON
Secretary
College Relations and Publications
B.A., LaSalle University

PLANKEY, WANDA L.
Benefits Specialist
Human Resources
A.S., Burlington County College

REYNA, BETHY
Human Resources Technician
Human Resources

WRIGHT, BERNADETTE
Confidential Executive Secretary
Vice President of Academic Programs
A.A.S., Burlington County College
A.S., Burlington County College
B.G.S., Indiana University

YOUNG, SANDRA L.
Confidential Executive Secretary to the President
President’s Office

Supportive Staff

ABBAMONTE, LUIZA
Division Secretary, Liberal Arts
A.A., Burlington County College

ABBAMONTE, SCOTT L.
Technical Assistant/Non Print Media, Library
A.A., Burlington County College

ALBERTSON, TINA
Accounts Payable/Bookkeeper, Administrative Services

ALCAZAR, LUIS
Custodian

ALGADO, REGINA
Accountant - General, Accounting
A.S., Burlington County College

ALLEN, JOHN
Plant Inventory Controller, Administrative Services

ALLEN, SUSAN
Data Technician, Accounting

ANDERSON, ROGER
Lead Stationary Engineer, Physical Plant

ANDREWS, BENJAMIN
Maintenance Mechanic, Physical Plant

APPLEGATE, RUTH G.
Secretary, Athletics

ASTON, DAVID U.
Maintenance Foreman, Physical Plant

AVERY, STEPHEN
Custodian, Physical Plant

BAKER, THEODORE
Custodian – Black Seal, Physical Plant

BITTING, MERRIE E.
Billing Coordinator, Accounting

BJORK, SUSAN
Purchasing Technician II, Administrative Services

BROWN, RICHARD
Foreman – Custodial Operations, Physical Plant

BUSSE, DORIS B.
Enrollment Officer, Recruitment
B.A., University of Massachusetts (Amherst)

CAMPBELL, LAVONNA S.
Faculty Evaluation Coordinator, Educational Measurement Services

CARHART, ROBERT J.
Custodian, Physical Plant

CHAMBERS, STEVEN R.
Stationary Engineer, Physical Plant

CHANEY, SHANTRAIL
Mail Clerk, Administrative Services

CHESTNUT, WILLIE
Custodian, Physical Plant

CHOLETTE, LISA
Faculty Secretary, Liberal Arts

COLLINS, CLAUDIA
Registration Coordinator, Registration

CORIGLIAO, CHRISTINE
Offset Press Technician, Printing Services

CORREA, JANET
Counseling/Advising Assistant, Academic Advisement & Transfer

CORREA, MOSES
Custodian, Physical Plant

CRANKSHAW, DAVID E.
Maintenance Mechanic/Plumber, Physical Plant

CUMMINGS, ROBERT
Print Facility Foreperson, Printing Services

DANIELS, PATRICIA G.
Academic Division Secretary, Nursing & Allied Health
A.A.S., Burlington County College

DEJESUS-LOPEZ, ELVA I.
Admissions Coordinator, Registration
A.S., Burlington County College

EDDINS, CHERYL
Coordinator, Non-Credit Aquatics Program, Community Enrichment
B.S., M.S., University of Tennessee

EGAN, DANIEL
Video/AV Project Associate, Videocommunications
B.A., Lenoir-Rhyne College

EVANS, KEVIN
Maintenance Mechanic, Physical Plant

FAUNCE, RICHARD C.
Grounds/Maintenance Assistant, Physical Plant

FELICIANO, JEREMIAS
Custodian, Physical Plant

FISHER, PAULETTE E.
Lead Test Coordinator, Educational Measurement Services

FLORENCE, AMY L.
Administrative Assistant, Mt. Holly Center

FOCHT, NANCY A.
Telephone Operator, Administrative Services
A.A., Burlington County College
B.A., Rowan College

FORMAN, JESSICA
Custodian, Physical Plant

FOWLER, DANETTE
Custodian, Physical Plant

FRECHETTE, SARA
Secretary, Non-Credit Programs

GENZANO, MARGARET M.
Secretary, High Technology Small Business Incubator
A.A., Burlington County College

GRAFTON, CHARLES W.
Stationary Engineer, Physical Plant

GRAHAM, SHARON M.
Academic Records Coordinator, Student Services

HALEY, TILDEN G.
Stationary Engineer, Physical Plant

HARRIS, ANN
Custodian, Physical Plant

HAVERY, ANNE
Customer Service Data Input Specialist, Registration

HAYES, MICHELE
Custodian, Physical Plant

HECK-LYONS, AUDRA K.
Physical Plant Secretary, Physical Plant

HEFTY, ROBERT
Customer Service Data Input Specialist, Registration
B.S., M.S., New Jersey Institute of Technology

HEINERT, MICHELLE
Coordinator: Admissions/Registration/Records

HERNANDEZ, ARIEL
Assistant Lead Grounds, Administrative Services

HILL, DARRIN
Cashier/Clerk, Administrative Services

HOBBS, ELLEN
Technical Paraprofessional, Library
B.A., SUNY Fredonia

HOMEN, AIMEE
Offset Press Technician, Printing Services

HONEYCUTT, KENNETH
Secretary – Retired Senior Volunteer Program, Community Enrichment
A.S., Burlington County College

IACONELLI, DEAN M.
Material Handler, Administrative Services

JACOBY, JOANN
Secretary, Willingboro Center

JENKINS, MARY J.
Recruitment Advisor I, Office of Recruitment

JOSHI, PRAGNA
Junior Accountant, Accounting
A.S., Hudson County Community College

KEEN, STUART M.
Job Placement Coordinator, Academic Advisement & Transfer
B.S., Trenton State College

KOSMOSKI, EUGENE
Maintenance Mechanic, Physical Plant

LANDANTE, JAMES
Stationary Engineer, Physical Plant

LANG, MICHAEL
Offset Press/Binder Operator, Printing Services
LETIE, MARK
Maintenance Mechanic, Physical Plant

LISTER, MARY ELLEN
Coordinator of Student Accounts, Accounting
Assistant Bursar
A.A., Burlington County College

LOEW, TINA
Division Secretary, Liberal Arts
A.A.S., Burlington County College

LONG, BARBARA A.
Assistant Aquatics Coordinator, Community Enrichment

LONG, BELINDA R.
Master Schedule Coordinator, Registration
A.A.S., Burlington County College

LUCAS, LEON
Grounds/Maintenance Assistant, Physical Plant

LUCAS, ROBERT
Grounds/Maintenance Assistant, Physical Plant

MACNAIR, DIANE M.
Faculty Secretary, Science, Mathematics, & Technology

MARRERO, ELIZABETH
Academic Division Secretary, Science, Mathematics, & Technology

MARRERO-TEJADA, CHRISTINE
Customer Service/Data Input Specialist, Registration

MARTIN, JANELL
Print Shop Clerk, Printing Services

MARTIN, JEREMY
Purchasing Technician I, Administrative Services

McLEOD, CHERYL L.
Special Test Coordinator, Educational Measurement Services
B.A. Caldwell College

MILLER, BARBARA H.
Financial Aid Coordinator, Financial Aid
A.A.S., Burlington County College

MORAN, ADRIANA L.
Bookkeeper/Administrative Assistant (CODE), Library

MORGAN, CELIA
Secretary, Community Enrichment

MORRIS, RONALD
Custodian, Physical Plant

MURPHY, LIONEL M.
Locksmith, Physical Plant
B.S., Trenton State College

NEWMAN, HEDY C.
Custodian, Physical Plant

NORQUIST, KENNETH
Library Resource Technician, Library

PODOLSKI, DONNA, M.
Assistant, Academic Support Services, Academic Advisement and Transfer
A.A., Burlington County College
B.A., Rutgers University

PRICHARD, KENNETH
Photography Laboratory Technician, Humanities & Social Science

QUINNAN, DAVID
Media Specialist, Videocommunications

RICKARD, ADAM E.
Stationary Engineer, Physical Plant

RIVERA, ORLANDO
Maintenance Mechanic, Physical Plant

ROBERTSON, MARY
Graphic Designer, College Relations and Publications
B.A., Kalamazoo College
B.F.A., Savannah College of Art and Design

RODRIGUEZ, EVELYN J.
Financial Aid Accounts Bookkeeper, Financial Aid

ROGOZINSKI, SUSAN
Graphic Designer, College Relations and Publications
B.F.A., Moore College of Art and Design

ROSE, ANNE M.
Communications Coordinator, Administrative Services

RUSSELL, SAMANTHA
AV/Media Technician, Videocommunications
B.A., LaSalle University

SCHNAUER, DORIS A.
Secretary, Registration
A.A.S., Burlington County College

SCHUMM, DENISE
Assistant Lead Custodian, Physical Plant

SCHWARZWALDER, E. A. (BETSY)
Head Aquatics Instructor, Community Enrichment

SHEEHAN, CHERYL
Secretary, Educational Opportunity Fund

SMITH, PATRICIA
Accounting Expediter, Accounting

SPICER, ELIZABETH
Laboratory Technician, Science, Mathematics and Technology
A.S., Burlington County College

SPROW, DAVID
Photographer/Graphic Design Assistant
A.S., Burlington County College
B.A., Rowan University

STILES, GREGORY
Accounts Payable Bookkeeper, Administrative Services

STOKES, ROBERT
Custodian, Physical Plant

SWEET, SANDRA J.
Custodian – Black Seal, Physical Plant

TONEY, WASHINGTON
Maintenance Mechanic, Physical Plant

VALENTA, JOSHUA
Grounds/Maintenance Assistant, Physical Plant

VAUGHN, RICHARD E.
Groundskeeper, Physical Plant

VICKERS, JASON
Grounds/Maintenance Assistant

WALLACE, DANA
Recruitment Advisor, Admissions
A.A., Burlington County College
B.A., Rowan University

WEEKS, ROBERT P.
Master Electrician Mechanic, Physical Plant
Licensed Master Electrician
Licensed Electrical Contractor

WELLER, MICHIKO
Coordinator of Academic Tutoring Services, Tutoring

WHITE, MICHAEL B.
Material Management Technician, Administrative Services

WING, ALEX B.
Custodian, Physical Plant

WISK, THOMAS D.
Maintenance Mechanic/Electrician Helper, Physical Plant

YAN, JEAN
Cashier General, Accounting

YOHANNAN, DAWN
Assistant Lead Custodian, Physical Plant

ZINO, ERIC
Patrolperson

Security and Safety

AMY, MABEL J.
Assistant Shiftleader

BURNETT, HENRY, JR.
Assistant Shiftleader

COOPER, GLENN R.
Security Officer

DAVIS, ARNOLD
Patrolperson

DORST, ARTHUR
Shiftleader/Training Officer
A.S., Camden County College
NJ Certified Emergency Medical Technician

GREENER, RALPH R.
Patrolperson

HEADMAN, ERVIN S.
Assistant Shiftleader

HOBERT, HARRY
Patrolperson

JOHNSON, HENRY
Shiftleader

JOHNSTON, DAVID
Safety Officer
A.A., Burlington County College

LANG, MICHAEL J.
Security Officer

LAROC, JOSEPH
Assistant Shiftleader

MARTINEZ, RICHARD
Security Officer

MCRAE, LINDA R.
Patrolperson

MORFORD, JOHN E.
Assistant Shiftleader

ROSS, JOHN E.
Security Officer

MYERS, BYRON
Assistant Shiftleader

PARKS, ARTHUR
Security Officer

QUINONES, PEDRO R., JR.
Patrolperson

ROSSI, ANTHONY
Security Officer

TORRES, BIENVENIDO A.
Security Officer

TOUSAIN, KRISTIN L.
Patrolperson

VIZACCHERO, EMILIO A.
Shiftleader
Adjunct Faculty by Division
The following Adjunct Faculty taught during the 2004-2005 academic year.

**BUSINESS STUDIES**
- Conley, George
- Coryl, Richard
- Crosby, Mark
- DeVault, Amanda
- Devlin, John

**HUMANITIES AND SOCIAL SCIENCES**
- Aaronson, Warren
- Algeo, Annemarie
- Amoriello, Laura
- Andrews, Curtis
- Arnold, Stephanie
- Arras, Barbara
- Artlett, Michael
- Batdorf, Ronald
- Bernas, Thomas G.
- Bertot, Secrett-Antoinette
- Biegler, Carrie M.
- Blackson, Kecia S.

**HEALTH INFORMATION TECHNOLOGY**
- Magnotta, Carolyn
- Marks, Timothy

**LANGUAGE AND LITERATURE**
- Algeo, AnnMarie
- Arnone, Arlene
- Atkins, Colette
- Bacon, Robert
- Berkley, Dolores
- Bien, Lisa
- Black, Lloyd
- Blackburn, Stanley
- Blodgett, Marjorie
- Blum-Goldstein, Susan
- Bobula, Joel
- Bocchi, Christine
- Bodnar, Joan
- Brocker, Elizabeth
- Bunting, Robert
- Burns, Angela
- Burro, Michael
- Carberry, Kathleen
- Charles, Francesca
- Claeburg, Mark
- Clason, Kathryn

**HEALTH SERVICES**
- Campbell, Joyce
- Rapaport, Richard

**HUMANITIES SERVICES**
- Wright, David

**www.bcc.edu**

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ACCESS TO BURLINGTON COUNTY COLLEGE INSTRUCTIONAL SITES

Main Campus
From the North
Take New Jersey Turnpike South to Exit 7. Take Route 206 South to the intersection with County 530. Turn left and follow 530 through Pemberton to the college.

From the South and West
Use the Benjamin Franklin Bridge from Philadelphia to New Jersey 38 or the Walt Whitman Bridge to Interstate 295. New Jersey 38 becomes County 530 in Mount Holly (See North). Interstate 295 intersects with New Jersey 38 (See North). From the South, use the Delaware Memorial Bridge to Interstate 295 (Same as previous).

From the East
Use New Jersey 72 West to the circle intersecting New Jersey 70 and 72. Take New Lisbon Road (County 646) North from the circle. New Lisbon Road ends at County 530. Turn left at the water tower. The college is the first driveway on your left.

Information on additional instructional sites is included in the semester registration brochures which are sent to all county residences. Watch your mailbox.
Mt. Laurel Campus

Enter from Hartford Road, between Route 38 and Marne Highway (537), from Route 38 West or from Briggs Road.

Via NJ Turnpike
Take Turnpike Exit 4. After paying toll, take Route 73 North (toward Philadelphia and Tacony-Palmyra Bridge) for approximately 1/4 mile to I-295 North (toward Trenton). Proceed on I-295 to Exit 40A (Route 38 East, Mt. Holly). Proceed on Route 38 to the first traffic light (Briggs Road). Proceed through the intersection and take the jughandle for Briggs Road North to cross Route 38. Stay on Briggs Road and enter the campus.

Via I-295
From the North...
Take Exit 40 (Moorestown). Proceed to the first jughandle (Marter Avenue) and make a U-turn to Route 38 East. Proceed on Rt. 38 as previously described.

From the South...
Take exit 40A (Route 38 East, Mt. Holly) and proceed on Rt. 38 as previously described.

The Willingboro Center

From the North
Take U.S. Route 130 south until you see the Willingboro Town Center on your left (Merck Medco Facility and BCC building). Proceed to the next jughandle and use it to make a left turn across Route 130. Make the first left into the Willingboro Town Center and follow the signs to the BCC facility.

From the South
(Delran, Cinnaminson, Palmyra, etc.)
Take U.S. Route 130 north to the Willingboro Town Center. Turn right into the Center and follow the signs to the BCC facility.

The Mt. Holly Center

From South via Interstate 295:
Take Exit 45A onto Rancocas Road toward Mt. Holly. High Street is the fourth traffic light on Rancocas Road (3.7 miles from Interstate 295). Turn right on High Street. BCC (#1 High St.) is the last building on the left at the traffic light at High and Mill Sts. (next to the fountain).

From North via Interstate 295:
Take Exit 47A and drive on NJ #541 South toward Mt. Holly. After 3.3 miles, instead of following NJ #541 to the right, go straight. You are now on High Street. Continue traveling down High Street until you come to the traffic light at the High Street/Mill Street intersection. BCC (#1 High St.) is the building on the left at that intersection (next to the fountain).

FREE Parking is located behind the BCC Mt. Holly Center in a Township parking lot on Paxson Street. It can be accessed from High St. by turning onto Murrell St., and then right onto Paxson St., OR from Mill St. turn onto Paxson St., go 1/2 block to the parking lot. You can enter the BCC Mt. Holly Center through the entrance located in the back of the building.
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ART 121 Drawing I  3 cr.
This course uses traditional drawing media and experience in drawings emphasizing still-life, landscape, and design.
1/3/0  FA/SP  Lab fee charged

ART 122 Figure Drawing  3 cr.
This course emphasizes the fundamental elements of figure drawing (line, composition, proportion, and use of space). Students do a series of sketches as well as sustained drawings.
1/3/0  Lab fee charged

ART 214 Portfolio Preparation  3 cr.
This course guides students in portfolio preparation through discussions of what constitutes a good portfolio and through studio work, particularly in drawing. It also presents information on how to select, prepare for, and secure a job in the field.
1/3/0

ART 220 Painting I  3 cr.
This course uses traditional painting media and techniques of application. It emphasizes developing individual skills and perceptions.
1/3/0  FA/SP  Lab fee charged

ART 221 Painting II  3 cr.
This course expands on the skills learned in ART 220 with an emphasis on exploring the media and additional development of painting skills and perceptions.
Prerequisite: ART 220
1/3/0  FA/SP  Lab fee charged

ART 222 Sculpture I  3 cr.
This course examines the organization of forms, volumes, and space as a basis of creative sculpture. It provides experiences with traditional and contemporary techniques and the use of materials such as clay, wood, and stone.
1/3/0  FA  Lab fee charged

ART 223 Sculpture II  3 cr.
This course expands on the knowledge and techniques taught in ART 222. It emphasizes sculptural techniques in various media.
Prerequisite: ART 222
1/3/0

ART 224 Ceramics I  3 cr.
This course introduces traditional and contemporary hand-building techniques, such as pinch, coil, and slab. Various skills in the preparation of clay, glazes, firing, and kiln maintenance are demonstrated.
1/3/0  FA/SP  Lab fee charged

ART 225 Ceramics II  3 cr.
This course emphasizes throwing techniques on the potter’s wheel and an intense investigation of combined hand-building techniques. Students are encouraged to develop their personal expression in clay.
Prerequisite: ART 224 or permission
1/3/0  Lab fee charged

ART 250 Art History I  3 cr.
This course surveys the visual arts from prehistoric times through the Renaissance, emphasizing painting, sculpture, architecture, and the minor arts.
3/0/0  FA

ART 251 Art History II  3 cr.
This course surveys the visual arts from the Renaissance through the Modern era, emphasizing painting, sculpture, architecture, and the minor arts.
Prerequisite: Permission
3/0/0  SP

ART 252 Introduction to Modern Art  3 cr.
This course introduces modern art, from its origins in the nineteenth century to the present. Students investigate paintings, sculpture, architecture, graphics, and photography created by modern masters such as Van Gogh, Picasso, Dali, and Warhol. It includes a museum visit with a guided tour by the instructor.
3/0/0  SP

ART 294 Special Topics in Art—Model I  3 cr.
This course develops individual artistic style by having students work independently with the instructor on specific assignments.
Prerequisite: Permission
0/6/0  Lab fee charged

ART 295 Special Topics in Art—Model II  3 cr.
This course develops individual artistic style by having students work independently with the instructor on specific assignments.
Prerequisite: Permission
0/6/0  Lab fee charged

ART 296 Special Topics in Art—Without Model I  3 cr.
This course develops individual artistic style by having students work independently with the instructor on specific assignments.
Prerequisite: Permission
0/6/0  Lab fee charged

ART 297 Special Topics in Art—Without Model II  3 cr.
This course develops individual artistic style by having students work independently with the instructor on specific assignments.
Prerequisite: Permission
0/6/0  Lab fee charged

American Sign Language

ASL 101 Elementary American Sign Language I  3 cr.
This course introduces students to American Sign Language, visual-gestural communication, and Deaf Culture. Students begin to develop receptive and expressive communications skills with an introduction to American Sign Language transcription, non-manual behaviors, topic-comment structure, sentence types, noun-verb pairs, use of space, pronominalization, classifiers, and temporal and distributional aspects. A minimum of fifteen contact hours in the Deaf Community is required.
Prerequisite: ASL 101, ASL 102
Co-requisite: IEP 111 (if admitted to Interpreter Education Program)
3/0/0

ASL 102 Intermediate American Sign Language II  3 cr.
This course develops the receptive and receptive communications skills acquired in ASL 102. Students begin to demonstrate competency and understanding of non-manual behaviors, topic-comment structure, sentence types, noun-verb pairs, use of space, pronominalization, classifiers, and temporal and distributional aspects. A minimum of fifteen contact hours in the Deaf Community is required.
Prerequisite: ASL 102
Co-requisite: IEP 102 (if admitted to Interpreter Education Program)
3/0/0

ASL 103 Deafness and Culture  3 cr.
This course introduces students to Deaf people as a cultural linguistic minority group. Students may or may not have had prior experience with Deaf people. It examines the values, norms, and traditions of Deaf people in North America. It emphasizes myths surrounding deafness, the historical treatment of deafness and Deaf people, the anatomy of the ear and the etiology of hearing loss, the education of Deaf children, the Deaf identity, legislation that affects the Deaf and Hard of Hearing population, interpreters and their work between cultures, deaf-blindness, and current controversies in technology and education. Although this course focuses on Deaf people in the western world, global comparisons are drawn.
3/0/0  FA/SP

ASL 104 Fingerspelling  3 cr.
This course is for students with limited knowledge of Deaf American culture or its language, American Sign Language (ASL). It builds on demonstrated receptive and expressive skills in the language and lays a foundation for and builds upon receptive and expressive skills in finger-spelling. It includes overview of fingerspelling theories and practice through demonstrations and videos.
Prerequisite: ASL 101, ASL 103
Co-requisite: ASL 102
3/0/0  FA/SP

ASL 201 Intermediate American Sign Language I  3 cr.
This course develops the expressive and receptive communications skills acquired in ASL 102. Students begin to demonstrate competency and understanding of non-manual behaviors, topic-comment structure, sentence types, noun-verb pairs, use of space, pronominalization, classifiers, and temporal and distributional aspects. A minimum of fifteen contact hours in the Deaf Community is required.
Prerequisite: ASL 102
Co-requisite: IEP 111 (if admitted to Interpreter Education Program)
3/0/0

ASL 202 Intermediate American Sign Language II  3 cr.
This course develops the expressive and receptive communications skills acquired in ASL 201. Students demonstrate competency and an in-depth understanding of non-manual behaviors, topic-comment structure, sentence types, noun-verb pairs, use of space, pronominalization, classifiers, and temporal and distributional aspects. A minimum of fifteen contact hours in the Deaf Community is required.
Prerequisite: ASL 201
Co-requisite: IEP 102 (if admitted to Interpreter Education Program)
3/0/0

Automotive Technology

Fees determined in conjunction with Burlington County Institute of Technology

AUS 101 Automotive Service Fundamentals  2 cr.
This course introduces the student to the automotive field as a career and emphasizes basic automotive systems and general service techniques. It also includes measuring devices, fasteners, and hand/power tool use.
1/2/0

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AUT 102 Automotive Brake Systems  3 cr.
This course explores the automotive brake system in depth. The student studies drum and disc brake theory, diagnosis, operation, and overhaul, as well as machining processes, bleeding techniques, master cylinder and power booster operation. It also covers diagnosis, operation, and repair of anti-lock brake systems.
1/5/0

AUT 103 Automotive Steering, Suspension, and Alignment  3 cr.
This course emphasizes theory, diagnosis, operation and repair of typical steering and suspension systems used on today’s automobiles. Additionally, alignment factors and angles are studied as part of doing a complete two and four wheel alignment.
1/5/0

AUT 104 Automotive Drivelines and Manual Transmissions  3 cr.
This course emphasizes diagnosis and repair of clutches, driveshfts, universal joints, and differentials. Also 3, 4, and 5 speed manual transmissions are discussed and students are required to do lab assignments on these topics.
1/5/0

AUT 105 Automotive Electricity/Electronics  4 cr.
This course covers basic electronic theory and meter use as it relates to the automobile. This theory is then applied by the student to properly diagnose and repair automotive electrical problems. It also includes rebuilding and diagnosing of charging, starting, and basic ignition systems.
Prerequisite: AUT 101
1/7/0

AUT 201 Automotive Computer Systems  3 cr.
This course prepares a student to work on today’s computer controlled automobiles. It covers theory, diagnosis, and repair of various computer controlled systems. Emphasis is placed upon proper troubleshooting/diagnostic procedures using both on-board self-diagnostic systems as well as scan tools.
Prerequisite: AUT 101
1/5/0

AUT 202 Automotive Fuel and Emission Systems  4 cr.
This course emphasizes the theory and repair of carbureted and injected fuel systems on today’s automobiles. It covers emission controls and how they relate to the fuel system. Students are required to do on-car diagnosis and repair.
Prerequisite: AUT 101
1/7/0

AUT 203 Automotive Engine Repair  4 cr.
This course includes proper diagnosis, disassembly, inspection, and rebuilding techniques for a car’s engine. Use of diagnostic equipment is emphasized as the student disassembles and rebuilds a complete engine.
Prerequisite: AUT 101
1/7/0

AUT 204 Automatic Transmissions and Transaxles  4 cr.
This course emphasizes the theory, operation, and diagnosis of automatic transmissions and transaxles. It covers the rebuilding of common automatic transmissions and transaxles.
Prerequisite: AUT 101, AUT 104
1/7/0

Biology

BIO 103 General Biology I  3 cr.
This course considers the fundamental principles of biology with emphasis on the molecular and cellular basis of life. The topics covered include cell structure, function, mitosis, meiosis, genetics, evolution, and ecology.
Prerequisite: High school chemistry or CHE 107; High school biology or BIO 120 or equivalent; MTH 075 or equivalent; college reading and writing level.
3/0/0

BIO 104 General Biology I Laboratory  1 cr.
This laboratory course includes experiments which require students to apply their knowledge of enzymes, diffusion, osmosis, cellular respiration, fermentation, mitosis, meiosis, genetics, bacteriology, and protist biology. This course may not be taken prior to the General Biology I lecture.
Prerequisite or Co-requisite: BIO 103
0/2/0

BIO 105 General Biology II  3 cr.
This course is a comparative study of the kingdoms, including but not limited to morphology, physiology, organ systems, homeo-stasis, evolution, and taxonomy.
Prerequisite: BIO 103, BIO 104
3/0/0

BIO 106 General Biology II Laboratory  1 cr.
This course introduces current environmental issues. The scientific method is the tool for the analysis and possible solution to these problems. The course also covers the economic, ethical, and political aspects of these issues.
Prerequisite: High school chemistry or biology
Co-requisite: BIO 131
0/3/0

BIO 107 General Biology II Laboratory  1 cr.
This course is designed for allied health majors.
Co-requisite: BIO 103, BIO 104
3/0/0

BIO 110 Fundamentals of Anatomy and Physiology I  3 cr.
This course concentrates on the following organ systems: cardiovascular, respiratory, urinary, digestive, endocrine, reproductive and genetics. This course is designed for allied health majors.
Prerequisite: BIO 110
3/0/0

BIO 111 Fundamentals of Anatomy and Physiology I Laboratory  1 cr.
This laboratory course provides laboratory experiences that apply to the topics and concepts covered in the Fundamentals of Anatomy and Physiology I lecture. All dissections are performed via computer animation.
Prerequisite or Co-requisite: BIO 110
0/3/0

BIO 114 Fundamentals of Anatomy and Physiology II  3 cr.
This course concentrates on the following organ systems: cardiovascular, respiratory, urinary, digestive, endocrine, reproductive and genetics. This course is designed for allied health majors.
Prerequisite: BIO 110
3/0/0

BIO 115 Fundamentals of Anatomy and Physiology II Laboratory  1 cr.
This laboratory course provides laboratory experiences that apply to the topics and concepts covered in the Fundamentals of Anatomy and Physiology II lecture. All dissections are performed via computer animation.
Prerequisite or Co-requisite: BIO 114
0/3/0

BIO 120 Basic Biology and Human Affairs  3 cr.
This course explores the scientific investigation of biological principles with emphasis on the cellular basis of life, plant and animal structure and function, genetics, reproduction, evolution, and ecology.
3/0/0

BIO 121 Basic Biology and Human Affairs Laboratory  1 cr.
This course provides laboratory experiences that apply to the topics and concepts covered in Biology and Human Affairs.
Prerequisite or Co-requisite: BIO 120
0/2/0

BIO 130 Environmental Science  3 cr.
This course introduces current environmental problems. The scientific method is the tool for the analysis and possible solution to these problems. The course also covers the economic, ethical, and political aspects of these issues.
Prerequisite: High school chemistry or biology
Co-requisite: BIO 131
3/0/0

BIO 131 Environmental Science Laboratory  1 cr.
This course introduces students to laboratory and field techniques and equipment used in environmental science. Field trips acquaint students with methods of resource recovery and resource conservation.
Prerequisite: High school chemistry or biology
Co-requisite: BIO 130
0/2/0

BIO 155 Basic Microbiology  3 cr.
This course discusses normal and abnormal microbiota of humans with emphasis on transmission, prevention, and control of pathogens. It is designed for students who have not taken BIO 105/104 (General Biology I), i.e., two year nursing students and non-biology majors.
Prerequisite: High school chemistry; High school biology; MTH 075 or equivalent; college reading level; ENG 101
3/0/0

BIO 156 Basic Microbiology Laboratory  1 cr.
This course focuses on the identification of normal and abnormal microflora and parasites common to humans.
Prerequisite or Co-requisite: BIO 155
0/3/0
BIO 208 Human Anatomy & Physiology I 3 cr.
This course covers the following organ systems in both the normal and diseased states: integumentary, skeletal, muscular, nervous, and special senses. This course is designed for biology majors or those intending to transfer to a four-year institution.
Prerequisite: BIO 107, BIO 108
3/0/0

BIO 209 Human Anatomy & Physiology I Laboratory 1 cr.
This course provides laboratory experiences that apply to the topics and concepts covered in Human Anatomy & Physiology I lecture. The laboratory experiences involve structural and functional concepts of mammalian systems.
Prerequisite or Co-requisite: BIO 208
0/3/0

BIO 210 Human Anatomy & Physiology II 3 cr.
This course covers the following organ systems in both the normal and diseased states: cardiovascular, respiratory, urinary, digestive, endocrine, reproductive, and genetics. This course is designed for biology majors or those intending to transfer to a four-year institution.
Prerequisite: BIO 208, BIO 209
3/0/0

BIO 212 Human Anatomy & Physiology II Laboratory 1 cr.
This course provides laboratory experiences that apply to the topics and concepts covered in Human Anatomy & Physiology II lecture. The laboratory experiences involve structural and functional concepts of mammalian systems.
Prerequisite or Co-requisite: BIO 210
0/3/0

BIO 211 General Microbiology 3 cr.
This course is a study of the classification, structure, and fundamental aspects of microorganisms, including prokaryotes, protozoa, fungi, viruses, prions, and parasites. It includes discussions of the concepts of immunology and epidemiology.
Prerequisite: BIO 103, BIO 104
3/0/0

BIO 212 Microbiology Laboratory 1 cr.
This course includes laboratory exercises that deal with aseptic procedures, microbiological techniques, isolation and identification of representative groups in the prokota and the monera.
Prerequisite or Co-requisite: BIO 211
0/3/0

BIO 230 Ecology 3 cr.
This course studies the relationships between organisms and their environments. It includes population dynamics, nutrient cycling, community and ecosystem structure, evolution, natural selection, and current environmental issues.
Prerequisite: BIO 107, BIO 108
Co-requisite: BIO 231
3/0/0

BIO 231 Ecology Laboratory 1 cr.
This course provides laboratory experiences that apply to the topics and concepts covered in the Ecology lecture.
Prerequisite: BIO 107, BIO 108
Co-requisite: BIO 230
0/1/0

BIO 291 Special Projects in Biology 1 cr.
Prerequisite: Project approval by instructor
Lab fee charged

BIO 292 Special Projects in Biology 2 cr.
Prerequisite: Project approval by instructor
Lab fee charged

BIO 293 Special Projects in Biology 3 cr.
In these courses, students are provided with directed study and research in selected topics in biological sciences, including literature research and laboratory experience.
Lab hours depend on project (usually 2 hours per week per credit)

BIO 214 Cell Culture and Microbial Fermentation 3 cr.
This course describes cell physiology and prepares students for work with recombinant protein expression systems. It specifically addresses bioreactor design, large-scale manufacturing and fermentation conditions. It includes laboratory exercises on aseptic cell culture techniques, cryopreservation, cell quantification and viability assays.
Prerequisite: BIO 103, BIO 104, BIT 150
2/2/0

BIT 220 Protein Recovery and Purification 3 cr.
This course provides an understanding of protein biochemistry. It introduces purification methods and protein characterization. It provides laboratory experiences in electrophoresis, Western blots, microarrays and chromatography.
Prerequisite: BIT 150, CHE 115, CHE 116
2/2/0

BIT 223 Bioinformatics 3 cr.
This course describes computer applications in the biotechnology field. It covers computational biology, data mining, genomic databases and biological sequence analysis.
Prerequisite: BIT 103
3/0/0

BIT 230 Biotechnology Seminar I 1 cr.
This course introduces students to issues surrounding biotechnology such as good manufacturing practices, design of clinical trials, pharmaceutical patent law, and the FDA approval process. It also discusses bioethics and the Human Genome Project. It includes guest speakers from the pharmaceutical and biotechnology industries.
Prerequisite: BIT 103
1/0/0

BIT 291 Special Projects in Biotechnology 1 cr.
BIT 292 Special Projects in Biotechnology 2 cr.
BIT 293 Special Projects in Biotechnology 3 cr.
In these courses, students develop an independent project which incorporates many of the biotechnology techniques learned in the program. Students collaborate with an advisor to design an experiment, collect and analyze data, and write a scientific report. Lab hours depend on project (usually 2 hours per week per credit)

Prerequisite: Project approval by instructor
Lab fee charged

Business Administration

BUA 101 Business Functions in a Global Society 3 cr.
This course covers the business functions of any organization: marketing, operations, production, accounting, finance, distribution, investments, human resource management, banking, and information handling in our current global society.
3/0/0
BUA 102 Principles of Management 3 cr.
This course focuses on the fundamental concepts in the management process of planning, organizing, leading and control which specifically relate to the ever-changing world in which managers work. It emphasizes decision-making and the leadership roles of the manager.
Prerequisite: None (BUA 101 recommended)
3/0/0 FA/SP/SU

BUA 108 Personal Finance and Money Management 3 cr.
This course introduces students to the complexities of modern personal money management and helps them avoid some problems in everyday living. It covers budgeting basics, intricacies of home ownership, income taxes and investments; and the wise use of insurance, wills, and trusts.
3/0/0 FA/SP/SU

BUA 120 Total Quality Management 3 cr.
This course introduces total quality management (TQM) and covers TQM in product, service, process, system and management. It emphasizes TQM leadership and planning, customer focus, benchmarking, productivity, TQM organizing, tools, processes, and criteria.
3/0/0

BUA 142 Real Estate Finance 3 cr.
This course is a comprehensive introduction to the real estate finance industry with an emphasis on loan products offered by commercial banks. It includes concepts, terminology, appraisal techniques, evaluations, loan process, special risks, construction lending, government role, investment analysis, and trends.
Prerequisite: LEX 124
3/0/0

BUA 205 Business Law I 3 cr.
This course is an introduction to legal principles and procedures. It includes an introduction to business law, ethics, crimes, torts, contracts, the uniform commercial code, sales and commercial paper.
3/0/0 FA/SP/SU

BUA 206 Business Law II 3 cr.
This course is an advanced examination of business law principles and procedures. It includes agency, partnership, corporations, rights of debtors and creditors, business regulation and the law of property.
Prerequisite: BUA 205
3/0/0

BUA 208 Labor-Management Relations 3 cr.
This course focuses on contemporary trends in employee-management relations. It examines the legal, social, and economic aspects of labor relations and the techniques and attitudes essential for development and leadership in employee-management relations.
3/0/0

BUA 211 Human Resource Management 3 cr.
This course is an examination of personnel management and administrative functions, such as philosophy, policies, organization, job analysis, recruitment, appraisal, development, promotion, discipline, communication, wage and salary, incentives system, and career development.
Prerequisite: BUA 102 or permission
3/0/0

BUA 215 Finance 3 cr.
This course examines money, the Federal Reserve System, and financial management. It includes capital budgeting, financial analysis, and the use of cash-flow analysis. Students analyze loan application forms, annual reports, and new securities prospectus reports.
Prerequisite: ACC 111 or ACC 113
3/0/0 SP

BUA 220 Principles of Marketing 3 cr.
This course is a survey of the roles of the consumer, retailer, and wholesaler, as well as the functions of price, product, advertising, financing, and risk. It emphasizes the interaction of each of the marketing components and developing an awareness of the whole marketing process.
Prerequisite: BUA 101
3/0/0 FA/SP/SU

BUA 221 Principles of Advertising 3 cr.
This course focuses on the management of advertising and its relationship to other components of the marketing mix. It covers target markets, advertising objectives, the creative process, media selection, advertising effectiveness, the role of ad agencies, and societal issues.
3/0/0 FA/SP/SU

BUA 222 Salesmanship 3 cr.
This course teaches the techniques of successful selling. It covers prospecting, the approach, sales presentation, answering objections, and closing the sale. Students apply these techniques through in-class presentations.
3/0/0 FA/SP/SU

BUA 225 Human Relations in Management 3 cr.
This course examines human behavior and its effect on management. It focuses on individual and group behavior and interpersonal relationships, including motivation and organizational leadership.
Prerequisite: BUA 102
3/0/0

BUA 230 Small Business Management 3 cr.
This course gives a thorough understanding of small business operations. It focuses on the relationship of small business to the American economy, short-and long-range small business ownership, wholesaling, retailing, service, and franchised operations.
3/0/0 FA/SP/SU

BUA 248 Business Leadership 3 cr.
This course is for business and accounting students who have completed 30 credit hours and intend to apply to Rutgers Camden School of Business. It focuses on important leadership topics and the development of individual student leadership traits.
3/0/0

Cooperative Education

CED 111-144 Cooperative Education Work Experience 1-4 cr.
This is an optional work experience program that supplements regular classroom with supervised on-the-job learning experiences in college approved work situations. Academic credit is earned for work experience if the student's job is related to either the field of study or the vocational goal. One semester hour may be earned for each 115 hours per semester that a student is employed, provided appropriate learning objectives are identified. A maximum of 12 allowable. A student planning to earn work experience credit must have earned or be currently enrolled in one and one-half credit hours of other course work for each credit hour of work experience.
Prerequisite: Completion of 6 credit hours of course work, a minimum grade point average of 2.3.
Course fee charged

Chemistry

CHE 107 Chemistry 3 cr.
This is an introductory course that covers the fundamental laws, terms, and mathematics of general chemistry. It includes treatment of nomenclature, stoichiometry, solution chemistry, and gas laws.
Prerequisite: High school algebra I or MTH 075
Co-requisite: CHE 108
3/0/0 FA/SP/SU

CHE 108 Chemistry Laboratory 1 cr.
This course provides laboratory experiences that illustrate important theories and concepts in basic chemistry. It stresses standard laboratory techniques, scientific equipment and its proper use, and laboratory safety.
Prerequisite: High school algebra I or MTH 075
Co-requisite: CHE 107
0/2/0 Lab fee charged

CHE 115 General Chemistry I 3 cr.
This course is a systematic study of fundamental principles and concepts including chemical measurement, atomic structure, periodicity, chemical bonding, thermochemical equations, stoichiometry of chemical reactions; the liquid, solid, and gaseous states; and solution chemistry.
Prerequisite: High school chemistry or CHE 107 and CHE 108 and algebra skills equivalent to MTH 095
3/0/0 FA/SP/SU

CHE 116 General Chemistry I Laboratory 1 cr.
This course provides laboratory experiences that apply to the topics and concepts covered in General Chemistry I.
Prerequisite or Co-requisite: CHE 115
0/2/0 FA/SP/SU Lab fee charged
CHE 117 General Chemistry II 3 cr.
This course is a systematic study of thermodynamics, kinetics, equilibrium, ionic equilibria, electrochemistry coordination compounds, nuclear chemistry, and an introduction to organic reactions.
Prerequisite: CHE 115, CHE 116
3/0/0 FA/SP/SU

CHE 118 General Chemistry II Laboratory 1 cr.
This course provides laboratory experiences that apply to the topics and concepts covered in General Chemistry II.
Prerequisite or Co-requisite: CHE 117
0/2/0 FA/SP/SU Lab fee charged

CHE 201 Quantitative Analysis 4 cr.
This course provides laboratory experiences in the techniques of volumetric and gravimetric analysis. It examines the theory of chemical equilibrium, pH, and Redox reactions with an emphasis on problem solving.
Prerequisite: CHE 117, CHE 118
2/4/0 Lab fee charged

CHE 210 Nutrition 3 cr.
This course examines the basic concepts in the science of human nutrition and their relationship to the needs of man.
Prerequisite: CHE 107 or CHE 115 or high school chemistry with a grade of “B” or better or permission
3/0/0 FA/SP/SU

CHE 222 Brief Course Organic Chemistry 4 cr.
This course presents the basic nomenclature, structures, reactions, and properties of aliphatic and aromatic hydrocarbons and their derivatives, including alcohols, esters, ethers, aldehydes, ketones, amines, amides, and others. It emphasizes the chemistry and properties of natural and synthetic pharmaceuticals and other medically related compounds. The laboratory consists of biochemical experiments.
Prerequisite: CHE 115, CHE 116
3/2/0 Lab fee charged

CHE 228 Chemical Data Acquisition and Processing 2 cr.
This course involves the acquisition and processing of chemical laboratory data using temperature, pH, light, pressure, and voltage sensors to generate data tables and graphs. It presents techniques including data storage, presentation of graphs and tables, and data spreadsheets. It includes thermochemistry, spectrophotometry, ionic equilibria, electrochemical measurements, gaseous systems, conductance, specific ion measurements and gravimetric analysis.
Prerequisite or Co-requisite: CHE 117, CHE 118 or permission
1/2/0 Lab fee charged

CHE 240 Organic Chemistry I 3 cr.
This course presents the fundamental principles of organic chemistry. It includes basic techniques of organic compound synthesis; structure, properties, and nomenclature of organic compounds; the addition, substitution, elimination and oxidation-reduction reactions of organic compounds; reaction mechanisms; infrared spectroscopy; and a brief introduction to mass spectrometry.
Prerequisite: CHE 117, CHE 118
Co-requisite: CHE 241
3/0/0 FA

CHE 241 Organic Chemistry I Laboratory 1 cr.
This course provides laboratory experiences that apply to the topics and concepts covered in Organic Chemistry I.
Prerequisite or Co-requisite: CHE 240
0/3/0 FA Lab fee charged

CHE 242 Organic Chemistry II 3 cr.
This course covers the structure, properties, and nomenclature of organic compounds; the complex synthesis of organic compounds; electrophilic, aromatic, free radical and nucleophilic substitution; addition reactions; reaction mechanisms; nuclear magnetic resonance spectroscopy; and a brief introduction to biochemistry.
Prerequisite: CHE 240, CHE 241
Co-requisite: CHE 243
3/0/0 SP

CHE 243 Organic Chemistry II Laboratory 1 cr.
This course provides laboratory experiences that apply to the topics and concepts covered in Organic Chemistry II.
Prerequisite or Co-requisite: CHE 242
0/3/0 SP Lab fee charged

CHE 291 Special Projects in Chemistry 1 cr.
CHE 292 Special Projects in Chemistry 2 cr.
CHE 293 Special Projects in Chemistry 3 cr.
Students investigate practical or theoretical problems of a chemical nature. Projects include a combination of literature, laboratory, and instrumental experiences in addition to the application of chemical laws and theories.
Lab hours depend on the project (usually 2 hours per week per credit).
Prerequisite: CHE 115, CHE 116 and project approval by the instructor
Lab fee charged

Chinese

CHI 101 Elementary Chinese I 3 cr.
This course presents the basics of Mandarin Chinese for those who have no knowledge of the language. It focuses on speaking, reading, and writing Mandarin Chinese.
3/0/0 FA

CHI 102 Elementary Chinese II 3 cr.
This course is for students with limited knowledge of Mandarin Chinese. It focuses on building upon demonstrated skills in speaking, writing, and reading Mandarin Chinese.
Prerequisite: CHI 101
3/0/0 SP

Cinema

CIN 109 American Cinema 3 cr.
This course examines how business savvy, creativity, and technical skills drive the film industry. Studio executives, directors, cinematographers, and others share their thoughts and experiences. Clips from over 300 movies demonstrate why movies continue to captivate audiences.
3/0/0 FA/SP/SU

Computer Information Systems

CIS 101 Introduction to Computers 3 cr.
This course is an overview of computer hardware, software, representation and processing of data, design of algorithms, systems, and procedures; and computer languages. It presents and applies the fundamentals of problem solving and programming in a high-level computer language.
3/0/0 FA/SP/SU Course fee charged

CIS 111 Programming in BASIC 3 cr.
This course provides an introduction to programming using the QBASIC language and how to use a computer to solve a problem. It covers algorithms, flowcharts, pseudocodes, control structures, loops, subprograms, and arrays. It introduces and emphasizes structured programming techniques.
Prerequisite: MTH 095 or higher
3/0/0 Course fee charged

CIS 118 Introduction to Microsoft Office 3 cr.
This course focuses on the concepts and operation of the main components of Microsoft Office: Word, Excel, Access, and PowerPoint. Students are taught to apply these Office applications to a range of business and personal problems, both stand alone and integrated with each other.
Prerequisite: CIS 101
3/0/0 FA/SP Course fee charged

CIS 119 Visual Programming 3 cr.
This course is based on the MS Visual studio and covers Visual programming in Fospro, C++, Visual J ++ and InterDev. Students learn to design and code in a visual environment.
Prerequisite: CIS 130
3/0/0 Course fee charged

CIS 129 MS Word Techniques 3 cr.
This course focuses on text entry and editing, file operations, document formatting, printing, and other major functions. It introduces desktop publishing, graphics, macros, sorting, columns, and other minor functions. It covers specific MS Word techniques as well as general word processing concepts and applications.
3/0/0 Course fee charged

CIS 130 Introduction to Visual Basic 3 cr.
This course introduces Graphical User Interfaces (GUIs) using Microsoft Visual Basic in the Microsoft Windows environment. Students design, code, and run integrated Visual Basic applications using the multiple-document interfaces, object-linking and embedding, and dynamic-link library features of Microsoft Windows.
Prerequisite: CIS 111 or knowledge of BASIC Programming language
3/0/0 FA/SP Course fee charged

CIS 131 MS Excel Techniques 3 cr.
This course covers a review of basic spreadsheet operations, graphs and charts; data base operations; data analysis; financial functions; logical and lookup functions and macros. It covers specific techniques as well as concepts in spreadsheet design and typical applications.
Prerequisite: CIS 101 or CIS 118 or permission
3/0/0 Course fee charged
CIS 132 MS Access Techniques and Programming 3 cr.  
This course covers a review of basic Access operations, relational data base concepts and operations, complex query design, custom form and report design, macros and modules. Integrating Access with other Windows applications and an introduction to Visual Basic. It emphasizes specific techniques as well as concepts in data base design, data base programming, and typical data base applications.  
Prerequisite: CIS 118  
3/0/0 Course fee charged

CIS 135 Introduction to Windows and Networking 3 cr.  
This course introduces operating systems for users of microcomputers. Students learn concepts, commands and operations in Windows. It emphasizes basic operations and commands, accessing and installing applications software, managing files and folders on secondary storage, commands, controlling and configuring printers and other hardware, peer to peer networking and controlling and configuring the user environment.  
Prerequisite: CIS 101 or CIS 118, EET 101 or prior microcomputer experience  
3/0/0 Course fee charged

CIS 136 Windows Operating System I 4 cr.  
This course is an intermediate level course on the installation, configuration, and support of Microsoft Windows Professional and Server in both a desktop and network environment with a particular emphasis on hands-on skills in the following areas: implementing and supporting Windows Professional in a desktop environment, managing and maintaining Windows Server, implementing network infrastructure for network hosts and services.  
Prerequisite: CIS 150, EET 215  
4/0/0 Course fee charged

CIS 137 Windows Operating System II 4 cr.  
This course is an advanced level course on the installation, configuration and support of Microsoft Windows Server in a network environment with particular emphasis on hands-on skills in the following areas: implementing and administering security in a Windows Server network, planning and maintaining Windows Server network infrastructure, planning, implementing, and maintaining Windows Server Active Directory infrastructure.  
Prerequisite: CIS 136  
4/0/0 Course fee charged

CIS 140 Internet Literacy 3 cr.  
This course is an introduction to the Internet. Students have hands-on experience learning and using basic Internet services: e-mail, listserve, newsgroups, ftp, chat, telnet, and the World Wide Web. They practice Internet etiquette, surfing techniques, and search strategies. It emphasizes how to download and how to document electronic sources. Students create home pages and resumes and publish them on the Web.  
3/0/0 Course fee charged

CIS 150 Networking Fundamentals 4 cr.  
This course emphasizes the knowledge and application of basic concepts of networking technology. It presents the OSI model, industry standards, network topologies, IP addressing, subnet masking, networking components, and basic network design.  
Prerequisite: CIS 101 or EET 101 or permission  
4/0/0 Course fee charged

CIS 151 Cisco Network Routing Fundamentals 4 cr.  
This course focuses on initial router configuration, Cisco IOS Software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Students develop skills on how to configure a router; managing Cisco IOS Software, configuring routing protocol on routers, and setting the access lists to control the access to the routers.  
Prerequisite: CIS 150 or permission  
4/0/0 Course fee charged

CIS 152 Cisco Switching Basics and Intermediate Routing 4 cr.  
This course focuses on advanced IP addressing techniques (Variable Length Subnet Masking [VLSM]), intermediate routing protocols (RIP v2, single-area OSPF, EIGRP), command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP), and VLAN Trunking Protocol (VTP). It emphasizes students demonstrating the ability to apply knowledge from CIS 150 and CIS 151 to a network explaining how and why a particular strategy is employed.  
Prerequisite: CIS 151 or permission  
4/0/0 Course fee charged

CIS 155 Fundamentals of Web Design 4 cr.  
This course focuses on the overall production processes surrounding web site design with particular emphasis on design elements involving layout, navigation and interactivity. Students are introduced to various Adobe software packages. It uses on-line modules developed by the Cisco Academy program.  
Prerequisite: CIS 101 or higher or CSE 110 or higher or permission  
4/0/0 Course fee charged

CIS 156 Introduction to UNIX and Linux 4 cr.  
This course is an introduction to the UNIX and/or Linux operating system. Students use a variety of command line features of UNIX and Linux to perform file system navigation, view and alter file permissions, use a text editor, develop shell scripts, perform file backup, and issue basic network commands. It also uses a Linux graphical interface to introduce students to representative Windows-like desktop tools for word processing, file system navigation, web browsing, printing, and e-mail.  
Prerequisite: CIS 101 or CIS 118 or CSE 110 or EET 210 or EET 215 or permission  
4/0/0 Course fee charged

CIS 157 Cisco WAN Technologies 4 cr.  
This course focuses on advanced IP addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], and DHCP), WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management, and Introduction to optical networking. It emphasizes students demonstrating the ability to apply knowledge from CIS 150, CIS 151, and CIS 152 to a network and explaining how and why a particular strategy is employed. Students prepare to take the CCNA Exam.  
Prerequisite: CIS 152 or permission  
4/0/0 Course fee charged

CIS 158 Cisco Fundamentals of Wireless LANs 4 cr.  
This introductory course to Wireless LANs focuses on the design, planning, implementation, operation, and troubleshooting of Wireless LANs. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands-on skills. It prepares students for Cisco Wireless LAN Support Specialist certification.  
Prerequisite: CIS 151  
3/3/0 Course fee charged

CIS 160 Database Programming Using SQL and Oracle 3 cr.  
This course is a detailed study of SQL (Structured Query Language) including a relational database model, normal form theories, forms generation, and report generation. This model and design tools are exemplified by the use of Oracle as the rational database management system.  
Prerequisite: CIS 101 or permission  
3/0/0 Course fee charged

CIS 181 Introduction to MS Windows 1 cr.  
This course is an introduction for those who wish to learn the Windows graphical user interface. It covers an overview of Windows; parts of the screen; using the mouse; program manager; keyboard alternatives; file manager; Windows accessories; and using applications with Windows.  
0/2/0 Course fee charged

CIS 184 Introduction to MS Excel 1 cr.  
This course introduces MS Excel which is a popular spreadsheet program for MS Windows that can be used for math and financial calculations and to produce graphs from spreadsheet information. It includes basic spreadsheet operations; entering formulas; function; and producing charts and graphs.  
0/2/0 Course fee charged

CIS 185 Introduction to MS Word for Windows 1 cr.  
This course introduces the latest version of Microsoft's popular word processor for Windows. It offers hands-on training to allow the user to easily format text and graphics and create professional-quality page layout. It covers formatting, printing, and exchanging text and graphics with other Windows programs.  
0/2/0 Course fee charged
CIS 101 Introduction to PowerPoint 1 cr.
This course introduces the Microsoft PowerPoint presentation graphics package. Students create, modify, and change the appearance of on-screen and printed presentations. They learn presentation concepts as well as specific PowerPoint commands.
Prerequisite: CIS 101 or permission
0/2/0 Course fee charged

CIS 200 Fundamentals of Network Security 4 cr.
This course introduces network security focusing on the overall processes with an emphasis on hands-on skills in the following areas: security policy design and management; security technologies, products and solutions; firewall and secure router design, installation, configuration, and maintenance; AAA implementation and VPN implementation using routers.
Prerequisite: CIS 200 or permission
4/0/0 Course fee charged

CIS 201 Cisco Intermediate Network Security 4 cr.
This course is an intermediate level course in network security focusing on the overall security processes with particular emphasis on hands-on skills in the following areas: advanced configuration of the Cisco Pix security appliance including AAA, IDS, VPN maintenance and management, enabling secure VPNs using IPSec technologies, configuring Cisco VPN 3000 concentrators, VPN 3002 hardware clients and software clients and administering and monitoring VPN equipment and software in remote-access and LAN-to-LAN networks using IPSec protocols and features.
Prerequisite: CIS 200
4/0/0 Course fee charged

CIS 202 Cisco Advanced Network Security 4 cr.
This course is an advanced level course in network security focusing on the overall security processes with particular emphasis on hands-on skills in the following areas: understanding how Cisco IDS can be used to protect, monitor, and enforce physical security policies; installing and configuring the Cisco IDs to monitor your network for malicious activity; applying alarm signatures and gaining the proficiency to create your own custom signatures; deploying Cisco IDS effectively in your network using sensor and management platforms; SAFE design philosophy, concepts and modules; network attack taxonomy and mitigation; Cisco security products; and small, medium and remote network design and implementation.
Prerequisite: CIS 201
4/0/0 Course fee charged

CIS 216 Business Systems Analysis and Design I 3 cr.
This course introduces a system life-cycle as practiced in a business environment. It emphasizes the fundamental tools and techniques of the analyst, such as forms design and control, procedure writing, charting techniques for problem analysis and project management, and the preparation of a study phase report.
Prerequisite: CIS 101, CIS 118 or CSE 110 and ENG 101
3/0/0 Course fee charged

CIS 217 Business Systems Analysis and Design II 4 cr.
This course completes the system life-cycle concept with continued study of development, design and operation phases. It emphasizes the design of a computer-oriented system. It uses extensive applications case studies and a project team to develop analytical and communication skills.
Prerequisite: CIS 216, CIS 132
3/1/0 Course fee charged

CIS 220 Advanced Visual Basic 3 cr.
This course expands the Visual Basic course using advanced methods and techniques to program in Visual Basic and use applications in ACCESS.
Prerequisite: CIS 130 and CIS 132
3/0/0 Course fee charged

CIS 250 Cisco Advanced Routing Configuration 4 cr.
This course is one of four leading to the Cisco Certified Network Professional (CCNP) designation. It focuses on how to implement RIPv2, EIGRP, OSPF, IS-IS and BGP routing protocols. It also details the important techniques used for route filtering and route redistribution.
Prerequisite: CIS 157 or permission
4/0/0 Course fee charged

CIS 251 Cisco Multi-Layer Switching 4 cr.
This course is one of four leading to the Cisco Certified Network Professional (CCNP) designation. It introduces the implementation of Cisco routers in WAN applications. It focuses on the selection and implementation of the appropriate Cisco IOS services required to build intranet remote access links. This hand-on, lab-oriented course stresses the design, implementation, operation, and level 1 troubleshooting of common WAN connectivity options.
Prerequisite: CIS 157 or permission
4/0/0 Course fee charged

CIS 252 Cisco Remote-Access Networks 4 cr.
This course is one of four leading to the Cisco Certified Network Professional (CCNP) designation. It introduces the implementation of Cisco routers in WAN applications. It focuses on the selection and implementation of the appropriate Cisco IOS services required to build intranet remote access links. This hand-on, lab-oriented course stresses the design, implementation, operation, and troubleshooting of switched and routed environments.
Prerequisite: CIS 157 or permission
4/0/0 Course fee charged

CIS 253 Cisco Network Troubleshooting 4 cr.
This course is the last of four leading to the Cisco Certified Network Professional (CCNP) designation. It focuses on troubleshooting network problems. The emphasis is on documenting and base lining a network, troubleshooting methodologies and tools, and Layers 1 to 7 troubleshooting.
Prerequisite: CIS 250, CIS 251, CIS 252
4/0/0 Course fee charged

CIS 291 Special Projects in Computer Science 1 cr.
CIS 292 Special Projects in Computer Science 2 cr.
CIS 293 Special Projects in Computer Science 3 cr.
These courses are an opportunity for independent research and study on a relevant topic in computer science, such as a detailed system study or comprehensive program development project. Course credit is based on the scope and time required for the project (usually 2 hours per week per credit). Periodic progress reports are required.
Prerequisite: Project approval by the instructor
Course fee charged

Communications

COM 103 Media Operations 3 cr.
This course prepares students to work in radio and television production. It emphasizes the physical use of and technical requirements needed to operate the range of equipment used to produce radio, television, and video programs.
3/0/0

COM 105 Writing for Mass Media 3 cr.
This course introduces writing for radio and television. It includes the narrative interview, personality sketches, and documentary writing. Students write narratives, speeches, reports, public service announcements, press advisories, and news releases.
Prerequisite: ENG 101
3/0/0

COM 120 Radio Production 3 cr.
This course teaches basic studio operations and editing for broadcast applications. Students produce commercials and public service announcements for radio. A major objective is creating a picture in the mind’s eye with voice, music, sound effects, and other elements.
2/2/0 Course fee charged

COM 202 Television Production I 3 cr.
This course introduces the theory and operation of the modern television studio and control equipment for broadcast and closed circuit systems. It covers types of programming, production fundamentals, script analysis and blocking, lighting, sets, sound, graphics, and optics.
Additional studio hours required
2/2/0 Course fee charged

COM 205 Television Production II 3 cr.
This course focuses on the principles and techniques of producing television programs. It examines the relationship of idea to visual image using exercises in composition and continuity. It requires work with script analysis and blocking, lighting, sets, sound, graphics, optics, and program forms and styles. Each student must conceive and direct a 15-minute videotape.
Additional studio hours required
Prerequisite: COM 202
2/2/0 Course fee charged
COM 268 Special Projects Internship 1, 2, or 3 cr.
This course is for students who are employed as interns in an educational, corporate, business, or governmental agency. Students must apply for Burlington County College approval before registering for this course. The student must sign the learning agreement, receive three evaluations from the employer or designee, and work with a Burlington County College faculty member. All assignments, evaluations, and the required Capstone Project must be submitted before a grade is assigned.
Prerequisite: Specialized application form must be approved by the respective Dean in addition to a letter from the employer verifying the internship. Course fee charged.

CON 101 Building Materials and Construction Methods 3 cr.
This introductory course provides an understanding of the fundamentals of residential and commercial construction materials and practices. Students gain an understanding of the types of construction, structural design requirements, and the properties of common construction materials such as wood, concrete, iron, and steel.
Prerequisite: MTH 075 or equivalent, college reading level and writing level

CON 202 Contracts and Specifications 3 cr.
This course provides students with a working knowledge of the critical need for well defined contracts and specifications within the legal environment of construction management. Students gain an understanding of the procurement and bidding process, the need for unambiguous technical specifications, types of contracts and specifications, and the use of principled negotiation in contract development.
Prerequisite: DDT 114, EGR 110
Co-requisite: ECO 203

CON 210 Estimating 3 cr.
This course provides students with an understanding of the estimating procedures and techniques used for developing budgets and schedules to meet the performance requirements of the construction project. Students learn how to estimate labor, raw material, and capital equipment cost to develop meaningful construction budgets and schedules.
Prerequisite: COM 202

CRJ 101 Introduction to Criminal Justice 3 cr.
This course is an introduction to the philosophy and development of the system if dealing with social deviancy through criminal justice. It focuses on the concepts, agencies, and institutions involved in the administration of criminal justice.

CRJ 102 Police Operations and Procedures 3 cr.
This course is a survey of the role of traffic, investigative, juvenile, vice, and other specialized units within law enforcement agencies. It focuses on the line activities of law enforcement agencies with emphasis on the patrol function and the prevention of crime.

CRJ 103 Introduction to the Correctional System 3 cr.
This course is an introduction to the entire correctional system from law enforcement through the administration of justice, probation, parole, prison system, and correctional institutions.

CRJ 106 Introduction to Court Systems 3 cr.
This course is an overview of the criminal courts and their role within the criminal justice system. It examines some civil aspects of the court system and their interconnection with the criminal courts. It analyzes historical and current data regarding the structure and theory of criminal courts and investigates questions criminal procedure and the dynamics of criminal court processes.

CRJ 111 Criminal Law 3 cr.
This course examines fundamental provisions and underlying assumptions of criminal law. It focuses on principles and doctrines, crimes against the person, crimes against property and habitation, and crimes against public order.

CRJ 113 Criminal Investigation 3 cr.
This course is a survey of the fundamentals of criminal investigation theory and history. It focuses on the evidence from the crime scene to the courtroom with emphasis on techniques appropriate to specific crimes.

CRJ 114 Criminalistics 3 cr.
This course focuses on the collection, identification, preservation, and transportation of physical evidence. It emphasizes examination of physical evidence within the investigator’s resources and demonstration of laboratory criminalistics.

CRJ 118 Criminal Justice Agency Administration 3 cr.
This course examines the organization and administration of agencies within the criminal justice system. It focuses on the relationship of the administrative process to clientele groups and examines fiscal and personnel management.

CRJ 203 Legal Rights of the Convicted 3 cr.
This course examines the legal rights of the convicted offender in the criminal justice system. It focuses on the legal aspects of conviction and sentencing together with the legal rights of probationers, prison inmates, and parolees.

CRJ 213 Arson Investigation 3 cr.
This course introduces the study of arson, types of incendiary fires and laws covering arson. It focuses on methods of determining fire causes, recognizing and preserving evidence, and interviewing and detaining witnesses.

CRJ 217 Juvenile Delinquency 3 cr.
This course examines the development and philosophy of dealing with juvenile delinquency, youth crime, and youth victimization through the juvenile justice system. It examines the role of probation, treatment approaches, and the Juvenile Justice Commission.

CRJ 218 Introduction to Private Security 3 cr.
This course examines the systems and organization of security with primary emphasis on the private sector. It focuses on historical and philosophical perspectives of security and compares the public and private sectors. It concentrates on contemporary issues in security including legal authority, the branches and functions of security in multiple industry and institutional settings, and the growing function of the private sector investigator.

CRJ 219 Organized Crime 3 cr.
This course examines and analyzes the theory on organized crime and terrorism, the controversy surrounding the phenomenon, and efforts at control. It focuses on the historical aspects, the structural components of various defined groups, the economic theory and business practices, and the sociological and criminological theory as it relates to current regional organized crime groups.

CRJ 220 Independent Study in Criminal Justice 3 cr.
This course is for in-service police officers and pre-service students. The student is required to work in a local police department or other agencies within the criminal justice system and/or pursue an extensive study of some aspect of the criminal justice system through research, observation, or extended reading. It requires a demonstration of scholarly achievement.
Prerequisite: 30 credits, 2.8 GPA, ENG 101, CRJ 101, Student/College agreement
Computer Science

CSE 110 Introduction to Computer Science I 4 cr.
This course introduces the fundamental concepts of programming and problem solving. It focuses on simple data types, control structures, and introduction to array and string data structures and algorithms, as well as debugging techniques and the social implications of computing. It emphasizes good software engineering principles and developing fundamental programming skills in the context of a language that supports the object-oriented paradigm. The lab component provides hands-on programming experience that is vital for beginning programmers and computer science students.
Prerequisite: CSE 111 or CSE 110 or higher; MTH 095 or higher; or permission
Co-requisite: MTH 130

CSE 111 Introduction to Computer Science II 3 cr.
This course builds upon the work completed in CSE 110 to introduce the fundamental concepts of data structures and the algorithms that proceed from them. It focuses on recursion, the underlying philosophy of object-oriented programming, fundamental data structures (such as queues, stacks, linked lists, hash tables, trees, and graphs), sorting and searching techniques, and the basics of algorithmic analysis. The lab component provides hands-on programming experience that is vital for beginning programmers and computer science students.
Prerequisite: CSE 110

CSE 135 Computer Programming and Problem Solving 3 cr.
This is an introductory course in programming in a high-level language and its use in solving engineering, business, and scientific programs. It includes data types, control structures, functions, arrays, files, and the mechanics of running, testing, and debugging. It emphasizes the fundamentals of problem solving, software engineering techniques, and algorithm design. The lab component provides hands-on programming experience for beginning programmers and computer science students.
Prerequisite: MTH 130

CSE 151 Introduction to JAVA 4 cr.
This course provides an introduction to JAVA and Object Oriented Programming. It focuses on simple data types, control structures, an introduction to array and string data structures, algorithms, debugging techniques, and the social implications of computing. It emphasizes good software engineering principles and developing fundamental programming skills in the context of a language that supports the object-oriented paradigm. The lab component provides hands-on programming experience that is vital for beginning programmers and computer science students.
Prerequisite: CSE 110 or CSE 111 or higher; MTH 095 or higher; or permission

CSE 201 Machine and Assembler Language Programming 3 cr.
This course focuses on the organization of digital computers, buses, registers, processors, I/O, memory systems, and paged memory. It also covers instruction sets and execution, addressing modes, and assembly language programming, including subroutines, co-routines, interrupts, and traps.
Prerequisite: CSE 110

CSE 210 Database Systems 3 cr.
This course serves as an introduction to the theory of database design and database programming. It focuses on data models (E/R, relational, and object oriented), dependencies, constraints, normalization, relational algebra, and SQL.
Prerequisite: MTH 130 or MTH 141

CSE 215 Programming Languages 3 cr.
This course introduces the conceptual study of programming language syntax, semantics, and implementation. It includes language definition structure, data types and structures, control structures, data flow, declarative forms, functional forms, concurrency, objects, scoping and binding, inheritance, and interpretation.
Prerequisite: CSE 111

CSE 225 Computer Organization 3 cr.
This course introduces the computer system structure and organization. It emphasizes representation of information, circuit analysis and design, process or architecture, and input/output.
Prerequisite: CSE 210, MTH 226

CSE 230 Introduction to Object-Oriented Graphics Programming: Game Development I 4 cr.
This software engineering course relies heavily on object-oriented techniques to develop Windows-based graphical programs. A familiarity with C++ programming using classes is assumed. Students study the basics of game design and the basics of Windows programming. The class creates and shares games that entertain and exemplify some fundamentals.
Prerequisite: CSE 111 or permission

CSE 256 Principles of Operating Systems 3 cr.
This course explores the fundamental concepts of operating systems which, includes process management, memory management, device management, file systems, resource allocation, and security and protection. It introduces network and distributed operating systems.
Prerequisite: CSE 111

Dental Hygiene

DHY 101 Pre-Clinical Dental Health 4 cr.
This course introduces the basic knowledge, skills and judgments necessary for prevention of diseases of the teeth and surrounding tissue. Laboratory experiences provide for practical application of the principles of comprehensive dental hygiene treatment.
Prerequisite: Admission to program CPR certification, First Aid certification (both current)
Co-requisite: BIO 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 120, DHY 130

DHY 110 Dental Head and Neck Anatomy 3 cr.
This course presents the basic structures of the oral cavity, including the nomenclature, structure, morphology, and function of the teeth. It emphasizes the clinical appearance of the anatomical features of the teeth and points out relationships to adjacent teeth, opposing teeth, and surrounding tissue. It also covers the configuration and function of gross structures of the head and neck and emphasizes the importance of anatomical concepts.
Prerequisite: Admission to program, CPR certification, First Aid certification (both current)
Co-requisite: BIO 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 120, DHY 130

DHY 120 Dental Radiology 3 cr.
This course integrates the didactic, laboratory, and clinical principles of dental radiography. It covers x-ray production, processing, intra- and extra-oral techniques, quality assurance, utilization of radiographic selection criteria, radiographic interpretation, radiation biology and safety, and infection control and hazardous waste disposal. It provides laboratory experiences which progress from mannequin simulation to assigned patients in order to explore clinical applications.
Prerequisite: Admission to Program, CPR certification, First Aid certification (both current)
Co-requisite: BIO 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 110, DHY 130

DHY 130 Medical and Dental Emergencies 1 cr.
This course emphasizes the importance of emergency prevention. It prepares students to recognize and manage medical emergencies that may occur in the dental environment.
Prerequisite: Admission to program, CPR certification, First Aid certification (both current)
Co-requisite: BIO 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 110, DHY 120

DHY 150 Intro to Dental Hygiene Program 1 cr.
This course introduces the basic knowledge, skills, and judgment necessary for prevention of diseases of the teeth and surrounding tissue. Laboratory experiences provide for practical application of the principles of comprehensive dental hygiene treatment.
Prerequisite: Admission to program, CPR certification, First Aid certification (both current)
Co-requisite: BIO 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 110, DHY 120, DHY 130

DHY 301 Dental Hygiene Clinical I 5 cr.
This course introduces the basic knowledge, skills, and judgment necessary for prevention of diseases of the teeth and surrounding tissue. Laboratory experiences provide for practical application of the principles of comprehensive dental hygiene treatment.
Prerequisite: Admission to program CPR certification, First Aid certification (both current)
Co-requisite: BIO 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 120, DHY 130
DHY 140 Oral Embryology and Histology 2 cr.
This course provides a conceptual framework for understanding the growth and development of oral structures as well as an overview of the peri-natal events that begin their growth. It focuses on the microscopic structures of the oral tissues, growth and development of the face and oral cavity. It also covers the development of the deciduous and permanent dentition, including common disturbances and anomalies.
Prerequisite: BIO 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 110, DHY 120, DHY 130
Co-requisite: BIO 114, BIO 115, BIO 155, BIO 156, ENG 101, DHY 151
2/0/0 Course fee charged

DHY 151 Clinical Services I 4 cr.
This course focuses on information about oral physiotherapy, fluoride, treatment planning, adjunctive instrumentation, hypersensitivity, and air abrasive systems. There are examinations of case studies with respect to treatment planning, behavior modification strategies, and adult and pediatric preventive counseling. It requires clinical practice. Students must demonstrate advanced techniques of dental hygiene treatment.
Prerequisite: BIO 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 110, DHY 120, DHY 130
Co-requisite: BIO 114, BIO 115, BIO 155, BIO 156, DHY 140, ENG 101
3/0/12 Course fee charged

DHY 160 Periodontology I 2 cr.
This course focuses on the basic concepts of the anatomy and pathology of the periodontium. It examines in depth classification, etiology, and treatment of periodontal disease. It integrates correlation of the relationship of the histopathologic changes of the supporting structures of the teeth by using case-based clinical studies.
Prerequisite: BIO 114, BIO 115, BIO 155, BIO 156, DHY 140, DHY 151, ENG 101
Co-requisite: DHY 200, PSY 101
2/0/0 Course fee charged

DHY 201 Clinical Services II 4 cr.
This course allows students the opportunity to demonstrate advanced treatment techniques relative to the dental hygiene appointment in the clinical setting. It emphasizes skills in oral physiotherapy, treatment planning, behavior modification strategies, adult and child preventive counseling, and adjunctive instrumentation.
Prerequisite: DHY 160, DHY 200, PSY 101
Co-requisite: CHE 210, DHY 210, DHY 220, DHY 230; MTH 107 or CIS 101
3/0/12 Course fee charged

DHY 210 Periodontology II 2 cr.
This course builds on the information presented in DHY 160. It focuses on current information on clinical and adjacent care aids, as well as a variety of treatment modalities. It also presents surgical options, including implants. It requires student case presentations which cover complete charting, review of medical and dental histories, radiographs and/or study models, record of treatment, patient compliance, and recommended maintenance schedules.
Prerequisite: DHY 160, DHY 200, PSY 101
Co-requisite: CHE 210, DHY 201, DHY 220, DHY 230; MTH 107 or CIS 101
2/0/0 Course fee charged

DHY 220 Oral Pathology 3 cr.
This course investigates the study of abnormalities in morphology and function. It focuses on the cellular level first, including cellular alterations and response. It centers its approach on etiology, pathogenesis, clinical and microscopic signs and symptoms, differential diagnosis, treatment, follow-up and prognosis, with emphasis on those lesions most frequently encountered. It focuses on the recognition of pathological conditions, both systemic and oral, as well as their risk factors so appropriate precautions and/or treatment may be taken.
Prerequisite: DHY 160, DHY 200, PSY 101
Co-requisite: CHE 210, DHY 201, DHY 220, DHY 230; MTH 107 or CIS 101
3/0/0 Course fee charged

DHY 230 Dental Materials 2 cr.
This course introduces the theory, techniques, and applications of handling dental materials. It demonstrates the manipulation skills necessary for pre-clinical proficiency.
Prerequisite: DHY 160, DHY 200, PSY 101
Co-requisite: CHE 210, DHY 201, DHY 210, DHY 220; MTH 107 or CIS 101
1/4/0 Course fee charged

DHY 235 Dental Specialties I 2 cr.
This course provides lecture and laboratory experiences to apply principles of the manipulation of dental materials to the clinical arena. It emphasizes all delegable expanded functions as outlined in the New Jersey Dental Auxiliaries Practice Act during laboratory sessions. It requires clinical competency for successful completion.
Prerequisite: CHE 210, DHY 201, DHY 210, DHY 220, DHY 230; MTH 107 or CIS 101
Co-requisite: DHY 240, DHY 251, DHY 259, SOC 101, SPE 102
1/4/0 Course fee charged

DHY 240 Dental Public Health 3 cr.
This course prepares students to provide patient education to individuals and groups, focusing on a holistic approach. It covers the development, implementation, and evaluation of dental health education programs in a variety of settings through analysis of patient lifestyle, values, behavior, and environment.
Prerequisite: CHE 210, DHY 201, DHY 210, DHY 220, DHY 230; MTH 107 or CIS 101
Co-requisite: DHY 235, DHY 251, DHY 259, SOC 101, SPE 102
3/0/0 Course fee charged

DHY 251 Clinical Services III 4 cr.
This capstone course offers an integrative clinical approach to the provision of patient care services. It emphasizes the honing of clinical skills, the synthesis of prior learning, and application to the delivery of care. It covers practice management and its application to the business of dental hygiene to prepare students for the modern workforce and its various demands.
Prerequisite: CHE 210, DHY 201, DHY 210, DHY 220, DHY 230; MTH 107 or CIS 101
Co-requisite: DHY 235, DHY 240, DHY 259, SOC 101, SPE 102
3/0/12 Course fee charged

DHY 259 National Board Review 0 cr.
This course provides a venue for students to synthesize information from all of the dental science disciplines in order to prepare for the Dental Hygiene National Board Review Examination. It covers time management and testing strategies, as well as case studies and a review of retired board exams. It is NOT intended as the only means of preparation. Successful completion of the exam requires outside individual and group study beginning at least four months prior to the testing date.
Prerequisite: Completion of program, DHY 201
Co-requisite: DHY 251
3/0/0

Drafting and Design Technology

DDT 103 Statics and Strengths of Materials 3 cr.
This course focuses on the fundamental principles of structural design. It emphasizes analysis of structures to determine internal and external forces, the design of members and connections based allowable tension, compression, bending and shearing stresses, analysis of trusses, and the computerized study of forces as represented by vectors.
Prerequisite: MTH 130
2/2/0

DDT 114 Architectural Computer Graphics and Design 3 cr.
This course does all formal drafting on the computer. It covers floor plans, elevations, site plans, piping, electrical layouts, building traffic plans, structural layouts, water and sewer layouts, foundations plans, wall sections, stairs, doors, materials of construction, schedules, partitions, dimensioning, orthographic projection, and perspective projection. There is a semester project.
Prerequisite: MTH 130
2/2/0 Lab fee charged
Economics

ECO 101 Fundamentals of Economics 3 cr.
This course introduces the fundamental processes, language and analyses used in economics. It surveys major economic themes and issues confronting contemporary society to show the relationship between economics and the other social sciences.
3/0/0  FA/SP

ECO 203 Principles of Microeconomics 3 cr.
This course focuses of basic economic principles with particular emphasis on microeconomic theory and problems. It covers graphs, supply, demand, the price system, resource allocation, distribution of income, socioeconomic problems, international trade, economic development, and comparative economic systems.
3/0/0  FA/SP/SU

ECO 204 Principles of Macroeconomics 3 cr.
This course is an introduction to the economic institutions of our society. It focuses on supply, demand, business organization, income, social security, management-labor relations, taxation, money and banking, consumption, savings and investments. It applies these concepts and their interrelationships to problems such as economic activity, employment and unemployment, and inflation and public policies.
3/0/0  FA/SP/SU

Education

EDU 105 Teaching as a Profession 3 cr.
This course addresses the professional characteristics and historical development of teaching as a profession. It discusses the role of the teacher, lesson preparation, among other issues facing teachers. It also provides an overview of select teacher education programs.
3/0/0

EDU 106 The Whole Child 3 cr.
This course is a caregiver's guide to the first five years in early childhood education. It gives the opportunity to explore how children learn. It provides the tools necessary to offer young children rich and appropriate educational opportunities.
3/0/0

EDU 112 Historical Foundations of American Education 3 cr.
This course is a study of the historical and philosophical foundations of American education. It examines current trends and issues in education including but not limited to educational reform, diversity in the classroom, instructional approaches, and school effectiveness.
3/0/0

EDU 250 Internship in Education I 4 cr.
This course meets the experiential needs of each student seeking competencies in the teaching/learning field. The student has the opportunity to participate in a selected school environment with a cooperating teacher for one full day per week. A bi-weekly seminar offers appropriate concomitant learnings.
4/0/0  Course fee charged

EDU 251 Internship in Education II 4 cr.
This course builds on the processes begun in EDU 250. The bi-weekly seminar continues and the time in the selected school environment is increased to two full days per week.
4/0/0  Course fee charged

Electronics Engineering Technology

EET 101 Introduction to Electronics 3 cr.
This course explores the fields of electronics and computers for those who have no experience in these fields. It includes circuit components, Ohm's Law, basic DC and AC circuits, an introduction to power supplies, transistor and integrated circuit amplifiers, and opto-electronic communications. The laboratory experiments cover these topics and verify lecture theory. The laboratory also introduces measurement techniques using a multimeter, function generator, oscilloscope, and computer operation using circuit analysis software.
Prerequisite: High school algebra or MTH 075
Note: EET 101 cannot be taken after passing EET 121
2/2/0  FA/SP  Lab fee charged

EET 111 Electronic Computer Graphics 3 cr.
This course uses AutoCAD to perform drafting related to the electronic industry. It covers electronic block diagrams, schematics, parts list, and production drawings. Printed circuit board design topics include layout, trace routing, assembly and hole drill drawings.
2/2/0  Lab fee charged

EET 121 Circuits I 4 cr.
This course focuses on the basic principles of direct and alternating current and on the properties of passive electrical components. It covers atomic theory, current, voltage, resistance, resistive networks, network theorems, work, power, capacitance, inductance and transformers. Laboratory exercises include building circuits from schematics, using laboratory equipment to make measurements, and to verify theory. Circuit analysis software is used to simulate and verify the laboratory analysis where appropriate.
Prerequisite or Co-requisite: MTH 095
3/3/0  FA/SP  Lab fee charged

EET 122 Circuit Analysis Programming 1 cr.
This course introduces electronic circuit analysis software. It is used to simulate filters, transformer-coupled power supplies, single and multistage transistor amplifiers, and integrated circuits. It covers these types of analysis: AC frequency response (voltage, gain, phase, and input/output impedance), transient, Fourier DC, temperature, worst case, and Monte Carlo.
Prerequisite: EET 121
0/2/0  Lab fee charged

EET 131 Solid State Devices 4 cr.
This course introduces the characteristics, operation, and application of solid state devices including diodes and bipolar field effect transistors. It covers diodes, power supplies, the transistor switch, and DC and AC analysis of various types of amplifiers. These include the bipolar common-emitter, common-collector, power amps, junction and MOS field transistor amplifiers. Laboratory experiments cover the course topics and verify lecture theory.
Prerequisite: EET 121
3/3/0  Lab fee charged

EET 141 Digital Circuits 4 cr.
This course introduces the theory and design of logic circuits used in computers and other digital instruments. It covers digital systems, binary numbers, binary logic gates, combinatorial logic and simplification techniques; data selector logic; encoders and decoders; flip-flops, counters, shift registers, memories and analog conversion devices. It uses computer-based modeling and simulation tools and includes a final project and oral presentation.
Prerequisite: EET 121
3/3/0  Lab fee charged
EET 210 IT Essentials: A+  4 cr.
This course is an in-depth exposure to Information technology and data communications. Students develop the necessary skills to enter this field by building a computer, installing the operating system, adding peripherals, and connecting the computer to a local area network and to the Internet. This course helps students prepare for CompTIA's A+ certification exam.
Prerequisite: EET 101
3/3/0  Lab fee charged

EET 215 IT Essentials: Network Operating Systems  4 cr.
This course is a lab-based overview of Network Operating Systems and specifically covers the Linux Red Hat Network Operating System. It presents concepts in TCP/IP processes and network administration for both Windows and Linux. It covers the configuration of network services, including installation procedures, security issues, back-up procedures, remote access, and troubleshooting.
Prerequisite: EET 101
3/3/0  Lab fee charged

EET 222 Circuits II  3 cr.
This course covers the fundamentals of AC electrical circuits. It focuses on series/parallel RLC circuits, voltage and impedance phasor diagrams, power in AC circuits, filters, resonance, frequency Response, and BODE plots. There is a final project with a written report and an oral presentation.
Prerequisite: EET 121, MTH 130
2/2/0  Lab fee charged

EET 232 Analog Integrated Circuits  4 cr.
This course focuses on the characteristics and applications of analog integrated circuits including operational amplifiers and specialized linear integrated circuits. It investigates circuits including inverting, non-inverting and differential amplifiers, non-linear , active filters, equalizers, oscillators, timers, and power supply regulator IC's. Laboratory experiments cover the course topics and verify lecture theory.
Prerequisite: EET 121
3/3/0  Lab fee charged

EET 242 Microprocessor Systems  4 cr.
This course examines microcomputer programming, analysis, and troubleshooting for real-time applications. The major emphasis is the verification of student-assembled programs that use both serial and parallel input-output devices on a microcomputer system. It includes numbering systems, microprocessor unit, memory, input/output, instruction sets, addressing modes, assembler techniques, systems configuration, hardware, subroutines, and example programs. There is a final project with a written report and oral presentation.
Prerequisite: EET 141
3/3/0  Lab fee charged

EET 251 Industrial Electronic Controls  4 cr.
This course examines the principles, devices and circuits applicable to industrial electronic control systems. It includes op-amps, signal conditioning circuits, switches, relays, SCR's, TRIAC's sensors, various types of motors, mechanical systems (hydraulic and pneumatic), open and closed-loop control systems, microprocessor control, and programmable logic controllers.
Prerequisite: EET 131
3/3/0  Lab fee charged

EET 282 Electronic Communications  3 cr.
This course examines both traditional and advanced electronic communications. Traditional communication circuits include resonant circuits, oscillators, RF amplifiers, amplitude and frequency modulation. A transmitter is built in the lab making use of these circuits. Advanced communication systems include cellular telephone, satellite, microwave, radar, and fiber-optic communications at the block diagram level with waveforms.
Prerequisite: EET 131
2/2/0  Lab fee charged

EET 285 Wireless Cellular Systems  4 cr.
This course examines existing and emerging cellular technologies and the standards used for transmission. It focuses on devices and services using wireless technology including cell phones, PDAs, pagers, wireless internet, packet radio, smart automated/alarm systems, and future Personal Communication Services (PCS). Laboratory exercises cover the topics where appropriate.
Prerequisite: CIS 158
3/3/0

EET 291 Special Projects in Electronics Engineering Technology  2 cr.
This course is a lab-based overview of Network Operating Systems and specifically covers the Linux Red Hat Network Operating System. It presents concepts in TCP/IP processes and network administration for both Windows and Linux. It covers the configuration of network services, including installation procedures, security issues, back-up procedures, remote access, and troubleshooting.
Prerequisite: EET 101
3/3/0  Lab fee charged

EET 293 Special Projects in Electronics Engineering Technology  3 cr.
These courses are special projects where students are required to propose, design, construct, test, debug, and demonstrate the electronics project.
Prerequisite: Permission

Engineering

EGR 103 Fundamentals of Engineering Design  3 cr.
This course involves interdisciplinary groups of students working on an engineering design project. Electronic, mechanical, and AutoCAD lecture and lab modules are designed to give students the skills to design, build, document, and present a working project. Each team prepares a written report, gives an oral presentation, and demonstrates their multi-disciplinary project. Projects must contain at least two elements of electronic, mechanical, architectural, and/or civil engineering design.
Prerequisite or Co-requisite: ENG 101
3/3/0  Lab fee charged

EGR 110 Design Computer Graphics I  3 cr.
This course covers beginning to intermediate AutoCAD with emphasis on the AutoCAD language and drafting principles. All projects use AutoCAD software.
2/2/0  Lab fee charged

EGR 113 Design Computer Graphics II  3 cr.
This course covers advanced AutoCAD techniques. It covers orthographic projection; isometric projection; sections; auxiliary views; three-dimensional detailed drawings and engineering design projects. All projects involve use of the AutoCAD software.
Prerequisite: EGR 110
2/2/0  Lab fee charged

EGR 201 Engineering Statics  3 cr.
This course focuses on the fundamental principles of engineering mechanics including statics of particles and rigid bodies in two and three dimensions. It covers mathematical analysis as applied to the study of trusses, frames, and machines; frictional forces; distributive forces; center of gravity and moment of inertia; as well as methods of virtual work. The free-body diagram approach and vector analysis methods are used.
Prerequisite: MTH 118
3/0/0

EGR 202 Engineering Dynamics  3 cr.
This course focuses on forces and motion including kinematics of particles; kinetics of particles analyzed using Newton's Second Law and energy and momentum methods; systems of particles; kinematics of rigid bodies, plane motion of rigid bodies analyzed using energy and momentum methods; kinetics of rigid bodies in three dimension, and mechanical vibration.
Prerequisite: EGR 201, MTH 119
3/0/0

EGR 203 Surveying  3 cr.
This basic course will teach the use of the level, transit, tape, linear measurements, leveling contours, traverses, and construction surveying will be demonstrated. Field and office work, site planning and computerized traverses will be studied.
Pre-requisites: MTH 130
2/2/0  Lab fee charged

EGR 210 Design Computer Graphics III  3 cr.
This course continues to develop the skills learned in EGR 113. It uses the advanced capabilities of AutoCAD for drafting and design to create complex three-dimensional models. It focuses on the application of solid modeling and rendering techniques and applies them to an advanced design concept.
Prerequisite: EGR 113
2/2/0  Lab fee charged

EGR 220 Advanced CAD Project  3 cr.
This course is designed so a student selects and completes one or more projects throughout the semester. The student selects, with the approval of the instructor, an industrial application. The student prepares a formal proposal and a final project report based on the completed project.
Prerequisite: EGR 210
2/2/0  Lab fee charged
EGR 291 Special Projects in Computer Aided Drafting 1 cr.
EGR 292 Special Projects in Computer Aided Drafting 2 cr.
EGR 293 Special Projects in Computer Aided Drafting 3 cr.
Students create high quality, accurate drawings using design and modeling techniques.
Prerequisite: Permission

Emergency Medical Services

EMS 101 Basic Emergency Medical Technician 8 cr.
This course covers emergency medical care at the basic life support level. It includes essential anatomy and physiology, patient assessment and initial care for common medical and traumatic injuries. It also addresses medical-legal issues and ambulance operations. Students perform ten hours of field study at a local hospital. It follows the US Department of Transportation curriculum. Students successfully completing the course and New Jersey Department of Health examination are certified as emergency medical technicians.
Prerequisite: CPR for Professional Rescuers

English

ENG 055 Intensive Basic Composition 4 cr.*
This course is intensive and highly tutorial, designed to prepare students for College Composition I and to help develop basic composition skills. It focuses on sentence recognition, standard mechanics and usage, and coherent paragraph development through speaking, listening, reading, and writing activities.
* Credits do not apply toward graduation.
Prerequisite: Placement based on assessment and recommendation of an academic advisor.

ENG 075 Fundamentals of Composition 4 cr.*
This course in composition reinforces students’ abilities to focus and develop organized, relevant support for a topic and to maintain standard usage and mechanics. Learning activities emphasize writing as process from pre-writing, composing, editing, and proofreading in paragraphs and longer papers, primarily illustration/example essays.
* Credits do not apply toward graduation.
Prerequisite: Successful completion of ENG 055 or placement based on assessment and recommendation of an academic advisor.

ENG 101 College Composition I 3 cr.
This course develops skills in expository writing. It emphasizes the writing process, organization, methods of development, and diction. It requires a research essay using the MLA documentation format.
Prerequisite: Successful completion of ENG 075 or assessment

ENG 102 College Composition II 3 cr.
This course in composition focuses on reading, analyzing, and discussing literature. It emphasizes reading skills, the expression of insights in writing, and the pleasures of reading literature.
Prerequisite: ENG 101 and completion of all required Developmental Reading

ENG 105 Technical Writing 3 cr.
This course focuses on the writing skills necessary for presenting information of a technical nature. There is intensive practice through students writing reports in their own technical or engineering field.
Prerequisite: ENG 101

ENG 251 Creative Writing 3 cr.
This writing course focuses on the short story and/or poetry, with occasional evaluation of the work of other writers. It requires a final portfolio.
Prerequisite: ENG 102 or permission

ENG 252 Semantics 3 cr.
This course examines the use and impact of language in contemporary American society. It focuses on the effects of language manipulation in political, economic, and social areas. Special attention is given to the connotation of words, logical fallacies, propaganda, and doublespeak. It examines the distinction between responsible, persuasive language and exploitive language.
Prerequisite: ENG 102 or permission

Entrepreneurship

ENT 100 Entrepreneurship and New Ventures 3 cr.
This course focuses on the theory and practice of franchising. It emphasizes both perspectives: the franchiser and the franchisee.

ENT 105 Managing Growing Businesses 3 cr.
This course focuses on the process of innovation in established organizations. It emphasizes the types of innovation managers encounter, issues common to innovation, how innovation impacts stockholders within and outside the corporation, and the options available for managing innovation.

ENT 115 Entrepreneurs in Organizations 3 cr.
This course focuses on the process of innovation in established organizations. It emphasizes the types of innovation managers encounter, issues common to innovation, how innovation impacts stockholders within and outside the corporation, and the options available for managing innovation.

ENT 120 Family Business Management 3 cr.
This course focuses on the issues, problems, and unique concerns of family business involvement and management. It emphasizes understanding the family business in terms of system theory, culture, and stages of evolution; individual development and career planning; management of family structure, conflicts, and relationships; and organizational issues including succession and estate planning, strategic planning, and formalizing the firm.

ENT 125 Entrepreneurial Field Studies 3 cr.
This is a practical course which has students work with an entrepreneur on a specific project. Students apply concepts learned in class by implementing business plans or real entrepreneurial projects. Students work independently, with guidance from the instructor.

ENT 130 Franchising 3 cr.
This course focuses on the process of innovation in established organizations. It emphasizes the types of innovation managers encounter, issues common to innovation, how innovation impacts stockholders within and outside the corporation, and the options available for managing innovation.
English as a Second Language

ESL 066 ESL Reading I 4 cr.*
This course is for beginning non-native speakers of English. It introduces basic phonics, vocabulary development, and pre-reading and reading strategies such as topic sentence and main idea to increase reading comprehension.
* Credits do not apply toward graduation.
Prerequisite: Placement based on assessment and recommendation of an academic advisor
4/0/0  Course fee charged

ESL 067 ESL Reading II 4 cr.*
This intermediate course is for non-native speakers of English who have an understanding of basic phonics, vocabulary, and pre-reading and reading strategies such as topic sentence and main idea. It focuses on increasing reading comprehension with more intermediate vocabulary development, word and dictionary usage structural analysis, and additional pre-reading and reading strategies such as author's purpose and supporting details.
* Credits do not apply toward graduation.
Prerequisite: ESL 066 or intermediate reading level comprehension scores based on assessment and recommendation of an academic advisor
4/0/0  Course fee charged

ESL 068 ESL Reading III 4 cr.*
This advanced course is for non-native speakers of English who have an understanding of intermediate vocabulary, word usage, and reading strategies such as main idea, author's purpose, and supporting details. It focuses on increasing reading with more advanced vocabulary development, work and dictionary usage structural analysis, and additional pre-reading and reading strategies such as outlining and inference.
* Credits do not apply toward graduation.
Prerequisite: ESL 067 or placement based on assessment and recommendation of an academic advisor
4/0/0  Course fee charged

ESL 076 ESL Writing I 4 cr.*
This intensive course is for non-native speakers of English who understand the organization and development of the five-paragraph essay and have intermediate grammar skills. It introduces advanced grammar and the refinement of longer essays through speaking and writing activities. It prepares students to enter ENG 101.
* Credits do not apply toward graduation.
Prerequisite: ESL 077 or placement based on assessment and recommendation of an academic advisor
4/0/0  Course fee charged

ESL 077 ESL Writing II 4 cr.*
This intensive course is for non-native speakers of English who understand paragraph development and have elementary grammar skills. It focuses on intermediate grammar and introduces the organization and development of the basic five-paragraph essay through speaking and writing activities.
* Credits do not apply toward graduation.
Prerequisite: ESL 076 or placement based on assessment and recommendation of an academic advisor
4/0/0  Course fee charged

ESL 078 ESL Writing III 4 cr.*
This intensive course is for non-native speakers of English who understand the organization and development of the five-paragraph essay and have intermediate grammar skills. It introduces advanced grammar and the refinement of longer essays through speaking and writing activities. It prepares students to enter ENG 101.
* Credits do not apply toward graduation.
Prerequisite: ESL 077 or placement based on assessment and recommendation of an academic advisor
4/0/0  Course fee charged

ESL 081 ESL Speech and Pronunciation I 4 cr.*
This basic course provides intensive drill in the phonetics and intonation uses of the English language for the non-native speaker of English. Students practice phonics and intonation uses in essential daily speech patterns to improve speaking skills and do active, guided listening of recorded materials.
* Credits do not apply toward graduation.
Prerequisite: Placement based on assessment and recommendation of an academic advisor
4/0/0  Course fee charged

ESL 082 ESL Speech and Pronunciation II 4 cr.*
This intermediate course is designed for non-native speakers of English who wish to develop more correct pronunciation with improved intonation. It addresses students’ pronunciation difficulties as well as their use of idiomatic English. The intensive practice with more difficult daily and academic situations is supplemented by guided listening of recorded materials to improve listening skills in both academic and personal settings.
* Credits do not apply toward graduation.
Prerequisite: ESL 081 or placement based on assessment and recommendation of an academic advisor
4/0/0  Course fee charged

ESL 083 ESL Speech and Pronunciation III 4 cr.*
This intermediate course is for non-native speakers of English who wish to reduce accent and develop near-native fluency with idiomatic expressions. Students focus on the organization and presentation of formal reports. It emphasizes academic language in class discussions. More advanced listening is provided and note-taking strategies are practiced to help students prepare for college-level communication demands.
* Credits do not apply toward graduation.
Prerequisite: ESL 081 or placement based on assessment and recommendation of an academic advisor
4/0/0  Course fee charged

ESL 084 ESL Reading IV 4 cr.*
This advanced course is for non-native speakers of English who have an understanding of advanced vocabulary development, word and dictionary usage structural analysis, and additional pre-reading and reading strategies such as outlining and inference.
* Credits do not apply toward graduation.
Prerequisite: ESL 068 or advanced reading level comprehension scores based on assessment and recommendation of an academic advisor
4/0/0  Course fee charged

ESL 085 ESL Writing IV 4 cr.*
This advanced course is for non-native speakers of English who understand the organization and development of the five-paragraph essay and have advanced grammar skills. It introduces advanced grammar and introduces the organization and development of the basic five-paragraph essay through speaking and writing activities.
* Credits do not apply toward graduation.
Prerequisite: ESL 078 or placement based on assessment and recommendation of an academic advisor
4/0/0  Course fee charged

ESL 091 English for TOEFL I 3 cr.*
This course provides the non-native speaker of English with practice in the elementary aspects of various sections of the TOEFL (Test of English as a Foreign Language), a requirement for admission to most four-year American colleges and universities.
* Credits do not apply toward graduation.
Prerequisite: Placement based on assessment and recommendation of an academic advisor
3/0/0  Course fee charged

ESL 092 English for TOEFL II 3 cr.*
This course provides the non-native speaker of English with practice in the more difficult phases of sections of the TOEFL (Test of English as a Foreign Language), a requirement for admission to most four-year American colleges and universities.
* Credits do not apply toward graduation.
Prerequisite: ESL 066 or recommendation of an academic advisor
3/0/0  Course fee charged

Entertainment Technologies: Core

ETC 101 Introduction to Entertainment, Mass Media and Society 3 cr.
This course covers the history, organization, economics, and control of mass communication in the United States. It focuses on the impact, the society and cultural influences of television, radio, film, newspapers, the Internet, magazines, videocassette, DVD, and associated media. It includes the various technology systems involved in live entertainment events, and a survey of industry job descriptions and employment opportunities.
3/0/0

ETC 105 Entertainment Law 3 cr.
This course introduces the legal aspects of the entertainment and digital media industry. It covers ethics, copyright, the Digital Millennium Copyright Act and its implications, law in cyberspace, intellectual property, performance rights, songwriting and personal appearance contracts, trademarks and other relevant topics.
3/0/0

ETC 201 Audio/Video and Lighting Maintenance and Technology 4 cr.
This course introduces video technology (videocassette recorders, digital recorders, controllers, switches, character generators, waveform monitors, and video monitors), audio technology (mixers, consoles, wiring, speakers, etc.), and lighting technology, including controllers. It emphasizes equipment maintenance, daily routine maintenance, and safety guidelines.
3/3/0  Course fee charged
Entertainment Technologies: Management

ETM 101 Entertainment Promotion 2 cr.
This course introduces the principles of marketing and promotion associated with the entertainment business. Students learn about the creation of publicity materials, media outlets, Internet promotions, media relations, the preparation of a media kit, and a publicity campaign.
3/0/0

ETM 201 Entertainment Project Management 3 cr.
This course covers the process of creating a music CD, interactive CD or DVD, video, or a related entertainment technology project, which reflects the perspective of a producer. It introduces skills related to entertainment contracts and legal issues, financing the projects, and maintaining a budget. This practicum involves students in the budgeting, planning, implementation, marketing, and promotion processes for establishing an entertainment business.
3/0/0

ETM 210 Events Production 3 cr.
This course introduces various types of small and large events for 50 to 500 people or more. Such events may include graduations, weddings, ribbon-cuttings, major gatherings, and celebratory occasions, which require designs for 50 to 500 people or more and design.
2/3/0 Course fee charged

Entertainment Technologies: Lighting

ETL 101 Lighting I 3 cr.
This course introduces the major elements of lighting for video, television, concerts, and theater. It utilizes lecture and laboratory teaching and learning approaches to cover topics such as lighting instruments and their uses, circuiting and control systems, metering techniques, and basic design.
2/3/0 Course fee charged

ETL 105 Concert Lighting I 4 cr.
This course introduces the technical aspects of concert lighting. It focuses on design, theory, types of instruments, power distribution, control, safety, hanging, connection, focus, and control of instruments.
3/3/0 Course fee charged

ETL 205 Concert Lighting II 3 cr.
This course builds on concepts taught in ETL 105 and provides more advanced concert lighting operations, including lighting plot reading, followspot theory and operations, computerized controls, and large-scale mobile lighting systems.
2/3/0 Course fee charged

ETL 210 Theatre Lighting and Lighting Design 4 cr.
This course introduces lighting equipment and its uses. It focuses on lighting instruments, color theory, lighting control systems, computerized systems, and associate technologies. It emphasizes artistic, conceptual and collaborative elements. It also includes the emerging concepts of Architainment Lighting which uses lighting design principles and equipment in collaboration with architectural projects.
3/3/0 Course fee charged

Entertainment Technologies: Sound

ETS 101 Live Sound Production I 4 cr.
This course introduces the basic concepts of acoustics in sound recording and reinforcement in studios and live venues. It covers the operation and use of sound system components, consoles, amplifiers, speakers, microphones, and other equipment. It includes hands-on learning experiences in operating sound systems for live events.
3/3/0 Course fee charged

ETS 105 Recording Engineering I 4 cr.
This course provides hands-on learning experiences in the basic operation of a sound stage and recording studio. It covers audio theory, use of the console, tape and digital recording equipment, digital editing equipment, microphone placement, differentiation of microphones and their associated uses, multi-track mixing, and recording session procedures. It also includes the use of digital recording techniques and duplication.
3/3/0 Course fee charged

ETS 205 Live Sound Production II 4 cr.
This intermediate level course builds on the basic skills of live sound reinforcement. It covers sound system design, set-up, operation, and back-up systems. It includes a hands-on learning component related to a live College event.
3/3/0 Course fee charged

Entertainment Technologies: Video

ETV 101 TV Production (Studio Production) 4 cr.
This course covers the fundamentals of studio television/video production. It offers opportunities for hands-on studio production which include rehearsals, multi-camera shooting, switching, videotape roll-ins, graphics, teleprompting, script analysis and clocking, lighting, sets, and sound. Some projects may be cablecast on the College cable channel or webcast on the College webcasing site.
3/3/0 Course fee charged

ETV 102 TV Production (Field Production) 4 cr.
This course introduces the concepts of “location” and electronic field productions. It explores the use of field production teams and the role of post-production techniques for non-linear editing techniques, voice-overs, titles and graphics, and the use of music and digital media. Students are required to develop a course related project.
3/3/0 Course fee charged

ETV 105 Editing for the Media 3 cr.
This course covers the operation of computerized digital, non-linear editing techniques. Students learn how to operate desktop, non-linear digital editors to create various forms of video for education, entertainment, special events, commercial, and industrial applications.
3/0/0

ETV 205 Interactive Digital Media 3cr.
This course introduces the development of menus for interactive DVD and Video-CD, production and editing techniques, design of content branching, and production techniques. It explores and analyzes the uses of these types of media, including education, industrial, entertainment, and events production.
2/3/0 Course fee charged
FAD 102 Fashion Design Seminar 1 cr.
This course is an introduction to fashion design and allows students, working both individually and in groups, to practice the apparel development and apparel merchandising process. Students design, draft a pattern for, and sew an original design in fashion fabric.
1/1/0

FAD 105 Introductory Fashion Drawing 2 cr.
This course enables students to use a variety of media and techniques, including computer software, to execute fashion croquis (drawing aids), fashion illustrations, flat (technical) sketches of apparel, and fabric studies. There is some drawing of the live fashion figure.
Prerequisite: FAD 130 and a project approved by the instructor
1/2/0 Course fee charged

FAD 110 Principles of Apparel Design and Development 4 cr.
This course introduces the fundamental esthetic and technical issues in designing/developing and producing both knitted and woven garments. Students learn and practice flat (technical) sketching. It introduces and offers practice of concepts related to merchandising groups and lines of apparel through the execution of design boards.
Prerequisite: FAD 130
4/0/0 Course fee charged

FAD 130 Sewn Product Construction 3 cr.
This course introduces techniques and materials required to construct sewn products (primarily but not exclusively apparel) as well as the basic concepts and terminology of industrial garment production. Students demonstrate mastery of assembly methods through the use of commercial patterns, production patterns, and the text to produce samples and sample garments. A variety of industrial equipment is used and no prior experience with sewing is required.
2/2/0 Course fee charged

FAD 132 Sewn Products Construction and Alteration 3 cr.
This course covers practical problems that feature the creation and execution of soft goods in various categories (home, recreation and toys, and apparel) and includes the techniques and equipment required for the construction, re-design, and alteration of sewn products already in existence.
2/2/0 Course fee charged

FAD 135 Introduction to Textiles 3 cr.
This course introduces textile materials and processes pertinent to apparel design and development, and emphasizes textiles currently used in the apparel industry. It focuses on fibers, yarns, and textile structures and textile styling and advances in technology.
3/0/0 Course fee charged

FAD 140 Technical Skills for Apparel Design and Development I 4 cr.
This course introduces flat pattern methods for designing basic apparel. Students demonstrate an understanding of the aesthetic and technical characteristics of a well-designed garment, including awareness of the role a target market plays in creation of the design.
Prerequisite: FAD 130
3/2/0 Course fee charged

FAD 145 Technical Skills for Apparel Design and Development II 4 cr.
This course builds upon demonstrated skills in flat pattern methods for designing basic apparel. Students create original designs for jacket and pant variations based on a target market. An original ensemble, drafted and then constructed in fashion fabric, is required.
Prerequisite: FAD 140
3/2/0 Course fee charged

FAD 150 The Fashion Industry 3 cr.
This course focuses on the structure of, and the relationships within, the international fashion industry. Students analyze the marketing of fashion products; the esthetic, social, psychological, and economics of dress; and current topics and careers in the industry.
Prerequisite: FAD 130, MTH 095
3/0/0

FAD 180 Digital Portfolio Development for Fashion Design 3 cr.
This course uses industry-appropriate computer software to execute flat garment sketches and enhance fashion illustrations. Students also collect and document their previously completed program projects in digital form. A portfolio of this work is assembled, in both digital and traditional formats, for industry employment or for transfer to a four year institution.
Prerequisite: CIS 101, GDD 101, FAD 110
2/2/0 Course fee charged

FAD 200 Twentieth Century Fashion 3 cr.
This course focuses on the history of twentieth century apparel design and apparel marketing. It analyzes couture, pre-a-porter, influential international fashion design movements, and US ready to wear to determine design influences, socio-historical contexts, and marketing/distribution methods. It also covers the globalization of apparel design and production.
Prerequisite: FAD 130, FAD 150
3/0/0

FAD 221 Fashion Design Problem I 3 cr.
This course focuses on students' technical skills, design capabilities, and awareness of fashion marketing issues and techniques to further refine their execution of groups of prototype garments in fashion fabrics.
Prerequisite: FAD 140
2/2/0 Course fee charged

FAD 226 Fashion Design Problem II 4 cr.
This course focuses on students developing and producing a small line of fashion products or accessories, directed at a specific customer group. As part of marketing this line, they execute a business and financial plan, a package of marketing communication materials, and produce documentation for all project-related special events and/or actual selling activities. All project materials are submitted to the instructor in a portfolio.
Prerequisite: FAD 145, GDD 101
4/0/0 Course fee charged

FRE 201 Intermediate French I 3 cr.
This course is for students with limited knowledge of French. It focuses on laying a foundation for speaking, reading, and writing French.
3/0/0 FA/SP

FRE 202 Intermediate French II 3 cr.
This course is for students with limited knowledge of French. It focuses on building upon demonstrated skills in speaking, reading, and writing French.
Prerequisite: FRE 101 or one year of high school French
3/0/0 FA/SP

FRE 201 Intermediate French I 3 cr.
This course focuses on speaking French. Class discussion is based on the reading of selected short stories, plays, and novels. It reinforces grammar and composition skills.
Prerequisite: FRE 102 or two years of high school French
3/0/0

FRE 202 Intermediate French II 3 cr.
This course continues the emphasis on speaking French. Class discussion is based on the reading of selected short stories, plays, and novels. It reviews grammar and composition skills.
Prerequisite: FRE 201
3/0/0
Fire Science

FSC 101 Introduction to Fire Science 7 cr.
This course provides the training necessary to attain the minimum basic firefighting skills to safely perform duties at the entry level. This program meets the requirements of the New Jersey Division of Fire Safety for Firefighter I, and follows the NFPA 1001. Hazardous Materials Awareness and Operations are not included in this program but are a requisite for completion of Firefighter Level I.
Prerequisite: NFPA chapter 3.2 must be submitted with application
5/4/0  Course fee charged

FSC 102 Fire Department Organization and Management 4 cr.
This course is designed for firefighters, company officers, and training officers interested in learning management, leadership, and human relations methods. A knowledge of essential firefighting skills is assumed. The curriculum corresponds to the requirements as set forth in NFPA #1021 (Professional Qualifications) for Level I in personnel and fireground management. The course includes classic supervisory functions, human relations, and other related contemporary concerns.
Prerequisite: FSC 101
4/0/0

FSC 103 Fire Detection and Suppression Systems 3 cr.
This course is a study of typical automatic signaling and detection devices, integrated with special hazard fire suppression systems. It also focuses on hazard analysis, hardware, some hydraulic calculations, system specifications, code compliance relative to design criteria and final acceptance.
3/0/0  Course fee charged

FSC 201 Fire Service Construction Principles 4 cr.
This course provides a fundamental understanding of construction principles of concern to fire service personnel. Various construction materials such as wood, steel, and concrete, and their properties, along with building design criteria, are related to fire service operations.
Prerequisite: FSC 101
4/0/0  Course fee charged

FSC 202 Tactics and Strategies 3 cr.
This course consists of four separate units, each of which must be successfully completed sequentially in order to pass the course. Managing Company Tactical Operations Preparation is designed to provide a basic foundation for the management of one or more companies operating at a structural fire emergency. MCTO Decision Making provides an effective approach to command decision making and organization. MCTO Tactics teaches the management skills needed by the company officer to accomplish assigned tactics at structure fires. Incident Command System meets the needs of fire officers and managers with responsibilities to use, deploy, implement, and/or function within an ICS.
Prerequisite: FSC 101 recommended
3/0/0  Course fee charged

FSC 204 Fire Inspector Certification 6 cr.
This course provides the preparation to meet the certification requirements as a Fire Inspector by the Division of Fire Safety in the department of Community Affairs, N.J.A.C. 5:71-4.4. The course also conforms to the requirements of N.J.A.C. 5:71-4.8
6/0/0

Food Service Management

FSM 101 Commercial Baking I 3 cr.
This course introduces general concepts in baking. It includes instruction and practice in sanitation, safety, tools, equipment, basic baking principles, recipes, yeast doughs, artisan breads, quick breads, doughnuts, fritters, pancakes, waffles, basic syrups, creams, sauces, basic whisking, and pies.
Prerequisite or Co-requisite: FSM 125
3/0/0  Course fee charged

FSM 102 Commercial Baking II 3 cr.
This course introduces more advanced concepts in baking. It includes instruction and practice in special pastries, cakes, cake decorating, special cakes, cookies, custards, puddings, mousses, soufflés, frozen desserts, fruit desserts, decorative work, and chocolate.
Prerequisite: FSM 101, FSM 125
3/0/0  Course fee charged

FSM 103 Nutrition for Health, Fitness and Sports 1 cr.
This course provides meal planning advice and nutritional information to support a health and fitness lifestyle, improve exercise efficiency, and enhance training regimens. It includes discussions of energy, supplements, nutrition quackery, vitamins, training meal plans, weight control, body building, sports drinks, eating disorders, beverage selection, road trip eating, training meal plans, snacks, carbohydrate loading, amino acids, and food safety.
1/0/0

FSM 105 Culinary Arts I 3 cr.
This course introduces general concepts in food preparation. It includes instruction and practice in sanitation, safety, tools, equipment, basic cooking principles, recipes, menus, work preparation, stocks, sauces, soups, meats, and poultry.
Prerequisite or Co-requisite: FSM 125
3/0/0  Course fee charged

FSM 106 Culinary Arts II 3 cr.
This course introduces more advanced concepts in food preparation skills. It includes instruction and practice in the production of seafood, vegetables, potatoes and starches, salads and dressings, sandwiches and hors d’oeuvres, breakfast items, cured foods, cold foods, garnish, international cuisine, and basic baking principles.
Prerequisite: FSM 105, FSM 125
3/0/0  Course fee charged

FSM 107 Introduction to Food Service and Restaurant Management 2 cr.
This course provides an overview of food service management and shows the menu’s effect on production, planning, and service. It emphasizes the history of food service, modern food service operations, menu planning, cost controls, menu pricing, menu design, menu analysis, alcohol, nutrition in menu planning, production, service, computers, and financial planning. Students can earn a course certificate in this subject from the National Restaurant Association.
2/0/0

FSM 110 Hospitality Supervision and Personnel Management 3 cr.
This course provides hospitality operators, managers, and supervisors a foundation for developing sound people managing skills. It focuses on leadership, workplace diversity, communication, planning, decision making, training, evaluation, delegation, motivation, discipline, safety, ethics, unions, recruitment, coaching, work climate, control methods, and problem solving. Students can earn a course certificate in this subject from the National Restaurant Association. This course is required for the Department of Health's Certified Food Service Supervisor (Dietetic Assistant) certificate.
3/0/0

FSM 111 Baking Practicum 3 cr.
This course provides work experience in baking through supervised on-the-job learning experiences at college-approved work sites. It includes at least 150 hours in planned activities and related duties. Students also develop a personal portfolio.
Prerequisite: FSM 101, FSM 102
0/10/0  Course fee charged

FSM 112 Cooking Practicum 3 cr.
This course provides work experience in cooking through supervised on-the-job learning experiences at college-approved work sites. It includes at least 150 hours in planned activities and related duties. Students also develop a personal portfolio.
Prerequisite: FSM 105, FSM 106
0/10/0  Course fee charged

FSM 120 Quality Service in Food Operations 2 cr.
This course covers what managers and servers must know to serve food professionally and competently. It focuses on service as a total concept, the service age, history of service, demeanor and attitude, product knowledge, suggestive selling, laws affecting servers, managing guest complaints, serving guests with special needs, banquet service, buffet service, drive-through service, room service, table service, equipment, the steps in serving, greeting and seating guests, cleaning tables, formal dining, the busperson’s role, management’s responsibilities, motivation, scheduling, training, reservations, and serving alcohol responsibly. Students can earn a course certificate in this subject from the National Restaurant Association.
2/0/0
FSM 121 Managing Quantity Food Production  3 cr.
This course emphasizes management considerations in quantity food service: school, health care, hotels, and other large volume institutions. It focuses on planning the preparation of all food categories, menu development, equipment, purchasing, inventory, sanitation, nutrition, service, promotions, and personnel management.
3/0/0

FSM 125 Food Service Sanitation and Accident Prevention  3 cr.
This course focuses on food safety information including food-borne illness, pest management, sanitation regulations, safe food storage, cleaning programs, accident prevention and safety, emergency actions, and crisis management. Students can earn the ServSafe certificate from the National Restaurant Association. This is a required course for individuals pursuing the Department of Health’s Certified Food Service Supervisor (Dietetic Assistant) certificate.
3/0/0

FSM 200 Managing Food Service Facilities and Equipment  2 cr.
This course reviews food service design step by step, including both new construction and renovation, financing, maintenance, project planning, work area layouts, equipment options and maintenance, facility engineering, final inspection, and working relationships between consultants, contractors, and clients.
2/0/0

FSM 210 Controlling Costs in Food Service  3 cr.
This course teaches the management of cost in all food service areas. It focuses on how to calculate and manage revenue, expenses, pricing, profit, food costs, labor costs, beverage costs, production costs, other costs, and to analyze results using basic accounting principles. Microsoft Excel is used as the basis for the formulas to determine cost percentage, profit, ideal expense, variance, sales per guest, waste, popularity, percent of budget, product yield, inventory value, productivity, selling price, assets, working capital, turnover, return on sales, breakeven point, and return on investment. Students can earn a course certificate in this subject from the National Restaurant Association.
Prerequisite: MTH 104 or higher
3/0/0

FSM 215 Elementary Nutrition  2 cr.
This course focuses on the basic concepts of nutrition. It focuses on a healthy lifestyle with an emphasis on personal nutrition, pregnancy, children, weight management, exercise, vegetarian eating, heart disease, cancer, diabetes, healthy recipe and menu planning, nutrition misinformation, and marketing nutrition in food service. It is a required course for individuals pursuing the Department of Health’s Food Service Supervisor (Dietetic Assistant) certificate. Students can earn a course certificate in this subject from the National Restaurant Association.
3/0/0

FSM 217 Hospitality Marketing  3 cr.
This course focuses on basic marketing principles, services marketing, marketing plans, research methods, information needs of hospitality managers, marketing segmentation, behavior of hospitality customers, advertising, promotions, promotional media, public relations, group sales, personal selling process, contemporary pricing strategies, and menu design. Students can earn a course certificate in this subject from the National Restaurant Association.
2/0/0

FSM 225 Hospitality Management Practicum  3 cr.
This capstone course is a supervised experience in a hospitality or food service management environment for students nearing graduation. It requires at least 150 hours in planned activities in association with management and operations tasks. Students must develop a personal portfolio.
Prerequisite: Permission of the FSM Director and completion of 45 total credits and/or 24 FSM credits toward the FSM degree.
0/0/0
Course fee charged

Graphic Design and Digital Media Lab/studio art courses require students to purchase materials with costs ranging from $50 to $150 per semester.

GDD 101 Introduction to Computer Graphics  3 cr.
This course introduces the elements and principles of graphic design. It explores industry design software in the Macintosh environment and how to use the computer as an artistic tool.
3/0/0
Course fee charged

GDD 110 Graphic Design I  3 cr.
This course presents the basic principles of graphic design and explores them through problem-solving assignments. It gives an overview of the graphic design field and professional working methods. It emphasizes the development of strong conceptual content and solid craftsmanship in design execution.
Prerequisite: GDD 101
3/0/0
Course fee charged

GDD 112 Illustration  3 cr.
This course focuses on the basic principles of illustration such as color, form, composition, as well as concept development and communication. It presents the history of illustration and its importance in graphic design. Assignments focus on the creation of original artwork through traditional and digital media, including scans, vector-based, and pixel-based software.
Prerequisite: ART 120, GDD 101
3/0/0
Course fee charged

GDD 115 Typography  3 cr.
This course focuses on the basic principles of typography as an art form and its place and importance in graphic design. It also presents the history of typography and type classification as well as letterforms.
Prerequisite: GDD 101
3/0/0
Course fee charged

GDD 150 3D Computer Animation I  3 cr.
This course presents the basic principles of 3D computer animation through high-end software instruction and problem-solving assignments. It introduces the history of animation and professional working methods. It emphasizes development of narrative, conceptual content, and solid craftsmanship.
Prerequisite: GDD 110 or GDD 112
3/0/0
Course fee charged

GDD 160 Digital Photography  3 cr.
This course introduces the basic principles of digital photography and explores them through problem-solving assignments. It emphasizes image manipulation and the use of digital photography in graphic design layouts.
Prerequisite: Digital camera with memory card required, GDD 101
3/0/0
Course fee charged

GDD 170 History and Theory of Game Design Seminar  3 cr.
This course is for students concentrating in game design (i.e., graphical designers studying computer animation) or game programming (i.e., Computer Science or Computer Technology majors). Students gain perspective on the history of game design and consider the evolution of popular themes and features. Students explore some classic games in several genres and research selected literary and cultural themes that form the basis of many popular games. WARNING: The course considers and may view some popular games that have disturbing graphical content and/or combat-related themes.
Prerequisite: CS 111
Co-requisite: CS 230 or GDD 150
3/0/0
Course fee charged

GDD 214 Graphic Design II  3 cr.
This course builds on the information in GDD 110. It emphasizes advanced visual problem-solving with digital media from concept development to final presentation.
Prerequisite: GDD 110, ART 110
3/0/0
Course fee charged
This course has students develop a portfolio for professional practice as a graphic designer from new assignments and from the refinement of work completed in previous courses. It addresses career options, portfolio presentation, resume writing, and professional practices. This course should be taken last in the GDD program.

Prerequisite: GDD 115, GDD 214

Course fee charged

GDD 221 Web Design I 3 cr.

This course introduces design concepts and techniques applicable to the World Wide Web, with an emphasis on the visual problem-solving process. It examines the creative possibilities as well as the technical aspects of web design as students learn to prepare pages for the Internet environment. It uses state-of-the-art 2D and 3D web design software.

Prerequisite: GDD 110

Course fee charged

GDD 230 3D Computer Animation II 3 cr.

This course presents the advanced principles of 3D computer animation through high-end software instruction and problem-solving assignments. It focuses on dynamics, kinematics, 3D painting, fur/hair, image compositing and environment, texture and lighting special effects. It emphasizes developing a high-quality 3D demo reel for job placement.

Prerequisite: GDD 150

Course fee charged

GDD 291 Special Projects in Graphic Design and Digital Media 1 cr.

GDD 292 Special Projects in Graphic Design and Digital Media 2 cr.

GDD 293 Special Projects in Graphic Design and Digital Media 3 cr.

These courses provide an opportunity for students to take advantage of special opportunities that are worthy of college credit, such as freelance opportunities that can be supervised by an instructor or designing program materials.

Prerequisite: Permission

Course fee charged

Geology

Note: Students may receive credit for either GEL 110 or GEL 111

GEL 110 Earth Revealed 3 cr.

This course focuses on Earth's physical processes and the scientific principles we use to understand them. The principles are documented with on-location footage at major geological sites around the world. It presents both dramatic forces—volcanic activity and earthquakes—as well as more subtle and ever-present elements of the geological process.

*GEL 110 meets General Education science requirements but does not meet Lab Science requirements.

3/0/0 FA/SP/SU

GEL 111 Introduction to Geology 4 cr.

This foundation course includes the study of the earth's composition, geomorphology, and history.

3/2/0 FA/SP Lab fee charged

GEL 112 Physical Geology 3 cr.

This course examines the classification and formation of minerals and rocks, geologic time, plate tectonics, theory, volcanic activity, and earthquakes. It also focuses on the physical processes that shape the surface of the earth, such as mountain building, landscape evolution, glaciation, and beaches.

3/0/0

GEL 113 Physical Geology Lab 1 cr.

This laboratory course provides experiences designed to cover the concepts explained in GEL 112.

Prerequisite/Co-requisite: GEL 112

0/2/0 Lab fee charged

Geography

GEO 102 Principles of Geography 3 cr.

This course is a survey of geography, including place names, climate, land forms, and peoples. It covers the implications of historic al geography, economics, and political systems.

3/0/0

German

GER 101 Elementary German I 3 cr.

This course is for students with no knowledge of German. It focuses on laying a foundation for speaking, reading, and writing German.

3/0/0

GER 102 Elementary German II 3 cr.

This course is for students with limited knowledge of German. It focuses on building upon demonstrated skills in speaking, reading, and writing German.

Prerequisite: GER 101 or one year of high school German

3/0/0

Geospatial Technology

GIS 101 Fundamentals of Geographic Information Systems (GIS) 3 cr.

This introductory course includes an overview of maps and computer systems, a look at models for attribute and spatial data, the organization of information in a GIS, how a GIS can be used, and future trends for this technology. Geographic Information Systems (GIS) deals with the development and use of maps and data. GIS integrates the display capabilities of a computerized map with the information management tools of a spreadsheet.

1/2/0 Course fee charged

GIS 201 Advanced Applications in Geographic Information Systems 3 cr.

This course provides skills and knowledge to explore problems using a GIS. Students learn how to convert data to digital format; import digital data; edit digital data; create and manipulate databases; analyze spatial relationships; provide map outputs; and create program user interfaces.

Prerequisite: GIS 101

1/2/0 Course fee charged

GIS 202 Fundamentals of Remote Sensing 3 cr.

This course focuses on the principles of remote sensing and image processing and their applications. It concentrates on aerial photography, but includes satellite imagery. It details the physical principle upon which a variety of photographic and non-photographic sensors operate, describes the existing satellite systems used for remote sensing, describes the principles behind image interpretation, and provides instruction with computer programs.

Prerequisite: GIS 101

1/2/0 Course fee charged

GIS 203 Fundamentals of Global Positioning System (GPS) 3 cr.

This course introduces the Global Positioning System (GPS), including the conceptual basis for GPS and hands-on operation of the technology, including computer interfaces, GIS software, and real-world applications.

Prerequisite: GIS 101

1/2/0 Course fee charged

GIS 291 Geospatial Technology Projects/Internship 1 cr.

GIS 292 Geospatial Technology Projects/Internship 2 cr.

GIS 293 Geospatial Technology Projects/Internship 3 cr.

These courses enable students to complete a series of projects supervised by a faculty member or to complete an internship with a company or government agency. Both options provide experience in using GIS, GPS, and remote sensing technologies together to solve a variety of problems in areas such as mapping, marketing, environmental studies, town and regional planning, and facility management. Students use GIS, GPS, and image processing software to complete projects during the semester.

Prerequisite: Permission of the instructor

Course fee charged

Home Health Aide

HHA 100 Home Health Aide 4 cr.

This course prepares students to become health aides and to assist individuals and families to cope more adequately with life situations in their homes. Learning experiences are in class, in laboratory, and in clinical agencies. At the completion of this course, students are awarded a certificate and are eligible for employment with home health care agencies.

4/0/0 Course fee charged

History

HIS 101 United States History I 3 cr.

This course examines the political, economic, social and military history of the United States from its beginnings through Reconstruction.

Prerequisite or Co-requisite: ENG 101

3/0/0 FA/SP/SU

HIS 102 United States History II 3 cr.

This course focuses on the political, economic, social, and military history of the United States since Reconstruction.

Prerequisite or Co-requisite: ENG 101

3/0/0 FA/SP/SU
HIS 103 Ancient and Medieval Foundations of Western Civilization 3 cr.
This course examines the evolution of Western culture from the Stone Age to the end of the Thirty Years War. It emphasizes the medieval and early modern periods. Prerequisite or Co-requisite: ENG 101
3/0/0 FA/SP/SU

HIS 104 Modern European History 3 cr.
This course is an appraisal of the enduring values of Western civilization. It focuses on the power politics, scientific, political, and industrial revolutions from their origins in the seventeenth century to the twentieth century.
Prerequisite or Co-requisite: ENG 101
3/0/0 FA/SP/SU

HIS 108 African-American History I 3 cr.
This course examines the economic, political, and social history of African people from seventeenth century west Africa through the Atlantic Slave Trade, colonial and antebellum America, the Civil War, and Reconstruction up to 1877.
3/0/0

HIS 109 African-American History II 3 cr.
This course focuses on the political, economic, cultural, and social evolution of African American from America’s reconstruction period to the present.
3/0/0

HIS 110 20th Century World History I 3 cr.
This course is a global approach to twentieth century world history. Students explore Europe, Asia, Africa, the Middle East, and Latin America. It covers 1900-1948 and focuses on major movements, institutions, and personalities of the first half of the twentieth century.
3/0/0

HIS 111 20th Century World History II 3 cr.
This course is a global approach to twentieth century world history. Students explore Europe, Asia, Africa, the Middle East, and Latin America. It covers 1945-2000 and focuses on major movements, institutions, and personalities of the second half of the twentieth century.
3/0/0

HIS 115 Islam: History, Culture, Art 3 cr.
(formerly HIS 268)
This course introduces the history, culture and art of Islam from the 7th century to the present. It examines the historical development, spread and significance of Islam as a religious, social and political force.
3/0/0

HIS 203 Modern East Asia 3 cr.
This course offers a brief introduction to traditional Chinese and Japanese cultures and then focuses on the society and politics of China and Japan in the nineteenth and twentieth centuries. It also briefly covers Vietnam, Korea, and the Philippines.
3/0/0

HIS 204 Modern Latin America 3 cr.
This course offers a brief introduction to traditional Latin American cultures and then focuses on the society and politics of Central and South America in the nineteenth and twentieth centuries. It stresses the impact of the United States on these countries.
3/0/0

HIS 212 The American Civil War 3 cr.
(formerly HIS 278)
This course examines the causes, character, and consequences of the American Civil War. It identifies the multiple origins of the conflict, the cost to the nation socially, economically, politically, and militarily, and demonstrates the impact it has had upon the twentieth century.
3/0/0

Health Information Technology

HIT 101 Introduction to Health Information Technology 4 cr.
This course is an overview of the organization of health care in the United States. It addresses the structure of health care organizations; accrediting and governmental bodies that provide standards for the provision of health care to include the current flow of the acute care medical record. It introduces the allied health professions and the organizational structure of the medical staff and its composite members. It focuses on an overview of payer organizations including, but not limited to, managed care and capitation; the health information management profession’s history; current structure and career potentials; and projected future roles. Prerequisite: Acceptance into the HIT Program
3/3/0 Course fee charged

HIT 103 Legal Aspects of Health Information 3 cr.
This course focuses on the legal aspects of the health record, health information, and the health information department. It emphasizes the implications of legal aspects for the health information practitioner; gives an in-depth study of the confidentiality of health information as well as the standards, regulations, and laws that govern the release of health information. It also covers how to monitor and implement legal changes, liability issues, and the risk management function.
3/0/0 Course fee charged

HIT 105 Medical Terminology 2 cr.
This course is the study of medical terminology, the language of medicine, focusing on prefixes, suffixes, word roots and their combining forms by review of each body system and specialty area. It also emphasizes word construction, spelling, usage, comprehension, and pronunciation. In addition, students gain information regarding anatomy and physiology, symptomatology, pathology, diagnostic/surgical procedures, pharmacology, and medical abbreviations.
2/0/0 Course fee charged

HIT 107 Health Information in Non-Acute Care 3 cr.
This course includes thorough discussion of the different types of non-acute care facilities. It emphasizes National and State accrediting, licensing and certifying standards regarding documentation and management of health information in non-acute patient records. It covers the development, content, and management of health information in the non-acute setting and students develop policy and procedures and perform qualitative/quantitative analysis on medical records. It also includes release of information and other basic functions of the Information Management Technologist in the non-acute care facility. Term paper completion is facilitated by an off-site visit of a non-acute care facility.
Prerequisite: HIT 101, HIT 103
3/0/0

HIT 110 Clinical I 2 cr.
This course is the first of two clinicals, which provide supervised professional practice experience in the acute care setting. It emphasizes the practical application of theory and concepts learned in HIT 101 and 103. Students are responsible for completing clinical objectives specific to the health information management department, the medical staff, and to other departments within the facility that work closely with the health information management department.
Prerequisite: HIT 101, HIT 105
0/0/7 Course fee charged

HIT 115 Pathology 3 cr.
This course focuses on the mechanisms of disease and disease effects on the human body. It emphasizes the disease process, basic concepts, terminology, the most common diseases of each body system, with normal anatomy and physiology compared to pathologic anatomy and physiologic malfunctioning due to the disease process. It also covers diagnostic methods, management, treatment modalities, and prognosis.
Prerequisite: HIT 105
Co-requisite: BIO 114/115
3/0/0

HIT 116 Pharmacology for Allied Health Professions 2 cr.
This course provides a framework of thinking for healthcare professionals, laying a foundation of knowledge about drug treatment. It focuses on a general understanding of the actions and reasons for use of various groups of pharmacologic agents. It discusses medications according to major drug classifications and body systems. It develops critical thinking through the use of relevant case studies and actual chart analysis.
Prerequisite: BIO 110/111, HIT 105
Co-requisite: BIO 114/115, HIT 115
2/0/0
HIT 200 ICD-9-CM Coding 4 cr.
This course focuses on disease and procedural coding with major emphasis on the International Classification of Diseases 9th Edition, Clinical Modification (ICD-9-CM). It covers DRG’s and the prospective payment system for reimbursement; coding principles; conventions; clinical and technical guidelines; maintenance and referencing resources. It also emphasizes the review of medical records to identify diagnoses treated, procedures and/or services performed, and correct sequencing for optimal reimbursement. It uses a computerized grouping system.
Prerequisite: BIO 114/115, CIS 118, HIT 115, HIT 116
3/3/0 Course fee charged

HIT 201 Healthcare Statistics and Quality Improvement 3 cr.
This course focuses on sources and uses of health data, including health data collection through manual and automated systems, data retrieval, analysis and display; Students are familiar with and able to define and compute healthcare statistics. It includes vital statistics, reportable diseases and conditions, quality assessment and improvement (QA & I) standards and requirements of accrediting, licensing, fiscal, and other regulatory agencies.
Prerequisite: HIT 107, MTH 107
2/3/0 Course fee charged

HIT 204 Management and Personnel 3 cr.
This course introduces the management and personnel skills necessary for entry-level employment at the supervisory level. It emphasizes management functions including planning, organizing, controlling, and directing and personnel skills such as communication, motivation, recruitment, discipline, and team building. Individual role playing and group activities are used.
Prerequisite: HIT 107
Co-requisite: HIT 110
3/0/0 Course fee charged

HIT 205 HCPCS Coding 3 cr.
This course introduces the student to Physicians’ Current Procedural Terminology, with emphasis on evaluation and management, modifiers, and surgical procedure coding guidelines. Students are presented with referencing resources specific to current conventional and federally administered CPT-4 coding guidelines. It discusses tumor and trauma registries. It uses a computerized classification system.
Prerequisite: HIT 200
Co-requisite: HIT 110
2/3/0 Course fee charged

HIT 208 Reimbursement Methodology 2 cr.
This course presents Third Party Payer and Compliance/Auditing Issues, Correct Coding Policy, and Government Prospective Payment Systems (e.g. RBRVS, APC, DRG, RUG). Students learn terminology and principles commonly applied in the Managed Care environment. Students conduct a review of billing practices, applying the compliance guidelines introduced in the course.
Prerequisite: HIT 200
Co-requisite: HIT 205
2/0/0 Course fee charged

HIT 212 Clinical II 2 cr.
This course provides supervised professional practice experience in acute and non-acute settings. Practice objectives are designed to focus the student on management-oriented activities, fostering development of observational skills, independent function, problem analysis and solution, as well as integration of a range of technical knowledge and skills previously acquired. Students have clinical practice in the non-acute (direct and non-direct care) settings that provide them with opportunities to compare and contrast fundamental information management practices of alternative sites.
Prerequisite: HIT 110, HIT 200, HIT 204
0/0/7 Course fee charged

HIT 214 MIS Application in HIT 3 cr.
This course is an intensive study of medical information systems. Students acquire an understanding of health information systems and the application of those systems in the health care environment. Security and confidentiality of information stored in the computer-based patient record are addressed, as well as the logistics of monitoring and utilizing the information.
Prerequisite: CIS 132
2/3/0 Course fee charged

HIT 216 Cancer Registry Principles and Practice 3 cr.
This course provides an introduction to the field of cancer registries, their organization, and management. It focuses on the legal and ethical aspects of cancer data. Regulation organization and agencies requirements, case ascertainment, standards for data collection and management, coding of neoplasms, staging, treatment, abstracting, follow-up, quality control, statistics and epidemiology, reporting and use of data.
Prerequisite: HIT 115, HIT 201, HIT 204
3/0/0 Course fee charged

HIT 217 Cancer Registry Coding and Staging I 3 cr.
This course reviews the principles of cancer registry case finding and abstracting and focuses on cancer staging and coding. Students learn on a site by site basis the coding, abstracting, and staging of neoplasms using the ICD-0-2 manual, AJCC TNM Staging Manual, SEER Extend of Disease Manual and SEER Summary Staging Manual. Students are given scenarios to learn the general principles of coding and staging. This is the first part of a two-part course.
Prerequisite: HIT 115
Co-requisite: HIT 216
3/0/0 Course fee charged

HIT 222 Cancer Registry Coding and Staging II 3 cr.
This course continues the work begun in HIT 217. It is designed to expand student competencies in cancer abstracting, coding and staging with emphasis on the practical applications of each. Students apply what they learned in HIT 217 and learn to abstract from cancer cases. Emphasis is placed on the current standards of care for treatment of breast, prostate, lung, colorectal, lymphoma, and central nervous system cancers. Students also receive an in-depth look at the American College of Surgeons Commission on Cancer Standards for approval and the New Jersey Cancer Registry requirements.
Prerequisite: HIT 217
Co-requisite: HIT 223
3/0/0 Course fee charged

HIT 223 Cancer Registry Clinical Practice 3 cr.
This course provides supervised clinical learning experiences in local health care facilities. Emphasis is placed on practical application of theory and concepts learned in HIT 216 and HIT 217. Students are responsible for completing clinical objectives specific to Cancer Registry organization and operation under the supervision of a Certified Tumor Registrar (CTR).
Prerequisite: HIT 217
Co-requisite: HIT 223
0/0/10 Course fee charged

Honors

HON 290 Honors Interdisciplinary Seminar I 1–3 cr.
These seminars are designed to provide outstanding students the opportunity to explore interdisciplinary themes. The precise course content varies each semester according to student and faculty interests. They are also open to individuals who are not in the Honors program who have outstanding academic records.
3/0/0

Human Services

HUS 101 Human Services I 3 cr.
This introductory course offers an overview of helping strategies and interventions with attention to principles, methodology, practitioner skills and knowledge. It addresses social issues and problems and the attendant service systems of social care, social control, and social rehabilitation. It introduces the fields of human services, social work, counseling and case management. It emphasizes legal issues of the human services profession.
3/0/0 Course fee charged

HUS 102 Human Services II 3 cr.
This course introduces students in the human services, public administration, criminal justice, childcare, gerontology, and related curricula to intervention skills and activities and their uses in working with others. It examines ethical dilemmas in the helping professions.
Prerequisite: HUS 101
3/0/0 Course fee charged
HUS 105 Introduction to Group Dynamics  3 cr.
This course focuses on group functioning and leadership and the factors involved in group cohesion and group conflict, communication systems, emotional styles, and group role function. It examines how to design and facilitate task groups and therapy groups.
3/0/0  Course fee charged

HUS 110 Contemporary Issues in Social Welfare  3 cr.
This course defines and discusses issues from various aspects of social service practice. It proposes and analyzes intervention methodologies and solutions for problems such as family violence, mental health and chemical dependency, foster care, adoption, delinquency, and crime. It prepares students to work with diverse populations as helping professionals.
3/0/0  Course fee charged

HUS 201 Introduction to Counseling  3 cr.
This course examines the theoretical foundations and various counseling styles and techniques. It develops student skills in the understanding of developmental, non directive, psychodynamic, transactional and other approaches to individual, marital, and family counseling. It examines the characteristics of a workable counseling relationship.
3/0/0  Course fee charged

HUS 202 Interviewing Techniques  3 cr.
This course trains students to understand and effectively utilize the interviewing process to assist clients with problem resolution. It examines various interviewing styles and techniques and the theoretical foundation of each. It develops interviewing skills are developed through the use of student interaction, role playing, videotape, and recordings of actual student interviews. It focuses on the concepts of communication, interaction, and the self.
3/0/0  Course fee charged

HUS 205 Social Work Process  3 cr.
This course surveys practices, concepts, methods, and current trends in human service work. It stresses basic skills inherent in casework, group work, and community organization. It examines methods of data collection used by a variety of social service agencies. It utilizes a strength-based empowerment approach and emphasizes skills for working with older adults and persons with developmental disabilities.
Prerequisite: HUS 102
3/0/0  Course fee charged

HUS 207 Addiction Dynamics and Interventions  3 cr.
This course provides a working knowledge of the helping process as it applies to drug and alcohol counseling. It focuses on assessment and diagnostic skills; the pharmacology of commonly abused substances; appropriate goals and treatment plans; individual, group and family treatment approaches; the levels of care available to drug and alcohol clients and their families; current research, trends and success rates in treatment; the impact of sex, age, and ethnicity on the treatment process; the ethical guidelines of practice; and the American Psychiatric Association’s diagnostic criteria for substance use disorders and their relationship to other mental health disorders. It also covers the procedure for applying for state, national and international drug and alcohol counselor certification.
3/0/0  Course fee charged

HUS 210 Human Services Field Placement  3 cr.
This course places students in a social service agency for eight hours per week for fourteen consecutive weeks to perform tasks and engage in learning activities associated with acquiring professional standards, behaviors, and conduct. Students are supervised by a faculty member and field supervisor and are expected to attend a weekly seminar to discuss their experiences and observations. Students learn how to prepare for clinical supervision and complete a professional portfolio.
Prerequisite: HUS 205
2/0/8  Course fee charged

Interpreter Education

IEP 102 Interpreting Process: Theory and Practice  3 cr.
This course introduces students to the art and profession of interpreting for Deaf and hearing persons and is designed for students who have completed their battery of American Sign Language courses (ASL 101, 102, 201, and 202). It covers professional requirements, knowledge of the demands and controls in the interpreting triad, analysis of interpretation theory, intercultural and interlingual demands, development of processing skills, and guidelines for interpreting in specialized situations. Students learn through classroom discussions, role playing, videotapes, and interviews of professional interpreters and Deaf/hearing consumers.
Prerequisite: ASL 201
3/0/0

IEP 111 Linguistics of American Sign Language  3 cr.
This course introduces the study of American Sign Language, its phonology, morphology, grammar (syntax) and meaning (semantics). It investigates geographical, generational, racial, and gender differences. It includes similarities and differences between English and American Sign Language.
Prerequisite: ASL 102
Co-requisite: ASL 201
3/0/0

IEP 201 Interpreter Role and Ethics  3 cr.
This course focuses on the ethics, professional behavior and skills necessary to prepare and perform as an interpreter in a variety of settings. It focuses on interpreting in the mental health and social service fields and interpreting with a varied clientele including blind and deaf individuals.
Prerequisite: IEP 102
3/0/0

IEP 211 Interpreting Process Application in ASL to English  3 cr.
This course focuses on building expressive interpreting skills, such changing a message from American Sign Language into spoken English. It emphasizes theoretical components, principles, and ethics; and discusses and applies strategies for effective receptive “listening” and text analysis. It includes classroom practicum and field observation.
Prerequisite: ASL 202, IEP 102
3/0/0

IEP 221 Interpreting Process Application in English to ASL  3 cr.
This course focuses on building expressive interpreting skills, such as changing a message from spoken English into American Sign Language. It emphasizes theoretical components, principles, and ethics; and discusses and applies strategies for effective receptive “listening” and text analysis. It includes classroom practicum and field observation.
Prerequisite: ASL 202, IEP 102
3/0/0

IEP 222 Transliteration  3 cr.
This course focuses on changing a message spoken in English into an English-based language (i.e. contact language), and then reversing the process by changing a message from an English-based sign language into spoken English. Practice and evaluations are accomplished through demonstrations and audio and/or video taped sessions.
Prerequisite: IEP 211, IEP 221
Co-requisite: IEP 242
3/0/0

IEP 242 Practicum in Interpreting  4 cr.
This course involves observation by and placement of the student in interpreting situations both on- and off-campus to gain on-the-job experience. It requires a minimum of interpreting hours.
Prerequisite: IEP 211, IEP 221
Co-requisite: IEP 232
3/0/0  Course fee charged

Italian

ITA 101 Elementary Italian I  3 cr.
This course is for students with no knowledge of Italian. It focuses on laying a foundation for speaking, reading, and writing Italian.
3/0/0  FA

ITA 102 Elementary Italian II  3 cr.
This course is for students with limited knowledge of Italian. It focuses on building upon demonstrated skills in speaking, reading, and writing Italian.
Prerequisite: ITA 101 or one year of high school Italian
3/0/0  SP

Journalism

JOU 101 Introduction to Journalistic Writing I  3 cr.
This course introduces investigating, reporting, and writing the variety of news stories typically found in newspapers. Students practice writing news stories and also study and analyze samples of contemporary American journalism.
Prerequisite or Co-requisite: ENG 101
3/0/0  FA

JOU 102 Introduction to Journalistic Writing II  3 cr.
This course requires students to practice reporting and writing feature stories, editorials, and columns. It also focuses on editing of copy as well as writing headlines and picture captions. Special attention is paid to samples from contemporary American newspapers and magazines.
Prerequisite: ENG 101
3/0/0

Burlington County College
LEX 100 Introduction to Paralegal Studies 3 cr.
This course is an overview of the legal system and focuses on legal concepts and paralegal skills. It emphasizes careful reading for detail, developing analytical and critical thinking skills, and written presentation of arguments. It also covers professional ethics and conduct, issues of confidentiality, conflicts of interest, and unauthorized practice of law.
Prerequisite: Project approval by the instructor

Paralegal

LEX 110 Legal Writing 3 cr.
This course introduces basic concepts in legal writing. Paralegals are expected to prepare a variety of legal instruments to provide hands-on practice with various types of documents and forms as well as their use.
Prerequisite: LEX 111, ENG 075

LEX 111 New Jersey Legal Systems 3 cr.
This course focuses on New Jersey's court system, including an examination of the various types of legal practices as they relate to the courts. It covers rules and procedure of appellate practice, including briefs, filings, petitions, and motions as well as elements of the Federal court system.
Prerequisite: LEX 111

LEX 112 Comparative Business Entities 3 cr.
This course focuses on the sole proprietorship, partnership (general and limited), the limited liability company, and the general business corporation, including an analysis of formation, operation, dissolution, financing, and tax implications of each entity. It reviews legal documents including initial organizational documents, stock certificates, stock transfer ledger, by-laws and minutes, trade name certificates, and means of dissolution. It examines how practice and procedure in buy-sell agreements, employment agreements, and non-competition agreements.
Prerequisite: LEX 111

LEX 113 Legal Research and Library Use 3 cr.
This course introduces practical experience in the techniques of legal research, references to citations, and the use of a law library. It includes practice in locating and using legal forms.
Prerequisite: LEX 111

LEX 114 Paralegal Internship 3 cr.
The internship program provides an opportunity for students to gain a workplace experience. The student is placed in a law office or other firm using paralegals, under the supervision of an attorney. The internship is guided by prescribed learning outcomes that are specific to the type and orientation of the law firm or business in which the student is placed.
Prerequisite: LEX 110, LEX 111, LEX 112, LEX 113, LEX 212

LEX 115 Introduction to Paralegal Studies 3 cr.
This course focuses on the legal and financial requirements of residential real estate transactions. It examines deeds, contracts, mortgages, and other documents commonly associated with real estate. Students learn the historical background which makes real estate unique, along with a practical understanding of the different local practices affecting its purchase and sale. Some basic math skills are helpful in understanding surveys, the proper calculation of taxes, and the settlement statement.
Prerequisite: LEX 111

LEX 116 Civil Litigation Practice 3 cr.
This course covers general rules governing lawyers, courts, and civil practice. Students become familiar with the court rules, pre-trial procedure, and common legal issues. Special emphasis is placed on understanding ethics rules and professional responsibility. Students are also taught the requirements for filing complaints, answers and for pre-trial discovery, including interrogatories, depositions, subpoenas, and motion practice.
Prerequisite: LEX 111, LEX 125, BUA 205

LEX 120 Real Property 3 cr.
This course focuses on the legal and financial requirements of residential real estate transactions. It examines deeds, contracts, mortgages, and other documents commonly associated with real estate. Students learn the historical background which makes real estate unique, along with a practical understanding of the different local practices affecting its purchase and sale. Some basic math skills are helpful in understanding surveys, the proper calculation of taxes, and the settlement statement.
Prerequisite: LEX 111

LEX 121 Administration of Decedents’ Estates 3 cr.
This course focuses on practice and procedures with respect to estates, wills and their legal effects, administration of estates, trusts, accounting, devises, bequests, distribution of estates, law of interstate distribution, obligations of fiduciaries, and the Probate Division of the courts. It also includes an examination of New Jersey inheritance tax and federal estate tax returns.
Prerequisite: ACC 110 or ACC 112, LEX 111, LEX 125, BUA 205

LEX 122 Family Law 3 cr.
This course examines family law practice including complaints, interrogatories, depositions, motions, and pleadings in the areas of divorce, separation, and custody, annulment, adoption, name change, guardianship, legitimacy, and other Family Court procedures.
Prerequisite: LEX 111

LEX 123 Bankruptcy Law 3 cr.
This course outlines basic debtor/creditor bankruptcy law and provides guidelines, practices, and procedures that a paralegal in this field may use. It covers sources of law, consensual debt creation, creditor interest in real estate, general provisions of the Bankruptcy Code and case administration (Chapter 7, Chapter 11 and Chapter 13).
Prerequisite: LEX 111, LEX 113, LEX 122, LEX 124, LEX 125, LEX 212, LEX 214

LEX 124 Comparative Business Entities 3 cr.
This course focuses on the sole proprietorship, partnership (general and limited), the limited liability company, and the general business corporation, including an analysis of formation, operation, dissolution, financing, and tax implications of each entity. It reviews legal documents including initial organizational documents, stock certificates, stock transfer ledger, by-laws and minutes, trade name certificates, and means of dissolution. It examines how practice and procedure in buy-sell agreements, employment agreements, and non-competition agreements.
Prerequisite: LEX 111

LEX 125 Paralegal Skills and Practices 3 cr.
This course focuses on the practical application of substantive law concerning civil litigation, personal and real property, probate practice, family law, administration of decedents’ estates, and legal research. Students prepare and analyze documents simulating practice in offices where paralegals may serve, using skills gained in prerequisite courses.
Prerequisite: LEX 112, LEX 113, LEX 122, LEX 124, LEX 125, LEX 212, LEX 214

LEX 126 Paralegal Internship 3 cr.
The internship program provides an opportunity for students to gain a workplace experience. The student is placed in a law office or other firm using paralegals, under the supervision of an attorney. The internship is guided by prescribed learning outcomes that are specific to the type and orientation of the law firm or business in which the student is placed.
Prerequisite: LEX 110, LEX 111, LEX 112, LEX 113, LEX 212
By arrangement 3/0/0 Course fee charged

Literature

LIT 201 Interpretation of Fiction 3 cr.
This course stresses the forms and techniques of fiction. It emphasizes the critical reading, analysis, and interpretation of selected short stories, short novels, and novels.
Prerequisite: ENG 102 or permission 3/0/0

LIT 202 Introduction to Drama 3 cr.
This course is a survey of dramatic literature from the plays of the ancient Greeks to the present. It focuses on the close analysis of dramatic structure, the changes in dramatic presentation, and the social and artistic conventions which caused these changes.
Prerequisite: ENG 102 or permission 3/0/0

LIT 203 Origins of Literature 3 cr.
This course is a sampling of significant Biblical and classical literature (Greek and Roman) as well as mythological literature. It emphasizes reading and discussing the origins of the allusions found in modern arts.
Prerequisite: ENG 102 or permission 3/0/0

LIT 204 Introduction to Poetry 3 cr.
This course divides the study of poetry into four parts. It examines what poetry is and how it differs from other literary forms; how it evolved (the tradition of poetry); what special skills are needed to understand it; and what purpose it serves in a utilitarian culture. Students read, analyze, and discuss poems.
Prerequisite: ENG 102 or permission 3/0/0

LIT 205 Women's Literature 3 cr.
This course examines the roles assigned to women in society as reflected in poetry, short stories, novels, and autobiographical writings by women as well as literature written about women. It reflects the views of women held in different countries and at different times in the recent past.
Prerequisite: ENG 102 or permission 3/0/0

LIT 206 English Literature I 3 cr.
This course focuses on English literature from Beowulf and Chaucer to Samuel Johnson and authors from the late eighteenth century. It emphasizes critical reading and analysis of selected fiction, poetry, drama, and essays.
Prerequisite: ENG 102 or permission 3/0/0
LIT 208 English Literature II 3 cr.
This course focuses on English literature from the Romantic poets to the Modern period. It emphasizes critical reading and analysis of selected fiction, poetry, drama, and essays. 
Prerequisite: ENG 102 or permission
3/0/0 SP

LIT 209 American Literature I 3 cr.
This course is a survey covering American literature from the Puritan period to the Civil War. It emphasizes major trends in literary development during that time span.
Prerequisite: ENG 102 or permission
3/0/0

LIT 210 American Literature II 3 cr.
This course is a survey covering American literature from the Civil War to modern times. It emphasizes major trends in literary development during that time span.
Prerequisite: ENG 102 or permission
3/0/0 SP

LIT 212 Contemporary American Novel 3 cr.
This course focuses on post-World War II novelists. It emphasizes critical reading and analysis of the authors' literary techniques as well as discussion of themes reflecting modern life.
Prerequisite: ENG 101, ENG 102
3/0/0

LIT 213 Contemporary Native American Literature 3 cr.
This course focuses on the fiction and poetry produced by Native Americans in the last quarter of the twentieth century. It is structured to provide a background in Native American culture and experience. It also discusses the author's viewpoint by highlighting concepts important to them in their work. It emphasizes the impact of Native American cultures, concerns, and philosophy on the fiction and poetry of these authors.
Prerequisite: ENG 102
3/0/0 FA/SP/SU

LIT 215 Introduction to Children’s Literature 3 cr.
This survey course introduces the history, psychology, and literary techniques of quality children's literature. It emphasizes the evaluation and analysis of children's literature to assess what makes a quality piece of literature.
Prerequisite: ENG 102
3/0/0 FA/SP/SU

LIT 216 Poetry of the Holocaust 3 cr.
This course examines the poetry that reflects upon the Nazi destruction of 6,000,000 Jews during the Holocaust of World War II. The poetry is a testimony to the lost lives and the devastated souls. Poets re-create both the sorrow and the inspiration of varied Holocaust experiences. It focuses on communal and individual identity, memory, and the desire for self-representation.
3/0/0

LIT 217 The Holocaust in World Literature 3 cr.
This course examines the literature that reflects upon the extermination of 6,000,000 Jews during the Holocaust of World War II. The literature stands as testimony to the broad range of Holocaust experiences, both sorrowful and inspirational. These events are re-experienced through fiction, dramatic works, memoirs, diaries, film and guest lecturers, and artists. It includes selected works by men and women, Jews and non-Jews, figures famous and unknown, eyewitnesses, survivors, and second- and third-generation writers.
3/0/0

LIT 218 Literature and Film 3 cr.
(formerly LIT 273)
This course explores the complex interplay between film and literature. Selected novels, short stories, and plays are analyzed in relation to film versions of the same works in order to gain an understanding of the possibilities—and problems—involved in the transposition to film.
Prerequisite: ENG 102 (or ENG 101 with permission)
3/0/0

LIT 220 Shakespeare 3 cr.
This course focuses on Shakespeare's life and times and the study of a selection of his plays: historical, comedic, and tragic.
Prerequisite: ENG 102 or permission
3/0/0

Long Term Care Nursing Aide
LTA 100 Long Term Care Nursing Aide 4 cr.
This 90-hour course prepares nursing assistants for taking the State's written and manual skills certification tests and for employment in long-term care agencies. Experiences are in class, college lab, and long-term care agencies.
4/0/0 Course fee charged

Mathematics
MTH 055 Pre-Algebra 4 cr.*
This developmental course focuses on skills needed to prepare students for algebra. It includes the operations of integers, exponents, order of operations, understanding variables, and solving equations. It also introduces operations of rational numbers in the form of signed fractions and decimals as well as problem solving in terms of perimeter and area.
* Credits do not apply toward graduation.
4/0/0 FA/SP/SU

MTH 075 Elementary Algebra 4 cr. *
This developmental course is designed for students who have not taken a full year of high school algebra or who require a review of certain topics in elementary algebra. It focuses on signed numbers, polynomial expressions and their operations, rational algebraic expressions, factoring, the solving and graphing of first degree equations in one variable, and systems of linear equations (algebraic and graphic solutions).
* Credits do not apply toward graduation.
Prerequisite: Demonstrated competency in arithmetic skills covered in MTH 055
4/0/0 FA/SP/SU

MTH 095 Intermediate Algebra 4 cr.*
This course is designed for students who have mastered elementary algebra. It focuses on linear and absolute value equations; inequalities; functions; rational exponents; radicals; complex numbers; solving and graphing of quadratic equations and inequalities; and solving systems of linear equations and inequalities.
* Credits do not apply toward graduation.
Prerequisite: MTH 075 or equivalent skills
4/0/0 FA/SP/SU

MTH 104 Business Mathematics 3 cr.
This course provides the mathematical foundation for all of the business career curricula. Arithmetic concepts are reviewed and applied to payroll, depreciation, interests, discounts, negotiable instruments, taxes, stocks and bonds, mathematics of merchandising, and computer mathematics. It uses and stresses business formulas, equations, and tables.
Prerequisite: MTH 075 or equivalent skills
3/0/0 FA/SP

MTH 107 Introduction to Statistics 3 cr.
This is a first course in basic statistical concepts. It focuses on frequency distributions of empirical data, calculations of descriptive statistics, probability distributions, confidence intervals, hypothesis testing, chi square, regression, and correlation.
Prerequisite: MTH 075 or equivalent skills
Note: Students may receive credit for either MTH 107 or MTH 143, but not credit for both courses.
3/0/0 FA/SP/SU

MTH 112 College Algebra 3 cr.
This course prepares students for upper level college mathematics courses. It focuses on graphs and transformations of functions; inverse and combinations of functions; solving linear and absolute value equations; polynomial equations; quadratic equations; and polynomial, rational, exponential, and logarithmic functions and their graphs.
Prerequisite: MTH 095 or two years of high school algebra
3/0/0

MTH 113 Modern College Mathematics I 3 cr.
This course satisfies the mathematics requirements for students in non-science fields. It emphasizes sets, logic, enumeration and mathematical systems, whole numbers, integers, rational numbers, irrational numbers, and elements of number theory.
Prerequisite: MTH 075 or equivalent skills
3/0/0 FA/SP

MTH 118 Calculus I and Analytic Geometry 4 cr.
This course focuses on selected content from plane analytic geometry; limits and continuity; derivatives of algebraic, trigonometric, logarithmic, and exponential functions; extrema; differentials; antiderivatives; definite integrals; and applications. Graphically symbolic calculation software is provided and applied to selected topics.
Prerequisite: MTH 130 or permission
4/0/0 FA/SP/SU
MTH 119 Calculus II and Analytic Geometry 4 cr.
This course focuses on differentiation of inverse trigonometric functions and application of implicit and logarithmic differentiation. It also emphasizes the completion of the Basic Integration Formulas, techniques of integration, improper integrals, parametric equations, sequences, and series. Application of integration include area and volumes of solids of revolution. Symbolic calculation software is provided and applied to selected topics.
Prerequisite: MTH 118
4/0/0 FA/SP/SU

MTH 130 Precalculus 4 cr.
This course is the analytic study of elementary relations and functions including linear, quadratic, higher order polynomial, exponential, logarithmic, and trigonometric. Upon successful completion of this course, the student is expected to begin the formal study of calculus.
A graphic calculator is required.
Prerequisite: MTH 095 or equivalent skills
4/0/0 FA/SP/SU

MTH 141 Elementary Quantitative Methods for Management 3 cr.
This course satisfies the mathematics requirement for business and social science majors in transfer programs. It focuses on linear, quadratic, exponential and logarithmic functions and their graphs; matrices; linear systems; and linear programming, including simplex method.
Prerequisite: MTH 095 or equivalent skills
3/0/0

MTH 142 Calculus: Techniques and Applications 3 cr.
This course satisfies the mathematics requirement for business and social science majors in transfer programs. It focuses on topics from applied calculus: limits, derivatives, maxima and minima, anti-derivatives, and the definite integral. It emphasizes developing the calculus skills necessary to solve problems of management and the social sciences.
Prerequisite: MTH 130 or MTH 141 or permission
3/0/0

MTH 143 Statistics I 4 cr.
This course presents basic statistical principles and methods. It focuses on descriptive statistics, probability theory, Binomial, Poisson, z, t, and Chi-square distributions, central limit theorem, confidence intervals, and hypothesis testing. One hour per week is spent in the microcomputer laboratory exploring software applications of statistical concepts presented in the lecture. No previous computer experience is assumed.
Prerequisite: MTH 141 or MTH 130

Note: Students may receive credit for either MTH 107 or MTH 143, but not credit for both courses.
4/0/0 FA/SP Course fee charged

MTH 145 Applied Calculus 3 cr.
This course is an introduction to differential and integral calculus for nursing and allied health. It focuses on topics from applied calculus: limits, derivatives, maxima and minima, anti-derivatives, and the definite integral.
Prerequisite: MTH 095 or permission
3/0/0

MTH 201 Linear Algebra 3 cr.
This course focuses on the basic theory and applications of real finite dimensional vector spaces and linear transformations. It includes vectors, linear dependence, basis and dimension, matrices, applications to systems of linear equations, change of basis, and eigenvalues.
Prerequisite: MTH 118
3/0/0

MTH 220 Calculus III and Analytic Geometry 4 cr.
This course focuses on vectors in the plane and space, vector calculus, multivariate functions and partial derivatives, direction derivatives, multiple integrals and surface integrals, vector fields, line integrals, Green’s theorem, Divergence theorem and Stokes’s theorem.
Prerequisite: MTH 119
4/0/0 FA/SP

MTH 226 Discrete Mathematics 3 cr.
This course is an elementary introduction to certain topics in Discrete Mathematics appropriate for work in computer science and in the further study of mathematics. It focuses on sets, logic, proof and counting techniques, combinatorics, graphs, trees, and Boolean Algebra.
Prerequisite: MTH 130
3/0/0

MTH 230 Differential Equations 4 cr.
This course focuses on methods of solution, applications, and theory of ordinary differential equations. It includes first order differential equations, linear differential equations of higher order, power series solutions, Laplace transforms, and systems of linear differential equations.
Prerequisite: MTH 220
4/0/0

MTH 243 Statistics II 3 cr.
This course focuses on test of fit, test of independence, analysis of variance, simple and multiple regression, correlation analysis, time series, index numbers and non-parametric statistics.
Prerequisite: MTH 143
3/0/0

MTH 291 Special Projects in Mathematics 1 cr.
MTH 292 Special Projects in Mathematics 2 cr.
MTH 293 Special Projects in Mathematics 3 cr.
These course involve independent study and research on some topic or in some area of mathematics. Projects include a statement of objectives, a literature search, and a written report.
Lab hours depend on the project (usually two hours per week per credit).
Prerequisite: Permission

Music (Applied)
MUC 101, 102, 103 Class Piano I, II, III 1 cr. ea.
This course involves class instruction in one-hour class session per week. Daily practice sessions are required. This course may also be taken for non-credit through Community Enrichment.
1/1/0 FA/SP Lab fee charged

Music (Private Applied)
(music majors only)
MUP 131-136 Advanced Applied Music I 1 cr.
MUP 141-146 Advanced Applied Music II 1 cr.
These courses involve one half-hour class session per week of private instruction in Woodwind 131/141, Brass 132/142, Strings 133/143, Percussion 134/144, Voice 135/145, and Composition 136/146. These are offered for one credit, at a time mutually agreed upon by the student and the instructor. An authorized signature is required.
Prerequisite: Permission
0/2/0 FA/SP Lab fee charged

Music Appreciation
Theory/Harmony
MUS 101 Introduction to Music 3 cr.
This course discusses the place of music in the life of humans. It emphasizes stimulating the enjoyment of music. It focuses on methods of comprehending music, listening techniques, discernment of musical elements, and the recognition of primary musical forms in an attempt to develop intelligent and discriminating listeners.
3/0/0 FA/SP

MUS 105 Fundamentals of Music 3 cr.
This course is an integrated study of the construction and language of music through musical notation, scales, rhythm, and harmony, with rudimentary performance on a melody instrument. It is for the student with or without previous musical training.
3/0/0 FA

MUS 110 Aural Perception 2 cr.
This course develops the ability to notate rhythm, melody, and harmony examples through dictated ear training exercises.
3/0/0
MUS 115 Harmony  3 cr.
This course focuses on traditional diatonic harmony covering primary and secondary triads and their inversions. It emphasizes a four-part harmonization of a melody and bass lines. It continues sight-singing, rhythmic, and melodic dictation.
Prerequisite: MUS 105
3/0/0

MUS 215 Chromatic Harmony  3 cr.
This course continues the focus on diatonic harmony, providing an opportunity for the students to write in the harmonic style of the romantic period. It emphasizes four-part writing with figured bass, analysis of harmonic materials, and reproduction of the keyboard.
Prerequisite: MUS 115
3/0/0

Music(Performance)

MUS 111-114 Brass Ensemble I-IV  1 cr. ea.
MUS 121-124 Jazz Ensemble I-IV  1 cr. ea.
MUS 131-134 String Ensemble I-IV  1 cr. ea.
MUS 141-144 Woodwind Ensemble I-IV  1 cr. ea.
These courses are instrumental ensembles that involve class rehearsals and public performance. Each ensemble meets one hour per week. Music performance courses are recommended electives for music majors and are open to all students who play musical instruments. The courses may be repeated for a total of four credits.

Note: Student participation in instrumental ensembles are determined by the instructor of the course.
0/1/0 Lab fee charged

MUS 150 Chorus I  1 cr.
MUS 151 Chorus II  1 cr.
This study and performance-oriented course in representative choral literature is open to all students.
0/2/0 Fa/Sp Course fee charged

MUS 155 Burlington County College/Community Concert Band  1 cr.
The Burlington County College/Community Band rehearses once a week for one hour and a half. The Concert Band performs at the end of each semester. Other performances may be scheduled during the semester. Concert Band members are required to audition for the one credit music performance course and to register for either credit or non-credit status. Students pursuing the Music Option to Liberal Arts and Sciences must register for credit status.
0/2/0

MUS 291 Honors Performance  1 cr.
This course provides a student of exceptional ability particular instruction in preparation for the performance of an honors recital.
Prerequisite: Permission
0/2/0

Nursing

NUR 103 Medication Administration  1 cr.
This course focuses on the ability to accurately prepare dosages for medication administration. Basic principles are introduced for use as guidelines for maximum amounts of medication and their forms (pills, milliliters, drops-per-minute) to be administered. It discusses converting among household, apothecary, and intravenous dosages. It stresses reading and interpreting medication labels and adult and pediatric dosages.
1/0/0 Course fee charged

NUR 119 Fundamentals of Nursing  7 cr.
This initial nursing course explores and applies concepts basic to nursing. Fundamental psychomotor and communication nursing skills are developed and applied within a framework of the nursing process and Maslow’s human needs. Clinical experiences focus on alterations in basic needs of adult and senescents patients with acute and chronic medical conditions. The course includes classroom, college-based laboratory, and a clinical practicum.
Prerequisite: Admission to program
Co-requisite: BIO 110, BIO 111, PSY 101
4/3/6 Fa/Sp Course and lab fee charged

NUR 120 Nursing of Families  9 cr.
This course examines the health and social situations of today’s family. It focuses on the birth process, children from newborns to adolescents, and women’s health needs. It emphasizes health promotion, growth and development, and needs identification as related to healthy and ill childhood families. Psychomotor, communication, and medication administration skills are developed. The course includes classroom, college-based laboratory, and a clinical practicum.
Prerequisite: BIO 110, BIO 111, NUR 119, PSY 101
Co-requisite: BIO 110, BIO 115, PSY 256
4/3/12 Fa/Sp Course and lab fee charged

NUR 127 Pharmacology Essentials  3 cr.
This course introduces the principles of pharmacokinetics and pharmacotherapy. It presents current content with regard to contemporary medications in relevant drug groups. Critical thinking case studies highlight pertinent information.
Prerequisite: NUR 120 or two nursing courses or RN or LPN
3/0/0 Course fee charged

NUR 210 Clinical Preceptorship  1 cr.
This elective course permits the student an intensive clinical experience in a selected clinical area with an individual preceptor. The focus is on the application of clinical judgment in specific settings with the majority of the contact hours in the clinical affiliate. Learning through experience is emphasized.
Prerequisite: NUR 214
0/0/3 Course fee charged

NUR 214 Nursing of Patients in Stress  8 cr.
This course focuses on the patient who has experienced stress through surgical and psychological trauma. Using the nursing process, it emphasizes the care of patients through all phases of the surgical experience and mental health rehabilitation. Observational opportunities are provided in mental health facilities and multiple peri-operative surgical settings. A clinical lab for the demonstration and practice of advanced nursing skills is required.
Prerequisite: BIO 114, BIO 115, NUR 120, PSY 256
Co-requisite: BIO 155, BIO 156, CHE 210
4/0/12 Fa/Sp Course fee charged

NUR 215 Advanced Concepts in Nursing Practice  9 cr.
This course is the culmination of the exploration of the health needs of the individual. It focuses on the patient having multiple unmet needs requiring complex nursing interventions. It emphasizes providing care to individuals and groups of patients. It stresses mastery of intricate psychomotor techniques, medication administration skills, and the administration of continuous IV (drip meds) pharmacotherapeutics. It includes classroom, lab practicums, and clinical practicum.
Prerequisite: BIO 155, BIO 156, CHE 210, NUR 214
Co-requisite: NUR 216
4/0/14 Fa/Sp Course fee charged

NUR 216 Management and Professional Issues  1 cr.
This seminar covers current issues affecting health care delivery, management techniques, legal and ethical concerns, and political/legislative strategies. It involves discussion, role playing, and individual projects to analyze the issues.
Prerequisite: NUR 214
Co-requisite: NUR 215
1/0/0 Fa/Sp Course fee charged

Philosophy

PHI 101 Introduction to Philosophy  3 cr.
This course examines some of the fundamental questions concerning knowledge, existence, and value. Does God exist? What constitutes good and evil? Is there an afterlife? What is free will? It emphasizes examining the original works of important philosophers.
3/0/0 Fa/Sp

PHI 105 Introduction to Logic  3 cr.
This course introduces the principles of valid reasoning, with emphasis upon their practical uses in the development of critical thinking. It focuses on conditions of clear statements, semantics of definitions, adequate evidence, common fallacies, and inductive and deductive logic.
3/0/0

PHI 112 Eastern Philosophy  3 cr.
This course focuses on the traditional philosophies of China, such as Confucianism and Taoism, and the Buddhist philosophic tradition, stretching from India to Japan, with an emphasis on reading and interpreting original texts. Comparisons are made with appropriate Western traditions, such as the Greeks and the existentialists.
3/0/0
PHI 205 Ethics 3 cr.
This course focuses on the ethical concerns of humans. Readings from significant philosophers are used to show the major ethical problems from ancient to modern times.
Prerequisite: PHI 101 or permission
3/0/0

PHI 210 History of Philosophy 3 cr.
This course focuses on an overview of Western thought from antiquity to the present. It emphasizes the development of civilization through the living ideas of past ages so the students can view contemporary ideas in the perspective of their roots in past societies. It stresses the impact of social and cultural factors upon the spirit of the times throughout history.
Prerequisite: PHI 101 or permission
3/0/0

PHI 215 Advanced Logic 3 cr.
This course focuses on propositional and predicate calculus and the scientific application of formal logic. The student masters normal forms, Boolean expansions, and the translation of English sentences into symbolic formulae involving propositional functions and quantifiers. Special emphasis is given to the student's creative ingenuity in doing complex proofs which often involve predicates and properties of relations.
Prerequisite: PHI 105 or permission
3/0/0

Photography
Note: Each student must have a 35mm camera with manual settings. Students are required to purchase printing paper, film, a processing tank and mounting supplies. The cost of these supplies is approximately $150-$250 per semester.

PHO 102 Black and White Photography I 3 cr.
This beginning course in photographic techniques includes simple optics, camera formats, lenses, light meters, choice of proper film, and basic composition. Additional lab time is required.
Prerequisite: PHO 102
3/0/0

PHO 103 Color Photography I 3 cr.
This course introduces the photographic techniques and processes unique to producing photographic color transparencies and prints. It focuses on the exploratory experiences relating to aesthetic and practical aspects of color photography. Individual classes consist of group discussion of photographically-related topics and critiques of student work. Additional lab time is required.
Prerequisite: PHO 103, PHO 202
3/0/0

PHO 202 Black and White Photography II 3 cr.
This course focuses on the application of improved technical control or exposure, lighting and darkroom problems for the purpose of more successfully achieving their aesthetic or practical intent. Students are able to orient and improve their work through the study of the history and aesthetic development of photography.
Additional lab time is required.
Prerequisite: PHO 102 or permission
3/0/0

PHO 203 Portfolio Production 3 cr.
This seminar course is for advanced students interested in preparing a portfolio of prints. Individual classes consist of group discussion of photographically-related topics and critiques of student's work. Additional lab time is required.
Prerequisite: PHO 103, PHO 202
3/0/0

PHO 204 Color Photography II 3 cr.
This course is for advanced students interested in learning more about color photography and processes. Individual classes consist of lab assignment demonstrations, discussion of photographers working in color photography, photographically-related topics, and critiques of student photographs. Additional lab time is required.
Prerequisite: PHO 103, PHO 202
3/0/0

PHO 291 Special Projects in Photography 1 cr.
PHO 292 Special Projects in Photography 2 cr.
PHO 293 Special Projects in Photography 3 cr.
These courses involve advanced study in a selected area of photography. Each individual's project must include a statement of objectives, literature research, project plan, and completed media production project. It requires 3 hours of work per week per credit.
Prerequisite: PHO 202 and project approval by the instructor
Course fee charged

Physics

PHY 110 Principles of Physics I 3 cr.
This non-calculus level course reviews the physical properties of matter, mechanics, heat, and sound. The course stresses the relationship between physical laws and applied problems in various disciplines. It is designed for students majoring in the applied sciences, allied health, life sciences, and the liberal arts.
Prerequisite: MTH 130
3/0/0

PHY 111 Principles of Physics I Laboratory 1 cr.
This laboratory course provides experiences that apply to the topics and concepts covered in Principles of Physics I.
Prerequisite or Co-requisite: PHY 110
0/2/0

PHY 112 Principles of Physics II 3 cr.
This course is a continuation of Principles of Physics I. It focuses on electricity, magnetism, light, optics, and an introduction to atomic and nuclear physics.
Prerequisite: PHY 110, PHY 111
3/0/0

PHY 201 General Physics I 3 cr.
This course is a study of the fundamental concepts and laws of mechanics with emphasis on the conservation laws. It focuses on scalar and vector qualities of mechanics, rectilinear and circular motion, equilibrium and Newton's laws of motion, work, energy, momentum, and the conservation laws. It is designed for students majoring in engineering, the sciences, mathematics, and computer science programs.
Prerequisite: High school physics or PHY 110 and MTH 118
3/0/0
**Political Science**

**POL 101 American National Government and Politics 3 cr.**
This course is a comprehensive examination of the basic principles of the U.S. constitutional system. It focuses on the operation of the democratic process; the organization, powers, and procedures of Congress; the presidency and the federal judiciary; interest groups; political parties; media; and voting. It emphasizes the leading political, economic, and social influences affecting democratic government.

3/0/0  FA/SP/SU

**POL 103 Comparative Government and Politics 3 cr.**
This course focuses on selected political systems considered in a comparative framework. Cases are taken from countries both more and less economically developed. It emphasizes government processes and institutions.

3/0/0  FA/SP

**POL 215 Constitutional Law 3 cr.**
This course examines individual rights and civil liberties through the study of the U.S. Constitution and leading Supreme Court decisions. It focuses on the judicial process and the effect of judicial decisions on American society.

3/0/0  FA

**POL 220 Political Philosophy 3 cr.**
This course is a survey of the most significant political philosophy from ancient times into the modern era. It focuses on the issues of liberty, equality, political obligation, and justice.

3/0/0

**POL 250 International Relations 3 cr.**
This course examines patterns of behavior in international systems. It focuses on the state, sovereignty, war and peace, power, nationalism, imperialism, law, security dilemmas, interdependence, international regimes, and ethical and global issues.

3/0/0

**Physical Science**

**PSC 105 Physical Science I 3 cr.**
This course is an introduction to physical science designed especially for students without an extensive science background. It focuses on the Earth, the ocean, weather, and the universe as separate systems and as one dynamic system.

3/0/0  FA/SP/SU

**PSC 106 Physical Science I Laboratory 1 cr.**
This laboratory course provides experiences that apply to the concepts and topics covered in Physical Science I.

Prerequisite or Co-requisite: PSC 105

0/2/0  FA/SP  Lab fee charged

**PSC 107 Physical Science II 3 cr.**
This course applies physical science concepts to relevant topics such as air and water pollution, food additives, benefits and risks of nuclear power, alternative energy sources, toxic substances in our everyday experiences, and the effect that science policies have on our lives. It is intended for non-science majors.

3/0/0

**PSC 108 Physical Science II Laboratory 1 cr.**
This laboratory course provides experiences that apply to the concepts and topics covered in Physical Science II.

Prerequisite or Co-requisite: PSC 107

0/2/0  FA/SP  Lab fee charged

**PSC 110 Project Universe—Introduction to Astronomy 3 cr.**
This course places astronomy in historical perspectives. It examines the solar system in detail as a means of understanding the origin of our planet “earth” and focuses on an exploration of the universe.

3/0/0

**PSC 111 Introduction to Marine Science 3 cr.**
This course investigates the marine environment in terms of basic scientific concepts beginning at the origins of the oceans. It focuses on plate tectonics, earthquake prediction, climate fluctuations, resources of the sea, and the impact of ocean pollutants. It emphasizes the interaction of the living world and the physical environment.

3/0/0

**Psychology**

**PSY 101 General Psychology I 3 cr.**
This course provides a general understanding and application of the basic principles of psychology. It focuses on the history of psychology, scientific methods as employed by psychology, physiological basis of behavior, maturation, development, principles of learning, thinking and communication, perception, memory, and creativity.

3/0/0  FA/SP/SU
RAD 105 Radiographic Exposure I 3 cr.
This course focuses on the factors that influence the production of the radiographic image. It emphasizes the processing requirements, components, and procedures. It identifies the construction of the elements of image production and demonstrates the application of theoretical principles in the clinical setting.
Prerequisite: Admission to program
Co-requisite: RAD 121

RAD 107 Principles of Radiation Protection and Biology 2 cr.
This course focuses on the radiation effects on cells and living tissues. It presents the principles and responsibilities of radiation protection and identifies federal and state regulations.
Co-requisite: RAD 114

RAD 114 Radiographic Exposure II 3 cr.
This course focuses on the prime factors of image production, imaging standards, and analysis techniques. It identifies concepts of quality control and quality assurance. Various exposure systems are compared and radiological science theories and techniques are applied in the clinical setting.
Prerequisite: RAD 105
Co-requisite: RAD 122

RAD 115 Equipment Operation and Maintenance 4 cr.
This course focuses on the construction, instrumentation, and underlying physical principles of various types of imaging. It emphasizes fluoroscopic image intensifying, mobile, and various specialized systems. Emphasis is placed in safe operating procedures and limits of radiographic equipment.
Co-requisite: RAD 225

RAD 120 Clinical Procedures I 5 cr.
This course provides basic information concerning ethical and legal behavior in a health care environment. Emphasis is placed on patient care principles, radiation protection measures, and sterile technique applicable to radiographic procedures. The pharmacology of radiology is explained. The student is taught to perform radiographic procedures of the upper extremity, shoulder girdle, chest, and thorax. Hands-on instruction in the proper use of fixed and mobile radiographic equipment and application of theoretical principles are demonstrated in a laboratory setting. Subsequent hands-on experience is provided under the direct supervision of qualified radiographers.

RAD 122 Clinical Procedures II 5 cr.
This course focuses on the radiographic procedures of the lower extremity, pelvic girdle, and abdomen. Hands-on instruction in the proper use of fixed and mobile radiographic equipment and application of theoretical principles are demonstrated in a laboratory setting. Subsequent hands-on experience is provided under the direct supervision of qualified radiographers.

RAD 123 Clinical Procedures III 6 cr.
This course focuses on students learning to perform radiographic procedures of the spine and skull. Hands-on instruction in the proper use of fixed and mobile radiographic equipment and application of theoretical principles are demonstrated in a laboratory setting. Subsequent hands-on experience is provided under the direct supervision of qualified radiographers. Achieved competency is measured and pertinent initial and continual clinical competency is performed.

RAD 224 Clinical Procedures IV 6 cr.
This course focuses on students learning to perform radiographic procedures of the biliary, digestive, reproductive, and urinary systems. Hands-on instruction in the proper use of fixed and mobile radiographic equipment and application of theoretical principles are demonstrated in a laboratory setting. Subsequent hands-on experience is provided under the direct supervision of qualified radiographers. Achieved competency is measured and pertinent initial and continual clinical competency is performed.

PSY 257 Psychology of Adjustment 3 cr.
This course examines the psychological concepts relevant to the problems of personal adjustment in today's computer world. To foster student growth in self-awareness and self-understanding, it will focus on research and themes of adjustment, self-image, stress and coping, emotions, interpersonal relationships, aging, dying and death.
Prerequisite: PSY 101

PSY 258 Psychology of Personality 3 cr.
This course explores the major theoretical approaches and current research findings in the study of personality. It focuses on biological, social, and cultural influences.
Prerequisite: PSY 101
Prerequisite or Co-requisite: PSY 102 or permission 3/0/0

PSY 259 Social Psychology 3 cr.
This course examines the interactions of individuals and groups, both the ways the ideas and beliefs of an individual are affected by the environment and the way that individuals form groups. It focuses on the causes of social behavior, the influences of groups, the evolution and stages of different societies and the major theories that seek to explain and predict behavior.
Prerequisite: PSY 101

Reading
RE 05S Building College Reading Skills 4 cr. *
This course is for those students whose assessment scores indicate a need for an intensive review of fundamental reading skills. It focuses on the fundamentals of vocabulary growth, word analysis skills, and comprehension.
* Credits do not apply toward graduation.
Prerequisite: Placement based on assessment and recommendation of an academic advisor 4/0/0 0/0/24 FA SP Course fee charged

RE 07S Improving College Reading Skills 4 cr. *
This course is for those students whose assessment scores indicate a need for review and improvement of reading skills. It emphasizes vocabulary expansion, improved comprehension, and critical thinking skills.
* Credits do not apply toward graduation.
Prerequisite: Placement based on assessment and recommendation of an academic advisor 4/0/0 2/2/24 FA SP Course fee charged

RE 09S Advancing College Reading Skills 4 cr. *
This course is for those students whose assessment scores indicate a need for the development of college level reading skills. It emphasizes vocabulary and the advanced skills necessary to master reading in the content areas.
* Credits do not apply toward graduation.
Prerequisite: Placement based on assessment and recommendation of an academic advisor 4/0/0 2/2/24 FA SP Course fee charged

RE 09S Advancing College Reading Skills 4 cr. *
This course is for those students whose assessment scores indicate a need for the development of college level reading skills. It emphasizes vocabulary and the advanced skills necessary to master reading in the content areas.
* Credits do not apply toward graduation.
Prerequisite: Placement based on assessment and recommendation of an academic advisor 4/0/0 2/2/24 FA SP Course fee charged
Religion
REL 205 Comparative Religion 3 cr.
This course examines and compares the world’s major religious traditions, such as Hinduism, Buddhism, Judaism, Christianity, and Islam. It emphasizes reading and interpreting the sacred texts, as well as exploring the implications of each religion for how life is lived.
3/0/0  FA/SP

Respiratory Therapy
RST 200 Fundamentals of Respiratory Therapy 5 cr.
This course introduces the basic therapeutic modalities employed in contemporary respiratory care, including humidity/aerosol therapy, medical gas delivery, hyperinflation therapy, cardiopulmonary resuscitation, infection control, and basic diagnostic procedures. It integrates lectures, laboratory demonstrations and experimentation with clinical practice.
Prerequisite: Admission to program
Co-requisite: RST 209
4/3/0  SU

RST 209 Clinical Practice I 2 cr.
This course orientates the student to the hospital environment and provides clinical instruction and supervision. It focuses on the acquisition of basic skills in humidity/aerosol therapy, oxygen administration, hyperinflation therapy, patient assessment skills, medical charting, equipment cleaning and sterilization. The builds upon the theoretical concepts introduced in RST 200. (210 clinical hours)
Prerequisite: Admission to program
Co-requisite: RST 200
0/0/16  SU

RST 210 Dynamics of Health Care in Society 2 cr.
This course explores and analyzes micro health related issues within the context of a changing society. There are general assembly sessions and interdisciplinary group assignments by division level. This course focuses on selected topics relating to health, health care and its delivery in ethics, philosophy, history, literature, human relations, cultural orientations, and policy utilizing diverse instructional strategies. Web-enhanced.
Prerequisite: RST 200, RST 209
Co-requisite: RST 212, RST 214, RST 215, RST 219
2/0/0  FA

RST 212 Respiratory Care Pharmacology 2 cr.
This course covers the basic principles of pharmacological therapy with a special emphasis on drugs affecting the pulmonary and cardiovascular systems. It stresses the safe and effective administration of these drugs in relation to clinical practice. Web-enhanced.
Prerequisite: RST 200, RST 209
Co-requisite: RST 210, RST 214, RST 215, RST 219
4/3/0  FA

RST 214 Applied Cardiopulmonary Physiology 3 cr.
This course is an study of the physiology of the cardiopulmonary system. It emphasizes control of respiration, cardiopulmonary anatomy, ventilation, diffusion gas transport and distribution, the cardiac cycle, and electrophysiology of the heart. It focuses on the interrelationship of the cardiopulmonary systems. Web-enhanced.
Prerequisite: RST 200, RST 209
Co-requisite: RST 210, RST 212, RST 215, RST 219
3/0/0  FA

RST 215 Mechanical Ventilation 4 cr.
This course utilizes lectures, demonstration and laboratory exercises in the physiological principles and techniques of mechanical ventilation of the patient in respiratory failure. It focuses on the physics of mechanical ventilation, application of mechanical ventilation, and the maintenance and monitoring of patients with respiratory failure. It integrates the theory and clinical applications of RST 219. Web-enhanced.
Prerequisite: RST 200, RST 209
Co-requisite: RST 210, RST 212, RST 214, RST 219
3/3/0  FA

RST 219 Clinical Practice II 2 cr.
This course focuses on the student performing the basic therapeutic modalities mastered in RST 209 under less supervision. It introduces supervision and instruction in the application of advanced therapeutic modalities and diagnostic procedures performed in the management and treatment of adult neonatal patients requiring specialized or intensive care. (210 clinical hours)
Prerequisite: RST 200, RST 209
Co-requisite: RST 210, RST 212, RST 214, RST 215
0/0/16  FA

RST 226 Cardiopulmonary Evaluations 3 cr.
This course utilizes lecture and laboratory material on invasive and non-invasive diagnostic procedures including roentgenography, electrocardiography, pulmonary function testing, Swan-Ganz catheterization, and arterial blood procedure and analysis. It offers laboratory demonstration and experimentation.
Prerequisite: RST 210, RST 212, RST 214, RST 215, RST 219
Co-requisite: RST 227, RST 228, RST 237, RST 239
2/3/0  SP

RST 227 Pediatric/Neonatal Respiratory Care 2 cr.
This course introduces the special respiratory care needs of the neonatal and pediatric patient. It emphasizes the development of the respiratory system, care of newborns, respiratory disease, mechanical ventilation, oxygen and aerosol therapy, and emergency transport.
Prerequisite: RST 210, RST 212, RST 214, RST 215, RST 219
Co-requisite: RST 226, RST 228, RST 237, RST 239
2/0/0  SP

RST 228 Cardiopulmonary Diseases 2 cr.
This course provides students with basic knowledge in the etiology, diagnosis, path and treatment of acute and chronic pulmonary disorders in the hospital and in the home. It emphasizes the practical application of the course concepts performed in RST 239.
Prerequisite: RST 210, RST 212, RST 214, RST 215, RST 219
Co-requisite: RST 226, RST 227, RST 237, RST 239
2/0/0  SP

RST 237 Long-Term, Home and Rehabilitative Care 3 cr.
This course analyzes the goals and methods underlying provision of respiratory care in non-acute settings. It includes standards and regulations governing non-acute respiratory care; team planning; patient selection; program design; and provision and documentation of various clinical services in the home and in long-term care and rehabilitation facilities. It includes cost, reimbursement and ethical issues.
Prerequisite: RST 210, RST 212, RST 214, RST 215, RST 219
Co-requisite: RST 226, RST 227, RST 228, RST 239
3/0/0

Sociology
SOC 101 Principles of Sociology 3 cr.
This course focuses on the science and theory that sociologists use to understand the social world. It examines the social construction of reality, the place of institutions in modern society, and the forces that shape human social interaction.
3/0/0  FA/SP/SU

SOC 201 Social Problems 3 cr.
This course focuses on sociological principles and methods as they are applied to an analysis of selected problems in contemporary American society. It emphasizes world overpopulation, poverty, crime and violence, social inequality, alcohol and drug abuse, the economy, and environmental pollution.
Prerequisite: SOC 101
3/0/0  FA/SP

SOC 205 Marriage and the Family 3 cr.
This course is a comparative study of the institutions of marriage and the family in various societies, with special emphasis on the sociological study of courtship, marriage, and family development and organization in the contemporary American family.
3/0/0  FA/SP/SU
SOC 207 Media, Popular Culture and Society 3 cr. This course explores the connections among media, popular culture, and the digital revolution. After an historical overview, new technologies are related to their economic, political, social, and cultural significance. Student projects focus on their impact on the production, distribution, and consumption of information and entertainment. Each student examines one technology issue in depth.
Prerequisite: SOC 101
3/0/0

SOC 208 Social Class in America 3 cr. This course investigates the dimensions of social inequality in the United States. It focuses on an analysis of the historical forces leading to existing patterns within the contemporary social class system. It emphasizes the consequences of social class position in such areas as jobs, health care, education, social mobility, and family patterns.
Prerequisite: SOC 101
3/0/0

SOC 209 Introduction to Women’s Studies 3 cr. This course is an overview of women’s participation in a variety of fields, including history, politics, and the workforce. It also examines women’s issues.
3/0/0

SOC 210 Minority Groups 3 cr. This course focuses on the causes, consequences, and justifications of the inequalities associated with race, gender, and ethnicity in the United States and in other societies. It examines current social policies and explores alternative routes to social change.
Prerequisite: SOC 101 or SOC 201 or ANT 102
3/0/0

Spanish

SPA 101 Elementary Spanish I 3 cr. This course is for students with no knowledge of Spanish and is designed to lay a foundation for speaking, reading, and writing the language.
3/0/0

SPA 102 Elementary Spanish II 3 cr. This course is for students with limited knowledge of Spanish. It focuses on building upon demonstrated skills in speaking, reading, and writing Spanish.
Prerequisite: SPA 101 or one year of high school Spanish
3/0/0

SPA 103 Spanish Conversation 2 cr. This course involves role-playing and communicative-oriented activities to give the student experience in coping with various cultural situations in Spanish. Activities are designed to increase proficiency in speaking Spanish in various practical daily situations.
Prerequisite: SPA 102 or permission
2/0/0

SPA 201 Intermediate Spanish I 3 cr. This course focuses on speaking Spanish. Class discussion is based on cultural readings from the Spanish-speaking world. There is intensive grammar study and composition work.
Prerequisite: SPA 102 or two years of high school Spanish or permission
3/0/0

SPA 202 Intermediate Spanish II 3 cr. This course focuses on achieving skill in speaking Spanish. Class discussion is based on cultural readings from the Spanish-speaking world. There is intensive grammar study and composition work.
Prerequisite: SPA 201 or permission
3/0/0

SPA 203 Spanish Conversation II 3 cr. This course involves role-playing and communicative-oriented activities to give the student experience in coping with various cultural situations in Spanish. Students participate in dialogues designed to increase proficiency in speaking Spanish in more complex situations.
Prerequisite or Co-requisite: SPA 202 or permission
3/0/0

SPA 204 Advanced Spanish Composition and Conversation 3 cr. This course requires students to read short stories and articles, write compositions, and discuss related ideas. Topics include cultural and literary themes from the Spanish-speaking world. The class is solely in Spanish.
Prerequisite: SPA 202 or permission
3/0/0

SPA 205 History and Culture of Spain 3 cr. This course focuses on the history, art, literature, music, and customs of Spain. It is an in-depth study of Spain and its impact on European and American civilizations. It is taught in Spanish.
Prerequisite: SPA 204 or permission
3/0/0

SPA 206 History and Culture of Spanish Speaking Peoples of Latin America 3 cr. This course focuses on the history, art, literature, music, and customs of Latin America. It is an in-depth study of Latin America and its impact on the socioeconomic and cultural life of all the Americas. It is taught in Spanish.
Prerequisite: SPA 204 or permission
3/0/0

Speech

SPE 101 Effective Oral Communication 3 cr. This course examines the process of speaking communication, with an emphasis on small group interaction. It includes public speaking experiences, problem solving techniques, and approaches to discussion.
Co-requisite: ENG 101
Prerequisite or Co-requisite: SPA 202 or permission
3/0/0

SPE 102 Public Speaking 3 cr. This course focuses on the planning and presentation of speeches. It also emphasizes speech-making methods. Speeches presented in class are observed and analyzed by both the instructor and fellow students.
Prerequisite: ENG 101
3/0/0

Social Sciences

SSC 291 Special Projects in Social Sciences 1 cr.
SSC 292 Special Projects in Social Sciences 2 cr.
SSC 293 Special Projects in Social Sciences 3 cr.
These courses offer students the opportunity to conduct independent study and research in theoretical and experimental problems in the social sciences (anthropology, economics, history, political science, psychology, or sociology). Projects could include work in any one or more of the following areas: problem solving techniques, literature search, research of an experimental nature, or significant involvement in a community project.
Three hours per week per credit
Prerequisite: Project approval by the instructor

Student Success

CSS 101 College Study Skills 3 cr. This course is for students who want to develop or become more proficient at college level study skills. It focuses on time management, organizing textbook information, lecture note-taking, test taking strategies, and memory techniques.
Prerequisite: Project approval by the instructor
3/0/0

DSD 107 Career Planning Workshop 2 cr. This course is a workshop with opportunity for directed career exploration and identifying relations between personal needs and values and the demands of various work settings.
2/0/0

FRS 101 Student Success Seminar 1 cr. This course attempts to ease the transition into college by providing an innovative, experiential learning environment. Students learn how to develop the academic, personal, and social skills necessary to both ensure college survival and maximize the benefits of a college education.
1/0/0

Theatre

THR 101 Introduction to Theatre 3 cr. This course focuses on dramatic literature and examines man’s political, social, and psychological relationship to his environment. It examines the basic elements of a theatrical production and the experience of a performance.
3/0/0

THR 105 Fundamentals of Acting I 3 cr. This course focuses on the fundamentals of acting with application of the principles and theory of creative acting. It includes exercises in the acting methods and practices of the modern actor. It requires performance of scenes and exercises from contemporary and classic dramatic literature.
3/0/0
THR 106 Fundamentals of Acting II 3 cr.
This course continues to build on the fundamentals learned in THR 105.
Prerequisite: THR 105 or permission
3/0/0 SP

THR 110 Stagecraft I 3 cr.
This course offers practical experience in scene design and construction, lighting, costuming, make-up, and sound effects. It focuses on the terminology and equipment appropriate for a stage and investigates the visual and technical aspects of the nature of stagecraft.
Note: This course may be repeated for credit.
2/3/0 Lab fee charged

THR 111 Stagecraft II 3 cr.
This course continues the fundamentals learned in THR 110.
Prerequisite: THR 110 or permission
2/3/0 Lab fee charged

THR 113 Children’s Theatre 3 cr.
(formerly THR 261)
This course focuses on the theory and the application in practice of how to select, mount, and market a children’s theatre production. By testing and displaying skills in a practical production situation, the student is involved in all phases of mounting a children’s theatre production that will be performed for Burlington County elementary school students.
3/0/0 FA/SP

THR 117 Musical Theatre 3 cr.
(formerly THR 262)
This course is the first semester of a two-semester course which focuses on the acting, singing and dancing (“triple threat”) skills that are necessary to develop individual uniqueness as a musical theatre artist. It includes a study of the origins and history of musical theatre, the major contributors, and the analysis of the basic elements of the genre. At the conclusion of the course, students are prepared to audition for THR 130.
Prerequisite: Audition
3/0/0 FA/SP

THR 121 Musical Theatre 3 cr.
(formerly THR 265)
This course is the second semester of a two-semester course which enables students to apply the acting, singing, and dancing (“triple threat”) skills from THR 121 to perform a fully costumed, technically complete musical production.
Prerequisite: THR 121
0/0/9

THR 127 Theatre Laboratory 1 cr.
THR 128 Theatre Laboratory 2 cr.
THR 129 Theatre Laboratory 3 cr.
These courses cover theatre production under supervised, laboratory conditions for advanced students.
Prerequisite: THR 105, THR 106, or THR 110 and/or permission

SMOKING POLICY
Policy 604
Smoking on College Premises and at Off-Campus College Events
Adopted by the BCC Board of Trustees
March 20, 2001
(superseding the policy of August 31, 1994)
Introduction
1. Smoking on College property is permitted only in areas designated in this policy.
2. Smoking by any person at any time anywhere on College property except at the locations designated in this policy is strictly prohibited.
3. Burlington County College recognizes the health hazards associated with smoking. These health hazards can have serious implications both for the smoker and the non-smoker. Enactment of this policy will promote the health and welfare of all individuals on campus and enhance the comfort of non-smokers, particularly those with health conditions aggravated by exposure to smoking.
4. The effect of this policy is to prohibit smoking not only in all buildings, but also on all areas of College property except those designated herein. This means that smoking is prohibited on the grounds, playing fields, walkways, roadways, parking lots, in and around the perimeter of any building, and anywhere else not specifically designated herein as a smoking area.
5. Smoking at events sponsored by the College at locations which are not College property is prohibited. Inasmuch as it is a separate organizational entity, paragraph 5 does not apply to events sponsored by the Burlington County College Foundation.

“Smoking” Defined
For purposes of this policy, “smoking” means the burning of a lighted cigar, cigarette, pipe, or any other matter of substance that contains tobacco as well as the use of smokeless tobacco, snuff, or similar substance.

Legal Authority
This policy has been enacted in accordance with the provisions of Chapter 520, Public Laws of 1981, as amended by Chapter 96, the Public Laws of 1989, and codified in N.J.S.A. 26:3d-15 et seq.

Designated Smoking Areas
1. Smoking is permitted only in and around the structures specifically designated for smoking. These structures shall be located so that the external perimeter within which the individuals may smoke is located a minimum of 50 feet from any public egress to any building as well as a minimum of 50 feet from any heating/ventilation/air conditioning (HVAC) cold air returns.
2. Locations of structures for smoking:
(a) Pemberton Campus
   • In an area compatible with serving both the Academic Center and the Parker Center
   • In an area compatible with serving the Integrated Learning Resources Center
   • In an area compatible with serving the East Campus buildings
(b) Mt. Laurel Campus
   • In an area compatible with serving the Technology and Engineering Center
   • In an area compatible with serving the High Technology Small Business Incubator
   • Future structure(s) to be designated in accordance with campus expansion

Sanctions Against Violators
1. Any employee who violates this policy shall be subject to appropriate disciplinary action.
2. Any student who violates this policy shall be subject to disciplinary measures in accordance with the provisions of the Student Code of Conduct.
3. Other individuals, including visitors to the College, who violate this policy may be asked to leave the College property.
4. All violators are also subject to sanctions provided by applicable laws and regulations.

Signage
1. Signs indicating directions to designated smoking areas will be posted.
2. Signs requesting individuals to extinguish their smoking materials prior to exiting vehicles will be placed in each parking lot.

Publication and Distribution of Policy
1. This policy will be placed in the College Catalog, Student Handbook, and other selected publications.
2. The Security Department will provide a copy of this policy to each individual who is issued a College Identification Card.