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.

Back cover photograph by BCC photography student Colleen McWilliams.
A Message from the President

Welcome to Burlington County College, the beginning of your educational career! As you read the pages of this catalog and browse our website, you will discover all of the wonderful opportunities BCC has to offer you.

BCC has something for everyone. We provide many career programs that enable you to enter the workforce directly from BCC. Our certificate programs offer valuable skills for those who do not want to earn a full degree. We also have numerous majors that are designed for you to transfer to a bachelor’s degree program.

With transferring in mind, we have established partnerships with many prestigious colleges and universities in the area to smooth the transition from BCC into the school of your choice. Our desire to help students earn a bachelor’s degree is a major factor in developing our newest partnership, Drexel at BCC. Students can complete a Drexel University bachelor’s degree without ever leaving BCC’s Mount Laurel campus. Drexel classes are taught at BCC by top-quality Drexel faculty. The first classes began in the fall of 2006 with five majors. More majors will be added each year. Two other universities, Fairleigh Dickinson and Rider, also offer higher-level courses at BCC for students to earn a bachelor’s and a master’s degree.

Twenty colleges and universities have guaranteed admission agreements with BCC. An additional twelve schools have program transfer agreements that provide for transfer in specific academic programs.

Your studies are very important, but we also want you to enjoy your time here at BCC. The college offers many opportunities to participate in intercollegiate sports, student clubs, leadership development activities, recreational activities and more. We also have a radio station where you can learn to be a DJ.

Whatever you choose to do, BCC can get you there. Good Luck!

Sincerely,

Robert C. Messina, Jr.

Robert C. Messina, Jr.
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 2007-2009 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.

What does it cost to attend BCC?
Tuition and fees for Burlington County residents are exceptionally affordable. 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 23 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 would 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) 267-5618.
### AREAS OF INTEREST AND CORRESPONDING ACADEMIC MAJORS

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

<table>
<thead>
<tr>
<th>Area of Interest</th>
<th>Major</th>
<th>Curriculum Code</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Accounting</td>
<td>AS.ACC</td>
<td>51</td>
</tr>
<tr>
<td></td>
<td>Accounting</td>
<td>CRT.ACC</td>
<td>52</td>
</tr>
<tr>
<td></td>
<td>Accounting Technology</td>
<td>AAS.ACC</td>
<td>52</td>
</tr>
<tr>
<td>Advertising Graphics</td>
<td>Graphic Design and Digital Media</td>
<td>AAS.GDD</td>
<td>97</td>
</tr>
<tr>
<td>Air Pollution</td>
<td>Environmental Science</td>
<td>AS.ENV</td>
<td>89</td>
</tr>
<tr>
<td>American Sign Language</td>
<td>American Sign Language/Interpreter Education</td>
<td>AA.ASL/IE</td>
<td>54</td>
</tr>
<tr>
<td></td>
<td>American Sign Language</td>
<td>AS.ASL/DEA</td>
<td>53</td>
</tr>
<tr>
<td>Art</td>
<td>Art</td>
<td>AA.ART</td>
<td>56</td>
</tr>
<tr>
<td>AutoCAD</td>
<td>Civil Engineering Technology</td>
<td>AAS.CET</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>Computer Aided Drafting Design Technology</td>
<td>AAS.CAD</td>
<td>68</td>
</tr>
<tr>
<td>Automotive</td>
<td>Automotive Technology</td>
<td>AAS.AUT</td>
<td>57</td>
</tr>
<tr>
<td></td>
<td>Automotive Technology</td>
<td>CRT.AUT</td>
<td>57</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>Biology</td>
<td>AS.BIO</td>
<td>58</td>
</tr>
<tr>
<td></td>
<td>Chemistry—Pre-Med Option</td>
<td>AS.CPM</td>
<td>65</td>
</tr>
<tr>
<td>Biology</td>
<td>Biology</td>
<td>AS.BIO</td>
<td>58</td>
</tr>
<tr>
<td></td>
<td>Biotechnology</td>
<td>AS.BIT</td>
<td>59</td>
</tr>
<tr>
<td></td>
<td>Biotechnology</td>
<td>AAS.BIT</td>
<td>60</td>
</tr>
<tr>
<td>Business</td>
<td>Business Administration</td>
<td>AS.BUS</td>
<td>61</td>
</tr>
<tr>
<td></td>
<td>Business Management Technology</td>
<td>AAS.BMT</td>
<td>62</td>
</tr>
<tr>
<td></td>
<td>Entrepreneurship</td>
<td>AAS.ENT</td>
<td>87</td>
</tr>
<tr>
<td></td>
<td>Entrepreneurship</td>
<td>CRT.ENT</td>
<td>88</td>
</tr>
<tr>
<td></td>
<td>Retail Management Technology</td>
<td>AAS.RMT</td>
<td>117</td>
</tr>
<tr>
<td></td>
<td>Small Business</td>
<td>CRT.BUS</td>
<td>118</td>
</tr>
<tr>
<td></td>
<td>Business Technology</td>
<td>SPC.BTC</td>
<td>48</td>
</tr>
<tr>
<td>Business Software</td>
<td>Computer Information Systems</td>
<td>AAS.MIS</td>
<td>69</td>
</tr>
<tr>
<td>Chemical Technology</td>
<td>Chemistry</td>
<td>AS.CHE</td>
<td>64</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Chemical Engineering</td>
<td>AS.CGR</td>
<td>63</td>
</tr>
<tr>
<td></td>
<td>Chemistry</td>
<td>AS.CHE</td>
<td>64</td>
</tr>
<tr>
<td>Civil Engineering</td>
<td>Civil Engineering</td>
<td>AAS.CET</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>Construction Management</td>
<td>AS.CON</td>
<td>73</td>
</tr>
<tr>
<td>Commercial Art</td>
<td>Art</td>
<td>AA.ART</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td>Graphic Design and Digital Media</td>
<td>AAS.GDD</td>
<td>97</td>
</tr>
<tr>
<td></td>
<td>Photography</td>
<td>AFA.PHO</td>
<td>110</td>
</tr>
<tr>
<td></td>
<td>Photography</td>
<td>CRT.PHO</td>
<td>111</td>
</tr>
<tr>
<td>Communications</td>
<td>Communication Arts</td>
<td>AA.COM</td>
<td>67</td>
</tr>
</tbody>
</table>

### Area of Interest | Major                                      | Curriculum Code | Page |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers</td>
<td>Computer Information Systems</td>
<td>AS.INF</td>
<td>69</td>
</tr>
<tr>
<td></td>
<td>Computer Management Information Systems</td>
<td>AAS.MIS</td>
<td>70</td>
</tr>
<tr>
<td></td>
<td>Computer Networking</td>
<td>AAS.CSE</td>
<td>64</td>
</tr>
<tr>
<td></td>
<td>Computer Support/Servicing</td>
<td>SPC.EET</td>
<td>48</td>
</tr>
<tr>
<td>Construction</td>
<td>Civil Engineering Technology</td>
<td>AAS.CET</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>Construction Management</td>
<td>AS.CON</td>
<td>73</td>
</tr>
<tr>
<td>Corrections</td>
<td>Criminal Justice</td>
<td>AS.CRJ</td>
<td>75</td>
</tr>
<tr>
<td>Culinary</td>
<td>Cooking &amp; Baking</td>
<td>CRT.FCB</td>
<td>74</td>
</tr>
<tr>
<td></td>
<td>Cooking &amp; Baking</td>
<td>SPC.FCB</td>
<td>49</td>
</tr>
<tr>
<td></td>
<td>Food Service &amp; Hospitality Management</td>
<td>AAS.FSM</td>
<td>94</td>
</tr>
<tr>
<td></td>
<td>Food Service &amp; Hospitality Management</td>
<td>SPC.FSM</td>
<td>50</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>Dental Hygiene</td>
<td>AAS.DHY</td>
<td>76</td>
</tr>
<tr>
<td>Diagnostic Medical</td>
<td>Diagnostic Medical Sonography</td>
<td>AAS.DMS</td>
<td>77</td>
</tr>
<tr>
<td>Sonography</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>Education (Arts)</td>
<td>AA.EDU</td>
<td>78</td>
</tr>
<tr>
<td></td>
<td>Education (Science)</td>
<td>AA.EDU</td>
<td>79</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts</td>
<td>AA.LIB</td>
<td>103</td>
</tr>
<tr>
<td>Electronics</td>
<td>Electronics Engineering Technology</td>
<td>AAS.EET</td>
<td>80</td>
</tr>
<tr>
<td>Engineering</td>
<td>Chemical Engineering</td>
<td>AAS.CGR</td>
<td>63</td>
</tr>
<tr>
<td></td>
<td>Civil Engineering</td>
<td>AAS.CET</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>Electronics Engineering Technology</td>
<td>AAS.EET</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>Engineering</td>
<td>AAS.EGR</td>
<td>81</td>
</tr>
<tr>
<td>English</td>
<td>English</td>
<td>AA.ENG</td>
<td>82</td>
</tr>
<tr>
<td></td>
<td>Journalism</td>
<td>AA.JOU</td>
<td>102</td>
</tr>
<tr>
<td></td>
<td>Communication Arts</td>
<td>AA.COM</td>
<td>67</td>
</tr>
<tr>
<td>Entertainment</td>
<td>Entertainment Management</td>
<td>AAS.ETM</td>
<td>83</td>
</tr>
<tr>
<td>Technologies</td>
<td>Lighting Technology</td>
<td>AAS.ETL</td>
<td>84</td>
</tr>
<tr>
<td></td>
<td>Sound &amp; Recording Engineering</td>
<td>AAS.ETS</td>
<td>85</td>
</tr>
<tr>
<td></td>
<td>Video &amp; Digital Media Production</td>
<td>AAS.ETV</td>
<td>86</td>
</tr>
<tr>
<td>Environment</td>
<td>Biology</td>
<td>AS.BIO</td>
<td>58</td>
</tr>
<tr>
<td></td>
<td>Environmental Science</td>
<td>AS.ENV</td>
<td>89</td>
</tr>
<tr>
<td>Fashion</td>
<td>Fashion Design</td>
<td>AAS.FAD</td>
<td>90</td>
</tr>
<tr>
<td></td>
<td>Fashion Product Merchandising</td>
<td>AS.FPM</td>
<td>91</td>
</tr>
<tr>
<td></td>
<td>Fashion Studies</td>
<td>AA.FAS</td>
<td>92</td>
</tr>
<tr>
<td></td>
<td>Specification Tech for Fashion Retail</td>
<td>SPC.CTF</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Management Technology</td>
<td>AAS.RMT</td>
<td>117</td>
</tr>
<tr>
<td>Area of Interest</td>
<td>Major</td>
<td>Curriculum Code</td>
<td>Page</td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>-----------------</td>
<td>------</td>
</tr>
<tr>
<td>Finance</td>
<td>Business Administration Business Management Technology</td>
<td>AS.BUS 61</td>
<td>61</td>
</tr>
<tr>
<td></td>
<td>Business Management</td>
<td>AAS.BMT 62</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Liberal Arts</td>
<td>AA.LIB 103</td>
<td>103</td>
</tr>
<tr>
<td></td>
<td>Art</td>
<td>AA.ART 56</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td>Music</td>
<td>AA.MUS 106</td>
<td>106</td>
</tr>
<tr>
<td></td>
<td>Photography</td>
<td>AFA.PHO 110</td>
<td>110</td>
</tr>
<tr>
<td></td>
<td>Theatre</td>
<td>AA.THR 121</td>
<td>121</td>
</tr>
<tr>
<td>Fire Fighting</td>
<td>Fire Investigation</td>
<td>SPC.FSI 49</td>
<td>49</td>
</tr>
<tr>
<td></td>
<td>Fire Science</td>
<td>SPC.FSC 49</td>
<td>49</td>
</tr>
<tr>
<td></td>
<td>Fire Science Technology</td>
<td>AAS.FSC 93</td>
<td>93</td>
</tr>
<tr>
<td>Food</td>
<td>Cooking &amp; Baking</td>
<td>CRT.FCB 74</td>
<td>74</td>
</tr>
<tr>
<td></td>
<td>Food Service &amp; Hospitality Management</td>
<td>AAS.FSM 94</td>
<td>94</td>
</tr>
<tr>
<td></td>
<td>Food Service &amp; Hospitality Management</td>
<td>SPC.FSM 50</td>
<td>50</td>
</tr>
<tr>
<td>Geospatial Technology</td>
<td>Geospatial Technology</td>
<td>AAS.GIS 96</td>
<td>96</td>
</tr>
<tr>
<td></td>
<td>Geospatial Certificate</td>
<td>CRT.GIS 96</td>
<td></td>
</tr>
<tr>
<td>Graphic Arts/Design</td>
<td>Graphic Design and Digital Media</td>
<td>AAS.GDD 97</td>
<td>97</td>
</tr>
<tr>
<td>Hazardous Waste</td>
<td>Environmental Science</td>
<td>AS.ENV 89</td>
<td>89</td>
</tr>
<tr>
<td>Health Professions</td>
<td>Addictions Counseling</td>
<td>SPC.HSA 48</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td>Cancer Registry Certificate</td>
<td>SPC.CRC 48</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td>Dental Hygiene</td>
<td>AAS.DHY 76</td>
<td>76</td>
</tr>
<tr>
<td></td>
<td>Diagnostic Medical Sonography</td>
<td>AAS.DMS 77</td>
<td>77</td>
</tr>
<tr>
<td></td>
<td>Elder Adult Companion Care</td>
<td>SPC.EAC 49</td>
<td>49</td>
</tr>
<tr>
<td></td>
<td>Family Helper Certificate</td>
<td>SPC.FHC 49</td>
<td>49</td>
</tr>
<tr>
<td></td>
<td>Health Information Technology</td>
<td>AAS.HIT 98</td>
<td>98</td>
</tr>
<tr>
<td></td>
<td>Human Services</td>
<td>AS.HRS 99</td>
<td>99</td>
</tr>
<tr>
<td></td>
<td>Nursing</td>
<td>AAS.NUR 107</td>
<td>107</td>
</tr>
<tr>
<td></td>
<td>Radiography</td>
<td>AAS.RAD 115</td>
<td>115</td>
</tr>
<tr>
<td></td>
<td>Respiratory Therapy</td>
<td>AAS.RST 116</td>
<td>116</td>
</tr>
<tr>
<td>History</td>
<td>History</td>
<td>AA.HIS 100</td>
<td>100</td>
</tr>
<tr>
<td>Hotel Management</td>
<td>Food Service &amp; Hospitality Management</td>
<td>AAS.FSM 94</td>
<td>94</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts</td>
<td>AA.LIB 103</td>
<td>103</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts</td>
<td>AS.LSC 104</td>
<td>104</td>
</tr>
<tr>
<td>Journalism</td>
<td>Journalism</td>
<td>AA.JOU 102</td>
<td>102</td>
</tr>
<tr>
<td></td>
<td>Communication Arts</td>
<td>AA.COM 67</td>
<td>67</td>
</tr>
<tr>
<td>Language Arts</td>
<td>English</td>
<td>AA.ENG 82</td>
<td>82</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts</td>
<td>AA.LIB 103</td>
<td>103</td>
</tr>
<tr>
<td>Law/Legal fields</td>
<td>Criminal Justice</td>
<td>AS.CRJ 75</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td>Paralegal</td>
<td>AAS.LEX 108</td>
<td>108</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>Liberal Arts</td>
<td>AAS.LIB 103</td>
<td>103</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts</td>
<td>AS.LSC 104</td>
<td>104</td>
</tr>
<tr>
<td>Management</td>
<td>Business Administration Business Management Technology</td>
<td>AS.BUS 61</td>
<td>61</td>
</tr>
<tr>
<td></td>
<td>Business Management</td>
<td>AAS.BMT 62</td>
<td>62</td>
</tr>
<tr>
<td></td>
<td>Entertainment Management</td>
<td>AAS.ETM 83</td>
<td>83</td>
</tr>
<tr>
<td></td>
<td>Food Service &amp; Hospitality Management</td>
<td>AAS.FSM 94</td>
<td>94</td>
</tr>
<tr>
<td></td>
<td>Retail Management</td>
<td>AAS.RMT 117</td>
<td>117</td>
</tr>
<tr>
<td>Marketing</td>
<td>Business Administration</td>
<td>AS.BUS 61</td>
<td>61</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics</td>
<td>AS.MTH 105</td>
<td>105</td>
</tr>
<tr>
<td></td>
<td>Music</td>
<td>AS.MUS 106</td>
<td>106</td>
</tr>
<tr>
<td></td>
<td>Nursing</td>
<td>AAS.NUR 107</td>
<td>107</td>
</tr>
<tr>
<td></td>
<td>Business Administration</td>
<td>AS.BUS 61</td>
<td>61</td>
</tr>
<tr>
<td></td>
<td>Paralegal</td>
<td>AAS.LEX 108</td>
<td>108</td>
</tr>
<tr>
<td></td>
<td>Pharmacy/Pharmaceutical</td>
<td>AAS.LSC 104</td>
<td>104</td>
</tr>
<tr>
<td></td>
<td>Liberal Arts and Science</td>
<td>AS.LSC 104</td>
<td>104</td>
</tr>
<tr>
<td></td>
<td>Chemistry</td>
<td>AS.CHE 64</td>
<td>64</td>
</tr>
<tr>
<td></td>
<td>Philosophy</td>
<td>AA.PHI 109</td>
<td>109</td>
</tr>
<tr>
<td></td>
<td>Photography</td>
<td>AFA.PHO 110</td>
<td>110</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>AS.LSC 104</td>
<td>104</td>
</tr>
<tr>
<td></td>
<td>Physics</td>
<td>AS.PHY 112</td>
<td>112</td>
</tr>
<tr>
<td></td>
<td>Pre-Med, Pre-Vet</td>
<td>AS.LSC 104</td>
<td>104</td>
</tr>
<tr>
<td></td>
<td>Medical Science</td>
<td>AS.LSC 104</td>
<td>104</td>
</tr>
<tr>
<td></td>
<td>Philosophy</td>
<td>AA.PHI 109</td>
<td>109</td>
</tr>
<tr>
<td></td>
<td>Physical Therapy</td>
<td>AS.LSC 104</td>
<td>104</td>
</tr>
<tr>
<td></td>
<td>Political Science</td>
<td>AA.POL 113</td>
<td>113</td>
</tr>
<tr>
<td></td>
<td>Pre-Physical Therapy</td>
<td>AS.BIO 58</td>
<td>58</td>
</tr>
<tr>
<td></td>
<td>Pre-Physical Therapy</td>
<td>AS.BIO 58</td>
<td>58</td>
</tr>
<tr>
<td></td>
<td>Pre-Physical Therapy</td>
<td>AS.LSC 104</td>
<td>104</td>
</tr>
<tr>
<td></td>
<td>Physical Therapy</td>
<td>AS.LSC 104</td>
<td>104</td>
</tr>
<tr>
<td></td>
<td>Psychology</td>
<td>AA.LIB 103</td>
<td>103</td>
</tr>
<tr>
<td></td>
<td>Psychology</td>
<td>AA.PSY 114</td>
<td>114</td>
</tr>
<tr>
<td></td>
<td>Respiratory Therapy</td>
<td>AAS.RAD 115</td>
<td>115</td>
</tr>
<tr>
<td></td>
<td>Respiratory Therapy</td>
<td>AAS.RAD 115</td>
<td>115</td>
</tr>
<tr>
<td></td>
<td>Science</td>
<td>AS.GEN 95</td>
<td>95</td>
</tr>
<tr>
<td></td>
<td>Social Sciences</td>
<td>AA.LIB 103</td>
<td>103</td>
</tr>
<tr>
<td></td>
<td>Social Sciences</td>
<td>AA.SOC 119</td>
<td>119</td>
</tr>
<tr>
<td></td>
<td>Social Sciences</td>
<td>AA.LIB 103</td>
<td>103</td>
</tr>
<tr>
<td></td>
<td>Social Sciences</td>
<td>AA.SOC 119</td>
<td>119</td>
</tr>
<tr>
<td></td>
<td>Social Sciences</td>
<td>AA.LIB 103</td>
<td>103</td>
</tr>
<tr>
<td></td>
<td>Sonography</td>
<td>AAS.HRS 77</td>
<td>77</td>
</tr>
<tr>
<td></td>
<td>Structural Design</td>
<td>AAS.CET 66</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>Structural Design</td>
<td>AAS.CET 66</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>Teacher</td>
<td>AA.EDU 78</td>
<td>78</td>
</tr>
<tr>
<td></td>
<td>Technical Studies</td>
<td>AAS.TES 120</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>Theatre</td>
<td>AA.THR 121</td>
<td>121</td>
</tr>
<tr>
<td></td>
<td>Visual Arts</td>
<td>AA.ART 56</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td>Visual Arts</td>
<td>AA.ART 56</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td>Visual Arts</td>
<td>AAS.CET 66</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>Water/Wastewater Treatment</td>
<td>AAS.CET 66</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>Water/Wastewater Treatment</td>
<td>AAS.CET 66</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>Civil Engineering Technology</td>
<td>AAS.CET 66</td>
<td>66</td>
</tr>
<tr>
<td>In reference to</td>
<td>Contact</td>
<td>Extension</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>-------------------------------------------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>Academic Divisions</td>
<td>Liberal Arts</td>
<td>1601</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Business &amp; Related Studies</td>
<td>1884</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fine &amp; Performing Arts</td>
<td>1601</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Humanities</td>
<td>1884</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social Sciences</td>
<td>1601</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Science, Mathematics and Technology</td>
<td>1402</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Engineering &amp; Computer Science</td>
<td>1402</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nursing &amp; Allied Health</td>
<td>1410</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Science &amp; Mathematics</td>
<td>1372</td>
<td></td>
</tr>
<tr>
<td>Admissions (prospective students)</td>
<td>Office of Admissions</td>
<td>1282</td>
<td></td>
</tr>
<tr>
<td>Admissions</td>
<td>Office of Recruitment</td>
<td>1310</td>
<td></td>
</tr>
<tr>
<td>Advisement</td>
<td>Academic Advisement/Transfer</td>
<td>7349</td>
<td></td>
</tr>
<tr>
<td>Athletics</td>
<td>Director of Athletics</td>
<td>1493</td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>College Store</td>
<td>1420</td>
<td></td>
</tr>
<tr>
<td>Burlington County College Foundation</td>
<td>Foundation Office</td>
<td>2513</td>
<td></td>
</tr>
<tr>
<td>Business Office</td>
<td>Business Office</td>
<td>1293</td>
<td></td>
</tr>
<tr>
<td>Campus Tours</td>
<td>Office of Recruitment</td>
<td>1310</td>
<td></td>
</tr>
<tr>
<td>Continuing Education</td>
<td>Office of Continuing Education</td>
<td>1468</td>
<td></td>
</tr>
<tr>
<td>Counseling and Career Planning</td>
<td>Academic Advisement/Transfer</td>
<td>7349</td>
<td></td>
</tr>
<tr>
<td>Distance Learning</td>
<td>Distance Learning Office</td>
<td>1790</td>
<td></td>
</tr>
<tr>
<td>Educational Opportunity Fund</td>
<td>EOF Office</td>
<td>1462</td>
<td></td>
</tr>
<tr>
<td>Federal Programs and Grants</td>
<td>Office of Financial Aid</td>
<td>1575</td>
<td></td>
</tr>
<tr>
<td>Financial Aid and Scholarships</td>
<td>Office of Financial Aid</td>
<td>1575</td>
<td></td>
</tr>
<tr>
<td>International Students/Study Abroad</td>
<td>International Office</td>
<td>1350</td>
<td></td>
</tr>
<tr>
<td>Job Placement (for students)</td>
<td>Office of Job Placement</td>
<td>1280</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>Library Staff</td>
<td>1482</td>
<td></td>
</tr>
<tr>
<td>Maintenance and Plant Operations</td>
<td>Manager of Physical Plant</td>
<td>1261</td>
<td></td>
</tr>
<tr>
<td>Personal, Cultural &amp; Recreational Programs</td>
<td>Office of Community Enrichment</td>
<td>1457</td>
<td></td>
</tr>
<tr>
<td>Personnel (non-instructional)</td>
<td>Human Resources</td>
<td>1278</td>
<td></td>
</tr>
<tr>
<td>Publications, Public Relations</td>
<td>Office of College Relations and Publications</td>
<td>1332</td>
<td></td>
</tr>
<tr>
<td>Recruitment</td>
<td>Office of Recruitment</td>
<td>1310</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>Office of Registration</td>
<td>1277</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>Public Safety Office</td>
<td>1100</td>
<td></td>
</tr>
<tr>
<td>Senior Citizen Programs</td>
<td>LIFE/RSVP</td>
<td>1498</td>
<td></td>
</tr>
<tr>
<td>Services to Graduates</td>
<td>Alumni Association</td>
<td>1298</td>
<td></td>
</tr>
<tr>
<td>Services to Students with Disabilities</td>
<td>Office of Special Populations</td>
<td>1208</td>
<td></td>
</tr>
<tr>
<td>Student Activities</td>
<td>Director of Student Activities</td>
<td>1235</td>
<td></td>
</tr>
<tr>
<td>Testing</td>
<td>Test Center</td>
<td>1661</td>
<td></td>
</tr>
<tr>
<td>Transcripts and Records</td>
<td>Office of Registration</td>
<td>1396</td>
<td></td>
</tr>
<tr>
<td>Transfer Information</td>
<td>Academic Advisement/Transfer</td>
<td>1337</td>
<td></td>
</tr>
<tr>
<td>Use of Facilities</td>
<td>Office of Community Enrichment</td>
<td>1457</td>
<td></td>
</tr>
<tr>
<td>Veterans’ Benefits</td>
<td>Office of Financial Aid</td>
<td>1575</td>
<td></td>
</tr>
<tr>
<td>Volunteering</td>
<td>Volunteer Center</td>
<td>1492</td>
<td></td>
</tr>
</tbody>
</table>

**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 159.
PUBLIC TRANSPORTATION TO BCC

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 website, www.ridetheshuttle.com or call BurLink Hotline at 1-800-836-0580.
WEATHER-RELATED EMERGENCIES

In the event of inclement weather, check BCC’s website, www.bcc.edu, for news of school closings. Or you may 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
- *95.1 FM in Willingboro and Burlington
- *100.7 FM in Mt. Holly and Lumberton
- WSKW 101.5 FM
- WPST 97.5 FM
*will mention the college by name

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.

**TELEVISION STATIONS:**
KYW-TV3, WPVI-TV6, NBC-10, and FOX-29

**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, faculty quality, 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 - Institutional 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 assessment tests 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 four 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 of a baccalaureate degree program. Several four-year colleges offer bachelor’s degree at BCC locations.

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 - 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 students who have demonstrated significant academic achievements during a given semester.

Degree Requirements - A list of the exact courses, subject areas, requirements 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, to determine a student’s academic progress and status. To determine the GPA, the student should divide the total number of credits attempted by the total numerical value of grades received.

Independent Study - 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 planned, 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 - Charges for each registered course for which a student may register.
Burlington County College

Board of Trustees 2007

Amy Webb, Chair
William K. McDaniel, Vice Chair
Ronald Winthers, Treasurer
Terrance Cook
Eric R. Elmore
John M. Hanuscin
William Layton
Walter Keiss
George N. Nyikita
Cindy Perr
Marilynn Williamson
John Popp, Alumni Trustee '06, '07
Dr. Robert C. Messina, Jr., President of the College and Secretary of the Board

Capenhart & Scatchard

Trustees Emeritus

Betty Lou Barnard
* Dr. George W. Dean
Judge Victor Friedman
Lucille Gerber
John Heimmer
* Dr. Joseph Howe
* John Kelley
Stephen V. Lee III

*Deceased

Burlington County Board of Chosen Freeholders 2007

Dawn Marie Addiego
Vincent Farias
Aubrey Fenton
William S. Haines, Jr.
James Wujcik

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 (CAHEAP)
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 USCA, 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 advising, free tutoring, financial aid opportunities, and other support services to enable students to reach their educational and career goals.

Another aspect of the BCC environment is our student body. The average age of the student body is approximately 27 years, and many classes benefit from a healthy exchange of ideas between students ranging from recent high school graduates to senior adults.

Historical Perspective

The college opened on September 2, 1969 in temporary facilities at Lenape High School in Medford, 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, now the Parker Center, on 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.

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 a center in Mt. Holly at 1 High Street. The Mt. Holly Center also houses a Student Gallery and Art Store, which displays and sells student artwork and supplies. In fall 2006, BCC opened a Bordentown Center in the newly constructed Bordentown Regional High School to offer credit and non-credit classes to the northern part of the county.
High-tech offerings remain among the most exciting majors at BCC. This focus on technology was one of the major factors in developing BCC’s newest partnership, Drexel at BCC. Students can complete a Drexel University bachelor’s degree without ever leaving BCC’s campuses. Drexel classes are taught at BCC by top-quality Drexel faculty. The first classes began in fall of 2006 with five majors: Applied Engineering Technology, Biological Sciences, Computing Technology, Construction Management and Hospitality Management. BCC has also developed other guaranteed admission and transfer agreements with numerous area colleges and universities. Fairleigh Dickinson University and Rider University both offer selected bachelor’s and master’s degree classes at BCC.

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 for 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 lab stations with the latest hardware and software on a regular basis. All BCC locations have free 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, computer and science labs, art and music studios, the Geraldine Clinton Little Theatre, Z88.9-FM’s WBZC’s radio station, distance learning facilities, and television production facilities. There is also 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 outdoor amphitheater.

In 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), Central Energy Distribution Facility (2002) and a second incubator, the science incubator that opened in winter 2007.

Among the features of the Mt. Laurel Campus 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, photography lab and dark room, and state-of-the-art computer labs. In October of 2004, BCC opened the Mt. Holly Center, at 1 High Street. The facility features classrooms, meeting rooms, a dance studio and the Student Gallery & Art Store. BCC also schedules evening classes at a variety of high school locations throughout the county, and schedules classes at the education center of Bordentown Regional High School, which opened in fall 2006 and the military bases of Fort Dix and McGuire Air Force Base. All of BCC’s locations utilize full wireless technology.
**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 a high school or homeschooled 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.

**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.

**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 may be 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 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.

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 a different tuition rate. (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 college costs.

In addition to applying for admission, the following fee and documents must be submitted:
- an 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 894-9311, 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 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 who are out of school and have approved waivers from certain authorized personnel (high school authorities, probation or parole officer, New Jersey State Vocational Rehabilitation counselor or judge) may be admitted to the college. 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.

Persons aged 16 or older and out of school 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. It is the student’s responsibility to provide the college with the proper documentation to substantiate any and all disabilities. This information will enable the college personnel to be able to provide the accommodations necessary for a successful learning experience.

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.

TRANSFERRING TO FOUR-YEAR COLLEGES & UNIVERSITIES

The Convenient, Affordable Route to a Bachelor’s Degree

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 GUARANTEED TRANSFER and 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 four different associate degrees: the Associate of Arts (A.A.), the Associate of Fine Arts (A.F.A.), the Associate of Science (A.S.) and the Associate of Applied Science (A.A.S.). The A.A. A.F.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 work force 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 a “C” but most 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.
Burlington County College’s 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 school’s criteria are 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.

**Guaranteed Transfer and Articulation Agreements**

- **New Jersey Institute of Technology**
- **Other Formal Transfer Agreements (into specific majors):**
  - Cabrini College
  - Centenary College
  - Dowling College
  - Franklin University
  - Holy Family University
  - New York University
  - Rowan University
  - University of the Arts
  - Wesley College
  - Widener University
  - Wilmington College

*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 associate degree and enable the student to transfer all (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 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 an “Intent to Transfer” form for the school of your choice and return it to:

Academic Advisement & Transfer Department
Parker Center, Room 311

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 will be scheduled for an individual appointment to discuss future course requirements and transferability.

**What are BCC’s Partner schools?**

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)
- **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
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**: Biotechnology
- **Centenary College**: Fashion Design
- **Dowling College**: most majors
- **Franklin University**: Business
- **Holy Family University**: Biology, Business, Chemistry, Elem. Education, English, History, Psychology, Sociology
- **New York University**: Nursing
- **Rowan University**: most majors and a Dual Admissions agreement in Business
- **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.), Associate of Fine Arts Degrees (A.F.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 BCC 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) at Pemberton, the main office in Laurel Hall at 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.**

**TUITION AND FEES**

**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 Business Office by the established date. Those students registering after Payment Due Date must pay a registration fee. Students who register on the First Day of Classes or later must pay a late registration fee. All students who register after Payment Due Date, payment in full is due at the time of registration. All payments made after due dates are subject to a 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 overdue account. Students 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 deferment prior to the semester payment date.

**Application fee**
A fee 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 for admission to the college.

**Tuition**
Please see insert or current registration brochure for current tuition information. Tuition, fees 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 a 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 Business 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 Business Office) 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 Business 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 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 fee for replacing a lost or mutilated card.

**Schedule change fee**
Once classes begin, a 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.

![Credit Card Logos]

**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, Discover or American Express. 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 23–27.

**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 Business 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.

See following page for summary of fees.
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.

Applac 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, for laboratory courses, 100 to 200 minutes per week for 15 weeks equals 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.

Students who are receiving financial aid, veterans’ benefits, Social Security or other types of aids/grants must carry a 12-credit hour load during the fall or spring semester for full benefits.

International students who have been issued a student visa to attend the college must complete at least 12 credits in the fall and spring semesters. This is a requirement of the U.S. Immigration and Naturalization Service.

Students carrying a load of one to 11 credits are considered part-time students, during the fall or spring semester.

Student classification
(Applied to degree-seeking students only)

<table>
<thead>
<tr>
<th>Earned Credit Hours</th>
<th>Level</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0–28</td>
<td>Freshman</td>
<td></td>
</tr>
<tr>
<td>29–64</td>
<td>Sophomore</td>
<td></td>
</tr>
</tbody>
</table>

Phi Theta Kappa
Phi Theta Kappa is the international honor society for two-year colleges. An invitation to join Chi Iota, Burlington County College’s chapter, is extended each semester to degree-seeking students who have completed 12 credits in one calendar year and have received no grade of D, F, or I and no more than one semester grade of X.

Participation in assessment activities
Burlington County College is committed to providing each student a quality college experience. In order that we continue to improve the quality of our programs and activities, it is necessary to assess our efforts in student learning, student satisfaction, student development and student involvement. Therefore, students will be requested to participate in college assessment activities.
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.). Although no grade points are assigned, developmental courses count toward enrollment status (i.e. full-time, half-time, etc.). 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.

<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 grade received by the number of credit hours (cr) for the course; then divide the total number of grade points by the total number of credit hours attempted. Grades in courses transferred from another institution are not included in computing grade point average. Example:

- HIS 103 3cr. with a grade “A” (4 points) = 12
- ENG 101 3cr. with a grade “B” (3 points) = 9
- BIO 101 4cr. with a grade “C” (2 points) = 8
- CIS 101 3cr. with a grade “C” (2 points) = 6

Total points = 35

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. In some cases students are required to take a co-requisite course or courses before enrolling. 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 corequisite.

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 indicated at the time of registration that 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 taken 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.

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.

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

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.

Requirements 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 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.

Definitions
For purposes of this policy the following terms are defined:
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 (All Course) Attempted</th>
<th>G.P.A. of</th>
<th>Student is Academically Dismissed for Failure to Achieve a Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td>1.6</td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>1.8</td>
<td></td>
</tr>
<tr>
<td>64</td>
<td>2.0</td>
<td></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 17.

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, the staff and/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 based on the catalog that is 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, Associate of Arts, or Associate of Fine 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 Financial Aid 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.

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. Records will be inspected under the supervision of an appropriate College employee. 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 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 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
   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 Administration, 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 participation 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.
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 drug distribution she/he may become permanently ineligible to receive Title IV Financial Aid.

Financial Aid

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

Introduction

BCC has a comprehensive financial aid program that includes scholarships, grants, loans and work-study opportunities to assist students in meeting college costs. 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 with high financial need, but also to middle-income families that find it difficult to pay for a college education.

Financial Aid Office Mission Statement

The Financial Aid Office of BCC is committed to providing quality financial aid services to all eligible students and

- Delivering 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.
- Acting as a resource to county residents, providing information about the financial aid application process.
- Serving 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 and many institutional scholarships. 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.

Note: You must complete a FAFSA every academic year.

Deadline

Your file must be complete by May 15 for the Fall semester and October 1 for the Spring semester to be considered a priority application and have funds available at registration. For a file to be considered complete, your FAFSA must be processed by the Department of Education and the results received by BCC. In addition, you must submit any documentation requested by BCC in order to complete your FAFSA application. If you are selected for verification, you will be asked to submit documentation that allows BCC to confirm the data you submitted on your FAFSA.

Priority applications will be processed prior to the start of the semester. However, as long as we receive your FAFSA before the end of the enrollment period for which you are applying for aid, we will review your eligibility.

Completing the FAFSA

You should complete the FAFSA using tax information from the prior calendar year. If you are dependent, then you must list both your and your parent’s information. If you are married, then you must list information for yourself and your spouse. Sign and date the FAFSA and have your parent sign if you are dependent.

We encourage you to electronically file and sign your FAFSA with the Department of Education at www.fafsa.ed.gov. It is the fastest and easiest way to file your FAFSA every year that you are attending BCC. Before filing online, you (and your parent if you are dependent) should go to www.pin.ed.gov and apply for a PIN(s). 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 mail the FAFSA signature page.

In the school choice section of the FAFSA, you must tell the federal processor which schools should receive your information. Enter BCC’s Federal School Code: 007730

Note: You must complete a FAFSA every academic year.

How do I get help?

For your convenience, you can apply for a PIN and 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 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 (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, we will send you a notice of your eligibility.

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 BCC and other expenses met by the student’s family. Grants in 2006-07 ranged from $922 to $1,752 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.

Part-Time Tuition Aid Grants (PTTAG)

The Part-Time Tuition Aid Grant Program for County College Students began in the 2003-04
academic year. The program provides pro-rated awards to students who are taking 6–11 credits per term and who are otherwise eligible for the TAG Program. The maximum 2006–07 award for students enrolled half time (6–8 credits) was $396 per term. Students enrolled three-quarter time (9–11 credits) received a maximum of $594 per term.

Federal Pell Grants
Federal Pell Grants are the single largest grant program at BCC. It is a federally-funded program open to all BCC students who are degree or certificate-seeking. The amount of the grant award is based on the number of credits of enrollment, cost of attending BCC, and the student’s financial resources (a formula used by the Federal Pell Grant program). Federal Pell Grants in 2006-07 ranged from $400 to approximately $4,050 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 for each semester during which they receive FSEOG funds. FSEOG funds are awarded to the neediest Pell Grant recipients.

Academic Competitiveness Grant (ACG)
The Academic Competitiveness Grant is available to first-year undergraduate students who graduated from high school after January 1, 2006, and to second-year students who graduated from high school after January 1, 2005, and it is awarded in addition to the Pell Grant award. A student must meet all eligibility requirements including being Pell eligible, a US citizen, and have completed a rigorous high school program. An ACG first year award amount is $750 and a second year award amount is $1300.

Educational Opportunity Fund Grant (EOF)
Students enrolled in the EOF program are entitled to receive an EOF grant. Eligibility requirements are
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. Students must complete the FAFSA, an EOF application and arrange for an interview with the EOF Office. Interested students should call the EOF office at 609-894-9311, ext. 1462.

New Jersey Bloustein Distinguished and Urban Scholars
High school students in their senior year are selected for the NJ Bloustein Distinguished or Urban Scholars programs by their high school counselors. The NJ Higher Education Student Assistance Authority (NJHESAA) awards the scholarship on the basis of high 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 in and graduate 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 are considered only if their home-county college does not offer the program they are interested in pursuing. You must be enrolled in a minimum of 12 non-remedial credits every semester and maintain a 3.0 GPA.

Burlington County College Foundation Scholarships
BCC Foundation Scholarships are awarded each year to a select number of recipients based on academic merit and financial need. Scholarship amounts vary but can cover up to the cost of tuition and fees. Application is made on the Foundation Scholarship website at www.staff.bcc.edu/foundation and usually consists of an application, a personal essay, letters of recommendation, and a recent transcript. The Foundation Scholarship Committee reviews applications. Funds for the foundation’s scholarships are made possible 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 in a minimum six credits (half-time). You must complete a FFELP application and a loan entrance interview. Loans are repayable after graduation or when you enroll less than half time. For additional information about student or parent loans, contact the Financial Aid Office.

FFELP Applications
First-time borrowers at BCC can go to www.opennet.salliemae.com and complete their FFELP application. First time borrowers also need to complete an Entrance Interview, which is a loan counseling session. The counseling sessions can be completed on the Mapping Your Future website, www.mapping-your-future.org.

All other borrowers must complete a Student Loan Request Form, available at the Financial Aid Office or at www.staff.bcc.edu/finaid, and submit it to the financial aid office.

FFELP Annual Limits
Dependent Student Annual Subsidized and Unsubsidized
1st year (less than 30 credits earned)–$3,500
2nd year (30 or more credits earned)–$4,500
Independent Student Annual Subsidized and Unsubsidized
1st year (less than 30 credits earned)–$3,500
2nd year (30 or more credits earned)–$4,500
Independent Student Annual Combined Subsidized and Unsubsidized
1st year (less than 30 credits earned)–$7,500
2nd year (30 or more credits earned)–$8,500

Federal Parent Loan for Undergraduate Students (PLUS)
The PLUS program makes education loans available for parents of undergraduate students. 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 but has a 9% cap.

NJ CLASS
The CLASS loan program is for students and supplements the FFELP program. Annual loan limit is the cost of education minus any financial aid received. There are three repayment options: (1) defer all payments until after graduation; (2) pay interest only; (3) or pay interest and principal.

Students must use their full FFELP eligibility first. For more information, visit www.hesaa.org/NJCLASS.

BCC Short Term Loans
Short term loans are provided by the college to assist students in purchasing textbooks and other educational materials in emergency situations. These loans are available first to financial aid recipients who are waiting for the awards to be disbursed to them. 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 is charged subsequent to this date. Applications are available only at the Pemberton Campus Business Office.

Student Employment
Federal Work-Study Program (FWS)
FWS is a federal employment program in which the government allocates funds to the institution to employ students on campus to help them pay for their education expenses. 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.

**Institutional Work-Study (“140” Employment) Program**

This is an institutional employment program in which the college makes available 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 use their FWS eligibility or not be eligible for FWS.

**How aid is awarded**

Unless otherwise noted as a merit-based scholarship, financial aid is awarded to students solely on the basis of their financial need. Financial need is the difference between a student's cost of attendance and their financial resources, as determined by BCC using the student's FAFSA.

**Cost of Attendance**

The student’s cost of attendance includes allowances for such items as tuition, fees, books, supplies, room and board, personal expenses and transportation for one academic year, fall and spring semesters. The estimated budget for a typical in-county dependent student is:

- Tuition and fees: $2,136
- Books and supplies: 1,200
- Personal and transportation: 3,440
- Room and board: 6,660
- Budget estimate: $13,436

**Resources—expected family contribution**

The family's expected contribution is computed from the data the family submits on the FAFSA to the Department of Education. If you are a dependent student, it comprises the parent’s contribution and the student’s contribution from income and assets. If you are independent, it is based on your and, if married, your spouse’s income and assets.

**Other resources**

Other resources may include government education benefits, employer tuition payments, veteran benefits, and other payments made to your student account by outside third parties. All other resources are used in determining your financial 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.

**Your financial aid award**

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:

- Budget (see above): $13,436
- Family contribution: $1,500
- Need: $11,936

Example of award to meet need:

- Need: $11,936
- Award package:
  - Federal Pell Grant: 4,000
  - Federal Work Study: 2,000
  - TAG: 1,752
  - Federal Stafford Loan: 3,500
- Total award: $11,252

**General Eligibility Requirements**

To qualify for federal, state, BCC need-based financial aid and most assistance other than scholarships, you must meet general eligibility requirements:

- Have a high school diploma, GED or equivalent
- Be enrolled or accepted for enrollment in a degree or certificate program
- Be a U.S. citizen, U.S. national or eligible non-citizen.
- If you are selected for verification by the Department of Education or BCC, complete the verification process prior to disbursement of any financial aid funds.
- Maintain satisfactory academic progress in your degree or certificate program of study.
- Not in default on a federal student loan.
- Not owe a refund on a federal or state grant.
- Demonstrate financial need to qualify for need-based funds.
- Meet the defined criteria for each financial aid program.

**Financial aid satisfactory academic progress policy**

All students receiving student financial aid from federal, state or institutional sources must make satisfactory academic progress (SAP) at Burlington County College. SAP is monitored once a year at the end of the Spring semester for aid recipients who are degree-seeking. Aid recipients pursing a certificate are monitored at the end of the Fall and Spring semesters. SAP measures a student’s performance for all terms of enrollment, including terms in which the student does not receive financial aid. The three requirements measure cumulative grade point average, percent of credits earned relative to those attempted, and percent of attempted credits, including transfer credits, relative to the credits required for program completion.

A financial aid applicant is responsible for knowing the Financial Aid SAP Policy. The Financial Aid Office sends a notification of aid eligibility (or ineligibility) to a student who has been placed on probation or unsatisfactory status. Whether or not a student receives the notification, responsibility for meeting the minimum SAP requirements to qualify for student aid remains with the student. Students who are ineligible for aid may enroll at BCC if they are able to pay for tuition and fees. Payment arrangements can be made by contacting the BCC Business Office.

To maintain satisfactory academic progress and aid eligibility, an aid recipient must meet all three of the following minimum requirements:

1. **Completion Rate**
   A student must successfully complete a minimum of 66.67% of all credits attempted to be making satisfactory progress and maintain aid eligibility. Credits with a grade of A, B+, B, C+, C, D, or P are successfully completed.
   
   If a completion rate is below 66.67%, a student is placed on Unsatisfactory status and is ineligible for aid.

2. **Maximum Time Frame**
   A student must complete a program of study within 150% of the number of credit hours required for degree graduation or certificate completion to be making Satisfactory progress and maintain aid eligibility. The 150% is measured on the basis of attempted credits, including transfer credits. For example, if an associate degree program requires 64 credits for graduation, the student is placed on Unsatisfactory status and is ineligible for aid.

   If the number of attempted credits exceeds 150% of the active program's required credits for graduation, the student is placed on Unsatisfactory status and is ineligible for financial aid. The student may appeal based on special circumstances or a change in the academic program of study. See Appeal Process below.

   **Note:** The measure of maximum time frame will exclude up to 30 credits of developmental coursework and all English as a Second Language (ESL) coursework in the calculation of attempted credits.

If the number of attempted credits exceeds 150% of the program’s requirements for graduation, the student is placed on Unsatisfactory status and is ineligible for financial aid. The student may appeal based on special circumstances or a change in the academic program of study. See Appeal Process below.

   **Note:** BCC permits the pursuit of more than one academic program concurrently. Maximum Time Frame will be measured using the credit number requirements of the longest standing active program.

3. **Cumulative Grade Point Average**
   A student must maintain at least a 2.0 cumulative grade point average (GPA) to be making Satisfactory progress and maintain aid eligibility. The GPA is calculated by dividing...
total number of grade points earned by the
total credits attempted for courses with grades of A, B+, B, C+, C, D, and F.
If the cumulative GPA is less than 2.0, the student is placed on Unsatisfactory status and
is ineligible for financial aid, with the following exceptions: Students who have attempted
less than 48 credits and have a cumulative GPA within the following ranges are placed
on Probation and are eligible for aid for one probationary period.

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum Cumulative GPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 12</td>
<td>Greater than 0.00</td>
</tr>
<tr>
<td>13–23</td>
<td>Equal or greater than 1.5,</td>
</tr>
<tr>
<td></td>
<td>but less than 2.0</td>
</tr>
<tr>
<td>24–47</td>
<td>Equal or greater than 1.75,</td>
</tr>
<tr>
<td></td>
<td>but less than 2.0</td>
</tr>
</tbody>
</table>

If the student is degree-seeking the probationary period is one year. If the student is certificate-seeking, the probationary period is one term. At the end of the probationary period, if the student has not achieved at least a cumulative 2.0 GPA, the student is placed on Unsatisfactory status and is ineligible for financial aid.

Academic Amnesty
Federal regulations make no provision for academic amnesty. If a student’s prior coursework was given special treatment under BCC’s provisions for Academic Amnesty, the student’s cumulative GPA must be calculated based on the inclusion of all credits attempted at BCC. If the recalculated GPA is less than 2.0, the student may appeal to the Financial Aid Office for special circumstances.

Transfer Credits
Credits transferred from another college are counted in the number of credits attempted and completed for measure completion rate and maximum time frame. Transfer credits are not counted in the calculation of grade point average.

Withdrawals/Incompletes/Repeats/Other Grades
Note: None of the following grades are included in the calculation of cumulative GPA with the one exception of the highest grade earned on a repeated course.

Credits with a grade of “W” (withdrawal) or “E” (old excused withdrawal) assigned after the drop/add period of a term are treated as attempted but not earned.

Credits with a grade of “I” (incomplete) or “X” (extended incomplete) are treated as attempted but not earned.

Credits for repeated courses are treated as attempted but not earned, except for the course with the highest grade, which is included in the GPA calculation.

Credits for developmental and ESL coursework with a grade of “P” (passing), “O” (outstanding), or “S” (satisfactory) are treated as attempted and earned. A grade of “U” (unsatisfactory) or “Q” (questionable) is treated as attempted but not earned.

Credits with a grade of “N” (no grade reported) or “NA” (non-attendance) are treated as attempted but not earned.

A grade of “AU” (audit), “L” (old audit), “M” (old audit non-attendance), “Z” (withdrawn before the 10th day of a term), “AW” (administrative withdrawal), or “EX” (credit by exam) are not included in attempted or earned credits.

Second Degree Students
Financial aid is available for students pursuing a second degree. Credits hours attempted and/or completed toward a prior degree will be included in the measures of Completion Rate and Maximum Time Frame, along with any transfer credits.

Change in Program
If a student changes academic programs, the credits from the prior program will be counted in attempted and earned credits. If the student does not meet the minimum SAP requirements, the student may appeal on the basis of a change in program and request that only credits applicable to the new program be included in the calculation of cumulative GPA, completion rate, and maximum time frame.

Ineligibility for Financial Aid
Students classified as on Academic Dismissal by BCC are immediately ineligible for financial aid. Any aid disbursed for a term in which the student has been dismissed must be repaid to the college.

Students who do not meet the minimum SAP requirements and have a SAP status of Unsatisfactory are ineligible for financial aid. Any aid disbursed for a term in which the student is disqualified must be repaid to the college.

Appeal Process
Students placed on Unsatisfactory status may appeal their status and eligibility for financial aid. Appeals must be submitted in writing to the Financial Aid Office and will be evaluated by the Financial Aid SAP Committee for special circumstances.

Special circumstances with documentation that may be approved:
1. student has a serious illness or accident,
2. death, accident, or serious illness in the immediate family,
3. unanticipated military deployment, or
4. change in academic program

Documentation of the student’s special circumstances, past academic performance, and assessment of ability to make up the SAP deficiencies will be evaluated. If the appeal is approved, the student is placed on Probation for one year if pursing a degree or one term if pursing a certificate. 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 deficiencies after the first probationary period, the student is ineligible for aid until the deficiencies are corrected.

Unless there are special circumstances, a student placed on Unsatisfactory status should demonstrate the ability to successfully complete coursework without financial aid before making an appeal. For example, a student enrolled for 12 semester credits who successfully passes all courses with a minimum 2.00 GPA and with grades of “C” or better, and who can complete the program of study within the allowable maximum time frame, is encouraged to file an appeal.

A student who fails to meet the SAP requirements and chooses to enroll without benefit of financial aid may appeal for reinstatement of financial aid eligibility when the SAP minimum requirements are met.

Students should be aware that being readmitted to BCC does not automatically make them eligible for financial aid. Students must meet the standards above to qualify for financial aid eligibility.

Updates
This policy was updated on May 24, 2007. Students are responsible for the most current version of this policy, which is reviewed annually and published in the financial aid section of the BCC website.

VA Benefits
The Veterans Affairs Office offers assistance to the veteran population attending BCC. 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.

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 VA 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 Veterans Affairs Office.

To qualify for benefits, veterans must be enrolled in a degree-seeking program. Students entering BCC for the first time, who believe they are eligible for veterans’ educational assistance, should apply for benefits at the Veterans Affairs Office located in the Student Services Center Parker 311 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 if needed.

Veterans must submit proper documentation with their application. It may take from
approximately six to ten weeks to receive the first payment following submission of the application package and certification of enrollment. The Veterans Affairs Office serves 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
BCC offers courses at the Fort Dix and McGuire Air Force Base Education Centers, as well as on the 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, extension 1299.

Change in Status
It is essential that every person using GI Bill benefits contact the Veterans Affairs Office 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 can result in benefits being decreased or terminated. The Veterans Affairs Office is kept informed of attendance records and will take appropriate action to prevent overpayments by VA. Reported changes sent to VA are based on the student veteran’s date of last attendance.

According to VA, 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 classes where attendance is not mandatory, the date is determined from the last activity date reflected in the instructor’s records; either the last paper submitted or the last examination completed.

VA does not pay for non-punitive grades such as auditing of a course (AU), or 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, which may prevent an excessive absence report.

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 Financial Aid Office, Student Services Center Parker 311 on the Pemberton campus, 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 used within ten years of the date of eligibility on the NOBE.

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 the summer. 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 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.
Advisement/ 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. 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 that:

1. The total number of work, class and study hours should be limited to about 10 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:

1. One hour for each hour of class
2. Two hours of study for each class hour
3. One hour for each hour of work
4. Added together, the total should not exceed 60 hours.

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.

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

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 College 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

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
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 S30 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

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
Forms to appeal academic dismissal are available in the Office of Academic Advisement at the Pemberton and Mt. Laurel campuses and the Willingboro and Mt. Holly Centers. See page 21 for deadlines.

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

There is also a Genealogy and Local History collection on the second floor with materials on the Delaware Valley.

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 Circulation Desk.

Mount Laurel Campus Library
The library at the Mount Laurel campus provides mathematics, nursing, scientific, computer science, and technical materials particularly to support the curriculum at the Campus. There is a small reference collection on site with fax or telephone access to the reference collection at the Pemberton campus.

Mt. Laurel Library Hours
Monday–Friday: 8 am–10 pm
Saturday/Sunday: Noon–5 pm

An information specialist and a paraprofessional are available for assistance whenever the library is open. Call 894-9311, ext. 2022 for reference assistance. Call 894-9311, ext. 2021 for renewals and general information.

Both Libraries
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.

All library users must register for a library card. Anyone who lives or works in Burlington County or who takes classes at Burlington
County College may have a library card. Anyone requesting a library card must present two forms of identification. One form must show the person’s Social Security number and the other must show the person’s current address. No materials may be borrowed without a library card. All materials are charged out on the library’s on-line system and dated for return. All materials in the circulating collection circulate for four weeks. There are multiple renewals unless there is a hold on the item. Fines are 25 cents a day per item overdue. Items may be renewed by phone as long as they are not overdue. To renew materials, call 894-9311, ext. 1482 for Pemberton or 894-9311, ext. 2021 for the TEC Library. When classes are not in session, the library is open 8 am to 5 pm, Monday through Friday. Holiday closings are put on the library’s telephone message tape.

**Library Charges**
1. Library materials in the general collection circulate for 28 days. Videos circulate for 3 days.
2. A person may borrow a maximum of 5 books on one subject. No more than 15 items may be borrowed at one time.
3. Borrowers are responsible for returning materials on or before the due date.
4. An overdue notice will be sent advising the borrower of all outstanding materials and/or outstanding charges.
5. A fine of $.25 per day per each outstanding loan is charged.
6. Failure to return materials promptly results in a maximum charge of $20.00 per item.
7. Failure to pay charges once they reach $15.00 results in a suspension of all library privileges.

**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 126 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 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 an 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.

**Chi Alpha Epsilon**
The club recognizes the academic achievements of students admitted to BCC through non-traditional criteria and promotes continued high academic standards. Students are invited to join the Delta Epsilon Chapter after maintaining a 3.0 GPA for 2 consecutive semesters as part of the EOF program.

**Circle K (CKI)**
Circle K is sponsored by the Kiwanis International as a means of promoting leadership, service and fellowship at college campuses. Club members are involved in many campus and community service projects.

**Creative Writers Guild**
If you enjoy writing, 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 pursuit mutual interests in this club. The club hosts interesting speakers on campus and enjoys off-campus trips related to the field for club members.

**Dental Hygiene**
Dental Hygiene majors and other interested students participate in out-of-class educational workshops and conferences related to their professional development.

**Education Club**
Students interested in the field of education will find this club interesting. Activities for this group include guest speakers and hands-on learning experiences.

**Engineering and Technical Society**
The society provides fellowship, career information and hands-on experiences to future engineering professionals.

**EOF Club**
Equal Opportunity Fund (EOF) program students or students who are interested in engaging in educational and recreational programs are welcome to join. The EOF club promotes discussion and awareness of community responsibility, leadership and advocacy for EOF.

**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.
Fiber Arts Club
Students who enjoy knitting, crocheting and all other fiber arts are encouraged to join this club. Club activities include craft workshops and presentations, service projects and on-campus events.

French Club
Students who enjoy the French language and culture are invited to join this club. Activities include on-campus programs and speakers.

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.

Graphic Design Guild
Students with an interest or skill in the graphic arts and design are welcome to join this club. This club offers opportunities for creative development and skills enhancement through involvement in promotions for student and club related events.

Human Service Club
The HUS Club is designed for all students. Our goal is to help others to help themselves. We sponsor events throughout the year to enhance students’ 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.

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.

Personal Health Club
Active members in PHC promote physical, mental and emotional health through exercise, nutrition, stress management and other healthy lifestyle choices. Members encourage, motivate and inspire one another to achieve and maintain optimum health.

Philosophy Club
Membership in the Philosophy Club provides students the opportunity to develop an 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 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.

Students for Ecological Action (SEA)
Students interested in the environment and ecology will find this club of great interest. The club aims to raise the awareness of the current and potential damage to our environment, community and campus.

Student Nurses 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.

SIFE/Business Club
This award-winning club offers business-minded students the opportunity to attend conferences and network with local and regional business leaders. Designed for students interested in pursuing a career in the business world, this club offers unique opportunities for hands-on learning and skill application.

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-serving 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.
Intercollegiate Sports

The New Jersey county colleges make up the 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)
- Basketball (men)
- Basketball (women)
- Softball (women)
- Golf (coed)
- Soccer (men)
- Soccer (women)
- Tennis (men)
- Tennis (women)
- Track & Field

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 designed 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 540 in Verbal/Critical Reading and/or 530 in Math.

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 may 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 pages 137-138.

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

Courses included in the ESL program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 066</td>
<td>ESL Reading I</td>
<td>4</td>
</tr>
<tr>
<td>ESL 067</td>
<td>ESL Reading II</td>
<td>4</td>
</tr>
<tr>
<td>ESL 068</td>
<td>ESL Reading III</td>
<td>4</td>
</tr>
<tr>
<td>ESL 076</td>
<td>ESL Writing I</td>
<td>4</td>
</tr>
<tr>
<td>ESL 077</td>
<td>ESL Writing II</td>
<td>4</td>
</tr>
<tr>
<td>ESL 078</td>
<td>ESL Writing III</td>
<td>4</td>
</tr>
<tr>
<td>ESL 081</td>
<td>ESL Speech and Pronunciation I</td>
<td>4</td>
</tr>
<tr>
<td>ESL 082</td>
<td>ESL Speech and Pronunciation II</td>
<td>4</td>
</tr>
<tr>
<td>ESL 083</td>
<td>ESL Speech and Pronunciation III</td>
<td>4</td>
</tr>
</tbody>
</table>

For information about ESL courses, contact Dr. Donna Parker, extension 1315.

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 offers a program in English as a Second Language (ESL) for those who want or need free English classes. The program is designed 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, the Pinelands Institute for Natural and Environmental Studies (P.I.N.E.S.), the Aquatic program and the Volunteer Center of Burlington County.

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>23–30</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 credit 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)

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 classroom based courses. Each semester classes are offered which span the disciplines from Art to Music and from Biology to Mathematics.
to Physical Science. Our online courses feature state-of-the-art course management systems to deliver dynamic college level instruction over the Internet.

Online courses typically include textbook readings, web-based resources, interaction with highly qualified faculty, interaction with fellow students, projects and exams. College faculty are available to answer questions and direct student learning. 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 self-motivated and highly organized tend to be successful in Distance Learning courses.

For the latest and most up-to-date information on distance learning and current course offerings, please visit our website at http://dlearn.bcc.edu/distance/ or contact the Office of Distance Learning by e-mail to dlearn@bcc.edu or by calling extension 1790 at (609) 894-9311 or (856) 222-9311.

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)
- Fashion Studies (AA.FAS)
- 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 Fine Arts (A.F.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.F.A. degree**

- Photography (AFA.PHO)

**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 Information Systems (AS.INF)
- Computer Science (AS.CSE)
- Construction Management (AS.CON)
- Criminal Justice (AS.CRI)
- Education (AS.EDU)
- Engineering (AS.EGR)
- Environmental Science (AS.ENV)
- Fashion Product Merchandising (AS.FPM)
- General Science (AS.GEN)
- 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)
- 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)
- Diagnostic Medical Sonography (AAS.DMS)
- Electronics Engineering Technology (AAS.EET)
- Entertainment Technologies
  - Entertainment Management (AAS.ETM)
  - Lighting Engineering (AAS.ELT)
  - Sound & Recording Engineering (AAS.ETS)
  - Video & Digital Media Production (AAS.ETV)
- Entrepreneurship (AAS.ENT)
- Fashion Design (AAS.FAD)
- Fire Science (AAS.FSC)

**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

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.

In addition to college-sponsored courses, the college offers an extensive and comprehensive Adult education program. The college offers classes to the general public in many locations throughout the county such as:

- Adult Education
  - Adult Basic Education
  - Citizenship
  - ESL
  - Driver's Education
  - Fire Safety
  - Government
  - Parent Education

For the latest and most up-to-date information on these programs, please visit our website at http://staff.bcc.edu/distance/ or contact the Office of Distance Learning by e-mail to dlearn@bcc.edu or by calling extension 1790 at (609) 894-9311 or (856) 222-9311.
Food Service Management & Hospitality Technology (AAS.FSM)
Geospatial Technology (AAS.GIS)
Graphic Design & Digital Media (AAS.GDD)
Health Information Technology (AAS.HIT)
Hearing Instrument Sciences (AAS.HRS)
Human Services (AAS.HUS)
Nursing (AAS.NUR)
Paralegal (AAS.LEX)
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)
Geospatial Technology (CRT.GIS)
Photography (CRT.PHO)
Small Business (CRT.BUS)

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)
Business Paraprofessional (SPC.BPC)
Business Technology (SPC.BTC)
Cancer Registry Certificate (SPC.CRC)
Computer Networking Support and Servicing Certificate (SPC.EET)
Cooking and Baking (SPC.FCB)
Elder-Adult Companion Care (SPC.EAC)
Family Helper (SPC.FHC)
Fire Investigation (SPC.FSI)
Fire Science (SPC.FSC)
Food Service and Hospitality Management (SPC.FSM)
Program for Radiographers (AAS.PRD)
Social Services (SPC.HSS)
Specification Technology for Fashion Design (SPC.CTF)
Technical Fashion Design (SPC.TFD)

DEGREE REQUIREMENTS

Burlington County College offers four degrees: the Associate of Arts, Fine 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 coursework 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, AAS and AAS Degree programs require or recommend specific mathematical 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.

Requirements for the degree sought.

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. See page 21 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.F.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.) and Associate of Fine Arts (A.F.A.) Degrees

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

1. Written and Oral Communications 9 credits
   - ENG 101 College Composition I (CORE) &
   - ENG 102 College Composition II
   - SPE 102 Public Speaking

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 9 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
     - PHO 115 History of Photography
   - **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

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 108* Modern European Foundations of Western Civilization
     - HIS 109* African American History I
     - HIS 115* Islam: History, Culture & Art
     - ITA 101 Elementary Italian I
     - ITA 102 Elementary Italian II

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
   - ECO 204 Principles of Macroeconomics
   - ENG 251 Creative Writing
   - ENG 252 Semantics
   - FRE 101 Elementary French I
   - FRE 102 Elementary French II
   - FRE 201 Intermediate French I
   - FRE 202 Intermediate French II
   - GEO 102 Principles of Geography
   - GEL 111 Introduction to Geology
   - GEL 112 Introduction to Geology Lab
   - GER 101 Elementary German I
   - GER 102 Elementary German II
   - 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
   - ITA 101 Elementary Italian I
   - ITA 102 Elementary Italian II
7. Additional General Education Requirements, continued

LIT 201 Interpretation of Fiction
LIT 203 Origins in Literature
LIT 207 English Literature I
LIT 206* Women’s Literature
LIT 208 English Literature II
LIT 209 American Literature I
LIT 210 American Literature II
LIT 212 Contemporary American Novel
LIT 213* Native American Literature
LIT 216* Poetry of the Holocaust
LIT 217* The Holocaust in World Literature
LIT 218 Literature & Film
LIT 220 Shakespeare
MTH 107 Introduction to Statistics
MTH 112 College Algebra
MTH 113 Modern College Mathematics I
MTH 130 Pre-Calculus
MUS 101 Introduction to Music
PHI 101 Introduction to Philosophy
PHI 105 Introduction to Logic
PHI 112* Eastern Philosophy
PHI 205 Ethics
PHI 210 History of Philosophy
PHO 115 History of Photography
PHY 110 Principles of Physics I
PHY 111 Principles of Physics I Lab
PHY 112 Principles of Physics II
PHY 113 Principles of Physics II Lab
PHY 120 Astronomy
PHY 121 Astronomy Lab
POL 101 American Government and Politics
POL 103 Comparative Government & Politics
POL 215 Constitutional Law
POL 220 Political Philosophy
PSC 105 Physical Science I
PSC 106 Physical Science I Lab
PSC 107 Physical Science II
PSC 108 Physical Science II Lab
PSY 101 General Psychology I
PSY 102 General Psychology II
PSY 203 Human Sexuality
PSY 250 Educational Psychology
PSY 251 Child and Adolescent Psychology
PSY 256 Developmental Psychology
REL 205* Comparative Religion
SOC 101 Principles Sociology I
SOC 201 Social Problems
SOC 205 Marriage and the Family
SOC 209* Introduction to Women’s Studies
SOC 210* Minority Groups
SPA 101 Elementary Spanish I
SPA 102 Elementary Spanish II
SPA 201 Intermediate Spanish I
SPA 202 Intermediate Spanish II
SPE 101 Effective Oral Communication
SPE 102 Public Speaking
THR 101 Introduction to Theatre
THR 121 Musical Theatre

Programs leading to the Associate of Arts Degree

American Sign Language/Interpreter Education
Art
Communication Arts
Education
English
History
Fashion Studies
Journalism
Liberal Arts
Philosophy
Photography (AFA)
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.

HIS 203 Modern East Asia
HIS 204 Modern Latin America
POL 250 International Relations
SPA 205 History & Culture of Spain
SPA 206 History & Culture of Spanish Speaking Peoples 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
   PHO 115 History of Photography
   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 101 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 SB)
   HIS 104 Modern European Foundations of Western Civilization
   (If not selected from SB)
   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 Information Systems
Computer Science
Construction Management
Criminal Justice
Education
Engineering
Environmental Science
Fashion Product Merchandising Accounting
General Science
Liberal Arts and Sciences
Mathematics
Music
Physics
GENERAL EDUCATION REQUIREMENTS
Assocate 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
   PHO 102 History of Photography
   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
   SOC 160 Society, Ethics, and Technology

   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
   Civil Engineering Technology
   Computer Aided Drafting & Design Technology
   Computer Management Information Systems
   Computer Servicing and Networking Technology
   Dental Hygiene
   Diagnostic Medical Sonography
   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
   Hearing Instrument Sciences
   Human Services
   Nursing
   Paralegal
   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 and Associate of Fine Arts Degree

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
<th>Summer or Mini.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101*</td>
<td>English 102</td>
<td>Social Science</td>
</tr>
<tr>
<td>3 cr.</td>
<td>3 cr.</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Mathematics*</td>
<td>Arts &amp; Humanities</td>
<td>Arts &amp; Humanities</td>
</tr>
<tr>
<td>3 cr.</td>
<td>3 cr.</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Social Science</td>
<td>Computer Science</td>
<td></td>
</tr>
<tr>
<td>3 cr.</td>
<td>3 cr.</td>
<td></td>
</tr>
<tr>
<td>Program Course**</td>
<td>Program Course**</td>
<td></td>
</tr>
<tr>
<td>3 cr.</td>
<td>3 cr.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
<th>Summer or Mini.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Humanities</td>
<td>Arts &amp; Humanities</td>
<td>Add. Gen. Ed.</td>
</tr>
<tr>
<td>3 cr.</td>
<td>3 cr.</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Natural Science</td>
<td>Natural Science</td>
<td>Elective</td>
</tr>
<tr>
<td>3-4 cr.</td>
<td>3-4 cr.</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Program Course**</td>
<td>Program Course**</td>
<td></td>
</tr>
<tr>
<td>3 cr.</td>
<td>3 cr.</td>
<td></td>
</tr>
<tr>
<td>3 cr.</td>
<td>3 cr.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Associate of Science Degree</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>Second Semester</td>
<td>Summer or Mini.</td>
</tr>
<tr>
<td>English 101*</td>
<td>English 102</td>
<td>Social Science</td>
</tr>
<tr>
<td>3 cr.</td>
<td>3 cr.</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Mathematics*</td>
<td>Computer Science</td>
<td>Arts &amp; Humanities</td>
</tr>
<tr>
<td>3 cr.</td>
<td>3 cr.</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Natural Science</td>
<td>Natural Science</td>
<td></td>
</tr>
<tr>
<td>4 cr.</td>
<td>3-4 cr.</td>
<td></td>
</tr>
<tr>
<td>Program Course **</td>
<td>Program Course**</td>
<td></td>
</tr>
<tr>
<td>3 cr.</td>
<td>3 cr.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
<th>Summer or Mini.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Course**</td>
<td>Program Course**</td>
<td>Elective</td>
</tr>
<tr>
<td>3 cr.</td>
<td>3 cr.</td>
<td>3-4 cr.</td>
</tr>
<tr>
<td>Program Course**</td>
<td>Program Course**</td>
<td></td>
</tr>
<tr>
<td>3 cr.</td>
<td>3 cr.</td>
<td></td>
</tr>
<tr>
<td>Program Course**</td>
<td>Arts &amp; Humanities</td>
<td>Elective</td>
</tr>
<tr>
<td>3 cr.</td>
<td>3 cr.</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Social Science</td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>3 cr.</td>
<td>3 cr.</td>
<td></td>
</tr>
</tbody>
</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.
ADVISING FORM

Associate of Arts (A.A.) and Associate of Fine Arts (A.F.A.) Degree Requirements

Student Name___________________________________________________________________ Major_______________________________________

NOTE: The highlighted courses meet the General Education Foundation for Associate of Arts transfer programs in community colleges. A.A., A.F.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 – 45 CREDITS

Credits divided into the following seven categories:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credits</th>
<th>Grade</th>
<th>Recommended Course</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>______</td>
<td>______</td>
<td>ENG 101</td>
<td></td>
</tr>
<tr>
<td>ENG 102</td>
<td>______</td>
<td>______</td>
<td>ENG 102</td>
<td></td>
</tr>
<tr>
<td>SPE 102</td>
<td>______</td>
<td>______</td>
<td>SPE 102</td>
<td></td>
</tr>
<tr>
<td>MTH 107 or higher</td>
<td>______</td>
<td>______</td>
<td>Choice</td>
<td></td>
</tr>
<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>
<td></td>
</tr>
<tr>
<td>CIS 101 or Computer Science substitution, dependent on major and transfer plan</td>
<td>______</td>
<td>______</td>
<td>Choice</td>
<td></td>
</tr>
<tr>
<td>ART 101, MUS 101, PHI 101, PHI 115 or THR 101</td>
<td>______</td>
<td>______</td>
<td>Choice</td>
<td></td>
</tr>
<tr>
<td>HIS 101, 102, 103, 104, 108 or 109</td>
<td>______</td>
<td>______</td>
<td>HIS</td>
<td></td>
</tr>
<tr>
<td>ANT 102; ECO 203; POL 101,103; PSY 101; SOC 101, and, if not selected as 5B above, HIS 103 or 104.</td>
<td>______</td>
<td>______</td>
<td>Choice</td>
<td></td>
</tr>
<tr>
<td>ANT 101; ECO 204; SOC 201.</td>
<td>______</td>
<td>______</td>
<td>Choice</td>
<td></td>
</tr>
</tbody>
</table>

Arts and Humanities (9 credits)

7/16/07

www.bcc.edu

41
7. Additional General Education Requirements
7-8 credits chosen from any course listed in category #7 on pages 37 and 38. Choose at least one course from:
- Arts & Humanities or Literature (3 cr.)
- Language or Diversity* (3 cr.)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credits</th>
<th>Grade</th>
<th>Recommended Course</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Arts &amp; Humanities or Literature</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Language or Diversity*</td>
<td></td>
</tr>
</tbody>
</table>

**PROGRAM COURSES – 12 CREDITS REQUIRED**

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

**ELECTIVES – 7 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student_______________________________________________________  Student ID#_____________________________  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.

---

**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.
## GENERAL EDUCATION CORE REQUIREMENTS – 31 CREDITS

Credits divided into the following six categories:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credits</th>
<th>Grade</th>
<th>Recommended Course</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Written Communications - 6 credits (CORE)</strong></td>
<td></td>
<td></td>
<td>ENG 101</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>EN 101</td>
<td></td>
</tr>
<tr>
<td>ENG 102</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>EN 102</td>
<td></td>
</tr>
<tr>
<td><strong>2. Mathematics - 3 credits (CORE)</strong></td>
<td></td>
<td></td>
<td>Choice</td>
<td></td>
</tr>
<tr>
<td>MTH 107 or higher</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Choice</td>
<td></td>
</tr>
<tr>
<td><strong>3. Natural Science - 7-8 credits (At least one 4-credit course from Group A)</strong></td>
<td></td>
<td></td>
<td>Choice</td>
<td></td>
</tr>
<tr>
<td>Group A: 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></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group B: Additional course, 101 or higher from: BIO, CHE, GEL, GEO, PHY or PSC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**4. Computer Science - 3 credits (CORE)**
- CIS 101 or Computer Science substitution, dependent on major and transfer plan
- | | | | |

**5. Arts & Humanities - 6 credits (CORE)**
- Group A: 3 credits chosen from: ART 101, MUS 101, PHI 101, PHO 115 or THR 101
- | | | | |
- Group B: 3 credits chosen from: HIS 101, 102, 103, 104, 108 or 109
- | | | | |

**6. Social Science - 6 credits (In two different disciplines)**
- Group A: 3 credit course chosen from: ANT 102; ECO 203; POL 101 or 103; PSY 101; SOC 101, or, if not selected as 5B above, HIS 103 or 104.
- | | | | |
- Group B: 3 additional credits from different disciplines in CORE (above) can be selected from CORE options or: ANT 101; ECO 204; SOC 201.
- | | | | |

---

**NOTE:** The highlighted courses meet the General Education Foundation for Associate of Science transfer programs in community colleges. A.A., A.F.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.
PROGRAM COURSES – 18-24 CREDITS REQUIRED

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

ELECTIVES – 12-16 CREDITS REQUIRED

* 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 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.**
# ADVISING FORM

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

Student Name___________________________________________________________________ Major _______________________________________

**PLEASE NOTE:** A.A., A.F.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>Course Number</th>
<th>Credits</th>
<th>Grade</th>
<th>Recommended Course</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Written Communications - 3 credits</strong></td>
<td>ENG 101</td>
<td>______</td>
<td>ENG 101</td>
<td>______</td>
</tr>
<tr>
<td><strong>2. Mathematics - 3 credits</strong></td>
<td>See program page for recommended course</td>
<td>______</td>
<td>Choice</td>
<td>______</td>
</tr>
<tr>
<td><strong>3. Natural Science - 4 credits</strong></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><strong>4. Computer Science - 3 credits</strong></td>
<td>CIS 101 or CIS substitution, dependent on major</td>
<td>______</td>
<td>Choice</td>
<td>______</td>
</tr>
<tr>
<td><strong>5. Arts &amp; Humanities - 3 credits</strong></td>
<td>Three credits chosen from: ART 101, MUS 101, PHI 101, PHO 115, THR 101 or ENG 102</td>
<td>______</td>
<td>Choice</td>
<td>______</td>
</tr>
<tr>
<td><strong>6. Social Science - 6 credits</strong></td>
<td>Group A- 3 credits chosen from: ANT 102; ECO 203; HIS 103, 104, 108 or 109; POL 101 or 103; PSY 101; SOC 101, 160</td>
<td>______</td>
<td>Choice</td>
<td>______</td>
</tr>
<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>
<td>______</td>
<td>Choice</td>
<td>______</td>
</tr>
</tbody>
</table>

Continued
### PROGRAM COURSES – 39-45 CREDITS REQUIRED

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

### 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Student** ___________________________________________________________  **Student ID#** _______________________________  **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.**
## PROGRAMS AND CONTACT PERSON

### Liberal Arts Division

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact Person</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Accounting Technology</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>American Sign Language/ Interpreter Education</td>
<td>Dr. Donna Parker</td>
<td>1315</td>
</tr>
<tr>
<td>Art</td>
<td>Jayne Yantz</td>
<td>1252</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Business Management Technology</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Communication Arts</td>
<td>Dr. Donna Parker</td>
<td>1315</td>
</tr>
<tr>
<td>Cooking &amp; Baking</td>
<td>Steven Bergonzoni</td>
<td>1780</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Alan Hart</td>
<td>1554</td>
</tr>
<tr>
<td>Education</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>English</td>
<td>Geneva Kohler</td>
<td>1618</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>Barry Palatnik</td>
<td>1997</td>
</tr>
<tr>
<td>Entertainment Technologies</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Lighting Engineering</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Management</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Sound &amp; Recording</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Engineering</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Video &amp; Digital Media Production</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Food Service &amp; Hospitality Management</td>
<td>Steven Bergonzoni</td>
<td>1780</td>
</tr>
<tr>
<td>History</td>
<td>Ronald Covil</td>
<td>1256</td>
</tr>
<tr>
<td>Journalism</td>
<td>Dr. Patricia Kalata</td>
<td>1621</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>Dr. Donna Parker</td>
<td>1315</td>
</tr>
<tr>
<td>Music</td>
<td>Kim Hunter</td>
<td>1353</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Philosophy</td>
<td>Dr. Francis Conroy</td>
<td>1620</td>
</tr>
<tr>
<td>Political Science</td>
<td>Karen Woodward</td>
<td>1467</td>
</tr>
<tr>
<td>Psychology</td>
<td>Dr. Donna Parker</td>
<td>1315</td>
</tr>
<tr>
<td>Retail Management Technology</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Small Business</td>
<td>Barry Palatnik</td>
<td>1997</td>
</tr>
<tr>
<td>Sociology</td>
<td>Dr. Donna Parker</td>
<td>1315</td>
</tr>
<tr>
<td>Theatre</td>
<td>Patricia Cohill</td>
<td>1779</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact Person</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Accounting Technology</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>American Sign Language/ Interpreter Education</td>
<td>Dr. Donna Parker</td>
<td>1315</td>
</tr>
<tr>
<td>Art</td>
<td>Jayne Yantz</td>
<td>1252</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Business Management Technology</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Communication Arts</td>
<td>Dr. Donna Parker</td>
<td>1315</td>
</tr>
<tr>
<td>Cooking &amp; Baking</td>
<td>Steven Bergonzoni</td>
<td>1780</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Alan Hart</td>
<td>1554</td>
</tr>
<tr>
<td>Education</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>English</td>
<td>Geneva Kohler</td>
<td>1618</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>Barry Palatnik</td>
<td>1997</td>
</tr>
<tr>
<td>Entertainment Technologies</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Lighting Engineering</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Management</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Sound &amp; Recording</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Engineering</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Video &amp; Digital Media Production</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Food Service &amp; Hospitality Management</td>
<td>Steven Bergonzoni</td>
<td>1780</td>
</tr>
<tr>
<td>History</td>
<td>Ronald Covil</td>
<td>1256</td>
</tr>
<tr>
<td>Journalism</td>
<td>Dr. Patricia Kalata</td>
<td>1621</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>Dr. Donna Parker</td>
<td>1315</td>
</tr>
<tr>
<td>Music</td>
<td>Kim Hunter</td>
<td>1353</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Philosophy</td>
<td>Dr. Francis Conroy</td>
<td>1620</td>
</tr>
<tr>
<td>Political Science</td>
<td>Karen Woodward</td>
<td>1467</td>
</tr>
<tr>
<td>Psychology</td>
<td>Dr. Donna Parker</td>
<td>1315</td>
</tr>
<tr>
<td>Retail Management Technology</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Small Business</td>
<td>Barry Palatnik</td>
<td>1997</td>
</tr>
<tr>
<td>Sociology</td>
<td>Dr. Donna Parker</td>
<td>1315</td>
</tr>
<tr>
<td>Theatre</td>
<td>Patricia Cohill</td>
<td>1779</td>
</tr>
<tr>
<td>Engineering</td>
<td>Jeffrey Herron</td>
<td>1624</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Dr. Patrick Slavin</td>
<td>1371</td>
</tr>
<tr>
<td>Fashion Design</td>
<td>Lisa McPherson</td>
<td>1440</td>
</tr>
<tr>
<td>Fire Science Technology</td>
<td>Anne Edwards</td>
<td>1259</td>
</tr>
<tr>
<td>General Science</td>
<td>Dr. Patrick Slavin</td>
<td>1371</td>
</tr>
<tr>
<td>Geospatial Technology</td>
<td>Marc Zamkowitzcz</td>
<td>1622</td>
</tr>
<tr>
<td>Graphic Design and Digital Media</td>
<td>Tiffany Ruocco</td>
<td>1230</td>
</tr>
<tr>
<td>Health Information Technology</td>
<td>Susan Sculley</td>
<td>1257</td>
</tr>
<tr>
<td>Hearing Instrument Sciences</td>
<td>Dr. David Spang</td>
<td>1239</td>
</tr>
<tr>
<td>Human Services</td>
<td>Brina Friedman</td>
<td>2712</td>
</tr>
<tr>
<td>Information Systems</td>
<td>Guy Giardine</td>
<td>2033</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Louise Huttner</td>
<td>2030</td>
</tr>
<tr>
<td>Radiography</td>
<td>William Whitfield</td>
<td>1525</td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td>Diane Veneziale</td>
<td>1515</td>
</tr>
<tr>
<td>Technical Studies</td>
<td>Charlotte McCarrarah</td>
<td>1579</td>
</tr>
<tr>
<td>Nursing</td>
<td>Terry Yates</td>
<td>1406</td>
</tr>
<tr>
<td>Nursing (evening program coordinator)</td>
<td></td>
<td></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.
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
HUS 105 Introduction to Group Dynamics 3
HUS 101 Introduction to Counseling 3
HUS 205 Social Work Process 3
HUS 207 Addiction Dynamics and Interventions 3
HUS 210 Human Services Field Placement 3

Total Required Credits 15

Business Paraprofessional Certificate of Achievement (SPC.BPC)

This career certificate is being offered by this and other community colleges in the state as part of the NJEA ESP (Educational Support Professionals) Career Academy Ladders Program. The four educational modules that will transfer in provide training in Communications (36 clock hours), Cultural Competence (36 clock hours), Child Development (36 clock hours), and Student/Staff Safety and Health Issues (36 clock hours) in conjunction with 56 hours of Career Development Training. The certificate will allow recipients to have a strong grounding in business and educational support services for paraprofessional positions.

The certificate program requires a minimum of 27 credits.

Transfer Courses Credits
Transfer credits from four educational modules:
Communications 4
Cultural Competence 4
Child Development 4
Student/Staff Safety and Health Issues 4
And
Career Development Training 12 total credits

Program Courses Credits
BUA 101 Business Functions in a Global Society 3
BUA 102 Principles of Management 3
CIS 101 Introduction to Computers 3
CIS 100 Introduction to Philosophy 3

Total Required Credits 27

Business Technology Certificate (SPC.BTC)

This program will give students exposure to coursework that will assist them in attaining business technology jobs, focusing on entry level office positions. Also if students choose to continue at BCC after attaining the certificate, the coursework will provide a solid foundation for students seeking to attain a Business Administration degree.

The certificate program requires a minimum of 21 credits.

Program Courses Credits
BUA 101 Business Functions in a Global Society 3
BUA 102 Principles of Management 3
CIS 101 Introduction to Computers 3
CIS 105 Introduction to Microsoft Office 3
CIS 181 Introduction to Microsoft Windows 1
CIS 184 Introduction to Microsoft Excel 1
CIS 185 Introduction to MS Word for Windows 1
ENG 106 Business Communications 3
Elective: Select one 3-credit course from the following:
PSY 101 General Psychology I 3
SOC 101 Principles of Sociology 3

Total Required Credits 21

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 17 Credits
Program Courses 27 Credits

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 Lab I 1
BIO 114 Anatomy & Physiology II 3
BIO 115 Anatomy & Physiology Lab II 1
Elective (CIS 118 recommended) 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 industry-recognized certificates 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 3
or
EET 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.
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.

<table>
<thead>
<tr>
<th>Program Courses</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 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 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.

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:

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>15 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Credits</td>
<td>9 credits</td>
</tr>
<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 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 Required Credits 24**

*These courses are offered at the Burlington County Emergency Services Training Center in Westampton.

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:

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSM 101 Elementary Nutrition*</td>
<td>2</td>
</tr>
<tr>
<td>Total Required Credits</td>
<td>29</td>
</tr>
</tbody>
</table>

Fire Investigation 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 Emergency Services Training Center in Westampton. Attendance at these courses requires sponsorship by a county fire company. Applicants needing assistance for sponsorship should contact the Burlington County Emergency Services Training Center at (609) 702-7157.

<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 130 Fire Detection and Suppression Systems*</td>
<td>3</td>
</tr>
<tr>
<td>FSC 201 Tactics and Strategies*</td>
<td>4</td>
</tr>
<tr>
<td>FSC 204 The Whole Child and Adolescent Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Total Required Credits</td>
<td>27</td>
</tr>
</tbody>
</table>

*These courses are offered at the Burlington County Emergency Services Training Center in Westampton.

Fire Science Certificate (SPC.FSC)

This certificate recognizes the completion of program courses offered through the Burlington Emergency Services Training Center. 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 Emergency Services Training Center at (609) 720-7157.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSM 101 Elementary Nutrition*</td>
<td>2</td>
</tr>
<tr>
<td>Total Required Credits</td>
<td>29</td>
</tr>
</tbody>
</table>
Food Service and Hospitality Management Certificate (SPC.FSM)

This certificate provides career development for food service and lodging professionals. Students will be able to:

- Demonstrate the knowledge of risk management in the maintenance of a safe and sanitary facility;
- Understand the methods to control costs;
- Display an understanding of basic human resource issues;
- Understand the basic fundamentals of operational areas.

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 College. To enroll in Culinary Arts I and II, students must contact BCIT, Adult Education.

**Program Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSM 107 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 211 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>

**Select 5-6 credits from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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 200 Managing Food Service Facilities &amp; Equipment*</td>
<td>2</td>
</tr>
<tr>
<td>FSM Elective</td>
<td>3</td>
</tr>
<tr>
<td>MTH 104 Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Credits**  26-27

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

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. The general education courses provide a foundation in the knowledge and skills needed to develop a life of personal fulfillment and contribution to society.

**Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101 Fund. of Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>BIO 103/4 General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>MTH 104 Business Mathematics</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>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>8</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.

**General Education Courses**

- ENG 101 College Composition I
- PSY 101 General Psychology I
- SOC 101 Principles of Sociology
- SPE 102 Public Speaking

**Program Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAD 110 Principles of Apparel Design &amp; Development</td>
<td>4</td>
</tr>
<tr>
<td>FAD 170 CAD for Apparel Design &amp; Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total required credits**  10

Technical Fashion Design Certificate (SPC.TFD)

This 11-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 knitted and woven garments; and use industry appropriate software to execute fashion related materials for record keeping, presentation and promotional purposes.

**Program Courses**

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

**Total required credits**  11
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.

Students who wish to transfer to a baccalaureate program are strongly advised to seek information regarding admission and transfer requirements for those programs.

<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>

† See General Education Requirements (GER) on page 36.

<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 115 Managerial Accounting 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>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** |

* Selection of program courses should be based on knowledge of their acceptability in transfer to the receiving college.
# 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.

Students wishing to transfer are strongly advised to seek information regarding admission and transfer requirements for those 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 (CIS 101 recommended)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 39.

<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 w/Spreadsheets</td>
<td>4</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>BUA 102 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 216 Business Systems Analysis and Design I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 105 Technical Writing</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>33</strong></td>
</tr>
</tbody>
</table>

| 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.

Students may be able to transfer certificate credits for use in associate or baccalaureate degree programs. Students are strongly advised to seek information regarding admission and transfer requirements for those programs.

<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 w/Spreadsheets</td>
<td>4</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>BUA 102 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 216 Business Systems Analysis and Design I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 105 Technical Writing</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>33</strong></td>
</tr>
</tbody>
</table>

**Total Required for Certificate** | **33**
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.

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;
• transfer to a baccalaureate degree program in a field that serves individuals who are deaf or related liberal arts program at a four-year college.

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 † Credits

<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>31-32</td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 36.

### Program Courses & Electives Credits

<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>18</td>
</tr>
</tbody>
</table>

Electives* (SPE 101, SPE 102, ENG 252 recommended) 15

### Total Required for Degree 64-65

* 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.
American Sign Language/Interpreter Education

Option to Liberal Arts and Sciences, (AA.ASL/IE)

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.

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 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 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;
- transfer to an Interpreter for the Deaf or related liberal arts program at a four-year college.

General Education Courses † Credits

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written and Oral Communications (SPE 102 required)</td>
<td>9</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>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>
</tbody>
</table>

Additional General Education Requirements |

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 252 required</td>
<td></td>
</tr>
</tbody>
</table>

Total 44-46

† See General Education Requirements (GER) on page 36.

Program Courses & Electives Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL 201</td>
<td>Intermediate American Sign Language I</td>
<td>3</td>
</tr>
<tr>
<td>ASL 202</td>
<td>Intermediate American Sign Language II</td>
<td>3</td>
</tr>
<tr>
<td>IEP 102</td>
<td>Interpreter Ethics</td>
<td>3</td>
</tr>
<tr>
<td>IEP 201</td>
<td>Introduction to Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>IEP 211</td>
<td>Sign to Voice Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>IEP 221</td>
<td>Voice to Sign Interpreting</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 18

Total Required for Degree 64
American Sign Language/Interpreter Education

Certificate (CRT.ASL/IEP)

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 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 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;
- change a message from an English-based sign language into spoken English;
- change a message from spoken English into an English-based sign;
- obtain an entry-level position as an Interpreter of the Deaf.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies.

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>
Art

Option to Liberal Arts, (AA.ART)

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 who complete the Art degree should be able to:

- demonstrate proficiency in the basic materials and techniques of drawing, design and color theory;
- 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 describe and exhibit arts works for exhibition.

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.

General Education Courses † Credits
Written and Oral Communications (SPE 102 required) 9
Arts and Humanities  Group A (ART 101 recommended) 6
Group B 3
Social Science (PSY 101 recommended) 6
Mathematics 3
Natural Science 7-8
Computer Science 3
Additional General Education Requirements  (ART 250 & ART 251 recommended) 9

Total 46-47

† See General Education Requirements on page 38.

Program Courses Credits
ART 110 Design I 3
ART 112 Color: Practice and Theory 3
ART 120 Drawing I 3
Select six credit hours from the following:

ART 121 Drawing II 3
ART 122 Figure Drawing 3
ART 220 Painting 3
ART 222 Sculpture I 3
ART 224 Ceramics I 3
ART 240 Portfolio Preparation 3
ART 252 Introduction to Modern Art 3
GDD 101 Intro to Computer Graphics 3
PHO 102 Black & White Photography 3
PHO 103 Color Photography 3
PHO 115 History of Photography 3

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 Medford and Westampton campuses. 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.

General Education Courses † Credits

Written Communications 3
Arts and Humanities 3
Social Science 6
Mathematics (MTH 104 recommended) 3
Natural Science 4
Computer Science 3

Total 22

† See General Education Requirements on page 39.

Program Courses Credits

AUT 101 Automotive Service Fundamentals 2
AUT 102 Automotive Brake Systems 3
AUT 103 Automotive Steering, Suspension, and Alignment 3
AUT 104 Automotive Drivelines and Manual Transmission 3
AUT 105 Automotive Electricity/Electronics 4
AUT 201 Automotive Computer Systems 3
AUT 202 Automotive Fuel and Emission Systems 4
AUT 203 Automotive Engine Repair 4
AUT 204 Automotive Transmissions/Transaxles 4

Total 30

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 Medford and Westampton campuses. 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 Credits

Written Communication (ENG 101 required) 3
Mathematics (MTH 104 required) 3

Total 6

Program Courses Credits

AUT 101 Automotive Service Fundamentals 2
AUT 102 Automotive Brake Systems 3
AUT 103 Automotive Steering, Suspension, and Alignment 3
AUT 104 Automotive Drivelines and Manual Transmission 3
AUT 105 Automotive Electricity/Electronics 4
AUT 201 Automotive Computer Systems 3
AUT 202 Automotive Fuel and Emission Systems 4
AUT 203 Automotive Engine Repair 4
AUT 204 Automotive Transmissions/Transaxles 4

Total 30

Total Required for Certificate 36
Biology

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

This program prepares students to transfer to a four-year institution to complete a baccalaureate degree 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 baccalaureate biology programs can enter professional programs such as medicine, dentistry, veterinary medicine, chiropractic medicine, and physical or occupational therapy. Biology graduates can also continue graduate work beyond their baccalaureate degree and enter exciting research fields such as molecular biology, microbiology, botany, and zoology.

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.

<table>
<thead>
<tr>
<th>General Education Courses †</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>
<tr>
<td><strong>Total</strong></td>
<td>32-33</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>BIO 103 General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 104 General Biology I Laboratory</td>
<td>1</td>
</tr>
<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>CHE 240 Organic Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHE 241 Organic Chemistry I Laboratory</td>
<td>1</td>
</tr>
</tbody>
</table>

Select 7-8 credits from the following:

| BIO 208 Human Anatomy & Physiology I | 3       |
| BIO 209 Human Anatomy & Physiology I Lab | 1 |
| BIO 212 Human Anatomy & Physiology II | 3       |
| BIO 213 Human Anatomy & Physiology II Lab | 1 |
| BIO 221 Microbiology              | 3       |
| BIO 222 Microbiology Laboratory   | 1       |
| BIO 230 Ecology                   | 3       |
| BIO 231 Ecology Lab               | 1       |
| CHE 242 Organic Chemistry II      | 3       |
| CHE 243 Organic Chemistry II Laboratory | 1 |
| MTH 119 Calculus II and Analytic Geometry | 4 |
| PHY 210 General Physics I         | 3       |
| PHY 211 General Physics I Laboratory | 1 |
| PHY 212 General Physics II        | 3       |
| PHY 213 General Physics II Laboratory | 1 |

<table>
<thead>
<tr>
<th><strong>Total</strong></th>
<th>19-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives</td>
<td>13</td>
</tr>
</tbody>
</table>

| **Total Required for Degree** | 64 |

58 Burlington County College
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 † Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<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>
<tr>
<td><strong>Total</strong></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 38.

### Program Courses Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</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>
</tr>
<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>
</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>
<tr>
<td><strong>Total</strong></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

**Total Required for Degree** 67
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 † Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 107 required)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences (BIO 103/104 required)</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science (CIS 130 required)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 39.

### Program Courses Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</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>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>
</tr>
<tr>
<td>BIO 108 General Biology II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>BIO 155 Basic Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 156 Basic Microbiology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CHE 115 General Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHE 116 General Chemistry I Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CHE 222 Brief Course Organic Chemistry</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

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

**Total Required for Degree** 64
Business Administration

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

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.

Graduates of the Business Administration program will:
• demonstrate an understanding of accounting systems;
• attain the knowledge of economic concepts and their applications;
• demonstrate a competency to perform statistical procedures common to business;
• demonstrate acceptable communication skills;
• learn the process of ethical decision making;
• develop an awareness of the diverse factors that shape the world in order to keep pace with the changing society;
• be proficient in the use of technology for business applications and research.

General Education Courses † Credits
Written Communications 6
Arts and Humanities
  Group A 3
  Group B 3
Social Science (ECO 203 recommended) 6
Mathematics (MTH 118 or 142 recommended) 3-4
Natural Science 7-8
Computer Science 3
Total 31–33

† See General Education Requirements on page 38.

Program Courses Credits
ACC 112 Principles of Financial Accounting I 4
  w/Spreadsheets
ACC 113 Principles of Financial Accounting II 4
  w/Spreadsheets
BUA 205 Business Law I 3
ECO 204 Principles of Macroeconomics 3
MTH 143 Statistics I 4
Total 18

Electives *(ACC 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.
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 the Business Management Technology program will:

• recognize the importance of the global market;
• demonstrate effective communication skills;
• demonstrate an awareness of and concern for the ethical implications of institutional policies and individual practices;
• demonstrate an understanding of accounting systems;
• be proficient in the use of technology for business applications and research.

Students wishing to transfer to baccalaureate degree programs are strongly advised to seek information regarding admission and transfer requirements for those 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>
<tr>
<td><strong>Total</strong></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 39.

<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 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>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 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>
<td>3</td>
</tr>
<tr>
<td>or 3</td>
<td></td>
</tr>
<tr>
<td>ENG 106 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Effective Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>or 3</td>
<td></td>
</tr>
<tr>
<td>SPE 102 Public Speaking</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>38</strong></td>
</tr>
</tbody>
</table>

Electives (MTH 107 recommended) | 3 |

**Total Required for Degree** | **63**
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, and 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.

<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 (PHY 210/211 &amp; 212/213 required)</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science (CSE 135 recommended)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>33</strong></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>EGR 103</td>
<td></td>
</tr>
<tr>
<td>CHE 115</td>
<td></td>
</tr>
<tr>
<td>CHE 116</td>
<td></td>
</tr>
<tr>
<td>CHE 117</td>
<td></td>
</tr>
<tr>
<td>CHE 118</td>
<td></td>
</tr>
<tr>
<td>CHE 240</td>
<td></td>
</tr>
<tr>
<td>CHE 241</td>
<td></td>
</tr>
<tr>
<td>CHE 242</td>
<td></td>
</tr>
<tr>
<td>CHE 243</td>
<td></td>
</tr>
<tr>
<td>MTH 119</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

Electives 8

**Total Required for Degree 64**
Chemistry

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

This program 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>
<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 (PHY 210/211 &amp; 212/213 required)</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science (CSE 135 recommended)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 38.

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 115</td>
<td>General Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHE 116</td>
<td>General Chemistry I 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>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>
</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><strong>Total</strong></td>
<td><strong>20</strong></td>
<td></td>
</tr>
</tbody>
</table>

Electives (CHE 201, CHE 228, & MTH 220 recommended) 11

**Total Required for Degree** 64
Chemistry, Pre-Medical Technology Option

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

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.

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 (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 38.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 221 Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 222 Microbiology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CHE 115 General Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHE 116 General Chemistry I Laboratory</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>
<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
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 † Credits
Written Communications 3
Arts and Humanities 3
Social Science 6
Mathematics (MTH 130 required) 4
Natural Science (PHY 110/111 required) 4
Computer Science 3

Total 23

† See General Education Requirements on page 39.

Program Courses Credits
EGR 103 Fundamental of Engineering Design 3
EGR 110 Design Computer Graphics I 3
EGR 113 Design Computer Graphics II 3
GIS 101 Fundamentals of Geographic Information Systems 3
GIS 201 Advanced Applications in Geographic Information Systems 3
MTH 118 Calculus I 4
PHY 112 Principles of Physics II 3
PHY 113 Principles of Physics II Laboratory 1
Total 23

Electives (EGR 201, 202, GIS 202, 203 recommended) 18

Total Required for Degree 64
Communication Arts

Option to Liberal Arts, (AA.COM)

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;
• analyze the effective use of language in a variety of environments and modes.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies.

General Education Courses † Credits
Written and Oral Communications (SPE 102 required) 9
Arts and Humanities
  Group A 6
  Group B 3
Social Science (POL 101 recommended) 6
Mathematics 3
Natural Science 7-8
Computer Science 3
Additional General Education Requirements 9
Total 46-47

† See General Education Requirements on page 36.

Program Courses Credits
ENG 252 Semantics 3
SOC 207 Media, Popular Culture, and Society 3

Select six credit hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 103</td>
<td>3</td>
</tr>
<tr>
<td>COM 105</td>
<td>3</td>
</tr>
<tr>
<td>COM 120</td>
<td>3</td>
</tr>
<tr>
<td>COM 202</td>
<td>3</td>
</tr>
<tr>
<td>COM 205</td>
<td>3</td>
</tr>
<tr>
<td>ENG 251</td>
<td>3</td>
</tr>
<tr>
<td>JOU 101</td>
<td>3</td>
</tr>
<tr>
<td>PHO 102</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 12

Electives 6

Total Required for Degree 64
Computer Aided Drafting & Design Technology

Associate of Applied Science, (AAS.CAD)

This 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 and physical understanding of structures, machinery, and physical principles. 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 a computer aided draft person;
- communicate effectively both verbally and in writing;
- use computer aided drafting software proficiently in preparing drawings.

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 &amp; Humanities</td>
<td>3</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 (PHY 110/111 required)</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science (CIS 118 recommended)</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 39.

Program Courses

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>EET 111 Electronic Computer Graphics</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>EGR 210 Design Computer Graphics III</td>
<td>3</td>
</tr>
<tr>
<td>EGR 220 Advanced CAD Project</td>
<td>3</td>
</tr>
<tr>
<td>PHY 112 Principals of Physics II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 113 Principals of Physics II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>25</strong></td>
</tr>
</tbody>
</table>

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 a 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.

**General Education Courses †**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Arts and Humanities</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Mathematics (MTH 118 or MTH 142 required)</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td></td>
<td>Computer Science (CSE 110 required)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>32-34</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 38.

**Program Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</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>CSE 111</td>
<td>Introduction to Computer Science II</td>
<td>3</td>
</tr>
<tr>
<td>CSE 213</td>
<td>Database Systems</td>
<td>3</td>
</tr>
<tr>
<td>CSE 215</td>
<td>Programming Languages</td>
<td>3</td>
</tr>
<tr>
<td>MTH 143</td>
<td>Statistics I</td>
<td>4</td>
</tr>
<tr>
<td>MTH 201</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH 226</td>
<td>Discrete Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

Electives (CIS 216, MTH 119 or MTH 141 recommended) 12

**Total Required for Degree** 64
This program is 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 courses in information processing, the curriculum includes courses in business-related subjects.

Graduates of the program should be able to:

• secure an entry level position in the MIS field or a position involving technical responsibility;
• be able to understand and apply sound principles of systems design to a range of problems found in a business environment;
• be able to apply skills in programming, networking, database design and applications software to meet the specific needs of an employer;
• communicate effectively, both verbally and in writing.

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>3-4</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>
<tr>
<td><strong>Total</strong></td>
<td><strong>22-23</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 39.

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>
<tr>
<td><strong>Total</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>

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;
• deploy appropriate theory, practices and tools for the specification, design implementation and evaluation of computer based systems;
• communicate effectively both verbally and in writing.

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 (PHY 210/211 &amp; PHY 212/213 required)</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science (CSE 110 required)</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 34

† See General Education Requirements on page 38.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSE 111 Introduction to Computer Science II</td>
<td>3</td>
</tr>
<tr>
<td>CSE 210 Machine &amp; Assembler Language</td>
<td>3</td>
</tr>
<tr>
<td>CSE 215 Programming Languages</td>
<td>3</td>
</tr>
<tr>
<td>CSE 225 Computer Organization</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>MTH 226 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. This program provides a solid background in electronics, computer equipment servicing and networking covering both the hardware and software aspects. Graduates of this program should qualify for a job as a Computer Service and Network Technician in business, industry, and government information center and offices.

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 the following programs at Drexel University at BCC: Applied Engineering Technology; Mechanical Engineering Technology; and Manufacturing Technology.

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 160 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>
<td>3</td>
</tr>
</tbody>
</table>

Total 23

† See General Education Requirements on page 39.

### Program Courses

#### Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 121 Circuits I*Δ</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 MTH 118 Calculus I &amp; Analytic Geometry*</td>
<td>4</td>
</tr>
<tr>
<td>or 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*Δ</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 152 Cisco Switching Basics and Intermediate Routing</td>
<td>4</td>
</tr>
<tr>
<td>CIS 157 Cisco WAN Technologies</td>
<td>4</td>
</tr>
<tr>
<td>CIS 156 Fundamentals of UNIX and Linux</td>
<td>4</td>
</tr>
<tr>
<td>CIS 207 Intro to Computer Forensics</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives Total 10

Total Required for Degree 64

*Δ 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.

* Required for Drexel at BCC BS in AET, MET and MHT.

This program also requires PHY 112, PHY 113 and EET 222 as Program Electives.

** English 102 required for Drexel at BCC.

*** ECO 203 and SOC 160 required for Drexel at BCC.
Construction Management

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

Construction management is a dynamic profession – a combination of technology, art and science. While an understanding of the technical aspects of construction is extremely important, it is also essential that construction professionals have a comprehensive knowledge of the business and management aspects of the profession. And though construction has traditionally been a very conservative industry, the increasing rate of technological development and competition in the industry have served to accelerate the development of new construction methods, equipment, materials, and management techniques. As a result of these forces, there is an increasing need for innovative and professionally competent construction professionals.

Students enrolled in the Construction Management program receive broad academic, technical, business, and construction management courses that are designed to produce well-rounded construction professionals.

Options after graduation

Career Opportunities: Graduates of the Construction Management program have secured entry level positions as assistant project managers, estimators, schedulers, and field superintendents for general contractors, subcontractors, and construction managers. Some are employed as owner-representatives working for architectural firms, consulting engineering firms, commercial companies, and institutions that have needs for building or other construction projects.

Drexel at BCC: Graduates of the program can make a smooth transition to the Drexel University Construction Management B.S. degree program offered at BCC on a full- or part-time basis.

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 (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 38.

Program Courses

<table>
<thead>
<tr>
<th>Course</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>or</td>
<td></td>
</tr>
<tr>
<td>CON 102 Building Materials and Construction Methods II*</td>
<td>3</td>
</tr>
<tr>
<td>CON 210 Estimating</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CON 220 Understanding Construction Drawings*</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

* Required for Drexel at BCC.
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.

Graduates of the Cooking and Baking program should be able to:

• secure an entry-level job in cooking and baking;
• demonstrate basic culinary skills;
• practice sanitary food handling (National Exam);
• incorporate basic nutrition (National Exam);
• be aware of managing responsibilities (National Exam).

Students may be able to transfer certificate credits for use in associate or baccalaureate degree programs. Students are strongly advised to seek information regarding admission and transfer requirements for those programs.

<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>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>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>
<tr>
<td><strong>Total</strong></td>
<td><strong>25</strong></td>
</tr>
</tbody>
</table>

**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.
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 who wish to transfer to a baccalaureate program are strongly advised to seek information regarding admission and transfer requirements.

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.

<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</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 38.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 101</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 102</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 103</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 106</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 213, CRJ 220, CRJ 266, 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.

<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>Arts and Humanities (SPE 102 required)</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>or</td>
<td></td>
</tr>
<tr>
<td>Computer Science (CIS 101 required)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science (BIO 110/111, BIO 114/115, BIO 155/156, CHE 107/108, CHE 210 required)</td>
<td>19</td>
</tr>
<tr>
<td>Total</td>
<td>34</td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 39.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHY 101 Pre-clinical Dental Hygiene</td>
<td>4</td>
</tr>
<tr>
<td>DHY 110 Dental Head and Neck Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>DHY 120 Dental Radiology</td>
<td>3</td>
</tr>
<tr>
<td>DHY 130 Dental and Medical Emergencies</td>
<td>1</td>
</tr>
<tr>
<td>DHY 140 Oral Embryology and Histology</td>
<td>2</td>
</tr>
<tr>
<td>DHY 151 Clinical Services I</td>
<td>4</td>
</tr>
<tr>
<td>DHY 160 Periodontology I</td>
<td>2</td>
</tr>
<tr>
<td>DHY 200 Dental Pharmacology and Pain Control</td>
<td>2</td>
</tr>
<tr>
<td>DHY 201 Clinical Services II</td>
<td>4</td>
</tr>
<tr>
<td>DHY 210 Periodontology II</td>
<td>2</td>
</tr>
<tr>
<td>DHY 220 Oral Pathology</td>
<td>3</td>
</tr>
<tr>
<td>DHY 230 Dental Materials</td>
<td>2</td>
</tr>
<tr>
<td>DHY 235 Dental Specialties</td>
<td>2</td>
</tr>
<tr>
<td>DHY 240 Dental Public Health</td>
<td>3</td>
</tr>
<tr>
<td>DHY 251 Clinical Services III</td>
<td>4</td>
</tr>
<tr>
<td>DHY 259 Board Review</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>41</td>
</tr>
</tbody>
</table>

Total Required for Degree 75
This program prepares students for a career as Diagnostic Medical Sonography Technologist (Ultrasound Technologist). The Ultrasound Technologist is a skilled medical professional who works under the guidance of a radiologist, a highly trained physician. The field of Diagnostic Ultrasound uses the state-of-the-art ultrasound equipment to diagnose a variety of diseases.

The program consists of both academic and clinical components. General Education and program courses provide a foundation in the knowledge and skills needed to develop a life of personal fulfillment and contribution to society. Content areas of the academic component include radiology organization and procedures, physiology and pathology of organs and vasculature of the abdominal and pelvic cavities, OB/GYN pathology and physiology, vascular pathology and physiology, patient care, ultrasound equipment, and future uses of ultrasound technology. Experience at the clinical education setting and the on-campus lab is required to successfully complete the competency-based clinical component.

The program emphasizes communication, critical thinking, personal integrity, assessment and evaluation of ultrasound images and performance of diagnostic ultrasound exams. It prepares students to interact with patients as well as all health care professionals.

The number of available clinical sites limits enrollment into this program. Students who are interested in this program should plan to attend a DMS Information Seminar, which is held periodically throughout the year. A DMS program application must be submitted and the applicant must meet specific criteria for admission. The application forms are available in the Nursing and Allied Health office.

Students admitted must be CPR certified (for health care professionals), complete a satisfactory physical examination indicating they can perform the rigorous program activities, undergo a criminal history background check, and maintain malpractice/liability insurance and personal health insurance throughout the program. DMS 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 Diagnostic Medical Sonographers (ARDMS), which is accepted throughout the country.

---

### General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Written Communications (required)</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Social Science (required)</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Social Science (required)</td>
<td>3</td>
</tr>
<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>
</tr>
<tr>
<td>CIS 101</td>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

### Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 114</td>
<td>Fundamentals of Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 115</td>
<td>Fundamentals of Anatomy &amp; Physiology II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>HIT 105</td>
<td>Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>PHY 107</td>
<td>Fundamentals of Physics</td>
<td>3</td>
</tr>
<tr>
<td>DMS 101</td>
<td>Introduction to Sonography</td>
<td>2</td>
</tr>
<tr>
<td>DMS 102</td>
<td>Cross-sectional Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>DMS 103</td>
<td>Abdominal Ultrasound</td>
<td>2</td>
</tr>
<tr>
<td>DMS 104</td>
<td>OB/GYN Ultrasound</td>
<td>2</td>
</tr>
<tr>
<td>DMS 110</td>
<td>Ultrasound Physics I</td>
<td>2</td>
</tr>
<tr>
<td>DMS 120</td>
<td>Lab Practicum</td>
<td>1</td>
</tr>
<tr>
<td>DMS 205</td>
<td>OB/GYN Ultrasound II</td>
<td>3</td>
</tr>
<tr>
<td>DMS 206</td>
<td>Diagnostic Imaging III</td>
<td>3</td>
</tr>
<tr>
<td>DMS 207</td>
<td>Vascular Ultrasound</td>
<td>3</td>
</tr>
<tr>
<td>DMS 211</td>
<td>Ultrasound Physics II</td>
<td>2</td>
</tr>
<tr>
<td>DMS 221</td>
<td>Clinical Practicum I</td>
<td>2</td>
</tr>
<tr>
<td>DMS 222</td>
<td>Clinical Practicum II</td>
<td>2</td>
</tr>
<tr>
<td>DMS 223</td>
<td>Clinical Practicum III</td>
<td>3</td>
</tr>
<tr>
<td>DMS 224</td>
<td>Sonographic Interpretations I</td>
<td>2</td>
</tr>
<tr>
<td>DMS 225</td>
<td>Sonographic Interpretations II</td>
<td>2</td>
</tr>
<tr>
<td>DMS 226</td>
<td>Sonographic Interpretations III</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>44</strong></td>
</tr>
</tbody>
</table>

### Total Required for Degree

<table>
<thead>
<tr>
<th></th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Required for Degree</strong></td>
<td><strong>66</strong></td>
</tr>
</tbody>
</table>
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 (1) the historical and philosophical foundations of education and (2) 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;
• 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;
• 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;
• transfer to an education program at a B.A./B.S. granting 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.

**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.

### General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written and Oral Communications (SPE 102 required)</td>
<td>9</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>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>
<tr>
<td><strong>Total</strong></td>
<td><strong>46-47</strong></td>
</tr>
</tbody>
</table>

†See General Education Requirements* (GER) on page 36.

### 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 general education 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 (1) the historical and philosophical foundations of education and (2) 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.

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.

<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>
<tr>
<td><strong>Total</strong></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 250 Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Select at least 15 credit hours from the following:</strong></td>
<td></td>
</tr>
<tr>
<td>BIO 103 General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 104 General Biology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIO 107 General Biology II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 108 General Biology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHE 115 General Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHE 116 General Chemistry I 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 Lab</td>
<td>1</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>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>MTH 230 Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

Electives (SPE 102, EDU 112 recommended) | 12

**Total Required for Degree** | **63**

*Selection of general education and program courses should be made based upon knowledge of the acceptability of transfer to the receiving college.*
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.

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.

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 Drexel University at BCC, New Jersey Institute of Technology, Newark, New Jersey or Temple University in Philadelphia to continue their education towards a bachelor’s degree in Engineering Technology.

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 160 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>
<tr>
<td>Total</td>
<td>23</td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 39.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 111 Electronic Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>EET 121 Circuits I*Δ</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 222 Circuits II</td>
<td>3</td>
</tr>
<tr>
<td>EET 232 Analog Integrated Circuits</td>
<td>4</td>
</tr>
<tr>
<td>PHY 112 Principles of Physics II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 113 Principles of Physics II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MTH 142 Calculus: Techniques and Applications</td>
<td>3</td>
</tr>
<tr>
<td>MTH 118 Calculus I &amp; Analytic Geometry*</td>
<td>4</td>
</tr>
<tr>
<td>or MTH 226 Discrete Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Total required Program credits</td>
<td>29-30</td>
</tr>
</tbody>
</table>

Program Electives

Select 9 credit hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 101 Introduction to Electronics*Δ</td>
<td>3</td>
</tr>
<tr>
<td>EGR 103 Fundamentals of Engineering Design*</td>
<td>3</td>
</tr>
<tr>
<td>EET 251 Industrial Electronic Controls</td>
<td>4</td>
</tr>
<tr>
<td>EET 210 IT Essentials: A+</td>
<td>4</td>
</tr>
<tr>
<td>EET 242 Microprocessor Systems*</td>
<td>4</td>
</tr>
<tr>
<td>CIS 150 Networking Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CIS 156 Introduction to UNIX and Linux</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>9</td>
</tr>
</tbody>
</table>

Electives (ENG 102* recommended) | 3

Total Required for Degree | 64

*Δ 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.

* Required for Drexel at BCC.

** ECO 203 and SOC 160 required for Drexel at BCC.
Engineering

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

This program is designed for students who intend to transfer to 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, mechanical or architectural engineering;
• communicate effectively both verbally and in writing;
• demonstrate effective mathematical skills and application of scientific principles in solving engineering problems;
• apply critical thinking and problem solving skills in the analysis of data, in the design of experimental procedures and evaluation of outcomes.

BCC has formal transfer agreements with several area four-year institutions.

General Education Courses † Credits

<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 &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>
</tr>
</tbody>
</table>

Total 33-34

† See General Education Requirements on page 38.

Program Courses Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 117 General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHE 118 General Chemistry II Lab</td>
<td>1</td>
</tr>
<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>
</tr>
<tr>
<td>PHY 213 Physics II Laboratory</td>
<td>1</td>
</tr>
</tbody>
</table>

Total 22

Electives (EGR 110, 113, 202, MTH 230, PHY 214/215 recommended) 9

Total Required for Degree 64

* Required for Drexel at BCC. The required electives for Drexel at BCC are BIO 103, BIO 104, MTH 201 and MTH 230.

** ECO 203 required as one of the Social Science courses for Drexel at BCC.
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;
- transfer to an English or related liberal arts program at a four-year college.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written and Oral Communications (SPE 102 required)</td>
<td>9</td>
</tr>
<tr>
<td>Arts and Humanities Group A</td>
<td>6</td>
</tr>
<tr>
<td>Group B</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>(6 credits in a foreign language recommended)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>46-47</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 36.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIT 207 English Literature I</td>
<td>3</td>
</tr>
<tr>
<td>LIT 208 English Literature II</td>
<td>3</td>
</tr>
<tr>
<td>LIT 209 American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>LIT 210 American Literature II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Electives (LIT courses recommended) | 6

Total Required for Degree | 64
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, theatre, 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;
• obtain entry-level employment in the entertainment industry.

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>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>Arts and Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31-32</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 39.

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>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Specialized Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUA 102 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ETC 205 Writing Workshop</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><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</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 theatre and lighting design, theatre 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 theatre 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, theatre 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 theatre 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, theatre entrances, banks, leisure and amusement parks, restaurants, malls, showrooms, etc.);
- obtain entry-level employment in the entertainment industry.

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>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>Arts and Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31-32</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 39.

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>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Specialized Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETL 101 Lighting I</td>
<td>3</td>
</tr>
<tr>
<td>ETL 105 Concert Lighting I and Lab</td>
<td>4</td>
</tr>
<tr>
<td>ETL 205 Concert Lighting II</td>
<td>3</td>
</tr>
<tr>
<td>ETL 210 Theater Lighting, Lighting Design and Lab</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

Electives (ETS 101, 105 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 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;
• edit and mix audio, add sound effects and produce video and multimedia;
• 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>
<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>Arts and Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
</tbody>
</table>

Total 31-32

† See General Education Requirements on page 39.

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>
</tr>
</tbody>
</table>

Total 12

Specialized Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETS 101 Live Sound Production I and Lab</td>
<td>4</td>
</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>
<td>3</td>
</tr>
</tbody>
</table>

Total 14

Electives (ETL 105, 210 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 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, DVDs, webstreaming, video CDs, 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 CDs, and the Internet;
- obtain entry-level employment in the field of video production.

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>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>Arts and Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31-32</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 39.

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>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

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>
<td>4</td>
</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>
<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

Electives (ETM 210, ETV 205 recommended) 9

Electives may also be taken from the other Entertainment Technology Specialized Courses.

Total Required for Degree 66-67
Entrepreneurship

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>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
</tr>
</tbody>
</table>

Select six credit hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>
</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 118 required)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 22

† See General Education Requirements on page 39.

<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>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>ENG 105 Technical Writing</td>
<td>3</td>
</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>
<td>3</td>
</tr>
</tbody>
</table>

Select six credit hours from the following:

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

Total 44

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.

Graduates of the Entrepreneurship program will:
• develop a business plan;
• describe how to raise capital;
• demonstrate effective communication skills;
• demonstrate an understanding of accounting systems.

Students may be able to transfer certificate credits for use in an associate or baccalaureate degree program. Students are strongly advised to seek information regarding admission and transfer requirements for those programs.

<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>(ENG 101 and ENG 105 or 106 required)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>CIS 118 Introduction to PCs with Windows</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>
</tbody>
</table>

Select six credit hours from the following:

- ENT 115 Entrepreneurs in Organizations | 3 |
- ENT 120 Family Business Management | 3 |
- ENT 130 Franchising | 3 |

**Total** 30

**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.

<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 recommended)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science</td>
<td></td>
</tr>
<tr>
<td>(BIO 103/104, CHE 115/116 required)</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>33</strong></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>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>
<tr>
<td><strong>Total</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

Electives | 11

**Total Required for Degree** | 64
Fashion Design

Associate of Applied Science, (AAS.FAD)

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;
- apply skills, knowledge, and appreciations gained from courses in general education to determine, solve, and present solutions to problems in apparel design;
- execute documentation and prototype garments demonstrating ability to successfully develop items and groups of apparel product;
- be prepared to enter the field of apparel design and development as assistant designers, assistant technical designers, or production assistants;
- transfer to four-year programs in apparel design.

General Education Courses † Credits
Written Communications 3
Arts and Humanities (ART 101 recommended) 3
Social Science 6
Mathematics 3
Natural Science 4
Computer Science (CIS 118 recommended) 3
Total 22

† See General Education Requirements on page 39.

Program Courses Credits
ART 120 Drawing I 3
FAD 105 Introductory Fashion Drawing 2
FAD 150 The Fashion Industry 3
FAD 102 Fashion Design Seminar 1
FAD 110 Principles of Apparel Design and Development 4
FAD 130 Sewn Product Construction 3
FAD 135 Introduction to Textiles 3
FAD 140 Technical Skills for Fashion Design & Development I 4
FAD 145 Technical Skills for Fashion Design & Development II 4
FAD 180 Digital Portfolio Development for Fashion Design 3
FAD 200 20th Century Fashion 3
FAD 221 Fashion Problem I 3
GDD 101 Introduction to Computer Graphics 3
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;
• apply skills, knowledge, and appreciations gained through general education core to solve problems in fashion product merchandising;
• use analytical and problem solving skills as well as knowledge of apparel product and the apparel manufacturing process to formulate and present groups of apparel in written and oral form;
• formulate a career plan based on knowledge of firms engaged in merchandising and marketing apparel products;
• be prepared to transfer to four-year programs in apparel merchandising, apparel marketing or business.

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.

General Education Courses † Credits
Written Communications 6
Arts and Humanities (ART 101 & HIS 102 required) 6
Social Science (ECO 203 & PSY 101 required) 6
Mathematics 3
Natural Science 8
Computer Science 3

Total 32

† See General Education Requirements on page 38.

Program Courses Credits
FAD 110 Principles of Apparel Design and Development 4
FAD 135 Introduction to Textiles 3
FAD 150 The Fashion Industry 3
ACC 112 Principles of Financial Accounting I with Spreadsheets 4
ACC 113 Principles of Financial Accounting II with Spreadsheets 4
MTH 143 Statistics I 4
BUA 205 Business Law 3
BUA 220 Principles of Marketing 3
ECO 204 Principles of Macroeconomics 3

Total 31

Total Required for Degree 63
Fashion Studies

Associate of Arts (AA.FAS)

This program prepares a student to transfer to four-year programs in fashion design, fashion/retail merchandising, fashion marketing, fashion product development, marketing or business. One-year accelerated associate of applied science programs in fashion-related areas; or four-year programs in marketing or business.

A student in Fashion Studies may transfer credit earned at BCC to other apparel related programs; however, care must be taken to confirm transferability of each course to a specific institution or program.

Graduates of this program should be able to:

• apply accumulated skills, knowledge, and appreciations gained from courses in general education as a foundation for further study in apparel product development and marketing;
• transfer to four-year, or other specialized programs, in fashion-related subjects;
• acquire skills that enable them to present fashion concepts verbally and graphically.

Whatever their academic goals, students who successfully complete Burlington County College’s Fashion Studies program will receive a comprehensive introduction to the foundations of apparel development and marketing, and to current practices in the apparel industry. In this program, the business aspects of developing and designing fashion apparel in a global marketplace are emphasized.

Students will also explore entry-level employment opportunities ultimately available to them in the industry, which include:

Fashion Design Assistant
Production Assistant
Assistant Product Manager
Assistant Merchandiser
Assistant Product Developer

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written and Oral Communications (SPE 102 required)</td>
<td>9</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 (HIS 101 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>Natural Science</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements</td>
<td>7</td>
</tr>
</tbody>
</table>

Total 45

† See General Education Requirements on page 36.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAD 102 Fashion Design Seminar</td>
<td>1</td>
</tr>
<tr>
<td>FAD 105 Introduction to Fashion Drawing</td>
<td>2</td>
</tr>
<tr>
<td>FAD 135 Introduction to Textiles</td>
<td>3</td>
</tr>
<tr>
<td>FAD 137 History of Costume I</td>
<td>3</td>
</tr>
<tr>
<td>FAD 138 History of Costume II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 12

Electives 7

Total Credits Required for Degree 64
Fire Science Technology

Associate of Applied Science, (AAS.FSC)

This program was designed in cooperation with the Burlington County Emergency Services Training Center 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 Emergency Services Training Center in Westampton. Registration is available through the Center. 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 Emergency Services Training Center requires sponsorship by a county fire company. Applicants needing assistance for sponsorship should contact the Burlington County Emergency Services Training Center at (609) 720-7157.

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†  Credits
Written Communications  3
Arts and Humanities  3
Social Science  6
Mathematics (MTH 104 recommended)  3
Natural Science (CHE 107/108 required)  4
Computer Science  3

Total  22

† See General Education Requirements on page 39.

Program Courses  Credits
EMS 101  Basic Emergency Medical Technician  8
FSC 101  Introduction to Fire Science  7
FSC 102  Fire Department Organization and Management  4
FSC 103  Fire Detection and Suppression Systems  3
FSC 201  Fire Service Construction Principles  4
FSC 202  Tactics and Strategy  3
FSC 204  Fire Inspector Certification  6
CRJ 213  Arson Investigation  3
EMS 101  Basic Emergency Medical Technician  8

Total  38

Electives  3

Total Required for Degree  63
Food Service and Hospitality Management Technology

Associate of Applied Science, (AAS.FSM)

Coordinated with the National Restaurant Association, this prepares students for an entry-level, food service supervisory position in commercial and institutional facilities, and also provides career development for food service and lodging employees. This program emphasizes management skills.

Graduates of this program should be able to:

• demonstrate the knowledge of risk management in the maintenance of a safe and sanitary facility;
• understand the methods used to control costs;
• display an understanding of basic human resources issues;
• identify the unique aspects of marketing hospitality services;
• understand the basic fundamentals in the operational areas of food production, customer service, purchasing and nutrition.

Employment opportunities exist in restaurants, hospitals, schools, hotels, convenience stores, nursing homes, cafeterias, clubs, recreation, fast-food, and catering.

Students can earn the Dietetic Assistant (Certified Food Service Supervisor) certificate by completing FSM 110 Supervision, FSM 125 Sanitation, and FSM 215 Nutrition. Students may be able to 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 credits in this program. Students who wish to transfer to a baccalaureate program are strongly advised to seek information regarding admission and transfer requirements.

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</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 39.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUA 101 Business Functions in a Global Society</td>
<td>3</td>
</tr>
<tr>
<td>FSM 105 Culinary Arts I</td>
<td>3</td>
</tr>
<tr>
<td>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 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>
<tr>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

Electives: Choose 12 credits from the following disciplines: ACC, BUA, ECO, ENG, FSM 12

**Total Required for Degree** 64

*Courses coordinated with the Educational Foundation (EF) of the National Restaurant Association. For each course successfully completed, the EF awards a Certificate of Achievement.
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 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 38.

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</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>3</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 39.

### Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 132 MS Access Techniques &amp; Programming</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 GIS</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 Tech. Projects/Internship</td>
<td>1-3</td>
</tr>
</tbody>
</table>

Select 10 credit hours from the following:

- CIS 111 Programming in BASIC 3
- CIS 130 Introduction to Visual Basic 3
- DDT 114 Architectural Computer Graphics and Design 3
- DDT 115 Civil Computer Graphics 3
- ECO 204 Principles of Macroeconomics 3
- GEL 112 Physical Geology 3
- GEL 113 Physical Geology Laboratory 1
- MTH 107 Introduction to Statistics 3

**Total** 24-25

**Total Required for Degree** 64

---

Geospatial Technology Certificate

**Certificate (CRT.GIS)**

The certificate program provides training in geospatial technologies to individuals who are interested in obtaining employment or enhancing their workplace skills within the field of geospatial technology.

Graduates of this certificate 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 the principle of data acquisition and management with the global positioning system;
- demonstrate an understanding of the principle of remote sensing and image processing.

### General Education Courses Credits

<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 107 required)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

### Program Courses Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 132 MS Access Techniques &amp; Programming</td>
<td>3</td>
</tr>
<tr>
<td>GIS 101 Fundamental of Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GIS 201 Advanced Applications in GIS</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>CHE 228 Chem. Data Acquisition &amp; 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** 24-25

**Total Required for Certificate** 29-31
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.

**General Education Courses ♂ Credits**
- Written Communications 3
- Arts and Humanities 3
- Social Science 6
- Mathematics (MTH 104 or MTH 107 recommended) 3
- Natural Science 4
- Computer Science 3

**Total 22**

♂ See General Education Requirements on page 39.

**Program Courses Credits**
- ART 110 Design I 3
- ART 112 Color: Practice & Theory 3
- ART 120 Drawing I 3
- ART 250 Art History I 3
- GDD 101 Introduction to Computer Graphics 3
- GDD 110 Graphic Design I 3
- GDD 112 Illustration 3
- GDD 115 Typography 3
- GDD 214 Graphic Design II 3
- GDD 220 Portfolio 3

**Total 30**

Electives 12

**Total Required for Degree 64**
Health Information Technology

Associate of Applied Science, (AAS.HIT)

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, pharmaceuticals, 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 and undergo a criminal history background check. 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.

General Education Courses † Credits

<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>Arts and Humanities (ENG 102 required)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (PSY 101 required and PSY 102 recommended)</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 118 required)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 39.

Program Courses Credits

<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 Lab</td>
<td>1</td>
</tr>
<tr>
<td>CIS 132 MS Access Techniques and Programming</td>
<td>3</td>
</tr>
<tr>
<td>HIT 101 Introduction to Health Information</td>
<td>4</td>
</tr>
<tr>
<td>HIT 103 Legal Aspects of Health Information</td>
<td>3</td>
</tr>
<tr>
<td>HIT 105 Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>HIT 107 Health Information in Nonacute Care</td>
<td>3</td>
</tr>
<tr>
<td>HIT 110 Clinical I</td>
<td>2</td>
</tr>
<tr>
<td>HIT 115 Pathology</td>
<td>3</td>
</tr>
<tr>
<td>HIT 116 Pharmacology for Allied Health Professions</td>
<td>2</td>
</tr>
<tr>
<td>HIT 200 ICD-9-CM Coding</td>
<td>4</td>
</tr>
<tr>
<td>HIT 201 Healthcare Statistics, Quality Improvement</td>
<td>3</td>
</tr>
<tr>
<td>HIT 204 Management &amp; Personnel</td>
<td>3</td>
</tr>
<tr>
<td>HIT 205 HCPCS Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT 208 Reimbursement Methodologies</td>
<td>2</td>
</tr>
<tr>
<td>HIT 212 Clinical II</td>
<td>2</td>
</tr>
<tr>
<td>HIT 214 MIS Applications in Health Information</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>46</strong></td>
</tr>
</tbody>
</table>

Total Required for Degree 68

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
The Hearing Instrument Sciences Program provides both an academic and clinical experience that will enable students to develop the knowledge and skills necessary for successful employment within the spectrum of care, and licensed scope of practice, of a Hearing Aid Dispenser. Competencies developed will include the evaluation of the range of human hearing, the making of ear impressions, the cleaning and alteration of earmolds, the adaptation of hearing aids, and the physical examination of a person’s ear in conjunction with the dispensing of hearing aids.

Content areas of the academic component include anatomy and physiology of the auditory and vestibular systems, communication and communication disorders, acoustics and psychoacoustics, auditory rehabilitation, patient counseling and communication dynamics, and legal and ethical responsibilities. Experience at the clinical setting and lab is required for successful completion in competency based clinical areas of auditory assessment and hearing aid selection, fitting, verification, outcome assessment and infection control.

The program develops graduates who will provide hearing healthcare services ethically, and in accordance with State practice regulations. It is anticipated that graduates would, upon successful completion of their degree, sit for both the practical and written state licensing exam. A primary function of the program is to teach the theoretical background and the laboratory skills to prepare graduates for successful passage of their State boards.

Licensed Hearing Instrument Dispensers find a variety of professional employment opportunities including independent contracted employment, professional consulting, and the establishment and the technical support of related professional and private practice patient services.

Additional Available Benefit

The American Conference on Audioprosthology (ACA) is the only academic professional recognition in hearing instrument sciences in the United States. Completion of the Hearing Instrument Sciences Program at BCC qualifies a graduate to apply for ACA designation through the International Institute for Hearing Instrument Studies. Following a successful clinical portfolio review by the ACA and the attainment of two years of professional experience, the BCC Hearing Instrument Sciences Program graduate will be entitled to use the professional designator “ACA” after his or her name.

Interested applicants should obtain a Hearing Instrument Sciences Program Admission Information booklet and plan on attending an information session.
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;
- demonstrate effective oral and written communication skills;
- transfer to a history or related program at a B.A./B.C. granting institution.

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.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written and Oral Communications (SPE 102 required)</td>
<td>9</td>
</tr>
<tr>
<td>Arts and Humanities Group A</td>
<td>6</td>
</tr>
<tr>
<td>Group B (HIS 104 required)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (POL 101 required)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 107 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements (POL 103 recommended)</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>47</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 36.

<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>
<tr>
<td>Select six credit hours to include the following:</td>
<td></td>
</tr>
<tr>
<td>HIS 103 Ancient and Medieval Foundations of Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIS 108 African-American History I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 109 African-American History II</td>
<td>3</td>
</tr>
<tr>
<td>HIS 203 Modern East Asia</td>
<td>3</td>
</tr>
<tr>
<td>HIS 204 Modern Latin America</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
<tr>
<td>Electives (POL 215 recommended)</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Required for Degree</strong></td>
<td><strong>64</strong></td>
</tr>
</tbody>
</table>
Human Services

Associate in Applied Science, (AAS.HUS)

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 student understands 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>
</tr>
<tr>
<td>Computer Science (CIS 101 or CIS 118 required)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 22

† See General Education Requirements on page 39.

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUS 101</td>
<td>Human Services I</td>
<td>3</td>
</tr>
<tr>
<td>HUS 102</td>
<td>Human Services II</td>
<td>3</td>
</tr>
<tr>
<td>HUS 105</td>
<td>Introduction to Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>HUS 110</td>
<td>Contemporary Issues in Social Welfare</td>
<td>3</td>
</tr>
<tr>
<td>HUS 201</td>
<td>Introduction to Counseling</td>
<td>3</td>
</tr>
<tr>
<td>HUS 202</td>
<td>Interviewing Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HUS 205</td>
<td>Social Work Process</td>
<td>3</td>
</tr>
<tr>
<td>HUS 210</td>
<td>Human Services Field Placement</td>
<td>3</td>
</tr>
<tr>
<td>PHI 205</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 102</td>
<td>General Psychology II</td>
<td>3</td>
</tr>
<tr>
<td>SOC 201</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 205</td>
<td>Marriage and the Family</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 36

Electives

6

Total Required for Degree 64
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;
• use various criticized perspectives to analyze non-fiction texts.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies.

General Education Courses † | Credits
---|---
Written and Oral Communications (SPE 102 required) | 9
Arts and Humanities
  Group A | 6
  Group B (HIS 102 recommended) | 3
Social Science | 6
Mathematics | 3
Natural Science | 7-8
Computer Science | 3
Additional General Education Requirements (ENG 251 & 252 recommended) | 9

Total | 46-47

† See General Education Requirements on page 36.

Program Courses | Credits
---|---
COM 105 Writing for Mass Media | 3
JOU 101 Introduction to Journalistic Writing I | 3
JOU 102 Introduction to Journalistic Writing II | 3
SOC 207 Media, Popular Culture, and Society | 3

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 specific interests.

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
Written and Oral Communications (SPE 102 required) 9
Arts and Humanities
  Group A 6
  Group B 3
Social Science 6
Mathematics 3
Natural Science 7-8
Computer Science 3
Additional General Education Requirements 9
Total 46-47

† See General Education Requirements on page 36.

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 12
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 in a science, mathematics, engineering, education, medical or technology related field;
• 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
Written Communication 6
Arts and Humanities 6
Social Science 6
Mathematics 3
Natural Science 7-8
Computer Science 3

Total 31-32

† See General Education Requirements on page 38.

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.

Total 18-21
Electives 11-15

Total Required for Degree 64
Mathematics

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

This program is designed to prepare graduates for transfer to 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;
- reason critically, analyze, and solve mathematical problems objectively;
- demonstrate skills requisite for baccalaureate study in mathematics and related fields.

General Education Courses †

<table>
<thead>
<tr>
<th>Course Category</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>
<tr>
<td><strong>Total</strong></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 38.

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 119</td>
<td>Calculus II and Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MTH 201</td>
<td>Linear Algebra</td>
<td>3</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>
<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><strong>Total</strong></td>
<td><strong>23</strong></td>
<td></td>
</tr>
</tbody>
</table>

Electives

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
</tr>
</tbody>
</table>

**Total Required for Degree**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>64</td>
</tr>
</tbody>
</table>
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 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;
- demonstrate a broad-based liberal arts education partial differentiation;
- perform in a musical ensemble such as a chorus, concert band, brass, jazz, or string or woodwind ensemble partial differentiation;
- transfer to a music program at a four-year college or university granting a BA in music.

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.

Students who plan to transfer are encouraged to check the catalogs from four-year colleges or universities for baccalaureate requirements.

### 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 (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 38.

### Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 105</td>
<td>Fundamentals of Music</td>
</tr>
<tr>
<td>MUS 110</td>
<td>Aural Perception</td>
</tr>
<tr>
<td>MUS 115</td>
<td>Harmony</td>
</tr>
<tr>
<td>MUS 215</td>
<td>Chromatic Harmony</td>
</tr>
<tr>
<td>MUC 101</td>
<td>Class Piano I</td>
</tr>
<tr>
<td>MUC 102</td>
<td>Class Piano II</td>
</tr>
<tr>
<td>MUC 103</td>
<td>Class Piano III</td>
</tr>
<tr>
<td>MUP 131-136</td>
<td>Applied Music I</td>
</tr>
<tr>
<td>MUP 141-146</td>
<td>Applied Music II</td>
</tr>
<tr>
<td>MUP 231-236</td>
<td>Advanced Applied Music I</td>
</tr>
<tr>
<td>MUP 241-246</td>
<td>Advanced Applied Music II</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. A criminal history background check is a prerequisite for registered nurse licensure.

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 percentage 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, and number of applicable General Education courses completed towards the nursing degree.

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:

Pick-up    Mailed     Postmark
Spring admission: Mar. 1    Apr. 1    Apr. 1 or later
Fall admission: Oct. 1     Nov. 1   Nov. 1 or later

Students admitted must be CPR certified (Professional Rescuer), complete a satisfactory physical examination indicating they can perform the rigorous program activities, maintain malpractice/liability insurance and personal health insurance throughout the program and undergo a criminal history background check. 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 †  Credits
Written Communications (ENG 101 required)  3
Arts and Humanities (PHI 101 recommended)  3
Social Science (PSY 101 & 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 39.

*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  Credits
BIO 114 Anatomy and Physiology II*  3
BIO 115 Anatomy and Physiology II Lab*  1
BIO 155 Microbiology*  3
BIO 156 Microbiology Laboratory*  1
CHE 210 Nutrition  3
PSY 256 Developmental Psychology  3
NUR 119 Fundamentals of Nursing Practice  7
NUR 120 Nursing of Families  9
NUR 214 Nursing of Patients in Stress  8
NUR 215 Advanced Concepts in Nursing Practice  9
NUR 216 Management and Professional Issues  1

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
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 39.

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>3-4</td>
</tr>
<tr>
<td>ACC 112 Principles of Financial Accounting I with Spreadsheets</td>
<td>3-4</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

Option to Liberal Arts, (AA.PHI)

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.

Students who successfully complete the AA degree in philosophy should be able to:

- demonstrate effective oral and written communication skills;
- transfer to a related program at a B.A. or B.S. granting institution;
- 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;
- competently interpret standard philosophical and religious texts;
- evaluate the influence of various philosophies on society and culture;
- demonstrate sound judgment in approaching contemporary moral problems.

Students planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written and Oral Communications (SPE 102 required)</td>
<td>9</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td></td>
</tr>
<tr>
<td>Group A (PHI 101 required)</td>
<td>6</td>
</tr>
<tr>
<td>Group B</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><strong>46-47</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 36.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 105 Introduction to Logic</td>
<td>3</td>
</tr>
<tr>
<td>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><strong>12</strong></td>
</tr>
</tbody>
</table>

Electives 6

**Total Required for Degree** 64
Photography

Associate of Fine Arts, (AFA.PHO)

The photography program provides students with a foundation in the skills necessary for continuation and/or completion of a baccalaureate photography program at a four-year institution. The program also prepares students for entry-level work in commercial, editorial, corporate, portrait, wedding, and public relations photography. In addition, graduates of the program may choose to work as a self-employed freelance photographer.

Students who successfully complete the AFA in photography should be able to:

- transfer to a four-year college;
- demonstrate entry-level competence in the photography profession;
- operate traditional and digital cameras;
- use photo imaging software;
- process and print film;
- design lighting for studio and location photography;
- operate scanners and ink jet printers;
- work collaboratively with colleagues in photography and related occupations;
- develop critical thinking skills related to effective photography.

Students planning to transfer to a baccalaureate program should consult the catalog of the college where they intend to complete their studies.

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>NG 101 3</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>ART 101 3</td>
</tr>
<tr>
<td>Social Science</td>
<td>Group A 3</td>
</tr>
<tr>
<td>Group B</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>PSC 105 &amp; 106 recommended 4</td>
</tr>
<tr>
<td>Computer Science</td>
<td>CIS 101 3</td>
</tr>
</tbody>
</table>

Total 22

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 110 Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 112 Color Theory and Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 120 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 121 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>GDD 101 Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>PHO 102 Black and White Photography I</td>
<td>3</td>
</tr>
<tr>
<td>PHO 115 History of Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 120 Digital Imaging I</td>
<td>3</td>
</tr>
<tr>
<td>PHO 202 Black and White Photography II</td>
<td>3</td>
</tr>
<tr>
<td>PHO 203 Portfolio Production</td>
<td>3</td>
</tr>
<tr>
<td>PHO 207 Portrait Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 215 Digital Imaging II</td>
<td>3</td>
</tr>
<tr>
<td>PHO 220 Large Format and Studio Photography</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 61

Electives:

- BUA 101 Business Functions in a Global Society
- BUA 230 Small Business Management
- ENT 100 Entrepreneurship and New Ventures

Total Required for Degree 64
The photography certificate program enables students to venture into entry-level positions in commercial, corporate, editorial, portrait, wedding, and public relations photography. In addition, graduates of the program may choose to work as a self-employed freelance photographer.

Graduates who earn a photography certificate should be able to:

- demonstrate entry-level competence in the photography profession;
- operate both traditional and digital cameras with varying formats;
- use photo-imaging software;
- employ lab procedures in both films processing and printing;
- design lighting set-ups for both studio and location photography;
- operate scanners and ink jet printers;
- work cooperatively with colleagues in photography and supporting occupations;
- Develop the critical thinking necessary to be an effective photographer.

### General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ART 101</td>
<td>Introduction to Art</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 6

### Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDD 101</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>PHO 102</td>
<td>Black and White Photography I</td>
<td>3</td>
</tr>
<tr>
<td>PHO 115</td>
<td>History of Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 120</td>
<td>Digital Photography I</td>
<td>3</td>
</tr>
<tr>
<td>PHO 202</td>
<td>Black and White Photography II</td>
<td>3</td>
</tr>
<tr>
<td>PHO 203</td>
<td>Portfolio Production</td>
<td>3</td>
</tr>
<tr>
<td>PHO 207</td>
<td>Portrait Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHO 215</td>
<td>Digital Photography II</td>
<td>3</td>
</tr>
<tr>
<td>PHO 220</td>
<td>Large Format and Studio Photography</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 27

**Total Required for Certificate** 33
Physics

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

Physics is the study of the basic principles of the natural world. This program is designed for those students interested in transferral into a baccalaureate program in physics. 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 who complete the Physics degree requirements should be able to:

- apply critical thinking skills to solve conceptual and numerical problems;
- apply critical thinking and problem solving skills in the analysis of data, experimental procedures and outcomes;
- create equations and models for physical events observed during experimentation;
- apply equations to solve numerical problems;
- demonstrate effective oral and written communication skills;
- 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 38.

<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>

Electives (BIO 103/104, BIO 107/108; EGR 201, 202; MTH 201 recommended)

<table>
<thead>
<tr>
<th>Total Required for Degree</th>
<th>64</th>
</tr>
</thead>
</table>
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 legislatures 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;
- demonstrate effective oral and written communication skills;
- demonstrate effective analysis of quantitative methods;
- transfer to a political science program at a B.A./B.S. granting institution.

**General Education Courses † Credits**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written and Oral Communications (SPE 102 required)</td>
<td>9</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>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</td>
<td></td>
</tr>
<tr>
<td>(HIS 102 and HIS 104 recommended)</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>46-47</td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 36.

**Program Courses Credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 101</td>
<td>American Government and Politics</td>
<td>3</td>
</tr>
<tr>
<td>POL 103</td>
<td>Comparative Government and Politics</td>
<td>3</td>
</tr>
<tr>
<td>Select six credit hours from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POL 215</td>
<td>Constitutional Law</td>
<td>3</td>
</tr>
<tr>
<td>POL 220</td>
<td>Political Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>POL 250</td>
<td>International Politics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

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 an 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 the 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:

- transfer into a baccalaureate program in Psychology;
- demonstrate effective oral and written communication skills;
- apply critical thinking, analysis, and synthesis to develop and defend a position;
- understand the body of material that constitutes modern psychology including various theoretical approaches and their historical roots;
- understand research methodology and results;
- apply the perspective of psychology to contemporary social issues.

General Education Courses †   Credits

| Written and Oral Communications (SPE 102 required) | 9 |
| Arts and Humanities | |
| Group A | 6 |
| Group B | 3 |
| Social Science (PSY 101 required and SOC 101 recommended) | 6 |
| Mathematics (MTH 107 recommended) | 3 |
| Natural Science (BIO 103/104, 107/108 recommended) | 8 |
| Computer Science | 3 |
| Additional General Education Requirements (PSY 102 required) | 9 |
| **Total** | **47** |

† See General Education Requirements on page 36.

Program Courses   Credits

Select twelve credit hours from the following:

| PSY 203 Human Sexuality | 3 |
| PSY 250 Educational Psychology | 3 |
| PSY 251 Child & Adolescent Psychology | 3 |
| PSY 253 Adult Development and Aging | 3 |
| PSY 255 Abnormal Psychology | 3 |
| PSY 256 Developmental Psychology | 3 |
| PSY 257 Psychology of Adjustment | 3 |
| PSY 258 Psychology of Personality | 3 |
| PSY 259 Social Psychology | 3 |

Total 12

Electives 5

**Total Required for Degree** 64
Radiography

Associate of Applied Science, (AAS.RAD)

This program prepares students for entry into 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. General education and program courses provide a foundation in the knowledge and skills needed to develop a life of personal fulfillment and contribution to society. 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.

The program emphasizes communication, critical thinking, personal integrity, assessment and evaluation of radiographs and perform radiography exams. It prepares students to interact with patients as well as all health care professionals.

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 (for health care professionals), complete a satisfactory physical examination indicating they can perform the rigorous program activities, undergo a criminal history background check 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.

<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 (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>
<tr>
<td><strong>Total</strong></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 39.

<table>
<thead>
<tr>
<th>Program Courses</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>
</tr>
<tr>
<td>RAD 225 Clinical Procedures V</td>
<td>5</td>
</tr>
<tr>
<td>RAD 226 Clinical Procedures VI</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>48</strong></td>
</tr>
</tbody>
</table>

**Total Required for Degree** 70

---

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
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 (for healthcare professionals) and undergo a criminal history background check. 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 UMDNJ 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 †

<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>Arts and Humanities (ENG 102 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 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 39.

### 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 Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIO 155 Basic Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 156 Basic Microbiology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CHE 107 Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHE 108 Chemistry Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>RST 200 Fundamentals of Respiratory Care</td>
<td>5</td>
</tr>
<tr>
<td>RST 209 Clinical Practice I</td>
<td>2</td>
</tr>
<tr>
<td>RST 210 Dynamics of Health &amp; Society</td>
<td>2</td>
</tr>
<tr>
<td>RST 212 Respiratory Care Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>RST 214 Applied Cardiopulmonary Physiology</td>
<td>3</td>
</tr>
<tr>
<td>RST 215 Mechanical Ventilation</td>
<td>4</td>
</tr>
<tr>
<td>RST 219 Clinical Practice II</td>
<td>2</td>
</tr>
<tr>
<td>RST 226 Cardiopulmonary Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>RST 227 Pediatric/Neonatal Respiratory Care</td>
<td>2</td>
</tr>
<tr>
<td>RST 228 Cardiopulmonary Diseases</td>
<td>2</td>
</tr>
<tr>
<td>RST 237 Long-Term, Home, and Rehabilitative Care</td>
<td>3</td>
</tr>
<tr>
<td>RST 239 Clinical Practice III</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total**: 45

**Total Required for Degree**: 67
Retail Management Technology

Option to Business Management Technology, (AAS.RMT)

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.

Students who wish to transfer to a baccalaureate program are strongly advised to seek information regarding admission and transfer requirements.

<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><strong>22</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 39.

<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 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>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 206 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BUA 220 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUA 221 Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>BUA 222 Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>BUA 225 Human Relations in Management</td>
<td>3</td>
</tr>
<tr>
<td>ENG 106 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>SPE 102 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>38</strong></td>
</tr>
</tbody>
</table>

Electives 3

**Total Required for Degree** 63
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.

Students may be able to transfer certificate credits for use in associate or baccalaureate degree program. Students are strongly advised to seek information regarding admission and transfer requirements.

**Small Business Certificate**

**Certificate (CRT.BUS)**

<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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 112 Principles of Accounting I w/Spreadsheets</td>
<td>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>
<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>22</strong></td>
</tr>
</tbody>
</table>

**Total Required for Certificate** | **30**
Sociology

Option to Liberal Arts, (AA.SOC)

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 from a global perspective;
• understand diversity, social catalysts, and the origin of detriments of social issues;
• understand the origin and detriments of contemporary social issues and how sociological models can aid in this process;
• understand current models of the research process and interpret and infer the data;
• transfer into a four-year program as a Sociology major.

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 † Credits
Written and Oral Communications (SPE 102 required) 9
Arts and Humanities
  Group A (PHI 101 recommended) 6
  Group B (HIS 102 recommended) 3
Social Science (ANT 102 recommended) 6
Mathematics (MTH 107 recommended) 3
Natural Science 7-8
Computer Science 3
Additional General Education Requirements
  (PSY 101, HIS 104 recommended) 9
Total 46-47

† See General Education Requirements on page 36.

Program Courses Credits
SOC 101 Principles of Sociology 3
Select nine credit hours from the following:
  SOC 201 Social Problems 3
  SOC 205 Marriage and the Family 3
  SOC 208 Social Classes in America 3
  SOC 210 Minority Groups 3
Total 12

Electives 6

Total Required for Degree 64
Technical Studies

Associate of Applied Science (AAS.TES)

This program allows students to earn credits toward an Associate of Applied Science (AAS) degree in Technical Studies through educational experience for approved apprenticeships and corporate, industrial, or military training programs. The technical core credits will be applied to an AAS degree up to 25 credits. Students must earn additional general education credits and program course credits, depending on their choice of concentration.

Students may choose to earn an AAS degree in Technical Studies in a Business Management, Construction Management, or General option.

All elective courses will be selected with the assistance of a faculty advisor.

<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>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3-4</td>
</tr>
<tr>
<td>Natural Science (PHY 110/111 recommended)</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total                                                          | 22-23   |

Technical Core Credits*
Credits awarded in recognition of educational experience earned for approved apprenticeships or corporate, industrial, or military training programs 3-25

| Total                                                          | 25      |

Program Options (choose one)

Business Management

| ACC 112 Principles of Accounting                               | 4       |
| BUA 102 Principles of Management                               | 3       |
| BUA 208 Labor-Management Relations                             | 3       |
| BUA 230 Small Business Management                              | 3       |
| CON 202 Contracts and Specifications                           | 3       |

| Total Business Management credits                           | 15      |

Construction Management

| BUA 102 Principles of Management                               | 3       |
| BUA 208 Labor-Management Relations                             | 3       |
| CON 101 Building Materials and Construction Methods I          | 3       |
| CON 202 Contracts and Specifications                           | 3       |
| CON 210 Estimating                                              | 3       |

| Total Construction Management credits                         | 15      |

General Management

(choose courses with the advice of a faculty counselor) 15

| Total General Management credits                              | 15      |

| Total Required for Degree                                      | 62-64   |

*Credits awarded on successful completion of an approved apprenticeship or corporate, industrial or military training programs.

ACC 112
(4 credits)

Total required for degree 62-64

7/16/07
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;
- demonstrate a broad-based liberal arts education;
- present an effective theatrical performance in a college sponsored play;
- develop their voice, body and imagination through creative expression;
- transfer to a four-year college or university offering a B.A./B.F.A. in theatre or conservatory training program.

Students who wish to complete a baccalaureate degree in theatre should become familiar with the college catalog for the intended transfer institution.

**General Education Courses †**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written and Oral Communications (SPE 102 required)</td>
<td>9</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>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>(LIT 220 recommended)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>46-47</td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 36.

**Program Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<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>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>THR 130 Musical Theatre Workshop</td>
<td>3</td>
</tr>
<tr>
<td>Additional THR or MUS course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>12</td>
</tr>
</tbody>
</table>

| Electives (CIN 109 recommended)          | 6       |

**Total Required for Degree**

| 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 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 FA/SP Course fee charged

ACC 113 Principles of Financial Accounting II with Spreadsheets 4 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. It includes instruction in electronic spreadsheet applications.
Prerequisite: ACC 112
4/0/0 FA/SP Course fee charged

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

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
4/0/0 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

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 five 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 102 Elementary American Sign Language II 3 cr.
This course develops the receptive and expressive communications skills acquired in ASL 101. It presents a more in-depth examination of 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 ten contact hours in the deaf community is required.
Prerequisite: ASL 101
Co-requisite: ASL 104
3/0/0 FA/SP

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 overviews of finger-spelling theory 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

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.
Prerequisite: ARA 101
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.
1/4/0 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.
1/4/0 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.
1/4/0 FA/SP Lab fee charged

ART 121 Drawing II  3 cr.
This course uses traditional drawing media and experience in drawings emphasizing still-life, landscape, and design.
1/4/0 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.
1/4/0 Lab fee charged

ART 135 3D Design  3 cr.
3D Design is an introduction to the materials, techniques and procedures for creating art works and designs in 3 dimensions. This course will prepare the student for more advanced courses in a number of disciplines including: sculpture, architecture and other design fields that work in 3 rather than 2 dimensions.
1/4/0

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.
1/4/0

ART 220 Painting I  3 cr.
This course uses traditional painting media and techniques of application. It emphasizes developing individual skills and perceptions.
1/4/0 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
1/4/0 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.
1/4/0 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
1/4/0 Lab fee charged

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.
1/4/0 FA/SP Lab fee charged

ART 225 Ceramics II  3 cr.
This course emphasizes throwing techniques on the potters 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
1/4/0 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, Dalí, 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

Automotive Technology
Fees determined in conjunction with Burlington County Institute of Technology

AUT 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

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.
1/4/0

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.
1/4/0

AUT 104 Automotive Drivelines and Manual Transmissions  3 cr.
This course emphasizes diagnosis and repair of clutches, drive shafts, 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.
1/4/0

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
1/6/0

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 on proper troubleshooting/diagnostic procedures using both on-board self-diagnostic systems as well as scan tools.
Prerequisite: AUT 101
1/4/0  SP

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
1/6/0  FA

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
1/6/0  FA

AUT 204 Automotive 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
1/6/0  FA

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  FA/SP/SU

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  FA/SP/SU  Lab fee charged

BIO 107 General Biology II  3 cr.
This course is a comparative study of the kingdoms, including but not limited to morphology, physiology, organ systems, homeostasis, evolution, and taxonomy.
Prerequisite: BIO 103, BIO 104
3/0/0  FA/SP

BIO 108 General Biology II Laboratory  1 cr.
This laboratory course examines the biodiversity of multicellular algae, plants, fungi, and animals. Students learn to use dichotomous keys for identification purposes and dissection skills to examine plant and animal anatomy. This course may not be taken prior to the General Biology II lecture.
Prerequisite: BIO 103, BIO 104, BIO 107
Co-requisite: BIO 107
0/2/0  FA/SP  Lab fee charged

BIO 110 Fundamentals of Anatomy and Physiology I  3 cr.
This course concentrates on cellular physiology and the following organ systems: integumentary, skeletal, muscular, nervous, and the special senses. This course is designed for allied health majors.
Prerequisite: High school biology required or BIO 120, BIO 121
3/0/0  FA/SP/SU

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  Lab fee charged

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  FA/SP

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  Lab fee charged
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 FA/SP

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 FA/SP Lab fee charged

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 Lab fee charged

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 103/104 (General Biology I), i.e., two-year nursing students and non-biology majors.
Prerequisite: High school biology; High school chemistry; High school biology; MTH 075 or equivalent; college reading level; ENG 101
3/0/0 FA/SP/SU

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 FA/SP/SU Lab fee charged

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 FA

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 FA Lab fee charged

BIO 212 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 SP

BIO 213 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 212
0/3/0 SP Lab fee charged

BIO 221 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 222 Microbiology Laboratory 1 cr.
This course includes laboratory exercises that deal with aseptic procedures, microbiological techniques, isolation and identification of representative groups in the protista and the monera.
Prerequisite or Co-requisite: BIO 221
0/3/0 Lab fee charged

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
0/3/0 Lab fee charged

BIO 291 Special Projects in Biology 1 cr.
BIO 292 Special Projects in Biology 2 cr.
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)
Prerequisite: Project approval by instructor
Lab fee charged

Biotechnology

BIT 103 Introduction to Biotechnology 3 cr.
This course introduces the field of biotechnology. It discusses the history of biopharmaceutical industry, the drug discovery process, and biopharmaceutical drugs currently on the market. It also covers biotechnology applications such as gene therapy, reproductive cloning, genetic fingerprinting, recombinant DNA technology, and protein expression systems.
Prerequisite: High school biology or BIO 120 or equivalent
3/0/0

BIT 105 Introduction to Nanobiotechnology 3 cr.
This course introduces nanoscience applications in biotechnology. It covers the history, theory, applications, and future of the field. It discusses equipment such as atomic force microscopes, and concepts related to self assembly, biosensors and drug delivery systems.
Prerequisite: High school chemistry and biology or CHE 107 and BIO 120
3/0/0

BIT 150 Basic Laboratory Techniques in Biotechnology 2 cr.
This course provides theoretical and practical knowledge of a working biotechnology laboratory. It covers how to operate standard equipment, prepare solutions, write protocols and present data. It introduces technical math, graphing and Good Manufacturing Practices. It provides hands-on experience with electrophoresis, PCR, and laboratory notebook maintenance.
Prerequisite/Co-requisite: BIT 103
1/2/0 FA/SP Lab fee charged

BIT 210 Molecular Genetics 3 cr.
This course describes recombinant DNA techniques, as well as molecular biology of genes. It discusses molecular cloning, plasmid design, transfection and protein expression systems. It provides laboratory experience with plasmid isolation, transformation, electrophoresis, and PCR.
Prerequisite: BIO 103, BIO 104, BIT 150
2/2/0 Lab fee charged
BIT 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   Lab fee charged

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   Lab fee charged

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   FA/SP/SU

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 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 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 4 semester hours can be earned each semester with 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
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: dimension analysis; 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 and MTH 130
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 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 system, 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, and elimination 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 is a continuation of Organic Chemistry I. The topics covered in this course include: structure, properties and nomenclature of organic compounds; the complex synthesis of organic compounds; electrophilic, aromatic, free radical, nucleophilic substitution reactions and their mechanisms; NMR spectroscopy; and an 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 thought and experiences. Clips from over 300 movies demonstrate why movies continue to captivate audiences.
3/0/0

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

COM 294 Special Projects in Communication Arts I 3 cr.
Students conduct advanced study in a selected area of Communication Arts. Each student's project must include a statement of objectives, literature research, project plan, and completed media production project.
Prerequisite: COM 120 or COM 202
0/6/0 Course fee charged

COM 295 Special Projects in Communication Arts II 3 cr.
Students conduct advanced study in a selected area of Communication Arts. Each student's project must include a statement of objectives, literature research, project plan, and completed media production project.
Prerequisite: COM 294
0/6/0 Course fee charged

**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
3/0/0Course 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 Foxpro, 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, listserv, 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 website 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 layouts. It covers formatting, printing, and exchanging text and graphics with other Windows programs.
0/2/0 Course fee charged

CIS 186 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 157 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

CIS 207 Introduction to Computer Forensics 3 cr.
This introductory course focuses on computer forensics principles and an exposure to computer technology concepts from operating systems and file types to data transmission and PDAs. Students are introduced to the foundation of electronic evidence collection and handling, as well as the role of evidence in detecting and prosecuting computer crimes, cyberterrorism, traditional and violent crimes, incident response, civil cases, fraud and information security verification. Demonstrations and hands-on investigations familiarize students with a number of relevant investigative techniques.
Prerequisite: CIS 101 or EET 121 or CSE 110 or permission

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

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

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

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

CIS 251 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 level 1 troubleshooting of common WAN connectivity options.
Prerequisite: CIS 157 or permission

CIS 252 Cisco Multi-Layer Switching 4 cr.
This course is one of four leading to the Cisco Certified Network Professional (CCNP) designation. It introduces the deployment of state-of-the-art Campus LANs. It focuses on the selection and implementation of the appropriate Cisco IOS services to build reliable scalable multi-layer-switched LANs. This hand-on, lab-oriented course stresses the design, implementation, operation, and troubleshooting of switched and routed environments.
Prerequisite: CIS 157 or permission

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

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

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.
Co-requisite: MTH 130 or permission
Course fee charged

CSE 298 Special Projects in Computer Science I 4 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

CSE 299 Special Projects in Computer Science II 4 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

CSE 391 Special Projects in Computer Science III 4 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

CSE 491 Special Projects in Computer Science IV 4 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

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
Course fee charged
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: CIS 101 or CSE 110 or higher; MTH 095 or higher; or permission
Co-requisite: MTH 130
4/0/0 Course fee charged

CSE 210 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
3/0/0 Course fee charged

CSE 213 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
3/0/0 Course fee charged

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
3/0/0 Course fee charged

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
3/0/0 Course fee charged

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
4/0/0 Course fee charged

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
3/0/0 Course fee charged

Construction Management

CON 101 Building Materials and Construction Methods I 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
3/0/0

CON 102 Building Materials & Construction Methods II 3 cr.
This course is a second level course covering the advanced topics of building materials and construction methods in residential and commercial construction applications. Building on the competencies of CON 101, students will continue to develop their knowledge base of the most common building materials in use and their interrelationship in a construction project.
Prerequisite: CON 101
3/0/0

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
3/0/0 Course fee charged

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: CON 202
3/0/0 Course fee charged

CON 220 Understanding Construction Drawings 3 cr.
This course is an introductory course covering the fundamentals of interpreting construction drawings. Students will learn how to examine a variety of construction documents, including drawings, details, graphic standards, sections, and quantities for competitive bidding of projects.
Prerequisite: CON 101
3/0/0

Criminal Justice

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.
3/0/0 FA/SP

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.
3/0/0 FA/SP

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.
3/0/0 FA/SP

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 and questions criminal procedure and the dynamics of criminal court processes.
3/0/0
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. 3/0/0 FA/SP

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. 3/0/0

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. 3/0/0

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. 3/0/0

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. 3/0/0

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 retaining witnesses. 3/0/0

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. 3/0/0 FA/SP

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. 3/0/0

CRJ 219 Organized Crime 3 cr.
This course examines and analyzes the theory of 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. 3/0/0

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 in-depth 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 3/0/0

CRJ 266 Comparative Criminal Justice 3 cr.
This course is part of a study abroad program and requires travel to countries outside the United States to compare and contrast the parameters of the criminal justice systems including but not limited to the courts, police and correctional systems of each respective country. 3/0/0

Dance

DNC 101 Introduction to Dance 3 cr.
This course provides an elementary dance foundation in modern, ballet, jazz, hip hop, and world dance forms. It explores space, time, and energy and emphasizes individual and group dance experiences. It includes improvisation, composition, and dance movement analysis. 3/0/0

DNC 110 Introduction to Ballet 3 cr.
Introduction to Ballet provides technical language and skills for the beginning ballet student. Emphasis is on individual and group creative experiences, dance movement, and movement analysis. The historical development of ballet will be included. The course will be taught in the Mount Holly dance studio for three hours per week. 3/0/0

DNC 112 Ballet II 3 cr.
This is an intermediate ballet class designed to reinforce and build upon basic ballet technique. There is an emphasis on body alignment and effective methods for gaining strength and flexibility necessary for proper ballet deportment. It includes the barre, the center floor, and the basic elements of the classical ballet vocabulary. The history of ballet will also be included in this course. Prerequisite: DNC 110 3/0/0

DNC 115 Jazz Dance Technique I 3 cr.
Beginning jazz dance; practice in basic movements including isolations, elementary jumps, and turns. Focus on the variety of jazz styles including: Funk, Lyrical, Musical Theatre and Street Jazz. Includes participation in choreographed combinations and development of performing qualities. Prerequisite: DNC 110 3/0/0

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 3/8/0 Course fee charged

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 3/0/0 Course fee charged

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 120, DHY 130 2/0/3 Course fee charged

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 1/0/0 Course fee charged

132 Burlington County College
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 perinatal 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 physiology, 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 200 Dental Pharmacology and Pain Control   2 cr.
This course introduces pharmacology and methods of pain control as it relates to the practice of dentistry. It focuses on adverse drug reactions, pharmacological effects, and their usual indications and contraindications. It emphasizes the clinical application of topical and local anesthesia. It discusses systemic toxicity and local complications to prepare students for the prevention and management of emergencies that may develop during treatment as well as sedation methods and general anesthesia.
Prerequisite: BIO 114, BIO 115, BIO 155, BIO 156, DHY 140, DHY 151, ENG 101
Co-requisite: DHY 160, 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 adjunctive home 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 210, 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 setting. 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
Diagnostic Medical Sonography

DMS 101 Introduction to Sonography  2cr.
Introduces the diagnostic foundations of diagnostic medical sonography, including terminology, scan plane orientations, anatomical relationships, departmental administrative operations, hospital organization, HIPPA regulations, blood and fluid precautions and basic patient care principles.
Prerequisite: Program Acceptance
Co-requisites: BIO 114, BIO 115
2/0/0  FA  Course fee charged

DMS 102 Cross-sectional Anatomy  2cr.
This course will require the student to study sectional anatomy of the body in the transverse, longitudinal and coronal planes. Emphasis will be placed on the vessels and organs imaged sonographically. There will also be correlation of the anatomy to sonographic images.
Prerequisite: DMS 101, BIO 110, BIO 114
Co-requisite: DMS 103, DMS 104, DMS 110, DMS 120
2/0/0  SP  Course fee charged

DMS 103 Ultrasound Abdomen  2cr.
This course will give the student a comprehensive understanding of the pathological processes that may affect the abdominal organs. Diseases of the liver, biliary tract, pancreas, urinary system, spleen, gastrointestinal tract, retro peritoneal and gynecological structures are included in this discussion along with correlation of sonographic images. Classroom instruction will be coordinated with lab activities in DMS 120.
Prerequisite: DMS 101, BIO 110, BIO 114
Co-requisite: DMS 102, DMS 104, DMS 110, DMS 120
2/1/0  SP  Course and lab fee charged

DMS 104 Ultrasound OB/GYN I  2cr.
This course will prepare the student to perform sonograms of the female pelvis, encompassing both gynecological and obstetrical examinations. This course consists of normal pelvic anatomy, common variants and identifying normal anatomy.
Prerequisite: DMS 101
Co-requisite: DMS 102, DMS 103, DMS 104, DMS 110
0/1/0  SP  Lab fee charged

DMS 205 Ultrasound OB/GYN II  3cr.
This course will prepare the student to perform sonograms of the female pelvis, encompassing both gynecological and obstetrical examinations. This course consists of normal and abnormal anatomy throughout the second and third trimesters of pregnancy. Cross sectional anatomy of these structures and their appearances on the sonogram will be discussed. Fetal abnormalities, high-risk pregnancies and maternal disease will also be correlated to the sonographic examination. Classroom instruction will be coordinated with lab and clinical activities in the DMS 221.
Prerequisite: DMS 104
Co-requisite: DMS 211, DMS 221, DMS 224
3/0/0  SU  Course fee charged

DMS 206 Diagnostic Imaging  3cr.
This course represents the clinical component of the student experience for this semester. Certain lab activities and clinical procedures are designed to develop the student’s scanning skills. Classroom instruction will be coordinated with certain lab and clinical activities in the DMS 222.
Prerequisite: DMS 120
Co-requisite: DMS 222, DMS 225
0/3/0  FA  Lab fee charged

DMS 207 Vascular Ultrasound  3cr.
This course will provide the student with an understanding of the uses of Doppler and color ultrasound in the diagnostic evaluation of vascular disease. Instruction will include a discussion of the principles of Doppler physics and instrumentation, hemodynamics, imaging protocols and proper scanning techniques for performing DVT and carotid artery studies. Classroom instruction will be coordinated with certain lab and clinical activities in the DMS 223.
Prerequisite: DMS 206
Co-requisite: DMS 223, DMS 226
3/0/0  SP  Course fee charged

DMS 211 Ultrasound Physics II  2cr.
This course will provide the student with a practical understanding of the principles of ultrasound physics as it applies to diagnostic medical imaging. The course material will focus on physical principles of sound energy, transducer and equipment design, sound productions/transmission/attenuation, imaging artifacts and safety/biological effects.
Prerequisite: DMS 110
Co-requisite: DMS 205, DMS 221, DMS 224
2/0/0  SU  Course fee charged

DMS 221 Clinical Practicum I  2cr.
This course was designed to integrate the didactic education into the clinical environment which; may include scanning on campus laboratories, private office settings, as well as hospital rotations. Students will scan abdominal, pelvic, obstetrical and superficial structures.
Prerequisite: DMS 120
Co-requisite: DMS 205, DMS 211, DMS 224
0/0/24  SU  Course and lab fee charged

DMS 222 Clinical Practicum II  2cr.
This course was designed to develop the student’s ultrasonic skills in a clinical environment; may include scanning on campus laboratories, private office settings, as well as hospital rotations. Includes experience in abdominal, pelvic, obstetrical and small parts scanning.
Prerequisite: DMS 221
Co-requisite: DMS 206, DMS 225
0/0/24  FA  Course and lab fee charged

DMS 223 Clinical Practicum III  3cr.
This course was designed to develop the student’s ultrasonic skills in a diagnostic environment; may include scanning on campus laboratories, private office settings, as well as hospital rotations. Includes experience in abdominal, pelvic, obstetrical and small parts scanning.
Prerequisite: DMS 222
Co-requisite: DMS 207, DMS 226
0/0/36  SP  Course and lab fee charged

DMS 224 Sonographic Interpretations I  2cr.
This course will prepare the student for clinical practice and the registry exams. The student will hear lectures given by experienced sonographers and physicians on ultrasound related topics. The student will review case studies, testing his/her diagnostic skill in identifying a wide range of abnormalities.
Prerequisite: DMS 102
Co-requisite: DMS 205, DMS 211, DMS 221
2/0/0  SU  Course fee charged

DMS 225 Sonographic Interpretations II  2cr.
This course will prepare the student for clinical practice and the registry exams. The student will hear lectures given by experienced sonographers and physicians on ultrasound related topics. The student will review case studies, testing his/her diagnostic skill in identifying normal anatomy, common variants and pathology. Student will present sonographic cases to the class for discussion.
Prerequisite: DMS 224
Co-requisite: DMS 206, DMS 222
2/0/0  FA  Course fee charged
DMS 226 Sonographic Interpretations III   2cr.
This course will prepare the student for clinical practice and the registry exams. The student will hear lectures given by experienced sonographers and physicians on ultrasound related topics. The student will review a series of studies of ultrasound procedures, testing his/her diagnostic skill in identifying a wide range of abnormalities. Finally, the student will be required to take a series of registry-like examinations on each major area of study.
Prerequisite: DMS 225
Co-requisite: DMS 207, DMS 223
2/0/0   SP   Course fee charged

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
2/0/0

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.
2/0/0   Lab fee charged

DDT 115 Civil Computer Graphics   3 cr.
This course does all formal drafting on the computer. It covers bay layouts, foundation plans, roofing and siding layouts, grading contours, highway alignments, structural sections and details, materials of construction, bridges, culverts, and retaining walls. It includes dimensioning and orthographic projection. There is a semester project.
2/0/0   Lab fee charged

DDT 205 Structural Systems I   3 cr.
This course applies the principles of statics and strength of materials to the analysis and design of structural steel, reinforced concrete, timber, and aluminum structures. Current specifications dealing with these materials are used. It also includes layout and detailing of a simple structure, as well as computerized beam selection.
Prerequisite: DDT 103
2/0/0

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 on 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, and 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 designed 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. 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
2/0/0   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.
2/0/0   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 and 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
2/3/0 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 1 cr.
EET 292 Special Projects in Electronics Engineering Technology 2 cr.
EET 293 Special Projects in Electronics Engineering Technology 3 cr.
These courses are special projects where students work on projects approved by the instructor. The projects require 3-6 hours per week depending on the course credit. Students are required to propose, design, construct, test, debug, and demonstrate the electronics project.
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
8/0/0 Course fee charged

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 multidisciplinary 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 over 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-requisite: 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 212 Material Science and Engineering 3 cr.
This course provides students with an introduction to material science and engineering. Students will apply the basics of chemistry, such as atomic bonding, to develop an understanding of the structure-property relationships in materials. Materials designed for mechanical, electrical, and optical applications will be studied.
Prerequisite: CHE 115
3/0/0

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
Lab fee charged

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.
4/0/0 FA/SP Course fee charged

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 proof-reading 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.
4/0/0 FA/SP/SU Course fee charged

ENG 101 College Composition I 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
3/0/0

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
3/0/0 FA/SP/SU

ENG 105 Technical Writing 3 cr.
This course focuses on technical writing skills and presentation of information of a technical nature. There is intensive practice through students writing reports in their own technical or engineering field.
Prerequisite: ENG 101
3/0/0

ENG 106 Business Communications 3 cr.
This course focuses on effective communication using business vocabulary and its influence on human relations in business and industry. It emphasizes instruction and practice of the form, presentation, tone, and psychology of business letters and reports.
Prerequisite: ENG 101
3/0/0

ENG 211 Technical Writing 1 cr.
This writing course focuses on sentence and/or poetry, with occasional evaluation of the work of other writers. It requires a final portfolio.
Prerequisite: ENG 102 or permission
3/0/0

ENG 212 Creative Writing 1 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, controversiality, propaganda, and doublespeak. It examines the distinction between responsible, persuasive language and exploitive language.
Prerequisite: ENG 102 or permission
3/0/0

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 076 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 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 advanced course is designed for non-native speakers of English who wish to develop more correct pronunciation 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: ESL 081 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
ETC 205 Writing Workshop    3 cr.
This course emphasizes writing fundamentals used in developing “the story” and script writing for various forms of video and media that include news broadcasts, commercials, public service announcements, drama, and industrial video. Topics include writing scripts and text for short video/television and radio features that may be used on the College cable network, radio station, and webstreaming site.
3/0/0

ETC 220 Entertainment Technology Internship    1 cr.
The internship provides students with opportunities to work in a selected field for course credit. It includes such opportunities as television stations, cable companies, video production houses, and associated media departments of area businesses as well as industrial, education, and organizational settings.
1/0/0

ETC 225 Capstone Project    1 cr.
This project consists of original work related to the selected Entertainment Technology option. It utilizes an action research model following five steps: 1) identify a problem in the work environment; 2) read professional journals and theoretical books on relevant topics; 3) collect data through personal observations (journal notes), interviews and surveys; 4) analyze data for possible solutions; and 5) develop a solution for the identified problem.
1/0/0

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 upon 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 Architectural Lighting which uses lighting design principles and equipment in collaboration with architectural projects.
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 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 webcasting site.
3/3/0   Course fee charged

Entertainment Technologies: Sound

ETS 210 Permanent Sound System Design and Use    3 cr.
This course provides theory and hands-on learning experiences with designing and operating permanent sound systems in various venues, including auditoriums, halls, concert facilities, churches, theaters, bars/nightclubs, restaurants, outdoor amphitheaters, and other public areas. It offers opportunities for students to experience the set-up, operations, and troubleshooting involved in various College and affiliated program events.
2/3/0   Course fee charged

ETV 101 TV Production

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

ETV 205 Live Sound Production II    4 cr.
This intermediate level course builds upon 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 webcasting 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
ENT 205 Interactive Digital Media 3 cr.
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.
3/0/0 Course fee charged

Entrepreneurship

ENT 100 Entrepreneurship and New Ventures 3 cr.
This course concentrates on how new businesses are started. It focuses on understanding entrepreneurs, seeking and evaluating opportunities for new ventures and gathering resources to convert those opportunities into businesses. There are two projects: each student interviews an entrepreneur, and student teams write business plans for new ventures they have chosen.
3/0/0

ENT 105 Managing Growing Businesses 3 cr.
This course focuses on managing growing companies in an increasingly professional manner, while maintaining the entrepreneurial spirit that brought the company to its current growth position. It emphasizes measuring economic performance and obtaining information for management decision making; management control systems for innovative companies; short- and long-run planning in owner-managed businesses; and entrepreneurship and managing (professionalizing) growing companies.
3/0/0

ENT 110 Financing Entrepreneurial Ventures 3 cr.
This course focuses on the various aspects of financing an entrepreneurial venture. It includes attracting seed and growth capital from sources such as individuals, venture capital, investment banking, government, and commercial banks; valuing a company; going public; selling out; acquisitions; bankruptcy; different legal forms of organizations, partnerships, and taxes.
3/0/0

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.
3/0/0

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.
3/0/0

ENT 125 Entrepreneurial Field Studies 3 cr.
This is a practical course which has students work in the field, individually or occasionally in pairs, on real entrepreneurial projects. Students apply concepts learned in class by implementing business plans or working with an entrepreneur on a specific project. Students work independently, with guidance from the instructor.
3/0/0

ENT 130 Franchising 3 cr.
This course focuses on the theory and practice of franchising. It emphasizes both perspectives: the franchisor and the franchisee.
3/0/0

Fashion Design

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 croqui (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 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 137 History of Costume I 3 cr.
This course builds foundation knowledge concerned with the history of the technical and esthetic aspects of apparel, beginning with the pre-historical period and continuing to the era of economic expansion occurring at the end of the 17th century. Dress will be considered in historical, social, and economic contexts, and as manufactured products reflecting available technologies and materials.
3/0/0

FAD 138 History of Costume II 3 cr.
This course builds foundation knowledge concerned with the history of the technical and esthetic aspects of apparel, beginning in the year 1700 and continuing to the present day. Dress will be considered in historical, social, and economic contexts, and as manufactured products reflecting available technologies and materials.
3/0/0

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

FAD 291 Special Projects in Fashion Design 1 cr.
FAD 292 Special Projects in Fashion Design 2 cr.
FAD 293 Special Projects in Fashion Design 3 cr.
These courses provide practical or theoretical problems in apparel design, production, and marketing, as well as in accessory development, fine art, and theater. Guidance, input, and oversight by an appropriate faculty member is provided. Projects include a combination of traditional research and studio work, and result in a documented body of work. Studio hours depend on the project (usually two hours a week per credit).
Prerequisite: FAD 130 and a project approved by the instructor 
Course fee charged

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 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

French

FRE 101 Elementary French I 3 cr.
This course is for students with no knowledge of French. It focuses on laying a foundation for speaking, reading, and writing French.
3/0/0 FA/SP

FRE 102 Elementary 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 reading selected short stories, plays, and novels. It reviews grammar and composition skills.
Prerequisite: FRE 201
3/0/0

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, pastry basics, and pies.
Prerequisite: FSM 101, 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 healthy 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: FSM 101, FSM 102
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 106
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 serving 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 211 Purchasing for the Hospitality Industry 3 cr.
This course provides information that managers need to make sound selection and procurement decisions. It focuses on distribution systems, suppliers, payment policies, buying techniques, specification writing, ordering; the variety and characteristics of food, beverages, nonfood supplies, equipment, and furniture; receiving, security, and the buyer's role in the organization. Students can earn a course certificate in this subject from the National Restaurant Association.
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.
3/0/0

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
0/0/10  Course fee charged

Geography
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

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

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

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:** GDD 110
Co-requisite: CSE 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

GDD 220 Portfolio   3 cr.
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
3/0/0 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
3/0/0 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
3/0/0 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 of the instructor
Course fee charged

**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 professional’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 to a non-acute care facility.
Prerequisite: HIT 101, HIT 103
3/0/0 Course fee charged

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 103
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 DRGs 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
3/0/0 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 222 0/0/10 Course fee charged

Hearing Instrument Sciences

HRS 101 Introduction to Applied Hearing Science 1 cr.
This course provides an introduction to the role and responsibilities of each member of the hearing healthcare team. Emphasis is placed on the professional services provided by Licensed Hearing Instrument Dispensers. Other topics include the daily duties and professional responsibilities of Licensed Hearing Instrument Dispensers, the requirements for state licensure, and opportunities for employment. Students will visit a Hearing Instrument Specialist's office and a Hearing Instrument Manufacturer's facility. 1/0/0

HRS 110 Acoustics and Psychoacoustics 4 cr.
This course develops an understanding of sound, sound transmission and sound measurement as related to hearing and hearing instruments. Students also gain a knowledge and understanding of psychoacoustic principles and methods and their applications to the measurement of a variety of auditory phenomena.
Prerequisites: HRS 101, BIO 110, BIO 111 4/0/0

HRS 120 Anatomy & Physiology of the Auditory & Vestibular System 3 cr.
This course provides an understanding of anatomy and physiology of the auditory and vestibular systems, the role of the auditory system in the reception and perception of sound, and the effects of various pathologic conditions on auditory and vestibular function.
Prerequisites: HRS 101, BIO 110, BIO 111 3/0/0

HRS 130 Professional Patient Counseling and Communication Dynamics 3 cr.
This course aids the student in learning to recognize and overcome barriers to effective communication; listen and communicate more effectively with hearing impaired patients to help them move beyond their reluctance to accept treatment; and to communicate effectively through chart notes, reports, letters and consulting documents with physicians, audiologists and other professionals.
Prerequisites: HRS 101, PSY 101 3/0/0

HRS 140 Communication and Communication Disorders 3 cr.
This course provides a basic understanding of the intrinsic relationships among language, speech, and hearing; the basic characteristics of language, speech development and speech production; and the terminology and classifications of speech and language disorders.
Prerequisites: HRS 101 3/0/0

HRS 150 Legal and Ethical Responsibilities 2 cr.
In this course, students acquire an understanding of legal issues and legal responsibilities associated with the practice of Hearing Instrument Dispensing. They will also gain knowledge of the agencies and laws concerning the hearing handicapped and the hearing aid industry.
Prerequisites: HRS 101 2/0/0

HRS 200 Hearing Assessment I 4 cr.
This course introduces the theory and practice of auditory assessment through the use of patient history information, otoscopy, pure tone audiometry and acoustic impedance (immittance) measures, and special population assessment. Calibration requirement and otologic considerations and understanding of infection control are also covered.
Prerequisites: HRS 110, HRS 120, CIS 101 3/2/0

HRS 205 Hearing Assessment II 4 cr.
This course continues to develop an understanding of the theory and practice of auditory assessment, using speech audiometry techniques. The rationale for an application of self assessment inventories/scales in hearing health care are covered and commonly used electrophysiologic auditory tests are introduced.
Prerequisites: HRS 200 3/2/0

HRS 210 Hearing Instrument Technology I 4 cr.
This course covers the physical and the acoustic characteristics of hearing aids, including analog and compression amplifiers as well as digitally controlled analog and digital signal processing instruments, and special compressions options. Hearing aid test standards and required measurements of hearing aid performance, types of acoustic couplers and effects of coupler modifications in transferring sound to the human ear are also covered. The student will develop an understanding of an effective infection control program in a Hearing Instrument Dispensing practice.
Prerequisites: HRS 110, HRS 120, HRS 130, HRS 140 3/2/0

HRS 215 Hearing Instrument Technology II 4 cr.
This course covers advanced clinical skills necessary to prescribe hearing aid performance characteristics for individual patient requirements. Concepts that are covered include binaural versus monaural fittings, types of digital systems covering basic to advanced technologies, measurements to verify aided hearing improvement and techniques for troubleshooting hearing aid problems from initial adjustment to amplification through long term care and maintenance.
Prerequisites: HRS 210 3/2/0

HRS 230 Auditory Rehabilitation 3 cr.
This course helps students develop an understanding of and appreciation for the basic processes of auditory habilitation and rehabilitation.
Prerequisites: HRS 110, HRS 120, HRS 130, HRS 140 3/0/0

HRS 250 Clinical Practicum and Externship 4 cr.
This course provides students with an opportunity to observe and gain practical experience in assessment, fitting, and troubleshooting techniques in a practitioner's office.
Prerequisites: HRS 150, HRS 205, HRS 215, HRS 230 0/0/12
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  FA

HIS 109 African-American History II  3 cr.
This course focuses on the political, economic, cultural, and social evolution of African Americans 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.
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.
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

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

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, child care, 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

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, nondirective, 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 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 Introduction to Interpreting I 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 services 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 as 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 232 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

JOU 291 Special Projects in Journalism 1 cr.
JOU 292 Special Projects in Journalism 2 cr.
JOU 293 Special Projects in Journalism 3 cr.
These courses involve specific advanced projects in journalism approved by the instructor. It requires three hours per week per credit.
Prerequisite: Project approval by the instructor

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 Masterpieces of World Literature I  3 cr.
This course is a sampling of significant Biblical and classical literature (Greek and Roman) as well as mythological literature. The emphasis will be on reading and discussing the origins of the allusions found in modern arts.
Prerequisite: ENG 102 or permission
3/0/0

LIT 204 Masterpieces of World Literature II  3 cr.
This course is a survey covering American literature from the Puritan period to the Civil War. It emphasizes critical reading and analysis of selected fiction, poetry, drama, and essays.
Prerequisite: ENG 102 or permission
3/0/0

LIT 205 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; what 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 206 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 207 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

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

LIT 211 Masterpieces of World Literature II  3 cr.
This course is designed to introduce the student to a rich selection of world literary texts spanning from Renaissance and modern masterpieces which have been selected from European and non-Western literary traditions. Each student will employ critical thinking and analysis to determine the political, historical, social and religious significance of the literary works while developing an awareness of literary elements that contribute to the texts’ transcendent quality.
Prerequisite: ENG 102 or permission
3/0/0

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

LIT 214 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

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

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.
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, numeration 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. Graphing and 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 graphing 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 micro-computer 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, directional 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 courses 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 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

MUC 141-146 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

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

Music (Performance)

MUS 111-114 Brass Ensemble I-IV 1 cr. ea.

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 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

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 senescent 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 childbearing 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 114, 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 practices, 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

Paralegal

LEX 110 Introduction to Paralegal Studies  3 cr.
This course is an overview of the legal system and focuses on basic 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.
3/0/0 FA/SP Course fee charged

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.
3/0/0 FA/SP Course fee charged

LEX 112 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
3/0/0 FA/SP Course fee charged

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
3/0/0 FA/SP Course fee charged

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
3/0/0 FA Course fee charged

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).
3/0/0 SP Course fee charged

LEX 124 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
3/0/0 FA Course fee charged

LEX 125 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 law practice and procedure in buy-sell agreements, employment agreements, and non-competition agreements.
3/0/0 SP Course fee charged

LEX 212 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
3/0/0 FA Course fee charged
LEX 214 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
3/0/0 FA Course fee charged

LEX 225 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
3/0/0 SP Course fee charged

LEX 235 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

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

PHI-220 Environmental Ethics ? cr.
This course examines such questions as, “What are the rights of animals?”, “Is there a land ethic?”, and “How can we achieve environmental justice?” Such problems are discussed within the larger context of environmental philosophy, including such perspectives as utilitarianism, holism, social ecology, deep ecology, ecofeminism and postmodernism. Applications to local issues in land use, wilderness, civic agriculture and food will be included.

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.

PHI 104 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.
3/0/0 FA/SP Course fee charged

PHI 115 History of Photography 3 cr.
This course is an overview of the history of photography from its origins to the present day. It focuses on the development and history of photography as an art form and the impact this medium has had on both art and culture. It also emphasizes major photographers and their work.
3/0/0

PHI 120 Digital Photography I 3 cr.
This is a beginning course in the use of digital cameras, scanners, and printers. The course also presents an introduction to Photoshop, its basic tool palette, and image manipulation controls. File types, file sizes and resolutions, basic color correction, and color ink jet printing will also be introduced.
Prerequisite: PHI 102
3/0/0 Course fee charged

PHI 202 Black and White Photography II 3 cr.
This intermediate course is for the student who has mastered basic black and white photography. The student will improve exposure techniques and will refine black and white printmaking for the purpose of more successfully achieving the aesthetic and practical intent of the photograph. Assignments reflect individual expression through photography. A thematic fifteen print portfolio will also be produced.
Prerequisite: PHI 102 or permission
3/0/0 Course fee charged

PHI 203 Portfolio Production 3 cr.
Advanced students are given the opportunity to produce a comprehensive thematic portfolio that they will develop and print. The prints may be produced either traditionally or digitally. Individual and group critiques will be ongoing in order to aid the student in the direction and realization of the photographic theme.
Prerequisite: PHI 103, PHI 202
3/0/0 Course fee charged

PHI 207 Portrait Photography 3 cr.
This course will explore a range of portrait styles from formal studio portraiture to environmental portraiture and their application to editorial, executive, family, or wedding portraiture. There is a strong emphasis, with hands on experience, in the use of available light as well as the use of artificial light including both strobe and tungsten.
Prerequisite: PHI 102, PHI 103, PHI 202
3/0/0 Course fee charged

www.bcc.edu
PHO 215 Digital Photography II  3 cr.
Intermediate course that presents advanced digital techniques with Photoshop. Image manipulation through masking and layers, multiple selection methods, and colorization will be introduced. Students will learn printer profiling and image workflow. Students will make both color and black and white ink jet prints at various sizes on several paper types.
Prerequisite: PHO 102, PHO 120
3/0/0  Course fee charged

PHO 220 Large Format and Studio Photography  3 cr.
The student will learn how to use the 4 x 5 view camera and will understand the unique advantages it offers in architectural, product, and portrait photography. Assignments will be given in each of these three genres and will employ the techniques necessary to master this large yet versatile camera. Both strobe and tungsten light will be used in conjunction with the view camera; lighting will be an integral part of the course. Polaroid film will be used extensively in the studio to provide immediate feedback. Traditional prints will be made on 4 x 5 enlargers and digital prints will be made from scans of 4 x 5 negatives and transparencies.
Prerequisite: PHO 120, PHO 202
3/0/0  Course fee charged

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

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  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

Physics

PHY 107 Fundamentals of Physics  3 cr.
This course is an introduction to the basic principles of physics. The topics of motion, mechanics, heat energy, properties of matter, sound, light, electricity and magnetism will be presented in a conceptual context. Application of principles to environmental and health problems are included. This course is recommended for students with no previous physics experience.
Prerequisite: MTH 075
3/0/0

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  FA

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  FA  Lab fee charged

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  SP

PHY 113 Principles of Physics II Laboratory  1 cr.
This laboratory course provides experiences that apply to the topics and concepts covered in Principles of Physics II.
Prerequisite or Co-requisite: PHY 112
0/2/0  SP  Lab fee charged

PHY 120 Introduction to Astronomy  3 cr.
This is an introductory astronomy course intended for non-science majors. It focuses on the nature of light; operation of telescopes; our solar system; birth, evolution, and death of stars; black holes; galaxies; and cosmology. There are sessions for observing the night sky with a Meade ETC 125 telescope.
3/0/0

PHY 121 Astronomy Laboratory  1 cr.
This laboratory course complements the PHY 120 course. The laboratory experiences include computer simulations, experiments on basic phenomenon, and observations of the night/day sky.
Prerequisite or Co-requisite: PHY 120
0/2/0  Lab fee charged

PHY 122 Introduction to Meteorology  3 cr.
This course examines various aspects of meteorology, including solar radiation, global circulation, winds, stability, precipitation processes, weather systems, severe weather, air pollution, and climate change. It emphasizes the basic physical principles behind weather, terminology, and weather analysis.
3/0/0

PHY 210 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  FA/SP

PHY 211 General Physics I Laboratory  1 cr.
This laboratory course provides experiences that apply to the concepts and topics covered in General Physics I.
Prerequisite or Co-requisite: PHY 210
0/2/0  FA/SP  Lab fee charged

PHY 212 General Physics II  3 cr.
This course is an introduction to thermodynamics, electricity, and magnetism. It focuses on heat and thermal energy, electric and magnetic fields, basic circuit analysis and electromagnetic waves.
Prerequisite: PHY 210, PHY 211
3/0/0  SP
PHY 213 General Physics II Laboratory 1 cr.
This laboratory course provides experiences that apply to the concepts and topics covered in General Physics II.
Prerequisite or Co-requisite: PHY 212
0/2/0  SP  Lab fee charged

PHY 214 General Physics III 3 cr.
This course is a continuation of the concepts covered in General Physics II. It focuses on electricity and AC circuits, electromagnetic waves, wave motion, optics, and selected topics from modern physics such as relativity and the quantum theory.
Prerequisite or Co-requisite: PHY 212, PHY 213
3/0/0

PHY 215 General Physics III Laboratory 1 cr.
This laboratory course provides experiences that apply to the concepts and topics covered in General Physics III.
Prerequisite or Co-requisite: PHY 214
0/2/0  Lab fee charged

PHY 291 Special Projects in Physics 1 cr.
PHY 292 Special Projects in Physics 2 cr.
PHY 293 Special Projects in Physics 3 cr.
These courses offer students the opportunity to conduct independent study and research of a theoretical or experimental nature in physics. Projects include a literature search and laboratory or instrumental experience in the application of physical laws.
Prerequisite: Project approval by the instructor
Lab fee charged

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

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

PSY 102 General Psychology II 3 cr.
This course is for students who plan to major in the liberal arts, education, or the social sciences at a four-year institution. It focuses on achieving insight into human behavior using both personal and group studies. It emphasizes motivation, human sexuality, emotion and cognitive control, personality theory and assessment, abnormal behavior, psychotherapy, and social psychology.
Prerequisite: PSY 101 or permission
3/0/0  FA/SP/SU

PSY 110 Phi Theta Kappa Leadership Development 3 cr.
This course provides emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. It integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. Membership in Phi Theta Kappa (PTK) is not required.
3/0/0

PSY 203 Human Sexuality 3 cr.
This course is an academic interdisciplinary study of human sexuality. It focuses on sexual biology, developing sexual relationships, love and intimacy, sexual choices, contraception, S.T.D., sexual customs, and sex education.
3/0/0  SP/SU

PSY 250 Educational Psychology 3 cr.
This course is specifically designed for prospective teachers. It focuses on the application of the principles of psychology to the teaching and learning processes.
Prerequisite: PSY 101 or permission
3/0/0  FA/SP

PSY 251 Child and Adolescent Psychology 3 cr.
This course is a study of growth, adjustment and capacities of individuals from conception through adolescence. It emphasizes the study of normal children.
Prerequisite: PSY 101 or permission
3/0/0  FA/SP/SU

PSY 255 Abnormal Psychology 3 cr.
This course is a study of the characteristic features of various types of mental abnormalities, dynamics, and therapeutic methods.
Prerequisite: PSY 102
3/0/0  FA/SP

PSY 256 Developmental Psychology 3 cr.
This course considers human psychological and physiological development from conception to old age. It examines a comprehensive review of the basic bio-psychological principles of growth in conjunction with major research findings.
Prerequisite: PSY 101
3/0/0  FA/SP/SU

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
3/0/0

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

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
3/0/0  FA/SP
Radiography

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
3/0/0 SU Course fee charged

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
2/0/0 FA Course fee charged

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
3/0/0 FA Course fee charged

RAD 120 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
4/0/0 FA Course fee charged

RAD 121 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 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.
3/2/8 SU Course and lab fee charged

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.
Prerequisite: RAD 121
Co-requisite: BIO 110, BIO 111, RAD 107, RAD 114
2/2/16 FA Course and lab fee charged

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.
Prerequisite: RAD 107, RAD 122
Co-requisite: BIO 114, BIO 115
2/2/24 SP Course and lab fee charged

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.
Prerequisite: RAD 123
2/2/24 SU Course and lab fee charged

RAD 225 Clinical Procedures V 6 cr.
This course focuses on students learning to perform various cardiovascular, central nervous, and computed tomography procedures. Previously mastered anatomy is presented in transverse, coronal, and sagittal planes. Pathology and disease as they relate to various radiographic procedures are emphasized. 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.
Prerequisite: RAD 224
Co-requisite: RAD 120
2/0/24 FA Course fee charged

RAD 226 Clinical Procedures VI 3 cr.
This course allows the student sufficient clinical practicum to achieve entry level clinic competency. Hands-on experience is provided under the supervision of qualified radiographers. Clinical rotations in advanced modalities may be made available during this semester with the permission of the clinical coordinator. Achieved competency and pertinent initial (CT) and final clinical competency testing is performed.
Prerequisite: RAD 225
0/0/24 SP Course fee charged

Reading

REA 055 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 FA/SP/SU Course fee charged

REA 075 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 FA/SP/SU Course fee charged

REA 095 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 FA/SP/SU 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

**RST 209 Clinical Practice I 2 cr.**
This course orients 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

**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 related 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

**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

**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

**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

**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

**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 pressure analysis. It offers laboratory demonstration and experimentation.

**Prerequisite:** RST 210, RST 212, RST 214, RST 215, RST 219

**Co-requisite:** RST 226, RST 227, RST 237, RST 239

**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

**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

**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

**RST 239 Clinical Practice III 3cr.**
This course focuses on a comprehensive experience in all service areas of selected respiratory care department and ancillary units. It emphasizes to adult, pediatric, and neonatal critical care; pulmonary function laboratories, anesthesiology, emergency room; blood gas laboratory; and experience in departmental supervision and management. The final clinical practice is designed to provide students with the opportunity to refine clinical application of the advanced theoretical concepts of the prior semesters.

**Prerequisite:** RST 210, RST 212, RST 214, RST 215, RST 219

**Co-requisite:** RST 226, RST 227, RST 228, RST 237

**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.

**RST 200, RST 209

**Co-requisite:** RST 200, RST 209

**RST 210, RST 212, RST 215, RST 219

**RST 210, RST 212, RST 214, RST 215, RST 219

**RST 226, RST 227, RST 228, RST 237

**SOC 160 Society, Ethics & Technology 3 cr.**
This course provides a framework for understanding the ways in which technology has transformed society and for assessing the social, ethical, global, environmental and professional issues associated with these changes. Students will also have the opportunity to conduct investigations into the following areas: professional responsibility, ethical implications, respect for diversity and the need for life-long learning.

**Prerequisite:** ENG 101

**COH 3/0/0

**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 SP

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 FA/SP/SU

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 FA/SP

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 FA/SP

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 FA

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 or Co-requisite: SPA 201 or permission
3/0/0 SP

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 socio-economic 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 spoken communication, with an emphasis on small group interaction. It includes public speaking experiences, problem solving techniques, and approaches to discussion.
Co-requisite: ENG 101
3/0/0 FA/SP

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 FA/SP

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 to 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.
3/0/0 FA/SP

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 FA/SP

THR 102 Voice and Diction  3 cr.
Voice and Diction is the study of vocal mechanisms, phonetics and related exercises to improve articulation, pronunciation and expressive intonation. The course also covers the International Phonetic Alphabet and its uses in vocal 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 FA/SP

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.
This course focuses on the theory and the and a child's 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 121 Musical Theatre  3 cr.
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 130 Musical Theatre Workshop  3 cr.
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
0/9/0

THR 132 Musical Theatre Workshop II  3 cr.
This course is available to students working on their second musical production at Burlington County College. Students will apply acting, singing and dancing skills to perform a fully costumed, technically complete musical production.
Prerequisite: THR 130
0/9/0

THR 217 Theatre Laboratory  1 cr.
THR 218 Theatre Laboratory  2 cr.
THR 219 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 by any person at any time anywhere is strictly prohibited. College property includes all College vehicles as well as real estate owned by the College.

2. 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 wellness of all individuals on campus and enhance the comfort of non-smokers, particularly those with health conditions aggravated by exposure to smoking.

3. The effect of this Policy is to prohibit smoking not only in all buildings but also on all areas of College property. This means that smoking is prohibited on the grounds, playing fields, walkways, roadways, parking lots, in and around the perimeter of any building.

“Smoking” Defined

For purposes of this policy, "smoking" is defined as 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 383, Public Laws of 2005, and codified in N.J.S.A 26:3D-55 et SCQ.

Sanctions Against Violators

Any employee who violates this policy shall be subject to appropriate disciplinary action. Any student who violates the Policy shall be subject to disciplinary measures in accordance with the provisions of the Student Code of Conduct. Other individuals, including visitors to the College, who violate this policy, may be asked to leave the College property. All violators are also subject to sanctions provided by applicable laws and regulations.

Signage

Signs designating Burlington County College a smoke free campus will be posted. Additionally, signs requesting individuals to extinguish their smoking materials prior to exiting vehicles will be placed in each parking lot. This policy will also be placed in the College Catalog, Student Handbook, and other selected publications.
PERSONNEL

President

MESSINA, ROBERT C., JR.
B.S., City University of New York: City College
M.A., City University of New York: Hunter College
Ph.D., Fordham University

Executive Staff

CARTER, KATHLEEN
Vice President of Academic Programs
B.A., Thomas Edison State College
A.S., B.S., M.Ed., Ed.D., Temple University

CORSON, PATRICIA
Vice President of Marketing and Business Development
B.A., Rutgers University
M.B.A., LaSalle University

DIPETRO, STEPHEN L.
Assistant to the Vice President
B.S., Temple University
M.A., Villanova University
Ph.D (Honoris Causa), Mount Saint Mary's College

DIXON, LUCRETTIA A.
Vice President of Student Services
A.A., Burlington County College
B.S., M.Ed., Trenton State College
Ed.D., Nova University

MEARA, MARK
Chief Information Officer
A.S., Mercer County Community College
B.A., Thomas Edison State College
M.S. Central Michigan University

POKRASS, RICHARD J.
Dean of Institutional Advancement
B.S., Temple University
M.A., Glassboro State College

SLUSER, GERALD MAXIMILLIAN
Executive Director of Institutional Research
B.A., Richard Stockton College of New Jersey
M.A., University of Delaware

Administrative Staff

AMAR, DEIDRE
Program Manager, Willingboro Center
B.S., Fisk University

AMITRANO, STEPHEN J.
Print Facility Manager

BENNETT, LINDA
Director of Retired & Senior Volunteer Program
B.S., Buffalo State Teachers College

BERGONZONI, STEVE
Academic Program Director, Food Service Management
A.A., Suffolk County Community College
A.S., Community College of the Air Force
B.S., Mississippi State University
M.P.A., Golden Gate University
Registered Dietician, Certified Hospitality Educator

BIDINI, JOHN
Director of Athletics/Athletic Trainer
B.A., Glassboro State College

BLAYLOCK, ROBERT
Manager/User Services/Laboratory Manager
A.S., Mercer County College
MSCE, MCR, CAN, CNE

BRAND, RONALD
Director of Accounting and Administrative Services
B.S., Pennsylvania State University
C.P.A., Certified Public Accountant

BRAKES, CATHERINE
Director of Student Activities
A.A., Burlington County College
B.A., M.A., Rowan University

DOMINGUEZ, AUGUSTINE
Director of Financial Aid
B.A., University of California
M.A., Indiana University

EDWARDS, ANNE
Associate Dean of Science, Mathematics and Technology
B.A., Otterbein College
M.S., Ohio State University

FALKENSTEIN, JAY
Manager of Physical Plant

FARR, MATTHEW
Assistant Director of Administrative Services—Puchasing
B.S. Clemson University

FETT, PAULA
Director of Small Business Development
A.S., Kathryn Gibbs School

FRITSCH, JOHN
Assistant Manager of Physical Plant
B.A., Rutgers University

GONZALEZ, HECTOR M.
Director of Public Safety
A.S., Burlington County College

HECKER, LINDA
Director of Dental Hygiene
A.A.S., New York City College of Technology
B.S./A.S.T, M.A., Thomas Edison State University

HERRON, JEFFREY
Associate Dean of Business and Related Programs
B.S., The College of New Jersey
J.D., Villanovan University

HOPFIIZER, KIMBERLIEE
Assistant Director of Human Resources
B.A., Eastern Connecticut State University
M.Ed., Springfield College

HOLCOMB, BRETT
Operations Manager/Program Director, WBZC
B.A., Temple University

HUDSON, DONALD M.
Director of Construction Management
B.A., University of North Carolina
B.A., Architecture, Drexel University

HWANG, LINGO Y.L.
Financial Research Assistant
M.S., Kansas State University
Ph.D., Temple University

MASCARIN, MARY LOUISE
Director of Marketing and Research
B.A., University of North Carolina
B.S., Rider College
M.B.A., Rutgers University

MCARRAHRE, CHARLOTTE
Associate Dean of Nursing and Allied Health
B.S., Temple University
M.S.N., Boston University

MCBERSON, LISA
Academic Program Director, Fashion Design
A.A.S., Fashion Institute of Technology
B.F.A., University of Georgia
M.A.Ed., University of Georgia

MCBERSON-BARNES, PENNY
Director of Educational Opportunity Fund
B.A., M.A., Rowan University

MILLER, ROY
Manager of Non-Credit Programs
B.S., M.B.A., Rider University

MONAGHAN, VICTORIA A.
Director of College Relations & Publications
B.A., College of William and Mary

MOOS, RICHARD
Director of Audio-Visual and Video Services
B.A., William Paterson University

MUSINSKY, PAUL
Director of Diagnostic Medical Sonogram, Radiography
B.A., University of Jerusalem

NAGY, LEWIS
Director of Business and Workforce Development
B.S., Trenton State College

PARKER, DONNA J.
Associate Dean of Humanities & Social Science
B.S., Western Michigan University
M.S.W., Western Michigan University
Ed.D. Wilmington College, A.C.S.W., Q.C.S.W.

PETERSON, DAVID
Library Information Specialist
B.A., Wittenberg University
M.S., Drexel University

PHILLIPS, N. MISUN
Registrar
B.A., University of Michigan
M.Ed., Boston University

PRICE, ELIZABETH
Academic Program Director, Radiography/Alied Health
A.A.S., Virginia Area Community College
B.S., Albright College
M.S., Central Michigan University

PURSEY, DOROTHY
Manager of Recruitment
A.A., Burlington County College
B.S., University of Southern Colorado

RITTER, JULIE J.
Accounting Administrator
B.A., Richard Stockton College of New Jersey

ROGERS, SHARON
Director of Career Programs
Manager of Willingboro Center
B.A., M.A., William Paterson College

SCOTT, JOHN
Director of NJ Statewide Transfer
B.A., Temple University

SCHMIDT, LINDA A.
Assistant Director of Public Safety
NJ Certified Emergency Medical Technician
Certified Supervisor

SCULLY, SUSAN
Interim Assistant Director of Health Information Technology
A.A.S., Burlington County College
SPANG, DAVID
Dean of Science, Mathematics, and Technology
B.S., M.S., M.B.A., Ph.D., Rutgers University

SPELLMAN, KAREN JOY
Director, Center for Public Health Preparedness
B.S.N., Seton Hall University
M.S.N., University of Pennsylvania

STAASTE, HOLLY
Assistant Director of Institutional Research
B.A., Trenton State College

STEPHENS, KIMBERLY
Director of Academic Advisement and Transfer
B.A., M.A., The College of New Jersey

STEWART, BARBARA
Supervisor of Laboratories
A.A., Rider College
B.A., Thomas A. Edison State College

TIAN, LANZHEN
Library Information Specialist
B.A., Tianjin Normal University
M.A., Rosemont College
M.S., Drexel University

UDOH, DONNA
Administrator, Accounting
B.A., University of California, San Diego

WEBSTER, CHARLENE
Assistant Director, College Relations and Publications
B.A., Rowan University

YATES, THERESA, M.A., R.N.
Evening Nursing Program Coordinator
B.S.N., University State of New York
M.A., Rider University

ZUCCHI, BRENDA
Assistant Director of Administrative Services

Faculty

ALEXANDER, JONATHON MILLER
Instructor
English, Literature
B.A., Widener University
M.A., West Chester University
Ph.D., Indiana University of Pennsylvania

BAILEY, JEFFREY
Lecturer
Art
B.A., Vermont College of Norwich University
M.F.A., University of Delaware

BRAUN, JACK
Professor
Electronics, Engineering, Physics
B.S., M.S., Rose Polytechnic Institute
Professional Engineering, New Jersey

BRIGGS, JANET
Lecturer
Nursing
A.S., Burlington County College
B.S.N., Thomas Jefferson State University
M.S.N., University of Pennsylvania

BUTHUSEM, GREG
Lecturer
Mathematics
B.A., M.S., Rutgers University

COHILL, PATRICIA
Lecturer
Theatre, Speech
B.S., Fairmont State College
M.A., West Virginia University

CONROY, FRANCE
Professor
Philosophy, Sociology
B.A., Haverford College
M.A., Yale University
Ph.D., Union Graduate School

COVIL, RONALD P.
Associate Professor
History, College Study Skills
B.A., Howard University
M.A., M.Ed., Temple University

DIVERS, WILLIAM
Lecturer
English
B.S., Duke University
M.A., Hollins College

FISHER, SUSAN
Lecturer
Nursing
B.S.N., University of Delaware
M.S.N., University of Pennsylvania

FRIEDMAN, BRINA G.
Instructor
Human Services
A.G.S., Montgomery County College
B.Soc.Wel., M.Ed., Temple University

GIARDINE, GUY
Instructor
Computer Science
A.S., Bucks County Community College
B.A., Holy Family College
CCNP – Cisco Certified Network Professional
CCDP – Cisco Certified Design Professional
CCSP – Cisco Certified Security Professional

GILEWSKI, AMBER
Lecturer
Psychology
B.A., Richard Stockton College of New Jersey
M.A., LaSalle University

GNEPP, ARмен
Associate Professor
Mathematics
B.S., M.Ed., West Chester University
Ed.D., Rutgers University – New Brunswick

HAGEMAN, LEON
Professor
Chemistry, Physical Science
B.S., Long Island University
M.S., Ph.D., New York University

HAIRSTON, OTHEAL
Lecturer
Sociology
A.S., Vernon Regional College
B.S., Colorado State University
M.Ed., Central Michigan University

HAMIL, CHARLES
Associate Professor
Psychology
B.S., M.A., Adams State College

HARMON, LOVENINA
Associate Professor
Academic Advisement
A.A., Burlington County College
B.A., Rutgers University
M.A., Glassboro State College
LPC, Licensed Professional Counselor-New Jersey
NCC, National Certified Counselor

HART, ALAN
Instructor
Criminal Justice
B.S., Philadelphia College of Textiles & Science
M.S., West Chester University
Ph.D., Union Institute and University

HAS, MENG
Instructor
Computer Science
B.S., Duquesne University
M.S., New Jersey Institute of Technology

HERALD-EVANS, MARGARET
Associate Professor
Academic Advisement
B.A., Immaculata College
M.A., Rider College
LPC, Licensed Professional Counselor
NCC, National Certified Counselor

HOPEN, JOHN
Associate Professor
Sociology, History
A.B., Thiel College
M.A., Glassboro State College

HOUCK, THOMAS
Assistant Professor
Electronics, Engineering
B.S.E.E., M.S.E.E., Drexel University

HUNTER, KIM
Lecturer
Music
B.A., The College of New Jersey
M.A., Temple University

HUTTNER, LOUISE
Associate Professor
Mathematics
B.A., M.A., Trenton State College

KAELIN, SANDRA
Associate Professor
Accounting
B.A., M.A., Trenton State College

KALATA, PATRICIA
Associate Professor
Psychology, Education, English, Literature
B.A., M.A., Mundelein College
M.A., Glassboro State College
Ph.D., Temple University

KOHLER, GENEVA
Assistant Professor
English, Literature, Speech
B.A., M.A., Florida State University

MANZ, JOHN A.
Instructor
Computer Science
B.S., Rowan University
M.A., New Jersey Institute of Technology

MCCADDEN, JOSEPH
Professor
English, Literature
B.A., Iona College
M.A., Ph.D., Fordham University

MESSINA, ROBERT C., JR.
Professor
President of the College
B.S., City University of New York: City College
M.A., City University of New York: Hunter College
Ph.D., Fordham University

MILLER, ANNE
Instructor
Philosophy
B.A., Rosemont College
M.A., Boston University

MPEKA, ROGATUS
Lecturer
Accounting
B.A., Stony Brook University
M.B.A., St. John’s University
Ph.D., New York University

MYERS, DEBORAH
Lecturer
Dental Hygiene
B.S., West Chester State College
M.Ed., Rutgers University

NARASIMHAN, GITA
Instructor
Mathematics, Physics
B.S., University of Poona
M.S., Western Illinois University
M.S., Carnegie – Mellon University

PALATNIK, BARRY
Lecturer
Business
A.S., Burlington County College
B.A., Rutgers University
M.B.A., Regis University

RITT, LAURA
Instructor
Biology
B.S., Syracuse University
M.S., Rutgers University
A.S.C.P.B.B., Technology in Blood Banking
BURLINGTON COUNTY COLLEGE

RITTENHOUSE, JOYCE Instructor Nursing
B.S.N., Seton Hall University
M.S.N., Temple University

RUBALOW, LOUISE Assistant Professor Academic Advisement
B.A., Rider College
M.Ed., Trenton State College
NJ Licensed Professional Counselor

RUCCO, TIFFANY Lecturer Graphics
A.A., Burlington County College

SANVARDINE, JOANNE Professor Mathematics
B.S., M.A., Rider University
Ed.D., Rutgers University

SCHLACK, DIANE Lecturer Reading
B.A., Rowan University
M.A., William Paterson University

SCHWARTZ, ROBERT Assistant Professor Mathematics
B.S., Massachusetts Institute of Technology
M.S., Harvard University
Ph.D., University of Pennsylvania

SETA, KELLEY Lecturer Nursing
B.S.N., M.S.N., University of Pennsylvania

SHERLOCK, TERRENCE P. Instructor Chemistry, Physical Science
A.S., Burlington County College
B.S., Rowan University
M.A., Temple University

SLAVIN, PATRICK T. Instructor Biology
B.S., Marquette University
M.S., University of Maine
Ph.D., Rutgers University

SMITH, JOHN L. Associate Professor Business, Economics
B.S., Denbighshire College
A.M., Dartmouth College
M.B.A., Fairleigh Dickinson University

SOLLIMO, VINCENT Professor Chemistry, Physical Science
B.S., Villanova University
M.S., University of Tennessee
Ed.D., Temple University

SPIEHS, COLLEEN Professor Nursing
B.S.N., Trenton State College
M.S.N., University of Pennsylvania
D.N.S., Widener University

SWANNELL, CHARLES Associate Professor Speech, English
B.A., DePauw University
M.S., Indiana State University

SWEENEY, KATHLEEN Professor Biology
B.S., St. John’s University
M.S., Ed.D., Rutgers University

VANDERGRIFT, DONNA Assistant Professor Psychology
B.A., Rutgers University
M.A., Rider College

VENEZIALE, DIANE Instructor Mathematics
B.S., Millersville University
M.A., Arcadia University

WEINTRAUB, FAITH Instructor Nursing
B.S.N., University of Rhode Island
M.S.N., Villanova University
Post-Master’s Certificate - Adult Nurse Practitioner, University of Pennsylvania

WEISSMAN, STEPHEN B. Instructor Computer Science
B.A., M.A., Wesleyan University
M.S., Villanova University

WHITFIELD, WILLIAM J. Instructor Mathematics
B.S., College of New Jersey
M.S., Stanford University

WOODWARD, KAREN Associate Professor Political Science, History
B.A., M.A., Temple University
M.Sc., Drexel University

YANTZ, JAYNE Instructor Art
B.A., University of Rochester
M.A., Ohio State University

ZAMKOTOWICZ, MARC D. Lecturer Geospatial Technology, Physical Science
B.S., Bloomburg University
M.A., Old Dominion University

Professors Emeritus

ALLBEE, CHARLES Professor Emeritus Humanities and Social Science

*AYRES, STANLEIGH Professor Emeritus Science, Mathematics and Technology

*BARNES, PATRICIA Professor Emeritus Science, Mathematics, and Technology

BEATTY, JAMES Professor Emeritus Science, Mathematics, and Technology

BELLER, SHIRLEY Professor Emeritus Science, Mathematics and Technology

BLANTZ, NORMAN Professor Emeritus Humanities and Social Science

BRYENTON, DAVID Professor Emeritus Science, Mathematics, and Technology

BURRIS, JOANNA Professor Emeritus Science, Mathematics and Technology

*CAMPO, ROBERT Professor Emeritus Student Development

CORREALE, CLAIRE Professor Emeritus Science, Mathematics and Technology

*Cunningham, James Professor Emeritus Language and Literature

DEVOLL, DOUGLAS Professor Emeritus Student Services

EBERHARDT, JACQUELINE Professor Emeritus Science, Mathematics, and Technology

EVELO, WAYNE Professor Emeritus Science, Mathematics and Technology

FAGANS, ALICE Professor Emeritus Research and Planning

FREEMAN, WILLIAM Professor Emeritus Humanities and Social Sciences

FRIESE, HERBERT Professor Emeritus Humanities and Social Sciences

GAJDAIO, JENIFER Professor Emeritus Nursing and Allied Health

GATES, FRIEDA Professor Emeritus Humanities and Social Sciences

GONSALEVS, ANTHONY Professor Emeritus Humanities and Social Sciences

HOVE, MERTON Professor Emeritus Humanities and Social Sciences

HUGHES, SHIRLEY Professor Emeritus Humanities and Social Sciences

INTINTOLI, MICHAEL Professor Emeritus Humanities and Social Sciences

JENSEN, CAROLE Professor Emeritus Language and Literature

JUDD, RUSSELL Professor Emeritus Student Development

KAUFMAN, LESLIE Professor Emeritus Student Services

KAUFMAN, PERRY Professor Emeritus Humanities and Social Science

LAUFER, JOSEPH Professor Emeritus Business Relations

*MAERTIN, LOTHAR Professor Emeritus Science, Mathematics and Technology

MALONEY, HARRY Professor Emeritus Humanities and Social Science

MCAUSLAN, BARNABY Professor Emeritus Business Studies

MELEGARI, DOUGLAS Professor Emeritus Science, Mathematics and Technology

MOYER, SAMUEL Professor Emeritus Science, Mathematics and Technology

NAPPO, FRANK Professor Emeritus Humanities and Social Science

*NIMMER, ROBERT Professor Emeritus Language and Literature

OSBORNE, ROBERT Professor Emeritus Business Studies

PALMER, JOHN Professor Emeritus Business Studies

PERRONE, CHARLES Professor Emeritus Library

PETESEON, C. DEWITT Professor Emeritus Language and Literature

REBURN, NORBERT Professor Emeritus Language and Literature

*ROCKETT, WILLIAM Professor Emeritus Science, Mathematics, and Technology

RODDY, EUGENE Professor Emeritus Student Development

SCHMOLL, HARRY Professor Emeritus Language and Literature

SCHOENING, CAROLE Professor Emeritus Science, Mathematics, and Technology

SEILER, ROBERT Professor Emeritus Athletics

SMITHERMAN, MARION Professor Emeritus Library

162
STEWART, JAMES  Professor Emeritus  Business Studies
THOMPSON, THOMAS  Professor Emeritus  Business Studies
VAIL, JACQUE  Professor Emeritus  Science, Mathematics and Technology
WEATHERBY, DORIS  Professor Emeritus  Humanities and Social Science
WHITE, WILLIAM  Professor Emeritus  Language and Literature
*WILLIAMS, GEORGE  Professor Emeritus  Humanities and Social Science
WOODS, BENNIE  Professor Emeritus  Language and Literature

*Deceased

**Instructional Assistants**

EDSELL, MARTIN  Instructional Assistant  Engineering
B.A., Rutgers University
FLEMING, RALPH G.  Instructional Assistant  Science, Mathematics and Technology
A.S., Atlantic Community College
B.S., Delaware Valley College
SAAL, CURTIS  Instructional Assistant  Science, Mathematics, and Technology
A.B., Rutgers, College of South Jersey
WOLOZYN, CHERYL  Instructional Assistant  Language and Literature
B.S., Clarion State University
B.A., Temple University
M.S., Troy State University

**Special Project**

ARIOSTO, ROBERT F.  Transfer Coordinator
B.S., Seton Hall University
M.A., Ed. D., Columbia University
BANE, LASHAWN  Research Assistant, Institutional Research
A.S., Burlington County College
BEATON, LEQUITA  Athletic Trainer, Student Activities
B.A., Rowan University
B.M., California University of Pennsylvania
BERMUDEZ, JOVINA  Financial Aid Administrator
A.A., Burlington County College
B.A., Richard Stockton College of New Jersey
BOCCI, KRISTIN  Academic Advisor
B.A., M.A., Rowan University
DELONG, JACQUELINE  Research Assistant
A.A.S., Burlington County College
ERICSON, BARARA  Special Populations Coordinator
B.A., Holy Family College

**Professional Specialists**

EVANS, JANET  Coding Program Coordinator, Health Information Technology
B.A., Mansfield University
M.S., M.B.A., State University of New York
HAWKINS, RUTH VALERIE  Counseling Specialist, Contracted Educational Training
B.S., Northern Michigan University
HOFFMAN, MARTIN  Educational Technology Specialist
B.A., Pace University: Dyson College
M.S., Pace University: School of Computer Science and Information Systems
HOFFMAN, MICHELLE  Coordinator, Student Gallery and Art Store
A.A., Burlington County College
HOLT, JOHN  Athletic Specialist

**Vice President of Academic Programs**

SAAL, CURTIS  Confidential Executive Secretary
A.A.S., Burlington County College
B.A., Rowan University

**Supportive Staff**

ABBAMONTE, LUZIA  Executive Secretary
A.A., Burlington County College
ABBAMONTE, SCOTT L.  Technical Services Specialist, Library
A.A., Burlington County College

**Vice President of Marketing and Business Development**

DEVERICKS, LYNNE MARIE  Administrative Assistant
A.A., Burlington County College
B.A., Rowan University
BREDY, FRITZ
Offset Press Technician, Print Facility

BROWN, ADAM
Custodian, Physical Plant

BROWN, RICHARD
Foreman – Custodial Operations, Physical Plant

BUSSE, DORIS B.
Recruitment Advisor, Admissions & Enrollment Management
B.A., University of Massachusetts (Amherst)

CAMPBELL, LAVONNA S.
Faculty Evaluation Coordinator, Educational Measurement Services

CARHART, ROBERT J.
Custodian, Physical Plant

CHANey, SHANTRAIL
Mail Clerk, Administrative Services

CHESTNUT, WILLIE
Custodian, Physical Plant

CHOLETTE, LISA
Faculty Secretary, Liberal Arts

COLLINS, CLAUDIA
Registration Coordinator, Registration

COMEY, MARY K.
Clinical Assistant, Dental Hygiene Program
A.S., Camden County College

CONNER, LINDSAY
Nursing Laboratory Assistant, Nursing and Allied Health

CORREA, JANET
Counseling/Advising Assistant, Academic Advisement

CORREA, MOSES
Custodian, Physical Plant

CUMMINGS, ROBERT
Print Facility Foreperson, Printing Services

DANIELS, PATRICIA G.
Academic Division Secretary, Nursing & Allied Health
A.A.S., Burlington County College

DEA, ELLEN
Technical Paraprofessional, Library
B.A., SUNY Fredonia

DEJESUS-LOPEZ, ELVA I.
Admissions Coordinator, Registration
A.S., Burlington County College

DEVONE, KATHLEEN
Distance Learning Coordinator, Library
A.A., Burlington County College
B.A., Rutgers University

DIXON, JENNIFER
Customer Service/Data Input Specialist, Financial Aid
A.A., Burlington County College

DOWD, MARIETTA
Assistant Lead Custodian, Physical Plant

EGAN, DANIEL
Video Producer/Multimedia Coordinator, Videocommunications
B.A., Lenoir-Rhyne College

EVANS, KEVIN
Maintenance Mechanic

EVANS, LEONARD
Custodian, Physical Plant

FAUCHE, RICHARD C.
Maintenance Mechanic, Physical Plant

FELICIANO, JEREMIAS
Custodian, Physical Plant

FISHER, PAULETTE E.
Lead Test Coordinator, Educational Measurement Services

FOWLER, DANETTE
Custodian, Physical Plant

GENZANO, MARGARET
Secretary, High Technology Small Business Incubator
A.A., Burlington County College

GEORGE, JENNIFER
Customer Service/Data Input Specialist, Registration

GLASS, SHERRI
Resource Sharing Technician, Library
A.A.S., Montgomery County College

GRAFTON, CHARLES W.
Stationary Engineer, Physical Plant

GRAHAM, SHARON M.
Outreach Coordinator, Recruitment

HARRIS, ANN
Custodian, Physical Plant

HAVERTY, ANNE
Customer Service Data Input Specialist, Registration

HAYES, MICHELLE
Custodian, Physical Plant

HEFFY, ROBERT
Customer Service Data Input Specialist, Registration
B.S., M.S., New Jersey Institute of Technology

HENDERSON, NORDEAU
Custodian

HEINERT, MICHELLE
Technical Paraprofessional – Circulation, Library

HEINLEIN, CHESTER
Purchasing Assistant, Administrative Services

HERNANDEZ, ARIEL
Assistant Lead Grounds, Physical Plant

HUTCHINS, JEFFRY J.
Lead Test Coordinator

IACONELI, DEAN M.
Material Handler, Administrative Services

JAMES, JOSEPH
Custodian, Physical Plant

JENKINS, MARY J.
Recruitment Advisor I, Admissions & Enrollment Management

JOHNSON, NATASHA
Customer Service/Data Input Specialist, Registration

JONES, RICHARD
Offset Press Technician, Print Facility

JOSHI, PRAGNA
Junior Accountant, Accounting
A.S., Hudson County Community College

KEEN, STUART M.
Placement Coordinator, Admissions & Enrollment Management

KOSMOSKI, EUGENE
Maintenance Mechanic, Physical Plant

LANDANTE, JAMES
Stationary Engineer, Physical Plant

LEVANDOSKI, CHARLES
Stationary Engineer, Physical Plant

LISTER, MARY ELLEN
Coordinator of Student Accounts, Accounting
A.A., Burlington County College

LOEW, TINA
Academic 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

MARTIN, JANELL
Print Shop Clerk, Printing Services

MARTIN, JEREMY
Purchasing Technician I, Administrative Services

McCRACKEN, CHRISTINE
Office Press Technician, Printing 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

MORGAN, CELIA
Secretary, Community Enrichment

MURPHY, LIONEL M.
Locksmith, Physical Plant

NEWMAN, HEDY C.
Custodian, Physical Plant

NICHOLSON, DOUGLAS
Customer Service/Data Input Specialist, Registration
A.S., Burlington County College
B.S., Rutgers University

NICITA, JUSTINA
Coordinator, Physical Plant
A.A.S., Burlington County College

NIEDERMAYER, CHRISTOPHER
Stationary Engineer, Physical Plant

OTERO, ELIZABETH
Academic Division Secretary

PODOLSKI, DONNA, M.
Assistant, Academic Support Services, Academic Advising Center
A.A., Burlington County College
B.A., Rutgers University

PURKS, ANTOINETTE EVELYNE
Telephone Operator

QUINNAN, DAVID
Video Producer, Editor and Multimedia Technician, Videocommunications
A.A., Art Institute of Philadelphia

RICKARD, ADAM E.
Stationary Engineer, Physical Plant

RIPPEY, ROGER
Custodian

RIVERA, ORLANDO
Stationary Engineer, Physical Plant

RODRIGUEZ, EVELYN J.
Financial Aid Accounts Bookkeeper, Financial Aid
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 South). 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 State routes 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.

www.bcc.edu
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 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).

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.
## INDEX

### A
- Absences .....................................................18
- Academic Calendar ........................................20
- Academic Information and Regulations ..................18
- Academic Programs ...........................................34
- Academic Progress ............................................20-21
- Academic Standards .........................................18
- Access to Student Records ..................................20
- Accounting ....................................................51
- Accounting (Certificate) .....................................52
- Accounting Technology .....................................52
- Accreditation of BCC ..........................................1
- Active Duty Military .........................................27
- Addictions Counseling Certificate .........................48
- Administrative Staff ..........................................160
- Admissions .......................................................12
- Adults Without a High School Diploma ....................14
- Application Process ...........................................12
- High School Students ........................................13
- Pre-enrollment Session ........................................12
- Residency Requirements ....................................13
- Readministration ...............................................14
- Transfer Students ...............................................12
- Veterans ...........................................................26
- Advanced Placement .........................................12
- Advancement Organizations ................................10
- Advisement/Counseling .......................................28
- Advising Forms ..................................................41-46
- Affirmative Action ..............................................10
- American Sign Language/Deaf Studies .....................53
- American Sign Language/Interpreter ......................53
- Art ..................................................................56
- Articulation Agreements, High School .....................13
- Assessment Activities .........................................18
- Associate in Applied Science Degree .......................39
- Associate in Arts Degree .....................................36-37
- Associate in Fine Arts Degree .................................36-37
- Associate in Science Degree ................................38
- Athletics ................................................................32
- Attendance of High School Students .......................13
- Attendance Policy .................................................18
- Auditing a Course ...............................................20
- Automotive Technology .......................................57

### B
- BCC Foundation Scholarships ................................24
- Biology ..............................................................58
- Biotechnology .....................................................59-60
- Board of Chosen Freeholders ................................10
- Board of Trustees .................................................10
- Burlington County Police Academy .........................13
- Business Administration .......................................61
- Business Management Technology ........................62
- Business Office ...................................................16-17

### C
- Calendar .........................................................Inside Front Cover
- Campus Maps ....................................................165-166
- Cancellation of Classes ........................................21
- Cancer Registry Certificate ....................................48
- Carpools .............................................................31
- Career Planning ...................................................28
- Catalog that Applies to a Student ............................21
- Certificate Programs ..........................................35
- Change/Program, Degree Status, Records ...............20
- Character of the College .......................................10
- Chargeback Law ...................................................17
- Chemistry ...........................................................64
- Chemistry/Pre-Medical Technology .........................65
- Civil Engineering Technology ................................66
- CLEP ....................................................................13
- Clubs and Organizations .......................................30-31
- College Acceleration Program ................................13
- College at a Glance .............................................3
- College Skills Test ..............................................12
- College Work-Study ............................................24
- Communication Arts ............................................67
- Community Enrichment .......................................33
- Computer Aided Drafting & Design Technology ........68
- Computer Information Systems ................................70
- Computer Management Information Systems ............70
- Computer Science ................................................71
- Computer Servicing and Networking .......................48, 72
- Conduct, Student .................................................28
- Construction Management ....................................73
- Contact Person, Programs .....................................47
- Cooking and Baking ............................................49, 74
- Cooperative Education .........................................30
- Corequisite Courses ............................................20
- Counseling ..........................................................28
- Course Descriptions ..........................................122
- Course Designations ...........................................51
- Course Load ........................................................18
- Course Offerings ...............................................122
- Credit by Examination .........................................12
- Credit Card Payment ..........................................17
- Credit Unit and Load ............................................18
- Criminal Justice ....................................................75

### D
- Dean's List ..........................................................20
- Degree Programs/Options .....................................34
- Degree Requirements ..........................................35
- Dental Hygiene ....................................................76
- Descriptions of Courses .......................................122
- Developmental Education Courses .........................33
- Diagnostic Medical Sonography ...............................77
- Directions to Instructional Sites .............................166
- Disabled, Services for .........................................14
- Dismissal .............................................................21
- Dispute Resolution for Disabled Students ................10
- Distance Learning ...............................................33
- Drug-Free Policy ...................................................23
- Dual Admission ...................................................14

### E
- Education ..........................................................78-79
- Educational Opportunity Fund (EOF) ......................27
- Elder-Adult Companion Care ..................................49
- Electronics Engineering Technology .........................80
- Employment, While Attending College ......................28
- Employment Program, Institutional .........................25
- Engineering ........................................................81
- English ............................................................82
- English as a Second Language ................................33
- Entertainment Technology .....................................83-86
- Entrepreneurship (AAS) ........................................87
- Entrepreneurship (Certificate) ...............................88
- Environmental Science .........................................89
- Equal Opportunity ...............................................10
- Excessive Absences .............................................18

### F
- Facilities ...........................................................11
- Faculty ................................................................161
- Faculty Advisors ................................................28
- Family Helper Certificate ......................................49
- Family Rights and Privacy Act ................................22
- Fashion Design ....................................................90
- Fashion Product Merchandising ..............................91
- Fees/Summary ....................................................16
- Final Grades ..........................................................22
- Financial Aid .......................................................23
- Fines/Traffic ..........................................................29
- Fire Science Certificate .........................................49
- Fire Science Technology .........................................93
- Food Service and Hospitality Management Certificate ..................50
- Food Service and Hospitality Management Technology ..................94
- Foreign Students ..................................................13
- Forms ..................................................................
- A.A. Degree Requirements .....................................41
- A.F.A. Degree Requirements ....................................41
- A.S. Degree Requirements ......................................43
- A.A.S. Degree Requirements ...................................45
- FSEOG ...............................................................24

### G
- General Education Requirements .........................36-39
- General/Activity Fee ............................................16
- General Science ....................................................95
- Geospatial Technology ..........................................96
- Goals, College ....................................................11
- Government, Student ..........................................30
- Grade Point Average ............................................19
- Grading System ....................................................19
- Graduation ...........................................................21
- Graduation Ceremony, Participation .......................22
- Graduation Requirements ......................................35
- Graduation with Honors .......................................21
- Grants, Loans and Scholarships ..............................23
- Graphic Design and Digital Media .........................97

### H
- Health Information Technology ..............................98
- Hearing Instrument Sciences ..................................99
- High School Students, Attendance of .....................13
- History ..............................................................100
- History of the College ..........................................10
- Human Services ..................................................101
<table>
<thead>
<tr>
<th>Page 168</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burlington County College</td>
</tr>
</tbody>
</table>

| I | Identification Cards ..............................................17, 28 |
| Instructional Assistants ........................................163 |
| Insurance, Student ................................................14 |
| International Students ..........................................13 |
| Institute for Professional Development ....................34 |
| J | Job Placement ......................................................28 |
| Journalism ...........................................................102 |
| L | Liberal Arts ........................................................103 |
| Liberal Arts and Sciences ........................................104 |
| Liberal Arts, Undeclared ........................................108 |
| Library .................................................................29 |
| Loans .................................................................24 |
| M | Map of Campuses ...................................................165, 166 |
| MasterCard/VISA ..................................................17 |
| Military, Active Duty ............................................27 |
| Mission Statement ................................................11 |
| Multiple Degrees ..................................................22 |
| Music .................................................................106 |
| N | Nursing ..............................................................107 |
| O | Off-Campus Centers ...............................................11 |
| Orientation ..........................................................28 |
| Out-of-County, Out-of-State Students .........................13 |
| P | Paralegal ..................................................................108 |
| Parking Regulations ................................................29 |
| Payment Policy .......................................................16 |
| Pell Grants .............................................................24 |
| Personnel ..............................................................160 |
| Philosophy ............................................................108 |
| Philosophy of College .............................................11 |
| Photography ..........................................................110-111 |
| Physics .................................................................112 |
| Placement Testing ....................................................12 |
| Political Science .....................................................113 |
| Prerequisite Courses ..............................................20 |
| President’s Message ...............................................2 |
| Probation ................................................................21 |
| Programs of Instruction ...........................................51 |
| Psychology .............................................................114 |
| R | Radiography ..........................................................50, 115 |
| Readmission ............................................................14 |
| Recognition of Scholastic Achievement .......................20 |
| Recommended Semester Sequences .............................40 |
| Refunds ...................................................................17 |
| Registration .............................................................21 |
| Repeating a Course ..................................................20 |
| Requirements for a Degree .......................................35 |
| Residency Requirements ..........................................13 |
| Respiratory Therapy ................................................116 |
| Retail Management Technology ................................117 |
| Return Check Fee ....................................................17 |
| Returning Adults .....................................................3 |
| S | Schedule Change Fee ...............................................17 |
| Scholarships ...........................................................23 |
| Senior Citizens .......................................................17 |
| Senior Option ........................................................13 |
| Service Learning .....................................................34 |
| Servicemembers Opportunity College .........................34 |
| Short Term Loans .....................................................24 |
| Small Business .......................................................118 |
| Smoking Policy .......................................................159 |
| Social Service Certificate .......................................50 |
| Sociology ...............................................................119 |
| Snow Closing Codes ................................................9 |
| Special Programs ....................................................33 |
| Special Project Professionals ..................................163 |
| Special Student Services .......................................14 |
| Specification Technology for Fashion Design ..............50 |
| Sports, Intercollegiate .............................................32 |
| Sports, Intramural ..................................................32 |
| Standards, Academic ..............................................18 |
| Student Activities .................................................30 |
| Student Appeals .....................................................29 |
| Student Conduct .....................................................28 |
| Student Government ...............................................30 |
| Student Loans .......................................................24 |
| Student Records .....................................................22 |
| Study Abroad .........................................................33 |
| T | Technical Fashion Design Certificate .......................50 |
| Telecourses ................................................................33 |
| Telephones, Key Services .........................................6 |
| Terms to Know ........................................................9 |
| Test Center .............................................................28 |
| Testing ....................................................................12 |
| Theatre .................................................................121 |
| Transcript/Academic ..............................................22 |
| Transcript/Financial Aid ...........................................22 |
| Transfer Agreements .................................................15 |
| Transfer to Other Institutions ...................................14 |
| Transfer Students ....................................................12 |
| Transportation to the College ...................................7-8 |
| Trustees, Board of ..................................................10 |
| Tuition Aid Grants ...................................................23 |
| Tuition and Fees .....................................................16 |
| Tuition Payment Plan ..............................................16 |
| Tutorial Program .....................................................28 |
| V | Vehicle Registration ................................................28 |
| Veterans’ Information ..............................................27 |
| VISA/MasterCard ...................................................17 |
| W | Weather Emergencies ..............................................9 |
| Withdrawal ..............................................................21 |
| Work-Study Program ..............................................25 |
2007-2008

**FALL 2007**
Early registration without service fee continues through August 2
Registration with registration service fee begins* August 3
Day and Evening Classes begin August 29
Labor Day Holiday—college closed September 3
No classes—college open with full services November 21
Thanksgiving Holidays—college closed November 22-23
No weekend classes November 24-25
Classes resume November 26
Exam week December 11-17
Holidays—college closed December 24-25
Holidays—college open with limited services December 26-28
New Year’s holiday—college closed December 31-Jan. 1

**SPRING 2008**
Early registration without service fee continues through January 3
Registration with service fee begins* January 4
Day & evening classes begin January 18
Holiday, Martin Luther King’s Day—college closed January 21
Spring break—no classes, college open with full services on weekends March 3-9
Holiday—college closed March 21
Holiday—no weekend classes March 21-23
Exam week May 6-12
Graduation (Saturday) May 17

**SUMMER 2008**
First Session—5 week term Classes begin May 19
Holiday, Memorial Day—college closed May 26
Classes end on (5 week term**) June 23

Second Session—5 week term
Holiday, Independence Day—college closed July 4
Classes Begin July 7
Classes End on (5 week term**) August 7

**FALL 2008**
Early registration without service fee continues through July 30
Registration with registration service fee begins* July 31
Day and Evening Classes begin August 27
Labor Day Holiday—college closed September 1
No classes—college open November 26
Thanksgiving Holidays—college closed November 27-28
No weekend classes November 29-30
Classes resume December 1
Exam week December 9-15
Holidays—college closed December 25-26
Holidays—college open with limited services December 29-30
New Year’s holiday—college closed December 31-Jan. 1

**SPRING 2009**
Early registration without service fee continues through December 3
Registration with service fee begins* December 4
Day & evening classes begin January 16
Holiday, Martin Luther King’s Day—college closed January 19
Spring break—no classes, college open with full services on weekends March 2-8
Holiday—college closed April 10
Holiday—no weekend classes April 10-12
Exam week May 5-14
Graduation (Saturday) May 16

**SUMMER 2009**
First Session—3 week term Classes begin March 17
Holiday, Easter Weekend—college closed March 20
Classes end on (3 week term**) March 30

Second Session—5 week term
Classes Begin March 31
Classes End on (5 week term**) June 22

*Payment due for course and fees at the time of registration.
*The above ending dates are only for the traditional 5-week Summer session. Please check the summer registration brochure for ending dates on the 2, 3, 4, 6, 7, 8, 10, 12, and 14 week classes.

Calendars are subject to change without notice.
Burlington County College also offers special classes and semesters in other configurations. Check semester registration brochures for current dates and payment/refund deadlines.

2008-2009

**FALL 2008**
Early registration without service fee continues through July 30
Registration with registration service fee begins* July 31
Day and Evening Classes begin August 27
Labor Day Holiday—college closed September 1
No classes—college open November 26
Thanksgiving Holidays—college closed November 27-28
No weekend classes November 29-30
Classes resume December 1
Exam week December 9-15
Holidays—college closed December 25-26
Holidays—college open with limited services December 29-30
New Year’s holiday—college closed December 31-Jan. 1

**SPRING 2009**
Early registration without service fee continues through December 3
Registration with service fee begins* December 4
Day & evening classes begin January 16
Holiday, Martin Luther King’s Day—college closed January 19
Spring break—no classes, college open with full services on weekends March 2-8
Holiday—college closed April 10
Holiday—no weekend classes April 10-12
Exam week May 5-14
Graduation (Saturday) May 16

**SUMMER 2009**
First Session—3 week term Classes begin March 17
Holiday, Easter Weekend—college closed March 20
Classes end on (3 week term**) March 30

Second Session—5 week term
Classes Begin March 31
Classes End on (5 week term**) June 22

*Payment due for course and fees at the time of registration.
*The above ending dates are only for the traditional 5-week Summer session. Please check the summer registration brochure for ending dates on the 2, 3, 4, 6, 7, 8, 10, 12, and 14 week classes.

Calendars are subject to change without notice.
Burlington County College also offers special classes and semesters in other configurations. Check semester registration brochures for current dates and payment/refund deadlines.

---

**BURLINGTON COUNTY COLLEGE**

---

**A Wise Investment In The County’s Future**

---

**BCC Provides County Residents with Many Educational Options...**

- BCC is the only higher education institution based in Burlington County.
- Hundreds of thousands of county residents have enrolled in BCC classes or attended BCC-sponsored events.
- BCC provides county residents with a cost-effective and reasonable option to pursue higher education. BCC’s tuition is among the lowest of any NJ college. And BCC’s credits easily transfer to four-year colleges and universities.
- BCC offers several dozen degree and certificate programs and hundreds of courses in Liberal Arts and Sciences, Business, the Technologies, Nursing and Allied Health, Visual and Performing Arts, Communications, and much more. The college’s extensive credit-free offerings for people of all ages provide instructional and self-improvement opportunities for county residents.
- BCC contributes to the Economic Health of the County.
- BCC is a major source of well-trained employees for county businesses. The college works closely with the business community to develop academic offerings which are consistent with the present and future needs of the job market. This helps keep business in the county and attract new firms.
- Each year, the college obtains millions of dollars in federal, state and local grants and foundation contributions.
- Each year BCC students receive state and federal financial aid in excess of $3 million.

---

**BCC Is a Cultural Center for the People of Burlington County...**

- The Pemberton Campus outdoor sculpture garden displays pieces produced in various media, and includes permanent works owned by the college as well as rotating shows that change each year.
- The permanent art collection includes works in various media. These pieces are publicly displayed in the Academic Center and Library buildings at the Pemberton Campus and the Science Building and Academic Building at the Mt. Laurel Campus.
- The Creations Art Gallery in the Lewis M. Parker Center on the Pemberton Campus presents a different art show each month throughout the year.
- The Promenade of The Enterprise Center on the Mt. Laurel Campus hosts a series of art shows throughout the year.
- BCC’s student theater company, The Lamplight Players, produces a variety of shows during the fall and spring semesters.
- Throughout the year BCC hosts visiting performers from throughout the United States.
- BCC sponsors numerous cultural activities for the public in conjunction with African-American History Month. A lecture series brings famous Americans to the college for presentations on various issues.
- The Mt. Holly Center houses the Student Gallery and Art Store that displays and sells student artwork. The Gallery and Art Store are completely run by students.

---

**BCC Is A Valuable Resource for the Community**

- The college pool is in use seven days per week for pre-school swimming, college age-swimming, high school swim meets and practices, programs for senior adults, training programs for rescue workers, and many other groups.
- The BCC libraries at the Pemberton and Mt. Laurel campuses operate seven days per week and serve thousands of county residents, including many who are not enrolled in BCC classes.
- BCC’s Learning Is for Everyone offers senior adults a worthwhile outlet for their creative energies.
- Many area companies contract with BCC for in-plant customized training programs to enhance their employees’ skills.

---

**BURLINGTON COUNTY COLLEGE**

---

**We Can Get You There.**