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.

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

BCC is a designated Servicemembers Opportunity College.

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

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

CATALOG FALL 2011 - SUMMER 2013

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

#### 2011-2012

**FALL 2011**
- Early registration without service fee: Apr. 11–Aug. 2
- Registration with service fee begins*: Aug. 3
- Day and Evening Classes begin: Aug. 31
- Labor Day Holiday—college closed: Sept. 5
- Thanksgiving Holidays—college closed: Nov. 23–27
- No weekend classes: Nov. 26–27
- Classes resume: Nov. 28
- Exam week: Dec. 13–19
- Holidays—college closed: Dec. 24–26
- Holidays—college open with limited services: Dec. 27–30
- New Year’s holidays—college closed: Jan. 1–2

**SPRING 2012**
- Early registration without service fee: Oct. 31–Nov. 29
- Registration with service fee begins*: Nov. 30–Jan. 19
- Holiday, Martin Luther King, Jr. Day—college closed: Jan. 16
- Day & evening classes begin: Jan. 20
- Spring break—no classes, college open: Mar. 12–18
- Holiday—college closed: Apr. 6
- Holiday—no weekend classes: Apr. 7–8
- Exam week: May 6–12
- Graduation (Saturday): May 19

**SUMMER 2012**
- Registration for Summer I & II begins: Nov. 26
- First Session – 3, 5, 7, 10 & 12 week terms
  - Classes begin: May 21
  - Holiday, Memorial Day—college closed: May 28
  - Classes end on (3 week term**): June 7
  - Classes end on (5 week term**): June 25
  - Holiday, Independence Day—college closed: July 4
  - Classes end on (7 week term**): July 11
- Second Session – 3 & 5 week terms
  - Classes begin: July 9
- Second Session – 7 week term
  - Classes begin: July 12
  - Classes end on (3 week term**): July 26
  - Classes end on (5 week term**): Aug. 10
  - Classes end on (7 week term**): Aug. 28

*Payment due for course and fees at the time of registration.
**The above ending dates are only for the traditional 5-week Summer session.

Calendars are subject to change without notice. Burlington County College also offers special classes and semesters in other configurations. Visit [www.bcc.edu](http://www.bcc.edu) for current dates and payment/refund deadlines.

As an Equal Opportunity/Affirmative Action institution, Burlington County College affords equal vocational opportunities 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. Copies of the Dispute Resolution for Students with Disabilities is available from Mr. Dennis M. Haggerty, Title IX and Section 504 Coordinator, located in Lewis M. Parker Center, room 401 on the Pemberton campus or by calling him at (609) 894-9311, ext. 1399.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION
What does BCC offer?
Extensive academic programs and support services are available to Burlington County College students. Among the academic programs for 2009-2011 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 current tuition details please see page 17.

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

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

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**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.

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

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**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

Campus Alerts via your Phone and/ or Email

BCC has a contract with a provider of emergency communication services specifically for higher education settings. This partnership allows emergency messages to be transmitted to the entire college community. BCC’s public safety professionals can reach all students and staff with important safety information and weather-related closings through text messages, emails and phone calls.

When students change phone numbers or email addresses, they need to make sure their contact information for BCC’s campus-wide emergency communication system is updated. To update your contact information, simply go to www.bcc.edu, and on the homepage, click on Emergency Messages or visit WebAdvisor and click on “emergency contact information.”

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.

Auditor - 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.
GENERAL INFORMATION

Burlington County College
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Mary Ann O’Brien
Mary Anne Reinhart

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 (CAHPEP)
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 (NACMPR)
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. Students should proceed as follows:
1. Within five College work days of the alleged incident, the person should attempt to resolve the problem personally with the College employee involved.
2. If the person is unable to reach a satisfactory resolution of the complaint in step 1, above, the person should, within five working days of the meeting with the College employee, make a written request for a meeting with the employee’s immediate supervisor. This meeting with the supervisor is to take place within 10 College work days from receipt of the request. The immediate supervisor will hear the person and collect data as needed from the employee and other College personnel and render a decision on the matter. The supervisor will communicate this decision in writing to the person and employee within five work days after the meeting.
3. If the person is unable to reach a satisfactory resolution of the complaint in step 2, above, the person should, within five work days of receipt of the written decision following the meeting with the College employee’s supervisor, make a written request for a meeting with the Vice President in whose area of supervision the matter has occurred. This meeting is to take place within 10 College work days from receipt of the request. The appropriate Vice President will review the facts presented by the person and collect data from other personnel as needed. The Vice President will render a decision on the matter and communicate this decision in writing to the person, the employee against whom the person has made the complaint, and the employee’s immediate supervisor within five work days after the meeting.
4. Any person may appeal the decision of the Vice President directly to the President of the College. The notice of appeal must be received at the Office of the President within five College working days of the date of the Vice President’s decision. The President, within 10 College work days of receiving the notice of appeal, shall either confirm, reverse, or modify the decision of the Vice President. The President’s written decision shall include his/her reasons for arriving at said decision. Said decision shall be final.

The steps are outlined in Administrative Procedure 904A, published in the Student Handbook/Calendar. Copies of this procedure are also available from Mr. Dennis Haggerty, Title IX and Section 504 Coordinator, located in the Office of Human Resources in the Parker Center on the Pemberton campus or by calling him at (609) 894-9311, ext. 1399.

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 education, provide students with the utmost in flexibility. Classes are available weekdays, evenings, and weekends.

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 educational centers throughout the county, including 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 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.

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

Among the features of the Mt. Laurel buildings are classrooms, computer labs, engineering and electronics labs, science labs, a library, distance education 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

Burlington County College has an Open Enrollment Policy.

BCC’s vocational opportunities are accessible without regard to race, color, national origin, sex or handicap.

You may begin your studies at BCC if:

• you have a high school diploma or
• you have an equivalency (GED) certificate or
• you are a high school or home-schooled student with permission or
• you are a non high school graduate with ability to perform college-level work and benefit from a post secondary education

Applying to the College

1. Submit a completed application for admission and $20 (non-refundable processing fee) to the Office of Admissions; you may apply online at www.bcc.edu and the $20 application fee is waived.
2. Request an official transcript from each school that you have attended and have been admitted to the college. An applicant who has attended another college and the results have been forwarded to: Test Center Special Test Coordinator 601 Pemberton Browns Mills Road Pemberton, NJ 08068
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, Radiography, Diagnostic Medical Sonography, Respiratory Therapy and Hearing Instrument Science and Coding Certificate program) 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. The assessment is taken after application materials have been processed.

Students may be exempted from taking the assessment if they:

• are enrolled in a bilingual or English as a Second Language (ESL) program. They must be evaluated after they complete the program.
• already hold an associate degree or higher from an accredited college or university and can provide proof of completion.
• have successfully completed the equivalent of English Composition (ENG 101) and college-level math (MTH 107 or higher) with a grade of “C” or higher and can provide proof of completion.
• scored 540 or higher on SAT Critical Reading and 530 or higher on SAT Math, or have the ACT score of 23 in Reading and 20 in Math and provide proof of completion.*
• have met the College’s requirement for CLEP or Advanced Placement in English, computation and elementary algebra.
• have completed developmental courses comparable to BCC’s highest level of remediation at another regionally accredited college. Students must provide a transcript and a catalog course description.
• are not working toward a degree and want to attempt fewer than 30 credits. The assessment will be required prior to attempting the 30th credit.
• have taken the assessment at another New Jersey college and the results have been forwarded to:
  Test Center Special Test Coordinator 601 Pemberton Browns Mills Road Pemberton, NJ 08068
  Applicants cannot register for English Composition (ENG 101) or college-level mathematics (MTH 100 or higher) or courses with a math or English prerequisite if they have not taken or been exempted from the assessment.

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

Pre-Enrollment Session

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

Spring Ahead! Program

High school seniors at Burlington County high schools may participate in a program for early enrollment at Burlington County College. The program offers BCC information sessions and college assessment at most high schools and all schools participate in the registration/visit session. By acquiring information and taking the assessment early, students are able to get the best selection of courses, locations and times during the Spring registration/visit session. For more information, contact your high school guidance office or BCC’s Office of Recruitment at ext. 1522 or 1310, at (609) 894-9311 or (856) 222-9311.

Transfer Students

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

1. an applicant must be enrolled in a degree or certificate program.
2. an official transcript from each school that the student has attended must be received by the BCC Admissions Office.
3. Students who have attended international universities must have their transcripts evaluated (course by course) by any NACES (National Association of Credential Evaluation Services) Member. The evaluation must be submitted to the Admissions Office.

Applicants to the American Sign Language/Interpreter Education, Nursing and Allied Health programs must consult admission information brochures for specific policies about transferring college courses into each discipline. Students interested in transferring college courses into one or more legal specialty courses of the Paralegal program should refer to page 124 of this catalog.

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.

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.

Appeals of transfer decisions are to be directed to the Vice President of Academic Programs.
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 full-time (12 or more credits), degree seeking students, who did not graduate from a New Jersey high school, provide proof of immunizations against measles, mumps, and rubella, and hepatitis B. Proof of immunizations should be certified by your health care provider, utilizing the “Certificate of Immunization” form, which can be obtained from our website, www.bcc.edu.

Students who have graduated from a New Jersey high school must submit an official final high school transcript to the Office of Admissions, 601 Pemberton Browns Mills Road, Pemberton, NJ 08068, in order to be exempt from this requirement.

Students who are exempt from the immunization requirements on grounds of medical contraindication, religious reasons, or age (students born before 1957 are exempt from MMR requirements only), should submit the “Certificate of Immunization”, indicating the type of exemption, along with supporting documentation as required.

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, ext. 1200.

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. BCC’s vocational opportunities are accessible without regard to race, color, national origin, sex or handicap. Once admissions requirements have been met, Burlington County College will issue to the student a form I-20 that the student uses to apply for a visa through the American Consulate located in the home country. The college does not provide or locate housing, so students from other countries will not be accepted for admission unless proof of a local sponsor is submitted. This local sponsor must accept responsibility for all living arrangements and for supplying funds for any expenses as well as all college costs.

In addition to applying for admission, the following fee and documents must be submitted:

- an application fee,
- proof of a local sponsor,  
- a confidential affidavit of support,  
- a course-by-course evaluation by any NACES (National Association of Credential Evaluation Services) member of any foreign college courses the student wants transferred to BCC,  
- an evaluation by the World Education Services of any foreign college courses the student wants transferred to this college,  
- Official Confirmation of Funds,  
- Test of English as a Foreign Language (TOEFL) is not required for admission to BCC. TOEFL scores are still required for admission into BCC’s Nursing Program. Please review Nursing Program brochure for program admission scores,
- evidence of immunization against measles, mumps, rubella and hepatitis B (unless proof of exemption provided).

International Application Packet deadlines are as follows:

- Fall Semester — June 30
- Spring Semester — November 30

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 High School Students

In selected cases, high school students may enroll for college credit courses. All high school students must obtain a Special Application for Select Students (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 for Select Students 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 John Polomano at (609) 894-9311 or (856) 222-9311, ext. 1260.

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. Students who score 540 or higher on the SAT Critical Reading and 530 or higher on the SAT Math, or have the ACT score of 23 in Reading and 20 in Math, are exempt. Students must provide proof of completion.

For information about this program, please contact the Office of Recruitment at (609) 894-9311 or (856) 222-9311, ext. 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.

For details, please contact the Office of Recruitment at (609) 894-9311 or (856) 222-9311, ext. 1310.

Readmission

Students who have interrupted their college education and not registered for a credit course 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 campuses.

BCC’s vocational opportunities are accessible without regard to race, color, national origin, sex or handicap. 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 Business Office in Pemberton or Mt. Laurel. Waivers must be submitted prior to the first day of classes.

See the latest edition of the college registration brochure for details. The fee varies depending on the semester in which a student enrolls.
One of the primary missions of Burlington County College is to help prepare students to transfer to four-year colleges and universities. Toward this end, BCC has developed a comprehensive package of transfer opportunities, including 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 workforce rather than continuing on to a four-year institution. For this reason, many courses in the A.A.S. programs are not designed to transfer, nor will they be accepted for transfer to senior institutions. Recognition of this distinction by students will prevent needless disappointment and frustration.

Students selecting transfer programs in anticipation of continuing their education at a four-year institution are advised to speak with the Director, BCC Transfer Center 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 Director 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.
How does the Guaranteed Transfer Program work?

First, students must formally sign up for the program with the BCC Transfer Director 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’s 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 complete the recommended transfer program for their intended major at the four-year institution.
- Students must take all courses at BCC.
- Students must complete the associate degree at BCC.
- Students must earn the grade point average (GPA) required by the partner institution, and any other admissions requirements of that institution.
- Students must submit all required admissions application material to the BCC Transfer Director 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:

- Dr. Robert Ariosto
  Director, BCC Transfer Center
  Laurel Hall Student Services Center
  Mt. Laurel Campus

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 Center in Laurel Hall, Mt. Laurel.

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

What are BCC’s Partner schools?
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
- **Holy Family University**: 18 majors are included under this agreement. Minimum GPA: 2.5
- **Immaculata University**: 12 majors are included under this agreement. Minimum GPA: 2.0
- **Montclair State University**: 12 majors are included under this agreement. Minimum GPA: 2.5
- **Morgan State University**: 27 majors
- **New Jersey City University**: All majors. Minimum GPA: 2.5
- **NJIT**: 13 majors are included under this agreement. Minimum GPA: 3.0
- **Peirce College**: All majors are covered under this agreement.
- **Regis University**: All majors. Minimum GPA: 2.5
- **Richard Stockton College**: 26 majors are included under this agreement. Minimum GPA: 2.5
- **Rider University**: 26 majors are included under this agreement. Minimum GPA: 2.5
- **Rutgers University**: 26 majors are included under this agreement. Minimum GPA: 3.2
- **St. Peter’s College**: All majors. Guaranteed with an earned associate’s degree. Minimum GPA: 2.5
- **Strayer University**: 37 majors are included under this agreement. Minimum GPA: 3.2
- **Temple University**: Most majors. The exceptions are those majors that have additional requirements (e.g. auditions, portfolio reviews) for entry into the major. Minimum GPA: 2.5
- **The College of New Jersey**: 24 majors are included in this agreement. Minimum GPA: 3.2 (plus combined SAT scores of 1125 or higher, or ranking in the top half of high school class). The Dual Admission application must be completed during a student’s first semester and turned in to the Transfer Office.

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
- **New York University**: Nursing
- **Rowan University**: most majors and a Dual Admissions agreement in Business
- **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 workforce.
- Speak with the BCC Transfer Director 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 the Payment Due Date, payment in full is due at the time of registration. All payments made after the 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. It is the students’ responsibility to notify the Business Office of changes to their schedule so their payment plan can be adjusted. Status change forms are available in the Business Office. Time limits are imposed to terminate agreements. NON-SUFFICIENT FUND DEPOSIT payments will terminate your payment plan immediately and your schedule will be in jeopardy. This does not guarantee relief from your financial obligation to BCC. 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 deferral prior to the semester payment due 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

For current tuition rates please visit http://staff.bcc.edu/Business_Office/fees.asp. 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 to all students to provide funds for student cultural and social programs. Please see page 18 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. Please see page 18 for the current technology fee.

#### Student Activity Fee

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

#### Supplemental Fee

A per credit hour fee provides for the costs associated with the graduation process and transcript requests.

#### 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 Recruitment 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 Admissions 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 student’s county of residence.
6. The official state fee is $25.00 per credit hour.
7. The official state fee is $25.00 each time a student adds a class or changes a section.
8. The official state fee is $25.00 each time a student adds a class or changes a section.

Credit Cards for Payment of Tuition and Fees
The college accepts VISA, MasterCard, Discover and American Express for payment of students’ financial obligations.

Affordable Monthly Tuition Payments
Burlington County College has made it easier and more affordable than ever for you to pay for your education. We offer an interest-free monthly payment plan for each semester. There is a $25 enrollment fee for each semester that you enroll in the payment plan. The enrollment fee amount is subject to change without notice. The enrollment fee is in addition to the down payment amount. Your monthly payments can be automatically deducted from your bank account or you can charge them to your American Express, Discover, MasterCard or VISA card. You can apply for the payment plan via the internet. Go to www.bcc.edu and click on the section labeled “OnLine Payment”. You must be enrolled in 6 credits or more to qualify for the payment plan.

The earlier you enroll, the lower your down payment and the more monthly payment plan options are available. By making monthly payments you may be able to take more classes so that you can graduate earlier. Visit the Business Office for more details.

Financial Aid
For information on financial aid programs offered by the college, see pages 24-28.

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. There is a $25 enrollment fee for each semester that you enroll in the payment plan. The enrollment fee amount is subject to change without notice. The enrollment fee is in addition to the down payment amount. Your monthly payments can be automatically deducted from your bank account or you can charge them to your American Express, Discover, MasterCard or VISA card. You can apply for the payment plan via the internet. Go to www.bcc.edu and click on the section labeled “OnLine Payment”. You must be enrolled in 6 credits or more to qualify for the payment plan.

The earlier you enroll, the lower your down payment and the more monthly payment plan options are available. By making monthly payments you may be able to take more classes so that you can graduate earlier. Visit the Business Office for more details.

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.

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 can 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.).

Students must have a drop status, withdrawal “W” or an administrative withdrawal “AW” for consideration.

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

To obtain the petition please contact the Registration Office.

Summary of Fees*

<table>
<thead>
<tr>
<th>Miscellaneous Fees</th>
<th>Fees are Subject to Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee ...................................................$20.00</td>
<td>Reinstatement Fee ..................................................$50.00</td>
</tr>
<tr>
<td>Credit by Exam Fee ..................................................$25.00 Per Credit Hour</td>
<td>Replacement of Lost ID Card ..................................$5.00</td>
</tr>
<tr>
<td>Course fees for designated courses .........................Contact Test Center</td>
<td>Replacement of Parking Sticker ..............................$10.00</td>
</tr>
<tr>
<td>General Fee ...............................................................$13.50 Per Credit Hour</td>
<td>Returned Check Fee ..................................................$25.00</td>
</tr>
<tr>
<td>International Student application fee .....................Contact Admissions Office</td>
<td>Schedule Change .......................................................$15.00</td>
</tr>
<tr>
<td>Late Payment Fee .......................................................$20.00</td>
<td>Student Activity Fee ..................................................$4.00 Per Credit Hour</td>
</tr>
<tr>
<td>Late Registration Fee ...............................................$35.00</td>
<td>Supplemental Fee ......................................................$2.00 Per Credit Hour</td>
</tr>
<tr>
<td>Technology Fee ...........................................................$9.00 Per Credit Hour</td>
<td></td>
</tr>
</tbody>
</table>

*As of Spring 2012
ACADEMIC INFORMATION/REGULATIONS

Student Attendance Policy

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

Types of Excused Absences Without Penalty
Students shall not be penalized for missing class, clinical, laboratory, and studio sessions due to: (1) the observance of religious holidays; (2) legal reasons (jury duty; to serve as a subpoenaed witness); (3) required military duty; (4) bereavement: loss of a family member; (5) personal illness/injury of the student; (6) to attend to the medical needs of a family member; and (7) such other reasons as the appropriate Division Dean or Associate Dean may deem appropriate.

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

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

Appeal of Denial of Request for Absence Without Penalty
A student who is denied a request for an excused absence by a faculty member can appeal that decision to the appropriate Division Dean or Associate Dean of the faculty member. The Division Dean or Associate Dean shall inform the faculty member of her/his decision. If the issue is still not resolved, the student can appeal the matter to the President of Academic Programs whose decision shall be final and binding. The 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>
</tr>
</thead>
<tbody>
<tr>
<td>0–28</td>
<td>Freshman</td>
</tr>
<tr>
<td>29–64</td>
<td>Sophomore</td>
</tr>
</tbody>
</table>

Phi Theta Kappa

Phi Theta Kappa is the International Honor Society of the Two-year College. Each fall and spring semester, invitations to join Chi Iota, Burlington County College’s chapter, are sent to eligible students. Eligible students have completed at least 12 college-level credits at Burlington County College with a cumulative GPA of 3.5 or higher, and have received no grade of D, F, ST, 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.

Educational Technology Statement

Burlington County College advocates a technology-enhanced teaching and learning environment. Advanced technological tools may be used in any course section to facilitate instruction. Many of our sections are web-enhanced, which means that some of your work will be submitted or completed online. Web enhancements may include online materials, grade books, testing and quizzes and assignment submission. Many students enjoy the flexibility and convenience that these online enhancements have provided, however if you have concerns about the technology involved, please speak to your instructor immediately.

www.bcc.edu
Grading System

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

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, U, and SR are used only for developmental courses. I and X contracts may also be arranged with the instructor of the course.

Grade Explanation | Grade Points Per Credit Hour
---|---
A | Mastery of essential elements and related concepts, plus demonstrated excellence or originality. 4
B+ | Mastery of essential elements and related concepts, showing higher level understanding. 3.5
B | Mastery of essential elements and related concepts. 3
C+ | Above average knowledge of essential elements and related concepts. 2.5
C | Acceptable knowledge of essential elements and related concepts. 2
D | Minimal knowledge of related concepts. 1
F | Unsatisfactory progress. This grade may also be assigned in cases of academic misconduct, such as cheating or plagiarism, and/or excessive absences.
O* | Outstanding: The student achieved mastery of the course content.
P* | Pass: The student met the objectives of the course and is eligible to register for the next course level.
U* | Unsatisfactory: The student has demonstrated unsatisfactory work during the semester.
I | 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.
X | 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.
AU | 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.
ST | Designation for students in college-level courses who stopped attending before sufficient evaluations were completed. ST may be assigned in lieu of “F” grade. Instructors will include last date of attendance.
SR | Designation for students in developmental courses who stopped attending before sufficient evaluations were completed. SR may be assigned in lieu of “U” grade. Instructors will include last date of attendance.
W | Denotes withdrawal from a course or courses. Any student who withdraws must complete a withdrawal form, stating the reason(s) for withdrawal, within the established semester/term withdraw deadlines. Students may withdraw up to the ninth week of classes in a semester or up to an equivalent time in a given semester or term. The withdraw form must be initiated by the student and submitted to the Registration Office in order for the withdrawal to be considered official. Students who fail to withdraw according to established procedures will receive a failing grade for all courses in which they were registered.
AW | Denotes an administrative withdrawal due to exceptional circumstances.
NA | Indicates that a student enrolled but never attended a course.

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

Semester Grades

Grades are issued at the end of each semester/term. 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 indicate 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 eight weeks of each semester 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 a result of a change of her/his program of study. When a student changes her/his program of study, it may be possible to have certain grades declared non-applicable. While any such courses and initial grades remain a permanent part of the student's academic record, their weight is removed from the cumulative grade point average (G.P.A.) calculation. Credits earned in courses declared non-applicable are not considered as credits completed toward graduation.

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

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

Academic Amnesty

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

Requirement and Submission for Academic Amnesty

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

Calculation of G.P.A.

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

Satisfactory Academic Performance and Progress

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

Definitions

For purposes of this policy the following terms are defined:
Student: An individual enrolled at Burlington County College in a degree-seeking program taking college-level or developmental courses.
Full-time Student: An individual enrolled for 12 or more credits during a semester.

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.
Deadlines for petitions are as follows:

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.

Conditions of Dismissal

1. A student who has been dismissed may not re-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 enroll in any course which carries academic credit for a period of at least one calendar year from the date of dismissal.

3. 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.

4. 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.

5. 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.

6. Petitions for tuition must be submitted to the Registration Office in the semester/term of the request.

7. Administrative Withdrawals will be applied to all courses taken within the semester/term of the request.

8. Administrative Withdrawals decisions do not eliminate a student’s financial obligation to the College. Students are responsible for their tuition and fees.

9. Petitions for tuition must be submitted to the Exceptions and Appeals Committee.

10. If there are other extenuating circumstances you may appeal to the Vice President of Academic Programs.

Change of Major

1. Students must follow the appropriate steps to change and/or declare a new major.

2. Complete a Change of Major form.

3. The form can be obtained from an Advising representative, or by stopping at a Student Services counter located at our various campuses/centers, or by printing the form from the College’s website at http://www.bcc.edu/PDFFiles/Forms/ChangeOfMajorForm0610REV.pdf.

4. Upon obtaining the form, it must be submitted to the Registration Office in Student Services for processing.

Academic Probation

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

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

Academic Dismissal

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

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

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

Registration

An official registration must be processed online or in person to attend classes.

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.

Petition to Re-Enroll in Courses that Carry Academic Credit

Students who are academically dismissed due to poor academic performance, based on the College’s Satisfactory Academic Performance and Progress Policy, will need to sit out for an entire academic year.

Toward the end of the year’s time, the student meets with an academic advisor and completes a Petition to Re-Enroll in Courses that Carry Academic Credit form. The form is found at the following link: http://www.bcc.edu/PDFFiles/Forms/PetitionToReEnroll0510.pdf

The form is reviewed by the Academic Standards Committee and the student would appear before the Committee. As a result of the Committee meeting with the student, a decision will be rendered regarding a student’s next step.

Note: During the dismissal period students are allowed to take courses that do not carry academic credit (i.e. developmental/remedial courses).

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 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

A student may have the need to withdraw after the official withdrawal date due to an extenuating circumstance. In these instances, students may request an Administrative Withdrawal from the Associate Dean of Academic Advising, Transfer, Special Populations, and EOF, and his/her decision is final.

The following are Administrative Withdrawal criteria:

1. Requests must be submitted in writing and substantiated by official documentation.

2. Requests will only be considered if the date(s) of the extenuating circumstance coincide with the applicable semester/term in which courses are being attempted.

3. Requests will only be considered up to 30 business days after the end of the semester in question.

4. Administrative Withdrawals will be applied to all courses taken within the semester/term of the request.

5. Administrative Withdrawals decisions do not eliminate a student’s financial obligation to the College. Students are responsible for their tuition and fees.

6. Petitions for tuition must be submitted to the Exceptions and Appeals Committee.

7. If there are other extenuating circumstances you may appeal to the Vice President of Academic Programs.
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 during the semester he/she will have earned the 48th credit. (The application form is available online and at the Registrar’s Office.)

Diplomas are ordered at the end of the fall, spring and summer semesters.

NOTE: A student cannot graduate until the requirements for “X” and “I” contracts are fulfilled.

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 commencement ceremony 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 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 Commencement Ceremony
Any student meeting the degree requirements listed on pages 38 is eligible to participate in the commencement 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.

Multiple Degrees
Students pursuing 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 pursuing 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. Allow at least one week 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

Locations: Pemberton Student Services Center, Lewis Parker Center; Mt. Laurel Student Services Area, Laurel Hall; Willingboro Center. For other locations, see course brochure for times.

Phone: 609-894-9311, extension 1575 or 856-222-9311, extension 1575
Email: financialaid@bcc.edu
Federal School Code: 007730
www.bcc.edu/financialaid

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 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?
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 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, register for at least 6 credits, and file the FAFSA.

Part-Time Tuition Aid Grants
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.

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 EFC (a formula used by the Department of Education).

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.

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 Student Tuition Assistance Rewards Scholarship (NJ STARS)
New Jersey residents who graduate in the top 15% of their high school class are eligible for up to five semesters of free tuition. (Please note scholarship is a tuition only award; no course fees will be covered). You must be enrolled in a minimum of 12 college-level credits every semester and maintain a 3.0 GPA. NJ STARS award will no longer pay for remedial/developmental course work. A NJ STARS-eligible student must complete all developmental course work one year from high school graduation. It is recommended that developmental course work be completed while student is in High School or in the summer term prior to his/her Fall enrollment. 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.

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 available 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

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

Subsidized Loans
Subsidized Stafford loans are federally guaranteed loans based on financial need. Interest does not accrue on the loan while you are enrolled for at least half time, or during future deferment periods. A student can not receive financial aid that will exceed the cost of attendance.
1st year $3,500 per year
2nd year $4,500 per year

Unsubsidized Loans
Unsubsidized Stafford loans are federally guaranteed loans based on no financial need. Interest will begin accruing from the time the loan is disbursed to the school. A student can not receive financial aid above the cost of attendance.
1st year $2,000 for dependent students
$6,000 for independent students
2nd year $2,000 for dependent students
$6,000 for independent students

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.

NJ CLASS
The CLASS loan program is for students and supplements the Direct Lending 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 Federal eligibility first. For more information, visit www.hesaa.org/NJCLASS.
Direct Lending
Burlington County College participates in the William D. Ford Federal Direct Loan (Direct Loan) Program. Under the Direct Lending Program, the funds for your loan come directly from the federal government.

This program is available to students enrolled in a minimum six credits (part-time) per semester. In addition to completion of the FAFSA, borrowers must complete a master promissory note 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, visit the Direct Lending section on www.bcc.edu/financialaid.

Student Employment

Federal Work-Study Program (FWS)

PWS 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. PWS 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 employment available 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 PWS eligibility or not be eligible for PWS.

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.

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.

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 be 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 section of the BCC website.

Financial Aid Satisfactory Academic Progress (SAP) Policy

All students receiving student financial aid from federal, state or institutional sources must make satisfactory academic progress (SAP) at Burlington County College (BCC). SAP is monitored at the end of each semester for aid recipients who are degree-seeking or pursuing a certificate. 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 will be considered on Unsatisfactory status.

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’s degree program requires 64 credits for graduation, it must be completed within 96 credits to maintain aid eligibility. Since credit hour requirements for academic programs vary, check the College Catalog for the precise number of credits required. Multiply the number by 1.5.
A student must maintain at least a 2.0 Cumulative Grade Point Average (CGPA) to remain active in an academic program. The 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 (CGPA) to be making satisfactory progress and maintain financial aid eligibility. The CGPA is calculated by dividing the 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.

Status Definitions and Aid Eligibility
- **Satisfactory Status** - Student is eligible for financial aid. This category may include students with no SAP issue at all, students who have successfully completed their Warning period of enrollment and are following their Academic Plan, and students who have met SAP requirements after being Ineligible previously.
- **Warning** - Defined as any student not making SAP standards for the first time. Student may automatically receive aid for one semester while on Financial Aid Warning and no appeal is necessary.
  - The Financial Aid Warning period will consist of the next semester the student is enrolled in classes.
  - Students will continue to receive financial aid while on Financial Aid Warning.
  - If student has not met SAP requirements after Warning period, they will need to submit an Appeal. If appeal is approved, student will be placed on Probation status.
- **Suspension** - Failure to make SAP after a Warning period, but student is eligible to appeal. If the appeal is approved, the student can continue financial aid eligibility for another period of enrollment under a Probation status. Students may also choose not to appeal and attempt to regain financial aid eligibility by meeting SAP while paying out of pocket (without any financial aid). Students in this category are ineligible for financial aid.
- **Probation** - Failure to make SAP, but appeal is approved and student is financial aid eligible for one more period of enrollment, or possibly more if following required Academic Plan (which may include documentation requirements not directly related to academic performance).
- **Ineligible** - Failure to make SAP and/or failure to follow required Academic Plan. This status also applies to appeals that are not approved - the student is not eligible for financial aid until cumulative SAP standards are met.

**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 to measure completion rate and maximum time frame. Transfer credits are not counted in the calculation of grade point average.

Withdrawals/Incompletes/Repeats/Other Grades
- **Ineligible** - Failure to make SAP and/or failure to follow required Academic Plan. This status also applies to appeals that are not approved - the student is not eligible for financial aid until cumulative SAP standards are met.
- **Suspension** - Failure to make SAP after a Warning period, but student is eligible to appeal. If the appeal is approved, the student can continue financial aid eligibility for another period of enrollment under a Probation status. Students may also choose not to appeal and attempt to regain financial aid eligibility by meeting SAP while paying out of pocket (without any financial aid). Students in this category are ineligible for financial aid.
- **Probation** - Failure to make SAP, but appeal is approved and student is financial aid eligible for one more period of enrollment, or possibly more if following required Academic Plan (which may include documentation requirements not directly related to academic performance).
- **Ineligible** - Failure to make SAP and/or failure to follow required Academic Plan. This status also applies to appeals that are not approved - the student is not eligible for financial aid until cumulative SAP standards are met.

**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.
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 VA 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 veterans 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 of veterans and their families. BCC strives to assure each 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, ext. 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 VA certifying official to 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 VA Office, Student Services, Parker Center 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 10 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 online at www.gibill.VA.gov. These will be submitted to the DVA with a certifica-
tion 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.

Dependents of Military Personnel and Veterans-Chapter 35

Children and spouses of veterans who died or are permanently and totally disabled as the result of a service-connected disability are eligible for benefits under Chapter 35 of the Montgomery GI Bill. Children must be between 18 and 26 years of age. Spouses must use the benefit within ten years of becoming eligible.

New Jersey Educational Benefits Veterans Tuition Credit Program

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

National Guard Tuition-Free Program

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

General Information

Information is available from the Veterans Affairs Office or the Financial Aid Office, Student Services Center Parker 311 on the Pemberton Campus. The number is (609) 894-9311, ext. 1453.

Post 9/11 G.I. Bill – Chapter 33

Eligibility is for individuals with at least 90 days of aggregate service on or after September 11, 2001 or individuals discharged with a service connected disability after 30 days. You must have received an honorable discharge to be eligible for the post-9/11 G.I. Bill. The post-9/11 G.I. Bill will become effective for training on or after August 1, 2009. Qualifying active duty includes:

- full-time duty in the armed forces, other than active duty for training;
- a call order to active duty under Title 10.

For more information please contact Carmen O’Moore, VA Certifying Official at (609) 894-9311, ext. 1453 or email cperalta@bcc.edu.

SERVICES FOR STUDENT SUCCESS

Academic Advising ext. 1557

Educational Opportunity Fund (EOF) Program ext. 1462

Special Populations ext. 1208

Student Support Counseling ext. 1557/1582

Transfer Services ext. 2737

Academic Advising (http://www.bcc.edu/pages/206.asp)

The Office of Academic Advising is committed to providing up-to-date information on academic programs consistent with students’ degree and/or career objectives. Early academic planning is the key to ensuring students graduate within the expected timeline and successfully transition to the job market and/or to their selected four-year transfer institution. Academic advising is available through walk-in sessions, appointments and via the use of e-advising technology to serve you from the comfort of your home. Students are assigned a faculty advisor specific to their majors by the respective Division Dean. Students are also encouraged to see a generalist in academic advising for selection of academic majors, placement testing information, general programmatic questions, and assistance with WebAdvisor, academic amnesty, administrative withdrawals, student-instructor advocacy, and the like. For a list of generalists in academic advising, go to the academic advising website (above).

Educational Opportunity Fund (EOF) Program (http://www.bcc.edu/EOF)

The Educational Opportunity Fund (EOF) program was established in 1968 by the legislature of the state of New Jersey. The program offers a gateway to higher education for those students who are highly motivated but who are significantly burdened by economic disadvantages. The EOF program at BCC is dedicated to providing access to higher education for students who have the potential and demonstrated motivation to succeed in college but who have not been able to realize their potential because of their economic background. The program typically recruits applicants who are historically underrepresented in higher education and who are first-generation, first-time, full-time freshman. The program is comprehensive in its approach and ensures student success by providing financial assistance and special support services.

You are eligible for EOF funding if:

- You plan to enroll full-time and obtain a degree from BCC.
- You plan to transfer to a four-year college after obtaining your BCC degree.
- You have held legal residence in New Jersey for at least 12 months.
- You demonstrate the need for substantial financial assistance, which is determined after you submit the FAFSA application. To complete a FAFSA form go to: (www.fafsa.ed.gov).
- You have both the potential and motivation to succeed in college as determined by a personal interview with the EOF Director.

Special Populations (http://www.bcc.edu/pages/209.asp)

In accordance with Section 504 of the Americans with Disabilities Act of 1973, the Special Populations Office’s mission is to ensure all students with disabilities are provided access to educational and extracurricular activities while on college premises through support in the form of reasonable accommodations such as adaptive learning, counseling, note-takers, American Sign Language interpreters and the like. Documentation of disability (ies) and a Disability Release Form (http://www.bcc.edu/PDFFiles/SP/Disability_Release_Form.pdf) are needed prior to the start of each semester to ensure reasonable accommodations. For copies of the Dispute Resolution for Students with Disabilities is available from Mr. Ronald Brand, Title IX and Section 504 Coordinator, located in the Academic Building, Room 336 on the Pemberton Campus or by calling him at (609) 894-9311, Ext. 1262.

Student Support Counseling (http://www.bcc.edu/pages/274.asp)

“You are not alone, talk to someone.” BCC recognizes that attending college paired up with life circumstances, can be stressful and at times overwhelming. Student Support Counseling is available to provide students with the support and referral services needed in order to become productive members of the college community. Counseling services are confidential and free of charge to currently enrolled students.

www.bcc.edu
Transfer Center
(http://www.bcc.edu/pages/185.asp)

BCC has multiple partnerships with in-state and out-of-state 4-year colleges and universities. Articulation and Guaranteed Admission agreements have been designed to help students transition to a baccalaureate degree with ease. Transferring to a 4-year college/university involves significant planning. Therefore, all students interested in transferring must begin the planning and application process immediately upon entering BCC. Call and sign up for a transfer information session or an individual appointment.

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 and 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

Students wishing to pursue concentrated career exploration will work with a career counselor in Career Services. Career assessment instruments will be made available. Please call (609) 894-9311, ext. 1526 to make an appointment with a career counselor.

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 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, including distance education. The service is free and available at the Pemberton and Mt. Laurel campuses and Willingboro Center. All tutoring takes place in designated locations on college property. Appointments are scheduled at the mutual convenience of the student and tutor.

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.

Career Services

Career Services Office provides a full program of assistance to students and graduates seeking employment either on or off campus. The Center provides free access to an online system that allows all users including students, alumni, community residents and employers, to seek or post employment opportunities and apply for jobs online. Visit www.CollegeCentral.com/bcc for on and off campus employment opportunities. An annual job fair is also held in the spring.

The Career Services office also conducts workshops on resume writing, job interviewing techniques and “career awareness” seminars representing a wide variety of career specialties. Students, alumni and community residents are also encouraged to utilize the free online resume and cover letter web service by visiting: https://bcc.optimalresume.com.

Those interested in changing careers have the option to explore different fields and majors by taking the online Strong Interest Inventory and then meeting with a career counselor to review the results. These free career services, in addition to workshops and events, provide a variety of resources.

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 60 hours a week, and
2. A student should spend at least two hours of outside study for each class hour.

On this basis, calculate as follows:

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.

Total Class Hours Study Work Total
17 34 0 51
15 30 15 60
12 24 20 56
9 18 30 57
6 12 40 58

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 at (609) 894-9311, ext. 1280 for special work and class recommendations.

The Test Center

Burlington County College Test Center provides testing services to the college community. There are two Test Center locations, one on the Pemberton campus and the other on the Mt. Laurel campus. The Test Center administers and proctors exams to both BCC students as well as external testing customers.

The Pemberton Test Center is located in Parker Building Room 428 and the Mt. Laurel Test Center is located in the TEC Building Room 219. The College placement test is offered online on a walk-in basis at both campuses. Scheduled Assessments are also offered at the Willingboro Center, the Mt. Holly Center, McGuire AFB and Burlington County High Schools during Spring Ahead testing. See the test center website at http://staff.bcc.edu/testctr/ for more information.

New Student Orientation

All new students are required 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 on page 183 in this catalog. 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.
Traffic and Parking Violations

Users of the college campus who fail to comply with parking and traffic regulations 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
3. Moving violation
   First offense ................................ $15
   Second offense .............................. $25
   Third offense ................................. $50
4. Parking violation in posted disabled area without N. disabled decal $250 and/or towing and/or loss of parking privileges
5. A service charge of $5 will be added to all violations.

PLEASE DO NOT PARK ON THE GRASS, IN FIRE ZONES OR IN THE ROADWAYS.
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 22 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 on the Pemberton Campus and Public Safety Offices on the Pemberton and Mt. Laurel campuses.

Student Grievance Committee

Reviews any item not covered by other committees. Appeals can be made through the Office of the Vice President of Academic Programs.
Mount Laurel Campus Library

The Library is located within the TEC building and is a resource at our Mt Laurel campus for BCC students and our partner schools. The smaller of the two, the TEC Library maintains an in-house collection of over 12,000 circulating books, plus reference works, to support the various BCC programs and classes.

Both libraries are staffed with professionals and paraprofessionals, ready to assist both the students and faculty with their research and searches, both on and off-campus. Call (609) 894-9311, ext. 1306 or (856) 222-9311, ext. 2021 for assistance. Call (609) 894-2239 directly or (856) 222-9311, ext. 2021 for renewal and general information or email us at library@bcc.edu with your inquiries.

Library Cards and Charges

The county-wide system is available to BCC students, faculty and county residents, with library cards in good standing. The residents of Moorestown, Mount Laurel and Willingboro may use our services, provided they register and pay an annual family fee of $50.00 for a county library card. We require all students to have a BCC ID with the current semester sticker affixed.

Materials are generally circulating for four weeks, with (3) more two week renewals. There are multiple renewals unless there is a hold on the item. Fines are $.15 per day per overdue item, with $1.00 per day fees for DVD and video materials. Items may be renewed by phone as long as they are not overdue. Items can be renewed by phone, email or online.

1. Library materials circulate for 28 days, with DVD and videos circulating for 7 days.
2. Reserve items are viewed in the library and a current semester library card must be presented.
3. You may borrow up to five items on one subject. A total of 35 items may be taken out at one time.
4. Borrowers are responsible for returning materials on time or before the due date. An overdue notice will be sent advising the borrower of all outstanding charges and items. Please register your email address to have reminders sent ahead of time via email and avoid accumulating fees.
5. A fine of $.15 per day per each outstanding item, with $1.00 per day for each DVD or video is charged for overdue material.
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 & 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 1238. If you need information about athletics, intramurals, recreation activities or the use of the Physical Education facilities please call (609) 894-9311, extension 1435.

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 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.

AmeriCorps

The BCC AmeriCorps program selects students based on an application process and recommendations for participation in a service program where students can utilize federal work study funds or commit volunteer hours to earn scholarships. This year-long commitment involves 300, 450 or 900 hours of service.

Art Club

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

Bodies N’ Motion Dance Club

This is BCC’s own student dance club committed to a variety of dance genres. This group welcomes students who may have never danced before to veterans of the art and performs at various college and community events. Meetings and rehearsals are held at both Pemberton and Mt Holly.

Business Club

Open to all business majors and those interested in business or related fields such as marketing or communications.

Campus Crusade for Christ

Provides resources and dialogue with students interested in learning more about the Christian faith, helps students understand how the values and principles of the Christian faith can impact their everyday lives, and provides a supportive fellowship for Christians of all denominations.

Creative Writers Guild

Students interested in writing prose, poetry, news, etc., will be interested in this club.

Criminal Justice Club

Criminal Justice majors share their career goals and pursue mutual interests in this club.

Dental Hygiene Club

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

Diagnostic Medical Sonography Club

DMS majors and other interested students participate in activities to develop, promote and uphold the skill and science of this growing profession.

Mount Laurel Campus Library

The Library is located within the TEC building and is a resource at our Mt Laurel campus for BCC students and our partner schools. The smaller of the two, the TEC Library maintains an in-house collection of over 12,000 circulating books, plus reference works, to support the various BCC programs and classes.

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Diagnostic Medical Sonography Club

DMS majors and other interested students participate in activities to develop, promote and uphold the skill and science of this growing profession.
Education Club
Sponsored by BCC and the Burlington County Boy Scouts Council, this co-curricular club enables interested individuals to learn about career opportunities in the field of education.

Equestrian Club
The Burlington County College Equestrian Club gives students the opportunity to educate themselves on basic horsemanship while meeting new people. The Equestrian Club accepts riders from beginner to advanced and students have the opportunity to participate in team lessons, fund raisers, activities and competitions.

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

Graphic Designers’ Guild
Students interested in computer graphics and multimedia meet to share work. The goal of the club is to provide an opportunity for students to compile and critique work. Students work toward creating a portfolio.

Human Services Club
The HSU Club is designed for all students. Our mission 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 who are interested in promoting international and intercultural activities. This group focuses on the multicultural/multilingual backgrounds of Burlington County College students.

Lamplight Players Theater Club
The Theater Club is an organization open to all students who have an interest in theater. Activities such as speakers, trips, membership parties and involvement in plays allow students an opportunity to explore different aspects of theater.

Multicultural Student Union
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
Membership is open to all students who have an interest in music. Whether you are a musician or a singer, this group offers performance opportunities on campus and enhances individual skills.

Paralegal Club
A club and gathering place for BCC’s Paralegal majors to explore professional development opportunities outside the classroom.

Philosophy Club
The Philosophy Club promotes awareness of important philosophical ideas and provides a means for students to collectively analyze problems facing societies of yesterday and today.

Phi Theta Kappa (Chi Iota Chapter)
This honors organization recognizes and promotes scholarship, leadership, service and fellowship through various chapter, regional and national activities. 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.

Photography Guild
This club is geared to those students who have an appreciation for photography or would like to learn more about it. This group participates in student activities events by providing photography services at certain events and can help hone a student’s photography skills.

Radiography
Students enrolled in the BCC Radiography program have the opportunity to pursue common interests.

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.

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.

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 Tuesday and Thursday. 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 lounges must be requested through the Office of Student Activities. At the Mt. Laurel Campus, there is a student lounge on the first floor of the Science Building. 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-busing area and your cooperation is requested in keeping it clean. The Mt. Laurel Campus cafeteria is located on the first floor of the Technology and Engineering Center.

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

Intercollegiate Sports

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

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

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

Participation on Athletic Teams

In order for students to participate in intercollegiate athletics in an NJCAA sport, they must:

1. Have a high school diploma or its equivalent. In the event a student is not a high school graduate or does not possess its equivalency, there are certain circumstances that may allow participation.
2. Be enrolled for 12 credits or more during the semester(s) the sport is in season and in addition be in attendance within 15 calendar days from the beginning of classes during each semester.
3. Have passed a physical examination.
4. Maintain an appropriate GPA as determined by the NJCAA and the college.
5. Show evidence of making satisfactory progress toward graduation as determined by the NJCAA and the college.
6. Not have been paid as a player or as a coach.

(There are several instances when a professional athlete or an individual who has been paid for services as a coach may be eligible.) If you have a question about eligibility related to this rule you should contact the athletic director for a case evaluation.

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

Notes:

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

Athletic Teams Sponsored By The College

Baseball (men) Soccer (men)
Basketball (men) Soccer (women)
Basketball (women) Softball (women)
Golf (coed)

Athletic Facilities

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

The Wellness Center is very popular with students and consists of free-standing stacked weight units and aerobic equipment. The use of the Wellness Center is by membership. All students currently registered for classes are eligible for free membership in the Wellness Center.

Membership applications can be completed at the attendants area in the Physical Education Center. When applying for membership, students must present their currently certified ID card.

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

Intramurals and Recreation

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

Competition

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

Activities

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

Developmental Education Courses (Students whose native language is English)

Developmental education 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 skills 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.

BCC's vocational opportunities are accessible without regard to race, color, national origin, sex or handicap. For more information please contact the Office of International Programs, extension 1350.

Courses included in the ESL program

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ESL 066</td>
<td>4</td>
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<tr>
<td>ESL 067</td>
<td>4</td>
</tr>
<tr>
<td>ESL 068</td>
<td>4</td>
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<tr>
<td>ESL 076</td>
<td>4</td>
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<tr>
<td>ESL 077</td>
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<tr>
<td>ESL 078</td>
<td>4</td>
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<tr>
<td>ESL 081</td>
<td>4</td>
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<tr>
<td>ESL 082</td>
<td>4</td>
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<tr>
<td>ESL 083</td>
<td>4</td>
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</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, Reading, Mathematics or Algebra courses have been successfully completed.

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.

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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>115–220</td>
</tr>
<tr>
<td>2</td>
<td>15–22</td>
<td>230–340</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 crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense and a consortium of 13 leading national higher education associations. It is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACC).

Associate Degree Program for Military Personnel (SOCAD)

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 Education

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 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://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.

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 focuses on career-related training programs in:

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

Through the institute, the college offers more than 400 courses and customized training programs in many locations throughout the county such as:

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

The Institute offers certificate programs designed to improve career skills in business as well as classes to assist small business owners. The college has partnered with Ed2Go and ACT Gatlin Education 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 produced by the College three times a year and posted online at www.bcc.edu.
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
Art (AA.ART)
Communication Arts (AA.COM)
Education (AA.EDU)
English (AA.ENG)
Fashion Studies (AA.FAS)
History (AA.HIS)
International Studies (AA.IGS)
Journalism (AA.JOU)
Liberal Arts (AA.LIB)
Political Science (AA.POL)
Psychology (AA.PSY)
Sociology (AA.SOC)
Theatre (AA.THR)

Associate of Fine Arts (A.F.A.)
The Associate of Fine 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
Art (AFA.ART)
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.CPM)
Computer Information Systems (AS.INF)
Computer Science (AS.CSE)
Construction Management (AS.CON)
Criminal Justice (AS.CRI)
Culinary Arts (AS.CUL)
Education (AS.EDU)
Engineering (AS.EGR)
Environmental Science (AS.ENV)
Fashion Product Merchandising (AS.FPM)
Hospitality & Tourism Management (AS.HOS)
Liberal Arts and Sciences (AS.LSC)
Mathematics (AS.MTH)
Music (AS.MUS)
Physics (AS.PHY)
Sustainable Energy Studies (AS.SES)

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)
Agriculture Business (AAS.AGB)
Alternative Energy Technologies (AAS.ALT)
American Sign Language/Interpreter Education (AAS.ASL/IE)
Automotive Technology (AAS.AUT)
Biotechnology (AAS.BIT)
Business Management Technology (AAS.BMT)
Casino & Resort Management (AAS.CRM)
Computer-Aided Drafting & Design Technology (AAS.CAD)
Computer Management Information Systems (AAS.CIS)
Computer Servicing & Networking Technology Option (AAS.CNO)
Culinary Arts (AAS.CUL)
Dental Hygiene (AAS.DHY)
Diagnostic Medical Sonography (AAS.DMS)
Electronics Engineering Technology (AAS.EET)
Energy Management (AAS.EM)
Entertainment Technologies
Entertainment Management (AAS.ETM)
Lighting Engineering (AAS.ETL)
Sound & Recording Engineering (AAS.ETS)
Video & Digital Media Production (AAS.ETV)
Entrepreneurship (AAS.ENT)
Fashion Design (AAS.FAD)
Fire Science (AAS.FSC)
Food Service Management & Hospitality Technology (AAS.FSM)
Geospatial Technology (AAS.GIS)
Graphic Design & Digital Media (AAS.GDM)
Health Information Technology (AAS.HIT)
Programs of Study Leading to the A.A.S. Degree (con’t)

Health Sciences (AAS.HSC)
Hearing Instrument Sciences (AAS.HRS)
Human Services (AAS.HUS)
Nursing (AAS.NUR)
Paralegal (AAS.LEX)
Pastry Arts (AAS.PAS)
Radiography (AAS.RAD)
Respiratory Therapy (AAS.RST)
Retail Management Technology (AAS.RMT)
Technical Studies (AAS.TES)

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)
Diagnostic Medical Sonography (CRT.DMS)
Entrepreneurship (CRT.ENT)
Geospatial Technology (CRT.GIS)
*Liberal Arts and Sciences (CRT.LSC)
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.

*Addictions Counseling (SPC.HSA)
Business Paraprofessional (SPC.BPC)
Business Technology (SPC.BTC)
Coding Certificate (SPC.ACO)
Computer Networking Support and Servicing Certificate (SPC.EET)
Cooking and Baking (SPC.FCB)
Disaster Preparedness (SPC.DPC)
Elder-Adult Companion Care (SPC.EAC)
Family Helper (SPC.FHC)
Fire Investigation (SPC.FSI)
Fire Science (SPC.FSC)
Food Service & Hospitality Mgmt. (SPC.FSM)
Social Services (SPC.HSS)
*Specification Technology for Fashion Design (SPC.CTF)
*Technical Fashion Design (SPC.TFD)

*These certificates are NOT eligible for Financial Aid.
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 course work in the areas where the student did not receive appropriate assessment scores.

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

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

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

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

Degree Requirements
To receive an associate degree (A.A., A.F.A., A.S., A.A.S.) students must:
1. apply and be admitted to the program in which they seek a degree.
2. complete the General Education Requirements for the degree sought.
3. fulfill all the course and credit hour requirements with a cumulative 2.0 GPA for their particular curriculum as outlined in the Academic Programs section of the catalog.
4. complete at least 25% of the credits required in attendance at Burlington County College.
5. fulfill all financial obligations to the college.
6. apply for graduation. Applications are available at the Mt. Laurel Campus, the Willingboro Center and the Registration Office on the Pemberton Campus. All applications must be accompanied by a graduation fee. 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 effectively in both speech and writing.
• Use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.
• Use the scientific method of inquiry, through the acquisition of scientific knowledge.
• Use social science theories and concepts to analyze human behavior and social political institutions and to act as responsible citizens.
• Use computer systems or other appropriate forms of technology to achieve educational and personal goals.
• Analyze works in the fields of art, music or theater; literature; and philosophy and/or religious studies; and will gain competence in the use of a foreign language.
• Understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.
• Understand the importance of a global perspective and culturally diverse people.
• Understand ethical issues and situations.

The General Education requirements are grouped into major categories. The General Education requirements are grouped into major categories (Communication, Mathematics, Science, Social Science, Technology, Humanities, History, Diversity, Ethical Reasoning and Action) 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 38–41.

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.) Degrees

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

2. Mathematics - 3 credits
   MTH 107 Introduction to Statistics
   OR higher math course

3. Natural Science - 7 or 8 credits
   Group A - 4 credits chosen from:
   BIO 103 & 104 General Biology I and lab
   BIO 107 & 108 General Biology II and lab
   BIO 110 & 111 Fundamentals of Anatomy and Physiology I and lab
   BIO 114 & 115 Fundamentals of Anatomy and Physiology II and lab
   BIO 120 & 121 Basic Biology and Human Affairs and lab
   BIO 130 & 131 Environmental Science and lab
   BIO 155 & 156 Basic Microbiology and lab
   CHE 107 & 108 Chemistry and lab
   CHE 115 & 116 General Chemistry I and lab
   PHY 110 & 111 Principles of Physics I and lab
   PHY 120 & 121 Introduction to Astronomy and lab
   PHY 210 & 211 General Physics I and lab
   PSC 105 & 106 Physical Science I and lab
   PSC 107 & 108 Physical Science II and lab
   Group B - 3 or 4 additional credits chosen from Group A (above) or any 101 or higher course from BIO, CHE, PHY or PSC

4. Technology - 3 credits
   CIS 101 Introduction to Computers

5. Social Science - 6 credits
   Group A - 3 credits chosen from:
   ANT 102 Introduction to Cultural Anthropology
   ECO 203 Principles of Microeconomics
   GEO 102 Principles of Geography
   POL 101 American National Government and Politics
   PSY 101 Introduction to Psychology
   *PSY 102 Introduction to Psychology II
   PHI 101 Introduction to Philosophy
   POL 210 American Literature II
   *SOC 101 Principles of Sociology
   Group B - 3 additional credits from different disciplines chosen from Group A (above) or:
   ANT 101 Introduction to Physical Anthropology
   ECO 101 Fundamentals of Economics
   ECO 204 Principles of Macroeconomics
   POL 103 Comparative Government and Politics
   POL 220 Political Philosophy
   POL 250 International Politics
   PSY 251 Child and Adolescent Psychology
   PSY 256 Developmental Psychology
   *SOC 160 Society, Ethics & Technology
   REL 205 History of Philosophy
   PHI 210 History of Philosophy
   PHI 218 Literature and Film
   PHI 220 Shakespeare
   SPA 101 Elementary Spanish I
   SPA 102 Elementary Spanish II
   SPA 201 Intermediate Spanish I
   SPA 202 Intermediate Spanish II
   SPA 206 History and Culture of Spanish Speaking
   Peuples of Latin America

6. Arts and Humanities - 9 credits
   Group A - 3 credits chosen from:
   ART 101 Introduction to Art
   MUS 101 Introduction to Music
   PHI 101 Introduction to Philosophy
   THR 101 Introduction to Theatre
   Group B - 6 additional credits chosen from Group A (above) or:
   ART 250 Art History I
   ART 251 Art History II
   ARA 101 Elementary Arabic I
   ARA 102 Elementary Arabic II
   ASL 101 Elementary American Sign Language I
   ASL 102 Elementary American Sign Language II
   ASL 201 Intermediate American Sign Language I
   ASL 202 Intermediate American Sign Language II
   ASL 203 Advanced American Sign Language I
   CHI 101 Elementary Chinese I
   CHI 102 Elementary Chinese II
   FRE 101 Elementary French I
   FRE 102 Elementary French II
   FRE 201 Intermediate French I
   FRE 202 Intermediate French II
   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 and Medieval Foundations
   HIS 104 Modern European History
   HIS 203 Modern East Asia
   HIS 204 Modern Latin America
   HIS 230 Islamic Civilization
   HIS 266 African-American History I
   HIS 267 African-American History II
   ITA 101 Elementary Italian I
   ITA 102 Elementary Italian II
   LIT 201 Interpretation of Fiction
   LIT 202 Introduction to Drama
   LIT 205 History of Philosophy
   LIT 207 English Literature I
   LIT 208 English Literature II
   LIT 209 American Literature I
   LIT 210 American Literature II
   LIT 212 Contemporary American Novel
   LIT 218 Literature and Film
   LIT 220 Shakespeare
   PHI 101 Introduction to Logic
   PHI 112 Eastern Philosophy
   PHI 210 History of Philosophy
   PHI 215 Ethics
   REL 205 Comparative Religion
   SPA 101 Elementary Spanish I
   SPA 102 Elementary Spanish II
   SPA 201 Intermediate Spanish I
   SPA 202 Intermediate Spanish II
   SPA 206 History and Culture of Spanish Speaking
   Peuples of Latin America

*This course meets the ethical reasoning and action goal.
GENERAL EDUCATION REQUIREMENTS

Associate of Arts (A.A.) Degrees

7. History – 6 credits
   Group A – 3 credits chosen from:
   - HIS 101 United States History I
   - HIS 102 United States History II
   - HIS 103 Ancient and Medieval Foundations of Western Civilization
   - HIS 104 Modern European History
   - HIS 266 African-American History I
   - HIS 267 African-American History II
   Group B – 3 additional credits chosen from Group A (above) or:
   - HIS 203 Modern East Asia
   - HIS 204 Modern Latin America

8. Diversity – 3 credits
   Three credits chosen from:
   - ANT 102 Introduction to Cultural Anthropology
   - ASL 103 Deafness and Culture
   - ASL 201 Intermediate American Sign Language I
   - ASL 202 Intermediate American Sign Language II
   - FRE 201 Intermediate French I
   - FRE 202 Intermediate French II
   - HIS 115 Islam: History, Culture, Art
   - HIS 203 Modern East Asia
   - HIS 204 Modern Latin America
   - HIS 213 Genocide
   - HIS 266 African-American History I
   - HIS 267 African-American History II
   - LIT 203 Masterpieces of World Literature I
   - LIT 206 Women’s Literature
   - LIT 211 Masterpieces of World Literature II
   - LIT 213 Contemporary Native American Literature
   - LIT 216 Poetry of the Holocaust
   - LIT 217 The Holocaust in World Literature
   - PHI 112 Eastern Philosophy
   - REL 205 Comparative Religion
   - SOC 209 Introduction to Women’s Studies
   - SOC 210 Minority Groups
   - SPA 201 Intermediate Spanish I
   - SPA 202 Intermediate Spanish II
   - SPA 205 History and Culture of Spain
   - SPA 206 History and Culture of Spanish Speaking Peoples of Latin America

*This course meets the ethical reasoning and action goal.
# GENERAL EDUCATION REQUIREMENTS

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

1. **Written Communications - 6 credits**
   - ENG 101 College Composition I
   - ENG 102 College Composition II

2. **Mathematics - 3 credits**
   - MTH 107 Introduction to Statistics
   - OR higher math course

3. **Natural Sciences - 7 or 8 credits**
   - **Group A - 4 credits chosen from:**
     - BIO 103 & 104 General Biology I
     - BIO 110 & 111 Fundamentals of Anatomy and Physiology I
     - BIO 120 & 121 Basic Biology and Human Affairs
     - BIO 130 & 131 Environmental Science
     - BIO 155 & 156 Basic Microbiology
     - CHE 107 & 108 Chemistry
     - CHE 115 & 116 General Chemistry I
     - PHY 110 & 111 Principles of Physics 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
   - **Group B - 3 or 4 additional credits chosen from Group A (above) or any 101 or higher course from BIO, CHE, GEL, PHY or PSC**

4. **Technology - 3 credits**
   - CIS 101 Introduction to Computers

5. **Social Science - 6 credits**
   - **Group A - 3 credits chosen from:**
     - ANT 102 Introduction to Cultural Anthropology
     - ECO 203 Principles of Microeconomics
     - GEO 102 Principles of Geography
     - POL 101 American National Government and Politics
     - PSY 101 Introduction to Psychology
     - PSY 102 Introduction to Psychology II
     - SOC 101 Principles of Sociology
   - **Group B - 3 additional credits from different disciplines chosen from Group A (above) or:**
     - ANT 101 Introduction to Physical Anthropology
     - ECO 101 Fundamentals of Economics
     - ECO 204 Principles of Macroeconomics
     - POL 103 Comparative Government and Politics
     - POL 220 Political Philosophy
     - POL 250 International Politics
     - PSY 251 Child and Adolescent Psychology
     - PSY 256 Developmental Psychology
     - *SOC 160 Society, Ethics and Technology

6. **Arts and Humanities - 3 credits**
   - Three credits chosen from:
     - ART 101 Introduction to Art
     - MUS 101 Introduction to Music
     - *PHI 101 Introduction to Philosophy
     - THR 101 Introduction to Theatre

7. **History - 3 credits**
   - Three credits chosen from:
     - HIS 101 United States History I
     - HIS 102 United States History II
     - HIS 103 Ancient and Medieval Foundations of Western Civilization
     - HIS 104 Modern European History
     - HIS 204 Modern Latin America
     - HIS 230 Islamic Civilization
     - HIS 266 African-American History I
     - HIS 267 African-American History II

8. **Diversity - 3 credits**
   - Three credits chosen from:
     - ANT 102 Introduction to Cultural Anthropology
     - ASL 103 Deafness and Culture
     - ASL 201 Intermediate American Sign Language I
     - ASL 202 Intermediate American Sign Language II
     - FRE 101 Intermediate French I
     - FRE 201 Intermediate French II
     - HIS 203 Modern East Asia
     - HIS 204 Modern Latin America
     - HIS 213 Genocide
     - HIS 230 Islamic Civilization
     - HIS 266 African-American History I
     - HIS 267 African-American History II
     - LIT 203 Masterpieces of World Literature I
     - LIT 206 Women's Literature
     - LIT 211 Masterpieces of World Literature II
     - LIT 212 Contemporary Native American Literature
     - LIT 216 Poetry of the Holocaust
     - LIT 217 The Holocaust in World Literature
     - PHI 112 Eastern Philosophy
     - REL 205 Comparative Religion
     - SOC 209 Introduction to Women's Studies
     - SOC 210 Minority Groups
     - SPA 201 Intermediate Spanish I
     - SPA 202 Intermediate Spanish II
     - SPA 205 History and Culture of Spain
     - SPA 206 History and Culture of Spanish Speaking Peoples of Latin America

*This course meets the ethical reasoning and action goal.*
GENERAL EDUCATION REQUIREMENTS

Associate of Applied Science (A.A.S.) and Associate of Fine Arts (A.F.A.) Degrees

1. Written and Oral Communications - 6 credits
   ENG 101 College Composition I
   *SPE 102 Public Speaking

2. Mathematics - 3 credits
   See appropriate program page in catalog for recommended course.

3. Natural Science - 4 credits
   Four credits chosen from:
   BIO 103 & 104 General Biology I
   BIO 110 & 111 Fundamentals of Anatomy and Physiology I
   BIO 120 & 121 Basic Biology and Human Affairs
   BIO 130 & 131 Environmental Science
   BIO 155 & 156 Basic Microbiology
   CHE 107 & 108 Chemistry
   CHE 115 & 116 General Chemistry I
   PHY 110 & 111 Principles of Physics I
   PHY 209 & 211 General Physics I
   PHY 210 & 211 General Physics I
   PSC 105 & 106 Physical Science I
   PSC 107 & 108 Physical Science II

4. Social Science - 3 credits
   Three credits chosen from:
   ANT 102 Introduction to Cultural Anthropology
   ECO 203 Principles of Microeconomics
   GEO 102 Principles of Geography
   POL 101 American National Government and Politics
   *PSY 101 Introduction to Psychology
   *SOC 101 Principles of Sociology
   *SOC 160 Society, Ethics & Technology

5. Arts and Humanities - 3 credits
   Three credits chosen from:
   ART 101 Introduction to Art
   MUS 101 Introduction to Music
   *PHI 101 Introduction to Philosophy
   THR 101 Introduction to Theater

6. Additional General Education Requirement - 3 credits
   See appropriate program page in catalog for recommended course.

GENERAL EDUCATION REQUIREMENTS

Associate of Applied Science (A.A.S.) Degrees for Allied Health Programs

1. Written Communications - 6 credits
   See appropriate program page in catalog for required course.
   ENG 101 College Composition I
   ENG 102 or *SPE 102 College Composition II or Public Speaking

2. Mathematics - 3 credits
   See appropriate program page in catalog for recommended course.

3. Natural Science - 4 credits
   See appropriate program page in catalog for recommended course.
   BIO 103 & 104 General Biology I
   BIO 110 & 111 Fundamentals of Anatomy and Physiology I
   CHE 115 & 116 General Chemistry I
   PHY 110 & 111 Principles of Physics I
   PHY 209 & 211 General Physics I

4. Social Science - 3 credits
   See appropriate program page in catalog for recommended course.
   ANT 102 Introduction to Cultural Anthropology
   ECO 203 Principles of Microeconomics
   GEO 102 Principles of Geography
   POL 101 American National Government and Politics
   *PSY 101 Introduction to Psychology
   *SOC 101 Principles of Sociology

5. Additional General Education Requirement - 6 credits
   These 6 credits are determined by each specific allied health program. Please see appropriate program page in catalog for recommended courses.

*This course meets the ethical reasoning and action goal.
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**

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<th>Second Semester</th>
<th>Summer or Mini Semester</th>
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<td>English 102</td>
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<th>Fourth Semester</th>
<th>Summer or Mini Semester</th>
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<td>Diversity Course</td>
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**Associate of Science Degree**

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<th>Summer or Mini Semester</th>
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</thead>
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<td>English 102</td>
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<tr>
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<td>3 cr.</td>
<td>History 3 cr.</td>
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</table>

<table>
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<th>Third Semester</th>
<th>Fourth Semester</th>
<th>Summer or Mini Semester</th>
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<tbody>
<tr>
<td>Program Course**</td>
<td>Program Course**</td>
<td>Elective 3-4 cr.</td>
</tr>
<tr>
<td>3 cr.</td>
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<tr>
<td>Program Course**</td>
<td>Program Course**</td>
<td>Elective 3-4 cr.</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></td>
</tr>
<tr>
<td>3 cr.</td>
<td>3 cr.</td>
<td></td>
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<tr>
<td>Social Science</td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>3 cr.</td>
<td>3 cr.</td>
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</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.
### GENERAL EDUCATION REQUIREMENTS – 45 CREDITS

Credits divided into the following eight categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Number</th>
<th>Credits</th>
<th>Grade</th>
<th>Recommended Course</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Written and Oral Communications - 9 credits</td>
<td>ENG 101</td>
<td>3</td>
<td></td>
<td>ENG 101</td>
<td></td>
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<tr>
<td></td>
<td>ENG 102</td>
<td>3</td>
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<td>ENG 102</td>
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<tr>
<td></td>
<td>SPE 102</td>
<td>3</td>
<td></td>
<td>SPE 102</td>
<td></td>
</tr>
<tr>
<td>2. Mathematics - 3 credits</td>
<td>MTH 107 or higher</td>
<td>3</td>
<td></td>
<td>Choice</td>
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<tr>
<td>3. Natural Science - 7 or 8 credits</td>
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<td></td>
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<td>Choice</td>
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<tr>
<td>Group A – 4 credits chosen from:</td>
<td></td>
<td></td>
<td></td>
<td>Choice</td>
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<tr>
<td>BIO 103/104, 107/108, 110/111, 114/115</td>
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<td></td>
<td></td>
<td>Choice</td>
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<tr>
<td>120/121, 130/131, 155/156</td>
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<td>Choice</td>
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<tr>
<td>CHE 107/108, 115/116</td>
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<td>Choice</td>
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<tr>
<td>PHY 110/111, 120/121, 210/211</td>
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<td>Choice</td>
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<tr>
<td>PSC 105/106, 107/108</td>
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<td>Choice</td>
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<tr>
<td>Group B – 3 or 4 additional credits</td>
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<td>Choice</td>
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<tr>
<td>chosen from Group A (above) or any 101 or higher course from BIO, CHE, PHY or PSC</td>
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<tr>
<td>4. Technology - 3 credits</td>
<td>CIS 101</td>
<td>3</td>
<td></td>
<td>Choice</td>
<td></td>
</tr>
<tr>
<td>5. Social Science - 6 credits</td>
<td></td>
<td></td>
<td></td>
<td>Choice</td>
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<tr>
<td>Group A – 3 credits chosen from:</td>
<td></td>
<td></td>
<td></td>
<td>Choice</td>
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</tr>
<tr>
<td>ANT 102, ECO 203, GEO 102, POL 101, PSY 101, SOC 101</td>
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<tr>
<td>Group B – 3 additional credits from different disciplines chosen from Group A (above) or different disciplines chosen from Group A (above) or from different disciplines chosen from Group A (above) or from:</td>
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<tr>
<td>ANT 101</td>
<td></td>
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<tr>
<td>ECO 101, 204</td>
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<td>POL 103, 220, 250</td>
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<td>PSY 251, 256</td>
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<td>SOC 160</td>
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<td>Choice</td>
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<tr>
<td>6. Arts &amp; Humanities - 9 credits</td>
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<td>Group A – 3 credits chosen from:</td>
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<td>Choice</td>
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<tr>
<td>ART 101, MUS 101, PHI 101, THR 101</td>
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<tr>
<td>Group B – 6 additional credits</td>
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<td>Choice</td>
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<tr>
<td>chosen from Group A (above) or from:</td>
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<td>ART 250, 251</td>
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<tr>
<td>ASL 101, 102, 201, 202, 203</td>
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<tr>
<td>CHI 101, 102</td>
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<tr>
<td>FRE 101, 102, 201, 202</td>
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<td>Choice</td>
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<tr>
<td>GER 101, 102</td>
<td></td>
<td></td>
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<td>Choice</td>
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<tr>
<td>HIS 101, 102, 103, 104, 203, 230, 266, 267</td>
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<td>Choice</td>
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<tr>
<td>ITA 101, 102</td>
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<td></td>
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<td>Choice</td>
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<tr>
<td>LIT 201, 202, 206, 207, 208, 209, 210, 211, 218, 220</td>
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<tr>
<td>PHI 105, 112, 205, 210</td>
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<tr>
<td>REL 205</td>
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<tr>
<td>SPA 101, 102, 201, 202, 206</td>
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<td></td>
<td>Choice</td>
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</table>
7. History - 6 credits
   Group A - 3 credits chosen from:
   HIS 101, 102, 103, 104, 266, 267
   Group B - 3 additional credits chosen
   from Group A (above) or:
   HIS 203, 204, 230

8. Diversity - 3 credits
   Three credits chosen below that have not
   been previously selected
   ANT 102
   ASL 103, 201, 202
   FRE 201, 202
   HIS 203, 204, 213, 230, 266, 267
   LIT 203, 206, 211, 213, 216, 217
   PHI 112
   REL 205
   SOC 209, 210
   SPA 201, 202, 205, 206
### GENERAL EDUCATION REQUIREMENTS - 31 CREDITS

Credits divided into the following seven categories:

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<th>Category</th>
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<th>Grade</th>
<th>Recommended Course</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>1. Written Communications</td>
<td>ENG 101</td>
<td>______</td>
<td>_____</td>
<td>ENG 101</td>
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<tr>
<td>2. Mathematics</td>
<td>MTH 107 or higher</td>
<td>______</td>
<td>_____</td>
<td>Choice</td>
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<tr>
<td>3. Natural Science</td>
<td>BIO 103/104, 110/111, 120/121, 130/131, 155/156</td>
<td>______</td>
<td>_____</td>
<td>Choice</td>
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</tr>
<tr>
<td>4. Social Science</td>
<td>ANT 102, ECO 203, GEO 102, POL 101, PSY 101, SOC 101</td>
<td>______</td>
<td>_____</td>
<td>Choice</td>
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<tr>
<td>5. Arts &amp; Humanities</td>
<td>ART 101, MUS 101, PHI 101, THR 101</td>
<td>______</td>
<td>_____</td>
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<td>6. History</td>
<td>HIS 101, 102, 103, 104, 204, 230, 266, 267</td>
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<tr>
<td>7. Diversity</td>
<td>Three credits chosen below that has not been previously selected</td>
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<td>_____</td>
<td>Choice</td>
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<tr>
<td></td>
<td>ANT 102</td>
<td>______</td>
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<td></td>
<td>ASL 103, 201, 202</td>
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<td>FRE 201, 202</td>
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<td>HIS 203, 204, 213, 230, 266, 267</td>
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<td>LIT 203, 206, 211, 213, 216, 217</td>
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<td>REL 205</td>
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<td></td>
<td>SOC 209, 210</td>
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<td></td>
<td>SPA 201, 202, 205, 206</td>
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### PROGRAM COURSES – 18-24 CREDITS REQUIRED

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<th>Date Completed</th>
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<tbody>
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</table>

### ELECTIVES – 12-16 CREDITS REQUIRED

*Check your program outline for exceptions*

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

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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.

**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.

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# ADVISING FORM

## Associate of Applied Science (A.A.S.)
and Associate of Fine Arts (A.F.A.) Degree Requirements

### Student Name___________________________________________________________________ Major_______________________________________

**NOTE:** A.A. and A.S. degree programs are designed to be transfer programs to four-year institutions. A.A.S. and A.F.A. 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 REQUIREMENTS – 22 CREDITS

Credits divided into the following six categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Number</th>
<th>Credits</th>
<th>Grade</th>
<th>Recommended Course</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Written &amp; Oral Communications - 6 credits</td>
<td>ENG 101</td>
<td>______</td>
<td>______</td>
<td>ENG 101</td>
<td>______</td>
</tr>
<tr>
<td></td>
<td>SPE 102</td>
<td>______</td>
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<td>SPE 102</td>
<td>______</td>
</tr>
<tr>
<td>2. Mathematics - 3 credits</td>
<td>See appropriate program page in catalog</td>
<td></td>
<td></td>
<td>Choice</td>
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</tr>
<tr>
<td>3. Natural Science - 4 credits</td>
<td>BIO 103/104, 110/111, 120/121, 130/131, 155/156</td>
<td></td>
<td></td>
<td>Choice</td>
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<td></td>
<td>CHE 107/108, 115/116</td>
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<td>Choice</td>
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<td>PHY 110/111, 120/121, 210/211</td>
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<td>Choice</td>
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<td></td>
<td>PSC 105/106, 107/108</td>
<td></td>
<td></td>
<td>Choice</td>
<td></td>
</tr>
<tr>
<td>4. Social Science - 3 credits</td>
<td>ANT 102, ECO 203, GEO 102, POL 101, PSY 101, SOC 101, SOC 160</td>
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<td>Choice</td>
<td></td>
</tr>
<tr>
<td>5. Arts &amp; Humanities - 3 credits</td>
<td>ART 101, MUS 101, PHI 101, THR 101</td>
<td></td>
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<td>Choice</td>
<td></td>
</tr>
<tr>
<td>6. Additional General Education Requirements - 3 credits</td>
<td>See appropriate program page in catalog for recommended course</td>
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Continued
### PROGRAM COURSES – 39-45 CREDITS REQUIRED

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</table>

### ELECTIVES – 3-6 CREDITS REQUIRED

Check your program outline for exceptions

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

Student_______________________________________________________  Student ID#_____________________________  Date________________

Advisor_______________________________________________________  Date________________________________

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**ADVISING FORM**

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

for Allied Health Programs

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Major</th>
</tr>
</thead>
</table>

**NOTE:** A.A. and A.S. degree programs are designed to be transfer programs to four-year institutions. A.A.S. and A.F.A. 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 REQUIREMENTS – 22 CREDITS

Credits divided into the following five categories:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credits</th>
<th>Grade</th>
<th>Recommended Course</th>
<th>Date Completed</th>
</tr>
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<tbody>
<tr>
<td>ENG 101</td>
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<td>ENG 102</td>
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<tr>
<td>ENG 102 or SPE 102</td>
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</table>

- **Written & Oral Communications - 6 credits**
- **Mathematics - 3 credits**
  See appropriate program page in catalog for recommended course
- **Natural Science - 4 credits**
  - BIO 103/104, 110/111
  - CHE 115/116
  - PHY 110/111, 210/211
  - PSC 105/106, 107/108
- **Social Science - 3 credits**
  See appropriate program page in catalog for recommended course
  - ANT 102, ECO 203, GEO 102,
  - POL 101, PSY 101, SOC 101
- **Additional General Education Requirements - 6 credits**
  These 6 credits are determined by each specific health profession.
  See appropriate program page in catalog for recommended course

Continued
### PROGRAM COURSES – 44-53 CREDITS REQUIRED

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credits</th>
<th>Grade</th>
<th>Recommended Course</th>
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</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.

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.
Liberal Arts Division

<table>
<thead>
<tr>
<th>Programme</th>
<th>Contact Person</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>David Longenbach</td>
<td>5334</td>
</tr>
<tr>
<td>Coordinator of Liberal Arts</td>
<td>Bernadette Wright</td>
<td>1644</td>
</tr>
<tr>
<td>Accounting</td>
<td>Barry Palatnik</td>
<td>1997</td>
</tr>
<tr>
<td>Accounting Technology</td>
<td>Barry Palatnik</td>
<td>1997</td>
</tr>
<tr>
<td>American Sign Language/Interpreter Education</td>
<td>Josephine Durkow</td>
<td>1318</td>
</tr>
<tr>
<td>Art</td>
<td>Jayne Yantz</td>
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<tr>
<td>Business Administration</td>
<td>Barry Palatnik</td>
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<tr>
<td>Business Management Tech. Communication Arts</td>
<td>Chris Gazzara</td>
<td>1679</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Alan Hart</td>
<td>1554</td>
</tr>
<tr>
<td>Education</td>
<td>David Longenbach</td>
<td>5334</td>
</tr>
<tr>
<td>English</td>
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<tr>
<td>Entrepreneurship</td>
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<tr>
<td>Entertainment Technologies</td>
<td>Curtis Green</td>
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<tr>
<td>Lighting Engineering</td>
<td>Curtis Green</td>
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<tr>
<td>Entertainment Mgmt.</td>
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<tr>
<td>Sound &amp; Recording Eng.</td>
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Nursing and Allied Health Division

<table>
<thead>
<tr>
<th>Programme</th>
<th>Contact Person</th>
<th>Ext.</th>
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</thead>
<tbody>
<tr>
<td>Dean</td>
<td>Charlotte McCarraher</td>
<td>1579</td>
</tr>
<tr>
<td>Coding</td>
<td>Janet Evans</td>
<td>1344</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>Linda Hecker</td>
<td>1419</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>Paul Mushinsky</td>
<td>1629</td>
</tr>
<tr>
<td>Health Information Tech.</td>
<td>Susan Scully</td>
<td>1257</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Charlotte McCarraher</td>
<td>1579</td>
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</tbody>
</table>

Science, Mathematics and Technology Division

<table>
<thead>
<tr>
<th>Programme</th>
<th>Contact Person</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>Victor Brown</td>
<td>1372</td>
</tr>
<tr>
<td>Associate Dean</td>
<td>Anne Edwards</td>
<td>1259</td>
</tr>
<tr>
<td>Agriculture Business Tech.</td>
<td>SMT Division</td>
<td>1402</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>SMT Division</td>
<td>1402</td>
</tr>
<tr>
<td>Biology</td>
<td>Laura Ritt</td>
<td>1233</td>
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<tr>
<td>Biotechnology</td>
<td>Laura Ritt</td>
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</tr>
<tr>
<td>Chemical Engineering</td>
<td>Terry Sherlock</td>
<td>2028</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Terry Sherlock</td>
<td>2028</td>
</tr>
<tr>
<td>Chemistry, Pre-Medical Technology Option</td>
<td>SMT Division</td>
<td>1372</td>
</tr>
<tr>
<td>Computer Aided Drafting &amp; Design Technology</td>
<td>Glenn Slater</td>
<td>2006</td>
</tr>
<tr>
<td>Computer Management Information Systems</td>
<td>Meng Has</td>
<td>2027</td>
</tr>
<tr>
<td>Computer Science</td>
<td>John Manz</td>
<td>2708</td>
</tr>
<tr>
<td>Computer Servicing &amp; Networking Technology</td>
<td>Berna Dike-Anyiam</td>
<td>2033</td>
</tr>
<tr>
<td>Construction Management</td>
<td>SMT Division</td>
<td>1372</td>
</tr>
</tbody>
</table>

During periods when the faculty are not available students may contact the Liberal Arts Division at ext. 5334.

During periods when the faculty are not available students may contact the Nursing and Allied Health Division at ext. 1406.

During periods when the faculty are not available students may contact the Science, Mathematics and Technology (SMT) Division at ext. 1372 or 1402.
CAREER CERTIFICATES

Addictions Counseling Certificate of Achievement (SPC.HSA)§

This program will provide students with fundamental training in the area of drug and alcohol counseling. This certificate is of value to students entering the human services profession who are seeking indepth training in a specialized area of practice as well as those who are already experienced in the drug and alcohol field who may use this certificate to advance their skills and qualifications.

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 201 Introduction to Counseling 3
HUS 204 Social Work Process 3
HUS 206 Addiction Dynamics and Interventions 3
HUS 210 Human Services Field Placement 3

Total Required Credits 15

Business Paraprofessional Certificate of Achievement (SPC.BPC)

This 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
- Cultural Competence
- Child Development
- Student/Staff Safety and Health Issues

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
BUA 205 Business Law I 3
CIS 101 Introduction to Computers 3
PHI 101 Introduction to Philosophy 3

Total Required Credits 27

Coding Certificate Program (SPC.ACO)

This program will prepare students for entry level employment as a medical coder in the inpatient or other medical settings such as clinics, physician offices, health insurance companies, and consulting firms.

Students will acquire basic knowledge to:
- assign diagnoses/procedure codes using ICD-9 CM Volumes I-III; assign procedure codes using CPT-4; validate coding accuracy using clinical information in the patient's health record; use electronic application and work processes to support clinical classification and coding; understand Diagnostic Related Groups (DRG's); interpret and apply regulatory guidelines; and prepare for the coding certification exam of the student's choice.

Students will receive a career certificate and 26 credits that can easily transfer to the HIT associates degree. (Credits required are subject to change with the addition of the Professional Practice Experience.)

The program is part time over an 18 month period to accommodate employed students. Classes are typically offered in the evenings.

Admission requirements: Graduation from high school or attainment of a GED with C grade or higher; High school biology or equivalent college course work; Completion of the Psychological Services Bureau (PSB) Health Occupations Aptitude examination; and Criminal background check with satisfactory outcome conducted by Adam Safeguard.

Required Courses Include Credits
- BIO 110 Fund. of Anatomy and Physiology I (lecture) 3
- BIO 114 Fund. Of Anatomy and Physiology II (lecture) 3
- HIT 105 Medical Terminology 2
- HIT 115 Pathology 3
- HIT 116 Pharmacology for Allied Health Professions 2
- HIT 205 HCPCS Coding (CPT-4) 3
- HIT 208 Reimbursement Methodologies 2
- HIT 209 ICD-10-CM Coding 3
- HIT 210 ICD-10-PCS Coding 3
- HIT 226 Applications in Acute Care Coding 4

Total Required Credits 28

§ This certificate is NOT eligible for Financial Aid.
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 121 Circuits * 4
CIS 150 Networking Fundamentals 4
CIS 151 Cisco Network Routing Fundamentals 4
CIS 152 Cisco Internet Working Design 4
CIS 157 Cisco WAN Technologies 4
EET 210 IT Essentials: A+ 4
EET 141 Digital Circuits 4
Total Required Credits 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, the Food Service and Hospitality Management Technology degree, and the Culinary Arts degree.

Program Courses Credits
CUL 107 Culinary Arts 4
CUL 125 Foundations of Baking 3
CUL 160 Patisserie 4
CUL 203 Garde Manger 4
CUL 230 Culinary Practicum 3
FSM 125 Food Service Sanitation & Accident Prevention 3
FSM 215 Elementary Nutrition 2

(select one)
CUL 122 Techniques and Traditions 4
CUL 235 Advanced Baking

Total Required Credits 27

Disaster Preparedness Certificate (SPC.DPC)

This program provides the student with the fundamentals of planning for risk events before they occur. In our post-9/11 society, disaster events include but are not limited to terrorist attacks in the form of nuclear, biological, chemical and cyber events. The program also examines man-made, natural and accidental disasters caused by weather, accidents, public health events and many other causes. The program is designed for the student interested in advancement of specialized security skills, further education in the field via transfer and increased knowledge in this rapidly expanding field.

The certificate program requires a minimum of 24 credits.

Program Courses Credits
CRJ 119 Terrorism 3
CRJ 120 Introduction to NIMS 3
CRJ 121 Emergency Agency Coordination 3
CRJ 218 Introduction to Private Security 3
CRJ 221 Large Scale Incidents 3
CRJ 222 Public Health Issues 3

Total Program Credits 18

General Education Courses Credits
ENG 101 English 3
SOC 101 Sociology 3

Total Required Credits 24

Elder-Adult Companion Care Certificate (SPC.EAC)

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

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

General Education requirements 18
Program course requirements 9

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

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

Total Required Credits 27

Family Helper Certificate (SPC.FHC)

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

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

General Education Courses 15 credits
Program Credits 9 credits

General Education Courses Credits
Written Communication 3
Social Science (PSY 101 & SOC 101 required) 6
Mathematics 3
Technology 3

Program Courses Credits
EDU 112 Historical Found. of Am. Edu. 3
PSY 250 Educational Psychology 3
PSY 251 Child & Adolescent Psychology 3

Total Required Credits 24

§ This certificate is NOT eligible for Financial Aid.
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. The two Criminal Justice (CRJ) courses are offered at Burlington County College.

General Education Course
ENG 101 College Composition I 3

Program Courses Credits
FSC 101 Introduction to Fire Science* 7
FSC 103 Fire Detection and Suppression Systems* 3
FSC 201 Fire Service Construction Principles* 4
FSC 204 Fire Inspector Certification* 6
CRJ 113 Criminal Investigation 3
CRJ 213 Arson Investigation 3

Total Required Credits 29

§ This certificate is NOT eligible for Financial Aid.

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.

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

Program Courses Credits
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 Strategies* 3
FSC 204 Fire Inspector Certification* 6

Total Required Credits 27

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

Social Services Certificate - Dept. of Human Services (SPC.HSS)
This career certificate is designed for the Department of Human Service employees and is offered by community colleges as part of the Career Ladders Program. This certificate provides a strong foundation in social services. This certificate program requires a minimum of 27 credits. Transfer credits from five educational modules (150 hours):

<table>
<thead>
<tr>
<th>Transfer Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Family Centered Protective Services</td>
<td>3</td>
</tr>
<tr>
<td>Communications</td>
<td>3</td>
</tr>
<tr>
<td>Cultural Competence</td>
<td>3</td>
</tr>
<tr>
<td>Understanding Mental Health (Abuse &amp; Neglect)</td>
<td>3</td>
</tr>
<tr>
<td>Assessment and Documentation</td>
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Total Transfer Credits 12

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

Total Required Credits 27

Social Services Certificate - Developmental Disabilities (SPC.HSS)
This career certificate is designed for the NJDHS (New Jersey Department of Human Services) and is part of the Career Ladders Program. This certificate supports a strong foundation in social services. This certificate program requires a minimum of 27 credits. Transfer credits from five educational modules (39 hours):

<table>
<thead>
<tr>
<th>Transfer Courses</th>
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<tbody>
<tr>
<td>How to Teach People with Profound Disabilities</td>
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</tr>
<tr>
<td>AAMR – Positive Behavior Supports for Psychologists</td>
<td>3</td>
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<tr>
<td>AAMR – Positive Behavior Supports for Direct Care Staff</td>
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<tr>
<td>Common Disorders and Diagnosis</td>
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<tr>
<td>Dual Diagnosis – Introduction to the Mental Health Needs of People with Developmental Disabilities</td>
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<td>Autism</td>
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Total Transfer Credits 12

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

Total Required Credits 27

Specification Technology for Fashion Design Certificate (SPC.CTF)
This 10-credit certificate program is intended to upgrade the computer skills of employed fashion design and apparel production professionals. Students who successfully complete the certificate program will: demonstrate competence in flat sketching for the visual documentation of apparel, both manually and with the assistance of computer software; demonstrate competence in 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.

<table>
<thead>
<tr>
<th>Program Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GDD 101 Introduction to Graphic Design &amp; Digital Media</td>
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<tr>
<td>FAD 110 Principles of Apparel Design &amp; Development</td>
<td>4</td>
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<tr>
<td>FAD 180 Digital Portfolio Development for Fashion Design</td>
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</table>

Total Required Credits 10

Technical Fashion Design Certificate (SPC.TFD)
This 11-credit certificate program is for students who wish to develop only the technical skills required for apparel design and development. Students may use this certificate to support their own entrepreneurial activities related to sewn products, including apparel. They may also make use of the certificate program to gain skills that enhance personal development and/or facilitate self-expression. Students who successfully complete the certificate program will: use industrial equipment to demonstrate competence in executing the construction and assembly skills required for sewn product development; demonstrate competence in beginning to intermediate level pattern drafting, and beginning level draping, as required to develop basic garments and styling details used in basic garments; and test an original garment style through the construction prototypes in both muslin and fashion fabric, making use of draping, pattern-making, and construction/assembly skills.

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

Total Required Credits 11

This certificate is NOT eligible for Financial Aid.
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.

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.

Graduates of this program should be able to:

- Perform all the steps in the accounting cycle;
- Record business transactions;
- Prepare financial statements for different types of organizations;
- Utilize the computer to record accounting information and perform spreadsheet analysis;
- Demonstrate an understanding of the legal and ethical decision making process;
- Apply economic concepts to current events to understand causes for situations.

### General Education Courses

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
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<tr>
<td>Mathematics</td>
<td>3-4</td>
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<td>(MTH 118 or MTH 142 recommended)</td>
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<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
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<tr>
<td>Diversity</td>
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Total 31-33

† See General Education Requirements on page 42.

### Program Courses

<table>
<thead>
<tr>
<th>Course Description</th>
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<tbody>
<tr>
<td>ACC 112 Principles of Financial Accounting I w/Spreadsheets</td>
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</tr>
<tr>
<td>ACC 113 Principles of Financial Accounting II w/Spreadsheets</td>
<td>4</td>
</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>
</tbody>
</table>

Total 21-22

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 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.

Graduates of this program should be able to:

- Perform all the steps in the accounting cycle.
- Record business transactions.
- Prepare financial statements for different types of organizations.
- Utilize the computer to record accounting information and perform spreadsheet analysis.
- Demonstrate an understanding of the legal and ethical decision making process.

### General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 107 or higher recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements</td>
<td></td>
</tr>
<tr>
<td>(CIS 101 recommended)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 22

† See General Education Requirements on page 43.

### 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>ACC 210 Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 211 Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 213 Cost Accounting</td>
<td>4</td>
</tr>
<tr>
<td>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>
</tbody>
</table>

**Total** 30

| Electives | 12 |

**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 program. Students are strongly advised to seek information regarding admission and transfer requirements for those programs.

Graduates of this program should be able to:

- Perform all the steps in the accounting cycle.
- Record business transactions.
- Prepare financial statements for different types of organizations.
- Utilize the computer to record accounting information and perform spreadsheet analysis.
- Demonstrate an understanding of the legal and ethical decision making process.
- Apply economic concepts to current events to understand causes for situations.

### General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication (ENG 101 required)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics (MTH 107 required)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 6

### Program Courses

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

**Total** 24

| Elective | 3 |

**Total Required for Certificate** 33
Agricultural Business Technology

Associate of Applied Science, (AAS.AGB)

This program prepares students for careers in a variety of businesses involved with the agricultural industry. Careers range from growing and marketing produce, livestock and field crops to marketing products and providing services needed in farm production. Advances in technology have changed agriculture not only in Burlington County but across the country. Today's agriculture professional is challenged by protecting natural resources while managing a productive, viable business. The Agricultural Business Technology Program curriculum emphasizes effective management and business skills along with providing a solid background in soil science, plant protection, and plant propagation.

Graduates of the program should be able to:

- Demonstrate a fundamental understanding of practical principles of marketing, management, economics and accounting as they pertain to agricultural business;
- Identify major plant pests, including weed, insects and diseases, and recommend methods to control these plant pests based on environmental, social and legal considerations;
- Identify plant nutrient deficiencies and recommend corrective measures based on environmental, social and legal considerations;
- Demonstrate a fundamental understanding of crop production;
- 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 &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science (BIO 103/104 required)</td>
<td>4</td>
</tr>
<tr>
<td>Social Science (ECO 203 required)</td>
<td>3</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements (Required – any diversity course listed on page 39)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total                                                                 22

† See General Education Requirements on page 43.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 107 General Biology II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 108 General Biology II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ACC 112 Principles of Accounting I with Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>CHE 107/108 Chemistry</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CHE 115/116 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>AGR 120 Soil Science</td>
<td>3</td>
</tr>
<tr>
<td>AGR 130 Principles of Plant Protection</td>
<td>3</td>
</tr>
<tr>
<td>AGR 140 Agribusiness Management</td>
<td>3</td>
</tr>
<tr>
<td>AGR 150 Agribusiness Marketing</td>
<td>3</td>
</tr>
<tr>
<td>AGR 210 Greenhouse Management &amp; Crop Production</td>
<td>3</td>
</tr>
<tr>
<td>AGR 220 Nursery Management</td>
<td>3</td>
</tr>
<tr>
<td>AGR 230 Vegetable &amp; Crop Production</td>
<td>3</td>
</tr>
<tr>
<td>ECO 204 Principles of Macroeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total                                                                 36

Electives (AGR 160, CHE 117/118* recommended)                            4

Total Required for Degree                                                62

*Recommended elective if transferring to a BA/BS program
This program is designed to prepare students to move directly into the workforce upon graduation. Graduates will be qualified for entry-level positions in the specification, design, and operation of alternative energy systems including solar photovoltaic, solar thermal, wind, geothermal heat pump, and biofuels/biomass systems. Students will be exposed to the theory, materials and equipment necessary to work in the alternative energy field. Graduates will be qualified to sit for industry-recognized certification exams in applicable disciplines, such as the NABCEP PV Entry Level Exam.

Career Opportunities
Entry level positions in:
• Energy systems design and installation – solar photovoltaic, solar thermal, geothermal heat pump, wind, biofuels/biomass
• Green technologies manufacturing
• Sales representatives/estimators
• Site surveyors/assessors

Types of Employers
• Green technologies installation companies
• Green technologies manufacturers
• Builders/construction management companies
• Engineering/architecture firms

Graduates of the program should be able to:
• Explain the concepts of energy conversion and how energy is used in various applications.
• Apply appropriate methods and technology to evaluate energy generation needs.
• Specify, design and implement solutions to energy generation needs.
• Demonstrate effective oral and written communication skills.
• Discuss and analyze the interrelationship between energy use, economic factors, societal needs, and environmental health.
• Develop a written analysis report based upon evaluation of energy needs and suitable solutions.

General Education Courses †
Credits
Written and Oral Communications (ENG 101 & SPE 102 recommended) 6
Math (MTH 130 required) 4
Natural Science (PHY 110 & 111 required) 4
Social Science 3
Arts and Humanities 3
Additional General Education Requirements (SOC 160 Recommended) 3
Total 23

† See General Education Requirements on page 43.

Program Courses
EET 121 Circuits I 4
SST 100 Principles of Sustainability 3
SST 110 Energy Auditing for Residential Buildings 3
SST 111 Alternative Energy Sources 3
SST 211 PV Systems I – Theory & Design 3
SST 212 PV Systems II – Construction & Troubleshooting 3
SST 216 Solar Thermal Systems 3
SST 226 Small Wind Systems 3
SST 231 Introduction to Biomass & Biofuels Technologies 3
SST 241 Energy Applications of Programmable Logic Controllers 3
SST 282* Cooperative Education: Alternative Energy Technologies 3
NRG 141 Energy Investment Analysis 3
EET 225 Wiring – Residential & Commercial Construction 3
Total 40

Electives (select one) 3
SST 221 Geothermal HVAC Systems
CON 101 Building Materials and Construction Methods
SST 232 Techniques in Biofuels Production

Total Required for Degree 66

*Prerequisite for SST 282 – successful completion of the first two semesters of coursework required for the Alternative Energy Technologies AAS degree and approval of the instructor.
American Sign Language/Deaf Studies
Option to Liberal Arts and Sciences, (AS.ASL/DEA)

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.

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.

Graduates of this program should be able to:
• Be proficient in all aspects of American Sign Language across registers and dialects;
• Demonstrate comprehensive knowledge of American Deaf Culture;
• Explain the historical, social, political, recreational, medical, educational, and linguistic issues that affect individuals who are Deaf/Hard of Hearing;
• Identify the laws and legislations that impact the civil rights of Deaf people;
• Demonstrate knowledge of the prevalent models (pathological vs. humanistic) of deafness;
• Identify the various types, causes, and levels of deafness;
• Transfer to a four-year institution in a field that serves individuals who are deaf or related liberal arts program.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 113 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science (BIO 103/104 recommended)</td>
<td>7-8</td>
</tr>
<tr>
<td>Social Science (PSY 101 &amp; SOC 101 required)</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities (THR 101 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>Diversity</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 42.

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

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

Associate of Applied Science, (AAS.ASL/IE)

The mission of this program is to provide a competency-based foundation for entry into American Sign Language/English Interpreter profession, or continuation in a baccalaureate degree program at a four-year institution. AAS.ASL/IEP would provide education in liberal arts, American Sign Language, Deaf Culture and History, and American Sign Language Linguistics to prepare students to understand the meanings and intentions expressed in one language (the source language) and then express those meanings and intentions in other language (the target language).

Students will be encouraged to continue their education and obtain national interpreter certification through the Registry of Interpreters for the Deaf. Students interested in working in K-12 education will be encouraged to pursue NJ Department of Education licensure for educational interpreters.

Graduates of this program should be able to:

- Demonstrate comprehensive knowledge of the ethical standards for professionals working in the field of American Sign Language-English interpreter/transliterator as published by the Registry of Interpreters of the Deaf;
- Demonstrate comprehensive knowledge of American Deaf Culture;
- Employ the fundamentals of basic business organization and management;
- Express proper English in written and spoken communication in across registers;
- Be proficient in consecutively and simultaneously interpreting and transliterating between American Sign Language and English across registers;
- Demonstrate 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;
- Identify the laws and legislations that regulate the field of American Sign Language-English interpreting;
- Apply knowledge of the social, emotional, and political impact of an interpreter on interpreted events;
- Obtain an entry-level position as an Interpreter of the Deaf.

General Education Courses † Credits
Written and Oral Communications (SPE 102 required)  6
Math (MTH 107 or higher)  3
Natural Science (BIO 103/104 recommended)  4
Arts and Humanities (THR 101 recommended)  3
Social Science (PSY 101 recommended)  3
Diversity (ASL 103 required)  3

Total  22

† See General Education Requirements on page 43.

Program Courses Credits
ASL 104 Finger Spelling  3
ASL 203 Advanced American Sign Language I  3
ASL 204 Advanced American Sign Language II  3
IEP 111 Contrastive Linguistics  3
IEP 102 Introduction to Interpreting I  3
IEP 201 Introduction to Interpreting II  3
IEP 203 Discourse Analysis for Interpreters  3
IEP 204 Processing Skills  3
IEP 211 Sign to Voice Interpreting  3
IEP 221 Voice to Sign Interpreting  3
IEP 232 Transliteration  3
IEP 242 Practicum in Interpreting  3

Total  36

Electives (ASL 201, ASL 202 recommended)  6

Total Required for Degree  64
Art

Option to Liberal Arts, (AA.ART)

The A.A. 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.

This transfer program is designed for students interested in a career in the arts but not necessarily as working artists. Many career opportunities in the arts require a broad liberal arts education along with studio competency. Some of these professions include: art conservation, museum studies, and curatorial studies.

Graduates of this program 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.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>9</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Technology</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (PSY 101 recommended)</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities (ART 101 recommended)</td>
<td>9</td>
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<tr>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>Diversity</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 46-47

† See General Education Requirements on page 40.

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

Select six credit hours 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
Art

Associate of Fine Art, (AFA.ART)

The Associate in Fine Arts degree in Art provides a core foundation in drawing, design, and 3 dimensional design as well as an immersion experience in program, studio and art history courses. Students will prepare a comprehensive portfolio demonstrating competence in all areas of art foundation.

Graduates of this program should be able to:

- Demonstrate their proficiency in the basic artistic materials, techniques and principles of art and design.
- Demonstrate effective oral and written communication skills.
- Demonstrate an understanding of major art works from the past, the styles they represent, and their significance for artists today.
- Discuss and analyze major issues facing the art world today.
- Demonstrate an ability to select and prepare artworks for exhibition.
- Demonstrate the ability to document their artwork.
- Prepare a comprehensive portfolio that demonstrates competence in all areas of art foundations.

General Education Courses † Credits
Written and Oral Communications 6
Mathematics (MTH 107 or higher) 3
Natural Science (PSC 105/106 recommended) 4
Social Science 3
Arts and Humanities (ART 101 required) 3
Additional General Education 3
(Required – Any diversity course listed on Pg 41) 3
Total 22

† See General Education Requirements on page 43.

Program Courses Credits
ART 110 Design I 3
ART 112 Design II 3
ART 120 Drawing I 3
ART 121 Drawing II 3
ART 122 Figure Drawing 3
ART 135 3D Design 3
ART 214 Portfolio Preparation 3
ART 250 Art History I 3
ART 251 Art History II 3
ART 252 Introduction to Modern Art 3
Select six credit hours from the following:
ART 220 Painting I 3
ART 221 Painting II 3
ART 222 Sculpture I 3
ART 223 Sculpture II 3
ART 224 Ceramics I 3
ART 225 Ceramics II 3
GDD 110 Graphic Design I 3
PHO 102 Black and White Photography 3
PHO 115 History of Photography 3
PHO 120 Digital Imaging I 3

Total 36
Electives 6

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. 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.

Graduates of this program should be able to:

- Apply fundamentals of Automotive service training, including the basics of automotive analysis and repair, Pre-delivery inspection and Warranty repair procedures;
- Identify, inspect, disassemble and assemble basic components of automotive systems;
- Apply knowledge of the function, construction, operation, analysis and servicing of automotive systems and sub-systems;
- Use current state of the art analysis tools such as scan tools, electronic analysis equipment, electrical diagnostic tools and computer-generated information;
- Apply knowledge and understanding of electrical principles, semi conductors, microprocessors and wiring diagrams to diagnose and repair malfunctions in modern day vehicle systems;
- Test, service and repair heating and air conditioning/ climate control systems.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
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<tr>
<td>Social Science</td>
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</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements (Required – Any diversity course listed on Pg 41)</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
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</table>

† See General Education Requirements on page 41.

Program Courses

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

Electives* 12

Total Required for Degree 64

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

Certificate (CRT.AUT)

This is a cooperative program between Burlington County College and the Burlington County Institute of Technology. It will prepare students for a variety of careers as automotive repair technicians. General education courses will be taught by faculty at Burlington County College facilities. The specialized automotive courses will be taught by Burlington County Institute of Technology faculty at their 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.

Graduates of this program should be able to:

- Apply fundamentals of Automotive service training, including the basics of automotive analysis and repair, Pre-delivery inspection and Warranty repair procedures;
- Identify, inspect, disassemble and assemble basic components of automotive systems;
- Apply knowledge of the function, construction, operation, analysis and servicing of automotive systems and sub-systems;
- Use current state of the art analysis tools such as scan tools, electronic analysis equipment, electrical diagnostic tools and computer-generated information;
- Apply knowledge and understanding of electrical principles, semi conductors, microprocessors and wiring diagrams to diagnose and repair malfunctions in modern day vehicle systems;
- Test, service and repair heating and air conditioning/climate control systems.

### General Education Courses

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

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

**Total Required for Certificate** 36
Biology

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

This 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:
• Understand and apply biological concepts and principles;
• Apply critical thinking and problem solving skills in the analysis of data, in the design of experimental procedures and in the evaluation of outcomes;
• Communicate effectively both verbally and in writing;
• Transfer to a four-year institution in a biology program.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 118 recommended)</td>
<td>3-4</td>
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<tr>
<td>Natural Science</td>
<td>(CHE 115/116 &amp; CHE 117/118 required)</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>Diversity</td>
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Total 32-33

† See General Education Requirements on page 42.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO 103 General Biology I</td>
<td>3</td>
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<tr>
<td>BIO 104 General Biology I Laboratory</td>
<td>1</td>
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<tr>
<td>BIO 107 General Biology II</td>
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<td>BIO 108 General Biology II Laboratory</td>
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<tr>
<td>CHE 240 Organic Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHE 241 Organic Chemistry I Laboratory</td>
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Select 10-11 credits from the following:

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BIO 208 Human Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 209 Human Anatomy &amp; Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIO 212 Human Anatomy &amp; Physiology II</td>
<td>3</td>
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<tr>
<td>BIO 213 Human Anatomy &amp; Physiology II Lab</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>BIO 230 Ecology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 231 Ecology Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIT 103 Introduction to Biotechnology</td>
<td>3</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>
<tr>
<td>PHY 210 General Physics I</td>
<td>3</td>
</tr>
<tr>
<td>PHY 211 General Physics I Laboratory</td>
<td>1</td>
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<tr>
<td>PHY 212 General Physics II</td>
<td>3</td>
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<tr>
<td>PHY 213 General Physics II Laboratory</td>
<td>1</td>
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</tbody>
</table>

Total 22-23

Electives 8-10

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

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

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

Graduates of this program should be able to:

• 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;
• Knowledge of the terms, techniques and theories applied to Biotechnology;
• Demonstrate good laboratory skills.

**General Education Courses †**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
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<tr>
<td>Mathematics (MTH 118 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science</td>
<td></td>
</tr>
<tr>
<td>(BIO 103/104 &amp; CHE 115/116 required)</td>
<td>8</td>
</tr>
<tr>
<td>Social Science</td>
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<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
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<td>Diversity</td>
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<td><strong>Total</strong></td>
<td><strong>33</strong></td>
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† See General Education Requirements on page 42.

**Program Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
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<tr>
<td>BIO 107</td>
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<tr>
<td>BIO 108</td>
<td>General Biology II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>BIO 221</td>
<td>Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 222</td>
<td>Microbiology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>BIT 103</td>
<td>Introduction to Biotechnology</td>
<td>3</td>
</tr>
<tr>
<td>BIT 150</td>
<td>Basic Laboratory Techniques for Biotechnology</td>
<td>2</td>
</tr>
<tr>
<td>BIT 210</td>
<td>Molecular Genetics</td>
<td>3</td>
</tr>
<tr>
<td>BIT 214</td>
<td>Cell Culture and Microbial Fermentation</td>
<td>3</td>
</tr>
<tr>
<td>BIT 220</td>
<td>Protein Recovery and Purification</td>
<td>3</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>
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<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>
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<td><strong>Total</strong></td>
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**Total Required for Degree**  

<table>
<thead>
<tr>
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<th>Credits</th>
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<tbody>
<tr>
<td>BIOSC</td>
<td>Science</td>
<td>67</td>
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</table>
Biotechnology

Option to Liberal Arts and Sciences, (AAS.BIT)

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.
• Knowledge of the terms, techniques and theories applied to Biotechnology.
• Demonstrate good laboratory skills.

### General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 107 required)</td>
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<tr>
<td>Natural Science (BIO 103/104 required)</td>
<td>4</td>
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<td>Social Science</td>
<td>3</td>
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<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total**: 22

† See General Education Requirements on page 43.

### Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<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 155 Basic Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 156 Basic Microbiology Laboratory</td>
<td>1</td>
</tr>
<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 230 Biotechnology Seminar I</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>
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<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>

**Total**: 35

Electives (CHE 242/243 recommended) 7

**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 this program should be able to:

- Demonstrate an understanding of accounting theory and practice;
- Attain the knowledge of economic concepts and their applications;
- Understand the importance of effective communication skills;
- Demonstrate an understanding of the legal and ethical decision making process;
- Demonstrate competency in finding solutions to business problems;
- Transfer to a four-year institution in a business related program.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 118 or 142 recommended)</td>
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</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Social Science (ECO 203 recommended)</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
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<tr>
<td>Diversity</td>
<td>3</td>
</tr>
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<td><strong>Total</strong></td>
<td>31-33</td>
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</tbody>
</table>

† See General Education Requirements on page 42.

<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 205 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 204 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MTH 143 Statistics I</td>
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</tr>
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<td><strong>Total</strong></td>
<td>18</td>
</tr>
</tbody>
</table>

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.

Students wishing to transfer to baccalaureate degree programs are strongly advised to seek information regarding admission and transfer requirements for those programs.

Graduates of this program should be able to:

• Recognize the importance of the global market;
• Demonstrate the capacity to utilize terminology common to the business environment in order to facilitate effective communication;
• Demonstrate an awareness of and a 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.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements (CIS 101 required)</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

† See General Education Requirements on page 43.

<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 208 Labor-Management Relations</td>
<td>3</td>
</tr>
<tr>
<td>BUA 211 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BUA 225 Human Relations in Management</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>ENG 105 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>or ENG 106 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>SPE 101 Effective Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPE 102 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>38</strong></td>
</tr>
</tbody>
</table>

Electives (MTH 107 recommended) | 3

**Total Required for Degree** | **63**
Casino and Resort Management

Associate of Applied Science, (AAS.CRM)

This program prepares students for entry level management positions in the casino and resort industry. There is an emphasis on tourism and developing tourism opportunities within the State of New Jersey.

Graduates of this program should be able to:
- Maintain a working knowledge of casino and resort operation;
- Analyze the best hospitality practices;
- Demonstrate effective written and oral communication skills;
- Determine mathematically casino profits;
- Explain the basics of casino games;
- Identify the concepts of hotel operations;
- Interpret the social and economic impact of casino gambling;
- Obtain an entry level managers position in a hotel, casino or resort.

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>6</td>
</tr>
<tr>
<td>Math (MTH 107 or higher)</td>
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<tr>
<td>Natural Science</td>
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</tr>
<tr>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>22</strong></td>
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</table>

† See General Education Requirements on page 43.

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>HOS 110</td>
<td>Introduction to Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HOS 130</td>
<td>Food and Beverage Management</td>
<td>3</td>
</tr>
<tr>
<td>HOS 150</td>
<td>Hospitality Purchasing</td>
<td>3</td>
</tr>
<tr>
<td>HOS 160</td>
<td>Accounting for Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>CRM 140</td>
<td>Introduction to Casino Games</td>
<td>3</td>
</tr>
<tr>
<td>CRM 120</td>
<td>Introduction to Casino Management</td>
<td>3</td>
</tr>
<tr>
<td>HOS 225</td>
<td>Hotel Operations</td>
<td>3</td>
</tr>
<tr>
<td>HOS 252</td>
<td>Managing for Quality of Service</td>
<td>3</td>
</tr>
<tr>
<td>HOS 255</td>
<td>Hotel and Resort Development</td>
<td>3</td>
</tr>
<tr>
<td>HOS 260</td>
<td>Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>HOS 265</td>
<td>Hospitality Practicum</td>
<td>3</td>
</tr>
<tr>
<td>CRM 210</td>
<td>Introduction to Surveillance Operations</td>
<td>3</td>
</tr>
<tr>
<td>CRM 250</td>
<td>Economic and Social Aspects of Gaming</td>
<td>3</td>
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<td><strong>Total</strong></td>
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</table>

Electives (FSM 125 recommended) 3

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

Graduates of this program should be able to:
- Demonstrate a thorough knowledge of chemistry by analyzing information and solving problems;
- Have the skills required to work safely and effectively in a scientific laboratory;
- Demonstrate the chemistry concepts required to take the dental, medical and pharmacy admissions tests;
- Discuss areas related to chemistry such as ethics, information technology, intellectual property and regulatory compliance;
- Demonstrate the ability to communicate effectively both verbally and in writing;
- Transfer to a four-year institution in a chemistry or chemistry related program.

### General Education Courses †

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 118 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science</td>
<td></td>
</tr>
<tr>
<td>(PHY 210/211 &amp; PHY 212/213 required)</td>
<td>8</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
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<tr>
<td>History</td>
<td>3</td>
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<tr>
<td>Diversity</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>33</strong></td>
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</table>

† See General Education Requirements on page 42.

### Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CHE 115</td>
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<td>CHE 116</td>
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<tr>
<td>CHE 117</td>
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<td>CHE 118</td>
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<td>CHE 240</td>
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<td>CHE 241</td>
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<td>CHE 242</td>
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<td>EGR 103</td>
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<td>MTH 119</td>
<td>4</td>
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<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

| Electives | 8 |

**Total Required for Degree**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>64</td>
</tr>
</tbody>
</table>
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 this program should be able to:

• Demonstrate a thorough knowledge of chemistry by analyzing information and solving problems.
• Have the skills required to work safely and effectively in a scientific laboratory.
• Discuss areas related to chemistry such as ethics, information technology, intellectual property and regulatory compliance.
• Demonstrate the ability to communicate effectively both verbally and in writing.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</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>Social Science</td>
<td>6</td>
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<tr>
<td>Arts &amp; Humanities</td>
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<tr>
<td>History</td>
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<tr>
<td>Diversity</td>
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<td><strong>Total</strong></td>
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</table>

† See General Education Requirements on page 42.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
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<tbody>
<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>
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<tr>
<td>CHE 243 Organic Chemistry II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MTH 119 Calculus II and Analytic Geometry</td>
<td>4</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

Electives (MTH 220 recommended) | 11

**Total Required for Degree** | **64**
This program is designed for those students interested in transferring into a four- or five-year Medical Technology program. Medical Technologists find employment in pharmaceutical laboratories, hospitals, and medical laboratories.

Graduates of this program should be able to:

- Demonstrate a thorough knowledge of chemistry by analyzing information and solving problems.
- Have the skills required to work safely and effectively in a scientific laboratory.
- Discuss areas related to chemistry such as ethics, information technology, intellectual property and regulatory compliance.
- Demonstrate the ability to communicate effectively both verbally and in writing.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 118 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science (BIO 103/104 &amp; BIO 107/108 required)</td>
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<tr>
<td>Social Science</td>
<td>6</td>
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<td>3</td>
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<tr>
<td>History</td>
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<td>Diversity</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>33</strong></td>
</tr>
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<td>† See General Education Requirements on page 42.</td>
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<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO 221 Microbiology</td>
<td>3</td>
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<tr>
<td>BIO 222 Microbiology Laboratory</td>
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<tr>
<td>CHE 115 General Chemistry I</td>
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<tr>
<td>CHE 116 General Chemistry I Laboratory</td>
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<tr>
<td>CHE 117 General Chemistry II</td>
<td>3</td>
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<td>CHE 118 General Chemistry II Laboratory</td>
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<tr>
<td>CHE 240 Organic Chemistry I</td>
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<tr>
<td>CHE 241 Organic Chemistry I Laboratory</td>
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<tr>
<td>CHE 242 Organic Chemistry II</td>
<td>3</td>
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<tr>
<td>CHE 243 Organic Chemistry II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MTH 119 Calculus II and Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>24</strong></td>
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<tr>
<td>Electives</td>
<td>7</td>
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<tr>
<td><strong>Total Required for Degree</strong></td>
<td><strong>64</strong></td>
</tr>
</tbody>
</table>
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 planning to transfer after graduation should consult the catalog of the college where they intend to complete their studies.

Graduates of this program should be able to:

- Demonstrate practical application of skills in their area of specificity;
- 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;
- Transfer to a four-year institution in a communication arts or related liberal arts program.

General Education Courses †

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
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<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Technology</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (POL 101 recommended)</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>9</td>
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<tr>
<td>History</td>
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<td>Diversity</td>
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<td><strong>Total</strong></td>
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</table>

† See General Education Requirements on page 40.

Program Courses

<table>
<thead>
<tr>
<th>Course Description</th>
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<tbody>
<tr>
<td>ENG 252 Semantics</td>
<td>3</td>
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<tr>
<td>SOC 207 Media, Popular Culture, and Society</td>
<td>3</td>
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</table>

Select six credit hours from the following:

- COM 103 Media Operations
- COM 105 Writing for Mass Media
- COM 120 Radio Production
- COM 202 Television Production I
- COM 205 Television Production II
- ENG 251 Creative Writing
- JOU 101 Introduction to Journalistic Writing I
- PHO 102 Black and White Photography I

| **Total**                                               | **12**  |

Electives

<table>
<thead>
<tr>
<th>Credits</th>
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**Total Required for Degree**

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<tr>
<th>Credits</th>
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<tbody>
<tr>
<td>64</td>
</tr>
</tbody>
</table>
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:
• Understand drafting and design standards used in industry;
• Demonstrate proficiency in using computer aided drafting software in creating drawings;
• Communicate effectively both verbally and in writing;
• Enter the workforce upon graduation as a computer assisted draft person.

General Education Courses †

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>Mathematics</td>
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<tr>
<td>Natural Science (PHY 110/111 required)</td>
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<td>Social Science</td>
<td>3</td>
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<tr>
<td>Arts &amp; Humanities</td>
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<tr>
<td>Additional General Education Requirements</td>
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<tr>
<td>(Required – Any diversity course listed on Pg 39)</td>
<td>3</td>
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† See General Education Requirements on page 43.

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 111</td>
<td>Programming in Basic</td>
<td>3</td>
</tr>
<tr>
<td>CIS 130</td>
<td>Introduction to Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>EET 111</td>
<td>Electronic Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>EGR 110</td>
<td>Design Computer Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>EGR 113</td>
<td>Design Computer Graphics II</td>
<td>3</td>
</tr>
<tr>
<td>EGR 210</td>
<td>Design Computer Graphics III</td>
<td>3</td>
</tr>
<tr>
<td>EGR 220</td>
<td>Advanced CAD Project</td>
<td>3</td>
</tr>
<tr>
<td>PHY 112</td>
<td>Principles of Physics II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 113</td>
<td>Principles of Physics II Laboratory</td>
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<tr>
<td>Electives*</td>
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</tr>
</tbody>
</table>

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:
• Demonstrate proficiency in designing database systems.
• Demonstrate proficiency in programming database systems.
• Demonstrate an understanding of software packages.
• Solve problems effectively.
• Demonstrate critical thinking skills.
• Work effectively as part of a development team.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
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<tr>
<td>Mathematics (MTH 118 or MTH 142 required)</td>
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<td>Natural Science</td>
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<td>Social Science</td>
<td>6</td>
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<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
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<tr>
<td>History</td>
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<td>Diversity</td>
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† See General Education Requirements on page 42.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC 112 Principles of Financial Accounting I w/Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>CSE 110 Introduction to Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>CSE 111 Introduction to Computer Science II</td>
<td>3</td>
</tr>
<tr>
<td>CSE 213 Database Systems</td>
<td>3</td>
</tr>
<tr>
<td>CSE 215 Programming Languages</td>
<td>3</td>
</tr>
<tr>
<td>MTH 143 Statistics I</td>
<td>4</td>
</tr>
<tr>
<td>MTH 201 Linear Algebra</td>
<td>3</td>
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<tr>
<td>or MTH 226 Discrete Mathematics</td>
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<tr>
<td><strong>Total</strong></td>
<td>24</td>
</tr>
</tbody>
</table>

Electives (MTH 119 recommended) | 7-9

**Total Required for Degree** | 64
Computer Management Information Systems

Associate of Applied Science, (AAS.MIS)

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 this program should be able to:

- Understand and apply sound principles of system design to a range of problems found in a business environment;
- Apply skills in basic networking settings and concepts;
- Be programming competent using a modern programming language;
- Be proficient in database design and application software to meet the specific needs of an employer;
- Demonstrate good business communication and interpersonal skills;
- Enter an entry level position in the MIS field or a position involving technical responsibility in today's highly complex technological environment.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 130 or MTH 141 recommended)</td>
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</tr>
<tr>
<td>Natural Science</td>
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<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements</td>
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</tr>
<tr>
<td>Total</td>
<td>22-23</td>
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</tbody>
</table>

† See General Education Requirements on page 43.

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

Electives (CIS, CSE or EET courses recommended) 10-11

**Total Required For Degree** 64
Computer Science

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

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 this program should be able to:

- Deploy appropriate theory, practices, and tools for the specification, design, implementation, and evaluation of computer based systems.
- Analyze criteria and specifications appropriate to specific problems, and plan strategies for their solution.
- Use critical thinking skills to solve problems using a programming language.
- Understand and analyze algorithms.
- Understand and design data structures.
- Analyze and design fundamental hardware components of computer systems.
- Analyze a programming language.
- Work effectively as part of a development team.

### General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
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<tr>
<td>Mathematics (MTH 118 required)</td>
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<tr>
<td>Natural Science</td>
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</tr>
<tr>
<td>(PHY 210/211 &amp; PHY 212/213 required)</td>
<td>8</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>Diversity</td>
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† See General Education Requirements on page 42.

### Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CSE 110 Introduction to Computer Science I</td>
<td>4</td>
</tr>
<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>
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<tr>
<td>MTH 226 Discrete Mathematics</td>
<td>3</td>
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<td><strong>Total</strong></td>
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</table>

Electives (CSE 213 & MTH 143, 201, 230 recommended) 4

**Total Required for Degree** 64
The Computer Servicing & Networking Technology option to the Electronics Engineering Technology program provides a solid theoretical foundation as well as practical “hands-on” laboratory experiences in electronics and computers. This option includes some electronic courses as well as computer and networking courses to enable graduates to pursue a career as a computer and network technician.

The mission of the Burlington County College Electronics Engineering Technology program and Computer Servicing & Networking Technology option is to produce graduates who are able to obtain employment as a technician or transfer to a four-year college. In addition, graduates will be technically competent, able to communicate effectively, work well with others and demonstrate professionalism.

Graduates of this option should be able to:
- Demonstrate an appropriate mastery of the knowledge, techniques, skills, and modern tools of their disciplines
- Demonstrate an ability to apply current knowledge to new applications
- Demonstrate an ability to conduct, analyze and interpret experimental results and apply results to make improvements where applicable
- Demonstrate an ability to apply creativity in the design of systems, circuits or processes
- Demonstrate an ability to work effectively on teams
- Demonstrate an ability to identify the characteristics of, analyze and solve technical problems
- Demonstrate an ability to communicate effectively through writing and oral presentation
- Demonstrate a recognition of the need for, and an ability to engage in lifelong learning
- Demonstrate an ability to understand professional, ethical, and social responsibilities
- Demonstrate respect for diversity and a knowledge of contemporary professional, societal, and global issues
- Demonstrate a commitment to quality, timeliness and continuous improvement

Graduates of this program can transfer to Drexel University at BCC or New Jersey Institute of Technology, Newark, New Jersey to continue their education towards a Bachelor’s of Science degree in Applied Engineering Technology.

### General Education Courses † Credits
- Written & Oral Communications 6
- Mathematics (MTH 130 required) 4
- Natural Science (PHY 110/111 required) 4
- Social Science (SOC 160 required) 3
- Arts & Humanities 3
- Additional General Education Requirements (MTH 118 ² or MTH 142 or MTH 226 required) 3-4

**Total** 23-24

† See General Education Requirements on page 43.

### CS&NT Option Courses Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>EET 121 Circuits I ¹</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 242 Microprocessor Systems</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science (CIS 111, 130, or CSE 135 ² required)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Program Credits** 31

### CS&NT Option Electives Credits

Select 10 credit hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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 158 Cisco Fund. of Wireless LANs</td>
<td>4</td>
</tr>
<tr>
<td>CIS 207 Intro to Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>EET 101 Introduction to Electronics ¹</td>
<td>3</td>
</tr>
<tr>
<td>EET 232 Analog Integrated Circuits ²</td>
<td>4</td>
</tr>
<tr>
<td>EET 222 Circuits I ²</td>
<td>3</td>
</tr>
<tr>
<td>EGR 103 Fundamentals of Engineering Design ²</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives Total** 10

**Total Required for Degree** 64

1. If the student has a previous background in circuits, he/she can get permission to take EET 121.
   EET 101 cannot be taken after passing EET 121.

2. Required for Drexel at BCC as well as: EET 111, PHY 112/113, MTH 119, ENG 102, ECO 203, and CHE 115/116

The Burlington County College Electronics Engineering Technology Program

is Accredited by:
Technology Accreditation Commission (TAC) of the
Accreditation Board for Engineering and Technology (ABET)
111 Market Place, Suite 1050, Baltimore, Maryland 21202
(410) 347-7700

The Electronics Engineering Technology program is on page 87.
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.

Graduates of this program should be able to:
- Demonstrate an understanding of management and supervision principles;
- Apply construction law and knowledge of contracts to construction projects;
- Interpret construction documents and drawings;
- Conduct research as a foundation for construction methods and materials;
- Evaluate construction projects for conformity with construction documents;
- Communicate effectively with a wide variety of stakeholders;
- Use technology to support management projects.

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 &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 130 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science (PHY 110/111 &amp; PHY 112/113 required)</td>
<td>8</td>
</tr>
<tr>
<td>Social Science (ECO 203 required)</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities (PHI 101 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>History (HIS 102 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Diversity</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirement on page 42.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 112 Principles of Financial Accounting I with Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>ACC 113 Principles of Financial Accounting II with Spreadsheets</td>
<td>4</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 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 CON 220 Understanding Construction Drawings*</td>
<td>3</td>
</tr>
<tr>
<td>CSE 135 Computer Programming &amp; Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>DDT 103 Statics and Strength of Materials</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>
<tr>
<td><strong>Total</strong></td>
<td><strong>35</strong></td>
</tr>
</tbody>
</table>

Total Required for Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>68</strong></td>
</tr>
</tbody>
</table>

* Required for Drexel at BCC.
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.

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.

Graduates of this program should be able to:
• Apply critical thinking skills to resolve criminal justice practitioner issues;
• Demonstrate knowledge of the rights of citizens guaranteed in the Bill of Rights;
• Describe the various causal factors of crime;
• Define the four basic theoretical aspects of the criminal sanction;
• Describe the effects of the U.S. Constitution on criminal law;
• Define the role of science in the courtroom;
• Demonstrate knowledge of historical and contemporary aspects of the legal, penal and law enforcement systems;
• Apply their understanding of the operation of the police, correctional and court systems and their interrelationships.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral 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>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>Diversity</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 31-32

† See General Education Requirements on page 42.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 101 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 102 Police Operations and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 103 Introduction to the Correctional System</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 106 Introduction to Court Systems</td>
<td>3</td>
</tr>
<tr>
<td>Select six credit hours from the following:</td>
<td></td>
</tr>
<tr>
<td>CRJ 111 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 113 Criminal Investigations</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 114 Criminalistics</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 203 Legal Rights of the Convicted</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 217 Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 218 Introduction to Private Security</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 219 Organized Crime</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 18

Electives 15

(Recommended CRJ 213, CRJ 220, CRJ 266, POL 215)

Total Required for Degree 64
Culinary Arts

Associate of Applied Science, (AAS.CUL)

The Culinary Arts curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of food service settings including full service restaurants, hotels, resorts, clubs, catering operations, contract food service, and health care facilities. Course offerings emphasize practical application, a strong theoretical knowledge base, professionalism, and provide the critical competencies to successfully meet industry demands. Graduates should qualify for entry-level positions, such as line cook, station chef, and assistant pastry chef. With experience, graduates may advance to positions such as sous-chef, executive chef, or food service director.

Graduates of this program should be able to:

- Identify the characteristics of various ethnic cuisines;
- Discuss the basic principles and techniques used in the professional kitchen;
- Practice sanitary food handling;
- Analyze recipes according to the science of nutrition;
- Create recipes using fundamental culinary techniques, processes and methods;
- Manage a meal event from its planning to service;
- Critique a meal and its recipes for their culinary qualities;
- Identify and implement factors required in running a successful food service operation;
- Obtain an entry level position as a cook in foodservice establishments across all business lines.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 113 required)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 22

† See General Education Requirements on page 43.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 107 Culinary Arts</td>
<td>4</td>
</tr>
<tr>
<td>CUL 122 Techniques and Traditions</td>
<td>4</td>
</tr>
<tr>
<td>CUL 125 Foundations of Professional Baking</td>
<td>3</td>
</tr>
<tr>
<td>CUL 203 Garde Manger</td>
<td>4</td>
</tr>
<tr>
<td>CUL 206 Italian Traditions and American Regional Cuisine</td>
<td>4</td>
</tr>
<tr>
<td>CUL 211 Purchasing and Menu</td>
<td>3</td>
</tr>
<tr>
<td>CUL 216 A La Carte</td>
<td>3</td>
</tr>
<tr>
<td>CUL 230 Culinary Practicum</td>
<td>3</td>
</tr>
<tr>
<td>FSM 125 Food Service Sanitation and Accident Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FSM 215 Elementary Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>HOS 110 Introduction to Hospitality</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 36

Electives (any Culinary course) 6

Total Required for Degree 64
Culinary Arts

Associate of Science, (AS.CUL)

The Culinary Arts Associate of Science program provides specific preparation for students to transfer to a four-year baccalaureate degree granting institution, in the Culinary Arts. Course offerings emphasize practical application, a strong theoretical knowledge base, professionalism, and provide the critical competencies necessary to be successful in an upper level undergraduate environment. Graduates should qualify for admission into upper level undergraduate Culinary academic programs.

Graduates of this program should be able to:

• Identify the characteristics of various ethnic cuisines;
• Discuss the basic principles and techniques used in the professional kitchen;
• Practice sanitary food handling;
• Analyze recipes according to the science of nutrition;
• Create recipes using fundamental culinary techniques, processes and methods;
• Manage a meal event from its planning to service;
• Critique a meal and its recipes for their culinary qualities;
• Identify and implement factors required in running a successful food service operation.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications (ENG 101 &amp; 102 required)</td>
<td>6</td>
</tr>
<tr>
<td>Math (MTH 107 or higher)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7–8</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>Diversity</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>31-32</td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 42.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 107 Culinary Arts</td>
<td>4</td>
</tr>
<tr>
<td>CUL 122 Techniques and Traditions</td>
<td>4</td>
</tr>
<tr>
<td>CUL 125 Foundations of Professional Baking</td>
<td>3</td>
</tr>
<tr>
<td>CUL 206 Italian Traditions and American Regional Cuisine</td>
<td>4</td>
</tr>
<tr>
<td>CUL 211 Purchasing and Menu Planning</td>
<td>3</td>
</tr>
<tr>
<td>CUL 216 A La Carte</td>
<td>3</td>
</tr>
<tr>
<td>CUL 230 Culinary Arts Practicum</td>
<td>3</td>
</tr>
<tr>
<td>FSM 125 Food Service Sanitation and Accident Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FSM 215 Elementary Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>HOS 110 Introduction to Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>32</td>
</tr>
</tbody>
</table>

Total Required for Degree 63-64
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 American Dental Hygiene Licensing Examination. 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
- 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. They are also required to sit as patients for their student partners. The program includes education and training to ensure the safety of the student, the public, and the faculty and staff.

Graduates of this program should be able to:

- Develop self-awareness, self-direction, critical think skills, self-evaluative skills, and professional accountability;
- Obtain entry level positions as professional dental hygienists with the ability to transfer to accredited institutions of higher learning;
- Practice within the legal, ethical, and regulatory framework and standards of professional dental hygiene practice;
- Participate as members of their professional organizations and serve their community as healthcare professionals.

**General Education Courses †**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications (SPE 102 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>Social Science (PSY 101 required)</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements</td>
<td>6</td>
</tr>
<tr>
<td>(SOC 101 and CHE 210 required)</td>
<td></td>
</tr>
</tbody>
</table>

**Total** 22

† See General Education Requirements on page 43.

**Program Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 114 Fundamentals of Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 115 Fundamentals of Anatomy and Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIO 155 Basic Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 156 Basic Microbiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHE 107 Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHE 108 Chemistry Lab</td>
<td>1</td>
</tr>
<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 222 Local Anesthesia</td>
<td>1</td>
</tr>
<tr>
<td>DHY 240 Dental Public Health</td>
<td>3</td>
</tr>
<tr>
<td>DHY 241 Supportive Therapies</td>
<td>3</td>
</tr>
<tr>
<td>DHY 251 Clinical Services III</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total** 53

**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 state-of-the-art ultrasound equipment to diagnose a variety of diseases.

The program consists of academic, laboratory, 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 this program should be able to:

- Demonstrate the knowledge of Abdominal, OB/GYN, and Vascular Pathophysiology while performing the ultrasound examinations;
- Apply their technical knowledge while operating ultrasound equipment;
- Utilize their knowledge in the outpatient and/or hospital settings;
- Discuss healthcare related issues with other healthcare professionals;

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements</td>
<td>6</td>
</tr>
</tbody>
</table>

Total 22

† See General Education Requirements on page 43.

Program Courses

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

Total 44

Total Required for Degree 66
Diagnostic Medical Sonography

Certificate (CRT.DMS)

The Diagnostic Medical Sonography Program curriculum was designed so that a student who is a licensed radiologic technologist and possesses an A.A.S. degree can take ultrasound courses and receive a certificate upon completion. The curriculum will consist of four semesters of study of sonography courses, including scanning labs, lectures and clinical hands-on training courses.

Graduates of this program should be able to:

- Demonstrate the knowledge of Abdominal, OB/GYN, and Vascular pathophysiology while performing the ultrasound examinations;
- Apply their technical knowledge while operating ultrasound equipment;
- Utilize their knowledge in the outpatient and/or hospital settings;
- Discuss healthcare related issues with other healthcare professionals.

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>Social Science (PSY 101 required)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS 102 Cross-sectional Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>DMS 103 Abdominal Ultrasound</td>
<td>2</td>
</tr>
<tr>
<td>DMS 104 OB/GYN Ultrasound I</td>
<td>2</td>
</tr>
<tr>
<td>DMS 110 Ultrasound Physics I</td>
<td>2</td>
</tr>
<tr>
<td>DMS 120 Lab Practicum</td>
<td>1</td>
</tr>
<tr>
<td>DMS 205 OB/GYN Ultrasound II</td>
<td>3</td>
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<tr>
<td>DMS 206 Diagnostic Imaging III</td>
<td>3</td>
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<tr>
<td>DMS 211 Ultrasound Physics II</td>
<td>2</td>
</tr>
<tr>
<td>DMS 221 Clinical Practicum I</td>
<td>2</td>
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<tr>
<td>DMS 222 Clinical Practicum II</td>
<td>2</td>
</tr>
<tr>
<td>DMS 223 Clinical Practicum III</td>
<td>3</td>
</tr>
<tr>
<td>DMS 224 Sonographic Interpretations I</td>
<td>2</td>
</tr>
<tr>
<td>DMS 225 Sonographic Interpretations II</td>
<td>2</td>
</tr>
<tr>
<td>DMS 226 Sonographic Interpretations III</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

**Total Required for Certificate**  **36**
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.

Graduates from this program 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;
- Demonstrate a knowledge of the most widely accepted theories and philosophies of education;
- 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 achievement, experiences, values and modes of expression;
- Identify the elements of good teaching;
- Compare and contrast the role of federal, state and local governments in education;
- Transfer to a four-year institution in an education program.

### General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>9</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Technology</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (PSY 101 recommended)</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities (ART 101 recommended)</td>
<td>9</td>
</tr>
<tr>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>Diversity</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>46-47</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 40.

### Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 112 Historical Foundations of American 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.

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.
Please Note:
The New Jersey Board of Education revised teacher education guidelines in 2004. It is important that all students who choose a teacher education program contact the college or university where they intend to complete the program to determine the content areas which are acceptable majors for teacher education candidates. Additionally, teacher education students must have a cumulative GPA of 2.5 or higher for admission at the beginning of the junior year.
Electronics Engineering Technology

Associate of Applied Science, (AAS.EET)

The Electronics Engineering Technology program provides a solid theoretical foundation as well as practical “hands-on” laboratory experiences in Electronics. This program includes traditional EET courses as well as some computer courses to enable graduates to pursue a career as an industrial electronics-engineering technician.

The mission of the Burlington County College Electronics Engineering Technology program and Computer Servicing & Networking Technology option is to produce graduates who are able to obtain employment as a technician or transfer to a four-year college. In addition, graduates will be technically competent, able to communicate effectively, work well with others and demonstrate professionalism.

Graduates of this program should be able to:

- Demonstrate an appropriate mastery of the knowledge, techniques, skills, and modern tools of their disciplines;
- Demonstrate an ability to apply current knowledge to new applications;
- Demonstrate an ability to conduct, analyze and interpret experimental results and apply results to make improvements where applicable;
- Demonstrate an ability to apply creativity in the design of systems, circuits or processes;
- Demonstrate an ability to work effectively on teams;
- Demonstrate an ability to identify the characteristics of, analyze and solve technical problems;
- Demonstrate an ability to communicate effectively through writing and oral presentation;
- Demonstrate a recognition of the need for, and an ability to engage in lifelong learning;
- Demonstrate an ability to understand professional, ethical, and social responsibilities;
- Demonstrate respect for diversity and a knowledge of contemporary professional, societal, and global issues;
- Demonstrate a commitment to quality, timeliness and continuous improvement.

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 of Science degree in Applied Engineering Technology.

General Education Courses † Credits
Written & Oral Communications 6
Mathematics (MTH 130 required) 4
Natural Science (PHY 110/111 required) 4
Social Science (SOC 160 required) 3
Arts & Humanities 3
Additional General Education Requirements (MTH 118^, MTH 142, or MTH 226 required) 3-4

Total 23-24

† See General Education Requirements on page 43.

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</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>Computer Science (CIS 111, 130, or CSE 135^ required)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total required Program credits 29

Program Electives

Select 9 credit hours from the following:

- CIS 150 Networking Fundamentals 4
- EET 101 Introduction to Electronics^ 3
- EGR 103 Fundamentals of Engineering Design^ 3 9
- EET 251 Industrial Electronic Controls 4
- EET 210 IT Essentials: A+ 4
- EET 242 Microprocessor Systems^ 4
- MTH 119 Calculus II & Analytic Geometry 4

Total 9

Electives (ENG 102^ recommended) 3

Total Required for Degree 64

1. If the student has a previous background in circuits, he/she can get permission to take EET 121. EET 101 cannot be taken after passing EET 121.

2. Required for Drexel at BCC as well as: MTH 119, ECO 203, and CHE 115/116

The Burlington County College Electronics Engineering Technology Program

is Accredited by:

Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology (ABET)
111 Market Place, Suite 1050, Baltimore, Maryland 21202 (410) 347-7700

The Computer Servicing & Networking Technology Option is on page 77
Energy Management

Associate of Applied Science, (AAS.NRG)

This program is designed to prepare students to move directly into the workforce upon graduation. Graduates will be qualified for entry-level positions in residential and commercial building energy management, including energy auditing, building systems management, and evaluating and recommending appropriate energy management solutions. Students will be exposed to the theory, materials and equipment necessary to work in the energy management field. Graduates will be qualified to sit for industry-recognized certification exams in applicable disciplines, such as BPI Building Analyst.

Career Opportunities
- Building energy analyst
- Commercial building energy technician
  (or with experience, manager)
- Controls-focused service technician
- Energy program coordinator
- Lighting specialist

Types of Employers
- Residential energy auditing companies
- Facilities/physical plant departments of colleges, hospitals, government buildings, commercial and industrial facilities
- HVAC controls companies
- Energy equipment and services companies
- Engineering/architecture firms

Graduates of the program should be able to:
- Explain the concepts of building energy use and efficiency;
- Apply appropriate methods and technology to evaluate energy use and efficiency;
- Specify, design and implement solutions to reduce energy use and improve efficiency;
- Demonstrate effective oral and written communication skills;
- Discuss and analyze the interrelationship between energy use, economic factors, societal needs, and environmental health;
- Develop a written analysis report evaluating building energy usage and appropriate solutions.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written and Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>(ENG 101 &amp; SPE 102 recommended)</td>
<td></td>
</tr>
<tr>
<td>Math (MTH 130 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science (PHY 110 &amp; 111 required)</td>
<td>4</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education</td>
<td>4</td>
</tr>
<tr>
<td>(PHY 112 &amp; 113 recommended)</td>
<td></td>
</tr>
</tbody>
</table>

Total 24

† See General Education Requirements on page 43.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SST 100 Principles of Sustainability</td>
<td>3</td>
</tr>
<tr>
<td>SST 110 Energy Auditing for Residential Buildings</td>
<td>3</td>
</tr>
<tr>
<td>SST 210 Intro to Green (Resource Efficient) Commercial Buildings</td>
<td>3</td>
</tr>
<tr>
<td>SST 241 Energy Applications of Programmable Logic Controllers</td>
<td>3</td>
</tr>
<tr>
<td>SST 280* Cooperative Education: Energy Management</td>
<td>3</td>
</tr>
<tr>
<td>NRG 101 Introduction to Energy Management</td>
<td>3</td>
</tr>
<tr>
<td>NRG 112 Commercial Energy Use Analysis</td>
<td>4</td>
</tr>
<tr>
<td>NRG 121 Air Conditioning Systems Analysis</td>
<td>3</td>
</tr>
<tr>
<td>NRG 123 Energy Control Strategies</td>
<td>4</td>
</tr>
<tr>
<td>NRG 124 Energy Efficiency Methods</td>
<td>4</td>
</tr>
<tr>
<td>NRG 131 Lighting Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>NRG 141 Energy Investment Analysis</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 39

E lectives (select one)
- NRG 113 Building Energy Simulations
- NRG 132 Lighting Applications
- NRG 142 Energy Accounting
- CON 101 Building Materials and Construction Methods

Total Required for Degree 66

*Prerequisite for SST 280 - Successful completion of the first two semesters of coursework required for the Energy Management AAS degree and approval of the instructor.
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:
- 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;
- Transfer to a four-year institution in an ABET-accredited engineering program with a major in civil, computer, electrical, industrial, mechanical, or architectural engineering.

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

**General Education Courses**

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 118 required)</td>
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</tr>
<tr>
<td>Natural Science (CHE 115/116 &amp; PHY 210/211 required)</td>
<td>8</td>
</tr>
<tr>
<td>Social Science*</td>
<td>6</td>
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<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
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<tr>
<td>Diversity</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

† See General Education Requirements on page 42.

**Program Courses**

<table>
<thead>
<tr>
<th>Course Type</th>
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<tbody>
<tr>
<td>CHE 117 General Chemistry II</td>
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</tr>
<tr>
<td>CHE 118 General Chemistry II Lab</td>
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</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>
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<tr>
<td>PHY 213 Physics II Laboratory</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

| Electives (CSE 110, 135, EGR 113, 202, 220, & MTH 230 recommended) | 9       |

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

* ECO 203 required as one of the Social Science courses for Drexel at BCC.

The required electives for Drexel at BCC are BIO 103 and BIO 104; CSE 110 or CSE 135; MTH 201, and MTH 230.
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.

Graduates of this program should be able to:

• Demonstrate 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, poetry and dramas;
• Relate the cultural, historical, and social significance of texts ranging from ancient to contemporary world literature;
• Transfer to a four-year institution in an English or related liberal arts program.

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 &amp; Oral Communications</td>
<td>9</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Technology</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td></td>
</tr>
<tr>
<td>(6 credits in a foreign language recommended)</td>
<td>9</td>
</tr>
<tr>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>Diversity</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>46-47</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 40.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>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
Option to Entertainment Technologies, (AAS.ETM)

The Entertainment Technology Program provides students with a solid foundation in the knowledge and skills needed for entry into the entertainment field, or to transfer to a baccalaureate program. Students may choose from the following four options: Entertainment Management (AAS.ETM), Lighting Engineering (AAS.ETL), Sound and Recording Engineering (AAS.ETS), and Video and Digital Media Production (AAS.ETV). Students who wish to transfer to a baccalaureate program are strongly advised to seek information regarding admission and transfer requirements.

The Entertainment Management Option will prepare students for entry-level employment in many areas such as cable television, related video fields, theatre, casino hotels, radio, and nightclubs, as well as entrepreneurship opportunities in the arts, entertainment, leisure, and associated areas.

Graduates of this 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 and 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 and 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 negotiation associated risk management agreements.

• Apply and 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.

• Exhibit 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 &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements (Required – Any diversity course listed on Pg 39)</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 43.

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>
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<tr>
<td>ETC 225 Capstone Project</td>
<td>1</td>
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<tr>
<td><strong>Total</strong></td>
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</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>
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<tr>
<td>ETM 210 Events Production</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
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</tbody>
</table>

Electives (ACC 112, ENT 101 recommended) 16

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

Total Required For Degree 64
Option to Entertainment Technologies, (AAS.ETL)

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 and 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.).
• Understand the business dynamics of the entertainment industry as it pertains to lighting tech. Have the skills to take an entrepreneurial path.
• 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 &amp; Oral Communications</td>
<td>6</td>
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<tr>
<td>Mathematics</td>
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<td>Social Science</td>
<td>3</td>
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<tr>
<td>Arts &amp; Humanities</td>
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</tr>
<tr>
<td>Additional General Education Requirements (Required – Any diversity course listed on Pg 39)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 22

† See General Education Requirements on page 43.

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>
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</tr>
</tbody>
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Total 12

Specialized Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETL 101 Lighting I</td>
<td>3</td>
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<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>
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</tbody>
</table>

Total 14

Electives (ETS 101, 105 recommended)

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

Total Required for Degree 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 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.
- Become familiar with pro audio procedures, protocols and vocabulary and be able to render high quality audio production both live and in the studio.
- Understand the business dynamics of the audio industry and learn to navigate corporate and entrepreneurial dealings.
- Obtain entry-level employment in the entertainment and associate 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 &amp; Oral Communications</td>
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<tr>
<td>Natural Science</td>
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<td>Social Science</td>
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<td>Arts &amp; Humanities</td>
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<tr>
<td>Additional General Education Requirements</td>
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<tr>
<td>(Required – Any diversity course listed on Pg 39)</td>
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<tr>
<td><strong>Total</strong></td>
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† See General Education Requirements on page 43.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ETC 101 Introduction to Entertainment, Mass Media and Society</td>
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</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>
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<tr>
<td>ETC 225 Capstone Project</td>
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<td><strong>Total</strong></td>
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Specialized Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</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>
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<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

Electives (ETL 105, 210 recommended)

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

**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 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, web streaming, 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>
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</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
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<tr>
<td>Mathematics</td>
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</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 22

† See General Education Requirements on page 43.

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>
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</tr>
<tr>
<td>ETC 220 Internship</td>
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<tr>
<td>ETC 225 Capstone Project</td>
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Total: 12

Specialized Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETV 101 TV Production (Studio Production) and Lab</td>
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</tr>
<tr>
<td>ETV 102 TV Production (Field Production) and Lab</td>
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</tr>
<tr>
<td>ETV 105 Editing</td>
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</tr>
<tr>
<td>ETC 205 Writing Workshop</td>
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</tbody>
</table>

Total: 14

Electives (ETM 210, ETV 205 recommended) 16

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

Total Required for Degree: 64
Entrepreneurship

Associate of Applied Science, (AAS.ENT)

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.

Graduates of this program should be able to:

- Demonstrate an understanding of how new business is started;
- Develop a business plan;
- Demonstrate the ability to analyze/resolve problems;
- Demonstrate an understanding of the legal and ethical decision making process;
- Develop effective methods to attract and retain customers in a business setting;
- 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 &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
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<td>Social Science</td>
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<tr>
<td>Select 3 credits from the following:</td>
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<tr>
<td>SOC 101, PSY 101, ECO 203, ECO 204</td>
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<tr>
<td>Arts &amp; Humanities</td>
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</tbody>
</table>

**Total**  22

† See General Education Requirements on page 43.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
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</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>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:

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

**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.

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.

Graduates of this program should be able to:

• Demonstrate an understanding of how new business is started;
• Develop a business plan;
• Demonstrate the ability to analyze/resolve problems;
• Demonstrate an understanding of the legal and ethical decision making process;
• Develop effective methods to attract and retain customers in a business setting;
• Demonstrate the ability to communicate effectively in scenarios typically encountered in the business environment;
• Demonstrate the ability to establish and maintain accounting systems.

General Education Courses

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>Written Communications</td>
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<td>(ENG 101 required)</td>
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<tr>
<td>Social Science</td>
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<tr>
<td>(ECO 203 or ECO 204 required)</td>
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Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUA 101 Business Functions in a Global Society</td>
<td>3</td>
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<tr>
<td>BUA 220 Principles of Marketing</td>
<td>3</td>
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<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>
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<tr>
<td>ENT 110 Financing Entrepreneurial Ventures</td>
<td>3</td>
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<tr>
<td>ENT 125 Entrepreneurial Field Studies</td>
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<td>Select six credit hours from the following:</td>
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<tr>
<td>ENT 115 Entrepreneurs in Organizations</td>
<td>3</td>
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<tr>
<td>ENT 120 Family Business Management</td>
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<tr>
<td>ENT 130 Franchising</td>
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<tr>
<td>Total</td>
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</tbody>
</table>

Total Required for Degree 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:

- Discuss ecological concepts by critically analyzing data sets and figures;
- Understand and employ the scientific method when performing an experiment;
- Demonstrate knowledge of the world's major ecosystems;
- Describe the diversity of human populations as they relate to the distribution of natural resources;
- Demonstrate an understanding of the ethical, economic and political framework in which environmental issues are enmeshed;
- Transfer to a four-year institution in an environmental science program or related field.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
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</tr>
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<td>Mathematics (MTH 118 recommended)</td>
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<td>Natural Science</td>
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<td>(BIO 103/104 &amp; CHE 115/116 required)</td>
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<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
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<tr>
<td>History</td>
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<td>Diversity</td>
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<td><strong>Total</strong></td>
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</table>

† See General Education Requirements on page 42.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>BIO 107 General Biology II</td>
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</tr>
<tr>
<td>BIO 108 General Biology II Laboratory</td>
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</tr>
<tr>
<td>BIO 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>
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<tr>
<td>CHE 118 General Chemistry II Laboratory</td>
<td>1</td>
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<tr>
<td>CHE 240 Organic Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHE 241 Organic Chemistry I Laboratory</td>
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<td>CHE 242 Organic Chemistry II</td>
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<tr>
<td>CHE 243 Organic Chemistry II Laboratory</td>
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<tr>
<td><strong>Total</strong></td>
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</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:

- Conceptualize a group of related pieces of apparel;
- Execute documentation that shows how to successfully produce a prototype piece of apparel;
- Solve a variety of problems routinely presented to the apparel designer;
- Demonstrate knowledge of the current international textile, apparel design, and apparel marketing industries;
- Place in historical context and describe individual pieces of apparel and apparel ensembles;
- Enter the field of apparel development as assistants in design, technical design, or production.

General Education Courses † Credits
Written & Oral Communications 6
Mathematics 3
Natural Science 4
Social Science 3
Arts & Humanities (ART 101 recommended) 3
Additional General Education Requirements (Required – Any diversity course listed on Pg 39) 3
Total 22

† See General Education Requirements on page 43.

Program Courses Credits
ART 120 Drawing I 3
ART 122 Figure Drawing 3
FAD 105 Introductory Fashion Drawing 2
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 150 The Fashion Industry 3
FAD 180 Digital Portfolio Development for Fashion Design 3
FAD 221 Fashion Problem I 3
FAD 230 Advanced Sewing Techniques for Apparel 2
GDD 101 Introduction to Computer Graphics 3
Total 36
Electives 6
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

Graduates of this program should be able to:

• Demonstrate knowledge of the process currently used for apparel product development in the global manufacturing industry;
• Develop a marketing tool addressing a target market for apparel product;
• Acquire knowledge of a wide variety of textile products;
• Place in historical context and describe individual pieces of apparel and apparel ensembles;
• Transfer to a four-year institution in an apparel-related program.

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 †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
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<td>Mathematics</td>
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<td>Natural Science</td>
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<td>Arts &amp; Humanities (ART 101 required)</td>
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<td>History (HIS 102 required)</td>
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<tr>
<td>Diversity</td>
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Total 31-32

† See General Education Requirements on page 42.

Program Courses

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<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 112 Principles of Financial Accounting I with Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>ACC 113 Principles of Financial Accounting II with Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>BUA 220 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ECO 204 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>FAD 135 Introduction to Textiles</td>
<td>3</td>
</tr>
<tr>
<td>FAD 150 The Fashion Industry</td>
<td>3</td>
</tr>
<tr>
<td>FAD 240 Fashion Presentation</td>
<td>2</td>
</tr>
<tr>
<td>MTH 143 Statistics I</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 26

Electives 6-7
(BUA 205 recommended)

Total Required for Degree 64
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:

- Place in historical context and describe individual pieces of apparel and apparel ensembles;
- Demonstrate knowledge of the current international textile, apparel design, and apparel marketing industries;
- Transfer to a four-year institution in an apparel-related program.

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

General Education Courses † Credits
Written & Oral Communications 9
Mathematics 3
Natural Science 7-8
Technology 3
Social Science 6
Arts & Humanities (ART 101 recommended) 9
History (HIS 101 recommended) 6
Diversity 3
Total 46-47

† See General Education Requirements on page 40.

Program Courses Credits
FAD 105 Introduction to Fashion Drawing 2
FAD 135 Introduction to Textiles 3
FAD 137 History of Costume I 3
FAD 138 History of Costume II 3
Total 11

Electives 6-7

Total 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 Center are evaluated for credit toward the degree. Courses taken at other institutions and agencies will be similarly evaluated.

Graduates of this program 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;
• 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 †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science (CHE 107/108 required)</td>
<td>4</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 22

† See General Education Requirements on page 43.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 213 Arson Investigation</td>
<td>3</td>
</tr>
<tr>
<td>EMS 101 Basic Emergency Medical Technician*</td>
<td>8</td>
</tr>
<tr>
<td>FSC 101 Introduction to Fire Science*</td>
<td>7</td>
</tr>
<tr>
<td>FSC 102 Fire Department Organization and Management*</td>
<td>4</td>
</tr>
<tr>
<td>FSC 103 Fire Detection and Suppression Systems*</td>
<td>3</td>
</tr>
<tr>
<td>FSC 201 Fire Service Construction Principles*</td>
<td>4</td>
</tr>
<tr>
<td>FSC 202 Tactics and Strategy*</td>
<td>3</td>
</tr>
<tr>
<td>FSC 204 Fire Inspector Certification*</td>
<td>6</td>
</tr>
</tbody>
</table>

Total 38

Electives 3

Total Required for Degree 63

*These program courses are offered at the Burlington County Emergency Services Training Center.
This program 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.

Employment opportunities exist in restaurants, hospitals, schools, hotels, convenience stores, nursing homes, cafeterias, clubs, recreation, fast-food, and catering. Students who wish to transfer to a baccalaureate program are strongly advised to seek information regarding admission and transfer requirements.

Graduates of this program should be able to:

- Gain the technical and scientific knowledge of hospitality management;
- 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;
- Perform satisfactorily at an entry-level management trainee position at a food service or hospitality operation.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements</td>
<td></td>
</tr>
<tr>
<td>(Required – Any diversity course listed on Pg 39)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 22

† See General Education Requirements on page 43.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUA 101</td>
<td>3</td>
</tr>
<tr>
<td>CUL 107</td>
<td>4</td>
</tr>
<tr>
<td>FSM 107</td>
<td>2</td>
</tr>
<tr>
<td>FSM 110</td>
<td>3</td>
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<td>FSM 120</td>
<td>2</td>
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<tr>
<td>FSM 125</td>
<td>3</td>
</tr>
<tr>
<td>FSM 210</td>
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<td>FSM 211</td>
<td>3</td>
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<tr>
<td>FSM 215</td>
<td>2</td>
</tr>
<tr>
<td>FSM 217</td>
<td>3</td>
</tr>
<tr>
<td>FSM 225</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 31

Electives (Any ACC, BUA, CUL, ECO, ENG, FSM course recommended) 12

Total Required for Degree 65
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 data acquisition and management with the global positioning system;
• 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 &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 130 required)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education</td>
<td>3</td>
</tr>
<tr>
<td>Requirements (Required – Any diversity course listed on Pg 39)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 23

† See General Education Requirements on page 43.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 132 MS Access Techniques and Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSE 110 Introduction to Computer Science I</td>
<td>4</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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 130 Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>BIO 131 Environmental Science Lab</td>
<td>1</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>ECO 204 Principles of Macroeconomics</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 203 Surveying</td>
<td>3</td>
</tr>
<tr>
<td>MTH 107 Introduction to Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 33-35

Electives 7

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 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 principles of remote sensing and image processing;
- Discuss the value and applicability of geospatial technology in the real world.

### 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 107 required)</td>
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</tr>
</tbody>
</table>

*Total: 6*

† See General Education Requirements on page 43.

### 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>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>
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</tbody>
</table>

Select 9 to 10 credit hours from the following:

- BIO 103 General Biology I 3
- BIO 104 General Biology I Laboratory 1
- BIO 230 Ecology 3
- BIO 231 Ecology Laboratory 1
- CIS 101 Intro to Computer Science 3
- CIS 130 Introduction to Visual Basic 3
- ECO 203 Principles of Macroeconomics 3
- EGR 110 Design Computer Graphics I 3
- GEO 102 Principles of Geography 3
- PSC 105 Physical Science I 3
- PSC 106 Physical Science I Laboratory 1

*Total: 24-25*

### Total Required for Certificate

*30-31*
Graphic Design & Digital Media

Associate of Applied Science, (AAS.GDD)

The Graphic Design and Digital Media program provides students with a solid foundation in design concepts and practices, and encourages the development of informed responses to issues surrounding visual communication.

In completing the Graphic Design and Digital Media program, students prepare themselves for entry-level positions in the design professions, such as junior designers, designers' assistants, and production artists.

Students who wish to transfer are strongly advised to seek information about the admission requirements to a four-year institution of their choice early in their studies at BCC.

Students 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.

Graduates of this program 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.

### General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 107 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total                                        | 22      |

† See General Education Requirements on page 43.

### Program Courses

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ART 110 Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 112 Color: Practice &amp; Theory</td>
<td>3</td>
</tr>
<tr>
<td>ART 120 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 250 Art History I</td>
<td>3</td>
</tr>
<tr>
<td>GDD 101 Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>GDD 110 Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>GDD 112 Illustration</td>
<td>3</td>
</tr>
<tr>
<td>GDD 115 Typography</td>
<td>3</td>
</tr>
<tr>
<td>GDD 214 Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>GDD 220 Portfolio</td>
<td>3</td>
</tr>
</tbody>
</table>

| 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 this program should plan to attend the HIT information seminar, which is held periodically throughout the year. The Health Information Technology Program applies selective admission standards. Therefore, admission to the College does not guarantee admission to the program. Students must apply to the program and meet all admission standards prior to taking program level courses (see program brochure). Enrollment in this program is limited by the number of available professional practice 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, they must take the PSB exam and undergo a criminal history background check. Students admitted must have a satisfactory history and physical examination prior to beginning HIT 110 (PPE I) and HIT 212 (PPE II). Students also must maintain personal health insurance coverage throughout the program. HIT students are responsible for their own transportation (including all parking and/or toll expenses) to professional practice sites.

Graduates of this program should be able to:

- Demonstrate knowledge of Health Data Structure, Content and Standards.
- Demonstrate an understanding of quality management and performance improvement programs, be able analyze clinical data and identify trends that demonstrate quality, safety, and effectiveness of healthcare.
- Demonstrate an understanding of human resources including, leadership, teams, committees, orientation and training programs, performance measurement, benchmarking and QA tools.
- Demonstrate knowledge of Healthcare Delivery Systems, including information system policies and procedures, current laws, accreditation, licensure and certification standards, comply with the changing regulations in reimbursement systems, and differentiate the roles of various providers and disciplines throughout the continuum of healthcare.
- Demonstrate the use of Information and Communication Technologies including hardware and software to ensure data collection, storage, analysis, and reporting of information, common and specialized software applications used in healthcare, and apply policies and procedures necessary in the use of the electronic health records, personal health records and public health applications.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>(ENG 101 and SPE 102 required)</td>
<td></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>Social Science (PSY 101 required)</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements (BIO 114 and CIS 101 required)</td>
<td>6</td>
</tr>
</tbody>
</table>

Total 22

† See General Education Requirements on page 43.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 115 Fundamentals of Anatomy &amp; Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>ENG 106 Business Communications</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 Professional Practice Experience 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 204 Healthcare Management &amp; Personnel</td>
<td>3</td>
</tr>
<tr>
<td>HIT 205 HCPCS (CPT-4) Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT 208 Reimbursement Methodologies</td>
<td>2</td>
</tr>
<tr>
<td>HIT 209 ICD-10-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT 210 ICD-10-PCS Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT 212 Professional Practice Experience II</td>
<td>2</td>
</tr>
<tr>
<td>HIT 218 Healthcare Quality and Performance Improvement</td>
<td>3</td>
</tr>
<tr>
<td>HIT 219 Healthcare Information Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 46

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, 21st Floor
Chicago, IL 60601-5800
(312) 233-1131
The Associate of Applied Science Degree in Health Science is for practicing allied healthcare paraprofessionals who have graduated from an accredited postsecondary education program with a certificate and/or diploma and who are certified or licensed to practice in their chosen field. This curriculum is designed for healthcare paraprofessionals who have completed a non-credit postsecondary healthcare program culminating in a certificate or licensure. Certification or licensure must be recognized by the appropriate accrediting agencies. This program offers the general education component which, when completed and combined with credit awarded for prior postsecondary healthcare education, qualifies the student to be awarded an Associate of Applied Science (A.A.S.) Degree in Health Science.

Applicants must meet the general admission criteria of the College and are required to submit the following documentation for review: A copy of current license and/or certificate, official transcripts and diploma from the completed training program, and a current resume.

The number of credits awarded for non-credit post-secondary healthcare education will be determined after a review of the documentation. A maximum of thirty credits for certification/licensure will be granted after completion of the required Burlington County College degree requirements (with grades of “C” or higher) resulting in an A.A.S. Degree in Health Science.

Postsecondary accredited allied health programs consisting of a minimum of 500 hours will earn 30 college credits. Accredited allied health programs with no less than 300 and up to 499 hours will earn a minimum of 22 college credits.

Students receiving less than 30 credits for their postsecondary work should select additional courses from the following list to graduate with a minimum of 62 credits. See page 38, Associate of Arts (A.A.) Degree.

It is important to note that this curriculum will not confer eligibility for advanced certification nor advanced licensure within the healthcare disciplines.

Graduates of this program should be able to:
- Practice within the parameters of individual knowledge and experience;
- Practice within the ethical, legal and regulatory frameworks of professional practice;
- Serve as a positive role model within the healthcare setting and community at large;
- Recognize the impact of economic, political, social and demographic forces on the delivery of healthcare;
- Participate in lifelong learning.

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications (ENG 102 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>
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<tr>
<td>Social Science (PSY 101 required)</td>
<td>3</td>
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<tr>
<td>Additional General Education Requirements</td>
<td></td>
</tr>
<tr>
<td>(Required: SOC 101 &amp; any diversity course*)</td>
<td>6</td>
</tr>
</tbody>
</table>

| Total                                                          | 22      |

* See college catalog General Education Requirements

Associate of Arts (A.A.) degree on page 40.

<table>
<thead>
<tr>
<th>Technical Core</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accredited Allied Health Program</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>22/30</td>
</tr>
<tr>
<td>Total</td>
<td>52</td>
</tr>
<tr>
<td>Electives</td>
<td>10</td>
</tr>
<tr>
<td>Total Required for Degree</td>
<td>62</td>
</tr>
</tbody>
</table>
Hearing Instrument Sciences

Associate of Applied Science, (AAS.HRS)

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.

Graduates of this program should be able to:
- Demonstrate an understanding of the physical attributes of sound and their psychological correlates, characteristics of sound transmission and propagation, ear canal and earmold acoustics;
- Demonstrate an understanding of the basic psychoacoustic methods and their applications in measuring such auditory phenomena as threshold, differential sensitivity, frequency-pitch relationships, intensity-loudness relationships, masking and binaural hearing;
- Demonstrate sound practice in acquiring and recording patient medical histories, including appropriate areas of inquiry and methods of eliciting information;
- Exhibit proper techniques for otoscopy (examining the external canal and tympanic membrane of the ear), and for pure tone audiometry including air and bone conduction, masking, and knowledge of calibration and infection control techniques;
- Display knowledge with the processes of auditory habilitation and rehabilitation and the role of the Hearing Instrument Specialist in this process.

General Education Courses †

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 113 recommended)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Natural Science (BIO 110/111 required)</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Social Science (PSY 101 required)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Arts &amp; Humanities (PHI 101 required)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements (SOC 101 required)</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Total 22

† See General Education Requirements on page 43.

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS 101</td>
<td>Introduction to Applied Hearing Sciences</td>
<td>1</td>
</tr>
<tr>
<td>HRS 110</td>
<td>Acoustics and Psychoacoustics</td>
<td>4</td>
</tr>
<tr>
<td>HRS 120</td>
<td>Anatomy and Physiology of the Auditory and Vestibular Systems</td>
<td>3</td>
</tr>
<tr>
<td>HRS 130</td>
<td>Professional Patient Counseling and Communication Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>HRS 140</td>
<td>Communication and Communication Disorders</td>
<td>3</td>
</tr>
<tr>
<td>HRS 150</td>
<td>Legal and Ethical Responsibilities</td>
<td>2</td>
</tr>
<tr>
<td>HRS 200</td>
<td>Hearing Assessment I</td>
<td>4</td>
</tr>
<tr>
<td>HRS 205</td>
<td>Hearing Assessment II</td>
<td>4</td>
</tr>
<tr>
<td>HRS 210</td>
<td>Hearing Instrument Technology I</td>
<td>4</td>
</tr>
<tr>
<td>HRS 215</td>
<td>Hearing Instrument Technology II</td>
<td>4</td>
</tr>
<tr>
<td>HRS 230</td>
<td>Auditory Rehabilitation</td>
<td>3</td>
</tr>
<tr>
<td>HRS 250</td>
<td>Clinical Practicum and Externship</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 39

Electives 3-4

Total Required for Degree 64-65
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.

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 teach History on the Elementary or Secondary level, should include the following as open Electives; EDU 112 History Foundations and PSY 250 Educational Psychology.

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

Graduates of this program should be able to:

• Demonstrate a factual knowledge of significant past events;
• Demonstrate an understanding of history as a process of cause and effect, rather than solely as memorization of facts, dates or people;
• Utilize critical thinking to evaluate the impact of complex human behavior on significant past events;
• Demonstrate an understanding of historical perspective as an instrument to determine what makes a past event significant;
• Use their knowledge of recurring, historical themes to understand varied outcomes in differing historical time periods;
• Transfer to a four-year institution in a history or related program.

General Education Courses †

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>9</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>Technology</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (POL 101 required)</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities (ART 250, ART 251 recommended)</td>
<td>9</td>
</tr>
<tr>
<td>History (HIS 101 and HIS 103 required)</td>
<td>6</td>
</tr>
<tr>
<td>Diversity (REL 205 or HIS 203 or Foreign Language)</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>46-47</td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 40.

Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 102</td>
<td>United States History II</td>
<td>3</td>
</tr>
<tr>
<td>HIS 104</td>
<td>Modern European History</td>
<td>3</td>
</tr>
<tr>
<td>Select three credit hours to include the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIS 266</td>
<td>African-American History I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 267</td>
<td>African-American History II</td>
<td>3</td>
</tr>
<tr>
<td>HIS 212</td>
<td>The American Civil War &amp; Reconstruction</td>
<td>3</td>
</tr>
<tr>
<td>Select three credit hours to include the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIS 204</td>
<td>Modern Latin America</td>
<td>3</td>
</tr>
<tr>
<td>HIS 215</td>
<td>Renaissance and Reformation 1300-1700</td>
<td>3</td>
</tr>
<tr>
<td>HIS 220</td>
<td>Modern Britain</td>
<td>3</td>
</tr>
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<td>12</td>
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</tbody>
</table>

Elective (LIT 211, POL 250, POL 103, POL 215 or Foreign Language) 3
Elective ** 3

Total Required for Degree 64-65

**Students planning to teach History on the Elementary or Secondary level, should include the following as open Electives; EDU 112 and PSY 250.
**Hospitality and Tourism Management**

**Associate of Science, (AS.HOS)**

This program prepares students for entry level management positions in the hospitality and tourism industry. There is an emphasis on tourism and developing tourism opportunities within the State of New Jersey. In addition, this degree emphasizes ecotourism and using New Jersey's natural resources as tourist attractions.

Graduates of this program should be able to:

- Apply the concepts and theories of hotel and tourism operations;
- Analyze the best hospitality practices;
- Demonstrate effective written and oral communication skills;
- Describe the principles of what travelers look for in hospitality and tourism services;
- Interpret basic resort development theory;
- Explain food and beverage management.

### General Education Courses

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Written Communications †</td>
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<tr>
<td>Math (MTH 107 or higher)</td>
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<tr>
<td>Natural Science</td>
<td>8</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>Diversity</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>32</strong></td>
</tr>
</tbody>
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† See General Education Requirements on page 42.

### Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOS 110</td>
<td>Introduction To Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HOS 130</td>
<td>Food and Beverage Management</td>
<td>3</td>
</tr>
<tr>
<td>HOS 150</td>
<td>Hospitality Purchasing</td>
<td>3</td>
</tr>
<tr>
<td>HOS 160</td>
<td>Accounting for Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HOS 225</td>
<td>Hotel Operations</td>
<td>3</td>
</tr>
<tr>
<td>HOS 230</td>
<td>Global Tourism Overview</td>
<td>3</td>
</tr>
<tr>
<td>HOS 235</td>
<td>Ecotourism Destinations/NJ Focus</td>
<td>3</td>
</tr>
<tr>
<td>HOS 252</td>
<td>Managing for Quality of Service</td>
<td>3</td>
</tr>
<tr>
<td>HOS 255</td>
<td>Hotel and Resort Development</td>
<td>3</td>
</tr>
<tr>
<td>HOS 260</td>
<td>Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>HOS 265</td>
<td>Hospitality Practicum</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

**Total Required for Degree** 65
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.

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.

Graduates of this program should be able to:
• Demonstrate competency in the core skill areas of the Human Services profession including direct service skills, administrative skills, interpersonal skills and clinical skills;
• 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 of paraprofessional level in a variety of programs covering the full range of social service agencies in the human services field.

General Education Courses †

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications (SPE 102 required)</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 113 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science (BIO 103/104 recommended)</td>
<td>4</td>
</tr>
<tr>
<td>Social Science (PSY 101 required)</td>
<td>3</td>
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<tr>
<td>Additional General Education Requirements</td>
<td>6</td>
</tr>
<tr>
<td>(SOC 101 required and PHI 101 required)</td>
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</tr>
</tbody>
</table>

Total 22

† See General Education Requirements on page 43.

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>
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</tr>
<tr>
<td>PHI 205</td>
<td>Ethics</td>
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</table>

Select 3 credits hours from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 250</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 251</td>
<td>Child &amp; Adolescent Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 255</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 256</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 258</td>
<td>Psychology of Personality</td>
<td>3</td>
</tr>
<tr>
<td>PSY 259</td>
<td>Social Psychology</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
International Studies
Option to Liberal Arts, (AA.IGS)

The A. A. program in International Studies provides a course of study for those students interested in understanding the political, social, economic and cultural elements present in the contemporary world. This transfer program provides strong liberal arts foundation with an international focus. This program provides a curriculum that examines international relations from an historical background, the influence of language and literature and geography on cultures, and the significance of different religions and develops fluency in a foreign language in a cross-cultural context. The International Studies prepares students for transfer to four-year colleges to prepare for such fields as Foreign Service, international relations, international business, international aid and development, international news analysis and communication. Students interested in careers in law, communications, government, language translation and education will benefit from this program.

Graduates of this program should be able to:

• Write at a more sophisticated level.
• 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.
• Translate complex information into easily understood prose;

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 & Oral Communications 9
Mathematics 3
Natural Science 7-8
Technology 3
Social Science (SOC 101, PSY 101 or ANT 102) 6
Arts & Humanities (Foreign Language 6 cr.) 9
History (HIS 104 required) 6
Diversity (REL 205 required) 3

Total 46-47

† See General Education Requirements on page 40.

Program Courses Credits
LIT 211 Masterpieces of World Literature II 3
POL 103 Comparative Politics 3
POL 250 International Relations 3
Foreign Language 3
Internship or Study Abroad experience 3

Total 15

Elective (PSY 259 recommended) 3

Total Required for Degree 64
Journalism
Option to Liberal Arts, (AA.JOU)

The Journalism program prepares students to communicate effectively in writing. This preparation enables students to succeed in a variety of fields as well as to contribute in meaningful ways to society. The Journalism program prepares students to work in print and broadcast journalism, organizational communications, public relations, marketing, and advertising. Journalism graduates work in communication organizations of various sizes and in a variety of positions. Students are advised that employment in Journalism traditionally requires education beyond the AA degree and practical experience in the field.

Graduates of this program should be able to:
- Communicate more effectively in writing;
- Translate complex information into easily understood prose;
- Make ethical decisions about duties and responsibilities of the media and those involved in public communications;
- Demonstrate ethical judgments about matters of public information;
- Analyze the concept of media convergence;
- Explain the fundamental nature and elements of news and information delivery;
- Use various methods to analyze and contribute to online and Internet sources.

Students planning to transfer after graduation 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 &amp; Oral Communications</td>
<td>9</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Technology</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>9</td>
</tr>
<tr>
<td>History (HIS 102 recommended)</td>
<td>6</td>
</tr>
<tr>
<td>Diversity</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>46-47</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 40.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 105 Writing for Mass Media</td>
<td>3</td>
</tr>
<tr>
<td>JOU 101 Introduction to Journalistic Writing I</td>
<td>3</td>
</tr>
<tr>
<td>JOU 102 Introduction to Journalistic Writing II</td>
<td>3</td>
</tr>
<tr>
<td>SOC 207 Media, Popular Culture, and Society</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

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.

Graduates of this program should be able to:
• Demonstrate an understanding of concepts in a variety of fields;
• Identify a specific field based on a exploration of interests;
• Critically read and write the English language;
• Demonstrate an appreciation of Western culture and global diversity;
• Evaluate the complexities of human behavior;
• Appraise human and social decisions with some sophistication and authority;
• Transfer to a four-year institution in a liberal arts program.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>9</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Technology</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>9</td>
</tr>
<tr>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>Diversity</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 46-47

† See General Education Requirements on page 40.

Program Courses

To include a concentration of at least four courses or a total of 12 credits which are based upon knowledge of the acceptability of transfer to the receiving college. When students have selected a major program from one of the Liberal Arts programs listed below, they are encouraged to change their major to that program.

Art and Design
Art Education/Art Therapy
Communications Arts
English
History
Journalism
Philosophy
Political Science
Psychology
Sociology
Theatre

Total 12

Electives 6

Total Required for Degree 64
Liberal Arts and Sciences

Associate of Science, (AS.LSC)

This curriculum is designed for students who desire to pursue an academic concentration in one of the natural science or allied health areas. Included is the appropriate General Education foundation with sufficient flexibility to accommodate the requirements of the four-year institution(s) to which students may wish to transfer. Students must be familiar with the catalog(s) of the transfer college(s) to enable them to select courses wisely.

Graduates of this program should be able to:

- Understand and employ the scientific method of inquiry to draw conclusions based on verifiable evidence;
- Apply critical thinking and problem solving skills in the analysis of data, in the design of experimental procedures and evaluation of outcomes;
- Understand and explain scientific theories that have had a broad impact on society;
- Demonstrate knowledge of current scientific advances and techniques;
- Demonstrate good laboratory skills;
- Communicate effectively both verbally and in writing;
- Transfer to a four-year institution in an appropriate program.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral 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>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>Diversity</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 31-32

† See General Education Requirements on page 40.

Program Courses

To include a concentration of at least four courses or a total of 18 credits which are based upon knowledge of the acceptability of transfer to the receiving college.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 102 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>*Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>(MTH 107 Introduction to Statistics or higher)</td>
<td>3</td>
</tr>
<tr>
<td>*Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>*Social Science</td>
<td>3</td>
</tr>
<tr>
<td>*Arts &amp; Humanities</td>
<td>6</td>
</tr>
<tr>
<td>*Additional General Education Credits</td>
<td>9</td>
</tr>
</tbody>
</table>

Total 34

Total Required for Degree 64

§ This certificate is NOT eligible for Financial Aid.

Certificate (CRT.LSC) §

This certificate will give students exposure to coursework that will assist them in transferring to four year institutions and will give them a completion certificate. Courses selected should be transfer friendly and follow our general education framework. The certificate will also provide a good background for a student continuing to pursue an Associate degree, particularly an Associate of Arts degree.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPE 102 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>*Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>(MTH 107 Introduction to Statistics or higher)</td>
<td>3</td>
</tr>
<tr>
<td>*Natural Science</td>
<td>4</td>
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<tr>
<td>*Social Science</td>
<td>3</td>
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<tr>
<td>*Arts &amp; Humanities</td>
<td>6</td>
</tr>
<tr>
<td>*Additional General Education Credits</td>
<td>9</td>
</tr>
</tbody>
</table>

Total 34

Total Required for Certificate 34

† See General Education Requirements on page 38.
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;
• Perform partial differentiation;
• Solve first order differential equations and second order differential equations with constant coefficients;
• Reason critically, analyze, and solve mathematical problems objectively;
• Transfer to a four-year institution in a math program.

General Education Courses †

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 118 required)</td>
<td>4</td>
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<tr>
<td>Natural Science</td>
<td></td>
</tr>
<tr>
<td>(CHE 115/116 &amp; CHE 117/118 required)</td>
<td>8</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>Diversity</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>33</strong></td>
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</table>

† See General Education Requirements on page 42.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 119 Calculus II and Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MTH 201 Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MTH 220 Calculus III and Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MTH 230 Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHY 210 General Physics I</td>
<td>3</td>
</tr>
<tr>
<td>PHY 211 General Physics I Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>PHY 212 General Physics II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 213 General Physics II Laboratory</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td><strong>Total Required for Degree</strong></td>
<td><strong>64</strong></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.

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.

Graduates of this program 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 sight-singing, ear training and musical dictation;
- Perform in a recital, demonstrating both the technical and artistic components of music.

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

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral 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>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities (MUS 101 required)</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>Diversity</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 31-32

† See General Education Requirements on page 42.

<table>
<thead>
<tr>
<th>Program Courses</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 210</td>
<td>Aural Perception II</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 131-138</td>
<td>Applied Music I</td>
</tr>
<tr>
<td>MUP 141-148</td>
<td>Applied Music II</td>
</tr>
<tr>
<td>MUP 231-238</td>
<td>Advanced Applied Music I</td>
</tr>
<tr>
<td>MUP 241-248</td>
<td>Advanced Applied Music II</td>
</tr>
</tbody>
</table>

Select 4 from the following 1 credit performing ensembles:

MUS: 111, 112, 113, 114, 121, 122, 123, 124, 131, 132, 133, 134, 141, 142, 143, 144, 145, 146, 147, 148, 150, 151, 152, 153, 161, 162, 163, 164

**Total** 24

**Electives** 9

**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
- BCC GPA of 2.50;
- TEAS V Test score of 60 percent 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.

TOEFL within 2 years of admission for students educated outside the United States. Required Internet-based scores (iBT): Reading 22, Listening 22, Speaking 26, and Writing 25. TOEFL scores must be submitted with "Intent to Enroll" forms.

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:

<table>
<thead>
<tr>
<th>Pick-up</th>
<th>Mailed</th>
<th>Postmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring admission: Mar. 1</td>
<td>Apr. 1</td>
<td>Apr. 1 or later</td>
</tr>
<tr>
<td>Fall admission: Oct. 1</td>
<td>Nov. 1</td>
<td>Nov. 1 or later</td>
</tr>
</tbody>
</table>

Students admitted must be CPR certified (Professional Rescuer), complete a satisfactory physical examination indicating they can perform the rigorous program activities, maintain malpractice/liability insurance and personal health insurance throughout the program and undergo a criminal history background check and a drug screen. 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.

Graduates of this program should be able to:
- Practice within the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice;
- Practice within the parameters of individual knowledge and experience;
- Use standards of nursing practice to perform and evaluate client care;
- Recognize the impact of economic, political, social, and cultural forces on the delivery of healthcare;
- Develop and implement a plan to meet life long self-learning needs.

General Education Courses †

| Written & Oral Communications (ENG 101 & ENG 102 required) | 6 |
| Mathematics (MTH 107 required) | 3 |
| Natural Science (BIO 110/111 required) | 4 |
| Social Science (PSY 101 required) | 3 |
| Additional General Education Requirements (SOC 101 required and PHI 101 required) | 6 |

Total 22

† See General Education Requirements on page 43.

*Courses to be used for Nursing Program must have been completed within 10 years of beginning the first nursing course. Older courses must be retaken and may be audited without taking a lab.

Program Courses

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

Total 48

Total Required for Degree 70

The Burlington County College Nursing Program is accredited by:

The New Jersey Board of Nursing
124 Halsey Street, 6th Floor, Newark, NJ 07102
(973) 504-6430

and

National League for Nursing Accrediting Commission (NLNAC)
3343 Peachtree Road, NE, Suite 850
Atlanta, GA 30326
(404) 975-5000 • Fax (404) 975-5020
Paralegal

Associate of Applied Science, (AAS.LEX)
Approved by the American Bar Association

This program is intended to prepare individuals for employment as a paralegal, also referred to as a legal assistant. A paralegal is a person, qualified by education, training or work experience, who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity, and who performs specifically delegated substantive legal work for which a lawyer is responsible.

This program prepares students to perform the functions of a paralegal which typically include communicating with clients, drafting legal documents, performing research, and case management. Paralegals may not engage in the practice of law.

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.

Graduates of this program should be able to:
- Demonstrate an understanding of legal terminology;
- Conduct client interviews and collect relevant information for the preparation of a case;
- Demonstrate an understanding of the distinctions between the judicial systems at the local, state and national levels;
- Locate, research and cite sources of law;
- Draft documents typically required of working paralegals;
- Develop high standards of legal ethics and professional conduct.

In order to ensure the quality and integrity of the program, transfer credit for any legal specialty (LEX designated) course will only be accepted from institutions approved by the American Bar Association. In this regard, a limit of 15 credits of legal specialty courses will be accepted. The course entitled Paralegal Skills and Practices and the course entitled Paralegal Internship are excluded from transfer in all cases.

In any instance wherein the transfer of a course from an American Bar Association approved institution has a course title or description that is not an obvious match to a corresponding course at Burlington County College, the Director of the Paralegal Program will determine the acceptance of the transfer course.

No credit is currently awarded for legal specialty courses other than by transfer or attendance.

Students are required to take at least 10 semester credits or equivalent of legal specialty courses through traditional classroom instruction.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics (MTH 107 or higher required)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements (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 43.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 112 Principles of Financial Accounting I with Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>BUA 205 Business Law I</td>
<td>3</td>
</tr>
<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>
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<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><strong>Total</strong></td>
<td><strong>43</strong></td>
</tr>
</tbody>
</table>

**Total Required for Degree** 65
Pastry Arts

Associate of Applied Science, (AAS.PAS)

The Pastry Arts Associate of Applied Science program provides specific preparation training required to prepare students to assume positions as trained pastry professionals in a variety of food service settings including full service restaurants, hotels, resorts, clubs, catering operations, contract food service, and health care facilities. Course offerings emphasize practical application, a strong theoretical knowledge base, professionalism, and provide the critical competencies to successfully meet industry demands. Graduates should qualify for entry-level positions such as pastry cook and assistant pastry chef. With experience, graduates may advance to positions such as pastry-chef, executive pastry chef, or food service director.

Graduates of this program should be able to:

• Identify the characteristics of proper pastry and confectionary techniques;
• Discuss the basic principles and techniques used in baking;
• Exhibit satisfactory performance in an entry-level baking trainee position;
• Practice sanitary food handling;
• Analyze recipes according to standard industry formulation;
• Create recipes using fundamental pastry techniques, processes and methods;
• Manage a dessert event from its planning to service;
• Critique a dessert and its recipes for their technical qualities;
• Obtain an entry-level position as a pastry cook or an assistant pastry chef.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written and Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Math (MTH 107 or higher)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education</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 43.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 107 Culinary Arts</td>
<td>4</td>
</tr>
<tr>
<td>CUL 125 Foundations of Professional Baking</td>
<td>3</td>
</tr>
<tr>
<td>CUL 160 Patisserie</td>
<td>4</td>
</tr>
<tr>
<td>CUL 211 Purchasing and Menu Planning</td>
<td>3</td>
</tr>
<tr>
<td>CUL 235 Advanced Baking</td>
<td>4</td>
</tr>
<tr>
<td>CUL 216 A La Carte</td>
<td>3</td>
</tr>
<tr>
<td>CUL 230 Culinary Arts Practicum</td>
<td>3</td>
</tr>
<tr>
<td>CUL 240 Confectionary Arts and Plated Desserts</td>
<td>4</td>
</tr>
<tr>
<td>CUL 245 Café Operation and Artisanal Bread Baking</td>
<td>4</td>
</tr>
<tr>
<td>FSM 125 Food Service Sanitation and Accident Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FSM 215 Elementary Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>HOS 110 Introduction to Hospitality</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>

Elective (any Culinary)                      | 3       |

**Total Required for Degree**                | **65**  |
Philosophy training teaches students how to think, especially about the most fundamental questions. Growing out of this belief, the Philosophy program has two general aims.

The first is to provide students who may enter a variety of majors at the upper division level with a liberal arts foundation centered in disciplined thought and moral awareness. Such a foundation is important for many professions today, including law, and other graduate programs.

The second is to provide students whose eventual goal is teaching and/or research in philosophy, religion or ethics with a strong two-year foundation for entering a philosophy major at a transfer college.

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

Graduates of this program should be able to:

- Think critically about a variety of philosophical or religious issues;
- Write at a level that uses discourse and analysis appropriate to philosophy or comparative religion;
- Demonstrate breadth and diversity by discussing approaches from a variety of philosophical or religious traditions;
- Demonstrate sound judgment in approaching contemporary moral problems;
- Transfer to a four-year institution in a philosophy or philosophy related program.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>9</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Technology</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities (PHI 101 required)</td>
<td>9</td>
</tr>
<tr>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>Diversity</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 46-47

† See General Education Requirements on page 40.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 105 Introduction to Logic or PHI 112 Eastern Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHI 205 Ethics or PHI 210 History of Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHI 220 Environmental Ethics or REL 205 Comparative Religion</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 12

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

Graduates of this program should be able to:
• 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;
• Demonstrate entry-level competence in the photography profession;
• Transfer to a four-year institution in a photography or photography related program.

General Education Courses † Credits
Written & Oral Communications 6
Mathematics 3
Natural Science (PSC 105/106 recommended) 4
Social Science 3
Arts & Humanities (ART 101 required) 3
Additional General Education Requirements (CIS 101 required) 3
Total 22

† See General Education Requirements on page 43.

Program Courses Credit
ART 110 Design I 3
ART 112 Color Theory and Design 3
ART 120 Drawing I 3
ART 121 Drawing II 3
GDD 101 Introduction to Computer Graphics 3
PHO 102 Black and White Photography I 3
PHO 115 History of Photography 3
PHO 120 Digital Imaging I 3
PHO 202 Black and White Photography II 3
PHO 203 Portfolio Production 3
PHO 207 Portrait Photography 3
PHO 215 Digital Imaging II 3
PHO 220 Large Format and Studio Photography 3
Total 39

Electives: 3
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 of this program should be able to:

- 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 collaboratively with colleagues in photography and supported occupations;
- Develop critical thinking skills necessary to be an effective photographer;
- Demonstrate entry-level competence in the photography profession.

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ART 101 Introduction to Art</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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 Photography 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 Photography II</td>
<td>3</td>
</tr>
<tr>
<td>PHO 220 Large Format and Studio Photography</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

**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.

Graduates of this program should be able to:

- Apply critical thinking skills and equations to solve numerical problems;
- Apply critical thinking skills to solve conceptual problems;
- Demonstrate good laboratory skills;
- Demonstrate effective oral and written communication skills;
- Transfer to a four-year institution in a physics or physics related program.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</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>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
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<tr>
<td>Diversity</td>
<td>3</td>
</tr>
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† See General Education Requirements on page 42.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSE 135 Computer Programming &amp; Problem Solving</td>
<td>3</td>
</tr>
<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>23</strong></td>
</tr>
</tbody>
</table>

Electives

- (BIO 103/104, BIO 107/108; EGR 201, 202; MTH 201/203 recommended)

**Total Required for Degree** 64
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.

Graduates of this program 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 four-year institution in a political science program.

**General Education Courses †**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>9</td>
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<tr>
<td>Mathematics (MTH 107 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>Technology</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>9</td>
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<tr>
<td>History (HIS 101 &amp; HIS 102 recommended)</td>
<td>6</td>
</tr>
<tr>
<td>Diversity</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 46-47

† See General Education Requirements on page 40.

**Program Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>POL 101 American Government and Politics</td>
<td>3</td>
</tr>
<tr>
<td>POL 103 Comparative Government and Politics</td>
<td>3</td>
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Select six credit hours from the following:

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>POL 215 Constitutional Law</td>
<td>3</td>
</tr>
<tr>
<td>POL 220 Political Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>POL 250 International Politics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 12

Electives (BUA 205, BUA 206 or CRJ 111 recommended) 6

**Total Required for Degree** 64
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.

Graduates of this program should be able to:
• Understand the body of material that constitutes modern psychology including various theoretical approaches and their historical roots;
• Apply the perspective of psychology to contemporary social issues;
• Apply critical thinking, analysis, and synthesis to develop and defend a position;
• Understand research methodology and results;
• Demonstrate effective oral and written communication;
• Transfer to a four-year institution in a psychology program.

General Education Courses †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>9</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>7-8</td>
</tr>
<tr>
<td>(BIO 103/104 &amp; BIO 107/108 recommended)</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>(PSY 101 required &amp; SOC 101 recommended)</td>
<td></td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>9</td>
</tr>
<tr>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>Diversity</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>46-47</td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 40.

Program Courses

Select twelve credit hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 203 Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>PSY 250 Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 251 Child &amp; Adolescent Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 255 Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 256 Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 257 Psychology of Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>PSY 258 Psychology of Personality</td>
<td>3</td>
</tr>
<tr>
<td>PSY 259 Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>12</td>
</tr>
</tbody>
</table>

Electives 6

**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 drug screening, 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.

Graduates of this program should be able to:

- Students will have knowledge and skills required to be clinically competent in all radiographic tasks necessary for an entry level radiographer including; apply positioning skills, utilize safe radiation protection practices, and attain the technical knowledge appropriate for an entry level technologist on the ARRT examination.
- Students will demonstrate communication skills including; demonstrate written and oral communication skills.
- Students will develop critical thinking skills including; adapt standard procedures for non-routine patients and critique images for diagnostic quality.
- Students will model professionalism including; demonstrate a good work ethic and participate in personal and professional growth opportunities.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications (ENG 101 and SPE 102 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>Social Science (PSY 101 required)</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements (CIS 101 and SOC 101 required)</td>
<td>6</td>
</tr>
</tbody>
</table>

| Total | 22 |

† See General Education Requirements on page 43.

<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 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 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 130 Radiographic Exposure I</td>
<td>3</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>RAD 230 Equipment Operation and Maintenance</td>
<td>4</td>
</tr>
</tbody>
</table>

| Total | 48 |

Total Required for Degree 70

This program is accredited by
Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
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

132 — Burlington County College
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 summer term for fall 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 April 30 for fall Professional Courses. Applications are available in the Department of Nursing & Allied Health (Parker 331). Students who are admitted must be CPR certified (for healthcare professionals) and undergo a criminal history background check deemed favorable by UMDNJ. 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.

The Respiratory Therapy Program is accredited by both the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and by the Committee on Accreditation for Respiratory Care (CoARC).

Graduates of this program should be able to:
- Assess a patient's cardiopulmonary status;
- Perform case management of patients with cardiopulmonary and related diseases;
- Initiate and conduct prescribed pulmonary rehabilitation;
- Provide patient, family, and community respiratory health education;
- Participate in life-support activities.

General Education Courses Credits
Written & Oral Communications (ENG 102 required) 6
Mathematics (MTH 107 required) 3
Natural Science (BIO 110/111 required) 4
Social Science (PSY 101 required) 3
Additional General Education Requirements
(SOC 101 required and CIS 101 required) 6
Total 22

† See General Education Requirements on page 43.

Program Courses Credits
BIO 114  Fundamentals of Anatomy & Physiology II 3
BIO 115  Fundamentals of Anatomy & Physiology II Lab 1
BIO 155  Basic Microbiology 3
BIO 156  Basic Microbiology Laboratory 1
CHE 107  Chemistry 3
CHE 108  Chemistry Laboratory 1
RST 200  Fundamentals of Respiratory Care 5
RST 209  Clinical Practice I 2
RST 210  Dynamics of Health & Society 2
RST 212  Respiratory Care Pharmacology 2
RST 214  Applied Cardiopulmonary Physiology 3
RST 215  Mechanical Ventilation 4
RST 219  Clinical Practice II 2
RST 226  Cardiopulmonary Evaluation 3
RST 227  Pediatric/Neonatal Respiratory Care 2
RST 228  Cardiopulmonary Diseases 2
RST 237  Long-Term, Home, and Rehabilitative Care 3
RST 239  Clinical Practice III 3
Total 45

Total Required for Degree 67
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.

Graduates of this program 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 effectively merchandise a product;
• Demonstrate knowledge of the terminology and procedures of the retailing field.

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 &amp; Oral Communications</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Requirements</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 22

† See General Education Requirements on page 43.

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 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>
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<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>
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<tr>
<td>BUA 225 Human Relations in Management</td>
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<tr>
<td>ENG 106 Business Communications</td>
<td>3</td>
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</tbody>
</table>

Total: 35

Electives: 6

Total Required for Degree: 63
Small Business Certificate

Certificate (CRT.BUS)

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 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.

Graduates of this program should be able to:

• Demonstrate an understanding of how new business is started;
• Demonstrate an understanding and knowledge of the concept of customer relationship management;
• Demonstrate an understanding of a strategic marketing plan, which effectively combines the marketing mix elements of product, price, promotion and place;
• Demonstrate effective communication skills;
• Demonstrate an understanding of accounting systems;
• Analyze and resolve problems common to small business.

General Education Courses

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications (ENG 101 required)</td>
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<tr>
<td>Mathematics (MTH 107 or higher required)</td>
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<td><strong>Total</strong></td>
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Program Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 112</td>
<td>Principles of Accounting I w/Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>BUA 101</td>
<td>Business Functions in a Global Society</td>
<td>3</td>
</tr>
<tr>
<td>BUA 102</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUA 205</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUA 220</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUA 230</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>ECO 203</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 106</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>25</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Total Required for Certificate** 31
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.

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.

Graduates of this program 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 to a four-year institution in a sociology program.

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
<td>9</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>Technology</td>
<td>3</td>
</tr>
<tr>
<td>Social Science (ANT 102 &amp; PSY 101 recommended)</td>
<td>6</td>
</tr>
<tr>
<td>Arts &amp; Humanities (PHI 101 recommended)</td>
<td>9</td>
</tr>
<tr>
<td>History (HIS 102 &amp; HIS 104 recommended)</td>
<td>6</td>
</tr>
<tr>
<td>Diversity</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 46-47

† See General Education Requirements on page 40.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Select nine credit hours from the following:</td>
<td></td>
</tr>
<tr>
<td>SOC 201 Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 205 Marriage and the Family</td>
<td>3</td>
</tr>
<tr>
<td>SOC 208 Social Classes in America</td>
<td>3</td>
</tr>
<tr>
<td>SOC 210 Minority Groups</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 12

Electives 6

**Total Required for Degree** 64
The Associate of Science in Sustainable Energy Studies degree is designed to prepare students for careers in sustainable energy and for transfer opportunities to four-year colleges with sustainability-focused programs. It provides a broad exposure to the types and principles of various alternative energy sources within a broader context of environmental, social, cultural, and ethical awareness. Additionally, foundational courses in the natural sciences and elective options such as applied computer and geospatial technologies provide the basis for future advanced study and specialization.

Career Opportunities

Students generally elect an Associate of Science degree program with the intent of transferring to a four-year college in a related program area. This approach opens many career and continuing education pathways for the student completing BCC’s Sustainable Energy Studies AS degree, such as:

- Awareness/Education: environmental educators
- Business/Finance: energy forecasting, energy analysts, project/program management, energy managers, environmental underwriting
- Green Building & Utilities
- Legal/Regulation: environmental lawyers/attorneys, environmental protection
- Recycling: waste control, recycling coordinators
- Sales
- Scientists, Engineers, and Technicians: all solar, environmental, and energy engineers and technicians

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

Graduates of this program should be able to:

- Identify the fundamentals of sustainability principles and practices;
- Discuss the advantages, disadvantages, drivers and implementation barriers of alternative energy sources;
- Demonstrate effective oral and written communication skills;
- Interpret the impact on the environmental and society of traditional and alternative energy sources;
- Develop solutions to energy related issues within a sustainability model.

General Education Courses † Credits

| Written and Oral Communications (ENG 101 & ENG 102 recommended) | 6 |
| Math (MTH 130 required) | 4 |
| Natural Science (PHY 110 & 111 required) (BIO 130 & 131 recommended) | 8 |
| Social Science | 6 |
| Arts and Humanities (PHI 101 recommended) | 3 |
| History (HIS 101 or 102 recommended) | 3 |
| Diversity (ANT 102 recommended) | 3 |

Total 33

† See General Education Requirements on page 42.

Program Courses Credits

| SST 100 Principles of Sustainability | 3 |
| SST 111 Alternative Energy Sources | 3 |
| SST 211 PV Systems I – Theory & Design | 3 |
| SST 216 Solar Thermal Systems | 3 |
| SST 226 Small Wind Systems | 3 |
| SST 231 Introduction to Biomass and Biofuels Technologies | 3 |
| EET 121 Circuits I | 4 |

Total 22

Electives Credits

Select twelve credit hours from the following:

| CIS 101 Introduction to Computers | 3 |
| GIS 101 Fundamentals of Geographic Information Systems | 3 |
| GIS 202 Fundamentals of Remote Sensing | 3 |
| PHI 220 Environmental Ethics | 3 |
| NRG 101 Introduction to Energy Management | 3 |
| NRG 141 Energy Investment Analysis | 3 |
| SST 110 Energy Auditing for Residential Buildings | 3 |
| SST 221 Geothermal HVAC Systems | 3 |

Total 12

Total Required for Degree 67

*CIS 101 is highly recommended if the student is considering eventual transfer to a 4-year degree program. Students should see the BCC Transfer Coordinator.
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.

**Technical Studies**

**Associate of Applied Science (AAS.TES)**

<table>
<thead>
<tr>
<th>General Education Courses †</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</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>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Additional General Education Credits (Required – Any diversity course listed on Pg 39)</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 43.

**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.
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.

Graduates of this program 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 institution in a 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>Category</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Written &amp; Oral Communications</td>
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<tr>
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<tr>
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</tr>
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<tr>
<td>History</td>
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</tr>
<tr>
<td>Diversity</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>46-47</strong></td>
</tr>
</tbody>
</table>

† See General Education Requirements on page 40.

### Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>THR 105</td>
<td>3</td>
</tr>
<tr>
<td>THR 110</td>
<td>3</td>
</tr>
<tr>
<td>THR 113</td>
<td>3</td>
</tr>
<tr>
<td>THR 130</td>
<td>3</td>
</tr>
<tr>
<td>THR 125</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
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### Electives (CIN 109 recommended)

<table>
<thead>
<tr>
<th>Credits</th>
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<tbody>
<tr>
<td>6</td>
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### Total Required for Degree

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>64</strong></td>
</tr>
</tbody>
</table>
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. Please check course descriptions and semester brochures. Some courses require a course or materials fee.

Accounting

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 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

Agriculture Business

AGR 120 Soil Science 3 cr.
This course describes the fundamentals of soil science emphasizing the physical, chemical and biological properties of soils in relation to plant growth, environmental problems, and agricultural applications. Soil classification and mapping will also be discussed.
2/2/0

AGR 130 Principles of Plant Protection 3 cr.
This course describes the principles of plant pest control. Topics include the evaluation of pest problems, environmental considerations, insects, plant disease agents, integrated pest management, laws, liability, recordkeeping, equipment, and disposal.
3/0/0

AGR 140 Agribusiness Management 3 cr.
This course provides an introduction to agribusiness management principles and skills. Topics include supply and demand, the role of agriculture in the economy, economic systems, and decision making.
3/0/0

AGR 150 Agribusiness Marketing 3 cr.
This course covers basic marketing principles for agricultural products. Topics include buying, selling, advertising, processing, standardizing, grading, storing and marketing of agricultural commodities and products. Students will prepare a marketing plan for an agricultural product or commodity.
3/0/0

AGR 160 Floral Design 3 cr.
This course describes the fundamentals of commercial floral design theory. Fresh and silk flower care and handling will be covered as well as different styles of arrangements. Operation and management of a retail florist business will be discussed.
Note: This course can be taken as Adult Ed credit at BCIT or as a high school CAP course.
2/2/0 Course fee charged

AGR 210 Greenhouse Management & Crop Production 3 cr.
This course describes the production of plants under transparency. Topics include greenhouse construction and types, greenhouse management issues including heating, cooling and humidity control; and scheduling and cultural practices for greenhouse plants.
Prerequisite or Co-requisite: AGR 120 and AGR 130 or permission
2/2/0 Course fee charged

AGR 220 Nursery Management 3 cr.
This course focuses on establishing and managing a nursery practice. Topics include principles, practices, and production of field grown and container stock; wholesale and retail nursery business practices; and employee management practices.
Prerequisite or Co-requisite: AGR 120 and AGR 130 or permission
2/2/0 Course fee charged

AGR 230 Vegetable & Crop Production 3 cr.
This course describes the fundamental principles underlying commercial production of vegetable and agricultural crops. Topics include soil management, planting, fertilization, weed and pest control, harvesting, post-harvest handling, and marketing. Specific vegetable and crop characteristics and growing practices will also be discussed.
Prerequisite or Co-requisite: AGR 120 and AGR 130 or permission
2/2/0 Course fee charged

American Sign Language

ASL 101 Elementary American Sign Language 1 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.
3/0/0 FA/SP

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp
ASL 101 Elementary American Sign Language I 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 102 Intermediate American Sign Language II 3 cr.
This course develops the expressive and receptive communication 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
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 communication 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.
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 communication 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.
Prerequisite: ASL 201
Co-requisite: IEP 102 (if admitted to Interpreter Education Program)
3/0/0

ASL 203 Advanced American Sign Language I 3 cr.
This course develops the expressive and receptive communication skills acquired in ASL 202 so students begin to demonstrate fluency.
Prerequisite: ASL 202
3/0/0

ASL 204 Advanced American Sign Language II 3 cr.
This course develops the expressive and receptive communication skills acquired in ASL 203 so students demonstrate fluency.
Prerequisite: ASL 203
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 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

ART

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/JSU

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 Course fee charged

ART 112 Design II 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.
Prerequisite: ART 110
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 Course 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 Course 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 Course fee charged

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp
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 Course 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 1/6/0 FA/SP Course 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 1/6/0 FA Course 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 1/6/0 FA/SP Course 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, fusing, and kiln maintenance are demonstrated.
1/4/0 1/6/0 FA/SP Course 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 1/6/0 FA/SP Course fee charged

ART 250 Art History I 3 cr.
This course surveys the visual arts from prehistoric times through the Renaissance, emphasizing painting, sculpture, architecture, and the minor arts.
3/0/0 FA

ART 251 Art History II 3 cr.
This course surveys the visual arts from the Renaissance through the Modern era, emphasizing painting, sculpture, architecture, and the minor arts.
Prerequisite: Permission
3/0/0 SP

ART 252 Introduction to Modern Art 3 cr.
This course introduces modern art, from its origins in the nineteenth century to the present. Students investigate paintings, sculpture, architecture, graphics, and photography created by modern masters such as Van Gogh, Picasso, Dali, and Warhol. A museum visit with a guided tour by the instructor may be included.
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 1/4/0 Course 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 1/4/0 Course 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, driveshafts, 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
1/4/0 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 1/6/0

AUT 202 Automotive Fuel and Emission Systems 4 cr.
This course emphasizes the theory and repair of carbureted and injected fuel systems on today's automobiles. It covers emission controls and how they relate to the fuel system. Students are required to do on-car diagnosis and repair.
Prerequisite: AUT 101
1/4/0 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
1/4/0 1/6/0 FA
AUT 204 Automatic Transmissions and Transaxles 4 cr.
This course emphasizes the theory, operation, and diagnosis of automatic transmissions and transaxles. It covers the rebuilding of common automatic transmissions and transaxles.
Prerequisite: AUT 101, AUT 104
1/6/0 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 Course 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 Course 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 Course 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 Course 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. 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 128 Human Anatomy and 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 129 Human Anatomy and 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 129
0/3/0 FA/SP/SU Course fee charged

BIO 130 Environmental Science 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 107, BIO 108
3/0/0 FA/SP/SU Course fee charged

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 Course fee charged

BIO 155 Basic Microbiology 3 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 Course fee charged

BIO 208 Human Anatomy and 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

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp

www.bcc.edu
BIO 213 Human Anatomy and 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 Course 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 Course 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 Course fee charged

BIO 291 Special Projects in Biology I 1 cr.
BIO 292 Special Projects in Biology II 2 cr.
BIO 293 Special Projects in Biology III 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
Course 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 bio-pharmaceutical 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 Course 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 Course 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 Course 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 Course 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 I 1 cr.
BIT 292 Special Projects in Biotechnology II 2 cr.
BIT 293 Special Projects in Biotechnology III 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
Course 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

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp
Prerequisite: An understanding of the marketing mix is the focus of this course. Topics will cover: target markets, advertising objectives, the creative process, media selection, advertising effectiveness, the role of ad agencies, and societal issues.

3/0/0  FA/SP/SU

BUA 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

BUA 258 Business Capstone 3 cr.
The Business Capstone Course will assess students' ability to demonstrate an understanding of accounting systems typically utilized in business fields; apply economic concepts to scenarios commonly occurring in the business world; perform statistical procedures commonly used in business applications; demonstrate communication and business presentation skills; apply ethical concepts in the study of policies and practices in business; utilize applicable technology to research questions relevant to business; and demonstrate an awareness of the diverse factors that shape the world in order to keep pace with changing society, with a particular emphasis on the global market.

Prerequisite: ACC 113, BUA 101, BUA 102, BUA 205, ECO 204, MTH 143

Course fee charged

BUA 221 Principles of Advertising 3 cr.
The management of advertising and its relationship to other components of the marketing mix is the focus of this course. Topics will cover: target markets, advertising objectives, the creative process, media selection, advertising effectiveness, the role of ad agencies, and societal issues.

3/0/0

BUA 205 Business Law I 3 cr.
This course is an introduction to legal principles and procedures. It includes an introduction to business law, ethics, crimes, torts, contracts, the uniform commercial code, sales and commercial paper.

3/0/0  FA/SP/SU

BUA 206 Business Law II 3 cr.
This course is an advanced examination of business law principles and procedures. It includes agency, partnership, corporations, rights of debtors and creditors, business regulation and the law of property.
Prerequisite: BUA 205

3/0/0

BUA 208 Labor-Management Relations 3 cr.
This course focuses on contemporary trends in employee-management relations. It examines the legal, social, and economic aspects of labor relations and the techniques and attitudes essential for development and leadership in employee-management relations.

3/0/0

BUA 211 Human Resource Management 3 cr.
This course is an examination of personnel management and administrative functions, such as philosophy, policies, organization, job analysis, recruitment, appraisal, development, promotion, discipline, communication, wage and salary, incentives system, and career development.
Prerequisite: BUA 102 or permission

3/0/0

BUA 215 Finance 3 cr.
This course examines money, the Federal Reserve System, and financial management. It includes capital budgeting, financial analysis, and the use of cash-flow analysis. Students analyze loan application forms, annual reports, and new securities prospectus reports.
Prerequisite: ACC 111 or ACC 113

3/0/0  SP

BUA 220 Principles of Marketing 3 cr.
This course is a survey of the roles of the consumer, retailer, and wholesaler, as well as the functions of price, product, advertising, financing, and risk. It emphasizes the interaction of each of the marketing components and developing an awareness of the whole marketing process.
Prerequisite: BUA 101

3/0/0  FA/SP/SU

Casino and Resort Management

CRM 120 Introduction to Casino Management 3 cr.
This course will provide an overview of the history, development and operations of casinos and casino/resorts. Special emphasis will be placed on casino resorts within New Jersey and Southeastern Pennsylvania.

3/0/0

CRM 140 Introduction to Casino Games 3 cr.
This course will provide an overview of all casino games as well as a basic overview on detecting cheating and fraud. This course will also include a casino visit.
Prerequisite: MTH 107

3/0/0

CRM 210 Introduction to Surveillance Operations 3 cr.
This course will discuss the types of surveillance and security that is required in gaming operations. An overview of crowd control, terrorist threats, and other major incident responses will be covered. The course will also discuss cash and employee security measures.
Prerequisite: HOS 110

3/0/0

CRM 250 Economic and Social Aspects of Gaming 3 cr.
This course will outline the social costs of gambling and research what benefits and social costs (if any) of both large and small scale casino gaming. It will examine current gaming trends as well as evaluate anti-gaming campaigns and their possible cost.
Prerequisite: HOS 110

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
Chemistry

CHE 107 Chemistry  3 cr.
This is an introductory course that covers the fundamental laws, terms, and mathematics of general chemistry. It includes treatment of nomenclature, stoichiometry, solution chemistry, and gas laws. 
Prerequisite: High school algebra I or MTH 075
Co-requisite: CHE 108
0/3/0  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  Course 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  Course 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 112 or 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  Course 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 240 Organic Chemistry I  3 cr.
This course presents the fundamental principles of organic chemistry. It includes basic techniques of organic compound synthesis; structure, properties, and nomenclature of organic compounds; the addition, substitution, elimination and oxidation-reduction reactions of organic compounds; reaction mechanisms; infrared spectroscopy; and a brief introduction to mass spectrometry. 
Prerequisite: CHE 117, CHE 118
Co-requisite: CHE 241
3/0/0  FA

CHE 241 Organic Chemistry I Laboratory  1 cr.
This course provides laboratory experiences that apply to the topics and concepts covered in Organic Chemistry I. 
Prerequisite or Co-requisite: CHE 240
0/3/0  FA  Course 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  Course fee charged

CHE 291 Special Projects in Chemistry I  1 cr.
CHE 292 Special Projects in Chemistry II  2 cr.
CHE 293 Special Projects in Chemistry III  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 
Course 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 240 Organic Chemistry I  3 cr.
This course presents the fundamental principles of organic chemistry. It includes basic techniques of organic compound synthesis; structure, properties, and nomenclature of organic compounds; the addition, substitution, elimination and oxidation-reduction reactions of organic compounds; reaction mechanisms; infrared spectroscopy; and a brief introduction to mass spectrometry. 
Prerequisite: CHE 117, CHE 118
Co-requisite: CHE 241
3/0/0  FA

CHE 241 Organic Chemistry I Laboratory  1 cr.
This course provides laboratory experiences that apply to the topics and concepts covered in Organic Chemistry I. 
Prerequisite or Co-requisite: CHE 240
0/3/0  FA  Course 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  Course fee charged

CHE 291 Special Projects in Chemistry I  1 cr.
CHE 292 Special Projects in Chemistry II  2 cr.
CHE 293 Special Projects in Chemistry III  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 
Course 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

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 continued, 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 3/0/0   Course fee charged

CIS 118 Introduction to Microsoft Office 3 cr.
This course focuses on the concepts and operation of the main components of Microsoft Office: Word, Excel, Access, and PowerPoint. Students are taught to apply these Office applications to a range of business and personal problems, both stand alone and integrated with each other.
3/0/0   FA/SP   Course fee charged

CIS 120 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 is also covered. 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 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 132 MS Access Techniques and Programming 3 cr.
This course focuses on initial router configuration, Cisco IOS Software, configuring 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 3/3/0   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 3/3/0   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, BGP4), 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 3/3/0   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, DRR, 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 3/3/0   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

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/ 476.asp

www.bcc.edu
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 CIS 110 or permission
3/0/0

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 CIS 110 and BNG 101
3/0/0  Course fee charged

CIS 217 Business Systems
Analysis and Design II  4 cr.
This course completes the system life-cycle concept with continued study of development, design and operation phases. It emphasizes the design of a computer-oriented system. It uses extensive applications, case studies and a project team to develop analytical and communication skills.
Prerequisite: CIS 216, CIS 132
3/1/0  Course fee charged

CIS 291 Special Projects in Computer Science I  1 cr.
CIS 292 Special Projects in Computer Science II  2 cr.
CIS 293 Special Projects in Computer Science III  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.
Prerequisite: MTH 130 or permission
4/0/0  Course fee charged

CSE 111 Introduction to Computer Science II  3 cr.
This course builds upon the work completed in CSE 110 to introduce the fundamental concepts of data structures and the algorithms that proceed from them. It focuses on recursion, the underlying philosophy of object-oriented programming, fundamental data structures (such as queues, stacks, linked lists, hash tables, trees, and graphs), sorting and searching techniques, and the basics of algorithmic analysis. The lab component provides hands-on programming experience that is vital for beginning programmers and computer science students.
Prerequisite: CSE 110
3/0/0  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
3/0/0  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, control 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

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp
CSE 230 Introduction to Object-Oriented Graphics Programming: Game Development 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

Construction Management

CON 101 Building Materials and Construction Methods 3 cr.
This introductory course provides an understanding of the fundamentals of residential and commercial construction materials and practices. Students gain an understanding of the types of construction, structural design requirements, and the properties of common construction materials such as wood, concrete, iron, and steel.
Prerequisite: MTH 075 or equivalent, college reading level and writing level 3/0/0

CON 102 Building Materials and 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 3/0/0

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

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp
CRJ 121 Emergency Agency Coordination 3 cr.
This course provides an introduction to Emergency Management and the coordination used between emergency agencies before, during and after emergencies. This course will also examine the connection between the nation's Homeland Security programs adopted in response to the September 11th attacks and its traditional emergency management programs developed over the last quarter century largely in response to natural and technological disasters, is a central element in the discussion. 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 of other agencies within the criminal justice system and/or pursue an extensive study of some aspect of the criminal justice system through research, observation, or extended reading. It requires a demonstration of scholarly achievement. Prerequisite: 30 credits, 2.8 GPA, ENG 101, CRJ 101. Student/College agreement 3/0/0

CRJ 222 Large Scale Incident Management 3 cr.
This course will explore the role of first responders and the creation of a unified command capable of dealing with multiple responses. Areas of instruction will include shelter vs. evacuation, jurisdiction of agencies, and Critical Incident Stress Management. Students will participate in table-top exercises and operational planning scenarios. 3/0/0

CRJ 227 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

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 on organized crime and terrorism, the controversy surrounding the phenomenon, and efforts at control. It focuses on the historical aspects, the structural components of various defined groups, the economic theory and business practices, and the sociological and criminological theory as it relates to current regional organized crime groups. 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 extensive study of some aspect of the criminal justice system through research, observation, or extended reading. It requires a demonstration of scholarly achievement. Prerequisite: 30 credits, 2.8 GPA, ENG 101, CRJ 101. Student/College agreement 3/0/0

Culinary Arts
CUL 107 Culinary Arts 4 cr.
This introductory course in food preparation includes instruction and practice in sanitation, safety, tools, equipment, basic cooking principles, recipes, menus, work preparation, stocks, sauces, soups, meats, and poultry. This course also includes instruction and practice in the production of seafood, vegetables, potatoes and starchy, garnish, international cuisine, and basic baking principles. Corequisite: FSM 125 1/6/0 Course fee charged

CUL 122 Techniques and Traditions 4 cr.
This course will cover the major cuisines of the world in a very broad and general overview. Each week covers a different geographical region and explores both general history and culinary aspects of the culture. Each week will include menus specifically for that region. Students will learn a variety of cooking methods and styles. Prerequisite: FSM 125, CUL 107 1/6/0 Course fee charged

CUL 125 Foundations of Professional Baking 3 cr.
This fundamental course in baking includes instruction and practice in sanitation, safety, tools, equipment, basic baking principles, recipes, recipe conversions, weights and measures, yeast doughs, artisan breads, quick breads, doughnuts, fritters, pancakes, waffles, basic syrups, creams, sauces, pastry basics, and pies. Prerequisite: FSM 125 2/3/0 Course fee charged

CUL 160 Patisserie 4 cr.
This course in desserts includes instruction and practice in the preparation of tarts, special pastries, cakes, icings, cake decorating, special cakes, cookies, custards, puddings, mousses, souffles, an introduction to frozen desserts, and fruit desserts. Prerequisite: CUL 125, FSM 125 1/6/0 Course fee charged

CUL 200 Vegetarian Cuisine 3 cr.
This course in vegetarian food preparation includes instruction and practice in techniques, plate presentation, menu planning and terminology. Prerequisite: CUL 107, FSM 125 2/3/0 Course fee charged

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CUL 203 Garde Manger 4 cr.
This culinary arts production course is designed to develop practical necessary skills for students to work in cold kitchen or garde manger positions in foodservice operations. An overview on the preparation of traditional garde manger techniques, salad and salad dressings, sandwiches, cured and smoked meats, sausage, terrines and pates, canapes, hors d'oeuvres, cold soups, vegetable and fruit displays, basic cheese knowledge and buffet presentation.
Prerequisite: FSM 125, CUL 107
1/6/0 Course fee charged

CUL 206 Italian Traditions and American Regional Cuisine 4 cr.
This course in the Italian and American traditions is an intensive experience in classical and authentic Italian and American foods and culture. Since “Italian cuisine” is actually a composite of foods of Italian regions (20), many towns and many households, this course will stress the importance of understanding the term “Regional Cuisine.” Likewise, students will gain an understanding in American cuisine by examining the history, diverse cultures and regional culinary traditions of the evolving United States from native American and first settlers to the present. Throughout this course students will be presented with a variety of authentic Italian and American ingredients, terms, preparations and recipes.
Prerequisite: FSM 125, CUL 107
1/6/0 Course fee charged

CUL 211 Purchasing and Menu Planning 3 cr.
This course will prepare students to plan, evaluate and purchase everything that is needed to produce a set menu, including smallwares and equipment. The course will also prepare students to evaluate vendors and determine suitability by price, service, and product line.
1/6/0

CUL 216 A la Carte 3 cr.
This course is designed to introduce students to the operation of a full service restaurant serving A la Carte menus. Students will take orders, work cooking stations, and provide service to customers. Students will learn how to manage both the front and back of the house.
Prerequisite: Permission of Instructor
2/3/0 Course fee charged

CUL 226 Baking Practicum 3 cr.
This work experience course consists of supervised-on-the-job learning experiences at college-approved work sites. This includes at least 150 hours of planned activities in baking and related duties. Students also develop a personal portfolio.
Prerequisite: Completion of 15 CUL credits, FSM 125 and permission of CUL Director
0/10/0 Course fee charged

CUL 230 Culinary Arts Practicum 3 cr.
This work experience course consists of supervised-on-the-job learning experiences at college-approved work sites. This includes at least 150 hours in planned activities in cooking, food preparation, and related duties. Students also develop a personal portfolio.
Prerequisite: Completion of 15 CUL credits, FSM 125 and permission of CUL Director
0/10/0 Course fee charged

CUL 235 Advanced Baking 4 cr.
This course will provide experience with fine decorating, showpieces, advanced dessert design, holiday themed desserts, cake decorating and sugar and marzipan sculpture.
Prerequisite: CUL 125, CUL 160, FSM 125
1/6/0 Course fee charged

CUL 240 Confectionary Arts and Plated Desserts 4 cr.
This course will introduce students to the art of plated desserts and confections. The course will cover design, flavor profile, costing, presentation and feasibility for restaurant service of plated desserts. In addition, this course will provide an overview of the basic confectionary arts, including sugar candies, molded filled chocolate, and packaging and product design for confections.
Prerequisite: FSM 125, CUL 125, CUL 160
1/6/0 Course fee charged

CUL 245 Café Operation and Artisanal Bread Baking 4 cr.
This course instructs students on the basics of running a simple café that specializes in baked goods, simple soups, salads and sandwiches, and dessert and confectionary items. As part of the course requirement students will be required to bake all the café’s breads, breakfast breads, and rolls. The laboratory is a café space open to the public.
Prerequisite: FSM 125, CUL 125, CUL 160
1/6/0 Course fee charged

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

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp
DHY 120 Dental Radiology 3 cr.
This course integrates the didactic, laboratory, and clinical principles of dental radiography. It covers x-ray production, processing, intra- and extra-oral techniques, quality assurance, utilization of radiographic selection criteria, radiographic interpretation, radiation biology and safety, and infection control and hazardous waste disposal. It provides laboratory experiences which progress from mannequin simulation to assigned patients in order to explore clinical applications.
Prerequisite: Admission to Program, CPR certification, First Aid certification (both current)
Co-requisite: BIO 110, BIO 111, CHE 107, CHE 108, DHY 101, DHY 110, DHY 130
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
2/0/0

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

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 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, DHY 151, ENG 101
2/0/0

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 222, PSY 101
2/0/0

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, DHY 222, PSY 101
Co-requisite: CHE 210, DHY 210, DHY 220, DHY 241, MTH 107
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, DHY 222, PSY 101
Co-requisite: CHE 210, DHY 201, DHY 220, DHY 241, MTH 107
2/0/0

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 pathologic 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, DHY 222, PSY 101
Co-requisite: CHE 210, DHY 201, DHY 210, DHY 241; MTH 107
3/0/0

DHY 222 Local Anesthesia 1 cr.
This course is designed to prepare the student to provide local anesthesia to patients requiring pain management during the course of dental hygiene treatment. This course will provide the fundamental knowledge of choosing the appropriate agent, selection of injection, administering local anesthesia, and health history evaluation to avoid potential complications.
Prerequisite: DHY 101, DHY 110, DHY 130, DHY 140, DHY 151, DHY 160
Co-requisite: DHY 200
2/1/1/ 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 241; MTH 107
Co-requisite: DHY 251, DHY 259, SOC 101, SPE 102
3/0/0 Course fee charged

DHY 241 Supportive Therapies 3 cr.
This course provides lecture and laboratory experiences to apply the theory, techniques, and applications of dental material manipulation to the clinical arena. All delegated expanded functions as outlined in the New Jersey Dental Auxiliaries Practice Act will be emphasized and taught to clinical competency. Exploration of the Dental Hygienists' role in Dental specialty practice is included.
Prerequisite: DHY 200, DHY 222, PSY 101
Co-requisite: DHY 201, DHY 210, DHY 220, CHE 210, MTH 107
2/2/2 Course fee charged

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp
Diagnostic Medical Sonography

DMS 101 Introduction to Sonography 2 cr.
Introduces the diagnostic foundations of diagnostic medical sonography, including terminology, scan plane orientations, anatomical relationships, departmental administrative operations, hospital organization, HIPAA regulations, blood and fluid precautions and basic patient care principles.  
Prerequisite: BIO 110/111, HIT 105, PHY 107  
Co-requisites: BIO 114/115, PSY 101, ENG 101  
2/0/0 FA Course fee charged

DMS 102 Cross-sectional Anatomy 2 cr.
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 2 cr.
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  
2/0/0 SP Course fee charged

DMS 104 Ultrasound OB/GYN I 2 cr.
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 and pathological processes in the first trimester to include menstrual cycle and embryology. Cross sectional anatomy of these structures and their sonographic and clinical activities in DMS 120.  
Prerequisite: DMS 101, BIO 110, BIO 114  
Co-requisite: DMS 102, DMS 103, DMS 110, DMS 120  
2/3/0 SP Course fee charged

DMS 110 Ultrasound Physics I 2 cr.
This course will discuss and solve mathematical problems associated with human tissue, basic instrumentation and scanning technology.  
Prerequisite: PHY 107  
Co-requisite: DMS 102, DMS 103, DMS 104, DMS 120  
2/0/0 SP Course fee charged

DMS 120 Lab Practicum 1 cr.
This course is designed to develop the student's ultrasonic skills in the campus laboratory. Students will get accustomed to performing sonographic examinations by practicing proper scanning ergonomics, applying gel, scanning techniques, scanning protocols and locating and identifying normal anatomy. 
Prerequisite: DMS 101, BIO 114/115, PSY 101, ENG 101  
Co-requisite: DMS 102, DMS 103, DMS 104, DMS 110, ENG 102  
0/3/0 SP Course fee charged

DMS 205 Ultrasound OB/GYN II 3 cr.
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 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  
2/3/0 SU Course fee charged

DMS 206 Diagnostic Imaging 3 cr.
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  
2/3/0 FA Course fee charged

DMS 207 Vascular Ultrasound 3 cr.
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  
2/3/0 SP Course fee charged

DMS 211 Ultrasound Physics II 2 cr.
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 production/ 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 2 cr.
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 102, DMS 103, DMS 104, DMS 110, DMS 120  
Co-requisite: DMS 205, DMS 221, DMS 224  
0/0/24 SU Course fee charged

DMS 222 Clinical Practicum II 2 cr.
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 205, DMS 221, DMS 224  
Co-requisite: DMS 206, DMS 225, MTH 107, SOC 101  
0/0/24 FA Course fee charged

To access outlines for these course descriptions, please visit [http://www.bcc.edu/pages/476.asp](http://www.bcc.edu/pages/476.asp)
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
2/2/0

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 relationships 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 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

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
2/2/0  FA/SP  Course fee charged

EET 111 Electronic Computer Graphics 3 cr.
This course uses computer software to perform drafting related to the electronic industry. It covers electronic block diagrams, schematics, parts list, and production drawings. Printed circuit board design topics include layout, trace routing, assembly and hole drill drawings.
2/2/0  Course 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: EET 101 or permission
3/3/0  FA/SP  Course 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 MOS field effect transitors. 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, and field effect transistor amplifiers. Laboratory experiments cover the course topics and verify lecture theory.
Prerequisite: EET 121 and MTH 130
3/3/0  Course fee charged

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp
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, combinational 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  Course 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 A+ certification exam.
Prerequisite: EET 101
3/3/0  Course 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  Course fee charged

EET 225 Wiring - Residential and Commercial Construction 3 cr.
This course covers the knowledge and practice of methods used in the installation of residential and commercial electrical systems, with particular emphasis on the specific requirements and examples involved with sustainable energy technologies – solar PV and thermal, geothermal heat pump, and small wind. Safe working practices are emphasized at all times, with reference to and emphasis on the National Electrical Code.
Prerequisite: EET 121
3/0/0  Course 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  Course 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  Course 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, EET 222
3/3/0  Course fee charged

EET 291 Special Projects in Electronics Engineering Technology I 1 cr.
EET 292 Special Projects in Electronics Engineering Technology II 2 cr.
EET 293 Special Projects in Electronics Engineering Technology III 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 will cover all aspects of pre-hospital care and special circumstances that may be encountered. Students will be required to perform a 10 hour hospital observation rotation prior to the end of this course. Skills that will be learned during the course are: spinal immobilization; respiratory care; care of the pediatric patient; and care of the trauma patient. The following programs will also be covered in the course: IMS 100/700; Haz-Mat Awareness; and CBRNE Awareness. Students successfully completing the course and the NJ Department of Health exam are certified as emergency medical technicians.
Prerequisite: CPR for Professional Rescuers
8/0/0  Course fee charged

NRG 101 Introduction to Energy Management 3 cr.
This course defines the need for energy management as an integral part of society at all levels. Students will understand basic energy accounting and analysis protocol. The course will also present the various opportunities available to energy management students through lectures, video and guest speakers.
3/0/0

NRG 112 Commercial Energy Use Analysis 4 cr.
Emphasis is on the analysis of energy use in commercial buildings. Topics include utility bill analysis, audit data, identifying energy efficiency measures, use of micro-dataloggers, energy savings and investment calculations, audit report writing. Students will complete a supervised field audit.
Prerequisite: NRG 110 and NRG 121 and Math 095 or Math Placement Test
3/3/0

NRG 113 Building Energy Simulations 4 cr.
The course covers the variety of computer programs available for analyzing commercial buildings. Topics include BIN methodology, hourly simulations and an overview of current programs on the market such as eQuest. Students perform supervised computer simulations.
Prerequisite: NRG 112
3/3/0

NRG 121 Air Conditioning Systems Analysis 3 cr.
Students will investigate the physical principles of heating, ventilation, and air conditioning systems commonly found in the commercial setting. Topics will include the energy equation, change of state, and refrigeration. The course will also cover sensible and latent heat equation, psychrometrics, heat and cooling load equations, solar effects, effects of thermal mass, central forced air furnaces, SEERs, EERs, AFUEs, fuels, and unitary single zone and multi-zone secondary systems.
Prerequisite: PHY 110, PHY 111
Co-requisite: PHY 110, PHY 111
2/3/0

NRG 123 Energy Control Strategies 4 cr.
Topics include building system control theory and devices, including electric, pneumatic, and digital controls. An emphasis is placed on identifying and understanding control strategies related to energy-using systems and methods to estimate energy savings. Hands-on labs reinforce device identification and students complete an energy efficiency controls calculation project.
Prerequisite: NRG 124
3/3/0  Course fee charged

To access outlines for these course descriptions, please visit [http://www.bcc.edu/pages/476.asp](http://www.bcc.edu/pages/476.asp)
NRG 124 Energy Efficiency Methods 4 cr.
A systems approach is used to analyze the input, output, and efficiency of commonplace energy conversion devices. Included are motors, fans, pumps, heat engines, domestic hot water heaters, furnaces, boilers, refrigeration devices, and heat pumps. In so doing students (1) become fluent in the use of the many different units used to denote and measure energy/power (2) learn what quantities need to be measured to determine energy/power in different systems (3) determine the energy/cost savings associated with different efficiency improvement strategies.
Prerequisite: PHY 110 & PHY 111
Corequisite: NRG 121
3/3/0 Course fee charged

NRG 131 Lighting Fundamentals 3 cr.
This course will cover assessment of quantity and quality of light, light sources, luminaries, lighting controls, manufacturer lamp and ballast specifications, lighting power density, lighting-HVAC interactions, retrofit opportunities, cost savings analysis, and lighting codes/regulations. Course requirements include a directly supervised lighting audit project.
Corequisite: PHY 110 and PHY 111 or Instructor Consent
2/3/0 Course fee charged

NRG 132 Lighting Applications 3 cr.
Topics in this course will include a review of terminology and lighting fundamentals. Students will critically evaluate lighting systems, luminaries and associated components; Understand and perform various types of illuminance calculations, including point-by-point, lumen method, and computerized procedures. Students will become familiar with the IES Illuminance selection procedure and IES recommended practices for various space types; Formulate objectives and develop an understanding of lighting applications, issues and concerns. Students will work effectively as a member of a team in the development of lighting.
Prerequisite: NRG 131
2/3/0 Course fee charged

NRG 141 Energy Investment Analysis 3 cr.
This course includes: interest, simple payback and life-cycle cost analysis, time value of money, cash flow equivalence, cost-benefit analysis, effects of tax credits, depreciation, inflation and/or escalating fuel costs on energy investments, and cost estimating procedures. The emphasis will be on analysis of energy investments using spreadsheets to consider total cost-benefits over the life of the investment.
Prerequisite: SST 110 or Instructor’s permission
2/3/0 Course fee charged

NRG 142 Energy Accounting 3 cr.
This course will include review of energy units, data gathering for energy accounting utility rates and schedules, energy data organization, adjusted baselines, cost avoidance, load factor, data analysis, data presentation, use EPA’s Portfolio Manager software.
3/0/0

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 computer-aided drafting 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 Course 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 Course 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 Course 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 111 or MTH 130
2/2/0 Course 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 Course 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 Course 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
Course fee charged

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp
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 illustrating 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 develops skills in expository writing. It emphasizes the writing process, organization, methods of development, and diction. It requires a research essay using the MLA documentation format.
Prerequisite: Successful completion of ENG 075 or assessment and completion of all required Developmental Reading or concurrent enrollment in REA 095
3/0/0 FA/SP/SU Course fee charged

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 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 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 or higher
3/0/0

ENG 251 Creative Writing 3 cr.
This writing course focuses on the short story and/or poetry, with occasional evaluation of the work of other writers. It requires a final portfolio.
3/0/0

ENG 252 Semantics 3 cr.
This course examines the use and impact of language in contemporary American society. It focuses on the effects of language manipulation in political, economic, and social areas. Special attention is given to the connotation of words, logical fallacies, propaganda, and doublespeak. It examines the distinction between responsible, persuasive language and exploitive language.
Prerequisite: ENG 102 or permission
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 elementary grammar and helps students to develop basic paragraph writing skills through speaking and writing activities.
* Credits do not apply toward graduation.
Prerequisite: ESL 067 or placement based on assessment and recommendation of an academic advisor
4/0/0 Course fee charged

ESL 067 ESL Reading II 4 cr.*
This intermediate course is for non-native speakers of English who understand basic vocabulary, grammar, and have intermediate vocabulary skills. It focuses on intermediate grammar and introduces the organization and development of the five-paragraph essay through speaking and writing activities.
* Credits do not apply toward graduation.
Prerequisite: ESL 066 or placement based on assessment and recommendation of an academic advisor
4/0/0 Course fee charged

ESL 068 ESL Reading III 4 cr.*
This advanced course is for non-native speakers of English who have an understanding of intermediate vocabulary, word usage, and reading strategies such as main idea, author's purpose, and supporting details. It focuses on increasing reading with more advanced vocabulary development, word and dictionary usage, structural analysis, and additional pre-reading and reading strategies such as outlining and inference.
* Credits do not apply toward graduation.
Prerequisite: ESL 067 or placement based on assessment and recommendation of an academic advisor
4/0/0 Course fee charged

ESL 076 ESL Writing I 4 cr.*
This intensive course is for beginning non-native speakers of English. It introduces elementary grammar and helps students to develop basic paragraph writing skills through speaking and writing activities.
* Credits do not apply toward graduation.
Prerequisite: ESL 067 or placement based on assessment and recommendation of an academic advisor
4/0/0 Course fee charged

ESL 077 ESL Writing II 4 cr.*
This intensive course is for non-native speakers of English who understand paragraph development and have elementary grammar skills. It focuses on intermediate grammar and introduces the organization and development of the basic five-paragraph essay through speaking and writing activities.
* Credits do not apply toward graduation.
Prerequisite: ESL 076 or placement based on assessment and recommendation of an academic advisor
4/0/0 Course fee charged

ESL 078 ESL Writing III 4 cr.*
This intensive course is for non-native speakers of English who understand the organization and development of the five-paragraph essay and have intermediate grammar skills. It introduces advanced grammar skills 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 086 ESL Reading IV 4 cr.*
This advanced course is for non-native speakers of English who have an understanding of intermediate vocabulary, word usage, and reading strategies such as main idea, author's purpose, and supporting details. It focuses on increasing reading with more advanced vocabulary development, word and dictionary usage, structural analysis, and additional pre-reading and reading strategies such as outlining and inference.
* Credits do not apply toward graduation.
Prerequisite: ESL 067 or placement based on assessment and recommendation of an academic advisor
4/0/0 Course fee charged

ESL 087 ESL Writing IV 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 skills 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

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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 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 082 or placement based on assessment and recommendation of an academic advisor 4/0/0 Course fee charged

ESL 093 English for TOEFL I  4 cr.
The TOEFL I preparation course is designed to provide further instruction and practice on the oral delivery of language and the writing, as well as test-taking skills and strategies. Students will have a chance to take practice tests in each section and, based on the results, receive further suggestions for improvement on their performance from their instructor. There will be daily homework assignments in all language skill areas, including vocabulary. The TOEFL (Test of English as a Foreign Language) test is a requirement for admission to most four-year American colleges and universities. *Credits do not apply toward graduation.
Prerequisite: ESL 093 or placement based on assessment 4/0/0

ESL 094 English for TOEFL II  4 cr.
The TOEFL II preparation course is designed to provide further instruction and practice on the oral delivery of language and the writing, as well as test-taking skills and strategies. Students will have a chance to take practice tests in each section and, based on the results, receive further suggestions for improvement on their performance from their instructor. There will be daily homework assignments in all language skill areas, including vocabulary. The TOEFL (Test of English as a Foreign Language) test is a requirement for admission to most four-year American colleges and universities. *Credits do not apply toward graduation.
Prerequisite: ESL 094 or placement based on assessment 4/0/0

ESL 097 English for Academic Purposes  4 cr.
English for Academic Purposes is an advanced level bridge course between ESL and college-level classes. The course gives students practice in undergraduate level academic writing and reading. Listening, speaking and grammar skills will also be integrated into the course. The course materials and assessments for English for Academic Purposes reflect the type of activities and situations students will encounter in college-level courses, such as note-taking, writing extended essays, reading academic texts, giving presentations, and participating in group discussions. *Credits do not apply toward graduation.
Prerequisite: ESL 078, ESL 068 or placement based on assessment 4/0/0

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, laws 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 and Lab  4 cr.
This course introduces video technology (videocassette recorders, digital recorders, controllers, speakers, 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.
Prerequisite: ETC 101, ETC 105 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. 3/2/0

ETC 220 Entertainment Technology Internship  1 cr.
The course provides students with opportunities to work in a selected field for course credits. 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.
Prerequisite: ETC 101, ETC 105 0/0/3

ETC 225 Capstone Project  1 cr.
This course provides a capstone experience for the entertainment professional. Topics include planning, preparing, and developing a specific entertainment project, including selecting materials, setting up the monitoring budget, and overseeing a complete project. Upon completion students should be able to create an entertainment project.
Prerequisite: ETC 101, ETC 105 0/2/0

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. 2/2/0 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.
Prerequisite: ETL 105
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.
Prerequisite: ETL 105
2/3/0 Course fee charged

ETL 210 Theatre Lighting and 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.
Prerequisite: ETL 101, ETL 105
3/3/0 Course fee charged

Entertainment Technologies: Management

ETM 101 Entertainment Promotion 2 cr.
This course introduces the principles of marketing and promotion associated with the entertainment business. Students learn about the creation of publicity materials, media outlets, Internet promotions, media relations, the preparation of a media kit, and a publicity campaign.
3/0/0

ETM 201 Entertainment Project Management 3 cr.
This course covers the process of creating a music CD, interactive CD or DVD, video, or a related entertainment technology project, which reflects the perspective of a producer. It introduces skills related to entertainment contracts and legal issues, financing the projects, and maintaining a budget. This practicum involves students in the budgeting, planning, implementation, marketing, and promotion processes for establishing an entertainment business.
3/0/0

ETM 210 Events Production 3 cr.
This course introduces various types of small and large events for 50 to 500 people or more. Such events may include graduations, weddings, ribbon-cuttings, major gatherings, and celebratory occasions, which require videographers, and/or audio and public address engineers. It covers event planning and organization, budgeting and staffing, camera use, incorporation of audio and music, editing, use of music, copyright, video and DVD development, production, and post-production techniques.
Prerequisite: ETM 101
3/0/0

Entertainment Technologies: Sound

ETS 101 Live Sound Production I 4 cr.
This course introduces the basic concepts of acoustics in sound recording and reinforcement in studios and live venues. It covers the operation and use of sound system components, consoles, amplifiers, speakers, microphones, and other equipment. It includes hands-on learning experiences in operating sound systems for live events.
3/3/0 Course fee charged

ETS 105 Recording Engineering I 4 cr.
This course provides hands-on learning experiences in the basic operation of a sound stage and recording studio. It covers audio theory, use of the console, tape and digital recording equipment, digital editing equipment, microphone placement, differentiation of microphones and their associated uses, multi-track mixing, and recording session procedures. It also includes the use of digital recording techniques and duplication.
3/3/0 Course fee charged

ETS 205 Live Sound Production II 3 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.
Prerequisite: ETS 105
3/0/0 Course fee charged

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, outdoors and theaters, and other public areas. It offers opportunities for students to experience the set-up, operation, and troubleshooting involved in various College and affiliated program events.
Prerequisite: ETS 101, ETS 105
2/2/0 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

ETV 205 Interactive Digital Media 3 cr.
This course introduces the development of menus for interactive DVD and Video-C, 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.
Prerequisite: ETV 101, ETV 102
2/3/0 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

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp
Burlington County College

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 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 franchiser 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.
1/0/0

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: ART 122
1/2/0 Course fee charged

FAD 130 Sewn Product Construction 3 cr.
This course introduces techniques and materials required to construct sewn products (primarily but not exclusively apparel) as well as the basic concepts and terminology of industrial garment production. Students demonstrate mastery of assembly methods through the use of commercial patterns, production patterns, and the text to produce samples and sample garments. A variety of industrial equipment is used and no prior experience with sewing is required.
2/2/0 Course fee charged

FAD 132 Sewn Products Construction and Alteration 3 cr.
This course covers practical problems that feature the creation and execution of soft goods in various categories (home, recreation and toys, and apparel) and includes the techniques and equipment required for the construction, re-design, and alteration of sewn products already in existence.
2/2/0 Course fee charged

FAD 135 Introduction to Textiles 3 cr.
This course introduces textile materials and processes pertinent to apparel design and development, and emphasizes textiles currently used in the apparel industry. It focuses on fibers, yarns, and textile structures and textile styling and advances in technology.
3/0/0 Course fee charged

FAD 137 History of Costume I 3 cr.
This course builds foundation knowledge concerned with the history of the technical and aesthetic 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 aesthetic 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, FAD 230
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 aesthetic, social, psychological, and economics of dress; and current topics and careers in the industry.
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: GDD 101
2/2/0 Course fee charged

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, FAD 230
2/2/0 Course fee charged

FAD 230 Advanced Sewing Techniques for Apparel Design 2 cr.
This course covers advanced techniques in the construction of sewn garments. Students will demonstrate mastery of the steps required to create a lined interfaced garment, and will incorporate original styling details in this piece.
Prerequisite: FAD 130
1/2/0 Course fee charged

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp

160 — Burlington County College
FSC 101 Introduction to Fire Science 7 cr.
This course will provide the training, knowledge and skills necessary to attain the minimum basic requirements to perform safely as an entry level firefighter under direct supervision. The course is designed to meet the requirements of the NJ Division of Fire Safety for Firefighter I certification and follows NFPA 1001. Hazardous materials training in Awareness & Operations and CPR are part of the course. Incident Management System Orientation (I-100/700) as required by NJ State Statue will also be taught in this course.
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. Knowledge of essential firefighting skills is assumed. The curriculum corresponds to the NFPA 1021 (Professional Qualifications) requirements for Level 1 in personnel and fireground management. The supervisory functions of planning, organizing, staffing, directing and fireground control are discussed. The course addresses equal opportunity employment, professional development, employee health and safety and the officer’s legal responsibilities.
Prerequisite: FSC 101
4/0/0

FSC 103 Fire Detection and Suppression Systems 3 cr.
This course provides a technical study of typical automatic signaling and detection devices and special hazard fire suppression systems. Topics covered include hazard analysis, hardware, hydraulic calculations, system specifications, and 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 is designed to provide a basic foundation for the management of fire companies operating at a structural fire emergency. Students will perform an analysis of the nature of fire problems and the selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency. The students will: identify potential scenarios in various fire situations; implement strategies and tactics; and describe components of the incident management system.
Prerequisite: FSC 101
3/0/0  Course fee charged

FSC 204 Fire Inspector Certification 6 cr.
This course is designed to ensure that students are competent in the basics of fire code enforcement. The student will become familiar with the New Jersey Uniform Fire Code, including the 2006 International Fire Code- New Jersey Edition, the 2006 International Building Code- New Jersey Edition, and other reference standards. Upon completion of the course, students will be prepared to take the International Code Council Fire Inspector Test.
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 the reading of selected short stories, plays, and novels. It reviews grammar and composition skills.
Prerequisite: FRE 201
3/0/0

Food Service Management

FSM 103 Nutrition for Health, Fitness and Sports 1 cr.
This course provides meal planning advice and nutritional information to support a health and fitness lifestyle, improve exercise efficiency, and enhance training regimens. It includes discussions of energy, supplements, nutrition quackery, vitamins, training meal plans, weight control, body building, sports drinks, eating disorders, beverage selection, road trip eating, training meal plans, snacks, carbohydrate loading, amino acids, and food safety.
1/0/0

FSM 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.

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.
3/0/0

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp
FSM 120 Quality Service in Food Operations 2 cr.
This course covers what managers and servers must know to serve food professionally and competently. It focuses on service as a total concept, the service age, history of service, demeanor and attitude, product knowledge, suggestive selling, laws affecting servers, managing guest complaints, serving guests with special needs, banquet service, buffet service, drive-through service, room service, table service, equipment, the steps in serving, greeting and seating guests, cleaning tables, formal dining, the busperson’s role, management’s responsibilities, motivation, scheduling, training, reservations, and serving alcohol responsibly.
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 management, and crisis management.
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.
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.
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 recipes, and menu planning, nutrition misinformation, and marketing nutrition in food service.
2/0/0

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

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

Geography

GEO 102 Principles of Geography 3 cr.
This course is a survey of geography, including place names, climate, land forms, and peoples. It covers the implications of historical geography, economics, and political systems.
3/0/0

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp
GIS 291 Geospatial Technology
Projects/Internship I  1 cr.
GIS 292 Geospatial Technology
Projects/Internship II  2 cr.
GIS 293 Geospatial Technology
Projects/Internship III  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 designed for students with no knowledge of the language. Training is designed to lay a foundation for speaking, writing, and reading the language.
3/0/0

GER 102 Elementary German II  3 cr
This course is for students with limited knowledge of the language. Training is designed to build on demonstrated skills in speaking, writing, and reading the language.
3/0/0

GER 201 Intermediate German I  3 cr.
This course focuses on speaking German. Class discussion is based on cultural readings from the German-speaking world. There is intensive grammar study and composition work.
Prerequisite: GER 102 or two years of high school German or permission
3/0/0

GER 202 Intermediate German II  3 cr.
This course focuses on achieving skill in speaking German. Class discussion is based on cultural readings from the German-speaking world. There is intensive grammar study and composition work.
Prerequisite: GER 201 or permission
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 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 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 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 291 Special Projects in Graphic Design and Digital Media I  1 cr.
GDD 292 Special Projects in Graphic Design and Digital Media II  2 cr.
GDD 293 Special Projects in Graphic Design and Digital Media III  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 profession's history; current structure and career potentials; and projected future roles.
Prerequisite: Acceptance into the HIT Program
3/3/0  Course fee charged

HIT 103 Legal Aspects of Health Information  3 cr.
This course focuses on the legal aspects of the health record, health information, and the health information department. It emphasizes the implications of legal aspects for the health information practitioner; gives an in-depth study of the confidentiality of health information as well as the standards, regulations, and laws that govern the release of health information. It also covers how to monitor and implement legal changes, liability issues, and the risk management function.
3/0/0  Course fee charged

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp

www.bcc.edu
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 Professional Practice Experience 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.
Co-requisite: BIO 114
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.
Co-requisite: BIO 114
2/0/0

HIT 204 Healthcare 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 101 or permission
3/0/0 Course fee charged

HIT 205 HCPCS Coding (CPT-4) 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 209
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 209, HIT 210
Co-requisite: HIT 205
2/0/0 Course fee charged

HIT 209 ICD-10-CM Coding 3 cr.
This course focuses on disease coding with the International Classification of Diseases 10th Edition, Clinical Modification (ICD-10-CM). It covers coding principles; conventions; clinical and technical guidelines; maintenance and referencing resources. It also emphasizes the review of medical records to identify diagnoses treated, and or services performed, and the correct sequencing for optimal reimbursement.
Prerequisite: BIO 114, HIT 115, HIT 116
2/3/0 Course fee charged

HIT 210 ICD-10-PCS Coding 3 cr.
This course focuses on procedure coding with the International Classification of Diseases Procedural Coding System (ICD-10-PCS). It covers history, structure and organization of the coding system. It also covers ICD-10-PCS attributes, characteristics and definitions. A review of each of the sections of the procedural coding systems is included. It also emphasizes the review of medical records to identify diagnoses treated, and or services performed, and the correct sequencing for optimal reimbursement.
Prerequisite: BIO 114, HIT 115, HIT 116
2/3/0 Course fee charged

HIT 212 Professional Practice Experience 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 204, HIT 209, HIT 210
0/0/7 Course fee charged

HIT 218 Healthcare Quality and Performance Improvement 3 cr.
This course focuses on sources and use of health data, including health data collection through manual and automated systems, data retrieval, analysis and display. The course focuses on and uses techniques of continuous quality improvement (CQI) and associated tools of data analysis. It includes vital statistics, reportable disease registries and conditions, and standards and requirements of accrediting, licensing, fiscal, and other regulatory agencies.
3/0/0 Course fee charged

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp
HIT 219 Healthcare Information Systems 4 cr.
This course is an introduction to the fundamentals of health information systems and their applications in the healthcare environment. Students will use actual electronic health records and learn how to use the system from the user “front end” to the programmer “back end”.
Prerequisite: CIS 101
3/3/0 Course fee charged

HIT 226 Applications in Acute Care 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). DRG’s and the prospective payment system for reimbursement will be discussed. Coding principles, conventions, clinical and technical guidelines, maintenance and referencing resources will be presented. This course will address the review and coding of medical records to identify treated diagnoses, procedures and/or services performed and correct sequencing for optimal reimbursement. Computerized grouping systems will be used.
Prerequisite: HIT 205, HIT 208, HIT 209, HIT 210
3/3/0

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 Audacoustics 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: 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 healthcare are covered and commonly used electrophysiological auditory tests are introduced.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: HRS 150, HRS 205, HRS 215, HRS 230
0/0/12

To access outlines for these course descriptions, please visit [http://www.bcc.edu/pages/476.asp](http://www.bcc.edu/pages/476.asp)
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 110 Intro Native American Culture 3 cr.
The introduction to Native American Culture course provides students with authentic learning experiences related to the culture, health, social issues, historical and current contributions, visual and performing arts, and the political and historical chronology of the Native American community in the United States. Students will be required to attend the local annual American Indian Arts Festival or a similar event.
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.
Prerequisite: ENG 101 and HIS 101 or HIS 102
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.
Prerequisite: HIS 101 and ENG 101
3/0/0

HIS 213 Genocide 3 cr.
This course presents the history of intolerance and bigotry through an analysis of genocide. Human rights violations and challenges to social justice will be analyzed and students will witness how such consequences lead to acts of atrocity. Recognition and prevention will be discussed through issues of conscience, ethics, and moral responsibility.
Students will participate in independent and collaborative activities while surveying and analyzing the history of genocide (from Namibia and Armenia to Rwanda and Darfur).
3/0/0

HIS 215 Renaissance and Reformation 1300-1700 3 cr.
This course deals with two distinct upheavals that took place in Western Europe between 1300 and 1700. The first investigates the Renaissance-its classical bases, its characteristics and developments in the various arts, and the major figures involved in those areas. The second concentrates on the Reformation - its precedents in Christian church history, theological ideas proposed by various Protestant reformers, and the Roman Catholic reaction to the upheaval. Long-term results of both movements will be covered.
3/0/0

HIS 220 Modern Britain 3 cr.
A survey of Britain from the late 18th century to the present. Topics include the industrial revolution, political and social reform, society and social issues, Ireland, the British Empire, the World Wars, the welfare state, economic decline and the transformation of Britain into a modern European state.
Prerequisite: HIS 140 and ENG 101
3/0/0

HIS 230 Islamic Civilization 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 266 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.
Prerequisite: ENG 101
3/0/0  FA

HIS 267 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.
Prerequisite: ENG 101
3/0/0

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

Hospitality

HOS 110 Introduction to Hospitality 3 cr.
This introductory course will provide a general overview introduction to the hospitality, travel and tourism industry. In addition, the course will provide students a basic success map so they can evaluate, prepare, and plan for their future success in the hospitality field. The success map will include job evaluation techniques, resume writing, case management studies, the importance of lifelong learning, and basic job success skills.
3/0/0

HOS 130 Food and Beverage Management 3 cr.
This course will provide an overview of food and beverage management for restaurants, foodservice operations, hotels and resorts, and casinos.
3/0/0

HOS 150 Hospitality Purchasing 3 cr.
This course will provide a general overview of hospitality purchasing. Topics will be applicable to all hospitality areas, including institutions and resorts and casinos.
3/0/0

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp
HOS 160 Accounting for Hospitality 3 cr.
This course will outline the basic hospitality accounting rules and discuss topics specific to hotel and hospitality accounting practices.
Prerequisite: MTH 104 or higher
3/0/0

HOS 225 Hotel Operations 3 cr.
This course is designed to provide the students with a general understanding of the daily operations of the lodging industry, and specifically the operations and management of full service hotels and resorts.
Prerequisite: HOS 110
3/0/0

HOS 230 Global Tourism Overview 3 cr.
This course will provide a general overview of tourism around the world, with an emphasis on varied types of tourism experiences.
Prerequisite: HOS 110
3/0/0

HOS 235 Ecotourism Destinations with a New Jersey Focus 3 cr.
This course will discuss the rise of ecotourism as a sub-development of hospitality. The course will have a strong focus on New Jersey tourism development in this area.
Prerequisite: HOS 110
3/0/0

HOS 252 Managing for Quality of Service 3 cr.
This course will explore the importance of managing for excellent service. The course will explore customer service, staff development, staff and customer retention and explore case studies of organizations that excel in managing quality of service.
Prerequisite: HOS 110
3/0/0

HOS 255 Hotel and Resort Development 3 cr.
This course will provide an overview on resort, hotel and casino development and management, the environmental impact of resorts, and the processes used to determine their amenities and services.
Prerequisite: HOS 110
3/0/0

HOS 260 Hospitality Law 3 cr.
This course will provide a basic introduction to hospitality law and provide a basis in which to make decisions with proper legal outcomes.
Prerequisite: HOS 110
3/0/0

HOS 265 Hospitality Practicum 3 cr.
This course is 160 hours of practical study with directed writing and research.
Prerequisite: HOS 110
0/6/0

Human Services

HUS 101 Human Services I 3 cr.
This introductory course offers an overview of helping strategies and interventions with attention to principles, methodology, practitioner skills and knowledge. It addresses social issues and problems and the attendant service systems of social care, social control, and social rehabilitation. It introduces the fields of human services, social work, counseling and case management. It emphasizes legal issues of the human services profession.
3/0/0 Course fee charged

HUS 102 Human Services II 3 cr.
This course introduces students in the human services, public administration, criminal justice, childcare, gerontology, and related curricula to intervention skills and activities and their uses in working with others. It examines ethical dilemmas in the helping professions.
Prerequisite: HUS 101
3/0/0 Course fee charged

HUS 105 Introduction to Group Dynamics 3 cr.
This course focuses on group functioning and leadership and the factors involved in group cohesion and group conflict, communication systems, emotional styles, and group role function. It examines how to design and facilitate task groups and therapy groups.
3/0/0 Course fee charged

HUS 110 Contemporary Issues in Social Welfare 3 cr.
This course defines and discusses issues from various aspects of social service practice. It proposes and analyzes intervention methodologies and solutions for problems such as family violence, mental health and chemical dependency, foster care, adoption, delinquency, and crime. It prepares students to work with diverse populations as helping professionals.
3/0/0 Course fee charged

HUS 201 Introduction to Counseling 3 cr.
This course examines the theoretical foundations and various counseling styles and techniques. It develops student skills in the understanding of developmental, 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 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 202
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 202
3/0/0

IEP 201 Introduction to Interpreting II 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 203 Discourse Analysis for Interpreters 3 cr.
This course focuses on the analysis of discourse in dialogic genres of English and American Sign Language (ASL) so that interpreting students become explicitly aware of the features of language use in everyday life. Students transcribe and analyze interaction discourse features of conversations, explanations, interviews, discussions, and other types of dialogue genres while reading and discussing theoretical notions underlying language use.
Prerequisite: IEP 201
2/2/0

IEP 204 Cognitive Processing Skills 3 cr.
This course is an introduction to the mental processing skills (pre-interpreting skills) of consecutive and simultaneous interpretation. This course includes an overview of the theoretical models of interpretation, provides skill development activities for isolated interpreting sub-tasks and practice activities for the integration of these tasks in translation and consecutive interpreting activities. Course content includes interpreting theory, visualisation, listening and comprehension, shadowing, paraphrasing, abstracting, dual task training, text analysis (including identification of main point, summarizing and structuring), dictation skills and translation. Twelve hours of interpreter observations are required.
Prerequisite: IEP 201
3/0/0

IEP 211 Sign to Voice Interpreting 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.
Prerequisite: ASL 204, IEP 203, IEP 204
3/0/0

IEP 221 Voice to Sign Interpreting 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.
Prerequisite: ASL 204, IEP 203, IEP 204
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 evaluation 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 3 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 135 interpreting hours.
Prerequisite: IEP 211, IEP 221
Co-requisite: IEP 232
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

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: ITP 101 or one year of high school Italian
3/0/0

ITA 201 Intermediate Italian I 3 cr.
This course focuses on speaking Italian. Class discussion is based on cultural readings from the Italian-speaking world. There is intensive grammar study and composition work.
Prerequisite: ITP 102 or two years of high school Italian or permission
3/0/0

ITA 202 Intermediate Italian II 3 cr.
This course focuses on achieving skill in speaking Italian. Class discussion is based on cultural readings from the Italian-speaking world. There is intensive grammar study and composition work.
Prerequisite: ITP 201 or permission
3/0/0

Journalism

JOU 101 Introduction to Journalism 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

JOU 102 Introduction to Journalism 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: JOU 101
3/0/0

JOU 291 Special Projects in Journalism I 1 cr.
JOU 292 Special Projects in Journalism II 2 cr.
JOU 293 Special Projects in Journalism III 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

To access outlines for these course descriptions, please visit [http://www.bcc.edu/pages/476.asp](http://www.bcc.edu/pages/476.asp)
Latin

LAT 101 Elementary Latin I 3 cr.
This course is an introductory course which encompasses the grammar and vocabulary of the Classical Language. The major emphasis will be on learning the necessary Latin grammar and vocabulary in order to read the classical Roman authors.
Prerequisite: LAT 101
3/0/0

LAT 102 Elementary Latin II 3 cr.
The course will focus on the grammar and vocabulary of the Classical Language in order to read the literature of the Roman authors. The emphasis will be on more sophisticated and expanded Latin vocabulary, grammar concepts, and reading Roman Literature which reflects the content of the course.
Prerequisite: LAT 101
3/0/0

LAT 201 Intermediate Latin I 3 cr.
This course emphasizes the analysis of Latin texts. The principles of grammar and syntax presented in Elementary Latin are reinforced. Students will also study Roman history and institutions and the influence of the classical world on Western Civilization.
Prerequisite: LAT 102 or two years of high school Latin
3/0/0

LAT 202 Intermediate Latin II 3 cr.
This course emphasizes the analysis of Latin poetry. The principles of grammar and syntax presented in Elementary Latin are reinforced. Students will also study Roman history and institutions and the influence of the classical world on Western Civilization.
Prerequisite: LAT 201 or permission
3/0/0

Literature

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; how it evolved (the tradition of poetry); what special skills are needed to understand it; and what purpose it serves in a utilitarian culture. Students read, analyze, and discuss poems.
Prerequisite: ENG 102 or permission
3/0/0

LIT 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 will cover both fictional and non-fiction works from the eleventh century to the present with a focus on European and non-Western traditions. Students will explore the historical, social, and cultural contexts of chosen texts in order to trace the development of modern literary genres.
Prerequisite: ENG 102
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 215 Introduction to Children's Literature 3 cr.
This 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

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 111 Trigonometry 3 cr.
Course content includes definitions of the functions of an angle, development and use of the usual formulas, identities, solutions of triangles, trigonometric equations, inverse functions, radian measure, and applied problems. Emphasis will be on the analytic phases of trigonometry rather than numerical solutions.
Prerequisite: MTH 095 or two years of high school algebra
3/0/0

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, notation 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 is designed for students who have mastered the usual topics of plane analytic geometry; limits and continuity; derivatives of algebraic, trigonometric, logarithmic, and exponential functions; extrema; differentials; antiderivatives; definite integrals; and applications. Graphical and symbolic calculation software is provided and applied to selected topics.
Prerequisite: MTH 111 and MTH 112, or MTH 130 or permission
3/0/0 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 120 Calculus III 4 cr.
This course satisfies the mathematics requirement for business and social science majors in transfer programs. It focuses on linear, quadratic, higher order polynomial, exponential, logarithmic, and trigonometric functions and applied to selected topics. A graphing calculator is required.
Prerequisite: MTH 095 or equivalent skills
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 111 and MTH 112, or MTH 130 or MTH 141 or permission
3/0/0

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp
MTH 143 Statistics I  4 cr.
This course presents basic statistical principles and methods. It focuses on descriptive statistics, probability theory, Binomial, Poisson, z, t, and Chi-square distributions, central limit theorem, confidence intervals, and hypothesis testing. One hour per week is spent in the microcomputer laboratory exploring software applications of statistical concepts presented in the lecture. No previous computer experience is assumed.
Prerequisite: MTH 112 or 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 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 111 and MTH 112, or 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 I  1 cr.
MTH 292 Special Projects in Mathematics II  2 cr.
MTH 293 Special Projects in Mathematics III  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  Course fee charged

Music (Private Applied)

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 further develops aural skills including the ability to sight-sing melodic passages and to notate rhythmic, melodic, and harmonic examples through ear training exercises.
Prerequisite: MUS 105 or permission  
2/0/0

MUS 210 Aural Perception II  2 cr.
This course further develops aural skills including the ability to sight-sing melodic passages and to notate rhythmic, melodic, and harmonic examples through ear training exercises.
Prerequisite: MUS 110  
2/0/0

Music (Performance)

MUS 111-114 Brass Ensemble I-IV  1 cr. ea.
These courses are instrumental ensembles that involve class rehearsals, instructor presentation and demonstration of performance techniques, and public performance. Each ensemble meets once per week. Music performance courses are recommended electives for music majors and are open to all students who play musical instruments.
Note: Student participation in instrumental ensembles are determined by the instructor of the course.
Prerequisite: Courses should be taken in sequence I-IV.
0/2/0  Course fee charged

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

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp
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 accurate amounts of medication and their forms (pills, milliliters, drops-per-minute) to be administered. Converting among household, apothecary, and intravenous dosages is discussed. Reading and interpreting medication labels are stressed. Adult and pediatric dosages are covered.
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 chronic medical conditions. The course includes classroom, college-based laboratory, and clinical experiences.
Prerequisite: Acceptance into the BCC nursing program by meeting the acceptance criteria.
Co-requisite: BIO 110, BIO 111, PSY 101
4/3/6 FA/SP Course fee charged

**NUR 120 Nursing of Families** 9 cr.
This course examines the health and social situations of today’s family. Areas of focus are the birth process, children from newborns to adolescents, and women’s health needs. It emphasizes physical assessment, health promotion, growth and development and general 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 clinical experiences.
Prerequisite: BIO 110, BIO 111, NUR 119, PSY 101
Co-requisite: BIO 114, BIO 115, PSY 256
4/3/12 FA/SP Course fee charged

**NUR 127 Pharmacology Essentials** 3 cr.
This elective 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 119 or one nursing course or RN or LPN
3/0/0 Course fee charged

**NUR 214 Nursing of Patients in Stress** 8 cr.
This course focuses on the patient who has experienced acute stress through surgical and psychological trauma. Using the nursing process, it emphasizes the care of complex 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. This course includes classroom and clinical experiences.
Prerequisite: BIO 110, 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. The course includes classroom and clinical experiences.
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 course 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 and synthesize 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, motions, and motions as well as elements of the Federal court system.
Prerequisite: LEX 111, ENG 075
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
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).
Prerequisite: LEX 111
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.
Prerequisite: LEX 111, ENG 075
3/0/0  FA/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, accountings, 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.
Prerequisite: PHI 101 or permission
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 220 Environmental Ethics 3 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 post-modernism. Applications to local issues in land use, wilderness, civic agriculture and food will be included.
3/0/0

Photography
Note: Each student must have a 35mm camera with manual settings. Students are required to purchase printing paper, film, a processing tank and mounting supplies. The cost of these supplies is approximately $150-$250 per semester.

PHO 102 Black and White Photography I 3 cr.
This beginning course in photographic techniques includes simple optics, camera formats, lenses, light meters, choice of proper film, and basic composition. Additional lab time is required.
3/0/0 FA/SP Course fee charged

PHO 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

PHO 120 Digital Imaging 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: PHO 102
3/0/0 Course fee charged

PHO 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: PHO 102 or permission
3/0/0 Course fee charged

PHO 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: PHO 202, PHO 215
3/0/0 Course fee charged

PHO 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: PHO 102, PHO 202
3/0/0 Course fee charged

PHO 215 Digital Imaging 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 292 Special Projects in Photography II 2 cr.
PHO 293 Special Projects in Photography III 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

PHO 293 Special Projects in Photography III 3 cr.

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 Course 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 Course fee charged

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 concepts and topics covered in Principles of Physics I.
Prerequisite or Co-requisite: PHY 110
0/2/0 FA Course fee charged

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp
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 Course 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 SP Course fee charged

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 Course 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 DC 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 Course 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 SP Course fee charged

PHY 291 Special Projects in Physics I 1 cr.
PHY 292 Special Projects in Physics II 2 cr.
PHY 293 Special Projects in Physics III 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.

Project approval by the instructor Course 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.
Prerequisite: ENG 101
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 Politics 3 cr.
This course examines patterns of behavior in international systems. It focuses on the state, sovereignty, war and peace, power, nationalism, imperialism, war, security dilemmas, interdependence, international regimes, and ethical and global issues.
Prerequisite: ENG 101
3/0/0

POL 262 Internship in Politics 3 cr.
This course is designed to provide students an opportunity of directed study and research in a local, state or national governmental office or agency. A demonstration of scholarly achievement will be required.
Prerequisite: Project approval by the instructor

Psychology

PSY 101 Introduction to Psychology 3 cr.
This course is designed to provide a general understanding and application of the basic principles of psychology. Topics will include history of psychology, scientific methods, physiological basis of behavior, development, principles of learning, personality theory and assessment, abnormal behavior, psychotherapy, and social psychology.
3/0/0

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

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/175
Radiography

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.
Prerequisite: PSY 101 or permission
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 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 thorax. Hands-on instruction in the proper use of fixed and mobile radiographic equipment and application of theoretical principles are demonstrated in a laboratory setting. Subsequent hands-on experience is provided under the direct supervision of qualified radiographers. Achieved competency is measured and pertinent initial and continual clinical competency is performed.
Prerequisite: Admission to program
Co-requisite: RAD 121
3/0/0 SU Course 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 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 fee charged

RAD 130 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 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 fee charged

RAD 225 Clinical Procedures V 5 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

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp
**Reading**

**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
**Co-requisite:** RAD 225

**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
**Co-requisite:** RAD 225

**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.

**Prerequisite:** Admission to program
**Co-requisite:** REL 200, REL 209, REL 210, REL 214

**Respiratory Therapy**

**RST 200 Fundamentals of Respiratory Therapy 5 cr.**
This web-enhanced 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 210, RST 212, RST 214

**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, RST 212, RST 214

**RST 210 Dynamics of Health Care in Society 2 cr.**
This web-enhanced course explores and analyzes micro health related issues within the context of a changing society. There are general assembly sessions and interdisciplinary group assignments by division level. This course focuses on selected topics relating to health, health care and its delivery in ethics, philosophy, history, literature, human relations, cultural orientations, and policy utilizing diverse instructional strategies.

**Prerequisite:** Admission to program
**Co-requisite:** RST 200, RST 209, RST 212, RST 214

**RST 212 Respiratory Care Pharmacology 2 cr.**
This web-enhanced 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.

**Prerequisite:** Admission to program
**Co-requisite:** RST 200, RST 209, RST 210, RST 214

**RST 214 Applied Cardiopulmonary Physiology 3 cr.**
This web-enhanced 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.

**Prerequisite:** Admission to Program
**Co-requisite:** RST 200, RST 209, RST 210, RST 212

**RST 215 Mechanical Ventilation 4 cr.**
This course utilizes lectures, demonstrations 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.

**Prerequisite:** RST 200, RST 209, RST 210, RST 212, RST 214

**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, RST 210, RST 212, RST 214

**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, Swin-Ganz catheterization, and arterial blood procedure and analysis. It offers laboratory demonstration and experimentation.

**Prerequisite:** RST 200, RST 209, RST 210, RST 212, RST 214

**RST 228 Pulse Oximetry 2 cr.**
This course builds upon the theoretical concepts introduced in RST 212. It focuses on the equipment, independent monitoring of patients with respiratory failure and basic therapeutic modalities employed in contemporary respiratory care, including home care and case management.

**Prerequisite:** Admission to program
**Co-requisite:** RST 215, RST 226, RST 227, RST 228

To access outlines for these course descriptions, please visit [http://www.bcc.edu/pages/476.asp](http://www.bcc.edu/pages/476.asp)
RST 227 Pediatric/Neonatal Respiratory Care 2 cr.
This web-enhanced 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 200, RST 209, RST 210, RST 212, RST 214
Co-requisite: RST 215, RST 219, RST 226, RST 228
2/0/0 SP

RST 228 Cardiopulmonary Diseases 2 cr.
This web-enhanced 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.
Prerequisite: RST 200, RST 209, RST 210, RST 212, RST 214
Co-requisite: RST 215, RST 219, RST 226, RST 227
2/0/0 SP

RST 237 Long-Term, Home and Rehabilitative Care 3 cr.
This web-enhanced 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 215, RST 219, RST 226, RST 227, RST 228
Co-requisite: RST 239
3/0/0 SU

RST 239 Clinical Practice III 3 cr.
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 215, RST 219, RST 226, RST 227, RST 228
Co-requisite: RST 237
0/0/30 SU

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

RUS 102 Elementary Russian II 3 cr.
This course is for students with limited knowledge of Russian. It focuses on building upon demonstrated skills in speaking, reading, and writing Russian.
Prerequisite: RUS 101 or one year of high school Russian
3/0/0

RUS 201 Intermediate Russian I 3 cr.
This course focuses on speaking Russian. Class discussion is based on the reading of selected short stories, plays, and novels. It reinforces grammar and composition skills.
Prerequisite: RUS 102 or two years of high school Russian
3/0/0

RUS 202 Intermediate Russian II 3 cr.
This course continues the emphasis on speaking Russian. Class discussion is based on the reading of selected short stories, plays, and novels. It reviews grammar and composition skills.
Prerequisite: RUS 201 or permission
3/0/0

Social Sciences

SOC 101 Principles of Sociology 3 cr.
This course focuses on the science and theory that sociologists use to understand the social world. It examines the social construction of reality, the place of institutions in modern society, and the forces that shape human social interaction.
3/0/0 FA/SP/SU

SOC 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
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 F/A/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 F/A/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

To access outlines for these course descriptions, please visit [http://www.bcc.edu/pages/476.asp](http://www.bcc.edu/pages/476.asp)
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
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: SPA 201 or permission
3/0/0  SP

SPA 205 History and Culture of Spain  3 cr.
The history of Spain as well as the art, literature, music, and customs are presented. The course provides an in-depth study of Spain and its impact on European and American Civilizations. 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.
The history of Latin America as well as the art, literature, music and customs are presented. The course provides an in-depth study of Latin America, a vital part of the socio-economic and cultural life of all the Americas. 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 will focus on the planning and presentation skills used in formal speeches. Students will enhance their competence in ethical reasoning, critical thinking, organization of materials, and academic research and technology. The course will emphasize speech-making methods and techniques through extemporaneous delivery. Speeches will be presented in class and are observed and analyzed by the instructor and fellow classmates.
Prerequisite: ENG 101
3/0/0

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

Sustainability

SST 100 Principles of Sustainability  3 cr.
This course is designed to provide the fundamentals of sustainability principles and practices for entry level students as well as under- and unemployed adults who are in job transition from non-environmental sectors seeking grounding in sustainability principles. It covers basic sustainability principles relative to population issues, climate change, renewable energy, consumption, ecosystem threats, transportation, green design and construction, biodiversity and environmental justice. Throughout the course, emphasis is placed on assisting students in exploring green employment opportunities.
3/0/0

SST 110 Energy Auditing for Residential Buildings  3 cr.
The instructor will assist students to understand single-family buildings and how they interact with the internal systems/loads and external loads/impacts. There will be one class trip as part of this course. This course is essentially divided into 3 sections: Building Science and Building Systems, Energy Auditing Practices and Procedures, and Economics of Energy Upgrades.
2/3/0

SST 111 Alternative Energy Sources  3 cr.
This course is an introduction to electrical energy generation and its impact on the environment and society. Various energy alternatives such as solar, wind, geothermal, ocean and fuel cells are examined, along with the positive and negative aspects of each.
3/0/0

SST 210 Introduction to Green (Resource Efficient) Commercial Buildings  3 cr.
The focus of the course is to illustrate that an efficient building is above all economically prudent. In addition to the fiscal value inherent to managing energy and resource consumption, there is significant environmental, social and political value - all of which are explored in greater depth. The course seeks to provide several points of view on some critical topics - allowing for further debate within the classroom. Scientific and technical considerations are balanced by behavioral and social aspects when issues such as efficiency, conservation, and resource management are addressed. The material in this course will be valuable to current facility managers, business owners, and operations & maintenance staff who may be considering energy upgrades - through an audit or commissioning process. Additionally, this course lays a strong foundation for students who are interested in entering the emerging field of energy management. Several career paths are discussed when we cover resource management.
Prerequisite: SST 110 or Instructor’s permission
3/0/0

To access outlines for these course descriptions, please visit [http://www.bcc.edu/pages/476.asp](http://www.bcc.edu/pages/476.asp)
SST 211 PV Systems I - Theory & Design  3 cr.
This course provides an introduction to solar PV systems, including industry overview and trends, systems types & applications, theory of operation, systems design, and economic analysis. In conjunction with the follow-up course of PV Systems II - Construction and Troubleshooting these two PV systems courses (plus prerequisites) are designed to provide the student with the necessary knowledge and training to successfully sit for the NABCEP (North American Board of Certified Electrical Practitioners) entry level certificate exam. Both courses will have a strong hands-on component.
Prerequisite:  PHY 110, PHY 111
Corequisite:  EET 121
2/3/0 Course fee charged

SST 212 PV Systems II - Construction and Troubleshooting  3 cr.
This course follows PV Systems Theory & Design. Picking up where the prior course leaves off, the focus of this course is on installing and integrating system components, troubleshooting and commissioning the system, and system maintenance. The students will install a functioning 1 kW system on a simulated roof and residential electrical panel area, all housed in an indoor environment. At the end of this second course, the student should have the necessary knowledge and training to successfully sit for the NABCEP (North American Board of Certified Electrical Practitioners) entry level certificate exam.
Prerequisite: SST 211
Corequisite:  EET 225
2/3/0

SST 216 Solar Thermal Systems  3 cr.
This course focuses on the basics of solar hot water heating, solar thermal collectors and their installation procedures, and hot water storage techniques. System site analysis will be covered and students will be introduced to the various uses of solar hot water including air, water, and radiant floor heating. Information will be provided on unvented hot water systems including categories and regulations. Plumbing layout and installation procedures will be covered. Control of solar thermal heating systems will be covered as well as basic solar thermal economics. Hands-on laboratory work is integral to learning of principles and practice of techniques.
Prerequisite:  PHY 110, PHY 111
2/3/0 Course fee charged

SST 221 Geothermal HVAC Systems  3 cr.
This course covers the design and installation of geothermal heat pump (GHP) heating and cooling systems. Topics include the principles of geothermal heat pumps and geoxchange, system sizing based on residential heating and cooling requirements, system economics, determining proper type of geothermal loop system, installation and maintenance of ground or water source-coupled heat pumps, and proper operation of and maintenance/ troubleshooting of system components.
Prerequisite:  PHY 110, PHY 111
2/3/0

SST 226 Small Wind Systems  3 cr.
This course covers the principles of wind energy, electricity fundamentals for power generation technology, performing a wind energy site assessment, safety requirements, system design selection, adapting the mechanical and electrical design to site requirements, installation of subsystems and components, system check-out and inspection, and maintenance and troubleshooting. The economics of wind energy systems is also covered.
Prerequisite:  PHY 110, PHY 111 and EET 121
2/3/0  Course fee charged

SST 231 Introduction to Biomass and Biofuels Technology  3 cr.
This is a survey course designed to acquaint the student with the current state of science and technology for the generation of energy from biologically-derived sources, as well as with specific activities and opportunities in the New Jersey region. Topics covered include: sources of biomass feedstock, transesterification and biodiesel fuel, fermentation and ethanol fuel, anaerobic digestion and biogas, thermal chemical energy transformation processes, and advanced biofuels.
Prerequisite: High School Chemistry, or CHE 107 and CHE 108
3/0/0

SST 232 Techniques in Biomass and Biofuels Production  3 cr.
This course will familiarize students with the production techniques for various biofuels and provide knowledge of biomass utilization methodologies. Students will obtain hands-on experience with the biological, chemical, and engineering aspects of biofuels production equipment. Among the techniques that may be offered during a particular semester (as equipment availability and community and student interest demand) are ethanol production, biodiesel production, gasification, anaerobic digestion, and/or advanced biofuels. Biomass pretreatment, materials balance, co-product utilization and pollution prevention are explained.
3/0/0 Course fee charged

SST 241 Energy Applications of Programmable Logic Controllers  3 cr.
This introductory course teaches the fundamentals of programmable logic controllers which are used extensively in commercial and industrial system control applications. Although exercises will be directed toward energy management and efficiency applications wherever appropriate, this course provides a sound grounding in the fundamentals of PLC’s to many applications. It will provide the foundation and necessary background for the student to be able to understand, design, modify, troubleshoot and maintain many industrial/commercial applications. Laboratory sessions are an integral and essential part of the course. The use of programmable logic trainers with industrial-quality lab hardware and computers with PLC programming software provide a realistic and interactive learning experience.
Prerequisite: EET 121
2/3/0 Course fee charged

SST 280 Cooperative Education: Energy Management  3 cr.
This course provides relevant work experience in the field of energy management, reinforcing classroom learning and laboratory-derived skills while providing additional learning opportunities. It also allows students to explore career options and make valuable professional contacts.
Prerequisite: Successful completion of the first two semesters of coursework required for the Energy Management AAS degree and approval of the instructor.

SST 282 Cooperative Education: Alternative Energy Technologies  3 cr.
This course provides relevant work experience in the field of alternative energy technologies, reinforcing classroom learning and laboratory-derived skills while providing additional learning opportunities. It also allows students to explore career options and make valuable professional contacts.
Prerequisite: Successful completion of the first two semesters of coursework required for the Alternative Energy Technologies AAS degree and approval of the instructor.

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp
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 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

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  Course 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  Course fee charged

THR 113 Children's Theatre  3 cr.
This course focuses on the theory and the market a children's theatre production. By testing and displaying skills in a practical production situation, the student is involved in all phases of mounting a children's theatre production that will be performed for Burlington County elementary school students.
3/0/0  FA/SP

THR 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 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 125 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 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 I  1 cr.
THR 218 Theatre Laboratory II  2 cr.
THR 219 Theatre Laboratory III  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

To access outlines for these course descriptions, please visit http://www.bcc.edu/pages/476.asp
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 welfare of all individuals on campus and enhance the comfort of non-smokers, particularly those with health conditions aggravated by exposure to smoking.

“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.
A. Purpose

The purpose of this Code of Conduct is to protect Burlington County College, its academic and social community, and its property from harm resulting from acts of its students causing injury thereto, or threat of injury.

To this end, this Code defines prohibited conduct and provides for imposition of appropriate discipline upon those students whose acts are in violation of its standards of conduct, by means of hearing procedures affording both prompt disciplinary determinations and appropriate due process to the alleged violator.

Students at Burlington County College may be accountable to the civil authorities, as well as to the College, for acts which constitute violations of law as well as violations of this Code. In such event, College disciplinary actions will proceed notwithstanding the pendency of any criminal, drug or disorderly persons proceedings. Similarly, dismissal or acquittal of such concurrent legal proceedings will not necessarily result in dismissal of College disciplinary actions.

The College recognizes that its inherent powers and responsibilities to act so as to protect the safety and well-being of the campus community are broad, and that the potential range of student misconduct which could harm persons and property on campus is also broad. Accordingly, these regulations are to be interpreted broadly so as to effectuate to the fullest extent the protection of the Burlington County College community. These written regulations are intended to define prohibited offenses with precision so as to give students notice of the behavioral standards expected of them and of the consequences should violations to the Code occur. They are not meant to define misconduct in exhaustive terms.

B. Prohibited Conduct

The following acts when committed by students of Burlington County College shall be deemed misconduct subject to imposition of discipline under this Code. In addition to this Code, students will be held accountable to the policies on Civility on Campus, Racial/Ethnic Harassment, Sexual Harassment, Smoking on Campus, and Substance Abuse/Use on Campus.

Harassment, Anti-Discrimination, Equal Opportunity, Non-Retaliation, Whistleblower and Complaint and Reporting.

1. In compliance with the State of New Jersey’s “Anti-Bullying Bill of Rights Act”, the College will maintain zero-tolerance towards behavior involving harassment, intimidation, and/or bullying of any kind that is directed to students, members of the College community, and/or visitors. Harassment, intimidation and/or bullying includes but is not limited to any gesture, written, verbal or physical act, or any electronic communication that targets another individual and/or that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on or with college property or at any college sponsored function.

A reasonable person should know, under the circumstances, that the above identified behavior will have the effect of physically or emotionally harming a student, staff person or visitor or damaging the student, staff person or visitor’s property, or placing a student, staff person or visitor in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or has the effect of insulting or demeaning any student or group of students, staff person or visitor in such a way as to cause disruption in, or interference with, the orderly operation of the College; or creates a hostile environment for the student, staff person or visitor at the college; or infringes on the rights of the student, staff person or visitor at the college. Those found in violation of this section of the Code of Conduct will be subject to expulsion from the College.

Physical or Psychological Harm

2. Conduct of a sexual nature that creates an intimidating, hostile or offensive campus, educational or working environment for another person. This includes unwelcome sexual advances or requests for sexual favors, inappropriate sexual or gender-based activities, comments or gestures, or other forms of verbal or physical conduct or communications constituting sexual harassment.

3. Obscene or indecent behavior, which includes, but is not limited to, indecent exposure or the display of sexual behavior that would reasonably be offensive to others.

4. Causing physical or psychological harm to any person on College property or at College sponsored activities, or recklessly causing reasonable apprehension of such harm.
STUDENT CODE OF CONDUCT, continued

5. Commission on or off campus of any offense involving danger to the person, as specified in part 1 of subtitle 2 of the New Jersey Code of Criminal Justice, N.J.S.A. 2C:11-1 et seq., or in a comparable law of the jurisdiction in which said offense was committed if other than New Jersey. If said student has been named as a defendant in a criminal complaint and if said student’s presence on campus endangers his physical or emotional safety and well-being, or endangers the safety and well-being of other students, teachers, and members of the College community.

6. Unauthorized use, possession or storage of any weapon on College property or at College sponsored activities.

7. Initiating or causing to be initiated any false accusation, false report, defamation of character, warning or threat of fire, explosion or other emergency on College property or at College sponsored activities.

8. Interfering with normal College or College sponsored activities, including, but not limited to, studying, teaching, research, extracurricular activities, job placement activities, College administration, or fire, police or emergency services.

9. Violating the terms of any disciplinary sanction imposed in accordance with this code.

10. Unauthorized distribution, use, or possession of any substance constituting a “controlled dangerous substance” within the meaning of the New Jersey Controlled Dangerous Substance Act, N.J.S.A. 24:21-1 et seq., or any illegal drug, on College property or at College sponsored activities.

11. Misusing or damaging fire safety equipment and/or lab equipment.

12. Furnishing false information to the College.

13. Forgery, unauthorized alteration, or unauthorized use of any College document or instrument of identification.

14. All forms of academic dishonesty, including cheating, fabrication, and facilitating academic dishonesty and plagiarism.

15. Substantially interfering with the freedom of expression of others on College property or at College sponsored activities.

16. Theft of property or of services on College property or at College sponsored activities; knowing possession of stolen property on College premises or at College sponsored activities.

17. Destroying or damaging the property of others on College property or at College sponsored activities.

18. Failure to comply with the directions of College officials, including campus Public Safety officers, acting in performance of their duties.

19. Violation of College regulations or policies as published on the College’s website, Student Handbook, and/or College catalog, as approved and compiled by the Board of Trustees, President, or their designates. Such regulations or policies include, without limitation, regulations relating to entry and use of College facilities, sale or consumption of alcoholic beverages, use of vehicles and amplifying equipment, campus demonstrations, and misuse of identification cards.

20. Unauthorized presence in or use of College premises, facilities or property.

21. Unauthorized use or possession of fireworks on College premises.

C. College Policy on Student Violations of Law

On-campus misconduct constituting a criminal, drug or disorderly persons offense will be immediately reported to the appropriate authorities for their investigation. Where a student’s illegal act also is violative of this Code, proceedings will be instituted under this Code. Where the College itself is a victim of the illegal act, and where witnesses are available to present statements to investigators and to testify in court, the College will file a court complaint against the student.

The Office of Public Safety is responsible for investigating all student violations of law that occur on campus, and should be notified immediately upon detection of any such violation. As soon as practicable upon receipt of such notification, it shall advise the appropriate civil law enforcement authority of such violation and that an investigation is being made. It shall take whatever action may be necessary, legal and proper within the scope of its authority with respect to such violation, for the protection of persons and property on campus, and shall cooperate fully with the civil authorities in the apprehension of suspects, preservation of evidence, aid to victims, and all other aspects of the case. A complete factual report shall be prepared by the Office of Public Safety promptly after the occurrence of each such violation and a copy thereof sent to the Chief Student Development Officer. Said report shall be prepared whether or not the violation is also investigated by a civil law enforcement authority.
D. Procedure When Misconduct Occurs

1. When misconduct occurs, any person observing it should immediately tell the Vice President of Student Services, who shall immediately speak to the alleged violator and to any persons harmed by the misconduct or witness to it. The Vice President of Student Services shall discuss the matter informally with the alleged violator, telling him/her what he/she is accused of doing and what the basis of the accusation is and giving the student an opportunity to explain his/her version of the facts if he/she wishes to do so. If after this informal discussion the Chief Student Development Officer reasonably concludes that the alleged violator’s presence on the campus poses a continuing danger to a person or property or an ongoing threat of disrupting the academic process, the Chief Student Development Officer may immediately remove such student from campus, with the aid of the Public Safety Office if necessary. After such removal, the student shall not be permitted to return to the campus until a final decision on his or her case is rendered, except to participate in the disciplinary proceedings. Following such removal, the Chief Student Development Officer shall issue a complaint. If the misconduct occurs at an external campus, the site supervisor will assume the role of the Chief Student Development Officer. As soon as practicable, the site supervisor will contact the Chief Student Development Officer.

2. In all other cases, the Chief Student Development Officer shall have the following options:
   a. If he/she reasonably concludes that the alleged misconduct did not constitute a violation of this Code or that the alleged violator did not commit misconduct, he/she shall advise such student that no further disciplinary proceedings will be taken in connection with the incident unless a written complaint is filed by a person other than the chief student development officer.
   b. If he/she reasonably concludes that the alleged misconduct probably constituted a violation of this Code and was probably committed by the student, he/she shall issue a complaint.

3. Any person having knowledge of a violation of this Code by a College student may file a written complaint with the chief student development officer. The chief student development officer in such case shall issue the complaint. If the chief student development officer has not discussed the matter informally with the alleged violator as provided in section f.1., he/she may do so, and thereafter may remove such student from campus as further provided in section f.1.

4. The Chief Student Development Officer shall immediately notify the Department of Public Safety of occurrence of any misconduct constituting a student violation of law. (See Section C above).

E. Complaints: Pre-Hearing Procedures

1. Disciplinary proceedings under this Code shall be initiated by the filing and issuance of a complaint. No particular form of complaint is required; however, the following information must be included if known:
   - Name of alleged violator;
   - Date, time and place of the alleged violation;
   - A factual description of the alleged violation, including persons or property harmed and the nature of the harm;
   - Names of all witnesses who will be called to testify against the alleged violator, and a summary of the facts to which each witness will testify; and
   - The provisions of this Code (section B) that were violated.

2. A complaint is filed when it is received by the office of the Chief Student Development Officer. A complaint is issued when it is served upon the alleged violator. Any person having knowledge of a violation may file a complaint, or the Chief Student Development Officer may file it on his/her own motion. Only the Chief Student Development Officer or his/her designee may issue a complaint.

3. Upon issuance of a complaint, copies shall be submitted to the chairperson of the Code of Conduct Committee and to the President of the College.

4. The complaint shall be set down for hearing by the chairperson of the Code of Conduct Committee, who shall notify the alleged violator of the date, time and place of the hearing and shall include with said hearing notice a copy of this Code. The hearing date shall be within 10 working days of receipt by the Chairperson of the complaint. A request by the alleged violator for postponement or rescheduling of the hearing shall be made promptly to the chairperson, who may (but is not required to) honor it if good cause is shown.
F. Hearings

1. Disciplinary hearings by the Code of Conduct Committee shall be closed to the public. Only the following may attend: The alleged violator and his/her representative; the Chief Student Development Officer and his/her representative; the complaining party (if other than the Chief Student Development Officer) and his/her representative; and witness. Failure of the alleged violator to appear at the hearing, personally or by a representative, after proper notice shall not be cause to postpone or cancel the hearing which may proceed in such person's absence.

2. The alleged violator may bring an advisor or counsel or other representative at his/her own expense. The alleged violator's advisor or counsel shall not speak for the student. The advisor's/counsel's sole presence will be to advise/counsel the student.

3. The complaining party may bring an advisor or counsel or other representative at his/her own expense. The complaining party's advisor or counsel shall not speak for the student. The advisor's/counsel's sole presence will be to advise/counsel the student.

4. The hearing shall be presided over by the chairperson. All members of said Committee may question witnesses. In the event the Chairperson is absent or is unable to act as chairperson for any reason, an acting chairperson shall be designated from the membership of said Committee by the Chief Student Development Officer.

5. The alleged violator shall not be compelled to testify on his/her own behalf, but may do so upon his/her own request.

6. All testimony shall be given under oath.

7. The hearing shall be recorded and, in the event of an appeal, shall be transcribed.

8. All relevant evidence is admissible at the hearing, except as otherwise provided herein. Evidence deemed repetitious, unduly prejudicial, or likely to cause confusion, may be excluded. Evidence not within the personal knowledge of a witness, or not within that witness's experience or training if such be material to the testimony, may be excluded. Rule of privilege recognized by law or by the New Jersey Rules of Evidence shall apply to the extent permitted by the context and similarity of circumstances. Hearsay evidence shall be admitted, and shall be given whatever weight the Committee deems appropriate considering its nature and reliability.

9. The complainant and alleged violator, may examine and cross-examine witnesses.

10. The complainant and alleged violator, may present a closing argument or statement to the Committee.

11. Immediately after the hearing, the Code of Conduct Committee shall meet, in private, to determine whether the alleged violator has committed the violation or violations as charged. Said decision shall be by majority vote. In the event of a tie vote, the complaint will be dismissed. In the event the Committee finds that the alleged violator has committed a violation, the Committee shall also determine an appropriate sanction by majority vote.

12. The Chairperson shall promptly announce the decision of the Committee. A written report of this decision, along with the stated disciplinary measures, if applicable, shall be forwarded to the President of the College and to the violator, for implementation.

G. Sanctions

One or more of the following disciplinary measures may be imposed upon students found to have violated this Code or any of the policies listed in section B (above).

1. Expulsion. Permanent dismissal from the College.

2. Suspension. Separation from the College for a specified period of time.

3. Disciplinary probation. Loss of participation in extracurricular activities, athletics, and/or holding of office in student organizations, for specified time period.

4. Restitution. The obligation to replace, or pay for property damaged, or to compensate for losses incurred, as a result of the violation.

5. Loss of privileges. Temporary revocation of such privileges as driving on campus, use of the cafeteria, library borrowing privileges, etc.

6. Warning to the student.

7. Performance of conciliatory act. If the student and the College are mutually agreeable and if circumstances of the violation and the student's attitude so warrant, a disposition may be made that will avoid imposition of a sanction yet will require some conciliatory act of the student evidencing a positive attitude toward his/her conduct in the future.

Examples include:

a. Behavioral counseling (at the student's expense if obtained off campus);

b. Involuntary withdrawal with opportunity to resume studies at a later time as long as a psychological, counseling and/or psychiatric report (at the student's expense) states the student is stable to be on campus. Students are still held responsible for payment of tuition and fees after being involuntarily withdrawn from the college.

c. Performance of some service for the College in mitigation of harm caused by the misconduct.
H. Range of Sanctions

1. Violations of sections B.1. through B.10. of this Code may result in expulsion, unless specific and significant mitigating factors are present. Factors to be considered in mitigation shall be the present demeanor and past disciplinary record of the alleged violator, as well as the nature of the violation and severity of any damage, injury or harm resulting from it.

2. Violations of sections B.11. through B.13. of this Code may result in suspension, unless specific and significant mitigating factors as specified in section e.1 are present.

3. Repeated or aggravated violations of any section of this Code may also result in suspension or expulsion or in the imposition of such lesser sanctions as may be appropriate.

4. Attempts to commit acts prohibited by this Code may result in imposition of the same discipline as for actual misconduct.

5. The sanction imposed in a particular case should be appropriate and just depending on the facts of that case. The burden of establishing facts in mitigation of expulsion or suspension will be upon the alleged violator.

I. Appeals

1. Any student found to be in violation of this Code under the foregoing procedures may appeal the decision of the Code of Conduct Committee directly to the President of the College. An appeal shall stay implementation of sanctions, but shall not permit a student removed from campus to return.

2. The notice of appeal must be received at the office of the President of the College within five College working days of the date of the Committee’s decision. No particular form of notice is required.

3. A copy of the notice of appeal must be filed with the Chairperson of the Code of Conduct Committee.

4. After a notice of appeal has been filed, a transcript of the hearing shall be prepared as soon as practicable and shall be forwarded to the President of the College and the appellant or his representative.

5. The President of the College, within ten College working days of receiving the notice of appeal, shall either affirm, reverse, or modify the decision of the Code of Conduct Committee. The President’s written decision shall be forwarded to the student or his/her representative, to the chief student development officer, to the complainant and to the Chairperson of the Code of Conduct Committee. The President’s written decision shall include his/her reasons for arriving at said decision. Said decision shall be final.

To contact the Chief Student Development Officer please visit Student Services.
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RYAN, CATHERINE I.
Coordinator, Mt. Holly Business Center
A.S., Burlington County College

STRAIL, KATHRYN E.
Student Outcome Assessment Coordinator
B.A., William Patterson University

SHENENBERGER, MICHELLE
HRIS Analyst
B.A., Millersville University
PHR Certified

VANESS, JENNIFER M.
Athletic Trainer/Fitness Coordinator
B.S., Eastern University

VENENZA, FLORA (SANDY)
Foundation Specialist

WITKOWSKY, BARBARA
Grants Administrator
B.A., New England College
M.P.P., Rutgers University - Camden

Confidential Staff

CASA, EMILIA F.
Administrative Assistant,
Vice President of Academic Programs
A.A.S., Queensborough Community College

DEVERICKS, LYNEE MARIE
Administrative Assistant, President’s Office
A.S., Burlington County College

HULICK, LISA ANN
Benefits Specialist
B.A., Glassboro State College

KELLEHER, ROSEMARY
Administrative Assistant, President’s Office
B.A., College of the Holy Cross

MILLER, BARBARA
Human Resources Associate

O’FARRELL, ANTONIA
Administrative Assistant, President
A.A., Burlington County College

REYNA, BETHY
Human Resources Recruiter
Supportive Staff

ABBAMONTE, LUIZA
Educational Opportunity Fund Secretary
A.A., Burlington County College
B.A., Thomas Edison State College

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

AGUILAR, ANGEL
Custodian

ALBERTSON, TINA
Accounts Payable Bookkeeper, Administrative Services
A.A.S., Brookdale Community College
B.A., The college Of St Mark And St John

ALGADO, REGINA
Accountant - General, Accounting
A.S., Burlington County College

ALLEN, JOHN
Plant Inventory Controller, Administrative Services

APPLEGATE, RUTH G.
Secy. Intercollegiate Athletics

ARTIS, HAYLEY J.
Head Aquatics Instructor
A.S., West Suffolk College of Higher Education
B.A., The college Of St Mark And St John

BAILLARGEON, CRAIG E
Academic Records Generalist
A.S., Burlington County College

BARNHART, MICHAEL W.
Custodian
B.A., Pensacola Christian College

BAVI, MARY E.
Library Technical Paraprofessional
B.S., West Liberty State College
M.B.A., Wilmington University

BITTING, MERRIE E.
Billing Coordinator, Accounting

BJORK, SUSAN
Facility Coordinator

BOUGHER, TINA M.
Library Technical Paraprofessional

BREDY, FRITZ
Offset Press Technician, Print Facility

BROWN, ADAM
Custodian, Physical Plant

BROWN, RICHARD
Foreman – Custodial Operations, Physical Plant

BYLES, RANCEFORD
Custodian

CHANey, SHANTRAIL
Mail Clerk, Administrative Services

CHOLETTE, LISA
Academic Division Secretary, Liberal Arts

COMEYGS, MARY KAY
Clinical Assistant, Dental Hygiene Program
A.S., Camden County College

CONNOR, LINDSAY
Nursing Laboratory Assistant, Nursing and Allied Health

CORREA, JANET
Senior Advising and Special Populations Assistant

CORSINI, MARYANNE
Graphic Designer and Photographer

CREAN, CHRISTOPHER J.
Student Services Specialist
A.A., Camden County College
B.A., Rowan University

CUMMINGS, ROBERT
Print Faculty 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

DEEDS, JENNIFER L.
Financial Aid Coordinator
A.A., Burlington County College

DEVONE, KATHLEEN
Distance Learning Coordinator
A.A., Burlington County College
B.A., Rutgers University

EGAN, DANIEL
Video Producer/Multimedia Coordinator, Videocommunications
B.A., Lenoir-Rhyne College

EMMONS, STEPHEN H.
Maintenance Foreman

ENDRE, KAREN L.
Accounts Receivable

EVANS, KEVIN
Maintenance Mechanic

FAUNCE, RICHARD C.
Maintenance Mechanic, Physical Plant

FELICIANO, JEREMIAS
Custodian, Physical Plant

FELT, ASHLEY A.
Financial Aid Office
A.A., Burlington County College

FOWLER, DANETTE
Custodian, Physical Plant

GASIEWSKI, CATHERINE M.
Secretary (Academic Division)

GASIOROWSKI, KIMBERLY A.
Enrollment Management Specialist

GENTRY, MICHAEL G.
Certifying Officer

GENZANO, MARGARET M.
Secretary, Willingboro Center
A.A., Burlington County College

GEORGE, JENNIFER M.
Customer Service/Data Input Specialist, Registration

GHIRAN, CARMEN O.
International Program Specialist
B.S., M.A., Seton Hall University

GLASS, SHERRI L.
Resource Sharing Technician, Library
A.A.S., Montgomery County Community College

GRABLER, TRACI L.
Graphic Designer and Photographer
A.A., Burlington County College
B.A., Rutgers University

GRANT-YOUNG, ARTENNA L.
Budget Analyst
B.A., Delaware State University
M.B.A., University of Phoenix

GRIFFEN-WEST, TINA L.
Financial Aid Customer Service Specialist

HAFF, BETH
Head Aquatic Instructor
A.S., Burlington County College

HAVERTY, ANNE
Customer Service Data Input Specialist, Registration

HAYES, MICHELLE
Custodian, Physical Plant

HEINTZELMAN, SO AE
Financial Aid Officer
B.S.M, Yonsei University
M.A., New Brunswick Theological Seminary

HENDERSON, NORDEAN
Custodian

HERNANDEZ, ARIEL
Assistant Lead Grounds, Physical Plant

HILL, LOUISE
Customer Service Specialist

HOFTIEZER, JOSHUA
College Enrollment Recruiter
A.A., Burlington County College
B.A., The Richard Stockton College of New Jersey

HOWARD, KAYANA M.
Student Services Specialist
A.S., Burlington County College
B.A., Fairleigh Dickinson University

HUTCHENS, JEFFERY J.
Test Center Coordinator

IACONELLI, DEAN M.
Material Handler, Administrative Services

INGLING, JEANMARIE
Payroll Specialist
B.A., Rutgers University

JACKSON, DARRELL
Grounds/Maintenance Assistant

JENKINS, MARY J.
Recruitment Advisor I, Admissions & Enrollment Management
A.A.S., Burlington County College

JOHNSON, AUTUMN C.
Recruitment Specialist I
B.A., University of Maryland, Baltimore County

JOHNSON, NATASHA
Customer Service/Data Input Specialist, Registration

JONES, RICHARD
Offset Press Technician, Print Facility

JOHNSON, PRAGNA
Junior Accountant, Accounting
A.S., Hudson County Community College

JOYNES, SABREENA
Payroll Coordinator
A.S., Camden County Community College
B.A., Rutgers University

KEEN, STUART M.
Placement Coordinator, Admissions & Enrollment Management

KOSMOSKI, EUGENE
Maintenance Mechanic, Physical Plant
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<td>Assistant Aquatics Coordinator, Community Enrichment</td>
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<td>NEWMAN, HEDY C.</td>
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<td>NICITA, JUSTINA</td>
<td>Coordinator, Physical Plant</td>
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<td>NIEDERMAYER, CHRISTOPHER</td>
<td>Stationary Engineer, Physical Plant</td>
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<tr>
<td>PODOLSKI, DONNA M.</td>
<td>Assistant, Academic Support Services, Academic Advising Center</td>
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<td>POLICASTRO, PATRICIA L.</td>
<td>Telephone Operator</td>
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<td>A.A.S., Brookdale Community College</td>
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<tr>
<td>QUINNAN, DAVID</td>
<td>Video Producer, Editor and Multimedia Technician, Videocommunications</td>
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<td>A.A., Art Institute of Philadelphia</td>
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<td>RABER, MICHAEL J.</td>
<td>Certifying Officer</td>
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<td>RICKARD, ADAM E.</td>
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<td>RIVERA, ORLANDO</td>
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<td>ROGOZINSKI, SUSAN</td>
<td>Graphic Designer</td>
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<td>B.F.A., Moore College of Art &amp; Design</td>
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<td>ROHWER, WILLIAM</td>
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<tr>
<td>RUSSELL, SAMANTHA</td>
<td>Video Producer, Editor and Multimedia Technician, Videocommunications</td>
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<td>SCHMIEER, LEONARD E.</td>
<td>Maint. Mechanic/Electrician</td>
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<td>SCHROEDER, JOANN</td>
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<td>SCULLY, CHRISTOPHER M.</td>
<td>Distance Education T</td>
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<tr>
<td>SEABORN, RHONDA</td>
<td>Test Coordinator</td>
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<td>SHABSHELowitz, WILLIAM R.</td>
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<tr>
<td>SHEEHAN, CHERYL</td>
<td>Secretary, Academic Division, Liberal Arts</td>
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<td>SIERZEGA, RONALD</td>
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<tr>
<td>SPICER, ELIZABETH</td>
<td>Laboratory Technician, Science, Mathematics and Technology</td>
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<tr>
<td>SPURRRIER, KATI L.</td>
<td>Senior Recruitment Specialist</td>
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<td>B.S., Seton Hall University</td>
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<tr>
<td>STELMACH, DEBORAH</td>
<td>Mount Laurel Cashier</td>
</tr>
<tr>
<td>STOKES, ROBERT</td>
<td>Custodian, Physical Plant</td>
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<tr>
<td>THOMPSON, ISABEL R.</td>
<td>Secretary, High Tech Incubator</td>
</tr>
<tr>
<td>TONEY, WASHINGTON</td>
<td>Assistant Groundskeeper, Physical Plant</td>
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<tr>
<td>VANBUREN, CHRISTOPHER D.</td>
<td>Custodian</td>
</tr>
<tr>
<td>VAUGHN, RICHARD E.</td>
<td>Groundskeeper, Physical Plant</td>
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<tr>
<td>VERA, CINDY</td>
<td>Student Services Specialist</td>
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<td>A.A., Burlington County College</td>
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<tr>
<td>VIGNEAU, ROBERT</td>
<td>Maintenance Mechanic</td>
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<tr>
<td>WEBBER, RITA M.</td>
<td>Financial Aid Customer Service Specialist</td>
</tr>
<tr>
<td>WELLBROCK, RANDI</td>
<td>Financial Aid Officer</td>
</tr>
<tr>
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<td>A.A., Central Florida Community College FL</td>
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<tr>
<td></td>
<td>B.A., Saint Leo University FL</td>
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<tr>
<td>WHITE, MICHAEL B.</td>
<td>Material Management Technician, Administrative Services</td>
</tr>
<tr>
<td>WILSON, HAROLD</td>
<td>Maintenance Mechanic</td>
</tr>
<tr>
<td>WING, ALEX B.</td>
<td>Custodian, Physical Plant</td>
</tr>
<tr>
<td>WOJCIECHOWICZ, LAURA</td>
<td>Accountant</td>
</tr>
<tr>
<td></td>
<td>B.S., Centenary College</td>
</tr>
<tr>
<td>YAN, JEAN</td>
<td>Cashier General, Accounting</td>
</tr>
<tr>
<td>ZIMMERMAN, PAUL R.</td>
<td>Grounds/Maintenance</td>
</tr>
</tbody>
</table>
**Public Safety**

**BROWN, JAY R.**  
Patrolperson II  
B.A., Trenton State College  
M.A., Seton Hall University

**BURNETT, HENRY, JR.**  
Assistant Shiftleader

**CHRISTIE, KATIE V.**  
Patrolperson I  
B.A., Rowan University

**CLEARY, JEANETTE**  
Patrolperson I

**CONOVER, WILLIAM**  
Security Officer II

**COOPER, GLENN R.**  
Security Officer II

**DAVIS, ARNOLD**  
Security Officer II  
B.A., Rutgers University

**DOBOVICH, GREGORY N.**  
Patrolperson I  
A.S., Burlington County College

**DORST, ARTHUR**  
Training Officer/Shiftleader  
A.S., Camden County College  
NJ Certified Emergency Medical Technician  
CPM

**HOBERT, HARRY LOUIS**  
Patrolperson

**JOHNSTON, DAVID**  
Safety Officer  
A.A., Burlington County College

**KYNIK, STEPHEN O.**  
Security Officer II  
A.F.S., Burlington County College

**LANCENESE, WILLIAM**  
Patrolperson I  
B.A., Keystone College

**LEMON, CHRISTOPHER A.**  
Security Officer II  
B.A., Rowan University

**OSTBERG, JOHN**  
Patrolperson I

**PURKS, ARTHUR**  
Security Officer II  
A.S., Burlington County College

**QUINONES, PEDRO R., JR.**  
Acting Shiftleader

**REVY, MATTHEW J.**  
Assistant Shiftleader  
A.A.S., Burlington County College

**RODRIGUEZ, OSCAR**  
Security Officer II

**RONCA, JASON E.**  
Patrolperson I  
B.S., Rutgers University

**ROSSI, ANTHONY**  
Assistant Shiftleader

**ROSSINI, MARIA**  
Security Officer II

**TORRES, DANIEL**  
Patrolperson I  
B.A., William Paterson University

**VISCARDI, TAMMY A.**  
Patrolperson I

**VIZACHERO, EMILIO A.**  
Security Officer
ACCESS TO BURLINGTON COUNTY COLLEGE INSTRUCTIONAL SITES

Main Campus

From the North
Take New Jersey Turnpike South to Exit 7. Take Route 206 South to the intersection with County 530. Turn left and follow 530 through Pemberton to the college.

From the South and West
Use the Benjamin Franklin Bridge from Philadelphia to New Jersey 38 or the Walt Whitman Bridge to Interstate 295. New Jersey 38 becomes County 530 in Mount Holly (See North). Interstate 295 intersects with New Jersey 38 (See North). From the South, use the Delaware Memorial Bridge to Interstate 295 (Same as previous).

From the East
Use New Jersey 72 West to the circle intersecting 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.

Pemberton Campus

Located at 601 Pemberton Browns Mills Road (County Route 530)

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
(Deラン, 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.
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).

FREE Parking is located behind the BCC Mt. Holly Center in a Township parking lot on Paxson Street. It can be accessed from High St. by turning onto Murrell St., and then right onto Paxson St., OR from Mill St. turn onto Paxson St., go 1/2 block to the parking lot. You can enter the BCC Mt. Holly Center through the entrance located in the back of the building.
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