HUDSON COUNTY COMMUNITY COLLEGE

2008-10
College Catalog

Hudson County Community College (HCCC) is committed to a policy of equal opportunity and non-discrimination against individuals on the basis of personal beliefs or characteristics such as political views, religion, national or ethnic origin, race, color, gender, sexual orientation, age, marital status, veteran status, or disability unrelated to job or program requirements.

In the spirit of the Americans with Disabilities Act (Title 504), Hudson County Community College provides access to all persons with physical handicaps.

Questions regarding the equal opportunity policy and compliance statement may be directed to the Office of Human Resources, 26 Journal Square, 14th floor, Jersey City, New Jersey 07306.

A student's registration is considered evidence of his/her willingness to comply with all published College policies and procedures.

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Message from the President

When I look back at my own college days from the perspective of the years that have passed, I am struck by the fact that what stands out in my mind today as having made my education a success are probably not the same things I would have identified at the time.

My concerns then were similar to yours now. What should my major be? What courses should I take? Who is the best teacher to take for this or that course? What kind of a grade will I earn? How will all this translate for transfer to another school or for a good job?

Obviously, all these issues are important and should not be downplayed, but there are some other things you should take away from college. It is really important you not overlook these as you choose courses, attend classes, study, take tests, and plan your future.

A good college education should help you develop the ability to think critically, to understand the broad context of the facts and figures you learn, and to be able to make more appropriate life choices as a result. A good college education should provide the opportunity to make new and significant friendships that will last longer than your classes. Hopefully, some of the college faculty and staff will be among these new friends. A good college education should merely whet your appetite but not totally satisfy your desire to learn. Hopefully your college education will convince you more than ever that reading and writing and all the other so-called intellectual pursuits are not only important but also fun.

We at HCCC want your college education to be a wonderful and successful experience. We want you to consider your decision to study at Hudson County Community College to be one of the best things you ever did.

Glen Gabert

President

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ADMINISTRATIVE OFFICES
70 Sip Avenue
Jersey City, New Jersey 07306

OFFICE OF ENROLLMENT SERVICES
70 Sip Avenue, 1st Floor
Jersey City, New Jersey 07306

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OUR ADDRESS IS: Hudson County Community College
70 Sip Avenue, Jersey City, NJ 07306

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About
HUDSON COUNTY COMMUNITY COLLEGE

The need for a community college in Hudson County was originally documented by feasibility studies supported by grants from the Exxon Education Foundation (1972) and the Fund for the Improvement of Postsecondary Education (1973), which led to the establishment of the Hudson Higher Education Consortium.

The Consortium included the three postsecondary educational institutions in Hudson County: New Jersey City University, Saint Peter's College and Stevens Institute of Technology. At the same time, the Community Action Program established the need for a "college center" in the North Hudson area.

In 1974, an act of the New Jersey legislature made it possible for a county that lacked a community college to establish a community college commission. The purpose of the commission was to enter into contracts with existing educational institutions, to provide services for its students, and to grant certificates and associate degrees.

When the New Jersey Board of Higher Education approved the establishment of a community college commission in Hudson County in September, 1974, the Commission became the first agency of its kind in the country.

In the Spring of 1981, the Institution's official name became Hudson County Community College.

PHILOSOPHY

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

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

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

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

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

MISSION STATEMENT

Hudson County Community College is a comprehensive urban community college. The mission of the College is to offer high quality programs and services which are affordable, accessible, and community-centered. All programs and services are designed to meet the educational needs of a linguistically and ethnically /racially diverse community, and to promote the economic, technological, cultural, social, and civic development of Hudson County and its service areas.

The College is committed to equal educational opportunities for traditional and non-traditional students who can benefit from its programs and services without regard to race, ethnic or national origin, religion, age, gender, disability, economic status, or educational background.

The provision of a supportive and affirmative educational environment, and the principles of life-long learning, excellence, and opportunity are central to all programs and services. To implement its mission, the College sets forth the following general goals:

• To provide liberal arts and science courses and associate degree programs that will prepare students to transfer to four-year colleges and universities.

• To provide courses, certificates and associate degree programs that will prepare students for immediate employment or provide for career enhancement.

• To provide general education courses to ensure that students can think critically and analytically, communicate effectively, solve mathematical problems, participate as informed citizens, appreciate cultural diversity and global interdependence, and are information and computer literate.

• To provide support services including counseling, job placement, aptitude and skills testing, financial aid, academic advisement, and basic skills development to help students succeed and benefit from academic programs.

• To provide programs and services appropriate to the linguistic diversity of the community.

• To provide educational and support services to businesses and industries to meet workforce needs and to promote the economy of the County.

• To provide not-for-credit courses and programs including conferences, seminars, lectures, workshops and other activities to meet the continuing education, professional, and enrichment needs of residents of the County and of members of organizations within the County.

• To provide for collaborative relationships with local school districts; other colleges and universities; public and private agencies; and business, industrial, professional and labor associations to promote high quality and efficiency in all programs and services.

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STRATEGIC PLANNING

Deliberate, long-term strategic planning is the key to ensuring that Hudson County Community College meets the needs of the County's residents and businesses.

The first round of strategic planning -- the HCCC Blueprint Project -- was commissioned by the Hudson County Executive in 1992 and co-sponsored by the County and the New Jersey State Department of Higher Education. The project was charged with creating a plan to guide the College in establishing itself as a "comprehensive, urban community college."

Following the Blueprint Project's recommendations, a $19 million campus expansion program was initiated. That program has resulted in the opening of the Cundari Center at 870 Bergen Avenue in Jersey City as well the upgrading of facilities at the North Hudson Campus in West New York.

The Strategic Plan for Information Technology that was adopted by the College in June of 1998 was formulated to make certain that the College kept current with relevant technology. As a result of this plan, the College now boasts a computerized library, all College buildings have been networked and the computers in our student laboratories and computer centers have been replaced on the Journal Square and North Hudson Campuses.

At the onset of the new millennium, Hudson County Community College and members of the Consortium for Community College Development at the University of Michigan turned their focus to continuing to ensure that the College's growth is synchronized with the challenges and needs of local residents and businesses, and a $147.7 million capital expansion and improvement program was devised. Evidence of the plan can be seen at both the Journal Square and North Hudson campuses with the following projects:

• The remodeling of 25 Journal Square to produce a new Reading Lab, Arts Studios and Early Childhood Education Labs. The historic building is also undergoing repair of the exterior masonry.

• The renovation and rehabilitation of 70 Sip Avenue provided state-of-the-art Admissions, Registrar, Bursar's, Financial Aid and Career Planning offices as well as a new students' computer lab. The building also houses the College's executive offices.

• The renovation and construction of five classrooms and a number of offices were completed at 83 and 85 Sip Avenue.

• All phases of construction of the all new Culinary Arts Institute/Business Conference Center/Classroom Building at161 Newkirk Street was completed and in use at the end of 2007.

• The Testing Center was relocated and the Tutorial and Counseling Services Departments as well as the Office/Training area for students with physical challenges were re-opened at 162 Sip Avenue.

• Classrooms and computer labs at North Hudson Center received a complete remodeling and new computers were installed throughout.

• Property was purchased and cleared in Union City/West New York for the development of the North Hudson Campus Center at the end of 2008.

• The $600,000 Campus Identity Program, which includes signs, pylons and banners with the stylized image of Lady Liberty, was introduced to better identify campus buildings and promote the College's presence within our neighborhoods.

• In June 2007, the college purchased 119 Newkirk Street to be used as an academic building housing faculty offices and classrooms.

• In the next five years, the College will complete a green space in front of the Culinary Arts Institute/Business Conference Center/Classroom Building, a parking garage and a new building will be constructed at 65-79 Sip Avenue and which will include a new expanded library.

ACCREDITATION

Hudson County Community College operates under the authority of the New Jersey State Commission on Higher Education. The College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, (215) 662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

The Culinary Arts (CAI) Program is accredited by the Accrediting Commission of the American Culinary Federation Educational Institute (ACFEI).

The Electronics Engineering Technology (EET) Program is accredited by the Technology Accreditation Commission of the Accreditation Board of Engineering Technology (TAC-ABET).

The Cooperative Nursing (NSG) Program, offered in conjunction with the Schools of Nursing of Bayonne, Christ and St. Francis Hospitals, is accredited by the National League for Nursing Accrediting Commission (NLNAC).

The Health Information Technology (HIT) Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the American Health Information Management Association (COE-AHIMA).

The Medical Assisting Program is accredited by the Commission on the Accreditation of Allied Health Education Programs upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE).

The Respiratory Care (RTP) Program, offered in conjunction with the University of Medicine and Dentistry, School of Health Related Professions, is accredited by the Committee on Accreditation of Respiratory Care (CoARC).

MEMBERSHIPS

Hudson County Community College and many of its faculty, administrators and staff hold memberships in a broad range of professional and academic associations.
Below is a sample of these associations:

ACCESS: Associate Degree Early Childhood Education Teacher Educators
Alliance for Community College Innovation
American Association of Collegiate Registrars and Admissions Officers
American Association of Community Colleges
American Association of Community Colleges National Center Higher Education
American Association of Medical Assistants
American Chemical Society
American Culinary Federation Educational Institute
American Educational Research Association
American Health Information Management Association
American Library Association
American Society for Engineering Education
Association for Childhood Education International
Association of Community College Trustees
Association for Gerontology in Higher Education
Association for Institutional Research
Chaine Des Rotisseurs Association
Council for the Advancement and Support of Education
Council on Hotel, Restaurant and Institutional Education
County College Association of Institutional Research and Planning
Hispanic Association of Colleges and Universities
Hispanic Association for Higher Education of New Jersey
Institute for Electrical/Electronics Engineering
International Reading Association
Les Amis d'Escoffier Society
Mathematics Association of Two-Year Colleges
Middle States Association of Collegiate Registrars and Officers of Admissions
National Association College Admission Counselors
National Association College & University Business Officers
National Association for the Education of Young Children
National Association of Early Childhood Teacher Education
National Association of Student Personnel Administrators
National Association of Foreign Student Advisors
National Business Education Association
National Community College Hispanic Council
National Council for Marketing and Public Relations
National Council on Black American Affairs
National Council for Resource Development
National Council for Staff, Program, and Organizational Development
National Council for Research and Planning
National Institute for Staff and Organizational Development
New Jersey Association of Institutional Research
New Jersey Association of Veterans Programs
New Jersey Community Colleges Academic Officers Association
New Jersey Library Association
New Jersey Virtual Community College Consortium

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What Does HUDSON COUNTY COMMUNITY COLLEGE Offer?

Hudson County Community College offers a variety of associate degree and certificate programs in Allied Health, Business, Computer Sciences, Culinary Arts, Education, Engineering/Technologies, Liberal Arts and Social Sciences.

The Associate in Applied Science (A.A.S.) degree programs offered at the College are designed to prepare graduates for immediate employment or for continuing their education at a four-year institution. The Associate in Arts (A.A.), Associate in Fine Arts (A.F.A.) and Associate in Science (A.S.) degree programs are designed specifically for transfer to a bachelor's degree program. Hudson County Community College has negotiated articulation agreements to facilitate the transfer of credits from HCCC to participating institutions. Students should discuss transfer opportunities with their advisors.

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

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Associate in Arts (A.A.)

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

Associate in Science (A.S.)

The Associate in Science degree is awarded to students who successfully complete programs which emphasize mathematics, the biological sciences, physical sciences, computer sciences or engineering sciences. Such programs are transfer-oriented.

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

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

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

The Associate in Fine Arts is awarded to students who successfully complete the programs which emphasize the foundation of studio art study. Courses introduce and develop an understanding of visual design principles, art history, art theory and contemporary art, which forms a foundation for transfer to Bachelor of Arts and Bachelor of Fine Arts programs at four year institutions. Students develop a portfolio of work, integral to the transfer process.

Certificate

The certificate is awarded to students who complete an approved course sequence which emphasizes preparation for a career, or enhancement of qualifications, usually at the technical or paraprofessional level.

BUSINESS & SCIENCE DIVISION
PHONE: (201) 360-4265

Associate in Arts (A.A.) Programs
Liberal Arts - Business

Associate in Science (A.S.) Programs
Accounting
Cooperative Nursing
Computer Science
Engineering Science
Respiratory Care
Science & Mathematics - General

Science & Mathematics –
    Biology
    Chemistry
    Mathematics
    Physics

Associate in Applied Science (A.A.S.) Programs
Accounting
Computer Technology
Electronics Engineering Technology
Health Information Technology
Health Science
Management
Management - Funeral Service Preparatory
Medical Assisting
Paramedic Science
Technical Studies (pending approval)

Certificate Programs
Electronics Technology
Medical Record Coding
Medical Transcription
Paramedic Science
Practical Nursing

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CULINARY ARTS DIVISION
PHONE: (201) 360-4631

Associate in Applied Science (A.A.S.) Programs
Culinary Arts
Hospitality Management
Hospitality Management - Catering Management

Certificate Programs
Culinary Arts
Hospitality Management

Specialized Proficiency Certificates
Proficiency in Baking (Patisserie)
Proficiency in Cold Food Production
  (Garde Manger)
Proficiency in Hot Food Production (Cuisine)

HUMANITIES AND
SOCIAL SCIENCES DIVISION
PHONE: (201) 360-4650

Associate in Arts (A.A.) Programs
Liberal Arts - General
Liberal Arts -
        American Studies
        Criminal Justice
        Early Childhood Education
        Elementary and Secondary Education
        History
        Latino Studies
        Psychology
        Sociology
        Special Education
        Women's Studies

Associate in Applied Science (A.A.S.) Programs
Criminal Justice
Early Childhood Education
Human Services
Human Services –
        Human Services to the Aged
        Social Services
Legal Assisting

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

Certificate Programs
Childcare
Criminal Justice
Social Services

FINANCIAL AID

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

The Office of Student Financial Assistance is located at 70 Sip Ave. The office hours are Monday, Wednesday and Friday, from 9 a.m. to 5 p.m.; Tuesday and Thursday from 9 a.m. to 7 p.m.   If you have any questions regarding financial aid, please call 201-360-4200 and a staff member will be happy to assist you. As new federal and state financial aid regulations are established, the College will make the information available through an addendum to the College Catalog.

AFFIRMATIVE ACTION

Hudson County Community College is an equal opportunity educational institution and does not discriminate on the basis of race, color, national origin, ancestry, age, sex, sexual orientation, martial status, military status, disability, or any other protected class, as defined by the New Jersey Law Against Discrimination, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1991 and all other applicable laws.

FINANCIAL ASSISTANCE

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

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

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

Financial aid awards are disbursed to students' accounts at least once during each semester of enrollment.

Students interested in applying for financial assistance must file the Free Application for Federal Student Aid (FAFSA), which is the application for federal and state aid. Applications must be completed at least three months prior to the beginning of a new semester to ensure consideration for aid under the following programs: Federal Work Study, Federal Supplemental Education Opportunity Grant, Educational Opportunity Fund, Federal Pell Grant, Tuition Aid Grant, Garden State Scholarship, New Jersey STARS, Federal Stafford Loan and PLUS Programs. To be eligible to receive aid, students must demonstrate the ability to benefit from the programs offered at the College by either having a high school diploma or GED, or by successfully passing a test approved by the U.S. Department of Education and enrolling in a degree/certificate program. Students must also be U.S. citizens or eligible non-citizens, have a valid Social Security number, comply with Selective Service if required, and have not received a Baccalaureate Degree. For more detailed information regarding eligibility requirements, please contact the Financial Aid Office. The completed FAFSA form must be submitted electronically to the following website: www.fafsa.ed.gov

Students may also apply online by visiting the financial aid lab located at 70 Sip Ave., Second Floor where staff will assist them with the process.

All students who complete the FAFSA will receive two notices of eligibility, normally between two and six weeks after the application is filed with the Processor. The notices include the Student Eligibility Notice (SEN) issued by the New Jersey Higher Education Student Assistance Authority (the state) and the Student Aid Report (SAR) issued by the federal government. Please note: if you file your FAFSA online, processing usually takes about one week.

FINANCIAL AID REFUND POLICY

Students receiving federal financial aid, who completely withdraw, drop out, take an unapproved leave of absence, are expelled from classes or stop attending all classes during a term for which payment has been received before completing more than 60 percent of the enrollment period are subject to specific federal regulations. Students are required to complete 60 percent of the semester to earn all financial aid awards.

If students who have received their financial aid refund check withdraw completely from all classes, and the College determines that the amount of the check is in excess of living expenses, those students must repay that money to the financial aid program. Students who stop attending classes and do not officially withdraw and receive an "F" grade in every class will be notified that their financial aid may be reduced.

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FEDERAL PELL GRANT

Students must be U.S. citizens or eligible non-citizens and meet all other requirements. Pell Grants are awarded to undergraduate students who have not earned a bachelor's or graduate degree. Grant amounts range from $400.00 to $4,310.00 per year. Grants are renewable annually based on financial need, enrollment status and satisfactory academic progress. Students selected for verification are required to submit to the Financial Aid office all requested financial documentation from both the student and parent before any financial aid is awarded.

FEDERAL STAFFORD LOAN
(Subsidized and Unsubsidized)

Students who are enrolled at least half-time may apply. Students must be citizens or eligible non-citizens of the U.S. HCCC students must maintain a GPA of 2.0 for continued eligibility.

Loan amounts are $3,500.00 for first-year undergraduate students and $4,500.00 for second-year undergraduate students, depending upon financial need. The interest rate is 6.8% and will be paid by the federal government until six months after graduation, withdrawal from school or a drop in credit load below 6 credit hours, at which time the student must begin to repay the loan with interest.

Unsubsidized Federal Stafford Loan is available and students are responsible for payment of interest while in school and during the six-month grace period. The interest rate is variable.

All loans are made to students by a lender such as a bank, credit union, etc. These loans are approved by a guarantee agency. Students must submit, in addition to the FAFSA, a separate loan application. Loans are renewable annually based upon satisfactory academic progress and continued eligibility. The Federal Perkins Loan is not available at HCCC.

FEDERAL PLUS LOAN

The PLUS Loan is for parents of undergraduate dependent students. The loan is made to the parent by a participating lender. The parent may apply for the total cost of attendance minus any financial aid received. The lender, as well as the guarantee agency, must approve this loan. Repayment begins within 60 days of disbursement.

TUITION AID GRANT (TAG)

Students are eligible if they are enrolled as an undergraduate in a program that leads to a degree or certificate at HCCC and are enrolled for at least half-time. Applicants must demonstrate need for student aid and must have lived in New Jersey for 12 consecutive months prior to September 15 for fall awards or 12 consecutive months prior to February 15 for spring only awards before receiving the grant. Students must be citizens or eligible non-citizens of the U.S. All applicants must submit an FAFSA to deter-

mine eligibility by the specified deadlines. The amount of the grant differs in value based on the students' needs, the tuition cost, and the funds available for distribution to students. For the 2007-2008 academic year, grants range in value from $922.00 to $2,214.00 per year at HCCC. Grants are renewable annually based upon satisfactory academic progress and continued eligibility. However, the maximum numbers of semester payments students may receive are defined by regulation and relate to students' course of study as follows:

PROGRAM	MAXIMUM NUMBER OF SEMESTER PAYMENTS
Regular two-year program	5
Remedial/Developmental or Bilingual (ESL) Curriculum	6
Two-year EOF Program	6 (8 with EOF approval)

FEDERAL SUPPLEMENTAL OPPORTUNITY GRANT (FSEOG)

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

FEDERAL WORK-STUDY PROGRAM (FWS)

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

Veterans Tuition Credit Program

United States veterans who meet the following criteria may apply for the Veterans Tuition Credit Program: veterans who have served in the United States Armed Forces between December 31, 1960 and August 1, 1976; veterans who entered the service after 1984 or who are still active members.

Applicants must have been New Jersey residents at the time of induction or discharge, or for at least two years prior to the time of application excluding active duty time.

Eligible veterans may receive a maximum award of $417.86 per year for full-time attendance or $208.94 a year for half-time attendance. Applications are available at HCCC's Veterans Affairs Office, 70 Sip Avenue, First Floor, or from the New Jersey Department of Military and Veterans Affairs. Applications must be filed with the campus veterans' advisor prior to October 1 for the fall semester, and March 1 for the spring semester.

EDUCATIONAL OPPORTUNITY FUND GRANT (EOF)

Students from educationally and economically disadvantaged backgrounds who have been New Jersey residents for at least 12 consecutive months prior to receiving the grant may apply. Students must be enrolled at least half-time. Garden State Scholars are not eligible. Students must submit a Free Application for Federal Student Aid (FAFSA) in order to be eligible. Undergraduate grants range from $526.00 to $1,050.00 for the academic year, depending on college costs and financial need. Grants are renewable each year based upon satisfactory academic progress and continued eligibility. EOF program activities include workshops, tutoring, counseling and developmental courses.

Students interested in applying for the EOF program must contact the EOF director at HCCC in order to be admitted into the program.

Financial Aid Standards and Progress Policy

In compliance with Federal 1984 Higher Educational Amendments, HCCC has adopted a policy concerning the satisfactory academic progress requirements for financial aid recipients.

A review of academic progress will be made after grades are posted at the end of the spring semester. Students who are not eligible to continue to receive financial aid due to lack of satisfactory academic progress will be notified. Students not meeting the minimum standards for Satisfactory Academic Progress may appeal for financial aid by submitting an appeal, in writing, to the Financial Aid Appeals committee.

Students who are taking Basic Skills courses are eligible to receive financial aid for up to 30 credits of basic skills courses. After 30 credits of basic skills credits, financial aid will be awarded for college level credits only.

Students who are approved for Academic Fresh Start are not eligible for financial aid and must appeal their denial by submitting an appeal, in writing, to the Financial Aid Appeals Committee.

Students who are in default of a Stafford Loan or who owe a refund on any Title IV Higher Education Grant will not be eligible to receive any federal and/or state financial aid until their financial obligation has been met.

Please refer to the Academic Policies and Procedures section of this catalog for a complete description of HCCC's policy.

STUDENTS RIGHTS AND RESPONSIBILITIES

As a student you have the right to:
Be informed about financial aid application procedures, cost of attendance, and requirements for receiving aid.

Confidential protection of your financial aid records. The contents of your financial aid file are maintained in accordance with the Family Educational Rights and Privacy Act.

You have responsibility to:
Complete applications correctly, accurately and submit any required documents as requested to the financial aid office by the specified deadline.

Maintain satisfactory academic progress.

Read and understand all materials sent to you from the financial aid office and other state and federal agencies.

Know and comply with the rules and regulations governing aid programs.

Notify the financial aid office of changes in your enrollment status.

Maintain copies of all documents submitted to the financial aid office and state and federal agencies.

Request assistance from the financial aid office if you have questions or do nor understand the information provided to you.

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ABOUT THE HUDSON COUNTY COMMUNITY COLLEGE FOUNDATION

The Foundation is an independent corporation established to support scholarships and other College programs. Every year, the dream of a college education is made possible for more persons because of the generosity of the Foundation and its friends. Next year, the Foundation will award more than one hundred scholarships to deserving students.

Ronald Schwarz (Chair)
Philip Johnston (Vice Chair)
Chanda Gibson (Treasurer)
Amy Kauffman Sweeney (Secretary)
James. J. Egan (Officer at Large)
Dr. Glen Gabert, College President
Joseph Sansone, Vice President
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Mandy Otero
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Michael Raimonde
Tony Rico
William Rooney
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Michael Yun
Richard Zaborowski

The College gratefully acknowledges our scholarship sponsors.

American Association of University Women
All Clean Building Scholarship
Automated Building Scholarship
Bardack Realty Scholarship
Borden Perlman Scholarship
Boys & Girls Club of Hudson County
Chef Revival/Mercer Tool Corp. Scholarship
Christopher Columbus Foundation of Hudson County
CHIP in for the Children Foundation
Cundari Joseph A. Scholarship
Cunningham Sandra & Glenn Foundation
Dominic Cundari Memorial Scholarship
Doria Family Scholarship
Fidelity Investment Scholarship
Frances T. Sansone Memorial Scholarship
Gloria Esposito Family Scholarship
Golden Alfred and Antoinette Scholarship
Golden Family Scholarship
Goldman Sachs Scholarship
Goya Foods Scholarship
Harwood Laura & Sonny Scholarship
HCCC Culinary Faculty Scholarship
HCCC Faculty & Staff Scholarship
HCCC Trustees Scholarship
HCSBA/HCCC Foundation Scholarship
Holy Redeemer Parish Scholarship
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Jersey City Asian Merchants Association

Jersey City Rotary-Daybreak Scholarship
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Kearny Federal Savings Scholarship
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Khym Foundation Scholarship
Liberty Board of Realtors Scholarship
Luis Alamo Insurance Scholarship
MAST Construction Services Scholarship
New Jersey Council of County Colleges
North Fork Bank Scholarship
Pamrapo Savings Bank Scholarship
Pershing Field Babe Ruth League Scholarship
PMK Group Scholarship
Provident Foundation Scholarship
PSE&G Engineering Scholarship
RSC Architects Scholarship
Ron Manzo Scholarship
Rotary Club of Jersey City-Daybreak Scholarship
Scott Ring Scholarship
Silverman Family Scholarship
Sovereign Bank Scholarship
SunGard Higher Education Corporation Scholarship
Tsigonia Paint Sales of Jersey City Scholarship
Verizon Scholarship
911 Memorial Scholarship

For more information contact
Hudson County Community College Foundation
70 Sip Avenue Jersey City, New Jersey 07306
(201) 360-4006

Getting Into
HUDSON COUNTY COMMUNITY COLLEGE

ADMISSIONS AND REGISTRATION

HCCC is an open admissions institution and admits any person who is at least 18 years of age or who has earned a high school diploma or General Education Development (GED) certificate, or other persons 18 years of age or older, who have the ability to benefit from post-secondary education. In addition, the College also offers educational opportunities to persons under the age of 18 through collaborations with county schools. Students are admitted to HCCC without regard to race, ethnicity, religion, disability, sexual orientation, national origin, ancestry, or gender.

Registration is the process of advisement, selecting classes and developing a semester schedule. Students register part-time or full-time, for day or evening classes or a combination, and may shift from full-time to part-time each semester depending on their educational goals and the needs of their personal schedules.

Hudson County Community College provides various opportunities each semester to register for classes. The method by which students may register is determined by their current enrollment status. To ensure that all course requirements are met, continuing students are encouraged to take advantage of early in-person registration following consultation with their advisors.

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ADMISSION

Application Procedure

Applicants must obtain an Admission Application form from the Office of Enrollment Services. A $15 application fee, payable to Hudson County Community College, must accompany a completed application.

High school students may be admitted by submitting the special application for high school students. They must also take and pass the "relevant portions" of the college placement examination.

All inquiries concerning applications for admission should be directed to:

> The Office of Enrollment Services
> Hudson County Community College
> 70 Sip Avenue
> Jersey City, NJ 07306
> (201) 714-7200
> admissions@hccc.edu
>   OR
> The North Hudson Center
> Office of Student Services
> 6515 Polk Street
> West New York, NJ 07093
> (201) 360-4608

Application Information

In addition to submitting the complete application form with the required $15 fee, applicants must:

1. Present proof of residency (NJ State ID/County ID/Home Phone Bill or PSE&G Bill in your name) in order to establish tuition rate. You must be able to prove residency within Hudson County to pay in-county tuition rates.

2. HCCC, as mandated by the State of New Jersey, is required to ask for proof that all students enrolled full-time must have been immunized against certain preventable diseases (Measles, Mumps & Rubella) or provide evidence that they are exempt.
Exempt students must meet ONE of the following conditions:
   a) Medical reasons (for example, pregnancy or immunity). A physician's statement or official records must be submitted.
   b) Religious reasons. A statement from an official of the religious organization must be submitted.
   c) Those individuals born before January 1, 1957.

The following documents are acceptable as evidence of immunization and the date the immunization was administered:
   a) Official School Immunization Record
   b) A record from any public health department or
      a physician

3. Provide either an official copy of your high school transcript or high school diploma, or a copy of your general equivalency diploma (GED). (These documents are required if applying for financial aid, but not a requirement for admission.)

4. Request that all secondary school transcripts and copies of former college or university transcripts be forwarded to the Office of Enrollment Services. Official transcripts must be received in a sealed envelope from your college.

5. Students should bring their social security card with them when filling out an application for admission if they plan on applying for financial aid. Applicants not having a social security card may obtain one at the local social security office.

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

Non-Graduates of High School

Applicants who have neither completed a formal high school program nor received an acceptable diploma or certificate are eligible to apply for admission to the College.

Students are enrolled and admitted according to general admission policies and procedures. Non-high school graduates who may be seeking financial aid must complete the "Ability to Benefit" test in order for eligibility to be determined.

The College strongly encourages such students to complete their high school requirements, obtain a General Education Development Diploma (GED), or apply to the New Jersey State Department of Education for a state-issued high school diploma via the "Thirty College Credit Route Program." Courses for GED preparation are offered throughout the county, and information is available through the Office of Enrollment Services.

Health Professions Programs

Application to the College and application to selected health profession programs (e.g. Cooperative Nursing, Respiratory Care, etc.) are separate procedures. Admission to HCCC does not guarantee admission to the health related profession of choice. Admission to these programs is competitive.

Residency Requirements

Any resident of Hudson County who is a high school graduate or is 18 years of age or older may apply for admission to HCCC. In order to be eligible for the in-county tuition rate, applicants must be able to provide verifiable documentation of their current in-county residence. New Jersey residents who do not live in Hudson County may attend HCCC and receive chargeback assistance through their home counties if the community college in their own county does not offer the academic program they wish to pursue. Students from out-of-county or out-of-state may also attend HCCC by paying the respective out-of-county or out-of-state tuition rate. To be considered a New Jersey resident, students must have lived in New Jersey at least one year at the time of first enrollment.

International Students

The enrollment of international students at HCCC has been approved by the United States Immigration and Naturalization Service, U.S. Department of Justice.

International students who need an I-20 student visa must also complete an International Student Application.

Individuals holding an F-1 student visa are considered nonresidents in regard to tuition payments. Length of stay, payment of taxes or ownership of property, in themselves, do not qualify students for the status of legal resident. Individuals for whom an I-20 form has been submitted must enroll as full-time students during the Fall and Spring semesters and maintain a cumulative grade point average of 2.0 or better at all times. Full-time status is achieved by registering for at least 12 credit hours each semester. Summer sessions are optional. An F-1 visa is granted to a person coming to the United States to attend a college, university, seminary, conservatory, academic high school, elementary school or other academic institution or language training program approved by the United States Attorney General for study by foreign students. The F-1 visa holder plans to return home after completing his/her studies. This is the most common nonimmigrant visa for an international student attending undergraduate and graduate school. Students may be granted F-1 status until the completion of the academic program and 12 months of post-program practical training. The purpose of the F-1 visa is to provide an opportunity to study in the United States. Anything outside of study, including employment, is an exception to the visa. Authorization for employment is strictly limited to certain situations. The U.S. Immigration and Naturalization Services (INS) regulations differentiate between employment and practical training. These categories are further subdivided into on-campus and off-campus employment, and curricular and post-completion practical training. For further information you may contact us at 201-360-4136 or e-mail us at internationalstudents@hccc.edu

Application deadlines:

Fall Semester   July 1st
Spring Semester   November 1st

Students with B1 or B2 visas are not allowed to enroll in a course of study without a change of status approval by the Immigration and Naturalization Service (INS).

Visiting Students

Students currently enrolled in other colleges and universities who wish to earn credits at Hudson County Community College for transfer to that college or university must obtain advanced written approval from the appropriate academic office of the college or university they attend. Students must make certain they have met the proper prerequisites or co-requisites at their home institution before enrolling at HCCC.

Classification of Students

Student enrollment status and credit-load limitation are based on information provided at the time of admission:

– Matriculated

Full-time or part-time students enrolled in an Associate Degree or Certificate Program.

– Non-Matriculated/Special Students

Part-time, non-degree seeking students enrolled in a maximum of three courses per semester up to 11 credits. Non-matriculated students often attend classes for personal enrichment or to upgrade current skills. In some cases, high school students may take college courses, either as individuals, or in conjunction with special dual-credit programs such as high school partnership - Project LEAP (Learning Enables All Possibilities) and School-to-Career Initiatives.

Non-matriculated students attend the same classes as degree-seeking students and also earn credits upon satisfactory completion of courses. Normal course pre-requisites apply, which may include passing one or more sections of the College Placement Test. Students who wish to continue on a non-matriculated basis beyond the 11-credit limit must obtain approval for Special Student Status from the Admissions Office before they register and must take the College Placement Test. Non-matriculated students are not eligible for financial aid.

Full-Time Student:
A student carrying a course load of at least 12 credit hours per semester.

First-Year Student:
A student who has completed fewer than 30 credits.

Second-Year Student:
A student who has completed 30 or more credits.

Evaluation of Prior Learning Experience

Students who believe that previous educational studies, training programs, or work experience may entitle them to an adjustment in the course work required in a particular curriculum should contact their Division Dean or Program Director or the Registrar's Office to determine procedures for applying for waiver of course requirements. Upon acceptance to HCCC, students may be awarded academic credit or waiver for their prior educational experience in several ways: Transfer Credit, CLEP, Credit by Exemption, Tech-Prep, School-to-Careers, Non-College Instruction, Military Courses and Work/Life Portfolio Assessment. Intent to apply for a waiver of credit should be made at the point of admission by checking the appropriate box on the application form, or well in advance of the term in which the course(s) are offered.

TRANSFER POLICY
Transfer Credits for Students without College Degrees

Applicants who wish to transfer credits from an accredited U.S. college or university to HCCC may be granted up to 30 credits toward an associate degree, and 15 credits toward a certificate, for courses completed with a grade of 'C' or better. Generally, the College will accept credits only for courses in the students' degree curriculum which are equal in content and credit hours to coursework at HCCC. All such courses taken within five years prior to the students' first semester at HCCC will be accepted. However, for certain courses taken five or more years prior to the first semester at HCCC, certain restrictions apply.

English and/or mathematics courses taken more than ten years prior to the first semester will only be accepted if the students pass a proficiency test in writing and/or mathematics.

For other specified courses, age limits (of five or ten years) have been set. The granting of credits for such courses may require successful completion of a proficiency examination, or review by the Division Dean or Program Director to determine currency of knowledge. The list of age restricted courses and requirements for granting credits is available in the Office of Enrollment Services, the Registrar's Office, and the Office of the Division Dean or Program Director.

HCCC reserves the right to deny inappropriate credit requests. In order to ensure timely evaluation of courses and academic advisement, students are encouraged to apply for transfer credits prior to enrollment at HCCC. Acceptance of transfer credits may exempt students from repeating particular courses, but in order to graduate, students must complete a minimum of 30 credits at HCCC in courses approved by the College.

Transfer Credit for Students with College Degrees from Accredited U.S. Institutions:

The following shall apply to students who have earned college degrees in which English was the language of instructions from accredited institutions of higher education and who enroll in HCCC seeking an additional higher education credential:

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

• For the associate degree, the student must fulfill the HCCC residency requirement of a minimum of 30 credits, of which at least 12 credits must be in his/her area of specialization at HCCC.

• For the certificate, students must complete all specialization courses at HCCC.

• Course age restrictions may apply for certain courses.

Transfer Credit from Foreign Institutions

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

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

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

• For the associate degree, the student must fulfill the HCCC residency requirement of a minimum of 30 credits, of which at least 12 credits must be in his/her area of specialization at HCCC.

• For the certificate, students must complete all specialization courses at HCCC.

Requests to Take Courses at Other Institutions:

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

Once approved, one copy of the form is forwarded to the Registrar, one is retained by the Division Dean or Program Director, and the third and final copy is given to the student, who will present it to the outside institution. Upon completion of the course, the student must arrange to have an official transcript sent from the outside institution to the Registrar's Office. Credit cannot be awarded until the official transcript has been received. Only fully program-ready students in good academic standing will be permitted to enroll concurrently in selected courses at another institution.

Registration and Transcripts

Students enrolled elsewhere who wish to attend HCCC must present a letter of permission from their college in order to register.

Transfer students admitted to HCCC must present transcripts from all prior institutions before being approved for registration. The transcript must indicate that the student left his/her former institution in good standing.

A student who falsifies or conceals previous academic records will be subject to disciplinary action and will not be issued credit from HCCC.

Students seeking transfer credit must request that all previous colleges attended send to HCCC's Registrar's Office an official copy of the transcript and the most recent college catalog. Student copies of transcripts and grade reports are not official and credit will not be awarded until the official transcript has been received.

College Level Examination Program (CLEP)

Students who have acquired knowledge through various kinds of experience may receive HCCC college credit for selected courses by taking the CLEP Test. HCCC is an official CLEP Test Center and is authorized to administer this computerized test.

Students are encouraged to sit for CLEP examinations as soon as possible in their college careers to avoid course duplication. Credits will be awarded only for those courses which are a part of a specific degree program at HCCC. Therefore, students must receive approval from their Division Dean or Program Director before applying to take the CLEP exam to be sure that such credit is acceptable in their major. To receive CLEP credit, students must achieve the required cut-off score. CLEP credit scores should be forwarded to the Registrar. Course credits are reported on the College transcript as transfer/examination credit and are not used in computing a student's GPA. A maximum of 12 credits can be awarded for CLEP. The College does not guarantee the transferability to other institutions of credit earned in this way.

For information concerning CLEP tests, contact the Testing Center located at 162 Sip Avenue.

Advanced Placement

Hudson County Community College may award up to eight credits to entering students who complete Advanced Placement (AP) courses in secondary school and achieve scores of 4.0 or higher on the Advanced Placement Examinations. Credits may be awarded if the courses can be equated with specific courses offered by the College, are part of the students' major, and are completed within specified timelines. Credits will not be awarded for laboratory courses without proof of equivalent experience.

Applicants should have their official scores sent from the College Entrance Examination Board — Advanced Placement Examination Program to the Office of the Registrar for evaluation by the end of their first semester of enrollment to avoid course duplication. Course credits are reported on the student transcript as transfer credits and are not used in computing the student's GPA. For information concerning timelines and approvals for AP tests, contact the Division offices, the Office of Enrollment Services, Center for Academic and Student Success, or the Testing Center.

Credit by Examination

For selected courses, students may take an Exemption Test for Credit on the first day of classes. If students pass the exemption test with a grade of 'C' or better, the course is credited to their records with a CE grade. No grade points are calculated for a CE grade, and students are required to register and pay the same course fee for the CE as they would pay to enroll in the course. Students may attend the class but are exempt from all examinations. Students who are exempt from the first course may register and pay for the next course by completion of an "add" form no later than the end of the first week of classes. Students may receive a maximum of 15 credits in CE credits towards the degree or certificate. Contact the Division Dean or Program Director for a listing of applicable courses.

Tech-Prep and School-to-Careers Programs

HCCC is actively involved in the movement to enhance coordination between secondary and post-secondary education. Students who have successfully completed high school courses that have been articulated with College courses may qualify for transfer credits. Eligible high school courses are those included in a formal articulation agreement between the school district and the College. Copies of these agreements are on file in high school guidance offices.

Students wishing to apply for such credits must submit an application for transfer credit at the time of admission, pass a proficiency examination for each course by the end of their first semester, and comply with any other requirements specified in the relevant agreement. Credit is awarded only for those courses that pertain to the students' degree or certificate program.

High School Initiatives Program

HCCC is actively involved in the movement to enhance coordination between secondary and post-secondary institutions. The College is committed to developing and coordinating dual enrollment/credit programs with K-12 institutions, and enhancing the educational opportunities for students, including building collaborative relationships with local school districts to promote high quality efficiency in all of our programs and services.

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These collaborative projects can include, but are not limited to, no-penalty placement testing for sophomores (10th graders); use of the college placement test (CPT) as a tool in providing an early measure of preparedness for college; alignment of high school and college curricula; and dual enrollment/credit program for juniors and seniors (11th & 12th graders).

One of the College's most noted dual enrollment programs is Project L.E.A.P. (Learning Enables All Possibilities). Project L.E.A.P. permits high school seniors to enroll in up to three (3) college-level courses and earn credits towards a degree. The courses may be offered during the school day at the high school campus or at any of the College campuses. The high school students can be integrated in the normal course offerings or special sections can be created for the program.

Credits for Non-College Sponsored Education

Students may apply for credit for work done through corporations, unions, government agencies and similar sponsors to be evaluated by the Registrar and the Division Dean or Program Director using the annual publication, "National Guide to Credit Recommendations for Non-College Courses." A maximum of 12 credits may be awarded.

Military Education Courses

The Registrar and Division Dean or Program Director will evaluate transcripts for courses taken in the armed services using "A Guide to the Evaluation of Educational Experiences in the Armed Forces." Students who have taken United States Armed Forces Institute (USAFI)/Defense Agency for Non-Traditional Education (DANTES) courses and/or tests in college-level subjects may request the award of credits. Applicants should have their official scores sent from the Defense Activity for Non-Traditional Education Support - Educational Testing Service to the Office of the Registrar for evaluation. A maximum of 12 credits will be awarded for military education courses.

Credit for Courses Completed at Non-Collegiate or Proprietary Institutions

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

1. The credits for which students seek transfer must be part of a degree-granting program approved by a state agency for higher education. HCCC would accept credits from an institution that is approved by the New Jersey Commission on Higher Education.

2. Students seeking credits to be used toward a state licensed program which requires the successful completion of a state or national certification exam, such as a hospital-based nursing program, will be granted credit only with the approval of a HCCC division dean. The College does not grant credit from non-approved proprietary schools.

Work/Life Credit

Students enrolled in a degree program may apply for credit for work/life experience that is demonstrated to be the equivalent of college-level study. Such credit requires the submission of a portfolio. Guidelines for Work/Life Credit and preparation of the portfolio can be found in the Registrar's Office, or the Office of the Division Dean or Program Director. Upon evaluation of the portfolio, the Division Dean will approve or disapprove such credit and forward the results to the Academic Vice President for final approval. Before beginning to prepare a work/life portfolio, students should consult with their Division Dean or Program Director. A maximum of 12 credits may be awarded towards an Associate Degree through Work/Life Portfolio Assessment.

Work/Life Credit cannot be applied to students enrolled in a certificate program. In addition, students who receive transfer credits or other course waivers may not use Work/Life Credit for any part of the 30-credit HCCC residential requirements for an Associate Degree.

Students enrolled in the AA Liberal Arts, Early Childhood Education Option, or the AAS in Early Childhood Education, who hold a current Child Development Associate Credential (CDA) earned via a "not for credit" training program may apply for credit for work/life experience. The CDA professional resource file (portfolio) may be considered as the required portfolio.

Student Records Policy

A transcript is a copy of a student's permanent academic record. An official transcript carries the College seal and is sent at the student's request to other academic institutions and agencies. Unofficial transcripts can be mailed directly to students and are stamped "Student Copy - Not for Official Use." These unofficial transcripts do not carry the College seal.

Requests for official transcripts must be submitted in writing to the Office of Enrollment Services. A $5.00 fee is charged for each HCCC transcript. Students should allow 10 business days for processing a transcript request. Students should also allow 7-10 days after receipt of the current term's student grade reports for transcripts to reflect the most recently earned grades.

All requests for student records will be released only if written authorization from the student exists. At the College's option, directory information may be released unless the Office of Enrollment Services receives a written request to withhold this information by the 10th day of each semester. This policy is in compliance with the Family Educational Right to Privacy Act, a.k.a. The Buckley Amendment.

The Registrar will not issue an official transcript of record until all accounts have been settled by the student with the College's Business Office or any other HCCC office or department.

Course Withdrawal Process

Students may add or drop courses during the drop/add period indicated on the registration schedule. The drop/add procedure requires students to obtain the approval of the instructor or the counselor before they submit a drop/add form to the Office of Enrollment Services on or before the deadline. Students who do not submit the drop/add form will continue to be registered in their courses and will receive an 'F' grade for them. Students may not switch sections without officially doing so through the Registrar's Office or they may receive a failing grade.

Beyond the last withdrawal date, students may only withdraw from a course in the case of an emergency. Those who are forced to withdraw beyond the official withdrawal date must do so after an interview with a counselor and approval of the Vice President for Academic Affairs/Dean of Instruction. If permission is granted, the student will receive a grade of 'W'.

Students registered in required developmental courses may not drop these courses and retain college credit courses on their schedules without the permission of the Director of Academic Foundations. Permission will be granted only in exceptional circumstances.

Withdrawal from NSG Courses

Students may not withdraw from a nursing course without the written permission of their School of Nursing. To be eligible to withdraw, students must be in good academic standing. Beyond the midpoint of the semester, withdrawals will only be considered in cases of emergencies.

Leave of Absence

Students may apply for an official Leave of Absence for up to one academic year. Students granted a leave for one semester or one academic year may return before or at the end of the requested leave period without applying for readmission. Such students will receive all pre-registration materials and other College information during the period of the official leave.

To receive a Leave of Absence, students must:
1. Be in good academic standing.
2. Obtain from their advisors and Division Dean/Program Director permission and signatures on a completed Leave of Absence Request Form.
3. File the completed form in the Office of Enrollment Services.

Re-admission

Students who have been suspended from the College for academic reasons or who interrupt attendance for more than one year without taking an official Leave of Absence must apply for re-admission before they are able to register for classes.

Students must complete and submit to the Office of Enrollment Services an Application for Re-admission and pay a non-refundable $15 readmission fee.

Students whose GPAs are below 2.0 must meet with a counselor prior to a decision on the application for readmission. Such re-admission is subject to a review by the Division Dean or Program Director. If determined ineligible to return, or required to take a reduced course load, students may appeal to the Academic Appeals Committee.

All applicants for re-admission will receive written notification of their acceptance from the Office of Enrollment Services.

Veterans Information

Veterans' affairs are handled by the veteran advisor, who assists students in applying for benefits, certifies enrollment, and maintains accurate student status records.

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

Benefits will not be paid for courses in which students receive non-punitive grades such as WP or audit. Educational benefits are suspended when veteran students fail to maintain the minimum standards of attendance and academic progress required of all students. Contact the VA counselor at (201) 360-4135.

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Change of Address

All students must file a Change of Address Form in the Office of Enrollment Services as soon as their address changes. The form must be accompanied by documents verifying the new address (NJ State ID/County ID/Home Phone Bill or PSE&G Bill in your name) in order for a change of address to occur.

Testing and Placement

Following admission to HCCC, all new students are required to take the Placement Test to assist the College in placing them in classes appropriate to their skill level. The Placement Test may also be used to determine eligibility for financial aid for applicants who are non-high school graduates and those who did not finish the GED. Students may take either the computerized or the paper-and-pencil version of the Placement Test. The results of the Placement Test are used to determine whether students need to go through the English as a Second Language (ESL) Program or the Academic Foundations Program to strengthen basic skills in reading, writing, computation and algebra before moving on to college-level courses.

The following students are exempt from all or portions of the College Placement Test:

1. Any student with a degree from a regionally accredited United States college or university. Graduates of foreign universities should have their records evaluated by any member agency of the National Association of Credential Evaluation Services (NACES). An official transcript must be submitted to the Office of Enrollment Services located at 70 Sip Avenue in order to determine eligibility of an exemption. Students whose degrees did not include college-level writing or mathematics courses are required to take the Placement Test.

2. Students who completed college-level English composition and mathematics courses with a minimum grade of 'C' at another college. An official transcript must be submitted to the Office of Enrollment Services located at 70 Sip Avenue in order to determine eligibility of an exemption.

3. Students who passed the Placement Test at HCCC or at another college in New Jersey within two years of admission.

4. Students who have achieved a score of 21 or higher on the ACT within five years of admission to HCCC. Official score reports must be submitted at time of admission to HCCC.

5. Students who have achieved a score of 540 or higher on the verbal section of the SAT test within five years of admission are exempt from the reading/writing portion of the Test. Official score reports must be submitted at time of admission to HCCC.

6. Students who have achieved a score of 540 or higher on the math section of the SAT test within five years of admission are exempt from the computation/algebra portion of the Test. Official score reports must be submitted at time of admission to HCCC.

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

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

Academic Foundations and ESL Placement/Exit Testing

At the end of each semester, students taking Academic Foundations English and mathematics courses are re-tested in each subject in which coursework (reading, writing, computation, algebra) was assigned. The results of the test are used to determine placement for the following semester.

ESL students take the Level Test to determine their English proficiency at the end of each semester. The results of the test are used to determine placement for the following semester.

Academic Progress

Proficiency in reading, writing, computation and algebra are required for graduation from HCCC. ESL and Academic Foundations courses are not applicable toward degree or certificate programs. However, grades for these courses are applied toward the semester and cumulative grade point average, and appear on student transcripts.

Students who have not completed all Academic Foundations requirements within two semesters or 30 credits of taking the College Placement Test may be placed on academic probation and required to register for a limited schedule of courses until all basic skills requirements are completed.

Immunization Requirements

HCCC, as mandated by the State of New Jersey, is required to have on file proof that all students enrolled full-time have been immunized against certain preventable diseases, i.e. Measles, Mumps, and Rubella, or provide evidence that they are exempt.*

Additionally, a revision to the New Jersey College Immunization Regulations mandates that all new full-time matriculated students entering HCCC MUST provide proof (in addition to the above listed immunizations) of a Booster Measles Shot before they enroll for a second full-time semester.

The following documents are acceptable as evidence of immunization, provided they specifically indicate the immunization and the date it was administered:

1. An official school immunization record,

2. A record from any public health department

   OR

3. A record signed (refer to HCCC's College Immunization Affidavit Record Form) by a physician.

* Exempt students must meet one of the following conditions:

1. Medical reasons (e.g., pregnancy). A physician's statement must be submitted.

2. Religious reasons. A statement from an official of the religious organization must be submitted.

3. Born before 1957.

Students must submit all immunization documentation to the College by their first term of attendance. The Office of Enrollment Services, 70 Sip Avenue, at (201) 714-7200, will answer any questions about the regulations.

Status of Residency

You are a considered a Hudson County resident if you maintain a permanent home within New Jersey.

Types of Tuition

There are three types of tuition rates:
1. Hudson County residents

2. Out-of-county residents
   (but still reside in New Jersey)

3. Out-of-state and International residents
   Please see the table on page 27 for specific rates.

Out-of-County Charge-back Assistance

Students who reside in a county other than Hudson and who are enrolled in their county's community college but take courses at HCCC because their school does not offer a specific academic program may avoid paying the out-of-county rate for tuition. Students must apply for and be accepted for admission at HCCC and then must submit HCCC's letter of acceptance to their community college and obtain a "Certification of Inability to Admit" from that school. Students must send that certificate to their home county chief fiscal officer. The county will then issue a "Certification of Residence" to the students.

Both certifications must be sent to the Bursar's Office. The Bursar's Office will bill the appropriate county for the difference between the in-county and out-of-county tuition rate. All students are responsible for payment of other charges on their student accounts and any tuition charges not paid by their home county. Students are responsible for ensuring that completed forms are filed in the Bursar's Office each semester.

Identification Card

Students are issued a free ID card at the time of registration. These cards must be validated each semester that students attend HCCC. There is a $2 fee for replacing a lost or damaged card.

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TUITION AND FEES

A signed registration form creates a contract with the College by which HCCC commits to hold class seats for students. This contract automatically produces a financial obligation to the College. Students can reduce or cancel this obligation upon written notice in accordance with the Cancellation/Refund Policy of the College.

Full payment of tuition and all fees is due on the day of registration. The College accepts payment in cash, check, money order, MasterCard, Visa, American Express, Discover and Debit cards. Students can also pay by WEB-check or Credit Card by logging on to www.hccc.edu.

A Deferred Payment Plan is offered to HCCC students to assist in the payment of tuition and fees. There is $25 Deferred Payment Fee per semester to cover the cost of administering this program. Students must arrange all Deferred Payment plans with the Bursars' Office to avoid De-registration for non-payment. Deferred Payment Plans cannot be arranged on the WEB, and are not available for Summer semesters. More information is available in the Bursars' Office at 70 Sip Avenue, 1st. Floor.

Students expecting to receive financial aid to help cover the cost of tuition should consult, as soon as possible, with the Student Financial Assistance Office to ensure that all completed paperwork is on file by the deadline dates to guarantee timely payment of their tuition accounts. The inability to secure expected financial aid does not cancel students' indebtedness to the College.

The College reserves the right to prohibit students from re-enrolling in classes until all outstanding accounts have been settled with the Bursar's Office. In no case will students be allowed to register who have outstanding balances from a prior term. Students will be responsible for payment of all charges (i.e., collection agency fees, attorney fees, etc.) necessary for collection of past due accounts.

TUITION AND FEES
The following table outlines HCCC's Tuition and Fee Schedule:

Tuition *
County Resident	93.00 per credit
Out of County Resident	186.00 per credit
Out of State Resident/International Student	279.00 per credit

Fees *
Registration	20.00 per semester
General Service Fee	16.00 per credit
Student Activities Fee	4.75 per credit
Technology Fee	10.00 per credit
Late Registration Fee	20.00 per occurrence
Lab Fees (varies per course)	22-38 per course
Culinary Fee.	275.00 per course
Cutlery	240.00 per occurrence
Culinary Uniforms/Freshmen	148.00 per year
Additional Set	95.00 each
Culinary Uniforms/Certificate Program	148.00 per year

Other Fees *
Application for Admission	15.00 per occurrence
Application for Readmission	15.00 per occurrence
Foreign Student Processing Deposit	250.00 Non-Refundable deposit
Graduation	35.00 per occurrence
Deferred Payment Plan	25.00 per occurrence
Returned Check	25.00 per occurrence
Transcript	5.00 per occurrence
Insurance	28.00 per year
Insurance Fee New Student	14.00 per Spring Semester
Culinary Insurance	14.00 per year
Lost Schedule	2.00 per occurrence
Replacement of ID	2.00 per occurrence
Add/Drop Fee	15.00 per occurrence
CLEP Exam Fee	20.00 per occurrence
Work/Life Portfolio Assessment/Processing Fee	100.00 per occurrence
Re-Test Fee	5.00 per occurrence
HOBET Exam Fee	30.00 per occurrence
Distance Learning Exam Fee	20.00 first 2 hours
	10.00 per hour after 2 hours

Note: The College reserves the right to modify the tuition and fees.
Students who have pre-registered will be billed for any increases.

**   Selected programs, such as Nursing, Paramedic Science, and Respiratory Care have separate Lab fee schedules. A listing of Laboratory Fees is available at the Student Accounts Office at 70 Sip Ave. Students are expected to pay for any College property that they may damage or lose.

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Graduation Fee

Graduates will be assessed a nonrefundable graduation fee of $35.00, even if the student is not attending the graduation ceremony. This fee does not include the rental fee of the cap and gown. The student must contact the bookstore for cap and gown rental fees.

College Tuition Refund Policy

100% Refund:	Up to the end of the first week of classes.
90% Refund:	Up to two (2) weeks after the first day of classes.
50% Refund:	Up to five (5) weeks after the first day of classes.
25% Refund:	Up to ten (10) weeks after the first day of classes.

** Summer, Express and Winter Sessions do not apply to the above schedule.
** Refund policy applies to Spring and Fall semesters only.
** All Refund Schedules are available at the Bursar's Office, 70 Sip Avenue.

REGISTRATION

Priority Registration

Continuing program ready students and new students may register early by making an appointment with either the Center for Academic and Student Success or their assigned faculty advisor. Priority registration begins on or about April 1st for fall and summer semesters and on or about November 1st for winter session and the spring semester.

Walk-In Registration

New and returning students may register during walk-in registration. Walk-in registration is conducted approximately one week immediately before the start of classes. Payment of tuition and fees is required at the time of this registration. Hours for Walk-in registration are printed in the master course schedule mailed to all HCCC students each semester. This schedule is also available at the College's instructional locations.

Late Registration

New and returning students may register during late registration. Students should be aware, however, that during late registration fewer classes are available, and time schedules are restricted. An additional fee is charged for late registration for continuing students.

On-Line Registration

Students who have earned 30 or more college level credits are eligible to register on-line.

Academic Policies and Procedures

ACADEMIC POLICIES & PROCEDURES

Courses are recorded in terms of semester hours. Normally, one semester hour of credit is earned for one hour of class work per week for a semester. The semester hours of credit assigned to a course are not necessarily determined by the number of class hours per week. Lab hours, for example, are calculated on the basis of two hours of lab time for one semester hour of credit. A semester consists of 15 weeks of regularly scheduled, student-faculty instructional activity which includes final exams.

GRADING

All student progress is evaluated by instructors at the mid-semester and end of semester points. Mid-semester grades are advisory and are not recorded on the students' permanent records. However, mid-semester grades of 'D' or 'F' serve as a warning that failure is likely unless measures are taken to improve academic performance. Counseling and tutoring are available to assist students in academic difficulty.

GRADE REPORTS

A final grade report is prepared for all students at the end of each semester and reports are sent to students' residences. If students have outstanding balances, grade reports will not be released until they are paid in full.

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Grading System

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

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

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

Grade Point Average

To determine the grade point average (GPA) multiply the number of grade point equivalents for each grade received by the number of credits for the course, then divide the total number of grade points by the total number of credits attempted. For guidance in computing grade point average, examine the following sample:

Grade	Point Equivalents	X	Grade Credits	=	Points
A	4	X	3		12
B	3	X	3		9
C	2	X	3		6
D	1	X	3		3
F	0	X	3		0
			15		30

30 divided by 15 equals a 2.0 grade point average

Grades for Academic Foundations and ESL Courses

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

Grade	Interpretation	Grade Points/Credit Hour
E	Exit	4.0
P	Pass	3.0
R	Repeat	2.0
F	Fail	0.0

Academic Foundations and ESL grades are not calculated in students' grade point averages; however, they are weighted to determine satisfactory performance standards.

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

P - Pass
Student moves to next level of ESL or Academic Foundations.

R - Repeat
Student repeats same level of ESL or Academic Foundations or College Composition I. Student has satisfied the assignment and attendance policies as described in the course syllabus but has not achieved the level of academic performance required to succeed at the next level of instruction as determined by performance on the College Placement Tests or ESL Level Test or Writing Proficiency Test. Students who repeat a course more than once or need to take the same course a third time will be placed on probation.

F - Fail
Student repeats same or lower level of ESL or Academic Foundations courses in the specified subject area. This grade is assigned to students who have not completed course work or have excessive absences.

INC - Incomplete (No Credit)
Temporarily Incomplete - This grade is temporarily given only when students sign a contract with an instructor. Any course for which the grade of INC has been awarded must be completed within the three-week period following the end of the semester or the INC will automatically turn into an 'F'. Determination of academic progress will be made at the end of that three-week period. Students are responsible for the elimination of an INC grade. Request for a change of INC to a letter grade must be signed by the Instructor, Program Director or Division Dean, and submitted to the Office of Enrollment Services.

W - Withdraw (No Credit)
Withdrawal - Except for selected programs (e.g., cooperative nursing), students may withdraw from a course without academic penalty until the midpoint of the semester. Beyond the midpoint, students may only withdraw from a course in the case of an emergency and must secure the permission of the Vice President for Academic Affairs/ Dean for Instruction. If permission is granted, students will receive a grade of W. Students who wish to withdraw must complete and submit a withdrawal form to the Registrar's Office. While a W is not used in computation of the students' grade point averages, it is calculated against the number of credits attempted. Therefore, course withdrawals can adversely affect academic standing.

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

P/F Pass/Fail
Applicable only to English as a Second Language courses, Academic Foundations courses and to degree-credit courses which are not part of the students' major or field of concentration. For degree-credit courses, a Pass/Fail determination must be made at the time of registration and cannot be changed. If students pass the course, the grade point average is not affected; however, if students fail, an 'F' grade is given (for an 'F' grade, see above). Students who wish to withdraw from a Pass/Fail course must follow the established course withdrawal procedures.

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

CE - Credit by Examination
A 'CE' grade and three credits for a course may be earned by students who receive a passing score on an Exemption Test for Credit taken on the first day of class. Students may attend the class but are exempt from all examinations. No grade points are calculated for a 'CE' grade.

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

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Satisfactory Standards

All students, including those enrolled in Academic Foundations courses and English as a Second Language courses, must maintain the following cumulative grade point averages to maintain satisfactory academic standing:

1.5 GPA for up to 20 attempted credit hours
1.7 GPA for 21 to 38 attempted credit hours
1.9 GPA for 39 to 48 attempted credit hours
2.0 GPA for 49 or more attempted credit hours

Students must repeat all Academic Foundations and ESL courses in which a grade of 'R' or 'F' is earned, except in subjects in which they have passed the College Placement Test.

All students must earn the percentage of credits attempted according to the prescribed table:

Credits Attempted	% of Credits to be Earned
1-24	50%
25-36	67%
37 or more	75%

In addition, students enrolled in Academic Foundations courses must earn the minimum number of college-level credits indicated in the table below:

Credits Attempted	Minimum College-level Credits to be Earned
1-36	0
37-45	6

Students enrolled in required Academic Foundations courses must pass the Placement/Exit Tests in each subject area within two semesters or 30 credits of taking the College Placement Test. Students who have not completed Academic Foundations requirements in the timeframe specified will be placed on probation and required to take a reduced load.

Students who are required to take English as a Second Language (ESL) courses must maintain the prescribed grade point average (GPA) and percentage of credits attempted as outlined in the charts above. In addition, ESL students must earn the minimum number of college-level credits indicated below:

Credits Attempted	Minimum College-level Credits to be Earned
1-45	0
46-54	3
55-60	6

Upon completion of the ESL sequence, students who are required to complete Academic Foundations courses must fulfill such requirements within the timeframe specified above.

Academic Probation

In any semester, students who fail to meet the College's minimum academic standards will be placed on academic probation and may be required to take a reduced load. In addition, students who have not completed Academic Foundations requirements within 30 credits of taking the College Placement Test may be placed on probation and required to take a reduced load.

Fully-degree students who have not completed certain required General Education courses within 45 credits will be placed on Academic Probation and their schedules restricted until required courses have been completed (see page 54).

Students on academic probation must consult with the Division Dean or Program Director concerning course selection and academic load and must sign an academic contract form prior to registering. If students on probation enroll for more than the maximum courses/credits without the permission of the Division Dean or Program Director, they must withdraw from the additional courses. Failure to do so will result in the College automatically withdrawing the students from the additional courses.

Academic Suspension/Dismissal

Students shall be monitored for academic progress once per academic year at the conclusion of the Spring semester. If performance indicates two consecutive semesters of failure to meet the minimum standards those students will be suspended. Students who have been suspended for academic reasons must wait one full semester before applying for reinstatement to the College, and may be only reinstated on academic probation and must sign an academic contract form prior to registering. Such reinstatement is contingent on a review by the Division Dean/Program Director, the Vice President for Academic Affairs/Dean of Instruction, or the Academic Appeals Committee. Students reinstated to the College who have been suspended for academic reasons must earn a 2.0 GPA and 75% of the credits attempted for every semester in which such students remain on academic probation. Failure to maintain this minimum level of academic performance for two consecutive semesters will result in final dismissal from the College. Final Dismissal cannot be appealed. This means that those students may only return within the framework of the College's Fresh Start Policy. The College reserves the right to effect suspensions or dismissals at the end of the Fall semester for students whose initial enrollment at the College occurs at the Spring semester.

ACADEMIC INTEGRITY POLICY

I. Academic Integrity Standards

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

Violations of the principle of academic integrity include:

• Cheating on exams.

• Reporting false research data or experimental results.

• Allowing other students to copy one's work to submit to instructors.

• Communicating the contents of an exam to other students who will be taking the same test.

• Submitting the same project in more than one course, without discussing this first with instructors.

• Submitting plagiarized work. Plagiarism is the use of another writer's words or ideas without properly crediting that person. This unacknowledged use may be from published books or articles, the Internet, or another student's work.

II. Violations of Academic Integrity

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

A. First violation in a course:

• The instructor assesses the severity of the violation, determining whether it results from weak academic skills, incomplete understanding of the assignment, project or test guidelines (all instances of "absence of malice") or whether it represents outright cheating or other form of deception.

• The instructor determines whether the offense merits failure on the assignment, project, or test; failure for the entire course; or other measure.

• If the violation merits failure for the course, the violation is reported to the departmental chairperson or director, with an archival copy to the appropriate division dean. A form for reporting academic integrity violations is available for such a report.

• In all instances, the instructor should retain full evidence documenting the violation.

• Students may appeal to the departmental chairperson if   they believe that they have been treated unfairly regarding an alleged violation of the academic integrity code. If warranted, a further appeal may be made to the division dean. The dean's decision is final in such appeals.

B. Second violation in a course:

• Results in automatic failure for the course and must be reported to the departmental chairperson and division dean's office.

C. Non-course violations:

• Students who are found in violation of the College code of academic integrity on incoming placement or exit examinations are referred to the appropriate department director, division dean and/or Vice President for Student Affairs for disposition.

III.   Violations reported to the Division Dean or Vice President for Student Affairs

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

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Academic Appeals Procedure

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

To appeal a probation or suspension action, students must complete and submit a Probation/Suspension Appeal Form and supporting documentation to the Academic Action Appeals Committee within the timeframe specified in the notification letter or to the Division Dean/Program Director within 20 days of the end of the semester of occurrence. In considering student appeals, the Committee/Division Dean will examine the student's entire academic record, with special attention to test scores, placement, course grades, withdrawals, total credits attempted/earned and cumulative G.P.A. A waiver of probation or suspension will be granted only in special circumstances.

In the case of a disputed grade, students must file an appeal within 90 days of the end of the semester in which the course was taken.

Step One
Discussion with the appropriate faculty member.

Step Two
Discussion with the appropriate Division Dean or Program Director. If the grading instructor is still employed at the College, the Division Dean/Program Director's authority is limited to reviewing the evidence and recommending to the instructor that a grade change may be considered. If the instructor is no longer employed by the College, the Division Dean/Program Director may recommend a change of grade. Such recommendation must be submitted to the Vice President for Academic Affairs/Dean of Instruction for final action.

Step Three
Written appeal to the Vice President for Academic Affairs/Dean of Instruction summarizing the circumstances of the appeal and indicating the outcomes of steps one and two. Grade appeals must include all relevant materials such as course syllabi, originals or copies of assignments, papers, lab reports, quizzes and examinations. As part of Step 3, the Vice President for Academic Affairs/Dean of Instruction may at his/her discretion convene a meeting of the Academic Appeals Committee. The committee shall consist of a Division Dean/Program Director, a counselor, and at least three faculty members. The Division Head from whose division the appeal emanates may participate on the committee without vote. The Committee Chairperson shall submit the committee's recommendation in writing to the Vice President for Academic Affairs/Dean of Instruction. The Vice President for Academic Affairs/Dean of Instruction shall examine the evidence and the recommendation, make a final judgment and communicate the decision in writing to the student. No further appeals may be made. Grade changes accomplished under this procedure are final and cannot be re-appealed.

Academic Fresh Start Policy

Students who attended HCCC in the past and attained very poor academic records and who wish to resume their studies at the College without being penalized for those records, may request a Fresh Start. Academic Fresh Start allows students to restore their academic standing at the College by eliminating previous academic credit from the current GPA.

To request Academic Fresh Start, students must apply at the Registrar's Office. The following guidelines apply:

• Coursework to be excluded must have been completed at least five years prior to applying for Academic Fresh Start.

• The cumulative GPA for all coursework taken five or more years prior to application must be below 2.0.

• Students must have completed at least 12 credit hours prior to applying for Academic Fresh Start. The GPA for all coursework taken during this time must be at least 2.0.

• Academic Fresh Start will be granted only once.

• Academic Fresh Start does not affect or alter students' records for financial aid awards.

• All previous coursework will continue to appear on the students' transcripts. However, all the excluded coursework, regardless of grade, will not be included in the cumulative GPA.

• Credits excluded as a result of Academic Fresh Start cannot be used to meet course or program pre-requisites or requirements.

• This policy applies to HCCC records only. In the case of transfer to another institution, students must follow the receiving institution's policy.

• Students must meet with a counselor before applying for Academic Fresh Start to ensure that guidelines are met. After meeting with the counselor, students must also secure the approval of the Division Dean or Director.

• Students granted Academic Fresh Start must maintain regular contact with a counselor to monitor academic progress.

Course Repetition

Students enrolled in Academic Foundations or English as a Second Language courses must repeat all such courses in which a grade of 'R' or 'F' is earned, except in subjects in which they have passed the College Placement or Exit Test. Students must repeat all required specialization courses in which a grade of 'F' is earned in order to remain in their chosen curriculum. Students have the option to repeat any non-required course in which a 'D' or 'F' grade is earned. If students earn a grade of 'W' for a repeated course, the original grade prevails. Students may not repeat a course in which a grade of C or higher is earned.

In all cases where a course is repeated, both the original and repeated grades will remain on the transcript. However, only the highest grade will be used in calculating the grade point average. Students may not repeat a course more than once without special permission from the Division Dean/Program Director.

Change of Major

HCCC students who wish to change from one program (major or area of concentration) to another within the College are expected to do so before the start of their third semester of degree coursework. Students must complete a Major Declaration Form, after meeting with their current advisor. This approval must be secured at least two weeks before registration. The completed form must be submitted to the Registrar's Office by the students.

Note: A change of major may alter previous transfer credit award. Therefore, students are advised to request a re-evaluation of their transfer credits.

Attendance

Students are expected to attend all classes. However, in case of an emergency or illness, students are advised to notify their instructor or counselor immediately. The responsibility for any work missed because of absence rests entirely with the students.

Specific Attendance Requirements:

Culinary Arts Program - in each instructional cycle:
    1 unauthorized absence = B
    2 unauthorized absences = C
    3 unauthorized absences = F

Examinations

Students are expected to take examinations when scheduled. No exceptions will be made without the permission of the Division Dean or Program Director and the instructor of the course.

Normal Academic Load

Full-time students must carry a minimum of 12 credit hours each semester. Students who wish to enroll for more than 18 credits must receive permission from the Division Dean or Program Director.

Dean's List

Full-time degree students who have completed all Academic Foundations and ESL courses and have a grade point average of 3.5 or higher and no 'F' grades in the current semester are eligible for the Dean's List. Students with an 'incomplete' on their records shall be evaluated after the period allowed for completion of course work. Part-time degree students earning 12 credits within a calendar year and who meet requisite criteria are also eligible for the Dean's List. Students who show long-term achievement will be recognized at graduation and through publication of their names in College press releases.

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HCCC Honors Program

Each semester, Hudson County Community College offers a number of courses which carry an "Honors Only" designation. In order to register in one of these courses, students must meet specified academic criteria established to guarantee their ability to benefit from the increased workload and rigor of Honors Program sections. In these courses students should expect smaller class size, more one-to-one instructor contact, more independent work, assignments of greater complexity and breadth, and the opportunity to work alongside other students with similarly exceptional initiative and ability.

Members of the College's Honors Program are provided with many unique opportunities. Some of the benefits include: stimulating classes that provide challenging course work and exciting class discussions, the designation of honors courses on students' transcripts, and an opportunity to meet, work, and socialize with other honors students.

Honor Societies

Phi Theta Kappa - A chapter of Phi Theta Kappa, the internationally acclaimed honor society for students in community and junior colleges, has been established at Hudson County Community College. Phi Theta Kappa provides opportunity for the development of character, leadership and service, for an intellectual climate to exchange ideas and ideals, and for stimulation of interest in continuing academic excellence. Full- and part-time students who have earned 12 degree credits at HCCC with a cumulative grade point average of 3.5 or higher are eligible for membership in Beta Alpha Phi, HCCC's chapter of Phi Theta Kappa.

Psi Beta is the National Honor Society in Psychology for Community and Junior Colleges, and it offers its members many benefits. In addition to recognizing outstanding academic performance, Psi Beta provides opportunities for members to learn more about the field, to meet and interact with professionals working in various areas of psychology, to acquire leadership skills, to participate in community service, and to work with peers with similar interests. In order to qualify for Psi Beta membership, students must have a genuine interest in the study of psychology, have a GPA of at least 3.0, a B average or above in psychology courses, and have completed at least 12 semester hours of college credit.

Graduation Honors

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

3.45 - 3.64 GPA: Cum laude (with honors)
3.65 - 3.84 GPA: Magna cum laude
                          (with high honors)
3.85 - 4.00 GPA: Summa cum laude
                          (with highest honors)

Commencement

Degrees are conferred twice annually at the end of the Fall and Spring Semesters. Commencement Ceremonies take place in May each year. Students who are able to complete all degree requirements during the summer sessions may participate in commencement exercises.

Students eligible for graduation must pay the graduation fee, complete and submit an application form to the Registrar's Office by May for January graduation and by December for May graduation.

Associate Degree and Certificate Requirements

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

• Complete Academic Foundations requirements.

• Fulfill all course requirements of a particular degree or certificate program as described in the College Catalog in effect at the time of initial matriculation in the program; provided that (1) not more than 10 academic years have elapsed since the student passed the College Placement or Exit Test, and (2) the student has maintained continuous attendance and satisfactory academic standing.

• Complete a minimum of 30 credits in residence at HCCC for the associate degree, of which 12 must be in their major or field of concentration.

• Earn an overall GPA of at least 2.0.

• Earn a grade of 'C' or better in all required courses in their field of concentration.

• File an application for graduation in the Registrar's Office by May for January graduation or December for May graduation.

• Be certified by the Registrar as having met all requirements for the degree.

• Resolve all financial obligations to the College.

• Return all library books and College materials.

Second Degree Policy

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

1. A first degree must have been earned and awarded.

2. Students must complete a minimum of 24 credits including all required courses and electives of the second degree.

3. Where fewer than 24 credits separate the first and second degrees (as in closely related programs), students must complete selected enrichment courses to satisfy the minimum requirements.

4. Students must consult with the appropriate Division Deans or Program Directors to determine the courses which must be completed to satisfy the requirements of the second degree. Students must also complete a Second Degree Request Form. Approval of the Vice President for Academic Affairs/Dean of Instruction is required prior to official enrollment into the Second Degree Program.

Transferring to Other Institutions

In order to facilitate the transfer of students to certain bachelor degree programs, HCCC has negotiated special articulation and dual admission agreements. This allows HCCC graduates to make a smooth transfer of credits in their major area of study to participating institutions.

Dual Admission and Articulation Agreements

Joint Admissions

By agreement, these colleges or universities require students to complete their initial two years of a baccalaureate degree at HCCC with guaranteed transfer of credits with full junior status upon graduation. Students must also satisfy specific admissions criteria.

> Fairleigh Dickinson University
> Rutgers University
> Saint Peter's College

Dual Admissions

By agreement, these colleges and universities have students apply for admissions within their first 30 credits at HCCC. Transfer of credits with full junior status will be guaranteed upon graduation and with meeting specific application criteria.

> Bloomfield College
> Fairleigh Dickinson University
> Kean University
> Montclair State University
> New Jersey City University
> New Jersey Institute of Technology
> Saint Peter's College

Articulation Agreements – General

These four-year colleges and universities have agreed to accept most if not all of the credits from a majority of HCCC Academic Programs upon completion of an appropriate Associate's degree.

> Bloomfield College
> Caldwell College
> Centenary College
> Fairleigh Dickinson University
> Kean University
> New Jersey City University
> New Jersey Institute of Technology
> Ramapo College
> Rutgers University
> Saint Peter's College
> Thomas Edison State College
> University of Phoenix

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Articulation Agreements – Specialized

These four-year colleges and universities have agreed to accept most if not all of the credits from a specific HCCC Academic Program upon completion of an appropriate Associate's degree.

Four-Year College/University	Academic Programs
Metropolitan College of New York	Human Services
Baltimore International College	Culinary Arts and Hospitality Management
Fairleigh Dickinson University	Culinary Arts and Hospitality Management All Programs
Felician College	Nursing (Bachelor's or Master's)
Florida International University	Hospitality Management
Hawaii Pacific University	Culinary Arts
John Jay College of Criminal Justice	Criminal Justice (BA or BS)
Johnson & Wales University	Culinary Arts
Laboratory Institute of Merchandising	Business Management
Mercer County Community College	Funeral Services
Montclair State University	Humanities and Social Science Programs
New England Culinary Institute	Culinary Arts
Paul Smith's College	Culinary Arts and Service Management
Rutgers University – Newark	Social Work
Wagner College	Nursing

Joint Programs

By agreement, this program leads to an associate of science degree from UMDNJ and HCCC.

Respiratory Care
• University of Medicine and Dentistry of New Jersey

Cooperative Programs

By agreement, this program requires students to take general education courses at HCCC and clinical courses at the collaborating school or hospital.

Cooperative Nursing
• Christ Hospital School of Nursing
• Bayonne Medical Center School of Nursing

Pre-Hospital Medicine:
Paramedic Science
•Jersey City Medical Center

HCCC graduates may take advantage of the "Full Faith in Credit" arrangement between New Jersey community colleges and the state's four-year colleges, which guarantees admission to a state college (though not necessarily the college of first choice) subject to the college's specific program criteria.

For complete information concerning "Full Faith in Credit," dual admissions, joint programs, and other transfer articulation agreements contact the Transfer Resource Center, the Office of Enrollment Services or the Office of Academic Affairs. For more information on types of programs offered to assist students in the transfer process, please refer to the section under Transfer Services.

Service Learning and Externships

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

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

Qualifications for Select Careers

A number of HCCC programs require graduates to be licensed by governmental and regulatory agencies in order to practice their chosen occupations. Additionally, certain professions require applicants to undergo extensive character background investigations as a pre-condition of employment. In these instances, candidates for employment may be asked if they have committed certain illegal acts, or if they are incapable of discharging the functions required by the profession. However, not all employers and licensing agencies treat potential disqualifiers in the same manner. Some may require further clarification and explanation.

In selecting their majors and College externships, students should familiarize themselves with the selection processes and eligibility criteria of prospective employers or field sites. Students are encouraged to discuss any concerns with the appropriate program coordinator, division dean or a member of the College counseling staff.

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Resources and Services

HCCC offers a number of special programs and instructional support services to enhance opportunities for academic success.

Although the main campus is conveniently located in Jersey City, a center in West New York offers residents of north Hudson County an opportunity to take courses in their neighborhood. Satellite centers in Bayonne, Hoboken, Kearny and Secaucus make classes accessible in the southern and western parts of the County.

ESL and bilingual offerings help students whose first language is not English succeed in college-level courses.

Non-traditional courses can fit into a working student's schedule through video courses, weekend classes, or self-directed computer courses.

Student services include advising, counseling, career planning and placement, tutoring, help for students with physical disabilities, and a wide choice of student clubs and activities.

The Division of Community Education makes lifelong learning possible for career enhancement, career change, personal fulfillment or GED preparation.

INSTRUCTIONAL RESOURCES AND SERVICES

Weekend Courses

By taking courses which meet on Saturdays or Sundays, students can complete from a quarter to over half the course requirements for HCCC's five most popular majors (Accounting, Management Information Systems, Liberal Arts, Management and Medical Assisting).

Distance Learning Courses

Distance learning offers students flexibility in completing their programs at HCCC. Students may enroll in video courses and/or on-line courses.

• **Video Courses** - Instead of attending regular classes on campus, video course students view at least two 30-minute course videos each week at home, read assigned materials in textbooks and study guides, and take exams administered on campus. Students are expected to participate in an on-campus orientation session and maintain contact with the instructor through telephone, electronic or regular correspondence and/or scheduled office hours.

• **On-line Courses -** Students may enroll in on-line courses at HCCC offered in conjunction with the New Jersey Virtual Community College Consortium. On-line students complete all course requirements, maintain regular contact with their instructor, and interact with their classmates via computer. Students must own or have easy access to a computer and an e-mail address in order to complete their on-line courses with success.

Participation in Distance Learning requires individuals who are self-directed and can work independently. All distance learning courses are equivalent to on-campus courses in content, credit and semester length.

Computer-based Courses

Computer-based courses are self-paced, like video courses. However, instead of viewing the courses on television, students complete their lessons on computers located in the computer labs. Students have assigned textbooks and take their exams on-line. These courses are equivalent to on-campus courses and offer three or four semester hours of credits.

Off-Campus Academic Centers

To serve the needs of county residents, the College has established conveniently located satellite academic centers in Bayonne, Kearny, Hoboken and Secaucus. Courses are open to both full- and part-time students and vary from semester to semester, but normally each center offers a variety of general education and degree program courses.

North Hudson Center

Located at 6515 Polk Street in West New York, the North Hudson Center's mission is to serve as a collegiate resource to the residents of Hudson County. The Center serves as the initial point of entry into post-secondary education for hundreds of Hudson County residents every year. In addition to offering credit and non-credit English as a Second Language (ESL) and Academic Foundations courses, the Campus offers an array of bilingual courses, non-credit workforce training courses, and regular degree credit courses. These latter are identical to similar courses offered at other HCCC sites.

Computer Assisted Instruction

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

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Writing Center (WC)

The WC offers support for students in any course requiring writing assignments, including ESL, Academic Foundations, College Composition and other college courses.

Trained mentors assist students in small groups or one-to-one sessions. Each session emphasizes critical thinking and self-directed learning strategies leading to clear writing.

HCCC also offers a computer laboratory - Writing Center which provides services to students taking writing classes and to individual students who need to use a computer to complete college writing projects such as term papers.

Students are welcome to use the word processing and interactive software or work quietly at the study tables. There is always at least one Writing Center assistant available in the Center. Writing tutorials are available by appointment. The Center also houses a reference collection.

Language Laboratories

English as a Second Language (ESL) students can build their English skills in fully equipped, computerized inter-media language labs, using audio and video materials that coordinate with activities and materials used in HCCC's ESL classes. Trained lab assistants are available to assist walk-in students and regularly scheduled classes to use the labs productively.

Tutoring

Tutoring for individuals and small groups is available through various programs including the Student Support Services Program, the Educational Opportunity Fund Program, Tutorial Services and the Disability Support Services Program. Trained tutors provide assistance in all subject areas for both walk-in and regularly scheduled students at the various College sites.

The Tutorial Services Center offers students a unique approach to studying with their classmates through small, tutor-led study groups. Sessions are conducted in a relaxed atmosphere immediately following day or before evening classes often in the same classrooms where instruction is conducted. Group tutorials are available daily at all academic centers in response to student needs. Students are encouraged to contact their academic counselors, the Director of Tutorial Services or any EOF or Student Support Services Program Coordinator for information regarding tutoring.

Library/Learning Resources Centers

HCCC's libraries support the academic program by acquiring, processing and disseminating items in print, non-print, and electronic formats. The Main Library is at 25 Journal Square in Jersey City. A new Library serves the North Hudson Center in West New York. Titles in the reference and circulating public service areas are organized for student access. Computer technology is used to research information found in the electronic databases. Professional librarians teach library use instruction. This enables students to maximize search strategies and Information Literacy skills for their academic programs and for lifelong learning.

The website and LRC publications offer current information about services and sources online or in print. Photocopiers and microform reader/printers are used with the Periodical and Faculty Reserve collections. All HCCC students with current ID cards may borrow from New Jersey City University Library and Jersey City Public Library. All services and technologies enhance the instructional program for the College community.

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STUDENT SERVICES

Center for Academic and Student Success

The Center for Academic and Student Success was created to provide students with easy access to an integrated system of support services.

These services include:
Advisement and Counseling
Career and Transfer Services
Disability Support Services
Educational Opportunity Fund (EOF)
Faculty Advisement Program
Student Support Services Program (SSSP)
Tutorial Services

Students are strongly encouraged to meet regularly with a member of the CASS staff from the start of their career at Hudson County Community College.

Office of Advisement & Counseling

The Advisement and Counseling staff consists of general counselors who have a broad-based knowledge of student development. They can assist students in determining their skills and interests as they move toward their academic goals.

During the academic year, counselors offer the students the opportunity to attend workshops that address their needs while at HCCC. These workshops focus on various issues related to academic and personal development.

Sometimes, students can experience challenges in their lives that can impede their academic progress at the College. Counselors are available to assist students in addressing these challenges through counseling, as well as provide students with referrals to agencies when they are in need of long-term therapeutic counseling.

Advisement and Counseling is located in the Center for Academic and Student Success, 70 Sip Avenue, 2nd floor. To schedule an appointment, please call

Journal Square Campus	North Hudson Center
70 Sip Avenue	6515 Polk Street
Jersey City	West New York
201-360-4150	(201) 360-4600

Office of Career & Transfer Services

The Career and Transfer Resource Center provides services and resources for students seeking admission to baccalaureate degree-granting institutions, or entry into the workforce. These services include the following:

- Transfer and career counseling
- A computer lab where students can access NJ Transfer, research colleges and universities, take a career assessment inventory, work on a resume, and search for jobs or scholarship opportunities
- A library collection that includes college catalogs, test preparation materials, guidelines for improving college applications and essays, career magazines, and information on how to write an effective resume
- Workshops designed to familiarize students with career planning and the transfer process
- Networking opportunities including College Information Day, Career Fairs, transfer student socials, mentoring programs, and tours to local colleges and universities
- Articulation and Dual Admissions Agreements information

Career and Transfer Services is located in the Center for Academic and Student Success, 70 Sip Avenue, (2nd fl.). To make an appointment to speak to a career counselor, please call (201) 360-4184.

Disability Support Services

In compliance with Section 504 of the Rehabilitation of Act of 1973 and the American Disabilities Act (ADA) of 1990, Hudson County Community College is committed to providing the necessary accommodations to afford students with disabilities the opportunity to achieve their educational goals.

Students with disabilities must identify themselves to the College by submitting documentation to the Counselor/ Coordinator of Disability Support Services. Documentation provided by students is kept confidential. Only information regarding specific recommendations is released to faculty and only with student permission. Every effort is made to review the documentation of each individual student to determine the appropriate accommodations to provide the optimum learning environment. Please note that the Individualized Education Plan (IEP) is not sufficient as documentation.

Students with disabilities are encouraged to use the full resources of the College.

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The following types of assistance are available through Disability Support Services. They are arranged only if they are appropriate to the student's disability and recommended by his or her documentation:

- Academic Advisement
- Extended time for testing
- Advocacy within and outside the College (as needed)
- Interpreters for students with hearing impairments
- Readers and Note-takers
- Recorded textbooks
- Escorts for students with visual impairments
- Workshops
- Use of assistive technology

Students with disabilities who plan to attend Hudson County Community College are encouraged to meet with the Counselor/Coordinator of Disability Support Services upon applying. Their documentation will be reviewed at that time to determine whether accommodations are necessary for taking the College Placement Test. The Counselor/Coordinator will also provide students with academic advisement to assist them with their course selection.

The Office of Disability Support Services is located at Bldg. B (25 Journal Square Room 315). To schedule an appointment with the Counselor/ Coordinator of Disability Support Services, please call 201-360-4157 - TTY 201/360-4028.

Educational Opportunity Fund Grant (EOF)

For over 30 years the Educational Opportunity Fund (EOF) Program has provided students from educationally and/or economically disadvantaged backgrounds an opportunity to pursue a college degree. Created by a statute in 1968, EOF has provided academic, financial and social support to thousands of students. Since the late 70's, EOF has been an integral part of Hudson County Community College.

To be eligible an applicant must:

- Be a full-time student in their first semester of enrollment. (enrolled in a minimum of 12 credits)
- Have been a resident of New Jersey for at least one full year prior to enrollment.
- Meet the financial eligibility requirements as documented by the student's FAFSA.
- Provide income documentation for verification purposes.

Grants of up to $525.00 are awarded per semester. Eligibility for renewal is based on academic progress/success (as defined by project standards) and continued eligibility. Program services include advising, tutoring, supplemental instruction, counseling and workshops/seminars. During the summer and at the end of each semester, EOF operates a series of developmental courses for initial and continuing participants.

The EOF Office is located at 162 Sip Avenue (2nd fl.). For additional information regarding the program and/or to schedule an appointment, please call (201) 360-4180 or send an e-mail to eof@hccc.edu.

The Faculty Advisement Program

The HCCC faculty members play a major role in mentoring and guiding students through their degree programs. Each full-time faculty member serves as an academic advisor to twenty-five "Program Ready" students, that is, students who have completed their Academic Foundations requirements or have demonstrated mastery to take college-level courses.

The Coordinator of the Faculty Advisement Program serves as a liaison to the faculty and the Center for Academic and Student Success through ongoing training and review of academic advisement policies and procedures.

To schedule an appointment to discuss matters related to faculty advisement, please call 201-360-4150.

Student Support Services Program (SSSP)

The Student Support Services Program (SSSP), a federally-funded TRIO program, has been in operation at HCCC since 1980. SSSP offers students a solid foundation for academic success.

To be eligible for this program, students who demonstrate an academic need and are registered for six credits or more must meet **at least one** of the following selection criteria:

1. First generation college student;
2. Physically challenged status;
3. Have a documented learning disability;
4. Low income status
   (usually a financial aid recipient).

SSSP provides comprehensive individual or group tutoring to help students clarify assigned material, improve their academic skills, prepare for examinations and, in general, move towards becoming independent learners. When SSSP students excel in certain classes, they are encouraged to become peer tutors for other students who need help. Besides giving tutors an opportunity for continuous improvement of academic skills in the subject for which they tutor, this practice encourages involvement and concern for fellow students and also develops leadership skills among the SSSP student tutors.

The program has dedicated professional counselors who are available to assist SSSP participants with personal issues that may negatively impact academic progress. The counselors also help students clarify their career goals and adjust to their new academic environment and challenges. In addition to individual counseling, students participate in various workshops and cultural activities.

SSSP provides ongoing transfer counseling, preparing students for a smooth transition into four-year colleges upon graduation from HCCC. Advisement in this area answers questions that relate to identifying and selecting a college, the application process, career choices, financing further education, and college survival.

SSSP has a mentoring component that is part of its student outreach and retention services. Participants are assigned peer mentors. Mentors refer their students to the SSSP counseling and tutoring team as well as to other general HCCC activities that help initiate and foster a College spirit.

During the summer, an intensive academic enrichment program offers students a six-week small group instruction in math, algebra, reading and English/writing for participants who are registered in Academic Foundations courses. The classes are free for SSSP students. At the end of the program, students receive a second opportunity to take departmental tests that determine their readiness for college-level work for the following Fall semester.

The SSSP is located at 162 Sip Avenue (1st fl.). For additional information regarding the program and/or to schedule an appointment, please call 201-360-4182.

Tutorial Services Program

A major component of the CASS is Tutorial Services (TS). The goal of TS is to assist students to become independent and efficient learners so that they are able to meet the challenges of the college environment and attain their personal educational goals. HCCC students have access to an array of tutorial materials and assistance in developing their understanding and mastery of their coursework.

The Tutorial Services Program provides: small group tutoring for all subjects; one-on-one tutoring for learning disabled and physically challenged students; in-class tutoring to help facilitate students' learning through individualized instruction under the direction of instructors; assistance to students to develop collaborative study groups monitored by tutors; year-round workshops for at-risk basic skills students; conversation sessions among ESL students; and on-line tutoring for all HCCC students.

Tutorial Services offers an intensive four-week workshop in Basic Reading, Basic Writing and Basic Math. Workshops, which are facilitated by faculty and qualified tutors, are open to students who fall below the required score for successful completion of these courses. Students are given the opportunity to retake the exam at the completion of the workshop. Participants who receive a passing score are permitted to register for college-level courses (in respective subject) the following fall semester.

All of the aforementioned services are ABSOLUTELY FREE to HCCC registered students and are provided at various locations on both campuses. For additional information and/or to sign-up for tutorial services, please call:

> **Journal Square: 201-360-4185**
> **25 Journal Square (Room 312)**
>
> **North Hudson Center (201) 360-4623**
> **6515 Polk Street (lower level)**

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Student Activities

The Office of Student Activities seeks to educate the "whole person" through co-curricular activities that complement a student's academic experience. Students are encouraged and invited to organize and/or join any of the various clubs and organizations including the Student Government Association. Involvement in campus life is of proven interest to employers. The personal contacts one makes when active in these programs may serve as the foundation for lifetime friendships and networking resources.

The office coordinates all major student activities for the college community, supervises clubs and organizations, coordinates the sales of discount tickets to area cultural (Broadway Shows, trips to the Amish Experience, museums, etc.), sporting events (Nets, Yankees, Mets, etc.), various theme parks (Great Adventure, Hershey Park, etc.) and movie tickets to AMC movie theaters. The department also disseminates information through various publications (the student handbook; *Tapestry*, the students' literary magazine; *Reflections*, the college yearbook). Comprehensive leadership training is offered to students through the LEGO program.

The Office of Student Activities is located at 25 Journal Square, in Room 104.

Clubs and Organizations

A number of opportunities are available for students to become involved in organizing and leading activities at the College. One of the most popular ways is through the many student clubs. These clubs are supported fiscally by the Student Activities Fee, and since every student pays this fee, every student should take advantage of the opportunity to become involved.

Organized student clubs represent the various interests of the student body including cultural, academic, vocational, and artistic interests. Clubs are organized and run by students. However, every club is supported by at least one full-time professional (faculty or staff member) who provides guidance to students in developing ideas and planning activities for the club.

Active involvement brings the obvious benefit of peer contact, productivity and meaningful leisure time. Students participating in activities, student clubs and organizations will gain practical application of their classroom skills which they can add to their resumes. New clubs can be formed as new interests are identified. For more information on clubs, or the chartering of a new club, please contact the Office of Student Activities in Jersey City at (201) 360-4195.

The actual list of organized student clubs and organizations varies each year as new interests and energies emerge. At present, the following student clubs are established at the College. Please stop by the Office of Student Activities for a description of each club and further information:

> **Accounting Club**
> **Art Club**
> **Biology Club**
> **Black History and Arts Society**
> **Chess Club**
> **Culinary Ambassadors Club**
> **Due Process Society**
> **Film Society**
> **Gay Straight Alliance**
> **Health Information Technology**
> **Hispanos Unidos Para El Progresso**
> **Hospitality Club**
> **House of Fashion**
> **Human Services Club**
> **Indian Cultural Club**
> **International Student Club**
> **Medical Assistant Club**
> **Muslim Student Society**
> **Orator**
> **Pakistani Culture Promoters**
> **Phi Theta Kappa International (Honor Society)**
> **Psi Beta (Honor Society)**
> **Psychology Club**
> **Science Engineering**
> **Strength of Journey**
> **Student Government Association**
> **Teacher Education Club**
> **Tapestry**
> **Women's Awareness Organization**

Student Handbook/Planner

The Student Handbook is distributed by the Student Activities Office to help students familiarize themselves with College policies and procedures. However, it is not the official statement of the College's policies and procedures and is subject to change without notice. The Planner portion of the Handbook allows students to manage their time effectively, and balance their busy schedules.

Student Publications

Creative expression of the thoughts and interests of students at HCCC is found in the following student publications:

Reflections

Reflections (student yearbook) is a publication that takes a look back at the year past. It allows the student, particularly the graduating student, the opportunity to revisit the memorable events that occurred during the school year. Student life is strongly stated within *Reflections*. *Reflections* also relies strongly on student support. All interested students are encouraged to participate by contacting the Student Activities Office (201) 360-4195.

***Tapestry*, Literary Magazine**

An outlet for any student who wishes to have their artistic expression, either through the written word, or through the art of painting/drawing, published and referenced by the entire HCCC Community. All interested students are encouraged to participate by contacting the Student Activities Office at (201) 360-4195.

Cultural Activities

To round out the educational experience here at HCCC, the Student Activities Office provides a number of cultural and educational activities. Students and their families are offered both free and subsidized admission into a variety of performances and presentations. Students are offered tickets to a number of events which are family-friendly. To keep abreast of all of the upcoming events, check out Student Activities' bulletin boards or the Student Activities schedule found at various locations around the College, or contact the Student Activities Office at (201) 360-4195.

STUDENT ACTIVITIES POLICY FOR TRIPS AND EVENTS

Tickets for trips and events will be sold on a limited basis to students. Ticket limits will be established by the Office of Student Activities to allow as many students the opportunity to experience the event as possible. When tickets are placed on sale, the following procedure is followed – students must present a valid HCCC ID card with the current semester sticker. Students may purchase the allowed amount per valid HCCC ID, unless otherwise indicated. All tickets are sold on a first come, first served basis. No tickets will be held for anyone. All ticket sales and purchases are non-refundable. In case of a major emergency that would prevent students from participating in any event, such as hospitalization, major illness or death, a ten percent (10%) refund will be given. The policy reflects the obligation that the Office of Student Activities has with regard to payment of vendors associated with booking any event.

Students who attend activities and events with a person(s) unaffiliated with Hudson County Community College must sign a waiver of liability along with their guests.

This means you are responsible for your guests.

GENERAL RULES AND REGULATIONS

1. ALL POSTERS AND NOTICES placed on Student Activities Bulletin Boards must be brought to Student Activities for approval. Once approved, the flyer or poster may be placed ONLY in designated areas. POSTING IN SPACES OTHER than those designated (bulletin boards) is prohibited. NO POSTERS ARE ALLOWED ON DOORS, WALLS, BATHROOMS, ETC. NO NOTICES REGARDING SALE OF PERSONAL ITEMS OR SERVICES WILL BE APPROVED. This means no book sales, baby-sitting services, or any other outside for-profit organization will be approved for posting.

2. **Petitions:** Before a petition is circulated, one copy must be filed with the Director of Student Activities. Each copy must bear the name of the student or student organization sponsoring the petition, and the topic of the petition.

3. **Letters:** Individual students may not write to anyone in the name of Hudson County Community College unless it is done in an official manner by a student organization or approval from a specific office of the College.

4. **Solicitation:** There will be no solicitation on campus. Promotional activities involving campus events and activities such as fundraisers, clothing sales, etc., must be approved by the Director of Student Activities.

5. **Student Lounge:** Rules and regulations regarding student conduct in the student lounges can be obtained through the Office of Student Activities, or found posted in the various student lounges. Please refer to this conduct code if you have any questions.

6. **Student Demonstrations:** The philosophy of Hudson County Community College is to encourage freedom in expression of ideas presented in a scholarly and law-abiding manner. The intention to hold a demonstration and the names of all its participants must be filed with the Vice President for Student Affairs' office at least 48 hours in advance of the event. The statement of intention must include: date, time, location, purpose, approximate number expected to participate, type of activity involved (i.e. picketing, distributing leaflets, etc.) and the names of three persons responsible for maintaining reasonable order.

Anyone found to be in violation of these procedures may be subject to disciplinary action. If you have any questions regarding these policies you may contact the Director of Student Activities at (201) 360-4199 or visit the office at 25 Journal Square, Room 104.

STUDENT LIFE POLICIES

Student Conduct

Students are expected to comply with standards of academic honesty and nondisruptive personal conduct. Failure to do so may result in disciplinary action including suspension or dismissal from the College. The policies governing student conduct and disciplinary procedures are detailed in the HCCC Student Handbook.

Non-Discrimination

HCCC is an equal opportunity institution which seeks to make the services of its educational programs and activities available to students without unlawfully discriminating on the basis of race, color, gender, national origin, disability, sexual orientation, age, or marital status.

It is the policy of the College to ensure that equal employment opportunity is extended to all employees and applicants for employment. This policy applies to all levels and classifications of employment including student employment. Individuals who believe their rights may have been violated with respect to this policy should contact the College Affirmative Action Officer.

Student Privacy

HCCC supports the Family Education Rights and Privacy Act of 1974. This Act specifies certain privacy rights of students and parents involving student records. The act gives students the right to review all official records, files, and data related to them and the right to challenge the accuracy of the content of those records.

Drug- and Alcohol-Free Environment

The College is committed to promoting the wellness and positive self-development of its students. The unauthorized use or abuse of alcohol and the illegal use and abuse of drugs impede students from gaining the full benefit of their learning experience and expose them to serious illness and health risks. Unauthorized or illegal use and abuse of drugs or alcohol is prohibited at the College.

The College declares that it will make every effort to provide its students with an environment that is free of unauthorized use and abuse of alcohol and illegal drugs.

Violations of this policy may lead to serious disciplinary action.

ALCOHOL AND DRUG COUNSELING
Resources and Services

The Center for Academic and Student Success is available to assist HCCC students with education, information, counseling and referral services on alcohol and drug abuse.

HCCC has counselors on staff who are knowledgeable about alcohol and drug abuse prevention. Counselors provide confidential and nonjudgemental assistance to students who seek additional information on alcohol and drug abuse. Counselors are available to provide students with help in understanding and identifying factors that may point to abuse of alcohol or drugs by themselves, family members and friends.

Counselors provide referrals to treatment programs and support to students as they make the transition to outside agencies.

Smoke-Free Environment

Smoking is not permitted in any HCCC facility. This policy has been adopted to comply with New Jersey Public Law 1989, Chapter 96, concerning the regulation of smoking in buildings operated by schools, colleges, universities, and professional training schools.

Firearms and Explosives

Firearms of all types, ammunition, fireworks, explosives, and any type of projectile firing device as well as any martial arts devices are not permitted on College property. Policy violations may result in serious disciplinary action, including the possibility of suspension or dismissal.

SECURITY

In accordance with the Student Right-to-Know and Campus Security Act of 1990, the following campus security policies are outlined.

A. Reporting a crime on campus

All criminal actions occurring on campus must be reported immediately to any Hudson County Community College Security Officer or to the Security Office at 25 Journal Square, lower level, from 6:30 am to 11:00 pm weekdays and from 7:00 am to 7:00 pm on Saturdays. The Security Office telephone number is (201) 360-4080 or -4084. The office is closed on Sundays and Public Holidays. Criminal actions reported by letter will receive a reply within 30 days. All information supplied on any incident is treated as CONFIDENTIAL. Students may also report complaints to the Jersey City Police Department.

B. Access Policy

The College has an open access policy during times that the campus is open.

C. Campus Law Enforcement

Enforcement of the safety and security rules and regulations of the College is the responsibility of the Security Manager and a staff of Security Supervisors, Dispatchers and Officers using mobile and foot patrols. Other services include providing security accompaniment to the PATH Train and bus terminal, conducting fire drills, producing Photo-Identification cards and the operating of a Lost and Found section.

Every HCCC student must obtain a photo identification card within a reasonable time after registering as a beginning student. This card, which is the property of the College, will serve students throughout their stay at HCCC and is necessary in order to borrow books from the College library as well as to conduct other College business. The College ID card must be validated at the start of each semester attended at HCCC.

To obtain a HCCC card or validation sticker, students must present their printed class schedule to the Security Office.

To replace a lost ID card, a fee of $2.00 must be paid to the Bursar's Office, 70 Sip Avenue, along with proof of active status as a student.

D. Crime Prevention

A vibrant Crime Prevention Program (leaflets and lectures) is used to educate the College community on steps to take for safety.

E. Off-Campus Student Organizations

In the event of a violation of College policy and/or law by any student belonging to an off-campus student organization, the College will implement its disciplinary proceedings, but formal criminal charges may also be initiated by the appropriate law authorities.

F. Possession, Use or Sale of Illegal Drugs

The possession, use, sale or transfer of illegal substances will not be tolerated at HCCC.

G. Possession, Use or Distribution of Alcoholic Beverages

Unauthorized possession or illegal use of and abuse of alcoholic beverages are prohibited at the College.

H. Sexual Harassment and Rape Awareness

It is the policy of the College to prohibit sexual harassment of employees and students. It is also a violation of policy for any member of the College community to take action against any individual for reporting sexual harassment.

I. Sexual Assault

The College guarantees the implementation of the Campus Sexual Assault Bill of Rights, including access to campus and off-campus counseling and other resources.

J. Weapons on Campus

Weapons or material that can be used to inflict bodily harm or damage to a building are not permitted on College property.

DIVISION OF
COMMUNITY EDUCATION

HCCC provides residents of Hudson County with life-long learning opportunities through the Division of Community Education in collaboration with other academic divisions. These opportunities include the New Pathways program for alternate-track public-school teaching candidates (Humanities & Social Sciences Division), English as a Second Language (ESL/Bilingual & Developmental Education Division), and Certified Nurse Assistant (Business & Science Division). The Division of Community Education also houses the Culinary Arts Institute that provides credit and non-credit offerings in Culinary Arts and Hospitality Management and a state-of-the-art Conference Center. Non-credit courses are offered daytime, evenings, and weekends, on a quarterly calendar schedule: Fall (September), Winter (January), Spring (March) and Summer (June).

Adults take advantage of multi-session courses, certificate-length and half-year remediation and technical training programs. Some programs are funded by government agencies (e.g., the County OneStop – WIA and post-TANF recipients) and serve dislocated workers and unemployed persons.

Adult Basic Education
and Language Programs

The Division offers a full array of skills remediation and language acquisition courses, with a special expertise in English as a Second Language (ESL). ESL is offered regularly with day, evening and Saturday patterns. Instruction is available at both the Jersey City campus (day and evening) and North Hudson Center (day only). In addition, TOEFL Preparation is offered.

Culinary Arts (CAI)/
Hospitality Management (HMT)

Culinary Arts and Hospitality Management represent an expanding area of the Community Education Division. Associate Degree courses and credit-articulated certificates in Baking, Garde Manger, and Hot Food are offered, along with a wide array of stand-alone cooking courses targeted to the home enthusiast. In addition, the Division manages a unique year-long culinary arts program for local high school students who earn school district graduation credits along with professional chef skills training. Many of these students who continue on to a degree program upon high school graduation are awarded credits for courses.

Center for Business and Industry (CBI)

The Center offers a wide range of programs that can assist in human resource development, management and supervisory skills development, Microcomputer Skills training, Workplace Communications, and English as a Second Language. These courses are frequently offered on location at the business site. Strategically linked with the New Jersey Department of Labor, CBI is positioned to assist area firms' access to New Jersey Department of Labor Customized Training funds. CBI is a founding partner in the NJ Community College Workforce Training Consortium. This Consortium promotes a statewide sales and delivery capacity at the state's 65 community college locations.

College Credit Articulations

The Division of Community Education has joined with two degree programs in the College creating an exciting bridge into an Associate Degree. Students who successfully completed the CDA Certificate program can present their certification to the faculty of the Early Childhood Education program and receive eleven (11) credits toward the degree. Students successfully completing the CPHE in hospitality management and who achieve a passing score on any of three national industry certification exams offered by the American Hotel and Lodging Association will be awarded credits for each certificate earned, up to a maximum of seven (7) credits.

The Career Ladders Program is a unique opportunity for staff in the New Jersey Department of Human Services. Selected permanent full-time DYFS (Division of Youth and Family Services) employees receive a training of five modules totaling 150 hours of class instruction. The modules – Communications, Cultural Competence, Assessment and Documentation, Child Development and Identifying Abuse and Neglect and Family Centered Child Protective Services – were developed through the combined efforts of DYFS and Community Colleges Consortium. The DYFS employees who successfully complete the training will receive 12 credits towards their Certificate and/or Associate Degree in Human Services – Social Services at HCCC.

The HCCC Conference Center

Opening in early 2008, the HCCC Conference Center will be devoted to supporting the overall educational goals of the College and will reflect its mission, values and standards. It will be established as an academic conference center that will be operated on a sound fiscal basis in accordance with the professional standards of the International Association of Conference Centers and will be positioned as a non-residential, executive level, educational conference center with a focus on the external regional market and the HCCC Center for Business and Industry. In addition, the Center will provide a venue for the special events of the College, official College entertaining and such meetings and programs that may be deemed appropriate. Designed as a "smart building" offering state-of-the-art technology, the Center has a total of 72,016 square feet, 44,000 of which is dedicated to the Culinary Arts Institute. The Conference Center space includes a large banquet room, pre-function space with bar, banquet kitchen, restaurant with restaurant kitchen, two large meeting rooms, one of which can be subdivided, and five meeting rooms. The building features an extensive range of the latest presentation and computer technology, including interactive videoconferencing, satellite, and rapid Internet accessibility.

COURSES OFFERED

Basic Skills
> **English as a Second Language (ESL)**
> **Pronunciation Perfect**
> **TOEFL Prep**

Culinary Arts
> **Hotel Management**
> **Culinary Courses**
> **Foodservice Partnership**

Computer Skills
> **Classes in Microsoft Office Suite (including bi-lingual)**

Education
> **New Pathways to Teaching in NJ (NPTNJ)**

Health Certificates
> **Certified Nurse Assistant**

Senior Sessions
> **Courses of interest to our senior citizens, including Internet, Fraud Protection, and Flower Arrangement**

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Academic Programs

Some students who enter HCCC will need additional preparation before taking a full college-level schedule in their majors. For these students, the Academic Foundations and ESL programs provide developmental work in English and mathematics.

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

ACADEMIC FOUNDATIONS
ESL/Bilingual and Developmental Education Department
162 Sip Avenue (201) 360-4364

The ability to comprehend challenging materials and to write clear, well-organized and grammatical English is a necessary pre-requisite for successful performance in college. Equally important are basic mathematical skills in arithmetic and algebra. No meaningful college experience can be successfully attempted without these fundamental skills. Indeed, college education begins with these basic competencies and requires students to build on them, developing analytical, critical and creative abilities as they incorporate wider general knowledge and specific knowledge of their areas of concentration into their academic and professional repertoires.

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

Basic English (see course descriptions on page 108)

Level I	ENG 071 – Basic Writing I
	RDG 071 – Basic Reading I
	RDG 075 – Developing Analytical Thought I
Level II	ENG 072 – Basic Writing II
	RDG 072 – Basic Reading II
Level III	ENG 073 – Basic Writing III
	RDG 073 – Basic Reading III

Basic Mathematics & Algebra
(see course descriptions on page 117)

Level I	MAT 071 – Basic Mathematics I
	MAT 073 – Basic Algebra I &
	Basic Algebra Workshop I
Level II	MAT 072 – Basic Mathematics II
	MAT 076 – Basic Algebra II &
	Basic Algebra Workshop II

Semester-long courses are available mornings, afternoons, evenings and weekends. Winter Intersession for Basic English and Express Math/Algebra courses are offered for students whose scores indicate a short course might be sufficient to raise skills to appropriate levels.

ENGLISH AS A SECOND LANGUAGE PROGRAM
ESL/Bilingual and Developmental Education Department,
162 Sip Avenue (201) 360-4610

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

The ESL Program provides six levels of instruction with courses in Writing, Grammar for Writing, Reading and Academic Discussion at each level. The writing and grammar components of the program are integrated. Students learn how to use grammar to communicate effectively in writing. The reading, listening and speaking components of the program are also integrated and content-based. Each level of Reading and Academic Discussion is built upon a theme selected for its relevance to our immigrant students and for its appropriateness to the level. As students move through the program, the focus of the themes gradually shifts from the personal world to the larger world. The theme-based design mirrors the characteristics of content-area courses and prepares students for college-level study.

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

ESL Courses
(See Course Descriptions on page 109-110)

	Writing/Grammar for Writing	Reading/Academic Discussion
Level 0	ESL 020/ESL030	ESL 040/ESL 060
Level 1	ESL 021/ESL031	ESL 041/ESL 061
Level 2	ESL 022/ESL032	ESL 042/ESL 062
Level 3	ESL 023/ESL033	ESL 043/ESL 063
Level 4	ESL 024/ESL034	ESL 044/ESL 064
Level 5	ESL 025/ESL035	ESL 045/ESL 065

ESL students must pass all components of the College Placement Test before continuing in a degree program. Students who do not pass all components of the test by the end of Level 4 may continue improving their skills in Level 5 and retake the test at the end of the semester.

BILINGUAL OFFERINGS

ESL/Bilingual and Developmental Education Department,
North Hudson Center (201) 360-4610

HCCC provides bilingual instruction in selected college-level courses for students enrolled in the ESL Program who demonstrate readiness for such courses. The textbooks and materials used in these courses are identical to those used in degree programs throughout the College. Classroom discussion is held in the students' native languages and English.

General Education

All degree programs at HCCC, as at all other colleges, contain an important General Education component. This consists of courses not specific to the major. The General Education program aims to develop skills which all college graduates need, regardless of major.

The number of courses required for general education varies by degree, but in general, more general education courses are required for transfer programs (A.A., A.S., A.F.A.) and less for career programs (A.A.S. or Certificate). This is because students moving on to Bachelor's programs will need more general education courses as part of their four-year Bachelor's degrees. Career programs focus more on technical skills needed for employment after earning an Associate's degree.

General Education Requirements

The goals of general education at HCCC are twofold: first, to provide broad-based academic competency, and second, to ensure the personal growth and development of the individual student.

In order to achieve these objectives, students take a range of courses selected from the arts and humanities; mathematics; and social and physical sciences. These courses promote the development of critical, analytical, and creative thinking, oral and written communication skills, and the ability to access and interpret information.

Students develop an appreciation for and an enjoyment of the arts and an awareness of the ideas, methods, and principles of mathematics and the physical and social sciences.

In addition to these academic objectives, students also develop a respect for cultural diversity and an understanding of shared values necessary to function as responsible citizens. Furthermore, this strong grounding in general education provides the basis for the continued acquisition of knowledge and understanding.

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

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

CSS 100	College Survival Skills
ENG 101	College Composition I
ENG 102	College Composition II
ENG 112	Speech
CSC 100	Introduction to Computers and Computing
MAT 100	College Algebra/Math Elective

Students must complete these courses during this prescribed period. Students who have not completed these required courses within 45 credits will be placed on academic probation and their schedules restricted until required courses have been completed.

DEGREE AND CERTIFICATE PROGRAMS

The following section lists program and course offerings in detail. Students are urged to study the requirements of the curriculum and consult regularly with a counselor. Elective courses are listed on page 92-93

Course Abbreviations

ACC	Accounting
AMS	American Studies
ANT	Anthropology
ART	Art
BIO	Biology
BUS	Business
CAI	Culinary Arts
CHP	Chemistry
COM	Communications
CSC	Computer Science
CSS	College Survival Skills
CTC	Computer Technology
CRJ	Criminal Justice
ECO	Economics
ECE	Early Childhood Education
EDU	Education
EET	Electronics Engineering Technology
EGS	Engineering Science
EMT	Paramedic Science
ENG	English
ESL	English as a Second Language
ETC	Electronics Technology
FLM	Film
HIS	History
HIT	Health Information Technology
HLT	Health
HMT	Hospitality Management
HUM	Interdisciplinary Humanities
HUS	Human Services
INTD	Interdisciplinary Humanities
LIT	Literature
LGA	Legal Assisting
MAN	Management
MAT	Mathematics
MDA	Medical Assisting
MFS	Management - Funeral Service
MIS	Management Information Systems
MLF	French
MLR	Russian
MLS	Spanish
MRT	Medical Record Coding
MUS	Music
NSG	Nursing
OST	Office Systems Technology
PBA	Public Administration
PHL	Philosophy
PHY	Physics
PNU	Practical Nursing
PSC	Political Science
PSY	Psychology
RDG	Reading
RTP	Respiratory Care
SCI	Science
SED	Special Education
SOC	Sociology
THA	Theater Arts

ACADEMIC DIVISIONS

BUSINESS & SCIENCE
870 Bergen Avenue 201-360-4265

CULINARY ARTS
161 Newkirk Street 201-360-4636

ESL/BILINGUAL & DEVELOPMENTAL EDUCATION
162 Sip Avenue 201-360-4179

NORTH HUDSON CENTER
6515 Polk Street, West New York 201-360-4614

HUMANITIES & SOCIAL SCIENCES
119 Newkirk Street 201-360-4650

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DEGREE PROGRAM INDEX

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ACCOUNTING
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Business and Science Division
870 Bergen Avenue • (201) 360-4265

The A.A.S. in Accounting program introduces students to the accounting profession, preparing them for entry-level positions as junior accountants in business, industry, or government. The program includes training in computer-based accounting software and systems current in the accounting profession.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
ACC 121	Principles of Accounting I	4
BUS 101	Business Mathematics	3
CSC 101	Intro. to Computers & Computing	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
••• •••	Approved Social Science Elective	3
	TOTAL	17
SECOND SEMESTER		
ACC 221	Principles of Accounting II	4
BUS 201	Intro to Stats & Probability	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAN 121	Principles of Management	3
	TOTAL	16
THIRD SEMESTER		
ACC 240	Intermediate Accounting I	4
ACC 211	Computerized Accounting	3
ECO 201	Principles of Macroeconomics	3
MAN 221	Marketing	3
••• •••	Art/Humanities Elective*	3
	TOTAL	16
FOURTH SEMESTER		
ACC 241	Intermediate Accounting II	4
ACC 224	Federal Taxation	3
BUS 230	Business Law	3
ECO 202	Principles of Microeconomics	3
••• •••	Science Elective*	3/4
	TOTAL	16/17

Major Requirements and Electives

ACC 121	Principles of Accounting I	4
ACC 221	Principles of Accounting II	4
ACC 240	Intermediate Accounting I	4
ACC 211	Computerized Accounting	3
ACC 241	Intermediate Accounting II	4
ACC 224	Federal Taxation	3
BUS 101	Business Mathematics	3
BUS 201	Intro to Stats & Probability	3
BUS 230	Business Law	3
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
MAN 121	Principles of Management	3
MAN 221	Marketing	3
	TOTAL	43

General Education Requirements and Electives

COURSE #	COURSE TITLE	CREDITS
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Intro. to Computers & Computing	3
••• •••	Approved Social Science Elective*	3
••• •••	Art/Humanities Elective*	3
••• •••	Science Elective*	3/4
	TOTAL	22/23

Total Course Credits Required: 65/66

* See Electives Section on pages 95-96

ACCOUNTING
ASSOCIATE IN SCIENCE (A.S.)

Business and Science Division
870 Bergen Avenue • (201) 360-4265

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
ACC 121	Principles of Accounting I	4
CSS 100	College Survival Skills	1
CSC 100	Intro. to Computers & Computing	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT 100	College Algebra	3
	TOTAL	17
SECOND SEMESTER		
ACC 221	Principles of Accounting II	4
ENG 102	College Composition II	3
MAN 121	Principles of Management	3
MAT 110+	Precalculus OR	4/3
BUS 201++	Intro. to Stats & Probability	
••• •••	Approved Social Science Elective*	3
	TOTAL	16/17
THIRD SEMESTER		
ACC 211	Computerized Accounting	3
ACC 240	Intermediate Accounting I	4
ECO 201	Principles of Macroeconomics	3
••• •••	Approved Humanities Elective*	3
••• •••	Approved Social Science Elective*	3
	TOTAL	16
FOURTH SEMESTER		
ACC 241#	Intermediate Accounting II	4
BUS 230	Business Law	3
••• •••	Approved Fine Arts Elective*	3
ECO 202	Principles of Microeconomics	3
••• •••	Lab Science Elective*	4
	TOTAL	17

Total Course Credits Required: 66/67

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COURSE #	COURSE TITLE	CREDITS
Major Requirements and Electives		
ACC 121	Principles of Accounting I	4
ACC 221	Principles of Accounting II	4
ACC 211	Computerized Accounting	3
ACC 240	Intermediate Accounting I	4
ACC 241#	Intermediate Accounting II	4
MAN 121	Principles of Management	3
MAT 110+	Precalculus OR	4/3
BUS 201++	Intro. to Stats & Probability	
BUS 230	Business Law	3
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
		TOTAL 34/35

General Education Requirements and Electives

COURSE #	COURSE TITLE	CREDITS
CSS 100	College Survival Skills	1
CSC 100	Intro. to Computers & Computing	3
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT 100	College Algebra	3
••• •••	Approved Social Science Elective*	3
••• •••	Approved Social Science Elective*	3
••• •••	Approved Humanities Elective*	3
••• •••	Approved Fine Arts Elective*	3
••• •••	Lab Science Elective*	4
		TOTAL 32

+ Students transferring to a four-year institution other than
  NJCU take MAT 110
++ Students transferring to NJCU take BUS 201
# Must have a grade of B or better to transfer to Kean and
  Fairleigh Dickinson
Students transferring to Montclair must take challenge examination.

* See Electives Section on pages 95-96

AMERICAN STUDIES ASSOCIATE IN ARTS – LIBERAL ARTS (A.A.)

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSC 100	Introduction to Computers	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 112	Speech	3

COURSE #	COURSE TITLE	CREDITS
••• •••	Modern Language Elective I*	
	OR	
	Multicultural Elective*	3
••• •••	Social Science Elective*	3
		TOTAL 16
SECOND SEMESTER		
ENG 102	College Composition II	3
AMS 135	Introduction to American Studies	3
••• •••	Mathematics Elective*	3
••• •••	Modern Language Elective II*	
	OR	
	Fine Arts/Humanities/	
	Social Science Elective*	3
••• •••	Fine Arts Elective*	3
		TOTAL 15
THIRD SEMESTER		
HIS 210	History of Western Civilization I	3
PSC 102	American Government	3
••• •••	Fine Arts/Humanities Elective*	3
••• •••	Literature Elective*	3
••• •••	Science Elective I*	3/4
		TOTAL 18/19
FOURTH SEMESTER		
HIS 106	U.S. History II	3
HIS 211	History of Western Civilization II	3
PHL 218	Contemporary Moral Issues	3
••• •••	Science Elective II*	3
••• •••	Free Elective*	3/4
		TOTAL 15/16
	Total Course Credits Required: 64/66	

Major Requirements

COURSE #	COURSE TITLE	CREDITS
HIS 105	U.S. History I	3
HIS 106	U.S. History II	3
HIS 210	History of Western Civilization I	3
HIS 211	History of Western Civilization II	3
PHL 218	Contemporary Moral Issues	3
PSC 102	American Government	3
		TOTAL 18

General Education Requirements and Electives

COURSE #	COURSE TITLE	CREDITS
CSS 100	College Survival Skills	1
CSC 100	Introduction to Computers	3
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
••• •••	Modern Language Elective I*	
	OR	
	Multicultural Elective*	3
••• •••	Modern Language Elective II*	
	OR	
	Fine Arts/Humanities/	
	Social Science Elective*	3
••• •••	Social Science Elective*	3
••• •••	Multicultural Elective	3
••• •••	Mathematics Elective*	3
••• •••	Fine Arts Elective*	3
••• •••	Science Elective I*	3/4
••• •••	Science Elective II*	3/4
••• •••	Fine Arts/Humanities Elective*	3
••• •••	Literature Elective*	3
••• •••	Free Elective*	3
		TOTAL 46/48

* See Electives Section on pages 95-96

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BIOLOGY
ASSOCIATE IN SCIENCE
SCIENCE & MATHEMATICS (A.S.)

Business and Science Division
870 Bergen Avenue • (201) 360-4265

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
BIO 115	Principles of Biology I	4
MAT 110	Precalculus	4
CHP 111	College Chemistry I	4
	TOTAL	16
SECOND SEMESTER		
CSC 100	Intro to Computers and Computing	3
BIO 116	Principles of Biology II	4
ENG 112	Speech	3
ENG 102	College Composition II	
	OR	
ENG 103	Technical Report Writing	3
••• •••	Approved Science Elective	4
	TOTAL	17
THIRD SEMESTER		
BIO 230	Histology	4
MAT 111	Calculus I	4
PHY 113	Physics I	4
CHP 211	College Chemistry II	4
	TOTAL	16
FOURTH SEMESTER		
BIO 250	Microbiology	4
••• •••	Social Sciences Elective*	3
••• •••	Approved Science Elective	4
LIT •••	Multicultural Elective*	3
	TOTAL	14
	Total Course Credits Required:	**63**

* See Electives Section on pages 95-96

APPROVED SCIENCE ELECTIVES:

CHP 225	Organic Chemistry I	4
CHP 230	Organic Chemistry II	4
PHY 213	Physics II	4
MAT 112	Calculus II	4
BIO 208	Ecology	4

COURSE #	COURSE TITLE	CREDITS
Major Requirements and Electives		
BIO 115	Principles of Biology I	4
BIO 116	Principles of Biology II	4
BIO 230	Histology	4
BIO 250	Microbiology	4
CHP 111	College Chemistry I	4
CHP 211	College Chemistry II	4
••• •••	Approved Science Elective*	8
	TOTAL	32

General Education Requirements and Electives		
CSS 100	College Survival Skills	1
CSC 100	Intro. to Computers & Computing	3
ENG 101	College Composition I	3
ENG 102	College Composition I	
	OR	
ENG 103	Technical Report Writing	3
ENG 112	Speech	3
MAT 110	Precalculus	4
MAT 111	Calculus I	4
PHY 113	Physics I	4
••• •••	Social Science Elective*	3
••• •••	Multicultural Elective*	3
	TOTAL	31

* See Electives Section on pages 95-96

BUSINESS
ASSOCIATE IN ARTS –
LIBERAL ARTS (A.A.)

Business and Science Division
870 Bergen Avenue • (201) 360-4265

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
ACC 121	Principles of Accounting I	4
CSC 100	Introduction to Computers	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT •••	MAT Elective (100 or Higher)	3/4
	TOTAL	17/18
SECOND SEMESTER		
ACC 221	Principles of Accounting II	4
ENG 102	College Composition II	3
MAN 121	Principles of Management	3
BUS 201	Introduction to Stats/Probability	3
••• •••	Modern Language Elective I*	
	OR	
	Multicultural Elective*	3
	TOTAL	16

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COURSE #	COURSE TITLE	CREDITS
THIRD SEMESTER		
MAN 211	Marketing	3
ECO 201	Principles of Macroeconomics	3
••• •••	Science Elective I*	3/4
HIS 210	History of Western Civilization I OR	
HIS 105	U.S. History I (Non-US HS)	3
••• •••	Modern Language Elective II* OR	
	Fine Arts/Humanities/ Social Science Elective*	3
	TOTAL	15/16

FOURTH SEMESTER		
BUS 230	Business Law	3
ECO 202	Principles of Microeconomics	3
••• •••	Multicultural Elective*	3
HIS 211	History of Western Civilization II OR	
HIS 106	U. S. History II (Non-US HS)	3
••• •••	Science Elective II*	3/4
	TOTAL	15/16
	Total Course Credits Required:	**63/66**

Major Requirements and Electives

ACC 121	Principles of Accounting I	4
ACC 221	Principles of Accounting II	4
BUS 230	Business Law	3
MAN 121	Principles of Management	3
MAN 221	Principles of Marketing	3
	Total	17

General Education Requirements and Electives

CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Introduction to Computers	3
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
••• •••	Modern Language Elective I* OR	
	Multicultural Elective*	3
••• •••	Modern Language Elective II* OR	
	Fine Arts/Humanities/ Social Science Elective*	3
MAT •••	Math Elective (100 or Higher)	3/4
BUS 201	Introduction to Stats/Probability	3
HIS 210	History of Western Civilization I OR	3
HIS 105	US History I	
HIS 211	History of Western Civilization II OR	3
HIS 106	US History II	
••• •••	Science Elective I *	3/4
••• •••	Science Elective II*	3/4
••• •••	Multicultural Elective*	3
	Total	**46/49**

* See Electives Section on pages 95-96

CATERING MANAGEMENT ASSOCIATE IN APPLIED SCIENCE – HOSPITALITY MANAGEMENT (A.A.S.)

Culinary Arts Institute
161 Newkirk Street, Jersey City
(201) 360-4631

The AAS in Hospitality Management – Catering Management will prepare students for entry-level supervisory positions in the catering field, or as entrepreneurs. The program also provides the foundation for students to articulate successfully into four-year colleges or universities in pursuit of a baccalaureate degree in Hospitality Management. The new CAI facility will enable the division to incorporate a supervised hands-on learning experience through events catered on-site.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
BUS 101	Business Math	3
HMT 110	Intro. to the Hospitality Industry	1
CAI 113	Food Service Sanitation	2
CAI 114	Table Service I	2
CAI 117	Production Kitchen Skills I	2
CAI 119	Bakeshop I	2
CAI 118	Pantry & Breakfast Cookery	2
	TOTAL	18
SECOND SEMESTER		
CSC 100	Introduction to Computers	3
ENG 102	College Composition II	3
ENG 112	Speech	3
HMT 121	Hotel Practicum	2
••• •••	Social Science Elective*	3
CAI 123	Storeroom & Purchasing Oper.	2
	TOTAL	16
THIRD SEMESTER		
MAN 121	Principles of Management	3
HMT 213	Principles of Hospitality Marketing	3
BUS 230	Business Law	3
HMT 214	Hotel Group & Convention Sales	3
MAN 231	Management of Small Enterprise	3
HMT 211	Special Events Practicum I	1
MAN 232	Human Resources Management	3
	TOTAL	19
FOURTH SEMESTER		
••• •••	Humanities/Fine Arts Elective*	3
HMT 226	Catering Management	3
HMT 221	Special Events Practicum II	1
ACC 121	Principles of Accounting I	4
BIO 201	Practical Nutrition	3
CAI 223	Food, Beverage, & Labor Cost Control	3
	TOTAL	17
	Total Course Credits Required:	**70**

* See Electives Section on pages 95-96

Major Requirements and Electives

COURSE #	COURSE TITLE	CREDITS
HMT 110	Introduction to the Hospitality Industry	1
CAI 113	Food Service Sanitation	2
CAI 114	Table Service I	2
CAI 117	Production Kitchen Skills I	2
CAI 119	Bakeshop I	2
CAI 118	Pantry & Breakfast Cookery	2
HMT 121	Hotel Practicum	2
BIO 201	Practical Nutrition	3
MAN 121	Principles of Management	3
CAI 123	Storeroom and Purchasing Operations	2
HMT 213	Principles of Hospitality Marketing	3
BUS 230	Business Law	3
HMT 214	Hotel Group and Convention Sales	3
MAN 231	Management of Small Enterprise	3
HMT 211	Special Events Practicum I	1
CAI 223	Food, Beverage & Labor Cost Control	3
HMT 226	Catering Management	3
HMT 221	Special Events Practicum II	1
ACC 121	Principles of Accounting I	4
MAN 232	Human Resources Management	3
		Total 48

General Education Requirements and Electives

BUS 101	Business Mathematics	3
CSS 100	College Survival Skills	1
CSC 100	Intro. to Computers and Computing	3
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
••• •••	Social Science Elective	3
••• •••	Fine Arts/Humanities Elective	3
		TOTAL 22

CHEMISTRY
ASSOCIATE IN SCIENCE –
SCIENCE & MATHEMATICS (A.S.)

Business and Science Division
870 Bergen Avenue • (201) 360-4265

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CHP 111	College Chemistry I	4
CSC 102	Understanding Microcomputers OR	
CSC 100	Intro. to Computers & Computing	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
MAT 110	Precalculus	4
		TOTAL 15
SECOND SEMESTER		
CHP 211	College Chemistry II	4
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT 111	Calculus I	4
••• •••	Social Science Elective*	3
		TOTAL 17

THIRD SEMESTER

CHP 225	Organic Chemistry I	4
MAT 112	Calculus II	4
PHY 111	Engineering Physics I	4
••• •••	Approved Science Elective*	3
••• •••	Humanities Elective*	3
		TOTAL 18

FOURTH SEMESTER

CHP 230	Organic Chemistry II	4
LIT •••	Literature Elective*	3
PHY 211	Engineering Physics II	4
••• •••	Approved Science Elective*	3
••• •••	Fine Arts or History Elective*	3
		TOTAL 17
	Total Course Credits Required:	**67**

* See Electives Section on pages 95-96

Major Requirements and Electives

MAT 112	Calculus II	4
CHP 111	College Chemistry I	4
CHP 211	College Chemistry II	4
CHP 225	Organic Chemistry I	4
CHP 230	Organic Chemistry II	4
PHY 111	Engineering Physics I	4
PHY 211	Engineering Physics II	4
••• •••	Approved Science Elective*	3
••• •••	Approved Science Elective*	3
		TOTAL 34

General Education Requirements and Electives

CSS 100	College Survival Skills	1
CSC 102	Understanding Microcomputers OR	
CSC 100	Intro. to Computers & Computing	3
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT 110	Precalculus	4
MAT 111	Calculus I	4
••• •••	Social Science Elective*	3
••• •••	Humanities Elective*	3
LIT •••	Literature Elective*	3
••• •••	Fine Arts or History Elective*	3
		TOTAL 33

* See Electives Section on pages 95-96

COMPUTER SCIENCE
ASSOCIATE IN SCIENCE (A.S.)
– leading to B.S.

Business and Science Division
870 Bergen Avenue • (201) 360-4265

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

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A.S. Computer Science curriculum for transfer to Bachelor of Science:

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSC 113	Computer Logic & Discrete Math	3
CSC 115	Programming in C++ for Computer Science & Engineering	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT 111	Calculus I	4
	TOTAL	17

SECOND SEMESTER		
CSC •••	Computer Science 100 level Elective*	3
CSC 214	Data Structure & Advanced Programming	3
ENG 102	College Composition II OR	
ENG 103	Technical Reports Writing	3
MAT 112	Calculus II	4
••• •••	Arts/ Humanities Elective*	3
	TOTAL	16

THIRD SEMESTER		
CSC 211	Computer Systems & Assembly Lang.	3
MAT 211	Calculus III	4
PHY 111	Engineering Physics I	4
CSC •••	Computer Science 200 level Elective*	3
••• •••	Social Science Elective*	3
	TOTAL	17

FOURTH SEMESTER		
CSC 212	Computer Organization & Design	4
CSC •••	Computer Science 200 level Elective*	3
CSC •••	Computer Science 200 level Elective*	3
CSC •••	Computer Science 200 level Elective*	3
••• •••	Math or Science Elective * (Engineering Physics, College Chemistry, Differential Equations...)*	4
	TOTAL	17
	Total Course Credits Required 67	

Major Requirements and Electives

CSC 113	Computer Logic & Discrete Math	3
CSC 115	Programming in C++ for Computer Science & Engineering	3
CSC •••	Computer Sci. 100 level Elective*	3
CSC 214	Data Structure & Advanced Programming	3
CSC 211	Computer Systems & Assembly Lang.	3
CSC •••	Computer Sci. 200 level Elective*	3
CSC 212	Computer Organization & Design	4
CSC •••	Computer Sci. 200 level Elective*	3
CSC •••	Computer Sci. 200 level Elective*	3
CSC •••	Computer Sci. 200 level Elective*	3
PHY 111	Engineering Physics I	4
	TOTAL	35

General Education Requirements and Electives

CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II OR	
ENG 103	Technical Report Writing	3
ENG 112	Speech	3
••• •••	Fine Arts/ Humanities Elective*	3
••• •••	Social Science Elective*	3
MAT 111	Calculus I	4
MAT 112	Calculus II	4
MAT 211	Calculus III	4
••• •••	Math or Science Elective * (Engineering Physics, College Chemistry, Differential Equations...)*	4
	TOTAL	32

* See Electives Section on pages 95-96

COMPUTER SCIENCE ASSOCIATE IN SCIENCE (A.S.) – leading to B.A.

Business and Science Division
870 Bergen Avenue • (201) 360-4265

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

Recommended curriculum for students who are planning to transfer into a Bachelor of Arts program.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSC 111	Computer Science I	3
CSC 227	Introduction to Operating Systems	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
MAT 106	Mathematics Analysis I	3
••• •••	Social Science Elective*	3
	TOTAL	16

SECOND SEMESTER		
CHP 111	College Chemistry I	4
CSC 113	Computer Logic & Discrete Math	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT 107	Mathematical Analysis II	3
	TOTAL	16

THIRD SEMESTER		
CSC •••	CSC 100 Level Elective*	3
CSC 117	Java Programming	3
CSC 212	Computer Organization & Design	4
MAT 111	Calculus I	4
••• •••	Fine Arts/Humanities Elective*	3
	TOTAL	17

COURSE #	COURSE TITLE	CREDITS
FOURTH SEMESTER		
CSC 226	Database Design & Concepts	3
CSC 231	Info. Systems Analysis & Design	3
CSC •••	CSC 200 Level Elective*	3
ECO 201	Principle of Macroeconomics	3
PHY 113	Physics I	4
		TOTAL 16
	Total Course Credits Required: 65	

Major Requirements and Electives

Course #	Course Title	Credits
MAT 107	Mathematical Analysis II	3
MAT 111	Calculus I	4
CSC 111	Computer Science I	3
CSC 227	Introduction to Operating Systems	3
CSC 113	Computer Logic & Discrete Math	3
CSC •••	CSC 100 Level Elective*	3
CSC 117	Java Programming	3
CSC 212	Computer Organization & Design	4
CSC 226	Database Design & Concepts	3
CSC 231	Info. Systems Analysis & Design	3
CSC •••	CSC 200 Level Elective*	3
		TOTAL 35

General Education Requirements and Electives

CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
••• •••	Social Science Elective*	3
ENG 102	College Composition II	3
ENG 112	Speech	3
••• •••	Fine Arts/Humanities Elective*	3
ECO 201	Principle of Macroeconomics	3
MAT 106	Mathematics Analysis I	3
CHP 111	College Chemistry I	4
PHY 113	Physics I	4
		TOTAL 30

* See Electives Section on pages 95-96

COMPUTER TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Business and Science Division
870 Bergen Avenue • (201) 360-4265

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSC 101	Scientific Programming	3
CSC 113	Computer Logic & Discrete Math	3
CSS 100	College Survival Skills	1
EET 111	Electric Circuits I	4
ENG 101	College Composition I	3
MAT 106	Mathematical Analysis I	3
		TOTAL 17
SECOND SEMESTER		
EET 211	Electric Circuits II	4
EET 212	Active Electronics Devices	4
CTC 212	Computer Organization & Design	4
ENG 103	Technical Report Writing	3
MAT 107	Mathematical Analysis II	3
		TOTAL 18
THIRD SEMESTER		
MAT 108	Mathematical Analysis III*	3
PHY 113	Physics I	4
CTC 221	Microprocessor/Microcomputer System Design	4
ENG 112	Speech	3
••• •••	Social Science Elective**	3
		TOTAL 17
FOURTH SEMESTER		
CSC 111	Computer Science I	3
CTC 224	Computer Peripherals	3
EET 222	Analog Integrated Circuits	4
PHY 213	Physics II	4
••• •••	Fine Arts/Humanities Elective**	3
		TOTAL 17
	Total Course Credits Required: 69	

* Substitute MAT 111 with Calculus I (4 credits),
   if transferring to a baccalaureate degree program.
* See Electives Section on pages 92-93

Major Requirements and Electives

CSC 101	Scientific Programming	3
CSC 113	Computer Logic & Discrete Math	3
CSC 111	Computer Science I	3
EET 111	Electric Circuits I	4
EET 211	Electric Circuits II	4
EET 212	Active Electronics Devices	4
CTC 212	Computer Organization & Design	4
CTC 221	Microprocessor/Microcomputer System Design	4
CTC 224	Computer Peripherals	3
EET 222	Analog Integrated Circuits	4
MAT 107	Mathematical Analysis II	3
MAT 108	Mathematical Analysis III*	3
PHY 213	Physics II	4
		TOTAL 46

General Education Requirements and Electives

CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 103	Technical Report Writing	3
ENG 112	Speech	3
••• •••	Social Science Elective**	3
••• •••	Fine Arts/Humanities Elective**	3
MAT 106	Mathematical Analysis I	3
PHY 113	Physics I	4
		TOTAL 23

* See Electives Section on pages 95-96

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CRIMINAL JUSTICE ASSOCIATE IN ARTS – LIBERAL ARTS (A.A.)

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650

The Criminal Justice Associate in Arts degree option is for the student who intends to transfer to a four-year college or university to obtain a Bachelor of Arts degree in Criminal Justice. Upon obtaining a Bachelor's degree, the student will be prepared to seek employment as a Criminal Justice professional in law enforcement, the Courts or corrections, or continue education at the graduate level in the fields of Criminal Justice or Law.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSS 100	College Survival Skills	1
CRJ 111	Intro. to Criminal Justice	3
CRJ 120	Intro. to Criminal Law	3
CSC 100	Intro. to Computers	3
ENG 101	College Composition I	3
PSC 101	Introduction to Political Science OR	
PSC 102	American Government	3
	TOTAL	16
SECOND SEMESTER		
CRJ 214	Corrections	3
ENG 102	College Composition II	3
ENG 112	Speech	3
HIS 210	Hist. of Western Civ. I OR	
HIS 105	U.S. History I	3
SOC 101	Principles of Sociology	3
••• •••	Science Elective*	3/4
	TOTAL	18/19
THIRD SEMESTER		
CRJ •••	Criminal Justice Elective*	3
HIS 211	Hist. of Western Civ. II OR	
HIS 106	U.S. History II	3
••• •••	Modern Language I* OR	
	Multicultural Elective*	3
••• •••	Science Elective*	3/4
MAT •••	Math Elective*	3
	TOTAL	15/16
FOURTH SEMESTER		
CRJ 200	Constitutional Liberties & Rights	3
CRJ •••	Criminal Justice Elective*	3
••• •••	Multicultural Elective*	3
••• •••	Modern Language II* OR Fine Arts/Humanities/ Social Science Elective*	3
••• •••	Fine Arts Elective*	3
	TOTAL	15
	Total Course Credit Required: 64/66	

* See Electives Section on pages 95-96

Major Requirements and Electives

CRJ 111	Intro. to Criminal Justice	3
CRJ 120	Intro. to Criminal Law	3
CRJ 214	Corrections	3
CRJ •••	Criminal Justice Elective*	3
CRJ 200	Constitutional Liberties & Rights	3
CRJ •••	Criminal Justice Elective*	3
	TOTAL	18

General Education Requirements and Electives

CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Intro. to Computers	3
HIS 210	Hist. of Western Civ. I OR	
HIS 105	U.S. History I	3
HIS 211	Hist. of Western Civ. II OR	
HIS 106	U.S. History II	3
SOC 101	Principles of Sociology	3
••• •••	Science Elective*	3/4
••• •••	Science Elective*	3/4
••• •••	Modern Language I* OR Multicultural Elective*	3
••• •••	Modern Language II* OR Fine Arts/Humanities/ Social Science Elective*	3
MAT •••	Math Elective*	3
••• •••	Multicultural Elective*	3
••• •••	Fine Arts Elective*	3
PSC 101	Introduction to Political Science OR	
PSC 102	American Government	3
	TOTAL	46/48

* See Electives Section on pages 95-96

CRIMINAL JUSTICE ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650

The Criminal Justice A.A.S. curriculum provides entry-level and in-service students with a thorough knowledge and understanding of the criminal justice system. Graduates are prepared to seek immediate employment or advancement in law enforcement, the courts, corrections or the private sector. Students who intend to complete a four-year degree should enroll in the A.A. Criminal Justice (Liberal Arts) program.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSS 100	College Survival Skills	1
CRJ 111	Intro. to Criminal Justice	3
CRJ 120	Intro. to Criminal Law	3
CSC 100	Intro. to Computers	3
ENG 101	College Composition I	3
PSC 101	Introduction to Political Science	

COURSE #	COURSE TITLE	CREDITS
	OR	
PSC 102	American Government	3
	TOTAL	16

SECOND SEMESTER

CRJ 214	Corrections	3
ENG 112	Speech	3
ENG 102	College Composition II	3
SOC 101	Principles of Sociology	3
MAT •••	Math Elective*	3
	TOTAL	15

THIRD SEMESTER

CRJ •••	Criminal Justice Elective*	3
CRJ 200	Constitutional Civil Liberties & Rights	3
PSY 100	Psychology of Human Relations	3
••• •••	Multicultural Elective*	3
SOC 240	Criminology	3
••• •••	Science Elective*	3
	TOTAL	18

FOURTH SEMESTER

CRJ •••	Criminal Justice Elective*	3
CRJ •••	Criminal Justice Elective*	3
CRJ •••	Criminal Justice Elective*	3
SOC 260	Race & Ethnic Relations	3
••• •••	Fine Arts Elective*	3
	TOTAL	15
	Total Course Credits Required: 64	

* See Electives Section on pages 95-96

Major Requirements and Electives

CRJ 111	Intro. to Criminal Justice	3
CRJ 120	Intro. to Criminal Law	3
CRJ 214	Corrections	3
CRJ •••	Criminal Justice Elective*	3
CRJ 200	Constitutional Civil Liberties & Rights	3
PSY 100	Psychology of Human Relations	3
••• •••	Multicultural Elective*	3
PSC 101	Intro. to Political Science OR	
PSC 102	American Government	3
SOC 101	Principles of Sociology	3
SOC 260	Race & Ethnic Relations	3
SOC 240	Criminology	3
CRJ •••	Criminal Justice Elective*	3
CRJ •••	Criminal Justice Elective*	3
CRJ •••	Criminal Justice Elective*	3
	TOTAL	42

General Education Requirements and Electives

CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Intro. to Computers	3
MAT •••	Math Elective*	3
••• •••	Science Elective*	3
••• •••	Fine Arts Elective*	3
	TOTAL	22

* See Electives Section on pages 95-96

CRIMINAL JUSTICE CERTIFICATE

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650

The Criminal Justice Certificate is designed for those seeking employment or career advancement in criminal justice positions which do not require Associate's or Bachelor's degrees in law enforcement, corrections and the courts. Students will gain knowledge regarding the administration of law enforcement, corrections and judicial agencies and become aware of their responsibilities as criminal justice professionals. Certificate students may easily transfer all credits earned into the existing A.A. or A.A.S. degree programs.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CRJ 111	Intro. to Criminal Justice System	3
CRJ 120	Intro. to Criminal Law	3
CRJ 214	Corrections	3
ENG 101	College Composition I	3
PSC 101	Introduction to Political Science OR	
PSC 102	American Government	3
	TOTAL	15

SECOND SEMESTER		
CRJ 200	Constitutional Liberties & Rights	3
CRJ •••	Criminal Justice Elective*	3
CRJ •••	Criminal Justice Elective*	3
CRJ •••	Criminal Justice Elective*	3
ENG 112	Speech	3
SOC 101	Intro to Sociology	3
	TOTAL	18
	Total Course Credits Required: 33	

* See Electives Section on pages 95-96

Major Requirements and Electives

CRJ 111	Intro. to Criminal Justice System	3
CRJ 120	Intro. to Criminal Law	3
CRJ 214	Corrections	3
CRJ 200	Constitutional Liberties & Rights	3
CRJ •••	Criminal Justice Elective*	3
CRJ •••	Criminal Justice Elective*	3
CRJ •••	Criminal Justice Elective*	3
SOC 101	Intro to Sociology	3
PSC 101	Introduction to Political Science OR	
PSC 102	American Government	3
	TOTAL	27

General Education Requirements and Electives

ENG 101	College Composition I	3
ENG 112	Speech	3
	TOTAL	6

* See Electives Section on pages 95-96

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CULINARY ARTS
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Culinary Arts Institute
161 Newkirk Street, Jersey City
(201) 360-4631

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 112	Speech	3
CAI 113	Food Service Sanitation	2
CAI 114	Table Service I	2
CAI 117	Production Kitchen Skills I	2
CAI 118	Pantry and Breakfast Cookery	2
CAI 119	Bakeshop I	2
		TOTAL 17
SECOND SEMESTER		
BUS 101	Business Mathematics	3
ENG 102	College Composition II	3
CAI 123	Storeroom and Purchasing Oper.	2
CAI 124	Table Service II	2
CAI 125	Externship I	1
CAI 127	Production Kitchen Skills II	2
CAI 128	Introduction to Garde Manger	2
CAI 129	Bakeshop II	2
		TOTAL 17
THIRD SEMESTER		
CSC 100	Intro. to Computers and Computing	3
BIO 201	Practical Nutrition	3
CAI 213	Menu Planning & Facilities Design	2
CAI 214	Advanced Table Service III	2
CAI 215	Externship II	1
CAI 217	Advanced Kitchen-International	2
CAI 218	Intermediate Garde Manger	2
CAI 219	Advanced Bakeshop III	2
		TOTAL 17
FOURTH SEMESTER		
••• ••••	Fine Arts/Humanities Elective*	3
••• ••••	Social Science Elective*	3
CAI 223	Food, Bev., and Labor Cost Control	3
CAI 224	Advanced Table Service IV	2
CAI 225	Externship III	2
CAI 227	Advanced Kitchen - Classical	2
CAI 228	Advanced Garde Manger	2
CAI 229	Advanced Bakeshop IV - Classical	2
		TOTAL 19
	Total Course Credits Required:	**70**

Major Requirements

CAI 113	Food Service Sanitation	2
CAI 114	Table Service I	2
CAI 117	Production Kitchen Skills I	2
CAI 118	Pantry and Breakfast Cookery	2
CAI 119	Bakeshop I	2
CAI 123	Storeroom and Purchasing Oper.	2
CAI 124	Table Service II	2
CAI 125	Externship I	1
CAI 127	Production Kitchen Skills II	2
CAI 128	Introduction to Garde Manger	2
CAI 129	Bakeshop II	2
CAI 213	Menu Planning & Facilities Design	2
CAI 214	Advanced Table Service III	2
CAI 215	Externship II	1
CAI 217	Advanced Kitchen-International	2
CAI 218	Intermediate Garde Manger	2
CAI 219	Advanced Bakeshop III	2
CAI 223	Food, Bev., and Labor Cost Control	3
CAI 224	Advanced Table Service IV	2
CAI 225	Externship III	2
CAI 227	Advanced Kitchen - Classical	2
CAI 228	Advanced Garde Manger	2
CAI 229	Advanced Bakeshop IV - Classical	2
BIO 201	Practical Nutrition	3
		TOTAL 48

General Education Requirements and Electives

CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 112	Speech	3
ENG 102	College Composition II	3
BUS 101	Business Mathematics	3
CSC 100	Intro. to Computers and Computing	3
••• ••••	Fine Arts/Humanities Elective*	3
••• ••••	Social Science Elective*	3
		TOTAL 22

* See Electives Section on pages 95-96

CULINARY ARTS
CERTIFICATE

Culinary Arts Institute
161 Newkirk Street, Jersey City
(201) 360-4631

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
BUS 101	Business Mathematics	3
ENG 101	College Composition I	3
CAI 113	Food Service Sanitation	2
CAI 117	Production Kitchen Skills I	2
CAI 119	Bakeshop I	2
CAI 125	Externship I	1
CAI 215	Externship II	1
CAI 213	Menu Planning & Facilities Design	2
		TOTAL 16

COURSE #	COURSE TITLE	CREDITS
SECOND SEMESTER		
BIO 201	Practical Nutrition	3
CSC 100	Intro. to Computers & Computing	3
CAI 118	Pantry and Breakfast Cookery	2
CAI 123	Storeroom and Purchasing Operations	2
CAI 127	Production Kitchen Skills II	2
CAI 223	Food, Bev. & Labor Cost Control	3
CAI 225	Externship III	2
	TOTAL	17
	Total Course Credits Required:	**33**

Major Requirements and Electives

COURSE #	COURSE TITLE	CREDITS
CAI 113	Food Service Sanitation	2
CAI 117	Production Kitchen Skills I	2
CAI 119	Bakeshop I	2
CAI 125	Externship I	1
CAI 215	Externship II	1
CAI 213	Menu Planning & Facilities Design	2
CAI 118	Pantry and Breakfast Cookery	2
CAI 123	Storeroom and Purchasing Operations	2
CAI 127	Production Kitchen Skills II	2
CAI 223	Food, Bev. & Labor Cost Control	3
CAI 225	Externship III	2
BUS 101	Business Mathematics	3
BIO 201	Practical Nutrition	3
	TOTAL	27

General Education Requirements and Electives

COURSE #	COURSE TITLE	CREDITS
ENG 101	College Composition I	3
CSC 100	Intro. to Computers & Computing	3
	TOTAL	6

* See Electives Section on pages 95-96

CULINARY ARTS SPECIALIZED PROFICIENCY CERTIFICATES

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

Hot Food Production Certificate (Certificat de Cuisine)

COURSE #	COURSE TITLE	CREDITS
CAI 113	Food Service Sanitation	2
CAI 117	Production Kitchen Skills I	2
CAI 123	Storeroom and Purchasing Oper.	2
CAI 127	Production Kitchen Skills II	2
CAI 217	Advanced Kitchen - International	2
CAI 227	Advanced Kitchen - Classical	2
	TOTAL	12

Cold Food Production Certificate (Certificat de Garde Manger)

COURSE #	COURSE TITLE	CREDITS
CAI 113	Food Service Sanitation	2
CAI 118	Pantry and Breakfast Cookery	2
CAI 123	Storeroom and Purchasing Oper.	2
CAI 128	Introduction to Garde Manger	2
CAI 218	Intermediate Garde Manger	2
CAI 228	Advanced Garde Manger	2
	TOTAL	12

Baking Certificate (Certificat de Patisserie)

CAI 113	Food Service Sanitation	2
CAI 119	Bakeshop I	2
CAI 123	Storeroom and Purchasing Oper.	2
CAI 129	Bakeshop II	2
CAI 219	Advanced Bakeshop III	2
CAI 229	Advanced Bakeshop IV-Classical	2
	TOTAL	12

EARLY CHILDHOOD EDUCATION ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSC 100	Intro. to Computers & Computing	3
CSS 100	College Survival Skills	1
ECE 201	Intro. Early Childhood Education	3
ENG 101	College Composition I	3
MAT •••	Approved Math Elective*	3
PSY 101	Introduction to Psychology	3
	TOTAL	16

SECOND SEMESTER		
ECE •••	ECE Elective**	3
ECE •••	ECE Elective**	3
ENG 102	College Composition II	3
ENG 112	Speech	3
INTD 250	Child, Family and Community	3
••• •••	Approved Social Science Elective*	3
	TOTAL	18

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COURSE #	COURSE TITLE	CREDITS
THIRD SEMESTER		
ECE •••	ECE Elective**	3
ECE •••	ECE Elective**	3
ECE •••	ECE Elective**	3
••• •••	Multicultural Elective*	3
••• •••	Science Elective*	3
		TOTAL 15

COURSE #	COURSE TITLE	CREDITS
FOURTH SEMESTER		
ECE •••	ECE Elective**	3
ECE •••	ECE Elective**	3
SED 235	Young Children with Special Needs	3
LIT 209	Children's Literature	3
PSY 211	Developmental Psychology I	3
		TOTAL 15
	Total Course Credits Required: 64	

* See Electives Section on pages 95-96

Major Requirements and Electives

ECE 201	Intro. Early Childhood Education	3
ECE •••	ECE Elective**	3
ECE •••	ECE Elective**	3
ECE •••	ECE Elective**	3
ECE •••	ECE Elective**	3
ECE •••	ECE Elective**	3
ECE •••	ECE Elective**	3
ECE •••	ECE Elective**	3
INTD 250	Child, Family and Community	3
SED 235	Young Children with Special Needs	3
LIT 209	Children's Literature	3
PSY 101	Introduction to Psychology	3
PSY 211	Developmental Psychology I	3
••• •••	Multicultural Elective*	3
		TOTAL 42

General Education Requirements and Electives

CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
CSC 100	Intro. to Computers & Computing	3
ENG 112	Speech	3
MAT •••	Approved Math Elective*	3
••• •••	Approved Social Science Elective*	3
••• •••	Science Elective*	3
		TOTAL 22

* See Electives Section on pages 95-96

** Early Childhood Education Electives

ECE 211	Early Childhood Curriculum
ECE 213	Creative Experience (Formerly ECE 313)
ECE 214	Guiding the Young Child's Behavior
ECE 215	Emerging Literacy
ECE 220	The Anti-Bias Curriculum
ECE 230	Infant and Toddler Curriculum
ECE 231	ECE Externship I
	(With Permission of Education Program Coordinator)
ECE 241	ECE Externship II
SED 290	Introduction to Special Education
	(Formerly ECE 290)
EDU 211	Foundations of American Education
PSY 270	Psychology of Teaching and Learning

EARLY CHILDHOOD EDUCATION ASSOCIATE IN ARTS LIBERAL ARTS (A.A.)

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650

The AA Liberal Arts ECE degree is the right choice for students who want to teach in pre- kindergarten through third grade. After earning this degree and satisfying all entrance requirements, students are prepared to transfer to a four-year college or university to earn a bachelor's degree in early childhood education or special education, or they may combine elementary education with ECE for dual certification. Coursework integrates theory with practice and includes field experiences in schools, child care centers and other group settings.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
BIO 100	General Biology	3
CSC 100	Introduction to Computers	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
MAT 100	College Algebra or higher Math	3
PSY 101	Introduction to Psychology	3
		TOTAL 16

SECOND SEMESTER		
ENG 102	College Composition II	3
ENG 112	Speech	3
HIS •••(1)	History Elective*	3
••• •••	Multicultural Elective*	3
HUM •••(2)	Fine Arts, Literature, OR	
	Modern Language Elective I*	3
SOC 101	Principles of Sociology	3
		TOTAL 18

THIRD SEMESTER		
ECE 201	Intro. to Early Childhood Educ.	3
HIS •••(1)	History Elective*	3
HUM •••(2)	Multicultural OR	
	Modern Language Elective II*	3
PSY 211	Developmental Psychology I	3
••• •••	Lab Science Elective*	3/4
		TOTAL 15/16

FOURTH SEMESTER		
SED 290	Introduction to Special Education OR	
SED 235	Young Children with Special Needs	3
ECE •••	ECE Elective**	3
ECE •••	ECE Elective**	3
LIT 209	Children's Literature	3
SOC 201	Sociology of the Family OR	
INTD250 (3)	Child, Family and Community	3
		TOTAL 15
	Total Course Credits Required: 64/65	

* See Electives Section on pages 95-96

COURSE #	COURSE TITLE	CREDITS
Major Requirements and Electives		
PSY 211	Developmental Psychology I	3
SED 290	Introduction to Special Education	
	OR	
SED 235	Young Children with Special Needs	3
ECE 201	Intro. to Early Childhood Educ.	3
ECE •••	ECE Elective**	3
ECE •••	ECE Elective**	3
LIT 209	Children's Literature	3
		TOTAL 18

General Education Requirements and Electives		
CSC 100	Introduction to Computers	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 100	College Algebra or higher Math	3
ENG 112	Speech	3
PSY 101	Introduction to Psychology	3
HIS •••(1)	History Elective*	3
HIS •••(1)	History Elective*	3
••• •••	Multicultural Elective*	3
HUM •••(2)	Fine Arts, Literature,	
	OR	
	Modern Language Elective I*	3
HUM •••(2)	Fine Arts, Literature	
	OR	
	Modern Language Elective II*	3
SOC 101	Principles of Sociology	3
BIO 100	General Biology	3
••• •••	Lab Science Elective*	3/4
SOC 201	Sociology of the Family	
	OR	
INTD250(3)	Child, Family and Community	3
		TOTAL 46/47

* See Electives Section on pages 95-96

** Early Childhood Education Electives

ECE 211	Early Childhood Curriculum	
ECE 213	Creative Experience	
ECE 214 (4)	Guiding the Young Child's Behavior	
ECE 215 (4)	Emerging Literacy	
ECE 220	The Anti-Bias Curriculum	
ECE 230	Infant and Toddler Curriculum	
SED 235	Young Children with Special Needs	
	(Formerly ECE 235)	
INTD250(3)	Child, Family and Community	
PSY 270(5)	Psychology of Teaching and Learning	

(1) If high school was not in US. -HIS 105 & HIS 106
(2) Fine Art (Drawing or Painting or Music or Theater Art). Students planning transfer to Rutgers or William Paterson University should take the two-semester Modern Language sequence.
(3) Preferred by Kean University
(4) Preferred by NJCU; NJCU requires a B- grade or better in ECE courses for transfer credit
(5) Preferred by Montclair State University

EARLY CHILDHOOD EDUCATION CHILD CARE CERTIFICATE

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650

The one-year Child Care Certificate program is designed for students who work full- or part-time or as a volunteer, with young children in group care settings such as child care centers, private or parochial school kindergartens, preschools, and Head Start programs. Graduates of the Child Care Certificate program are better prepared to continue their work with children, ages birth to age eight, in child care centers, after school programs, family home care, as a foster parent, or nanny. Course work will satisfy the 120 clock hours of formal training required by the CDA National Credentialing Program. With a CDA credential, students are eligible, according to the New Jersey Child Care Licensing Code, to be a group teacher in a Child Care Center. Head Start and many child care programs recognize CDA coursework as an important training experience for their teaching staff.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
ECE 100	CDA Workshop I	4
ECE 214	Guiding Young Child's Behavior	3
CSC 100	Intro. to Computers & Computing	3
ENG 101	College Composition I	3
PSY 101	Introduction to Psychology	3
		TOTAL 16

SECOND SEMESTER		
ECE 110	CDA Workshop II	4
ECE 120	Externship for CDA	3
ECE •••	Early Childhood Elective*	3
LIT 209	Children's Literature	3
••• •••	Humanities or Social Sciences	3
	Elective (no CRJ)*	
		TOTAL 16
	Total Course Credits Required: 32	

* See Electives Section on pages 95-96

Major Requirements and Electives

ECE 100	CDA Workshop I	4
ECE 214	Guiding Young Child's Behavior	3
ECE 110	CDA Workshop II	4
ECE 120	Externship for CDA	3
ECE •••	Early Childhood Elective*	3
LIT 209	Children's Literature	3
PSY 101	Introduction to Psychology	3
••• •••	Humanities or Social Sciences	3
	Elective* (No CRJ)	
		TOTAL 26

General Education Requirements and Electives

CSC 100	Intro. to Computers & Computing	3
ENG 101	College Composition I	3
		TOTAL 6

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EDUCATION – ELEMENTARY/SECONDARY ASSOCIATE IN ARTS LIBERAL ARTS (A.A.)

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650

The Liberal Arts Degree in Elementary/ Secondary Education is the right choice for students who are interested in preparing for a professional teaching career in public school education.   After earning the Associate of Arts Degree students are prepared to transfer to a four-year college or university to continue their education for two more years of full-time study to earn a Bachelor's Degree, required for certification. At the four-year college or university the A.A. graduate may specialize in elementary, secondary, or special education.

Course #	Course Title	Credits
FIRST SEMESTER		
CSC 100	Intro. to Comp. & Computing	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
PSY 101	Intro. to Psychology	3
MAT 100	College Algebra or higher	3
SOC 101	Principles of Sociology	3
	TOTAL	16

SECOND SEMESTER		
ENG 102	College Composition II	3
ENG 112	Speech	3
HUM •••	Humanities, Fine Arts, OR	3
	Literature Elective*	
••• •••	Multicultural Elective*	3
••• •••	Modern Language Elective I* OR	
	Multicultural Elective*	3
	TOTAL	15

THIRD SEMESTER		
EDU 211(1)	Foundations of American Educ.	3
LIT 209	Children's Literature	3
HIS •••	History Elective*	3
SOC •••	Sociology of the Family OR	
INTD 250	The Child, Family and Community	3
••• •••	Modern Language Elective II* OR	3
	Fine Arts/Humanities /Social Science Elective* (no CRJ or HUS)	
BIO 100	General Biology	3
	TOTAL	18

FOURTH SEMESTER		
SED 290(1)	Intro. to Special Education	3
HIS •••	History Elective*	3
PSY 270	Psy. of Teaching & Learning	3
PSY 211	Developmental Psychology I	3
••• •••	Lab Science Elective*	3/4
	TOTAL	15/16
	Total Course Credit Required:	**64/65**

* See Electives Section on pages 95-96
  (1) Requires a B- or better to transfer

Major Requirements and Electives

EDU 211	Foundations of American Educ.	3
LIT 209	Children's Literature	3
PSY 270	Psy. of Teaching & Learning	3
PSY 211	Developmental Psychology I	3
SED 290	Intro. to Special Education	3
SOC •••	Sociology of the Family OR	
INTD 250	The Child, Family and Community	3
	TOTAL	18

General Education Requirements and Electives

CSC 100	Intro. to Comp. & Computing	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT 100	College Algebra or higher	3
SOC 101	Principles of Sociology	3
PSY 101	Intro. to Psychology	3
HUM •••	Humanities, Fine Arts, OR	3
	Literature Elective*	
••• •••	Multicultural Elective*	3
••• •••	Modern Language Elective I* OR	
	Multicultural Elective*	3
••• •••	Modern Language Elective II* OR	3
	Fine Arts/Humanities/Social Science Elective*	
HIS •••	History Elective*	3
HIS •••	History Elective*	3
BIO 100	General Biology	3
••• •••	Lab Science Elective*	3/4
	TOTAL	46/47

* See Electives Section on pages 95-96

EDUCATION – SPECIAL EDUCATION ASSOCIATE IN ARTS LIBERAL ARTS (A.A.)

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650

The Liberal Arts Degree in Special Education is a transfer-oriented degree for students interested in preparing for a professional teaching career in public or private schools and specializing in the education of children with special needs. After earning this degree and satisfying all entrance requirements, students are prepared to transfer to a four-year college or university to earn a Bachelor's Degree and certification in teaching children with disabilities.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
BIO 100	General Biology	3
CSC 100	Intro. to Comp. & Computing	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
MAT 100	College Algebra or higher	3
PSY 101	Intro. to Psychology	3
	TOTAL	16

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COURSE #	COURSE TITLE	CREDITS
SECOND SEMESTER		
ENG 102	College Composition II	3
ENG 112	Speech	3
HIS •••	History Elective*	3
HUM •••	Humanities, Fine Arts, Literature Elective*	3
••• •••	Multicultural Elective*	3
SOC 101	Principles of Sociology	3
		TOTAL 18

COURSE #	COURSE TITLE	CREDITS
THIRD SEMESTER		
EDU 211	Foundations of American Educ. OR	
ECE 201	Intro. to Early Childhood Ed.	3
HIS •••	History Elective*	3
LIT 209	Children's Literature	3
PSY 211	Developmental Psychology	3
••• •••	Lab Science Elective*	3/4
		TOTAL 15/16

COURSE #	COURSE TITLE	CREDITS
FOURTH SEMESTER		
SED 235	Young Children with Special Needs	3
SED 290	Intro. to Special Education	3
ECE 214	Guiding Behavior	3
INTD 250	The Child, Family and Community	3
PSY 270	Psy. of Teaching & Learning	3
		TOTAL 15
	Total Course Credit Required: 64/65	

* See Electives Section on pages 95-96

Major Requirements and Electives

EDU 211	Foundations of American Educ. OR	3
ECE 201	Intro. to Early Childhood Educ.	
SED 235	Young Children with Special Needs	3
SED 290	Intro. to Special Education	3
ECE 214	Guiding Behavior	3
PSY 270	Psy. of Teaching & Learning	3
PSY 211	Developmental Psychology	3
		TOTAL 18

General Education Requirements and Electives

CSC 100	Intro. to Comp. & Computing	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT 100	College Algebra or higher	3
LIT 209	Children's Literature	3
PSY 101	Intro. to Psychology	3
SOC 101	Principles of Sociology	3
INTD 250	The Child, Family and Community	3
HUM •••	Humanities, Fine Arts, Literature Elective*	3
••• •••	Multicultural Elective*	3
HIS •••	History Elective*	3
HIS •••	History Elective*	3
BIO 100	General Biology	3
••• •••	Lab Science Elective*	3/4
		TOTAL 46/47

* See Electives Section on pages 95-96

ELECTRONICS ENGINEERING TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Business and Science Division
870 Bergen Avenue • (201) 360-4265

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSC 101	Scientific Programming	3
CSS 100	College Survival Skills	1
EET 111	Electric Circuits I	4
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT 106	Mathematical Analysis I	3
		TOTAL 17

SECOND SEMESTER		
EET 211	Electric Circuits II	4
EET 212	Active Electronic Devices	4
ENG 102	College Composition II	3
MAT 107	Mathematical Analysis II	3
PHY 113	Physics I	4
		TOTAL 18

THIRD SEMESTER		
EET 214	Active Circuit Analysis & Design	4
EET 216	Pulse and Digital Circuits	4
MAT 108	Mathematical Analysis III*	3
PHY 213	Physics II	4
••• •••	Social Science Elective**	3
		TOTAL 18

FOURTH SEMESTER		
EET 222	Analog Integrated Circuits	4
EET 223	Integrated Circuits in Digital Systems	4
EET 228	Electronics Project Laboratory	2
EET •••	Electronics Elective**	3
••• •••	Fine Arts/Humanities Elective**	3
		TOTAL 16
	Total Course Credits Required: 69	

* Substitute MAT 108 with Calculus I (4 credits), if transferring to a Baccalaureate Degree Program.

* See Electives Section on pages 95-96

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Major Requirements and Electives

EET 111	Electric Circuits I	4
EET 211	Electric Circuits II	4
EET 212	Active Electronic Devices	4
EET 214	Active Circuit Analysis & Design	4
EET 216	Pulse and Digital Circuits	4
EET 222	Analog Integrated Circuits	4
EET 223	Integrated Circuits in Digital Systems	4
EET 228	Electronics Project Laboratory	2
EET •••	Electronics Elective**	3
CSC 101	Scientific Programming	3
MAT 107	Mathematical Analysis II	3
MAT 108	Mathematical Analysis III*	3
PHY 213	Physics II	4
		TOTAL 46

General Education Requirements and Electives

CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
••• •••	Social Science Elective**	3
••• •••	Fine Arts/Humanities Elective**	3
MAT 106	Mathematical Analysis I	3
PHY 113	Physics I	4
		TOTAL 23

* See Electives Section on pages 95-96

* Substitute MAT 108 with Calculus I (4 credits), if transferring to a Baccalaureate Degree Program.

ELECTRONICS TECHNOLOGY CERTIFICATE

Business and Science Division
870 Bergen Avenue • (201) 360-4265

Graduates of the Electronics Technology Certificate program possess the technical skills needed by electronics technicians. They have a strong foundation in DC and AC circuits, electronic circuits, facility in the use of test equipment, and the ability to write technical reports. Students who complete the certificate may transfer into the Electronics Engineering Technology degree program with 16 transfer credits.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSC 100	Intro. to Computers & Computing	3
ENG 101	College Composition I	3
ENG 112	Speech	3
ETC 101	DC Circuits	4
MAT 100	College Algebra	3
		TOTAL 16
SECOND SEMESTER		
ETC 201	AC Circuits	4
ETC 202	Electric Circuits Workshop	3
ETC 205	Electronics Circuits	4
ETC 206	Electronics Workshop	3
ENG 103	Technical Report Writing	3
		TOTAL 17
	Total Course Credits Required:	**33**

Major Requirements and Electives

CSC 100	Intro. to Computers & Computing	3
ETC 101	DC Circuits	4
ETC 201	AC Circuits	4
ETC 202	Electric Circuits Workshop	3
ETC 205	Electronics Circuits	4
ETC 206	Electronics Workshop	3
MAT 100	College Algebra	3
		TOTAL 24

General Education Requirements and Electives

ENG 101	College Composition I	3
ENG 112	Speech	3
ENG 103	Technical Report Writing	3
		TOTAL 9

* See Electives Section on pages 95-96

ENGINEERING SCIENCE ASSOCIATE IN SCIENCE (A.S.)

Business and Science Division
870 Bergen Avenue • (201) 360-4265

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CHP 111	College Chemistry I	4
CSC 101	Scientific Programming OR	3
CSC 115	Programming in C++	
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT 111	Calculus I	4
		TOTAL 18
SECOND SEMESTER		
CHP 211	College Chemistry II	4
ENG 103	Technical Report Writing	3
MAT 112	Calculus II	4
PHY 111	Engineering Physics I	4
••• •••	Fine Arts/Humanities Elective	3
		TOTAL 18
THIRD SEMESTER		
ECO 201	Principles of Macroeconomics	3
EGS 101	Engineering Graphics OR	2
EGS 100	Fundamentals of Engineering	
EGS 230	Statics and Dynamics	4
MAT 211	Calculus III	4
PHY 211	Engineering Physics II	4
		TOTAL 17

COURSE #	COURSE TITLE	CREDITS
FOURTH SEMESTER		
MAT 212	Differential Equations	4
PHY 212	Engineering Physics III	5
••• •••	Approved Engineering Elective*	3
••• •••	Approved Humanities Elective*	3
	TOTAL	15
	Total Course Credits Required: 68	

Major Requirements and Electives

EGS 101	Engineering Graphics OR	2
EGS 100	Fundamentals of Engineering	
EGS 230	Statics and Dynamics	4
PHY 111	Engineering Physics I	4
PHY 211	Engineering Physics II	4
PHY 212	Engineering Physics III	5
••• •••	Approved Engineering Elective*	3
CHP 111	College Chemistry I	4
CHP 211	College Chemistry II	4
MAT 211	Calculus III	4
MAT 212	Differential Equations	4
	TOTAL	38

General Education Requirements and Electives

CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 112	Speech	3
ENG 103	Technical Report Writing	3
••• •••	Fine Arts/Humanities Elective	3
ECO 201	Principles of Macroeconomics	3
••• •••	Approved Humanities Elective*	3
CSC 101	Scientific Programming OR	3
CSC 115	Programming in C++	
MAT 111	Calculus I	4
MAT 112	Calculus II	4
	TOTAL	30

* See Electives Section on pages 95-96

FUNERAL SERVICE ASSOCIATE IN APPLIED SCIENCE MANAGEMENT (A.A.S.)

Business and Science Division
870 Bergen Avenue • (201) 360-4265

This program prepares students for the business of funeral service and meets the New Jersey requirement for two years of college prior to entrance in the Funeral Service Certificate program located at Mercer County Community College. Instruction includes courses in business management, public health, the social, behavioral, and natural sciences as well as the legal, technical, and regulatory aspects of funeral service. The Funeral Service program prepares students for positions as Funeral Directors and Managers.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
BUS 101	Business Mathematics	3
CSC 100	Intro. to Computers & Computing	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
MAN 121	Principles of Management	3

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER (continued)		
MFS 101	Funeral Service Internship I	
	OR	
••• •••	Business Elective*	2/3
PSY 101	Introduction to Psychology	3
	TOTAL	18/19
SECOND SEMESTER		
ACC 121	Principles of Accounting I	4
CHP 100	Introduction to Chemistry	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MFS 102	Funeral Service Internship II	
	OR	2/3
••• •••	Business Elective*	
	TOTAL	15/16
THIRD SEMESTER		
BIO 111	Anatomy and Physiology I	4
BUS 201	Intro. to Statistics & Probability	3
MAN 221	Marketing	
MAN 231	Management of Small Enterprise	3
MFS 103	Funeral Service Internship III	
	OR	
••• •••	Business Elective*	2/3
	TOTAL	15/16
FOURTH SEMESTER		
BIO 211	Anatomy and Physiology II	4
BUS 230	Business Law	3
INTD 200	Death and the Human Experience	3
MFS 104	Funeral Service Internship IV	2/3
	OR	
••• •••	Business Elective*	
••• •••	Humanities/Art Elective*	3
	TOTAL	15/16
	Total Course Credits Required: 63/67	

* See Electives Section on pages 95-96

Major Requirements and Electives

MAN 121	Principles of Management	3
ACC 121	Principles of Accounting I	4
CHP 100	Introduction to Chemistry	3
BIO 111	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	
BUS 201	Intro. to Statistics & Probability	3
MAN 221	Marketing	3
MAN 231	Management of Small Enterprise	3
BUS 230	Business Law	3
INTD 200	Death and the Human Experience	3
MFS 101	Funeral Service Internship I	2/3
	OR	
••• •••	Business Elective*	
MFS 102	Funeral Service Internship II	2/3
	OR	
••• •••	Business Elective*	
MFS 103	Funeral Service Internship III	2/3
	OR	
••• •••	Business Elective*	
MFS 104	Funeral Service Internship IV	2/3
	OR	
••• •••	Business Elective*	
	TOTAL	41/45

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General Education Requirements and Electives

COURSE #	COURSE TITLE	CREDITS
BUS 101	Business Mathematics	3
CSC 100	Intro. to Computers & Computing	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
PSY 101	Introduction to Psychology	3
••• •••	Humanities/Art Elective*	3
		TOTAL 22

* See Electives Section on pages 95-96

HEALTH INFORMATION TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Business and Science Division
870 Bergen Avenue • (201) 360-4265

This program prepares students to become Health Information professionals who compile, analyze, and evaluate health information. Their responsibilities may also include maintaining and using health data, coding diagnostic and procedural information, controlling the use and release of health information, and supervising staff. Health information professionals are employed in hospitals, health maintenance organizations, insurance companies, nursing homes, and physician offices. The Health Information Technology Program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Council on Education of the American Health Information Management Association (COE-AHIMA).

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
BIO 111	Anatomy and Physiology I	4
ENG 101	College Composition I	3
HLT 111	Health Care Delivery Systems OR	2
HLT 115	Dynamics of Hlth. Care in Society	3
CSC 100	Intro to Computers & Computing	3
MDA 111	Medical Terminology I	2
HIT 111	Health Care Data Content and Structure	4
		TOTAL 18/19

SECOND SEMESTER		
BIO 211	Anatomy and Physiology II	4
ENG 102	College Composition II	3
MDA 221	Medical Terminology II	2
MAT 109	Health Care Statistics	3
OST 265	Records & Database Management	3
		TOTAL 15

THIRD SEMESTER		
ENG 112	Speech	3
HLT 112	Pathophysiology	3
HIT 211	Clinical Classification System	4
HIT 270	Clinical Practice I	3
SOC 101	Principles of Sociology	3
HIT 124	Microcomputer Applications for Health Information Managers	3
		TOTAL 19

COURSE #	COURSE TITLE	CREDITS
FOURTH SEMESTER		
HIT 221	Quality Assessment and Data Presentation	3
HIT 200	Organization and Supervision	3
HLT 210	Legal/Ethical Aspects of Health Care	3
HIT 275	Clinical Practice II	3
••• •••	Humanities Elective*	3
		TOTAL 15

Total Course Credits Required: 67/68

* See Electives Section on pages 95-96

Major Requirements and Electives

BIO 211	Anatomy and Physiology II	4
HLT 111	Health Care Delivery Systems OR	
HLT 115	Dynamics of Health Care in Society	2/3
HLT 112	Pathophysiology	3
HLT 210	Legal/Ethical Aspects of Health Care	3
HIT 111	Health Care Data Content and Structure	4
HIT 211	Clinical Classification System	4
HIT 270	Clinical Practice I	3
HIT 124	Microcomputer Applications for Health Information Managers	3
HIT 221	Quality Assessment and Data Presentation	3
HIT 275	Clinical Practice II	3
HIT 200	Organization and Supervision	3
MDA 111	Medical Terminology I	2
MDA 221	Medical Terminology II	2
MAT 109	Health Care Statistics	3
OST 265	Records & Database Management	3
		TOTAL 45/46

General Education Requirements and Electives

ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Intro to Computers & Computing	3
BIO 111	Anatomy and Physiology I	4
SOC 101	Principles of Sociology	3
••• •••	Humanities Elective*	3
		TOTAL 22

* See Electives Section on pages 95-96

HEALTH SCIENCE
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Business and Science Division
870 Bergen Avenue • (201) 360-4265

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
ENG 101	College Composition I	3
BIO 111	Anatomy & Physiology I	4
CSS 100	College Survival Skills	1
MAT 102	Mathematics for Health Science	3
CSC 100	Intro. to Computers & Computing	3
••• •••	Elective	3
	TOTAL	17

SECOND SEMESTER		
BIO 211	Anatomy & Physiology II	4
ENG 102	College Composition II	
	OR	
	Technical Report Writing	3
PSY 101	Intro. to Psychology	3
ENG 112	Speech	3
HUM •••	Humanities Elective**	3
••• •••	Elective	3
	TOTAL	19

Total Course Credits at HCCC	36 credits
Prior Certificate (awarded up to)	24 credits*
Total Course Credits Required:	60 credits

* See Electives Section on pages 95-96

* Credit award will be assessed by the HCCC Director of Health Related Programs or a designee. Students whose certificate/license completion was less than 350 hours must complete a work/life portfolio for credit evaluation.

Major Requirements and Electives
Prior Certificate (awarded up to 24 credits*)

BIO 111	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4
••• •••	Electives**	6
	Credits	38

**Suggested electives to fulfill program requirements:

ANT 101	Introduction to Cultural Anthropology
ART 100	Art through the Ages
BIO 250	Microbiology
HIS 210	History of Western Civilization I
HLT 112	Pathophysiology
HLT 115	Dynamics of Healthcare
HLT 210	Legal & Ethical Aspects of Health
MDA 111	Medical Terminology I
MDA 221	Medical Terminology II
MDA 224	Pharmacology

PHL 218	Contemporary Moral Issues
INTD 200	Death and the Human Experience
PSY 260	Life Span Development
SOC 101	Introduction to Sociology

General Education Requirements and Electives

CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	
	OR	
ENG 103	Technical Report Writing	3
ENG 112	Speech	3
CSC 100	Intro. to Computers & Computing	3
MAT 102	Mathematics for Health Science	3
PSY 101	Intro. to Psychology	3
HUM •••	Humanities Elective	3
	TOTAL	22

HISTORY
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSC 100	Introduction to Computers	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 112	Speech	3
••• •••	Modern Language Elective I*	
	OR	
	Multicultural Elective*	3
SOC 101	Principles of Sociology	3
	TOTAL	16

SECOND SEMESTER		
ENG 102	College Composition II	3
••• •••	Multicultural Elective*	3
MAT •••	Mathematics Elective*	3
••• •••	Modern Language Elective II*	
	OR	
	Fine Arts/Humanities/ Social Science Elective*	3
••• •••	Fine Arts Elective *	3
	TOTAL	15

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COURSE #	COURSE TITLE	CREDITS
THIRD SEMESTER		
HIS 105	U.S. History I	3
HIS 210	History of Western Civilization I	3
PHL 101	Introduction to Philosophy	3
••• •••	Fine Arts/Humanities Elective*	3
••• •••	Literature Elective*	3
••• •••	Science Elective I*	3/4
	TOTAL	18/19

FOURTH SEMESTER		
HIS 106	U.S. History II	3
HIS 211	History of Western Civilization II	3
PHL •••	Philosophy Elective*	3
••• •••	Fine Arts/Humanities Elective*	3
••• •••	Science Elective II*	3/4
	TOTAL	15/16
	Total Credits Required:	**64/66**

Major Requirements and Electives

HIS 105	U.S. History I	3
HIS 106	U.S. History II	3
HIS 210	History of Western Civilization I	3
HIS 211	History of Western Civilization II	3
PHL 101	Introduction to Philosophy	3
PHL •••	Philosophy Elective*	3
	TOTAL	18

General Education Requirements and Electives

CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Introduction to Computers	3
••• •••	Modern Language Elective I* OR Multicultural Elective*	3
••• •••	Modern Language Elective II* OR Fine Arts/Humanities/ Social Science Elective*	3
SOC 101	Principles of Sociology	3
••• •••	Multicultural Elective*	3
MAT •••	Mathematics Elective*	3
••• •••	Fine Arts Elective *	3
••• •••	Fine Arts/Humanities Elective*	3
••• •••	Literature Elective*	3
••• •••	Science Elective I*	3/4
••• •••	Science Elective II*	3/4
••• •••	Fine Arts/Humanities Elective*	3
	TOTAL	46/47

* See Electives Section on pages 95-96

HOSPITALITY MANAGEMENT ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Culinary Arts Institute
161 Newkirk Street, Jersey City
(201) 360-4631

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
BUS 101	Business Math	3
HMT 110	Intro. to the Hospitality Industry	1
CAI 113	Food Service Sanitation	2
CAI 114	Table Service I	2
CAI 117	Production Kitchen Skills I	2
CAI 119	Bakeshop I	2
CAI 118	Pantry & Breakfast Cookery	2
	TOTAL	18

SECOND SEMESTER		
CSC 100	Introduction to Computers	3
ENG 102	College Composition II	3
ENG 112	Speech	3
HMT 121	Hotel Practicum	2
HMT 122	Front Office Operations	3
CAI 123	Storeroom & Purchasing Oper.	2
	TOTAL	16

THIRD SEMESTER		
••• •••	Social Science Elective*	3
HMT 213	Principles of Hospitality Marketing	3
••• •••	Restricted Program Elective**	2/3
HMT 214	Hotel Group & Convention Sales	3
CAI 125	Externship I	1
CAI 216	Restaurant Operations Management	3
MAN 232	Human Resources Management	3
	TOTAL	18/19

FOURTH SEMESTER		
••• •••	Humanities / Fine Arts Elective*	3
CAI 213	Menu Planning & Facilities Design	2
CAI 215	Externship II	1
ACC 121	Principles of Accounting I	4
BIO 201	Practical Nutrition	3
CAI 223	Food, Beverage, & Labor Cost Control	3
	TOTAL	16
	Total Course Credits Required: 68/69	

* See Electives Section on pages 95-96

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**Restricted Program Electives
Major Requirements and Electives

HMT 110	Intro. to the Hospitality Industry	1
BIO 201	Practical Nutrition	3
CAI 113	Food Service Sanitation	2
CAI 114	Table Service I	2
CAI 117	Production Kitchen Skills I	2
CAI 119	Bakeshop I	2
CAI 118	Pantry & Breakfast Cookery	2
CAI 123	Storeroom & Purchasing Oper.	2
CAI 125	Externship I	1
CAI 216	Restaurant Operations Management	3
CAI 223	Food, Beverage, & Labor Cost Control	3
CAI 213	Menu Planning & Facilities Design	2
CAI 215	Externship II	1
HMT 121	Hotel Practicum	2
HMT 122	Front Office Operations	3
HMT 213	Principles of Hospitality Marketing	3
HMT 214	Hotel Group & Convention Sales	3
ACC 121	Principles of Accounting I	4
MAN 232	Human Resources Management	3
••• •••	Restricted Program Elective**	2/3
	TOTAL	46/47

General Education Requirements and Electives

CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
BUS 101	Business Math	3
CSC 100	Introduction to Computers	3
••• •••	Social Science Elective*	3
••• •••	Humanities / Fine Arts Elective*	3
	TOTAL	22

* See Electives Section on pages 95-96

HOSPITALITY MANAGEMENT CERTIFICATE

Culinary Arts Institute
161 Newkirk Street, Jersey City
(201) 360-4631

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
ENG 101	College Composition I	3
BUS 101	Business Math	3
HMT 110	Intro. to the Hospitality Industry	1
CAI 113	Food Service Sanitation	2
CAI 114	Table Service I	2
CAI 117	Production Kitchen Skills I	2
CAI 119	Bakeshop I	2
CAI 118	Pantry & Breakfast Cookery	2
	TOTAL	17

SECOND SEMESTER		
CSC 100	Introduction to Computers	3
HMT 121	Hotel Practicum	2
HMT 122	Front Office Operations	3
HMT 214	Hotel Group & Convention Sales	3
HMT 215	Housekeeping Mgmt.	3
CAI 123	Storeroom and Purchasing Oper.	2
	TOTAL	16
	Total Course Credits Required: 33	

Major Requirements and Electives

HMT 110	Intro. to the Hospitality Industry	1
CAI 113	Food Service Sanitation	2
CAI 114	Table Service I	2
CAI 117	Production Kitchen Skills I	2
CAI 119	Bakeshop I	2
CAI 118	Pantry & Breakfast Cookery	2
CAI 123	Storeroom and Purchasing Oper.	2
HMT 121	Hotel Practicum	2
HMT 122	Front Office Operations	3
HMT 214	Hotel Group & Convention Sales	3
HMT 215	Housekeeping Mgmt.	3
BUS 101	Business Math	3
	TOTAL	27

General Education Requirements and Electives

ENG 101	College Composition I	3
CSC 100	Introduction to Computers	3
	TOTAL	6

* See Electives Section on pages 95-96

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HUMAN SERVICES
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650

The Human Service Program is designed to prepare students for entry-level positions in human services in settings such as community health agencies, mental health agencies, senior programs, residential programs, rehabilitation programs, welfare and human service departments. The curriculum focuses on viewing individuals holistically, from biological, psychological, cultural and social systems perspectives. A concentration in Human Services to the Aged is available. The program includes an externship in a human services organization.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSC 100	Intro. to Computers & Computing	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
HUS 101	Introduction to Human Services	3
MAT 100	College Algebra or	
BUS 101	Business Math	3
PSY 101	Introduction to Psychology	3
	TOTAL	16

SECOND SEMESTER		
ENG 102	College Composition II	3
ENG 112	Speech	3
HUS 121	Helping Strategies & Relationships	3
PSY 211	Developmental Psychology I	
	OR	
PSY 260	Lifespan Development	3
SOC 101	Principles of Sociology	3
••••••	Science Elective*	3
	TOTAL	18

THIRD SEMESTER		
HIS 105	U.S. History I	
	OR	
PSC 102	American Government	3
HUS 221	Community Organization	3
HUS 231	Field Placement I	3
PSY 212	Developmental Psychology II	
	OR	
PSY 280	Abnormal Psychology I	3
SOC 260	Race & Ethnic Relations	3
	TOTAL	15

FOURTH SEMESTER		
HUS 200	Group Work in Human Services	3
HUS 230	Interviewing Techniques	3
HUS 241	Field Placement II	3
SOC 201	Sociology of the Family	3
SOC 280	Social Research Methods	3
••• •••	Fine Arts/Humanities Elective *	3
	TOTAL	18
	Total Course Credits Required:	**67**

* See Electives Section on pages 95-96

Major Requirements and Electives

HUS 101	Introduction to Human Services	3
HUS 121	Helping Strategies & Relationships	3
HUS 221	Community Organization	3
HUS 200	Group Work In Human Services	3
HUS 230	Interviewing Techniques	3
HUS 231	Field Placement I	3
HUS 241	Field Placement II	3
HIS 105	U.S. History I	
	OR	
PSC 102	American Government	3
PSY 101	Introduction to Psychology	3
SOC 101	Principles of Sociology	3
PSY 211	Developmental Psychology I	
	OR	
PSY 260	Lifespan Development	3
PSY 212	Developmental Psychology II	
	OR	
PSY 280	Abnormal Psychology I	3
SOC 201	Sociology of the Family	3
SOC 260	Race & Ethnic Relations	3
SOC 280	Social Research Methods	3
	TOTAL	45

General Education Requirements and Electives

CSC 100	Intro. to Comp. & Computing	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT 100	College Algebra	
	OR	
BUS 101	Business Math	3
••••••	Science Elective*	3
••• •••	Fine Arts/Humanities Elective *	3
	TOTAL	22

* See Electives Section on pages 95-96

HUMAN SERVICES TO THE AGED
ASSOCIATE IN APPLIED SCIENCE HUMAN SERVICES (A.A.S.)

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650

The Human Services degree program in Services for the Aged is designed to prepare students for entry-level positions in human services in settings such as community health agencies, mental health agencies, senior programs, residential programs, rehabilitation programs, welfare and human service departments. The curriculum focuses on viewing individuals holistically, from biological, psychological, cultural and social systems perspectives, with a special concentration in providing help to seniors. The program includes an externship in a human services organization.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSC 100	Introduction to Computers	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
HUS 101	Intro. to Human Services	3

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER (continued)		
MAT 100	College Algebra or	
BUS 101	Business Math	3
SOC 101	Principles of Sociology	3
		TOTAL 16

SECOND SEMESTER		
ENG 102	College Composition II	3
ENG 112	Speech	3
HUS 121	Helping Strategies & Relationships	3
SOC 200	Introduction to Gerontology	3
PSY 101	Introduction to Psychology	3
••• •••	Humanities/Fine Art Elective*	3
		TOTAL 18

THIRD SEMESTER		
HUS 210	Human Services & the Aged	3
HUS 231	Field Placement I	3
HUS 230	Interviewing Techniques	3
PSY 212	Developmental Psychology II	3
••• •••	Science Elective*	3
		TOTAL 15

FOURTH SEMESTER		
INTD200	Death and the Human Experience	3
HUS 241	Field Placement II	3
SOC 280	Social Research Methods	3
PSC 102	American Government	
	OR	
HIS 105	U.S. History I	3
SOC 201	Sociology of the Family	3
HUS 200	Group Work in Human Services	
	OR	
HUS 221	Community Organization	3
		TOTAL 18
	Total Course Credits Required: 67	

* See Electives Section on pages 95-96

Major Requirements and Electives

HUS 101	Introduction to Human Services	3
HUS 121	Helping Strategies & Relationships	3
HUS 221	Community Organization	
	OR	
HUS 200	Group Work in Human Services	3
HUS 230	Interviewing Techniques	3
HUS 210	Human Services & the Aged	3
HUS 231	Field Placement I	3
HUS 241	Field Placement II	3
HIS 105	U.S. History I	
	OR	
PSC 102	American Government	3
INTD 200	Death and the Human Experience	3
SOC 200	Introduction to Gerontology	3
SOC 201	Sociology of the Family	3
PSY 212	Developmental Psychology II	3
PSY 101	Introduction to Psychology	3
SOC 101	Principles of Sociology	3
SOC 280	Social Research Methods	3
		TOTAL 45

General Education Requirements and Electives

CSC 100	Intro. to Comp. & Computing	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT 100	College Algebra	
	OR	
BUS 101	Business Math	3
••••••	Science Elective*	3
••• •••	Fine Arts/Humanities Elective *	3
		TOTAL 22

* See Electives Section on pages 95-96

LATINO STUDIES ASSOCIATE IN ARTS LIBERAL ARTS (A.A.)

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650

HCCC's Associate in Arts in Latino Studies degree program prepares students for transfer to a four-year college after completing two years of undergraduate coursework at HCCC. Graduating students may advance to majors in Spanish Language and/or Literature, Latin-American History, or other majors in the social sciences, humanities, business or education. The Liberal Arts program allows many options when choosing courses; students should plan carefully for the future by researching the degree requirements of four-year colleges which interest them.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSC 100	Introduction to Computers	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 112	Speech	3
MLS •••	Basic/Advanced Spanish	3
SOC 101	Principles of Sociology	3
		TOTAL 16

SECOND SEMESTER		
ENG 102	College Composition II	3
HIS 132	Latin American/Caribbean History	3
••• •••	Multicultural Elective*	3
LIT 201	Introduction to Literature	3
MAT •••	Mathematics Elective*	3
MLS •••	Basic/Advanced Spanish	3
		TOTAL 18

THIRD SEMESTER		
HIS 210	History of Western Civilization I	3
LIT 210	Latin American Literature	3
LIT 212	Intro to Latino Literature/U.S.	3
PSY 101	Introduction to Psychology	3
••• •••	Science Elective I*	3/4
		TOTAL 15/16

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COURSE #	COURSE TITLE	CREDITS
FOURTH SEMESTER		
FLM 102	Latin American Literature/Film	3
HIS 211	History of Western Civilization II	3
SOC 260	Race & Ethnic Relations	3
••• •••	Literature/Fine Arts/Humanities*	3
••• •••	Science Elective II*	3/4
	TOTAL	15/16
	Total Credits Required:	**64/66**

* See Electives Section on pages 95-96

Major Requirements and Electives

MLS •••	Basic Spanish I/	
	Spanish for Heritage Speakers	3
MLS •••	Basic Spanish II/Intermediate Spanish	3
HIS 132	Latin American/Caribbean History	3
LIT 210	Latin American Literature	3
LIT 212	Intro to Latino Literature/U.S.	3
FLM 102	Latin American Literature/Film	3
	TOTAL	18

General Education Requirements and Electives

CSC 100	Introduction to Computers	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
••• •••	Multicultural Elective*	3
LIT 201	Introduction to Literature	3
MAT •••	Mathematics Elective*	3
HIS 210	History of Western Civilization I	3
HIS 211	History of Western Civilization II	3
PSY 101	Introduction to Psychology	3
SOC 101	Principles of Sociology	3
SOC 260	Race & Ethnic Relations	3
••• •••	Literature/Fine Arts/Humanities*	3
••• •••	Science Elective I*	3/4
••• •••	Science Elective II*	3/4
	TOTAL	46/48

* See Electives Section on pages 95-96

LEGAL ASSISTING ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650

The Legal Assisting Program prepares individuals for employment as paralegals or further legal studies. Graduates are qualified to assist lawyers in the following areas: drafting legal documents; summarizing and processing information in litigation and office practice; performing legal research and writing; managing the law office and supervising support staff. Legal assistants work in a variety of settings, including law offices, government agencies, banks, insurance companies, and institutions that have legal departments or perform such duties. The program includes an externship in a law practice.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
BUS 101	Business Mathematics	3
CSC 100	Intro. to Computers & Computing	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
LGA 111	Role of the Legal Assistant	3
PSY 101	Introduction to Psychology	3
	TOTAL	16
SECOND SEMESTER		
LGA 100	Introduction to Law	3
ENG 102	College Composition II	3
ENG 112	Speech	3
LGA 212	Research & Writing for the	
	Legal Assistant	3
MAN 121	Principles of Management	3
PSC 102	American Government or	
PSC 101	Intro. to Political Science	3
	TOTAL	18
THIRD SEMESTER		
BUS 230	Business Law	3
LGA 113	Real Property	3
LGA 112	Civil Litigation	3
LGA 231	Externship I	3
••• •••	Fine Arts/Humanities Elective*	3
••• •••	Science Elective*	3
	TOTAL	18
FOURTH SEMESTER		
LGA 115	Computers for Paralegals	3
LGA 204	Family Law	3
LGA 205	Trusts & Estates	3
LGA 211	Criminal Law and Procedures	3
LGA 241	Externship II	3
	TOTAL	15
	Total Course Credits Required:	**67**

Note: LGA 206 Tort Law may be substituted for another LGA course with permission.

* See Electives Section on pages 95-96

Major Requirements and Electives

BUS 101	Business Mathematics	3
BUS 230	Business Law	3
LGA 100	Introduction to Law	3
LGA 111	Role of the Legal Assistant	3
LGA 212	Research & Writing for the	
	Legal Assistant	3
LGA 113	Real Property	3
LGA 112	Civil Litigation	3
LGA 115	Computers for Paralegals	3
LGA 204	Family Law	3
LGA 205	Trusts & Estates	3
LGA 211	Criminal Law and Procedures	3
LGA 231	Externship I	3
LGA 241	Externship II	3
MAN 121	Principles of Management	3
PSC 102	American Government	
	OR	
PSC 101	Intro. to Political Science	3
	TOTAL	45

General Education Requirements and Electives

COURSE #	COURSE TITLE	CREDITS
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Intro. to Computers & Computing	3
PSY 101	Introduction to Psychology	3
••• •••	Fine Arts/Humanities Elective*	3
••• •••	Science Elective*	3
		TOTAL 22

* See Electives Section on pages 95-96

LIBERAL ARTS – GENERAL ASSOCIATE IN ARTS (A.A.)

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSS 100	College Survival Skills	1
CSC 100	Intro. to Computers & Computing	3
ENG 101	College Composition I	3
ENG 112	Speech	3
••• •••	Modern Language Elective I* OR	
	Multicultural Elective*	3
••• •••	Social Science Elective*	3
		TOTAL 16
SECOND SEMESTER		
ENG 102	College Composition II	3
••• •••	Multicultural Elective*	3
MAT •••	Mathematics Elective*	3
••• •••	Modern Language Elective II* OR	
	Fine Arts/Humanities/	
	Social Science Elective*	3
••• •••	Fine Arts Elective*	3
		TOTAL 15
THIRD SEMESTER		
HIS 210	History of Western Civilization I	3
••• •••	Literature Elective*	3
••• •••	Philosophy Elective*	3
••• •••	Science Elective*	3/4
••• •••	Approved Elective*	3
••• •••	Fine Arts/Humanities Elective*	3
		TOTAL 18/19

COURSE #	COURSE TITLE	CREDITS
FOURTH SEMESTER		
HIS 211	History of Western Civilization II	3
••• •••	Fine Arts or Humanities Elective*	3
••• •••	Science Elective*	3/4
••• •••	Approved Elective*	3
••• •••	Free Elective*	3
		TOTAL 15/16
	Total Course Credits Required:	**64/66**

* See Electives Section on pages 95-96

MANAGEMENT ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Business and Science Division
870 Bergen Avenue • (201) 360-4265

The career-oriented A.A.S. Management program trains individuals for entry-level managerial positions in public or private sector organizations, preparing students for positions such as administrative assistant, management trainee, branch manager, small business manager, office manager, or supervisor. Articulation agreements with New Jersey City University and St. Peter's College facilitate the transfer of credit toward a bachelor's degree.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
ACC 121	Principles of Accounting I	4
BUS 101	Business Mathematics	3
CSC 100	Intro. to Computers & Computing	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
MAN 121	Principles of Management	3
		TOTAL 17
SECOND SEMESTER		
ACC 221	Principles of Accounting II	4
ENG 102	College Composition II	3
ENG 112	Speech	3
MAN 221	Marketing	3
••• •••	Social Science Elective*	3
		TOTAL 16
THIRD SEMESTER		
BUS 201	Intro. to Stats & Probability	3
ECO 201	Principles of Macroeconomics	3
MAN 232	Human Resources Management	3
MAN 231	Management of Small Enterprise	3
••• •••	Fine Arts/Humanities Elective*	3
••• •••	Science Elective*	3
		TOTAL 18
FOURTH SEMESTER		
BUS 230	Business Law	3
ECO 202	Principles of Microeconomics	3
ENG 211	Business Communications	3
MAN 241	Corporate Finance	3
MAN 242	Labor Relations	3
		TOTAL 15
	Total Course Credits Required:	**66**

* See Electives Section on pages 95-96

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Major Requirements and Electives

ACC 121	Principles of Accounting I	4
ACC 221	Principles of Accounting II	4
ENG 211	Business Communications	3
MAN 121	Principles of Management	3
MAN 232	Human Resources Management	3
MAN 231	Management of Small Enterprise	3
MAN 221	Marketing	3
BUS 101	Business Mathematics	3
BUS 201	Intro. to Stats & Probability	3
BUS 230	Business Law	3
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
MAN 241	Corporate Finance	3
MAN 242	Labor Relations	3
		TOTAL 44

General Education Requirements and Electives

CSC 100	Intro. to Computers & Computing	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
••• •••	Social Science Elective*	3
••• •••	Fine Arts/Humanities Elective*	3
••• •••	Science Elective*	3
		TOTAL 22

* See Electives Section on pages 95-96

MATHEMATICS
ASSOCIATE IN SCIENCE –
SCIENCE AND MATHEMATICS (A.S.)

Business and Science Division
870 Bergen Avenue • (201) 360-4265

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSC 102	Understanding Microcomputers	
	OR	
CSC 100	Intro. to Computers & Computing	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT 111	Calculus I	4
		TOTAL 14

SECOND SEMESTER		
CHP 111	College Chemistry I	4
ENG 102	College Composition II	3
HIS •••	History Elective*	3
MAT 112	Calculus II	4
PHY 111	Engineering Physics I	4
		TOTAL 18

COURSE #	COURSE TITLE	CREDITS
THIRD SEMESTER		
CSC 101	Scientific Programming	3
MAT 211	Calculus III	4
MAT 215	Linear Algebra	3
••• •••	Humanities Elective*	3
••• •••	Social Science Elective*	3
		TOTAL 16

FOURTH SEMESTER		
MAT 212	Differential Equations	4
PHY 211	Engineering Physics II	4
LIT •••	Literature Elective*	3
••• •••	Approved Science Elective*	3
••• •••	Fine Arts Elective*	3
		TOTAL 17
	Total Course Credits Required:	**65**

* See Electives Section on pages 95-96

Major Requirements and Electives

CSC 101	Scientific Programming	3
MAT 111	Calculus I	4
MAT 112	Calculus II	4
MAT 211	Calculus III	4
MAT 212	Differential Equations	4
MAT 215	Linear Algebra	3
PHY 111	Engineering Physics I	4
PHY 211	Engineering Physics II	4
		TOTAL 30

General Education Requirements and Electives

CSS 100	College Survival Skills	1
CSC 102	Understanding Microcomputers	3
	OR	
CSC 100	Intro. to Computers & Computing	
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
HIS •••	History Elective*	3
CHP 111	College Chemistry I	4
••• •••	Approved Science Elective*	3
••• •••	Humanities Elective*	3
••• •••	Social Science Elective*	3
LIT •••	Literature Elective*	3
••• •••	Fine Arts Elective*	3
		TOTAL 35

* See Electives Section on pages 95-96

MEDICAL ASSISTING ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Business and Science Division
870 Bergen Avenue • (201) 360-4265

The Medical Assisting Program prepares individuals to become multi-skilled practitioners qualified to provide clinical and administrative health care services under the supervision of a physician. Medical Assistants practice in a variety of clinical settings such as physicians' offices, clinics, and ambulatory care facilities. While some course requirements may be completed through day or evening classes, other courses, such as the externship, must be completed during the day.

Program Notes:
The Hudson County Community College Medical Assisting Program is accredited by the Commission on the Accreditation of Allied Health Education Programs (CAAHEP). CAAHEP grants accreditation to programs in Medical Assisting upon the recommendation of the Curriculum Review Board (CRB) of the American Association of Medical Assistants Endowment (AAMAE). Accreditation ensures a basic level of educational quality for medical assisting established at the postsecondary level in community colleges and other such institutions. Upon completion of the program, students are qualified to take the Certified Medical Assistant (CMA) Examination, a credential that is required by the State of New Jersey for the performance of subcutaneous and intramuscular injections. Individuals who have been found guilty of, or pleaded guilty to, a felony are not eligible to take the examination. For more information on accreditation, please contact:

> **Commission on Accreditation of Allied Health Programs**
> **35 East Wacker Drive, Suite 1970**
> **Chicago, Illinois 60601-2208**
> **312-553-9355 www.caahep.org**

In addition to the regular admission procedure required by HCCC, the applicant must submit proof of good health by having a complete physical examination including specified laboratory procedures. Students are responsible for purchasing uniforms and shoes and paying transportation costs to externship sites. Students must also maintain professional liability insurance while on externship. Students are not compensated by the health care facilities to which they are assigned during their externship and do not replace any permanent employee. Some courses may be offered only once during an academic year. Please check with the Program Coordinator as to the availability of courses.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
BIO 111	Anatomy and Physiology I	4
CSS 100	College Survival Skills	1
MDA 111	Medical Terminology I	2
MDA 113	Clinical Office Procedures I	3
MDA 114	Medical Office Procedures I	3
MDA 215	Medical Laboratory Techniques I	3
		TOTAL 16

COURSE #	COURSE TITLE	CREDITS
SECOND SEMESTER		
BIO 211	Anatomy and Physiology II	4
ENG 101	College Composition I	3
MDA 221	Medical Terminology II	2
MDA 211	Clinical Office Procedures II	3
MDA 214	Medical Office Procedures II	3
MDA 216	Medical Lab Techniques II	3
		TOTAL 18

THIRD SEMESTER

HLT 115	Dynamics of Health Care in Society	3
ENG 102	College Composition II	3
CSC 100	Intro. to Computers & Computing	3
••• •••	Multicultural Elective*	3
MAT 102	Math for the Health Sciences	3
PSY 101	Introduction to Psychology	3
		TOTAL 18

FOURTH SEMESTER

HLT 112	Pathophysiology	3
MDA 223	Typing/Medical Machine Transcription	3
MDA 224	Pharmacology	3
MDA 231	MDA Externship	4
HLT 210	Legal Aspects of Health Care	3
		TOTAL 16
	Total Course Credits Required: 68	

***See Electives Section on pages 95-96**

Major Requirements and Electives

MDA 111	Medical Terminology I	2
MDA 221	Medical Terminology II	2
MDA 113	Clinical Office Procedures I	3
MDA 114	Medical Office Procedures I	3
MDA 215	Medical Laboratory Techniques I	3
MDA 211	Clinical Office Procedures II	3
BIO 211	Anatomy and Physiology II	4
MDA 214	Medical Office Procedures II	3
MDA 216	Medical Lab Techniques II	3
HLT 115	Dynamics of Health Care in Society	3
MAT 102	Math for the Health Sciences	3
HLT 112	Pathophysiology	3
MDA 223	Typing/Medical Machine Transcription	3
MDA 224	Pharmacology	3
MDA 231	MDA Externship	4
HLT 210	Legal Aspects of Health Care	3
		TOTAL 48

General Education Requirements and Electives

CSS 100	College Survival Skills	1
BIO 111	Anatomy and Physiology I	4
ENG 101	College Composition I	3
ENG 102	College Composition II	3
CSC 100	Intro. to Computers & Computing	3
PSY 101	Introduction to Psychology	3
••• •••	Multicultural Elective*	3
		TOTAL 20

***See Electives Section on pages 95-96**

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MEDICAL RECORD CODING SPECIALIST - CERTIFICATE

Business and Science Division
870 Bergen Avenue • (201) 360-4265

This program is for those interested in becoming skilled professionals in classifying medical data from patient records and is also ideal for individuals presently working in the field who wish to enhance their skills or continue their education. Students who complete the program are knowledgeable in medical terminology, disease processes and pharmacology and possess expertise in the use of coding systems in both inpatient and outpatient environments. Many of the courses are applicable to the Health Information Technology program at HCCC. Upon successful completion of the Medical Coding Program and sufficient work experience, graduates will be eligible to take the national Credentialing examination. Successful candidates will receive the professional credential of Certified Coding Specialist (CCS-P).

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
MDA 111	Medical Terminology I	2
BIO 111	Anatomy & Physiology I	4
ENG 101	College Composition I	3
HIT 111	Health Data Content & Structure	4
HLT 112	Pathophysiology	3
		TOTAL 16
SECOND SEMESTER		
BIO 211	Anatomy & Physiology II	4
ENG 102	College Composition II	3
MDA 221	Medical Terminology II	2
HIT 211	Clinical Classification Systems	4
	OR	
MRT 121	Medical Record Coding I	3
		TOTAL 12/13
THIRD SEMESTER		
MDA 224	Pharmacology	3
MRT 212	Medical Record Coding II	3
MRT 213	Medical Record Coding III	3
	Coding Clinical Affiliation	0
		TOTAL 9
	Total Course Credits Required: 37/38	

Major Requirements and Electives

BIO 111	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4
MDA 111	Medical Terminology I	2
MDA 221	Medical Terminology II	2
MDA 224	Pharmacology	3
HLT 112	Pathophysiology	3
HIT 111	Health Data Content & Structure	4
HIT 211	Clinical Classification Systems	
	OR	
MRT 121	Medical Record Coding I	3/4
MRT 212	Medical Record Coding II	3
MRT 213	Medical Record Coding III	3
	Coding Clinical Affiliation	0
		TOTAL 31/32

General Education Requirements and Electives

ENG 101	College Composition I	3
ENG 102	College Composition II	3
		TOTAL 6

* See Electives Section on pages 95-96

MEDICAL TRANSCRIPTION CERTIFICATE

Business and Science Division
870 Bergen Avenue • (201) 360-4265

Trained medical transcription professionals are in demand in the expanding health care industry. Certificate holders work in hospital departments, public health clinics, school-health facilities, insurance companies, large legal firms, military medical departments, governmental agencies and physicians' offices. Many of the courses are also applicable to degree programs at HCCC, such as Medical Assisting, Medical Record Technology and Office Systems Technology.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
BIO 112	Human Body	3
ENG 101	College Composition I	3
MDA 111	Medical Terminology I	2
HLT 210	Legal Aspects of Health Care	3
OST 121	Computerized Keyboarding I	3
OST 180	Word Processing I	3
		TOTAL 17
SECOND SEMESTER		
ENG 102	College Composition II	3
HLT 112	Pathophysiology	3
MDA 221	Medical Terminology II	2
MDA 124	Medical Machine Transcription	
	OR	
MDA 223	Typing/Medical Machine Transcription	3
MDA 224	Pharmacology	3
OST 224	Word Processing II	3
		TOTAL 17
	Total Course Credits Required: 34	

Major Requirements and Electives

BIO 112	Human Body	3
OST 121	Computerized Keyboarding I	3
OST 180	Word Processing I	3
OST 224	Word Processing II	3
MDA 111	Medical Terminology I	2
HLT 210	Legal Aspects of Health Care	3
HLT 112	Pathophysiology	3
MDA 221	Medical Terminology II	2
MDA 124	Medical Machine Transcription	
	OR	
MDA 223	Typing/Medical Machine Transcription	3
MDA 224	Pharmacology	3
		TOTAL 28

General Education Requirements and Electives

COURSE #	COURSE TITLE	CREDITS
ENG 101	College Composition I	3
ENG 102	College Composition II	3
	TOTAL	6

* See Electives Section on pages 95-96

NURSING
COOPERATIVE NURSING PROGRAM
ASSOCIATE IN SCIENCE (A.S.)

Business and Science Division
870 Bergen Avenue • (201) 360-4265

This cooperative program is offered between HCCC and Bayonne Medical Center School of Nursing (BMCSON) or Christ Hospital School of Nursing (CHSON). Students complete their general education and science courses at HCCC and the nursing/clinical courses at one of the two schools of nursing.

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

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

Students who successfully complete this program will be awarded an Associate in Science Degree from Hudson County Community College and a Diploma in Nursing from their respective School of Nursing. Graduates of the Program may enter into upper division BSN Nursing programs through articulation agreements at many four-year institutions.

Admission Requirements:
Applications must be made to both HCCC and the chosen School of Nursing. Candidates for admission to the program must have a high school diploma or GED, high school chemistry and must pass the entrance examinations at the School of Nursing. In addition, prior to clinical courses, students will be required to complete a criminal background check.

RECOMMENDED COURSE SEQUENCE:

COURSE #	COURSE TITLE	CREDITS
SUMMER SESSION		
MAT 100	College Algebra	3
CSS 100	College Survival Skills*	1
PSY 101	Introduction to Psychology	3
	TOTAL	7
FALL SEMESTER		
BIO 111	Anatomy & Physiology I	4
ENG 101	College Composition I	3
NSG 110	Nursing I	6
	TOTAL	13

COURSE #	COURSE TITLE	CREDITS
WINTER/SPRING SEMESTER		
CSC 100	Intro. to Computers & Computing	3
NSG 120	Nursing II	8
BIO 211	Anatomy & Physiology II	4
ENG 102	College Composition II	3
	TOTAL	18
SUMMER SESSION		
BIO 250	Microbiology	4
ENG 112	Speech	3
	TOTAL	7
FALL SEMESTER		
NSG 210	Nursing III	9
PSY 260	Life Span Development	3
	TOTAL	12
WINTER/SPRING SEMESTER		
*** ***	Multicultural Elective*	3
NSG 220	Nursing IV	9
NSG 230	Nursing Seminar	1
	(Bayonne Hospital School)	
	OR	
NSG 240	Nursing Leadership	2
	(Christ Hospital School)	
	TOTAL	13/14

Total Course Credits Required 70/71

Major Requirements and Electives

BIO 211	Anatomy & Physiology II	4
BIO 250	Microbiology	4
PSY 260	Life Span Development	3
... ...	Multicultural Elective*	3
NSG 110	Nursing I	6
NSG 120	Nursing II	8
NSG 210	Nursing III	9
NSG 220	Nursing IV	9
NSG 230	Nursing Seminar	1
	OR	
NSG 240	Nursing Leadership	2
	TOTAL	47/48

General Education Requirements and Electives

CSS 100	College Survival Skills*	1
MAT 100	College Algebra	3
PSY 101	Introduction to Psychology	3
BIO 111	Anatomy & Physiology I	4
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Intro. to Computers & Computing	3
	TOTAL	23

* See Electives Section on pages 95-96

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PARAMEDIC SCIENCE ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Business and Science Division
870 Bergen Avenue • (201) 360-4265

This program is offered as a collaboration between Hudson County Community College and Liberty Health System, Inc. (Jersey City Medical Center) and is designed for the post-secondary certified Emergency Medical Technician (EMT) who wishes to further his or education and/or career opportunities. The program consists of general education and basic sciences at Hudson County Community College and a professional Paramedic Science component at Jersey City Medical Center. The professional curriculum consists of lecture and laboratory courses and practical, hands-on experience at the program's affiliated clinical laboratory sites. The clinical experiences allow the graduate a smooth transition into the fast paced, patient-centered environment of a modern emergency medical system.

Students must be 18 years of age, possess a valid New Jersey Driver's License, a post-secondary EMT – Basic Certificate and earn the sponsorship of the Jersey City Medical Center. A second application to the Jersey City Medical Center is required.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
BIO 111	Anatomy and Physiology I	4
ENG 101	College Composition I	3
CSS 100	College Survival Skills	1
MAT 100	College Algebra	3
CSC 100	Intro. to Computers & Computing	3
	TOTAL	14
SECOND SEMESTER		
BIO 211	Anatomy and Physiology II	4
PSY 101	Intro. to Psychology	3
ENG 112	Speech	3
ENG 102	College Composition II	3
	TOTAL	13
THIRD SEMESTER		
••• •••	Multicultural Elective*	3
EMT 101	Intro. to Pre-Hospital Emergency Care	3
EMT 110	Pre-Hospital Medical Emergencies (Paramedics I)	4
EMT 120	Pharmacological Intervention (Paramedics II)	4
	TOTAL	14
FOURTH SEMESTER		
••• •••	Fine Arts Elective*	3
EMT 220	Emergency Cardiac Care (Paramedics III)	5
EMT 230	Special Populations in Pre-Hospital Care (Paramedics IV)	4
	TOTAL	12

COURSE #	COURSE TITLE	CREDITS
FIFTH SEMESTER		
EMT 240	Pre-Hospital Shock/Trauma Mgmt (Paramedics V)	3
EMT 245	Pre-Hospital Special Operations (Paramedic Operations)	2
EMT 250	Field Internship	5
	TOTAL	10

Total Course Credits Required: 63

Major Requirements and Electives

BIO 111	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
••• •••	Multicultural Elective*	3
EMT 101	Intro. to Pre-Hospital Emergency Care	3
EMT 110	Pre-Hospital Medical Emergencies (Paramedics I)	4
EMT 120	Pharmacological Intervention (Paramedics II)	4
EMT 220	Emergency Cardiac Care (Paramedics III)	5
EMT 230	Special Populations in Pre-Hospital Care (Paramedics IV)	4
EMT 240	Pre-Hospital Shock/Trauma Mgmt (Paramedics V)	3
EMT 245	Pre-Hospital Special Operations (Paramedic Operations)	2
EMT 250	Field Internship	5
	TOTAL	41

General Education Requirements and Electives

CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT 100	College Algebra	3
CSC 100	Intro. to Computers & Computing	3
PSY 101	Intro. to Psychology	3
••• •••	Fine Arts Elective*	3
	TOTAL	22

PARAMEDIC SCIENCE CERTIFICATE

Business and Science Division
870 Bergen Avenue • (201) 360-4265

The certificate in Paramedic Science is offered as a collaboration between Hudson County Community College and Liberty Health System, Inc. (Jersey City Medical Center) for individuals who wish to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Through the performance of patient assessments and the provision of medical care, the paramedic's goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting.

To be eligible for the Certificate Program, a student must have earned a prior college degree (Associates or higher), and must be sponsored by the JCMC. A maximum of 15 college credits can be transferred into this program.

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COURSE #	COURSE TITLE	CREDITS
Program Admission Requirements		
BIO 111	Anatomy and Physiology	4
PSY 101	Intro. to Psychology	3
ENG 101	College Composition I	3
MAT 102	Mathematics for Health Sciences	3
		TOTAL 13

FIRST SEMESTER

BIO 211	Anatomy and Physiology II	4
EMT 101	Intro. to Pre-Hospital Emergency Care	3
EMT 110	Pre-Hospital Medical Emergencies (Paramedics I)	4
EMT 120	Pharmacological Intervention (Paramedics II)	4
		TOTAL 15

SECOND SEMESTER

EMT 220	Emergency Cardiac Care (Paramedics III)	5
EMT 230	Special Populations in Pre-Hospital Car (Paramedics IV)	4
		TOTAL 9

THIRD SEMESTER

EMT 240	Pre-Hospital Shock/Trauma Mgmt (Paramedics V)	3
EMT 245	Pre-Hospital Special Operations (Paramedic Operations)	2
EMT 250	Field Internship	5
		TOTAL 10
	Total Course Credits Required: 47	

Major Requirements and Electives

BIO 111	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
MAT 102	Mathematics for Health Sciences	3
EMT 101	Intro. to Pre-Hospital Emergency Care	3
EMT 110	Pre-Hospital Medical Emergencies (Paramedics I)	4
EMT 120	Pharmacological Intervention (Paramedics II)	4
EMT 220	Emergency Cardiac Care (Paramedics III)	5
EMT 230	Special Populations in Pre-Hospital Care(Paramedics IV)	4
EMT 240	Pre-Hospital Shock/Trauma Mgmt (Paramedics V)	3
EMT 245	Pre-Hospital Special Operations (Paramedic Operations)	2
EMT 250	Field Internship	5
		TOTAL 41

General Education and Basic Math/ Science Requirements

ENG 101	College Composition I	3
PSY 101	Intro. to Psychology	3
		TOTAL 6

* See Electives Section on pages 95-96

PHYSICS
ASSOCIATE IN SCIENCE – SCIENCE AND MATHEMATICS (A.S.)

Business and Science Division
870 Bergen Avenue • (201) 360-4265

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSC 102	Understanding Microcomputers OR	3
CSC 100	Intro. to Computers & Computing	
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT 111	Calculus I	4
		TOTAL 14

SECOND SEMESTER

CSC 101	Scientific Programming	3
ENG 102	College Composition II	3
MAT 112	Calculus II	4
PHY 111	Engineering Physics I	4
••• •••	Fine Arts Elective*	3
		TOTAL 17

THIRD SEMESTER

SCI 101	Introduction to Physical Science	3
MAT 211	Calculus III	4
PHY 211	Engineering Physics II	4
••• •••	Humanities Elective*	3
••• •••	Social Science Elective*	3
		TOTAL 17

FOURTH SEMESTER

LIT •••	Literature Elective*	3
MAT 212	Differential Equations	4
PHY 212	Engineering Physics III	5
••• •••	Approved Science Elective*	3
		TOTAL 15
	Total Course Credits Required: 63	

* See Electives Section on pages 95-96

Major Requirements and Electives

SCI 101	Introduction to Physical Science	3
MAT 111	Calculus I	4
MAT 112	Calculus II	4
MAT 211	Calculus III	4
MAT 212	Differential Equations	4
PHY 111	Engineering Physics I	4
PHY 211	Engineering Physics II	4
PHY 212	Engineering Physics III	5
		TOTAL 32

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General Education Requirements and Electives

COURSE #	COURSE TITLE	CREDITS
CSS 100	College Survival Skills	1
CSC 102	Understanding Microcomputers	3
	OR	
CSC 100	Intro. to Computers & Computing	
CSC 101	Scientific Programming	3
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
••• •••	Fine Arts Elective*	3
LIT •••	Literature Elective*	3
••• •••	Humanities Elective*	3
••• •••	Social Science Elective*	3
••• •••	Approved Science Elective*	3
		TOTAL 31

* See Electives Section on pages 95-96

PRACTICAL NURSING CERTIFICATE

Business and Science Division
870 Bergen Avenue • (201) 360-4265

This certificate program prepares students for careers as Licensed Practical Nurses. Graduates will participate in the planning, implementation and evaluation of caring interventions in a variety of health care settings under the direction of a registered nurse or physician. Responsibilities may include case finding, reinforcing patient and family teaching programs through health teaching, health counseling, and provision of supportive and restorative care. Students must complete a program application, and admission examination, as well as successfully complete both English Composition I and Math for the Health Sciences. Health screening and criminal background check are also required.

COURSE #	COURSE TITLE	CREDITS
Pre-requisites:		
ENG 101	English Composition I	3
MAT 102	Math for Health Sciences	3
		TOTAL 6
FIRST SEMESTER		
BIO 107	Human Biology	4
		TOTAL 4
SECOND SEMESTER		
PNU 101	Practical Nursing – Fundamentals of Practice	8
PSY 101	Introduction to Psychology	3
		TOTAL 11
THIRD SEMESTER		
BIO 201	Practical Nutrition	3
PNU 102	Practical Nursing – Clients with Alterations of Basic Needs	8
		TOTAL 11
FOURTH SEMESTER		
PNU 201	Practical Nursing – Maternal Child Health	5
		TOTAL 5

COURSE #	COURSE TITLE	CREDITS
FIFTH SEMESTER		
PNU 202	Practical Nursing – Clients with Complex Needs	8
PNU 203	Role Transition	1
		TOTAL 9
	Total Course Credits Required: 46	

Major Requirements and Electives

COURSE #	COURSE TITLE	CREDITS
MAT 102	Math for Health Sciences	3
BIO 107	Human Biology	4
BIO 201	Practical Nutrition	3
PNU 101	Practical Nursing – Fundamentals of Practice	8
PNU 102	Practical Nursing – Clients with Alterations of Basic Needs	8
PNU 201	Practical Nursing – Maternal Child Health	5
PNU 202	Practical Nursing – Clients with Complex Needs	8
PNU 203	Role Transition	1
		TOTAL 40

General Education Requirements and Electives

COURSE #	COURSE TITLE	CREDITS
ENG 101	English Composition I	3
PSY 101	Introduction to Psychology	3
		TOTAL 6

PSYCHOLOGY OPTION ASSOCIATE IN ARTS LIBERAL ARTS (A.A.)

Humanities & Social Sciences Division
25 Journal Square • (201) 360-4650

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSC 100	Introduction to Computers	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 112	Speech	3
••• •••	Modern Language Elective I*	
	OR	
	Multicultural Elective*	3
PSY 101	Introduction to Psychology	3
		TOTAL 16

COURSE #	COURSE TITLE	CREDITS
SECOND SEMESTER		
ENG 102	College Composition II	3
••• •••	Multicultural Elective*	3
MAT •••	Mathematics Elective*	3
••• •••	Modern Language Elective II* OR	
	Fine Arts/Humanities/ Social Science Elective*	3
••• •••	Fine Arts Elective *	3
		TOTAL 15

COURSE #	COURSE TITLE	CREDITS
THIRD SEMESTER		
HIS 210	History of Western Civilization I	3
PHL 101	Introduction to Philosophy	3
PSY 211	Developmental Psychology I	3
••• •••	Fine Arts/Humanities Elective*	3
••• •••	Literature Elective*	3
••• •••	Science Elective I*	3/4
		TOTAL 18/19

COURSE #	COURSE TITLE	CREDITS
FOURTH SEMESTER		
BUS 201	Intro to Stats and Probability	3
HIS 211	History of Western Civilization II	3
PSY •••	Psychology Elective*	3
••• •••	Fine Arts/Humanities Elective*	3
••• •••	Science Elective II*	3/4
		TOTAL 15/16

Total Course Credits Required: 64/66

* See Electives Section on pages 95-96

Major Requirements and Electives

PSY 101	Introduction to Psychology	3
PSY 211	Developmental Psychology I	3
PSY •••	Psychology Elective*	3
BUS 201	Intro to Stats and Probability	3
PHL 101	Introduction to Philosophy	3
••• •••	Multicultural Elective*	3
		TOTAL 18

General Education Requirements and Electives

CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Introduction to Computers	3
MAT •••	Mathematics Elective*	3
••• •••	Modern Language Elective I* OR Multicultural Elective*	3
••• •••	Modern Language Elective II* OR Fine Arts/Humanities/ Social Science Elective*	3
••• •••	Fine Arts Elective *	3
HIS 210	History of Western Civilization I	3
HIS 211	History of Western Civilization II	3
••• •••	Fine Arts/Humanities Elective*	3
••• •••	Science Elective I*	3/4
••• •••	Science Elective II*	3/4
••• •••	Fine Arts/Humanities Elective*	3
••• •••	Literature Elective*	3
		TOTAL 46/48

* See Electives Section on pages 95-96

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RESPIRATORY CARE ASSOCIATE IN SCIENCE (A.S.) (Joint Program with UMDNJ/SHRP)

Business and Science Division
870 Bergen Avenue • (201) 360-4265

The North Jersey Respiratory Care Program is a joint venture with six community colleges: Essex, Hudson, Warren, Union and Raritan Valley in conjunction with the University of Medicine and Dentistry of New Jersey/School of Health Related Professions (UMDNJ/SHRP). Students complete general education courses at HCCC and clinical respiratory core courses at UMDNJ/SHRP.

Admission to UMDNJ is conditioned upon successful completion of various UMDNJ academic and administrative requirements including health and immunization requirements and a satisfactory criminal background check.

Respiratory care practitioners participate in the diagnosis, treatment, management, education and preventative care of patients with disorders of the cardiopulmonary system. Graduates may assist patients in medical and surgical wards, emergency rooms, neonatal, adult and cardiac intensive care units, outpatient departments, patients' homes, rehabilitative centers, nursing homes or other health care facilities. Opportunities for advancement in areas such as supervision, education, equipment sales and marketing are available to the experienced, credentialed practitioner. All practitioners must be licensed in New Jersey and graduates of an accredited school of respiratory care such as UMDNJ/SHRP. Graduates receive a joint A.S. degree in Respiratory Care from UMDNJ-SHRP and HCCC and are eligible for the entry-level and Advanced Practitioner examinations offered by the National Board for Respiratory Care (NBRC).

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER (Fall)		
CSS 100	College Survival Skills	1
MAT 100	College Algebra	3
PSY 101	Introduction to Psychology	3
PSY 211	Developmental Psychology I	3
ENG 101	College Composition I	3
BIO 111	Anatomy and Physiology I	4
CSC 100	Intro. to Computers & Computing	3
		TOTAL 17

COURSE #	COURSE TITLE	CREDITS
SECOND SEMESTER (Spring)		
BIO 211	Anatomy and Physiology II	4
CHP 111	College Chemistry I	4
ENG 102	College Composition II OR	3
ENG 103	Technical Report Writing	3
PSY 260	Life Span Development	3
		TOTAL 14

COURSE #	COURSE TITLE	CREDITS
THIRD SEMESTER (SUMMER I/II) - UMDNJ		
BIO 250	Microbiology	4
RTP 111	App. Cardiopulmonary Pathophysiology I	2
RTP 200	Fundamentals of Respiratory Care	4
RTP 201	Core Concepts Respiratory Care	1
RTP 208	Clinical Practice I	1
		TOTAL 12

COURSE #	COURSE TITLE	CREDITS
FOURTH SEMESTER (Fall) - UMDNJ		
RTP 205	Principles of Ventilatory Support	4
RTP 209	Clinical Practice II	2
RTP 211	Applied Cardiopulmonary Pathophysiology II	2
RTP 212	Cardiopulmonary Pharmacology	2
RTP 223	Cardiopulmonary Evaluation	2
HLT 210	Legal Aspects of Health Care	3
	TOTAL	15

COURSE #	COURSE TITLE	CREDITS
FIFTH SEMESTER (Spring) - UMDNJ		
RTP 115	Patient Management - Critical Care	3
RTP 210	Clinical Practice III	3
RTP 225	Pediatric/Neonatal Respiratory Care	3
RTP 237	Long-term, Home and Rehabilitative Care	3
PHL 218	Contemporary Moral Issues OR	3
••• •••	Multicultural Elective*	3
	TOTAL	15

Total Course Credits Required: 73

Major Requirements and Electives

BIO 211	Anatomy and Physiology II	4
PSY 260	Life Span Development	3
RTP 111	Applied Cardiopulmonary Pathophysiology I	2
RTP 200	Fundamentals of Respiratory Care	4
RTP 201	Core Concepts Respiratory Care	1
RTP 208	Clinical Practice I	1
RTP 205	Principles of Ventilatory Support	4
RTP 209	Clinical Practice II	2
RTP 211	Applied Cardiopulmonary Pathophysiology II	2
RTP 212	Cardiopulmonary Pharmacology	2
RTP 223	Cardiopulmonary Evaluation	2
HLT 210	Legal Aspects of Health Care	3
RTP 115	Patient Management - Critical Care	3
RTP 210	Clinical Practice III	3
RTP 225	Pediatric/Neonatal Respiratory Care	3
RTP 237	Long-term, Home and Rehabilitative Care	3
	TOTAL	42

General Education Requirements and Electives

CSS 100	College Survival Skills	1
CSC 100	Intro. to Computers & Computing	3
ENG 101	College Composition I	3
ENG 102	College Composition II OR	
ENG 103	Technical Report Writing	3
PHL 218	Contemporary Moral Issues OR	
••• •••	Multicultural Elective*	3
MAT 100	College Algebra	3
PSY 101	Introduction to Psychology	3
BIO 111	Anatomy and Physiology I	4
BIO 250	Microbiology	4
CHP 111	College Chemistry I	4
	TOTAL	31

Students must complete 37 general education credits while maintaining a 2.5 GPA to be considered for admission to the professional portion of the academic program.

SCIENCE AND MATHEMATICS -GENERAL
ASSOCIATE IN SCIENCE (A.S.)

Business and Science Division
870 Bergen Avenue • (201) 360-4265

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSC 102	Understanding Microcomputers	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT 110	Precalculus	4
SCI 101	Introduction to Physical Science	3
	TOTAL	17

SECOND SEMESTER		
BIO 100	General Biology	3
CSC 101	Scientific Programming	3
••• •••	Approved Science Elective*	3/4
ENG 102	College Composition II	3
MAT 111	Calculus I	4
	TOTAL	16/17

THIRD SEMESTER		
CHP 111	College Chemistry I	4
MAT 112	Calculus II	4
PHY 111	Engineering Physics I	4
••• •••	Fine Arts Elective*	3
••• •••	Humanities Elective*	3
	TOTAL	18

FOURTH SEMESTER		
CHP 211	College Chemistry II	4
LIT •••	Literature Elective*	3
PHY 211	Engineering Physics II	4
••• •••	Approved Science Elective*	3
••• •••	Social Science Elective*	3
	TOTAL	17

Total Course Credits Required: 68/69

* See Electives Section on pages 95-96

Major Requirements and Electives

COURSE #	COURSE TITLE	CREDITS
SCI 101	Introduction to Physical Science	3
BIO 100	General Biology	3
CHP 111	College Chemistry I	4
CHP 211	College Chemistry II	4
CSC 101	Scientific Programming	3
MAT 112	Calculus II	4
PHY 111	Engineering Physics I	4
PHY 211	Engineering Physics II	4
··· ···	Approved Science Elective*	3/4
··· ···	Approved Science Elective*	3
	TOTAL	35/36

General Education Requirements and Electives

COURSE #	COURSE TITLE	CREDITS
CSS 100	College Survival Skills	1
CSC 102	Understanding Microcomputers	3
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT 110	Precalculus	4
MAT 111	Calculus I	4
··· ···	Fine Arts Elective*	3
··· ···	Humanities Elective*	3
LIT ···	Literature Elective*	3
··· ···	Social Science Elective*	3
	TOTAL	33

* See Electives Section on pages 95-96

SOCIAL SERVICES
ASSOCIATE IN APPLIED SCIENCE
HUMAN SERVICES (A.A.S.)

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650

The program prepares the graduate for immediate entry-level employment in a variety of human services agencies and community-based programs and/or transfer to a baccalaureate program to continue their studies in social services, human services, social work or a related field. Successful completers of the HCCC Social Services Certificate can transfer all 27 credits to this degree program.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSS 100	College Survival Skills	1
CSC 100	Intro to Computers and Computing	3
ENG 101	College Composition I	3
HUS 101	Intro to Human Services	3
MAT 100	College Algebra	3
PSY 101	Intro to Psychology	3
	TOTAL	16
SECOND SEMESTER		
ENG 102	College Composition II	3
ENG 112	Speech	3
HUS 121	Helping Strategies and Relationships	3
PBA 211	Public Administration	3
SOC 101	Principles of Sociology	3
	TOTAL	15

COURSE #	COURSE TITLE	CREDITS
THIRD SEMESTER		
PSC 201	State and Local Government	3
SOC 211	Social Problems	3
HUS 221	Community Organization	3
HUS 231	Field Placement I	3
SOC 201	Sociology of the Family	3
	TOTAL	15
FOURTH SEMESTER		
HUS 200	Group Work in Human Services	3
HUS 241	Field Placement II	3
SOC 260	Race and Ethnic Relations	3
**	Sociology /Psychology Elective*	3
**	Science Elective	3/4
**	Humanities Elective	3
	TOTAL	18/19

Total Course Credits Required 64/65

*Students transferring to Rutgers University should take SOC 280 Social Research

Major requirements and electives

HUS 101	Intro to Human Services	3
HUS 121	Helping Strategies and Relationships	3
HUS 221	Community Organization	3
HUS 231	Field Placement I	3
HUS 241	Field Placement II	3
HUS 200	Group Work in Human Services	3
PBA 211	Public Administration	3
PSC 201	State and Local Government	3
PSY 101	Intro to Psychology	3
SOC 101	Prin. of Sociology	3
SOC 260	Race and Ethnic Relations	3
SOC 211	Social Problems	3
**	Sociology/Psychology Elective *	3
SOC 201	Sociology of the Family	3
	TOTAL	42

* Students transferring to Rutgers University should take SOC 280 Social Research

General Education Requirements and Electives

CSS 100	College Survival Skills	1
CSC 100	Intro to Computers and Computers	3
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT 100	College Algebra	3
**	Science Elective	3/4
**	Humanities Elective	3
	TOTAL	22/23

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SOCIAL SERVICES CERTIFICATE

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650

The Social Services Certificate program will help students develop beginning level skills necessary for working with clients in human/social services agencies and community-based programs. The Certificate will also offer students the opportunity to continue their studies in social services by enrolling in the Associate in Applied Science in Social Services Option at Hudson County Community College.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
ENG 101	College Composition I	3
ENG 112	Speech	3
HUS 101	Intro to Human Services	3
PSY 101	Intro to Psychology	3
HUS 231	Field Placement I	3
	TOTAL	15

SECOND SEMESTER		
SOC 101	Principles of Sociology	3
PSY 211	Developmental Psychology I	3
HUS 121	Helping Strategies and Relationships	3
HUS 241	Field Placement II	3
	TOTAL	12
	Total Course Credits Required	**27**

Division of Youth and Family Services (DYFS) employees who successfully completed the Child Protection Services Certificate will be granted 12 transfer credits for the following courses and complete an additional 15 required credits

Transfer Credits

SOC 210	Sociology of the Family	(3 credits)
SOC/PSY	Sociology/Psychology Elective	(3 credits)
HUS 231	Field Placement I	(3 credits)
HUS 241	Filed Placement II	(3 credits)

Additional Credit Requirements

ENG 101	College Composition I	3
ENG 112	Speech	3
HUS 101	Intro to Human Services	3
PSY 101	Intro to Psychology	3
SOC 101	Principles of Sociology	3
	TOTAL	15

Major requirements and electives

PSY 101	Intro to Psychology	3
PSY 211	Developmental Psychology I	3
SOC 101	Prin. of Sociology	3*
HUS 101	Intro to Human Services	3
HUS 121	Helping Strategies and Relationships	3
HUS 231	Field Placement I	3
HUS 241	Field Placement II	3
	TOTAL	21

General education requirements and electives

ENG 101	College Composition I	3
ENG 112	Speech	3
	TOTAL	6

SOCIOLOGY
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSC 100	Introduction to Computers	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 112	Speech	3
••• •••	Modern Language Elective I* OR	
	Multicultural Elective*	3
SOC 101	Principles of Sociology	3
	TOTAL	16

SECOND SEMESTER		
ENG 102	College Composition II	3
••• •••	Multicultural Elective*	3
MAT •••	Mathematics Elective*	3
••• •••	Modern Language Elective II* OR Fine Arts/Humanities/ Social Science Elective*	3
••• •••	Fine Arts Elective*	3
	TOTAL	15

THIRD SEMESTER		
HIS 210	History of Western Civilization I	3
PHL 101	Introduction to Philosophy	3
SOC 260	Race & Ethnic Relations	3
••• •••	Fine Arts/Humanities Elective*	3
••• •••	Literature Elective*	3
••• •••	Science Elective I*	3/4
	TOTAL	18/19

FOURTH SEMESTER		
HIS 211	History of Western Civilization II	3
PHL/SOC	Philosophy/Sociology Elective*	3
SOC •••	Sociology Elective*	3
••• •••	Fine Arts/Humanities Elective*	3
••• •••	Science Elective II*	3/4
	TOTAL	15/16
	Total Course Credits Required:	**64/66**

* See Electives Section on pages 95-96

Major Requirements and Electives

SOC 101	Principles of Sociology	3
SOC 260	Race & Ethnic Relations	3
PHL/SOC	Philosophy/Sociology Elective*	3
SOC •••	Sociology Elective*	3
PHL 101	Introduction to Philosophy	3
••• •••	Multicultural Elective*	3
	TOTAL	18

General Education Requirements and Electives

CSC 100	Introduction to Computers	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
HIS 210	History of Western Civilization I	3
HIS 211	History of Western Civilization II	3
••• •••	Modern Language Elective I* OR Multicultural Elective*	3
••• •••	Modern Language Elective II* OR Fine Arts/Humanities/ Social Science Elective*	3
MAT •••	Mathematics Elective*	3
••• •••	Fine Arts Elective*	3
••• •••	Fine Arts/Humanities Elective*	3
••• •••	Fine Arts/Humanities Elective*	3
••• •••	Literature Elective*	3
••• •••	Science Elective I*	3/4
••• •••	Science Elective II*	3/4
	TOTAL	46/48

* See Electives Section on pages 95-96

STUDIO ARTS
ASSOCIATE IN FINE ARTS (A.F.A.)

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650

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

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSS 100	College Survival Skills	1
CSC 100	Introduction to Computers	3
ENG 101	College Composition I	3
MAT •••	Math Elective	3
ART 106	Drawing I	3
ART 103	Two Dimensional Design	3
	TOTAL	16

COURSE #	COURSE TITLE	CREDITS
SECOND SEMESTER		
ENG 112	Speech	3
ENG 102	College Composition II	3
ART 113	Three Dimensional Design	3
ART 114	Color Theory	3
ART 115	Art History I	3
ART 116	Drawing II	3
	TOTAL	18

THIRD SEMESTER		
*** ***	Science Elective	3/4
*** ***	Humanities Elective	3
ART ***	Visual Arts Elective	3
ART 125	Art History II	3
ART 126	Figure Drawing	3
	TOTAL	15/16

FOURTH SEMESTER		
*** ***	Social Science Elective	3
ART ***	Visual Arts Elective	3
ART ***	Visual Arts Elective	3
*** ***	Multicultural Elective	3
ART 130	Portfolio and Presentation	3
	TOTAL	15

Total Course Credits Required: 64/65

Major Requirements and Electives

ART 106	Drawing I	3
ART 103	Two Dimensional Design	3
ART 113	Three Dimensional Design	3
ART 114	Color Theory	3
ART 115	Survey Art History I	3
ART 116	Drawing II	3
ART •••	Visual Arts Elective	3
ART 125	Survey Art History II	3
ART 126	Figure Drawing	3
ART ***	Visual Arts Elective	3
ART ***	Visual Arts Elective	3
ART 130	Portfolio and Presentation	3
••• •••	Humanities Elective	3
••• •••	Multicultural Elective	3
	TOTAL	42

General Education Requirements and Electives

CSS 100	College Survival Skills	1
CSC 100	Introduction to Computer	3
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
••• •••	Social Science Elective	3
MAT •••	Math Elective	3
••• •••	Science Elective	3/4
	TOTAL	22/23

* See Electives Section on pages 95-96

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TECHNICAL STUDIES
ASSOCIATE IN APPLIED SCIENCE

Business and Science Division
870 Bergen Avenue • (201) 360-4265

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

General Education Requirements and Electives

CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	College Composition II OR	
ENG 112	Speech	3
MAT 106	Mathematical Analysis I OR	
MAT 107	Mathematical Analysis II OR	
MAT 110	Precalculus	3/4
CSC 100	Intro to Computers and Computing OR	
CSC 101	Scientific Programming	3
••• •••	Science Elective*	3/4
••• •••	Social Science Elective**	3
••• •••	Fine Arts/Humanities Elective**	3
	TOTAL	22/24

* See Electives Section on pages 95-96

Major Requirements and Electives

Technical Studies credits (may be earned from Corporate, Industrial, or Military training programs*)	25
Approved courses in area of concentration	13-15

* Student must meet all pre-requisite requirements and must follow the pre-set sequence of courses as outlined in the college catalog.

BUSINESS	CREDITS
ACC 121 – Principles of Accounting I	4
MAN 121 – Principles of Management	3
BUS 201 – Introduction of Statistics and Probability	3
BUS 230 – Business Law	3

COMPUTER SCIENCE	
CSC 115 – C++ Programming	3
CSC 117 – JAVA Programming	3
CSC 214 – Data Structure & Advanced Programming	3
CSC 227 – Introduction to Operating Systems	3

COMPUTER TECHNOLOGY	
CTC 212 – Computer Organization & Design	4
CTC 221 – Microprocessor/Microcomputer System Designs	4
CTC 224 – Computer Peripherals	3

ELECTRONICS ENGINEERING TECHNOLOGY	
EET 111 – Electric Circuits I	4
EET 211 – Electric Circuits II	4
EET 212 – Active Electronics Devices	4

WOMEN'S STUDIES
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650

HCCC's Associate in Arts Women's Studies degree program prepares students for transfer to a four-year college after completing two years of undergraduate coursework at HCCC. Graduating students may go on to major in Women's Studies or other subjects in the social sciences, humanities, business or education. Liberal Arts degree programs allow many options when choosing courses; students should plan carefully by researching the degree requirements of four-year colleges which interest them.

COURSE #	COURSE TITLE	CREDITS
FIRST SEMESTER		
CSC 100	Intro to Computers and Computing	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 112	Speech	3
PSY 101	Introduction to Psychology	3
••• •••	Modern Language Elective I* OR	
	Multicultural Elective*	3
	TOTAL	16
SECOND SEMESTER		
ENG 102	College Composition II	3
••• •••	Multicultural Elective*	3
HUM 120	Introduction to Women's Studies	3
FLM 103	Women in Film	3
••• •••	Modern Language Elective II* OR Fine Arts/Humanities/ Social Science Elective*	3
	TOTAL	15
THIRD SEMESTER		
HIS 137	Women in American History	3
HIS 210	Western Civilization I	3
PSY 215	Psychology of Women	3
LIT 213	Women's Voices: Autobiography	3
MAT •••	Mathematics Elective	3/4
••• •••	Science Elective I	3/4
	TOTAL	18/20
FOURTH SEMESTER		
HIS 211	Western Civilization II	3
HUM 121	Seminar in Women's Issues	3
INTD 150	Psychology/Biology of Female Sexuality	3
••• •••	Fine Arts/Humanities/ Literature Elective	3
••• •••	Science Elective II	3/4
	TOTAL	15/16
	Total Course Credits Required:	**64/67**

* See Electives Section on pages 95-96

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Major Requirements and Electives

HUM 120	Introduction to Women's Studies	3
FLM 103	Women in Film	3
HIS 137	Women in American History	3
PSY 215	Psychology of Women	3
LIT 213	Women's Voices:	
	The Autobiography	3
HUM 121	Seminar in Women's Issues	3
	TOTAL	18

General Education Requirements and Electives

CSC 100	Intro to Computers and Computing	3
CSS 100	College Survival Skills	1
ENG 101	College Composition I	3
ENG 102	Composition II	3
ENG 112	Speech	3
MAT •••	Mathematics Elective	3/4
PSY 101	Introduction to Psychology	3
HIS 210	Western Civilization I	3
HIS 211	Western Civilization II	3
••• •••	Modern Language Elective I*	
	OR	
	Multicultural Elective*	3
••• •••	Multicultural Elective*	3
INTD 150	Psychology/Biology of	
	Female Sexuality	3
••• •••	Modern Language Elective II*	
	OR	
	Fine Arts/Humanities/	
	Social Science Elective*	3
••• •••	Fine Arts/Humanities/	
	Literature Elective	3
••• •••	Science Elective I	3/4
••• •••	Science Elective II	3/4
	TOTAL	46/49

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ELECTIVES SECTION

The program sequences carry elective requirements. Students should check their majors and choose electives from the following:

Approved Electives - Liberal Arts

Approved electives may be chosen from courses in English, Humanities, Social Sciences, Fine Arts, and Mathematics or Science.

Accounting Electives

ACC 226	Auditing
ACC 228	Cost Accounting
ACC 230	Payroll, Sales and Local Taxes

Computer Science Electives

CSC 101	Scientific Programming
CSC 102	Understanding Micro-Computers
CSC 109	Web Page Design
CSC 111	Computer Science I
CSC 112	Computer Science II
CSC 117	Java Programming
CSC 226	Database Design and Concepts
CSC 227	Introduction to Operating Systems
CSC 230	Data Communications Concepts
CSC 231	Information Systems Analysis and Design
CSC 240	Fundamentals of Computer Networking
CTC 101	Introduction to Telecommunication

Criminal Justice Electives

CRJ 213	Criminal Justice Report Writing
CRJ 215	Juvenile Justice
CRJ 220	Police Organization & Administration
CRJ 221	Police Role in the Community
CRJ 222	Criminal Investigations
CRJ 224	Community-Based Corrections
CRJ 230	Ethics and Justice
CRJ 290	Criminal Justice Externship

Early Childhood Education Electives

ECE 211	Early Childhood Curriculum
ECE 213	Creative Experience
ECE 214	Guiding the Young Child's Behavior
ECE 215	Emerging Literacy
ECE 220	The Anti-Bias Curriculum
ECE 230	Infant Toddler Curriculum
SED 235	Young Children with Special Needs (Formerly ECE 235)
SED 290	Introduction to Special Education (Formerly ECE 290)
INTD 250	The Child, Family and Community

Electronics Engineering Technology Electives

CTC 221	Microprocessor/Microcomputer System Design
CTC 224	Computer Peripherals
EET 226	Communications Systems
EET 227	Control Systems
EET 229	Microprocessor/Microcomputer System Design

Engineering Science Electives

CHP 225	Organic Chemistry I
CHP 230	Organic Chemistry II
CSC 115	Programming in C++ for Computer Science & Engineering
CSC 212	Computer Organization and Design
CSC 214	Data Structure
CSC 240	Fundamentals of Computer Networking

Fine Arts Electives

ART 101	Experiencing Art
ART 103	Two Dimensional Design
ART 106	Drawing I
ART 107	Painting I
ART 116	Drawing II
ART 117	Painting II
ART 127	Figure Drawing
FLM 101	Introduction to Film
FLM 102	Latin-American Literature in Film
MUS 101	Introduction to Music
MUS 104	The African-American Musical Heritage
THA 101	Introduction to Acting

History Electives

HIS 104	History of American Immigration & Ethnicity
HIS 105	U.S. History I
HIS 106	U.S. History II
HIS 210	History of Western Civilization I
HIS 130	African-American History
HIS 131	Islamic and African History

Humanities Electives

Unless the curriculum outline states otherwise, Humanities Electives may be chosen from Art, Creative Writing, Cultures and Values, Film, History, Journalism, Literature, Modern Languages, Music, Philosophy, Theater Arts, Women's Studies and Interdisciplinary courses.

Legal Assisting Elective

| LGA 206 | Tort Law |

Literature Electives

Any literature course (LIT) is permitted.

Mathematics Electives (Liberal Arts)

Any college-level mathematics course is permitted with the exception of BUS 101 and BUS 201.

Math & Science Electives (AS degrees)

CHP 220	Quantitative Analysis
CHP 230	Organic Chemistry II
EGS 101	Engineering Graphics
EGS 201	Introduction to CAD/CAM
MAT 211	Calculus III
MAT 212	Differential Equations
MAT 215	Linear Algebra
PHY 212	Engineering Physics III

Management Electives

MAN 251	Consumer Behavior (Formerly MAN 441)
MAN 252	Advertising Principles (Formerly MAN 442)
MAN 253	Sales Management (Formerly MAN 443)

Modern Language Electives (Liberal Arts)

Any two-course sequence of foreign language courses may be taken, e.g. Basic Russian I & II.

Multicultural Elective List

AMS 135	Introduction to American Studies
ANT 101	Introduction to Cultural Anthropology
HIS 104	U.S. History of American Immigration & Ethnicity
HUM 101	Cultures and Values
HUM 128	Food & Culture
HIS 132	Latin American and Caribbean History
HIS 137	Women in American History
INTD 235	Exploring Multicultural Studies
PHL 102	Religions of Asia
PHL 103	Religions of the West
SOC 230	Religion and Society
SOC 260	Race and Ethnic Relations

Philosophy Electives

Any philosophy course (PHL) is permitted.

Psychology Electives

PSY 211	Developmental Psychology I
PSY 212	Developmental Psychology II
PSY 215	Psychology of Women
PSY 260	Life Span Development
PSY 270	Psychology of Teaching and Learning
PSY 280	Abnormal Psychology (Formerly PSY 301)

Science Electives (AA or AAS Degrees)

Science courses (Biology, Chemistry, Physics and Physical Science) with or without laboratory components are allowed. However, some four-year colleges specifically require laboratory science courses for transfer.

Social Science Electives

Students may choose from Anthropology, Criminal Justice, Communications, Economics, History, Political Science, Psychology, Sociology, or Interdisciplinary Courses.

Sociology Electives

SOC 200	Introduction to Gerontology
SOC 201	Sociology of the Family
SOC 211	Social Problems
SOC 230	Religion & Society
SOC 240	Criminology
SOC 260	Race & Ethnic Relations
SOC 280	Social Research Methods

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Course Descriptions

Courses numbered 000-099 are taken by students who need to strengthen their basic skills, or by students whose native language is not English and who need to improve English skills. The credits earned in these courses are not applicable toward degree or certificate programs. Courses numbered 100 level or above are applicable toward certificate and associate degree programs.

COURSE CREDITS
The credit value of each course appears to the right of each course title. One credit is equivalent to one weekly lecture period of 50 minutes during the course of a 15-week semester.

The Catalog refers to the number of laboratory and lecture periods as "contact" hours, indicating the time spent under the direct supervision of a faculty member. It is possible for a course to have more "contact" hours than its credit value. Lecture hours include seminar and discussion periods; laboratory hours include supervised practicum and "hands-on" work experience.

PREREQUISITES AND CO-REQUISITES
Enrollment in most degree credit courses requires students to pass the College Placement Tests (CPT) in Reading, Writing, Basic Mathematics and Algebra. Certain other courses may be permitted while students are taking Academic Foundations or ESL courses to strengthen skills in Reading, Writing and/or Basic Mathematics or Algebra. Rules for placement in college level courses are defined in the College Placement Matrices, and are determined by scores on the College Placement Test.

Prerequisites are courses or their equivalents that must be taken prior to enrolling in advanced courses. Courses appearing in special sequences (usually identified by the numerals indicated in the course descriptions) require that prerequisites be completed prior to taking the course. Co-requisites are courses taken at the same time. Some courses may not be offered every semester; check with your counselor for information.

ACCOUNTING

ACC 121   Principles of Accounting I   4 CR
Previous accounting knowledge is not required. The course covers the entire accounting cycle from analysis of transactions, journalizing, posting, worksheets, preparation of financial statements, closing entries, post-closing trail balance and reversing entries. Also introduced are the accounting principles as applied in the United States (GAAP). Emphasis is placed on practical applications of accounting procedures as well as conceptual comprehension of accounting principles used in both service- and product-related businesses.
Prerequisite: Exit CPT in Math and Algebra

ACC 211   Computerized Accounting   3 CR
An introduction to the construction and implementation of computerized accounting systems used to accurately document, record and summarize financial information. The course emphasizes how such systems safeguard the assets of the client and ensure the integrity of the reporting system. Students will use source documents as a means of developing an information base. Students will design special journals and voucher systems as a means of facilitating recording functions and they will also develop a subsidiary ledger for purposes of recording secondary information. The course will conclude with students operating a fully integrated computerized general ledger system that may be applied to the accounting needs of individuals, organizations and small business enterprises. Students will also independently complete computer laboratory projects using specialized computer software.
Prerequisite: ACC 121

ACC 221   Principles of Accounting II   4 CR
Continuation of Principles of Accounting I, emphasizing accounting applications for partnerships, corporations, and manufacturing. A survey of cost accounting and budgetary procedures including the preparation and use of financial information needed for management planning and decision making.
Prerequisites: ACC 121 and CSC 100 or equivalent knowledge/experience

ACC 224   Federal Taxation   3 CR
A study of Federal Income Tax law and its practical application in the preparation of tax forms for the individual, partnerships, and corporations.
Prerequisite: ACC 221

ACC 226   Auditing   3 CR
This course will cover the theory of auditing principles and standards employed by the external and internal auditor. These standards are based on generally accepted auditing standards and the related literature of the American Institute of Certified Public Accountants. Emphasis is on Auditing procedures.
Prerequisite: ACC 221

ACC 228   Cost Accounting   3 CR
Examines cost accounting information systems; cost of materials, labor and manufacturing expenses, standards, and cost controls; direct costing and cost analysis.
Prerequisite: ACC 221

ACC 230   Payroll, Sales and Local Taxes   3 CR
A study of payroll systems and the preparation of payroll records including employers payroll taxes for Federal, State, and Local governments. Application of New Jersey's State tax law for the preparation of individual, franchise, and other tax returns. The student also examines related business tax problems and tax planning.
Prerequisite: ACC 221

ACC 240   Intermediate Accounting I   4 CR
This course presents a balanced approach to the treatment of conceptual and procedural problems in accounting. The course explains the rationale behind business transactions and addresses the accounting and reporting of those transactions. This course will include discussions of the latest developments in the accounting profession and practice.
Prerequisite: ACC 221

ACC 241   Intermediate Accounting II   4 CR
This course is a continuation of Accounting 240, Intermediate Accounting I. It covers Long-Lived Assets, Long-Term Liabilities, Stockholders' Equity, Financial Statement Preparation and Analysis.
Prerequisite: ACC 240

AMERICAN STUDIES

AMS 135   Introduction to American Studies   3 CR
This course provides an introductory overview to the field of American Studies. It seeks to answer the question, "What does it mean to be an American?" It integrates several disciplines, taking a holistic view of the American perspective. The goal is to introduce students to the ideas and theories most closely linked to the field. These include topics in American history, philosophy, cultural studies, art, literature, political science and international relations. Prerequisite: ENG 101

ANTHROPOLOGY

**ANT 101   Introduction to
                 Cultural Anthropology   3 CR**
This course is an introduction to the anthropological study of the nature and functions of human culture. The course examines how different cultures respond to certain needs expressed by religion, art, social organization and general patterns of life. The cultural diversity of humankind is emphasized.
Prerequisite: ENG 101

ART & COMPUTER ARTS

ARC 105   Introduction to Computer Arts   3 CR
This course provides an introductory level exploration of the Macintosh Operating System; print, interactive and time-based graphics applications; typography; and color theory for print, web and video. Students will also learn conceptual, historical, and theoretical aspects of art and design made with digital media. Co-requisite: ENG 101

ARC 106   Digital Imaging   3 CR
This course provides students with the necessary knowledge and techniques for the creation and manipulation of photographic digital images using digital cameras and scanners for input, Photoshop for editing and manipulation, and photo quality inkjet printers for output. Assignments and discussions address critical issues in contemporary digital practices.
Co-requisite: ENG 101

ART 101   Experiencing Art   3 CR
This course is designed as an introduction to the Studio Arts for non-art majors. Students will learn through the basic theories and practices of Art History, Drawing, Painting, Printmaking, and Sculpture.

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ART 103　　Two-Dimensional Design　　3 CR
Two-dimensional design introduces the organization of visual elements on a two-dimensional plane. The elements of art and concepts of design such as composition, perspective, color and other art elements will be examined through lectures, demonstrations and related studio problems for the students to explore and solve. Techniques for handling materials will be developed.

ART 106　　Drawing I　　3 CR
This is an introductory course in basic drawing skills. Emphasis is on drawing from direct observation or life with a variety of traditional drawing materials and techniques. It includes an introduction to various systems of drawing - e.g., linear perspective and principles of chiaroscuro.

ART 107　　Painting I　　3 CR
This course is an introductory studio (laboratory) course in basic painting skills and techniques. Focus will be upon the use of paint to create fine art and explore individual creative potential. Emphasis will be on control and proficiency in handling the medium of paint and learning the fundamental painting techniques. This course is designed for beginners with little or no experience of painting. Proficiency in drawing is beneficial but not critical to successful completion of the course.
Prerequisite: ART 106

ART 113　　Three-Dimensional Design　　3 CR
Student artists will learn to create practical and theoretical three-dimensional objects using a variety of techniques and materials. Through the study of nature and geometry, students will learn to use line, plane, mass, volume and surface.
Prerequisites: ART 103, ART 106

ART 114　　Color Theory　　3 CR
Color theory teaches student artists how color affects the human brain, psyche, emotion and eye. Through lecture, multimedia presentation, and hands-on studio assignments, they learn how color functions with light, computers, and pigment.

ART 115　　Art History I　　3 CR
Art History Part I traces the development of art from prehistory through the early Renaissance. The course surveys the major developments in painting, drawing, sculpture, ceramics and architecture through the western canon and provides an introduction to the art of Africa, the Near East, South and Southeast Asia, China and Japan.
Prerequisites: ENG 101

ART 116　　Drawing II　　3 CR
A continuation of Drawing I, this course will focus on individual development, a thorough understanding of drawing principles and further the use of drawing materials and techniques. Students are responsible for the purchase of their own supplies.
Prerequisite: ART 106

ART 117　　Painting II　　3 CR
A continuation of Painting I, this course is an advanced studio painting class stressing individual painting skills and personal style. Painting II focuses on compositional theories and practice, experimentation with mediums, and creative approaches to subjects. Students are responsible for the purchase of their own supplies.
Prerequisite: ART 107

ART 125　　Art History II　　3 CR
Art History II traces the development and evolution of techniques and styles from the 15th to the 20th century. This course will cover major movements of art including the Baroque, Rococo, Neo-Classicism, Romanticism, Impressionism, Post Impressionism, Dada, Surrealism, and Modernism. Students follow art into the twenty first-century, and view how social, technological, and spiritual changes affected its development.
Prerequisite: ENG 101

ART 126　　Figure Drawing　　3 CR
Student Artists will learn to draw the nude and clothed, male and female form. Emphasis is placed on scale, proportion, anatomy, expression and appreciation of the figure.
Prerequisite: ART 116

ART 127　　Watercolor　　3 CR
In this course students will learn through demonstration and experience how to paint using the medium of watercolor. Students will create still life, landscape (out of doors, weather permitting), figurative, and abstract paintings. Students who successfully complete this course will possess a basic painting kit, a portfolio of watercolor paintings, and the fundamental knowledge and basic skills needed to effectively use the medium.
Prerequisite: ART 106

ART 130　　Portfolio and Presentation　　3CR
Portfolio and Presentation will provide student artists with the knowledge and skills to meet both their educational and professional goals. First, student artists will develop a physical and digital portfolio showcasing their best works created at HCCC. This will allow students to seamlessly enter the third year of any four-year art program. Second, student artists will learn to market themselves to clients, museums, and galleries. A resume, artist's statement, PowerPoint presentation, slide packet and web site will be produced. New technologies will be stressed along with traditional (non-digital) methods to prepare the student for the professional art world. Prerequisites: ART 113 and ART 116

BIOLOGY

BIO 100　　General Biology　　3 CR
This is an introductory course in contemporary biology designed to provide a foundation for further studies in biology. Instructional techniques include lectures, demonstrations and laboratory.

BIO 107　　Human Biology　　4 CR
This course focuses on an understanding of the biological functioning of humans. Additional emphasis is given to genetics, ecology and microbiology. Laboratories include hands-on exercises and lab dissections. 3 hours lecture/3 hours lab

BIO 111　　Anatomy and Physiology I　　4 CR
This course examines the structure and physiological processes of the human body and provides a background for understanding health problems, diagnosis, and treatment.
3 hours lecture/3 hours lab

BIO 115　　Principles of Biology I　　4 CR
Biology is a vast subject that explores all of life, from molecules to ecosystems. Students will acquire a framework of key biological concepts into which they can fit the many new things they will learn. They will become familiar with the scientific process, in particular, the posing and testing of hypotheses, and the scientific study of life, evolution, ecology, plants, and animal forms and functions. Laboratory exercises will encourage students to practice science throughout hands-on experiments. 3 hours lecture/3 hours lab

BIO 116   Principles of Biology II   4 CR
This course is a continuation of Principles of Biology I. Students will study the structure, function, and behavior of organisms and the unity and diversity of life. They will learn about biological organisms and processes and how to correlate new biological concepts with the ones previously learned. Laboratory exercises will encourage students to practice science through hands-on experiments. 3 hours lecture/3 hours lab.
Prerequisite: BIO 115

BIO 201   Practical Nutrition   3 CR
This course stresses the application of nutritional principles to daily health maintenance and conditions that require special diet management. It is designed for Nursing and Health-related or Culinary Arts/Hospitality Management programs.

BIO 208   Ecology   4 CR
In this course, students will understand the mechanisms governing the structure and function of ecological systems, particularly the relationship between organisms and the environment. Students will investigate key environment issues such as; global climate change, acid deposition, loss of biodiversity and genetically modified food.
3 hours lecture/3 hours lab
Prerequisite: BIO 100 or BIO 115

BIO 211   Anatomy and Physiology II   4 CR
This course is a continuation of Anatomy and Physiology I. Students will become acquainted with the basic functions, complexities, and inter-relationships of the components of the human body. Topics will include the circulatory, endocrine, digestive, excretory, and reproductive systems. Lectures are supplemented by laboratory sessions which will include dissection and elementary physiologic experiments. 3 hours lecture/3 hours lab. Prerequisite: BIO 111

BIO 230   Histology   4 CR
In this course, students will recognize the structure and function of cells, tissues, and organs at the microscopic level. They will identify and recognize all of the major cell and tissue types of the human body. Histology is a laboratory course and lectures often take the form of slide demonstrations. The lab and lecture will be combined into a single learning experience.
3 hours lecture/3 hours lab Prerequisite: BIO 116

BIO 250   Microbiology   4 CR
This course is geared for people entering the medical or health sciences professions. It will encompass a survey of microorganisms with emphasis on bacteria and applications of microbiology. The laboratory sessions will stress isolation, cultivation, and various biochemical and identification techniques of selected bacteria and of other microorganisms. 3 hours lecture/3 hours lab. Prerequisites: BIO 111 & BIO 211

BUSINESS

BUS 101   Business Mathematics   3 CR
This course covers the mathematical and numerical skills for ratios, proportions, rate and percentage problems, and the metric system. Also included are the following: the mathematics of buying, pricing and selling, payrolls, insurance, depreciation and profits, simple and compound interest, bank discounts, consumer credit, corporation stocks and bonds, and other investments. Pre-requisite: Exit CPT in Basic Math and Algebra

BUS 201   Intro to Statistics and Probability   3 CR
This course offers an analysis of the basic ideas and methods of collecting, tabulating, and representing data. Topics include frequency distributions, histograms and frequency polygons: measures of central tendency, variability percentiles; Z-scores, elementary probability, binomial and normal distributions; linear regression and correlation; and hypothesis testing. Pre-requisite: Exit CPT in Basic Math and Algebra

BUS 230   Business Law   3 CR
Provides a basic knowledge of business law covering the nature, structure and processes of our legal systems and the laws involving constitutional law, contracts, intellectual property, torts, and product liability. The case study approach will be used extensively and also address the ethical issues in the business environment throughout the course.

CHEMISTRY

CHP 100   Introduction to Chemistry   3 CR
This course is designed for students who have not had high school chemistry and for those who wish to review the subject. The course emphasizes descriptive chemistry. Topics include measurements and units, the periodic table, the atom, nuclear radioactivity, bond formation, simple stoichiometry, acid-base, redox, and organic compounds. The associate laboratory involves common measurement techniques and illustrates the lecture materials presented. 2 hours lecture/2 hours lab. Prerequisite: Exit CPT Math

CHP 111   College Chemistry I   4 CR
This course is an introduction to common physical and chemical properties of substances and solutions. Topics cover scientific measurements and SI units, atomic structure and the periodic table, inorganic nomenclature, gas laws, chemical stoichiometry, chemical bonding, molecular geometry and polarity, thermochemistry, liquid properties, cubic crystals, and solutions. Laboratory work illustrates common lab techniques as well as chemical principles.
3 hours lecture/3 hours lab. Co-requisite: MAT 100 or MAT 106

CHP 205   Intro Organic/Biochemistry   4 CR
This course is designed for allied health science students, liberal arts students, and those who want to acquire a knowledge of chemistry in biological systems. It introduces the names, structures, and properties of organic compounds and biomolecules.   Emphasis is placed on chemical reactions and physical properties of organic compounds which are related to metabolic processes and energy involved. Laboratory work illustrates the covered subject matters. 3 hours lecture/3 hours lab. Prerequisite: CHP 100

CHP 211   College Chemistry II   4 CR
This course is a continuation of College Chemistry I and an introduction to physicochemical concepts. Topics cover reaction rate, chemical equilibria, precipitation, acid-base, complexion, redox,

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electrochemistry, nuclear reactions and thermodynamic quantities. Laboratory work introduces experiments pertinent to lecture subjects and consists of semiqualitative analysis. 3 hours lecture/ 3 hours lab. Prerequisite: CHP 111

**CHP 220   Quantitative Analysis & Chemical
                              Computations   4 CR**
This course, an introduction to the principles and computations of quantitative analysis, provides a study of data treatment, ionic equilibria, and potentiometric and ion-exchange techniques. Laboratory work consists of gravimetric, volumetric, and instrumental methods. Prerequisite: CHP 211

CHP 225   Organic Chemistry I   4 CR
This is the first of a two-course sequence of introductory organic chemistry. The physical and chemical properties of organic compounds, including aliphatics, alicyclics, and aromatics are studied through an examination of their structure, preparation, reactivity, and spectral properties. The study of organic functionality centers in the hydroxyl and carbonyl groups. The laboratory component includes separation and purification techniques and other synthetic procedures. 3 hours lecture/3 hours lab. Pre-requisite: CHP 211

CHP 230   Organic Chemistry II   4 CR
This course is a continuation of Organic Chemistry I. The studies proceed to aromatic compounds, aldehydes, ketones, carboxylic acids and their functional derivatives, amines, phenols and arylhalides. Emphasis is placed on group functionality and reaction mechanisms.   Laboratory work illustrates organic synthesis, reactions, chemical analysis, and spectroscopic identification.
3 hours lecture/3 hours lab
Prerequisite: CHP 225

COLLEGE SURVIVAL SKILLS

CSS 100   College Survival Skills   1 CR
Helps students acquire the skills and perspective they need in order to simultaneously succeed in college and prepare for careers. Students explore the cultures of college and the workplace with an emphasis on the role of communication skills, credentials, and research techniques in each. Time and stress management are also considered. Students submit weekly journals on assigned topics. In addition, they participate in small group discussions and seminars, investigate the support services available in the College and community, and prepare job search portfolios.

COMMUNICATIONS

COM 101   Interpersonal Communication   3 CR
This course is designed to introduce students to the fundamentals of interpersonal communication.   Students will learn the basic elements of the communication process, the psychology of communication, the messages in communication, and various types of interpersonal communication, including gender and intercultural communication. Practical experience will be gained through in-class workshops and field research assignments.

COMPUTER SCIENCE

CSC 100   Intro to Computers & Computing 3 CR
This course introduces beginning students to computers and the latest application software.   The course includes the history of computers, information processing, file management, discussion of hardware and software, operating systems and utility programs, and the Internet. The laboratory component includes Microsoft Office XP (Word, Excel, Access, PowerPoint). This course may not be used for credit by Computer Science or Management Information Systems majors. 2 hours lecture/2 hours lab

CSC 101   Scientific Programming   3 CR
This is an introductory course in scientific programming using FORTRAN 90 to solve science and engineering problems. Emphasis is on the logical analysis of a problem and the formulation of a computer program leading to the solution.   2 hours lecture/2 hours lab. Prerequisite: CSC 100 or equivalent knowledge of computing and exit CPT in Algebra

CSC 102   Understanding Microcomputers   3 CR
This course focuses on the use of the PC in the work environment. The student will learn about PC history, how software and hardware interact, problem-solving techniques, and the use of a personal computer as a workstation. Lab exercises will emphasize the handling of PC microchips, hardware components and interface techniques. The student will use a mouse, Windows, and basic DOS commands to manipulate files, directories, text and program execution. 2 hours lecture/2 hours lab

CSC 109   Web Page Design   3 CR
This course introduces the different tools needed to design and maintain web pages. The standard tool of web page design, HTML (HyperText Markup Language), will be the core design tool. Interactivity through the use of scripts will also be addressed. The process of transferring HTML pages through FTP (File Transfer Protocol) to be published on an official web site will also be addressed. Auxiliary tools such as graphics design, which is an important component of web page design, will also be investigated. 2 hours lecture/2 hours lab
Prerequisite: CSC 100 or Permission of Instructor

CSC 111   Computer Science I   3 CR
Introduces the fundamentals of computer science.   Algorithm design, flowchart, structure, programming methodology, hardware and software are discussed.   A programming language such as Pascal, C++, or Visual Basic 6.0 is used to illustrate these concepts. 2 hours lecture/2 hours lab

CSC 112   Computer Science II   3 CR
Provides further study of the construction of algorithms and their implementation in a programming language. Techniques of structured programming are featured.   Emphasis is placed on the solution of engineering problems.   Students are expected to construct and execute problems using top-down step-wise refinement approach. 2 hours lecture/2 hours lab
Prerequisite: CSC 111

**CSC 113   Computer Logic and
                              Discrete Mathematics   3 CR**
The basics of number systems. Boolean algebra and logic gates lay the foundation for the study of combinational logic and computer science.   Combinatorial applications include Karnaugh Map techniques for logic simplification.
Corequisite: MAT 110 or MAT 111

CSC 114   Programming In C Language   3 CR
Prerequisite knowledge of a modular programming language is necessary for registration in this course. Initial topics include the implementation in the C language of data types, operators, expressions, decisions, and loops. Other topics include functions and subprogram structure, pointers, arrays, structures, logical operators and bit-fields, input/output and file operations.
2 hours lecture/2 hours lab Prerequisite: CSC 101 or CSC 111

**CSC 115   Programming in C++ for Computer
                   Science and Engineering   3 CR**
In this course the fundamentals of computer science are introduced, with emphasis on programming methodology and problem solving. Topics include, but are not limited to, concepts of computer systems, software engineering, and algorithm design, programming languages and data abstraction, with applications. A high level language is fully discussed and implemented and serves as a vehicle to illustrate many of the concepts taught.
2 hours lecture/2 hours lab Prerequisite: MAT 110

CSC 117   Java Programming   3 CR
This course will introduce students to the Java Programming, an object-oriented language. Students will develop stand-alone business applications and create applications called from within HTML page (applets) designed to be transported over the Internet and executed by browsers. The syntax, control structures, methods, arrays, strings and characters and graphics will be applied to bring interactive applications to web clients. 2 hours lecture/2 hours lab
Prerequisite: CSC 111 or CSC 115

**CSC 211   Computer Systems and
                   Assembly Language   3 CR**
Includes a detailed study of components of computer systems, structures, machine language instruction set and assembly language for both 8-bit and 32-bit processors. Projects are assigned in assembly language. Other topics covered are addressing techniques, macros, file I/O, storage, program segmentation, and linkage. Data structures are covered by means of program preparation. 2 hours lecture/2 hours lab
Prerequisite: CSC 101 or CSC 111 or CSC 115

CSC 212   Computer Organization & Design 4 CR
Please refer to CTC 212 course description.
3 hours lecture/3 hours lab
Prerequisite: CSC 113

**CSC 214   Data Structures and
                   Advanced Programming   3 CR**
Examines data structures and their software implementation. Topics include top-down design; pointer variables and dynamic data structures; linked lists, stacks, queues, recursion, graphs, tree search and backtracking; and sorting/searching techniques.
2 hours lecture/2 hours lab
Prerequisite: CSC 115

CSC 226   Database Design and Concepts   3 CR
Provides both the basis for a solid education in the fundamentals of database technology and an introductory coverage of SQL. Topics include database management systems, relational data base systems, query languages, and application development systems.
2 hours lecture/2 hours lab
Prerequisites: CSC 111 or CSC 115

CSC 227 Introduction to Operating Systems   3 CR
This course is structured to explain the functions of an operating system. During the course students will be introduced to what operating systems are, what they do, how they do it, how their performance can be evaluated, and how various operating systems compare with each other. The main purpose of this course is to give students a solid background in the components of the operating system, their function and goals, and how to interact and interrelate with them.
2 hours lecture/2 hours lab

CSC 230   Data Communication Concepts   3 CR
Introduces students to the technology of data communications. Topics covered include data transmission mode, techniques, devices, link control and characteristics, use of modems and multiplexers, fundamentals of communication software, and data networks. Laboratory exercises will include file transfer, the use of modems on a dedicated of dial-up link, on-line database search, and use of remote timesharing. 2 hours lecture/2 hours lab
Prerequisites: CSC 101, CSC 111 or CSC 115

**CSC 231   Information Systems Analysis
                   and Design   3 CR**
The course will cover the basic theoretical and analytical foundations for systems planning, formulating strategic plans, optimizing operations in business, designing information systems, and augmenting business activities on web. Topics include five systems cycles, hardware selection criteria, input/output design, file structures, and design. This is a case study-oriented course.
2 hours lecture/2 hours lab
Prerequisites: CSC 101, CSC 111 or CSC 115

**CSC 240   Introduction to Networks &
                   Networking Concepts   3 CR**
This course provides students with the basic concepts of network computing, the seven layers of the Open System Interconnection (OSI) Model, Institute for Electrical and Electronics Engineering (IEEE) 802 networking model, and the benefits of various protocols. Students will understand peer-to-peer and server-based networks and their differences. They will become familiar with various networking topologies and how to select the best network topology for an environment. Students will learn how to install and configure NetWare TCP/IP software, how to use common TCP/IP applications, and how to troubleshoot common problems that may occur in a TCP/IP environment. This course also provides the background information needed in preparation for network management and certification. 2 hours lecture/2 hours lab
Prerequisite: CSC 227; Corequisite: CSC 212

COMPUTER TECHNOLOGY ▬▬▬▬

CTC 212 Computer Organization & Design   4 CR
The operation of Flip-Flops as memory elements and counter analysis of Ripple/Synchronous mod counters are covered as building blocks for future design application. The major emphasis on counters is on the design of irregular and truncated counters using D and J-K Flip-Flops and integrated circuit applications of Up/Down counters and dividers. Also includes a coverage of timers, oscillators, and three-state operation. Registers are covered and include counting (Ring and Twisted Ring) shifting (Left/Right) and timing applications. The latter part of the course is devoted to arithmetic applications including 2's complement adders and subtractors with overflow and underflow detection, and BCD arithmetic and arithmetic/logic I.C. units. Computer instructions, timing and control,

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executions of instructions, and designs of a basic accumulator-based computer are also covered. The laboratory exercises are organized to support the above theory and to enable students to design, assemble, and test applications constructed with MSI/LSI chips.
3 hours lecture/3 hours lab
Prerequisite: CSC 113; Corequisite: EET 212

**CTC 221   Microprocessor/Microcomputer
                  System Design   4 CR**
Presents the architecture and operation of the microcomputer. Topics include an introduction to the 8086 microprocessor including its architecture, operation, and instruction set. The instruction set is studied through programming examples. Interfacing to the 8086 microprocessor is thoroughly studied. Input/output port configuration and interrupt management are introduced and used in numerous design projects. The laboratory experiments consist of designing projects. Students are exposed to projects that include solving both software and hardware issues. The tools used include a PC loaded with an 8086 assembler and connected serially to a SDK-86 kit. Laboratory experiments cover an 8086 arithmetic program, accessing data in memory, using a PC to write a program with an assembler, generating digital waveforms, nested loops programming, reaction time programming, using D/A converters with microprocessors and vector graphics.
3 hours lecture/3 hours lab
Prerequisite: CTC 212

CTC 224   Computer Peripherals   3 CR
Topics include interfacing peripherals, Input/Output: parallel I/O, memory mapped I/O, programmed I/O, interrupt driven I/O, direct memory access (DMA), UART (Universal Asynchronous Receiver/Transmitter), bus standards: RS 232 and IEEE 488, Secondary storage techniques: floppy and rigid disk technologies; A/D and D/A conversion; Microcomputer control applications and troubleshooting techniques.
2 hours lecture/2 hours lab
Prerequisite: CTC 221

CTC 228   Control Systems and Robotics   4 CR
The fundamentals of hervomechanisms, stability and transient response of control systems are introduced. Applications of electronics to closed loop systems, motor control, and control of robots are studied and investigated in the laboratory. Bode plot analysis of frequency response is studied.
3 hours lecture/3 hours lab
Prerequisite: EET 212

CRIMINAL JUSTICE

CRJ 111   Introduction to Criminal Justice   3 CR
This is an introductory course on the nature of the criminal justice system. The history, development, and current functioning of the system are examined. Emphasis is on the inter-relationship of various elements within this system including the police, the prosecutor, the defense, the courts, corrections, probation and parole officers.

CRJ 120   Introduction to Criminal Law   3 CR
This course is a case and textbook study of substantive criminal law, and the variations and similarities between the states and the federal system of criminal law principles, with an emphasis on New Jersey criminal law.

CRJ 200   Constitutional Liberties and Rights 3 CR
An introduction to the Constitutional civil liberties and rights assured to the American people. The course provides students with an understanding of the dynamics of the United States Supreme Court's approach to the Constitution's guarantees of personal liberties and civil rights. Students will explore such diverse topics as the preferred freedoms of speech, press and religious expression, separation of Church and State, the Constitutional right of privacy, the rights of persons accused of crime and the civil rights of historically disadvantaged groups and persons.
Prerequisite: ENG 101

CRJ 213   Criminal Justice Report Writing   3 CR
Focuses on report content through interpretation and evaluation of information. Emphasis is placed on accurate terminology.

CRJ 214   Corrections   3 CR
Various correctional settings and approaches are examined. Topics include punishment, probation, the prison community, and parole. Also studied is the role of community resources in treating the non-institutionalized offender, i.e. through halfway houses, alternative programs, and work and study release.

CRJ 215   The Juvenile Justice System   3 CR
An introduction to the American juvenile justice system. The course provides an overview of the history of juvenile justice and a theoretical basis for interpreting the meaning and frequency of delinquent behavior and status offenses. Students will explore the various causes of delinquency, including psychological and sociological theories, the relationship between gangs, drugs and delinquency and the modes of interaction between law enforcement and juveniles. Students will also examine juvenile court procedures, due process rights of juveniles, alternative dispositions of offenders, including community intervention and residential/institutional confinement, and the future of juvenile justice.
Prerequisite: ENG 101

**CRJ 220   General Police Organization
                  & Administration   3 CR**
Examines the organization and functioning of law enforcement agencies including recruitment, career development and leadership selection. The historical and contemporary relationships of various levels of police organization are examined as well as the structure of police organizations in the United States.

CRJ 221   The Police Role In the Community 3 CR
Focuses on the nature and responsibilities of the police officer's role. Topics include the following: police work as a profession, image of the police, tensions, conflicts, and the cooperation between the police and the community.

CRJ 222   Criminal Investigation   3 CR
Examines the techniques, methodologies, and procedures of criminal investigation. Topics include conduct at the scene of the crime, recognition, development and the preservation of evidence, and interview and interrogation techniques. Finally, the role of surveillance and use of informants are analyzed. Legal and ethical issues are also discussed.

CRJ 224   Community-Based Corrections   3 CR
This course explores the numerous community-based correctional programs which are intended to rehabilitate offenders and reintegrate them into society. Students will engage in a critical analysis of the theories, practices and effectiveness of community-based program models. Major topics of the course are probation and parole. Students will also explore the more recent modes of

intervention and treatment, including specialized diversionary and self-help programs, intensive supervision programs, half-way houses, house-arrest, community service, fine and restitution, "shock" incarceration, family intervention and counseling. Students will also examine the needs of special offender populations, including juveniles, women, drug abusers, sex offenders and the mentally ill. Students will critically examine the problems associated with the management of these various programs, and their interaction with the other components of the criminal justice system.

CRJ 230   Ethics & Justice   3 CR
This course explores a wide range of ethical issues and moral dilemmas confronting practitioners in the field of criminal justice. The student is exposed to the traditional and competing theories of ethics in general; and, using case studies, applies these approaches to contemporary issues and problems confronting persons engaged or practicing in law enforcement, the courts, corrections and criminal justice policy making.

CRJ 290   Criminal Justice Externship   3CR
The externship in Criminal Justice is designed to develop professional standards and practical skills. This elective course will provide students with the opportunity to integrate theoretical principles learned in the classroom with first-hand experience in actual Criminal Justice agency settings. Students will perform tasks and engage in meaningful learning activities in order to acquire knowledge of the workings of a significant component of the criminal justice system. Students will develop interpersonal skills, values and the attitudes associated with professional growth. Under the direction of a faculty member and the supervision of an agency field supervisor, students will perform agency tasks eight (8) hours per week for 15 consecutive weeks for a total of 120 hours. In addition, students will attend weekly seminars at the College during the externship to discuss and share their experiences and observations with faculty and peers. Prerequisites: ENG 101 and CRJ 111.

CULINARY ARTS

CAI 113   Food Service Sanitation   2 CR
An introduction to the application of sanitation concepts in the operation of a food service establishment. General kitchen safety, pest management, and crisis management are discussed. Personal hygiene, fire safety regulations, including state and federal laws pertaining to the handling of food products is stressed. This course includes a nationally recognized ServSafe certification exam provided by the Educational Foundation of the National Restaurant Association. Stewarding functions are also required for this course. Corequisite: CAI 117

CAI 114   Table Service I   2 CR
An introduction to the various types of table service styles and settings, including American, French, Russian, banquet, and family style. Emphasis is placed in proper dining room preparations, customer relations, placing and retrieving orders, clearing of tables, and securing the dining room. Students will also be exposed to the role of the dining room in the overall business plan of the restaurant business. The course also covers an introduction of wines and wine making.

CAI 117   Production Kitchen Skills I   2 CR
This course is intended to provide a strong foundation in the basic fundamentals of commercial food preparation and practices. Proper knife skills, and the use and care of tools and equipment is demonstrated and practiced in the laboratory. Emphasis is placed with students using hands-on experience in food production utilizing designed introductory menus. The hands-on experience is support-ed with demonstrations and lecture in the laboratory. Students will learn the appropriate cooking methods that may be applied to meats, fish, poultry, starches, and vegetables. The basic cooking methods are introduced and practiced in the laboratory. Students will also learn the proper techniques used in the preparation of stocks, soups, and sauces.
Corequisite: CAI 113

CAI 118   Pantry and Breakfast Cookery   2 CR
An introduction to the basic and advanced level of breakfast cookery, including basic egg preparations, breakfast meats, potatoes, quick breads, batters, various breakfast items, farinaceous and hot and cold cereals. Students will experience short order cooking, and will gain knowledge of time and temperature in the preparation of various breakfast items. Skills and techniques will be developed in the preparation of meat products, such as sausage making, and in the preparation of other breakfast meats. Ethnic and multicultural breakfast foods will be explored, as well as creative and modern breakfast alternatives. This course also serves as an introduction to the preparation of various salads, including simple, composed, bound, and hot/cold combinations. Emphasis will be on the preparation of dressings, dips, spreads, classical and modern sandwich making, identification and use of salad greens, and fruit preparations.

CAI 119   Bakeshop I   2 CR
An introduction to the preparation of basic quick breads, rolls, breakfast items, and basic desserts, including various icings and butter cream, puddings, cakes, cookies, and pies. Students will gain skills in the preparation of pie crusts, pie washes, and pie fillings. Emphasis will be placed on the understanding and use of ingredients, weights and measures, tools, and equipment used in the bakeshop.

**CAI 123   Storeroom and
          Purchasing Operations   2 CR**
This course introduces the student to the purchasing function in a food service organization. Emphasis is placed on the methods of controlling costs, while maintaining strict quality and quantity standards through the effective purchasing of goods and services. Specification writing, ordering, receiving, storing, issuing, controlling, and inventory are discussed at each stage of the purchasing process. Students will also receive practical experiences in the receiving and issuing of food products.

CAI 124   Table Service II   2 CR
An extension and reinforcement of the skills practiced in Table Service I. Emphasis is placed on knowledge of the menu, suggestive selling techniques, napkin folding, and the use of wines and spirits in the restaurant business. Banquet service will be performed through a designed and scheduled buffet.
Prerequisite: CAI 114

CAI 125   Externship I   1 CR
This is a course designed to provide the student with on-the-job food service experience. The course allows the student to gain supervised practical experience working in a variety of food service settings related to the student's area of interest. Students must successfully complete 150 hours of practical experience in an approved food service establishment.
Prerequisite: CAI 117 or permission of the externship coordinator.

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CAI 127   **Production Kitchen Skills II**   **2 CR**
A continuation and reinforcement of the concepts and practices of Production Kitchen Skills I. This course exposes the students to more advanced techniques and applications utilizing different cooking methods. Students will be exposed to a variety of seafood items, as well as commercial meat cuts used for beef, lamb, veal, pork and poultry. Prerequisite: CAI 117

CAI 128   **Introduction to Garde Manger**   **2 CR**
This course exposes students to the preparation of brunch items, fish and shellfish, hot and cold hors d'oeuvres, cold canapés, cold plated entrees, and specialty sandwiches as well as the design of salad bar setups. Basic forcemeat preparations used for pates, galantines, terrines, and spreads are practiced in the laboratory. This course also includes the preparations of basic cheese making, relishes, condiments and chutneys, including jams and jellies. Students will also prepare various entree salads.
Prerequisite: CAI 118

CAI 129   **Bakeshop II**   **2 CR**
This course is an extension and reinforcement of the concepts and practices of Bakeshop I. Students will be exposed to a variety of designed menus to strengthen their skills in the preparation of baked goods. They will also learn how to utilize leftover baked goods to prepare various products. Emphasis is placed on the preparation of various cake batters and icings.
Prerequisite: CAI 119

CAI 213   **Menu Planning and Facilities Design**   **2 CR**
This course is designed to provide the student with the ability to organize, design and lay out a food service organization. The student will be able to utilize practices and policies from other courses, along with instruction in the areas of organizational patterns, designs and layout, equipment purchasing, facilities engineering, energy practices, and space allocation. The student will also be able to develop a basic menu design based on learned principles.

CAI 214   **Advanced Table Service III**   **2 CR**
The student will gain knowledge of the overall operation of a restaurant, including the training of various techniques and styles of service. Emphasis will be placed on the study of wines from various regions, and the art of pairing wine with food. Hands-on beverage service and mixology are practiced in the laboratory. French culinary terminology will be integrated.
Prerequisite: CAI 124

CAI 215   **Externship II**   **1 CR**
This is a course designed to provide the student with on-the-job food service experience. The course allows the student to gain supervised practical experience working in a variety of food service settings related to the student's area of interest. Students must successfully complete 150 hours of practical experience in an approved food service establishment.
Prerequisite: CAI 125 or permission of the externship coordinator

CAI 216   **Restaurant Operations Management**   **3 CR**
The student will gain knowledge of the overall operation and management of a restaurant, including employee training and the organizational structure of the service staff. Emphasis will be placed on strategies of servicing food, wines, and beverages. This course will include management's perspective on meeting customer expectations and the importance of the interaction with guests. This course will also cover a financial overview of the industry, the major factors affecting the growth of the business, food merchandising, promotion and sales. Students will learn the crucial elements involved in the successful operation of a restaurant.
Prerequisite: CAI 114

CAI 217   **Advanced Kitchen - International**   **2 CR**
Students will become familiar with the characteristics of various national cuisines, as well as the global interaction of cooking techniques, equipment and ingredients affecting the modern professional kitchen. Students will prepare a variety of international soups, sauces, vegetables, starches and entrees from various regions around the world, as well as gaining an understanding of dietary guidelines and dining habits of numerous regions of the world. Prerequisite: CAI 127

CAI 218   **Intermediate Garde Manger**   **2 CR**
An introduction to the preparation of vegetable and fruit carvings, ice sculpturing, aspics, chaud-froid, and timbales through lectures, demonstrations, and hands-on experience. Emphasis will be placed on the proper techniques of garde manger preparations, terminology, departmental structure and design, and the use of various equipment and tools. Students are also introduced to the preparation of marinades, mousses, pickling, canning, pates, forcemeats, galantines, sausages and charcuterie. The techniques, terminology, planning and design of buffets are also learned and practiced.
Prerequisite: CAI 128

CAI 219   **Advanced Bakeshop III**   **2 CR**
Students are introduced to advanced pastries, classical desserts, and cake decorations. They will learn various mixing methods, the preparation of mousses, and advanced piping techniques with an overall emphasis on plate presentation.
Prerequisite: CAI 129

CAI 223   **Food, Beverage, and Labor Cost Control**   **3 CR**
This course is designed to familiarize the student with the methods, tools, and procedures used to control food, beverage, and labor costs in a food service organization. Emphasis is placed on each step in the flow of costs: purchasing, receiving, storage, issuing, preparation, portioning, service and accounting for sales. Labor costs as they relate to the operation are discussed. Active problem solving and practical applications are used in class. Basic computer applications of cost control systems will be introduced. Applied problems in the hospitality industry will also be included.

CAI 224   **Advanced Table Service IV**   **2 CR**
This course examines the techniques, methodologies and procedures involved in the successful operation of a restaurant. Students will develop skills in the tableside preparation and service of appetizers, entrees, salads, and desserts. This course will include the perspective on meeting customer expectations, and the importance of the interaction with guests. The student will gain practical knowledge of structuring a banquet, and the ability to design and coordinate a buffet. French culinary terminology will be emphasized.
Prerequisite: CAI 214

CAI 225   **Externship III**   **2 CR**
This is a course designed to provide the student with on-the-job food service experience. The course allows the student to gain supervised practical experience working in a variety of food service settings related to the student's area of interest. Students must successfully complete 300 hours of practical experience in an approved food service establishment.
Prerequisite: CAI 215 or permission of the externship coordinator

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CAI 227   **Advanced Kitchen - Classical**   **2 CR**
Students will gain an understanding of the historical importance and effect of classical French cuisine on cooking in the 21st century. Emphasis will be placed on the preparation of classical soups, sauces, vegetables, starches, and entrees. In addition, students will examine contemporary interpretations of traditional dishes and how variations can be introduced and executed in kitchens across each segment of the foodservice industry.
Prerequisite: CAI 217

CAI 228   **Advanced Garde Manger**   **2 CR**
This course is structured to provide the student with theoretical and practical experiences in advanced garde manger. Students will also be introduced to salt sculpturing, cold sauces and dressings, curing and smoking of foods, sushi and sashimi preparations, international appetizers and hors d'oeuvres, and cheese identification and presentation. Emphasis will be placed on the planning, preparation, design, and set-up of cold food preparations for a buffet. They will also be introduced to tallow and shortening sculpturing, platter garnishes, and decorative show platters. Lectures will include off-premise catering, food show rules and regulations, and food presentation and platter arrangement.
Prerequisite: CAI 218

CAI 229   **Advanced Bakeshop IV - Classical**   **2 CR**
Students will be introduced to classical showpiece mediums, such as nougat, pastillage, chocolate work and advanced cake preparations. The course will focus on the various techniques needed to produce these mediums, along with learning how to prepare a classical dessert buffet.
Prerequisite: CAI 219

EARLY CHILDHOOD EDUCATION

ECE 100   **Child Development Associate (CDA) Workshop I**   **4 CR**
This course introduces students to the Child Development Associate Credentialing process and provides comprehensive instruction in early childhood education/child development. Students will begin development of a professional resource file and practice strategies for observing and recording children's behavior. At the conclusion, students will have satisfied 60 hours of the 120 hours of formal training required by the CDA National Credentialing Program. Students are expected to be employed, or volunteer, either full-time or part-time in a child care center, preschool or pre-kindergarten program. The course is required for the Child Care Certificate and can be applied to the A.A.S. in Early Childhood Education as a substitute for ECE 201, Introduction to Early Childhood Education.

ECE 110   **Child Development Associate (CDA) Workshop II**   **4 CR**
This course helps students expand their knowledge of the Child Development Associate Credentialing process and provides comprehensive instruction in early childhood education/child development. Students will develop skills in planning curriculum for preschoolers and complete their professional resource file. The course offers 60 contact hours of formal training. Combined with ECE 100, CDA Workshop I, students will satisfy the 120 contact hours of formal training, as required by the CDA National Credentialing System. Students are expected to be employed, or volunteer, either full- or part-time in a child care center, preschool or pre-kindergarten program. This course is required for the Child Care Certificate and can be applied to the A.A.S. degree in Early Childhood Education as a substitute for ECE 211, Early Childhood Curriculum. Prerequisite: ECE 100, Co-requisite: ECE 120

ECE 120   **Externship for CDA**   **3 CR**
Students are either placed, or expected to be employed, at a child care center, school or site that provides care and education to children. Students will demonstrate competence in assisting the regular classroom teacher and gradually assume the responsibilities of a "group teacher." Students will plan and implement activities that are appropriate to both the age and developmental level of the children. This course is required for the Child Care Certificate and can be applied to the A.A.S. degree program in Early Childhood Education as equivalent to ECE 231, Early Childhood Education Externship I. Prerequisite: ECE 100; Corequisite: ECE 110

ECE 201   **Introduction to Early Childhood Education**   **3 CR**
An introduction to the field of early childhood care and education, core knowledge is introduced in the areas of child development theory, a healthy, safe environment, developmentally appropriate curriculum, child guidance, family relationships, cultural and individual diversity and professionalism. Students will understand the importance of early childhood education as part of the whole educational process. Pre- or Corequisite: ENG 101

ECE 211   **Early Childhood Curriculum**   **3 CR**
In this course, students extend their understanding of early childhood education. Emphasis will be on planning programs and activities that are developmentally appropriate for children ages birth through eight years of age. To help in understanding and meeting the needs of different age groups, developmental characteristics for each age group will be related to planning, curriculum, and general expectations. Students will develop themes and lesson plans, construct learning materials, and collect ideas for interest areas and activities. Prerequisite: ECE 201

ECE 213   **Creative Experience**   **3 CR**
Students will develop curricula based on a few important principles. The approach is a practical one, with opportunity to gather a wide repertoire of ideas as students experience creative and cooperative learning practices. Field trips to museums and places of interest are required. Prerequisite: ECE 201

ECE 214   **Guiding the Young Child's Behavior**   **3 CR**
Students will acquire knowledge, skills and dispositions in using individual and group guidance and problem-solving techniques to develop positive and supportive relationships with children. Methods will be practiced in promoting positive strategies of conflict resolution, and in developing personal self-control, self-motivation and positive self-esteem for the child, ages birth to eight.
Prerequisite: ECE 201

ECE 215   **Emerging Literacy**   **3 CR**
Students will learn how children acquire communication skills, and how teachers can strengthen children's natural explorations of speaking, listening, writing and reading. Whole language, the natural approach and emerging literacy will be presented. The goal will be for students to understand their role in helping children to become readers. Prerequisite: ECE 201

ECE 220   **The Anti-Bias Curriculum**   **3 CR**
Course materials and class activities will provide a means for students to develop an appreciation for diversity. Attitudes will be examined, along with the development of knowledge of culture, gender, social class awareness, and physical differences. Strategies for valuing children will prepare future teachers for teaching with dignity in a diverse world. Students will practice, via class discussion, role play, and other process oriented techniques, the infusion of an anti-biased perspective in all curriculum areas.
Prerequisite: ECE 201

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ECE 230   Infant and Toddler   3 CR

This course is an introduction to the practice of caring for infants and toddlers in a group care setting. Students will become familiar with child development, the role of caregivers, developmentally appropriate curriculum and materials associated with the care of infants and toddlers. Students will explore the importance of developing positive relationships with culturally diverse parents and communities. The course will involve students in observations, group discussions and projects, material making, and reviewing infant and toddler policies and practices. Field work requirement is 12 hours of observations. Prerequisite: ECE 201

ECE 231   Early Childhood Education
**   Externship I   3 CR**

The Externship courses in the Early Childhood Education Program are designed to allow the student to develop professional standards and practical skills in an early childhood setting. This course will provide the student opportunity to gain first hand experience and learn the process of integrating knowledge skills and techniques with teaching practice. Students work or volunteer in 120-hour field experience at a child care center, school or site that provides care and education to children. They are expected to perform the required professional tasks of assisting the regular classroom teacher in implementing the center's child development and activity program, and to gradually assume the responsibilities of a "group teacher." Under the direction and supervision of the regular classroom teacher, the student will plan and implement activities that are appropriate to both the age and developmental level of the children. Prerequisites: ECE 201 and ECE 211

ECE 241   Early Childhood Education
**   Externship II   3 CR**

A sequential continuation of ECE 231, Early Childhood Education Externship I, this course will provide the student opportunity to gain firsthand experience and learn the process of integrating knowledge skills and techniques with teaching practice. Students are placed in a field experience at a child care center, school or site that provides care and education to children. They are expected to perform the required professional tasks of assisting the regular classroom teacher in implementing the center's child development and activity program, and to gradually assume the responsibilities of a "group teacher." Under the direction and supervision of the regular classroom teacher, the student will plan and implement activities that are appropriate to both the age and developmental level of the children. Students will work or volunteer 120 hours at externship site in fulfillment of course requirements.
Prerequisites: ECE 201, ECE 211, and ECE 241.

ECONOMICS

ECO 100   Survey of Economics   3 CR
Familiarizes students with the fundamental structure, terminology, and scope of economics.

ECO 201   Principles of Macroeconomics   3 CR
This course introduces students to the basic structure, terminology, and scope of macroeconomics. Topics include a definition of economics; supply, demand, and the resulting macroeconomic problems; national income accounting; determination of output and employment levels; savings and investments; inflation and unemployment; money and banking; and fiscal and monetary policy.
Prerequisite: Exit CPT in Math and Algebra

ECO 202   Principles of Microeconomics   3 CR
This course is a continuation of ECO 201. It covers market structures; theory of consumer behavior; supply, demand and elasticity; costs of production; price and output determination; current economic problems; and international economics.
Prerequisite: ECO 201

EDUCATION

EDU 211   Foundations of
**   American Education   3 CR**
Based on the current ideas about teaching in America today, this course is a practical introduction to the teaching profession. It explores the knowledge attitudes, behaviors, and skills of good teachers and provides a realistic foundation for understanding the field of education and teaching as a profession. Students build a foundation of self-knowledge, knowledge of education as an institution and as a career, knowledge of teaching competencies and of issues in education. Students are required to spend a minimum of 12 hours in an elementary or secondary school classroom observing and recording child behaviors and participating as a teacher assistant. Prerequisite: ENG 101; Corequisite: ENG 102

ELECTRONICS ENGINEERING TECHNOLOGY

EET 110   Electric Circuits Workshop I   3 CR
A workshop course which provides an opportunity for the student to solve problems related to DC electric circuits and algebra. (Course is not included in credits required for degree programs.)
Co-requisite: EET 111

EET 111   Electric Circuits I   4 CR
An integrated study of DC and AC circuits in which the sinusoidal system is introduced early in the course. The course covers the concepts of Ohm's Law, Kirchhoff's Laws, and DC circuits such as series circuits, parallel circuits, and series-parallel circuits. The study of capacitors and inductors serves as an introduction to the sinusoidal system and the behavior of R, L, and C in a sinusoidal system. The laboratory component includes the use of test instruments in experiments dealing with Ohm's Law, series circuits, parallel circuits, and series-parallel circuits, followed by a study of internal resistance and loading. The final experiment supplies facility in the applications of the oscilloscope.
3 hours lecture/3 hours lab
Corequisite: MAT 106

EET 210   Electric Circuits Workshop II   3 CR
A workshop course which provides an opportunity for the student to solve problems related to AC electric circuits and trigonometry. (Course not included in credits required for degree programs.)
Corequisite: EET 221

EET 211   Electric Circuits II   4 CR
Continuation of the integrated approach of Electric Circuits I. Concepts are extended to the analysis of AC systems power transformers, network theorems, network analysis, resonance, and filters. The associated laboratory supplements the course and introduces the use of additional test instruments as signal generators, frequency counters, and AC measuring instruments. The experiments cover Thevenin's Theorem, RC transients, Lissajous figures for phase shift measurement, AC series circuits, AC parallel circuits, and series and parallel resonance. 3 hours lecture/3 hours lab Prerequisite: EET 111; Corequisite: MAT 107

EET 212　　　　Active Electronic Devices　　　4 CR
Introduces solid state devices. Emphasis on device terminal characteristics and models. The course includes the PN junction transistor characteristics, BJT biasing techniques, BJT models, BJT small signal amplifiers, junction field effect (JFET) and metaloxide silicon-field effect (MOSFET) transistor characteristics. Experiments cover semiconductor diode circuits, half-wave rectifier, full-wave characteristics, common-emitter transistor characteristics and the parameters and components of a transistor amplifier circuit.
3 hours lecture/3 hours lab
Corequisite: EET 211

EET 214　　　　Active Circuit Analysis and Design　4 CR
Continuation of EET 212, Active Electronics Devices. Bipolar junction transistor (BJT) small signal multistage amplifiers, decibels, and power amplifiers are studied. Junction fieldeffect and metal-oxide-silicon field effect transistor biasing, and small-signal operations are covered. Consideration will be given to the frequency response characteristics of BJT and JFET circuits. The experiments study the performance of small-signal amplifiers, connected in the common-emitter mode, the emitter-follower mode, and the common based mode followed by an analysis of cascaded RC coupled amplifiers. The analysis and design of abiasing, and FET small-signal amplifiers. The final experiment is a detailed analysis of the frequency response of a transistor amplifier. 3 hours lecture/3 hours lab
Prerequisite: EET 212

EET 216　　　　Pulse and Digital Circuits　　　4 CR
Examines the characteristics, analyses and design of wave-shaping, switching, and digital circuits. Emphasis is on circuits and systems which use discrete semiconductor devices. Integrated circuit fundamentals and applications are present, in succeeding courses. Topics include switching operation and characteristics of semiconductor devices; clipping, clamping, and limiting circuits; pulse nomenclature; logic circuit fundamentals; binary arithmetic and truth tables; triggered devices; and multivibrator circuits and counter circuits. The laboratory component of the course is intended to analyze circuit components, breadboarding of basic logic circuits, experimental analysis of pulse switching, and triggering circuits. In addition, proper testing techniques for these systems are developed. Experiments cover pulse fundamentals, pulsed response of RC circuits, diode clippers and clampers, BJT and FET switches, logic inverters and gates, discrete logic gates, schmitt trigger circuits, the unijunction transistor, the monostable and astable multivibrator, and the bistable multivibrator. 3 hours lecture/3 hours lab.
Prerequisite: EET 212

EET 222　　　　Analog Integrated Circuits　　　4 CR
Introduces the characterization and operation of integrated circuits in analog systems. Follows the sequence of courses in active electronic devices and their applications. This covers descriptions and applications of operational amplifiers and linear integrated circuits, as well as their use as building blocks for linear and nonlinear analog systems. Topics included are inverting and noninverting amplifiers, buffer amplifiers, signal generators, timers, voltage regulators, active filters, function generators, multipliers, and D/A conversion. Limitations of opamps are discussed, as well as other topics dictated by student and instructor interest. The laboratory component complements the course material. Proper breadboarding techniques are introduced and integrated circuit testing and evaluation are performed. The laboratory supports the theory with experiments in linear application of op-amps, nonlinear application of op-amps, signal generators and timers, data presentation-differentiator, integrator and triangular wave generator, and active filters. The student selects a project from the text or other literature.
3 hours lecture/3 hours lab Prerequisite: EET 214

**EET 223　　　　Integrated Circuits
　　　　　　　　In Digital Systems　　　　4 CR**
An introduction to the characterization and operation of integrated circuits in digital systems. A description of the various families of digital integrated circuits are given, including T-FL, ECL, and CMOS. Emphasis is on the operation and applications of TTL digital IC's such as the 7400 family of chips. Basic digital blocks such as the AND, OR and NOR gates are first studied, followed by the combinational and sequential IC systems, which are commercially available. These include the hex inverter, NAND/NOR gates, BCD to decimal decoder, exclusive OR, AND-ORINVERT gate, full adder flip-flops, and emory. Also, counters shift registers and A/D-D/A conversion are discussed. The laboratory component of the course permits the student to properly breadboard, test, and evaluate digital integrated circuits and to observe and verify the applications of these systems by performing experiments in IC logic elements, combinational logic analysis and implementation, decoders, data selectors and data distributors, counter analysis, counters and registers, and trouble shooting project.
3 hours lecture/3 hours lab Corequisite: EET 212

EET 226　　　　Communications Systems　　　3 CR
Presents the theory and operation of RF circuits, tuned circuits, amplifiers, and oscillator circuits. The theory of amplitude and frequency modulation including the principles of AM and FM transmitters and receivers are covered in detail. Also deals with single side bank transmission and pulse modulation. The laboratory exercises cover AM transmitters, AM receivers, FM transmitters, FM receivers, tuned RF amplifiers, and oscillators.
2 hours lecture/2 hours lab Prerequisite: EET 222

EET 227　　　　Control Systems　　　　　3 CR
Fundamentals of servomechanisms, feedback, stability, and transient response of control systems are introduced. Applications of electronics to closed loop systems such as heating and motor control are studied and investigated in the laboratory. Bode plot analysis of frequency response is studied. The laboratory experiments cover topics as single open-loop two step control, single open-loop proportional control, single closed-loop system response, proportional control and system response, operational amplifiers, proportional, integral and derivative control motor characteristics and error channel investigation, simple position control system, closed-loop position control system, simple speed control system, dead band and overshoot, and velocity feedback synchro error link.
2 hours lecture/2 hours lab Prerequisite: EET 222

EET 228　　　　Electronics Project Laboratory　2 CR
This course involves the student in the practical aspects of electronic fabrication from proposal preparation to printed circuit board assembly and test. Application of electronic schematics, parts lists, layouts and artwork enables the students to produce similar documentation for a personal project that he/she will select as part of course requirement. Heavy emphasis on parts selection and procurement, breadboarding, printed circuit board fabrication, assembly, soldering techniques and heat sinking are provided in this laboratory-based course. 1 hour lecture/3 hours lab
Prerequisites: EET 214 and EET 216

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**EET 229　　　　Microprocessors/Microcomputer
　　　　　　　　System Design　　　　3 CR**

Presents the architecture and operation of the microcomputer. Topics include an introduction to the 8086 microprocessor including its architecture, operation, and instruction set. The instruction set is studied through programming examples. Interfacing to the 8086 microprocessor is thoroughly studied. Input/output port configuration and interrupt management are introduced and used in numerous design projects. The laboratory experiments consist of designing projects. Students are exposed to projects that include solving both software and hardware issues. The tools used include a PC loaded with an 8086 assembler and connected serially to a SDK-86 kit. Laboratory experiments cover an 8086 arithmetic program, accessing data in memory, using a PC to write a program with an assembler, generating digital waveforms, nested loops programming, reaction time programming, using D/A converters with microprocessors and vector graphics. 3 hours lecture/3 hours lab
Prerequisite: CTC 212, Computer Organization & Design and EET 223, Integrated Circuits in Digital Systems

ENGINEERING SCIENCE

**EGS 100　　　　Fundamentals of
　　　　　　　　Engineering Design　　　2 CR**

The course employs fundamentals of geometry and engineering design to acquaint students with various disciplines of engineering. The course will utilize an engineering graphics component throughout the semester (freehand and CAD). It will include two engineering modules (chemical and mechanical). In addition to freehand sketching and instrumental drawing, the students are also introduced to AUTOCAD. Students may receive credits for both EGS 101 and this course. 1 hour lecture/3 hours lab
Prerequisite: MAT 100 or equivalent

EGS 101　　　　Engineering Graphics　　　2 CR

The course is designed to familiarize students with technical drawing and design, orthographic projections, perspective, freehand sketching, instrumental drawing, tolerance, sectional views, descriptive geometry. Students are introduced to AUTOCAD mid-semester and perform some projects using this software.
1 hour lecture/2 hours lab
Prerequisite: MAT 106 or equivalent

EGS 201　　　　Introduction to CAD/CAM　　3 CR

An introduction to computer aided design and computer aided manufacturing. The use of computer-aided drafting techniques and topics of computerized design for the solution of a wide spectrum of design problems are studied. The laboratory utilizes the latest version of AUTOCAD software for the generation of the drawings and designs. 2 hours lecture/2 hours lab
Prerequisite: EGS 101

EGS 230　　　　Statics and Dynamics　　　4 CR

This course is an extension of engineering physics courses on mechanics. Topics covered include the equilibrium of particle and rigid body systems subject to concentrated and distributed forces, the motion of particles and rigid bodies, the relation of motion of particles to various force distributions and torques, work energy relations, impulse momentum relations, and conservation principles.
Prerequisites: PHY 111 and MAT 112

PARAMEDIC SCIENCE

**EMT 101　　　　Introduction to Pre-Hospital
　　　　　　　　Emergency Care　　　　3 CR**

This is the introductory course for the Paramedic Program. The student will be introduced to their role and responsibility, concepts of illness/injury prevention; medical/legal issues, and communications. Prerequisites: ENG 101 and BIO 111

**EMT 110　　　　Pre-Hospital Medical Emergencies
　　　　　　　　(Paramedics I)　　　　4 CR**

This course covers airway management and ventilation, all areas of patient assessment and physical examination. Pathophysiology, pharmacology clinical decision making, communication and documentation will be emphasized.
Prerequisite: Program acceptance

**EMT 120　　　　Pharmacological Intervention
　　　　　　　　(Paramedics II)　　　　4 CR**

This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patients experiencing problems with the following systems: pulmonary, cardiology, neurology, endocrinology, allergy /anaphylaxis, gastroenterology, and renal/urology.
Prerequisite: Program acceptance

**EMT 220　　　　Emergency Cardiac Care
　　　　　　　　(Paramedics III)　　　　5 CR**

This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for patients experiencing emergent problems of the following conditions: toxic exposure, hematopoietic dysfunction, environmentally induced (or exacerbated) medical condition, infectious and communicable diseases, and behavioral/psychological, gynecological, and obstetrical emergencies.
Prerequisites: EMT 110 and EMT 120

**EMT 230　　　　Special Populations in
　　　　　　　　Pre-Hospital Care (Paramedics IV)　4 CR**

This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for neonatal, pediatric, geriatric, patients and persons who have sustained abuse/assault, those with special challenges, and those with acute deterioration of a chronic problem.
Prerequisites: EMT 110 and EMT 120

**EMT 240　　　　Pre-Hospital Shock/Trauma
　　　　　　　　Management (Paramedics V)　3 CR**

This course covers aspects of trauma care including: mechanisms of injury, hemorrhage, shock, soft tissue trauma, burns, head and facial, spinal, thoracic, abdominal, and musculoskeletal trauma.
Prerequisites: EMT 220 and EMT 230

**EMT 245　　　　Pre-Hospital Special Operations
　　　　　　　　(Paramedics Operations)　2 CR**

This course integrates the principles of assessment based management in the implementation and plan for patients with common complaints. In addition, the course will cover the safe and effective ground and air medical transport, general incident management, multiple casualty management, rescue awareness and operations, hazardous material incidents, and crime scene awareness.
Prerequisites: EMT 220 and EMT 230

EMT 250   Paramedic Field Internship   5 CR
This course provides extensive clinical practice experiences so that the student may apply learned theories and skills while still under the guidance of a preceptor. Once completed, the student will be eligible for the certification examination for EMT – Paramedic status.

ELECTRONICS TECHNOLOGY

ETC 101   DC Circuits   4 CR
The basic concepts of voltage, current, resistance, power, and energy are studied. The application of Ohm's Law and Kirchoff's Laws to DC circuits and series-parallel circuits is covered. The study of capacitors and inductors serves as an introduction to the behavior of R, L, and C in a sinusoidal system which will be studied in the AC circuits course. The laboratory component includes the use of test instruments in experiments dealing with Ohm's Law, series circuits, parallel circuits, and series-parallel circuits. Proficiency in algebra is necessary for success in this course. 3 hours lecture/3 hours lab
Corequisite: MAT 100

ETC 201   AC Circuits   4 CR
The study of the AC sinusoidal system is followed by the analysis of power in AC systems, transformers, network theorems, network analysis, resonance, and filters. The associated laboratory supplements the course and introduces the use of test instruments such as signal generators, frequency counters, and oscilloscopes. Experiments cover Thevenin's Theorem, RC transients, Lissajous figures for phase shift measurements, AC series circuits, parallel circuits, and series and parallel resonance. 3 hours lecture/3 hours lab
Prerequisite: ETC 101; Corequisite: ETC 202

ETC 202   Electric Circuits Workshop   3 CR
This workshop course provides an opportunity for the student to solve problems in AC Electric Circuits and Trigonometry.
3 hours lecture/3 hours lab
Corequisite: ETC 201

ETC 205   Electronics Circuits   4 CR
This course studies the junction diode, zener diode, rectifier circuits, and filter circuits. Bipolar junction transistor characteristics are analyzed, followed by biasing techniques and small signal amplifiers. Experiments cover diode circuits, rectifier circuits, zener diode circuits and common-emitter transistor characteristics.
3 hours lecture/3 hours lab
Corequisites: ETC 201 and ETC 206

ETC 206   Electronics Workshop   3 CR
This course provides an opportunity for students to solve problems in electronic circuits, Thevenin's Theorem, and Norton's Theorem. Electronic techniques and shop practices are covered, including soldering, wiring, printed circuit board materials, design, layout, and assembly. 3 hours lecture/3 hours lab
Corequisite: ETC 205

ENGLISH

ENG 070   Fundamentals of Basic Writing   3 CR
This course is designed for students who need to develop introductory writing skills before attempting college-level coursework. Students are guided through the process of writing by engaging in activities such as pre-writing, editing, and revising. They review essential grammar and paragraph structure. Offered in conjunction with RDG 070, Fundamentals of Basic Reading.

ENG 071   Basic Writing I   3 CR
This course is designed for students who need to develop writing skills before attempting college-level coursework. Students are guided through the writing process and practice such pre-writing activities as freewriting, brainstorming and outlining. They learn the principles of paragraph structure and development, strategies for editing, and review essential grammar. Offered in conjunction with RDG 071, Basic Reading I.

ENG 072   Basic Writing II   3 CR
This course is designed for students who need to develop writing skills before attempting a full college-level schedule. Students are guided through the writing process and practice such pre-writing activities as freewriting, brainstorming and outlining. They learn the principles of paragraph structure and development, strategies for editing, and review essential grammar. In addition, they learn the principles of developing and organizing longer essays. Offered in conjunction with RDG 072, Basic Reading II.

ENG 073   Basic Writing III   3 CR
This course is designed for students who need preparatory work in writing before attempting a full college-level program. Students practice developing and organizing essays in response to a series of challenging readings. Grammar is reviewed on an individual basis as needed. Offered in conjunction with RDG 073, Basic Reading III.

ENG 091   English Foundations   3 CR
Includes a review of the principles of paragraph structure, essay writing, and basic grammar. The course is offered during summer/winter sessions for students who score 7 on the College Placement Test Reading Sample or the HCCC Reading Placement Test.

ENG 096   College Composition Workshop   1 CR
This workshop, required of ENG 101 students whose writing sample score is less than 8, provides instruction in essay revision. Students use word processors to facilitate revisions; instructors meet with students as essays are revised both at the terminals and at the conference desk. Corequisite: ENG 101

ENG 097   Composition Workshop for English Language Learners   1 CR
This workshop is required of ENG 101 students whose Writing Sample score is less than 8 and who are enrolled in dedicated sections of College Composition I for former ESL students. The course provides guided practice in writing, revising and editing while offering additional instruction in two areas where proficiency is needed for communicative competence, but where non-native speakers' less extensive knowledge puts them at a disadvantage: grammar and culture. Students use a word processor to write and revise paragraphs and short essays. Co-requisite: ENG 101

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ENG 101   College Composition I   3 CR

This course offers instruction in essay writing. While some attention is given to common grammatical problems, the course focuses primarily on the writing process. Students are taught pre-writing, composing, and editing techniques through practical demonstrations, in-class exercises, and analysis of readings in expository prose.

ENG 102   College Composition II   3 CR

This course is a continuation of College Composition I. It provides instruction in writing essays, with a special focus on argumentation and research. Required readings survey a range of current social and political issues. The course culminates in a research paper based on library research. Prerequisite: ENG 101

ENG 103   Technical Report Writing   3 CR

This is a writing course that prepares students for the many technical writing tasks they will encounter in the workplace. It provides thorough coverage of the basic skills and common techniques of technical writing. Students will use a wide range of examples and model documents to help them develop the skills necessary to produce clear and effective reports. Prerequisite: ENG 101

ENG 112   Speech   3 CR

This course teaches the oral communication skills students need in order to accomplish their college and career goals. All students address the class in talks designed to inform, persuade, and instruct. They also explore interviewing strategies; giving and using feedback; group discussion rules and roles; and the impact of culture, gender, and politics on communication. Students submit weekly logs chronicling their responses to readings and films as well as their own selected speaking/listening experience. (Formerly ENG 301)

ENG 113   Introduction to Journalism   3 CR

This course is designed for students interested in learning the art and science of journalism, including how to write a feature, conduct an interview and edit columns. It covers fundamental concepts and techniques that are common to all the media, with practical experience in those techniques; analysis of what is produced in the media; techniques that are specific to print, radio or television news reporting, with experience in producing material in the three media; and some of the professional issues, standards and traditions that inform journalism as a career. Further, it introduces electronic resources that are now part of everyday life for a journalist. Prerequisite: ENG 101

ENG 210   Creative Writing   3 CR

Students will develop their skills as fiction, poetry and drama writers. They work at conceptualizing, composing, revising, and editing their work. They keep a writer's journal, discuss assigned readings, participate in peer group criticism, and meet for individual conferences with the instructor. Key goals are to increase students' awareness of the possibilities of expressive writing forms, styles, and themes, and also to increase awareness of the creative process in its many variations. Prerequisite: ENG 101

ENG 211   Business Communications   3 CR

This course offers instruction in the techniques of effective business communication. Students practice formats and rhetorical strategies required in the business environment, including common types of letters, memoranda, and reports. Organization, tone, and diction are stressed, as are grammar, punctuation, and spelling. Prerequisite: ENG 101

ENGLISH AS A SECOND LANGUAGE

ESL 020   Introduction to ESL Writing   3 CR

Introduction to ESL Writing is the writing component of a program designed for those students whose placement scores indicate limited or no knowledge of English. Students are prepared academically for ESL Level I courses. Students begin by writing simple sentences about their own lives and experience. As they study the organization of writing in English and concepts of main ideas and supporting details, they gradually move to writing multi-paragraph compositions.
Corequisite: ESL 030, Introduction to Grammar for ESL Writing

ESL 021   Writing I   3 CR

Introduces the beginning ESL student to writing in English using the process approach and self- and peer-editing strategies. Fluency and correctness are developed through the application of basic grammatical structures taught in ESL 031.
Corequisite: ESL 031, Grammar for ESL Writing I

ESL 022   Writing II   3 CR

ESL Writing II builds upon the writing skills acquired in Level I. Using the process approach to writing, this course focuses on developing topic sentences and expanding compositions through the use of supporting ideas and details. Editing skills are developed through the application of grammatical structures taught in Grammar for ESL Writing II. Corequisite: ESL 032, Grammar for ESL Writing II

ESL 023   Writing III   3 CR

Provides intensive writing practice for low-intermediate ESL students. Both the writing process and the development of a clearly written product are addressed. Introduces multi-paragraph essays. Focuses on paragraph and essay development in a variety of rhetorical modes. Use of coherence markers, cohesive devices and sentence variety is emphasized. Intermediate grammatical structures taught in ESL 033 are applied to writing using self- and peer-editing strategies. Corequisite: ESL 033, Grammar for ESL Writing III

ESL 024   Writing IV   3 CR

ESL Writing IV builds upon the writing skills acquired in Level III. Using the process/product approach to writing, this course focuses on writing multi-paragraph essays. The thesis statement with appropriate topic sentences and supporting ideas and details are developed in a variety of rhetorical modes. Editing skills are developed through the application of grammatical structures taught in Grammar for ESL IV.
Corequisite: ESL 034, Grammar for ESL Writing IV

ESL 025   ESL Writing V   3 CR

ESL Writing V builds upon the writing skills acquired in Level IV. Integrating process and product approaches to writing, this course focuses on writing multi-paragraph essays. Editing skills to improve accuracy are developed through the application of grammatical structures reviewed and practiced in Editing for ESL Writing V. The thesis statement, appropriate topic sentences, and supporting ideas and details are developed in a variety of rhetorical modes.
Corequisite: ESL 035, Editing for ESL Writing V

**ESL 030   Introduction to Grammar
                 for ESL Writing   3 CR**

Introduction to Grammar for ESL Writing is the grammar component of a program designed for those students whose placement scores indicate limited or no knowledge of English. Students are prepared academically for ESL Level I courses. Basic grammatical structures are introduced and practiced in class through speaking and writing.

Proficiency in grammar is defined as the ability to use the structures studied in the writing the students do.
Corequisite: ESL 020, Introduction to ESL Writing

ESL 031   Grammar for ESL Writing I   3 CR
Introduces basic grammatical structures in the context of writing. Structures such as the present and simple past tense verb forms, subject-verb agreement, basic modifiers as well as word order are studied and applied in writing activities using peer- and self-editing strategies. Corequisite: ESL 021, ESL Writing I

ESL 032   Grammar for ESL Writing II   3 CR
Grammar for ESL Writing II develops usage of previously learned basic grammatical structures by focusing on word and tense choice in narrative and descriptive writing. Additional basic structures such as adverbs, prepositions, and future forms are addressed in the context of writing. Students apply grammar concepts in writing activities using self- and peer-editing strategies.
Corequisite: ESL 022, ESL Writing II

ESL 033   Grammar for ESL Writing III   3 CR
Continues study and application of grammatical structures in the context of writing. Refines usage of previously learned structures; introduces use of perfect tenses, comparatives and superlatives, and adjective clauses. Students apply grammar concepts to writing activities using self- and peer-editing strategies.
Corequisite: ESL 023, ESL Writing III

ESL 034   Grammar for Writing IV   3 CR
Continues emphasis on structures acquired in previous levels and on self-editing strategies. More complex structures, such as the passive, noun clauses, unreal conditionals, and reported speech are introduced and incorporated in writing activities.
Corequisite: ESL 024, ESL Writing IV

ESL 035   Grammar for Writing V   3 CR
ESL 035 focuses on refining independent editing skills. The course continues emphasis on structures acquired in previous levels and on self-editing strategies. More complex structures, such as the passive, noun clauses, unreal conditionals, and reported speech, which were introduced in the previous level, are practiced and incorporated in writing activities from ESL 025 (Writing V).
Corequisite: ESL 025, ESL Writing V

ESL 040   Introduction to ESL Reading   3 CR
Introduction to ESL Reading is the reading component of a four-course program designed for those students whose placement scores indicate limited or no knowledge of English. Students are prepared academically for ESL Level I courses. Phonics and pronunciation, vocabulary, and reading skills such as comprehension, inferencing, identifying main ideas and supporting details are taught and practiced in the context of thematically related readings.
Corequisite: ESL 050

ESL 041   ESL Reading I   3 CR
ESL Reading I is taught in conjunction with ESL Academic Discussion I and builds upon the skills acquired in ESL Level 0 courses. Through texts, supplementary readings and audio and visual media related to an academic theme, students learn to read for overall meaning and to identify main ideas, distinguishing them from supporting ideas. They develop critical thinking skills, increase their vocabularies and improve their reading comprehension.
Prerequisites: ESL 040 and ESL 060; Corequisite: ESL 061

ESL 042   ESL Reading II   3 CR
ESL Reading II is taught in conjunction with ESL Reading Discussion II and builds upon the skills acquired in ESL Level I courses. Through texts, supplementary readings and audio and visual media related to an academic theme, students sharpen their critical thinking skills, increase their vocabularies and improve their reading comprehension. Prerequisite: Qualified Placement Score;
Corequisite: ESL 062

ESL 043   ESL Reading III   3 CR
ESL Reading III is taught in conjunction with ESL Academic Discussion III. Through texts, supplementary readings, and audio-video media related to an academic theme, students increase reading comprehension by developing their understanding of the relationship between textual content and structure. They learn to identify different rhetorical modes, word connotations and denotations, and the writer's purpose. Corequisite: ESL 063

ESL 044   ESL Reading IV   3 CR
ESL Reading IV is taught in conjunction with ESL Reading Discussion IV. Through texts, supplementary readings, and audio-visual media related to an academic theme, students refine their critical thinking skills, improve their reading comprehension, and develop an ability of thinking beyond the text.
Corequisite: ESL 064

ESL 045   ESL Reading/Writing V   3 CR
ESL Reading V prepares ESL students for college-level work. Students hone critical thinking skills that have been learned, but not necessarily mastered, in levels zero through four. Readings include articles, essays, and short stories, with an emphasis on expository writing authored by and for native speakers. Students continue to develop strategies in comprehension, interpretation, understanding content and structure, and thinking beyond the text.
Corequisite: ESL 065

ESL 054   College Course Workshop   3 CR
College Course Workshop serves as the support component for ESL level IV and V and/or Academic Foundation students registered for a content course paired with ESL 054. The workshop is taught in collaboration with the content course instructor and is designed to support students in their content course work while focusing on effective writing as well as on reading as an active and analytical process.

**ESL 060   Introduction to
                  Academic Discussion   3 CR**
Introduction to ESL Academic Discussion is taught in conjunction with Introduction to ESL Reading. It is the listening and speaking component of a four-course program designed for those students whose placement scores indicate limited or no knowledge of English.   Students are prepared academically for ESL Level I courses. Phonics and pronunciation, vocabulary, and reading skills such as comprehension, inferencing, identifying main ideas and supporting details are taught and practiced in the context of thematically related readings. Corequisite: ESL 040, Introduction to ESL Reading

ESL 061   ESL Academic Discussion I   3 CR
ESL Academic Discussion I is taught in conjunction with ESL Reading I and builds upon the academic and communicative skills acquired in ESL Level 0 courses.   Audio and visual media are used to support and enhance the content of the linked reading course. Students also learn to recognize and produce the sounds of American English in the context of the reading course material.
Corequisite: ESL 041, ESL Reading I.

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ESL 062　　　ESL Academic Discussion II　　3 CR
ESL Academic Discussion II is taught in conjunction with ESL Reading II and builds upon the skills acquired in ESL Level I courses.　Audio and visual media are used to support and enhance the content of the linked reading course.　Students also learn and practice discussion strategies and the principles of English pronunciation in the context of the reading course material.
Corequisite: ESL 042, ESL Reading II

ESL 063　　　ESL Academic Discussion III　　3 CR
ESL Academic Discussion III is taught in conjunction with ESL Reading III.　Audio and video media are used to support and enhance the content of the linked reading course.　Students refine their pronunciation and communication skills through active listening, academic discussion, and presentation.
Corequisite: ESL 043, ESL Reading III.

ESL 064　　　ESL Academic Discussion IV　　3 CR
ESL Academic Discussion IV is taught in conjunction with ESL Reading IV. Audio and video media are used to support and enhance the content of the linked reading course. Students learn and practice discussion strategies, debating techniques, presentation skills, and effective academic communication skills required in mainstream college level courses.
Corequisite: ESL 044, ESL Reading IV

ESL 065　　　ESL Academic Discussion V　　3 CR
Academic Discussion V prepares ESL students for college-level work. Students review academic critical thinking skills that have been taught, but not necessarily mastered, in levels zero through four.　Whenever possible, authentic college-level reading material that challenges students will be employed. Students will continue to develop discussion strategies to enhance their comprehension of this reading material. Corequisite: ESL 045, ESL Reading V

FILM

FLM 101　　　Introduction to Film　　3 CR
This is a basic course in film history focusing on the technical and artistic evolution of the medium and including the basic vocabulary of the cinema.　Students view films from a variety of periods and genres by influential directors and studios, considering the political and social impact as well as historic perspective.
Co-requisite: ENG 101

**FLM 102　　　Latin American Literature
　　　　　　　in Film　　　　　　　3 CR**
This course provides an introduction to the literature of Latin America through the examination of selected films.　Major Latin American literary and historical periods are examined as represented within these films.　Writing, in the form of reaction papers and a research paper, is an essential component of the class.　The course is taught in English.　Co-requisite: ENG 101

FLM 103　　　Women in Film　　3 CR
This course explores the roles played by women in the movies, past and present, both on screen and behind the camera. Students consider the history of female directors, producers, and screen writers as well as actresses.　Students also examine the ways the cinema has shaped the images of women in our society.
Prerequisite: ENG 101

HEALTH

HLT 111　　　Health Care Delivery Systems　　2 CR
This course designed to introduce students to the health care delivery systems within the United States.　There is an emphasis on the knowledge of the roles and interrelationships of the allied health care team.　The development of medical specialties, the roles and skills of the practitioners who directly impact patient care, and professional, accrediting and licensing organizations are discussed. Professional attitudes, responsibilities, ethics, and standards are covered. An awareness is developed of the changing health care environment and its impact on both consumer and provider.

HLT 112　　　Pathophysiology　　3 CR
Examines the concepts of both wellness and illness in terms of causation, prevention, diagnosis, treatment, and classification. Knowledge of anatomy and physiology and medical terminology is helpful for the successful completion of this course. Course may be offered only once during an academic year.
Prerequisite: MDA 111; Corequisite: MDA 224

HLT 115　　　Dynamics of Health Care in Society　3 CR
This course is an orientation to health care delivery from an inter-disciplinary perspective, with a focus on process skills to include critical thinking, ethical reasoning, effective communication, and self-directed learning abilities.　The professional competencies will be stressed as applied to general issues and topics common to all health care providers.　Emphasis will be placed on the role of the allied health practitioner as both provider and consumer of health care services.

**HLT 210　　　Legal/Ethical Aspects
　　　　　　　of Health Care　　　　3 CR**
This course examines the legal aspects of the relationship between the patient and health care service providers.　The legal obligations of health care providers are discussed.　Subject matter covered includes, but not limited to, such topics as negligence, malpractice, uniform donor acts, informed consent, medical ethics, living wills, and current trends in this area.

HEALTH INFORMATION TECHNOLOGY

HIT 111　　　Health Data Content & Structure　4 CR
This course is designed to introduce students to different types of health care settings and data information systems utilized. Processing health information data in different settings (e.g., ambulatory care, home health care, mental health, etc.) is reviewed with emphasis on collection, processing, accrediting, licensing and regulatory requirements.　Computer applications, the origin of health record content, uses of health records in information systems and specialized indexes and registries are discussed.　Students will gain skills and competencies necessary to assist them in entering today's health care arena.　3 hours lecture/2 hours lab
Corequisites: HLT 111 or HLT 115, BIO 111, MDA 111

**HIT 124　　　Microcomputer Applications for
　　　　　　　Health Information Managers　　3 CR**
This course introduces students to the concepts and applications of Microcomputers in health information services.　Students will create computerized files, analyze spreadsheets, and design forms. Through laboratory exercises, students will receive a comprehensive understanding of microcomputers and how they are used in the management of health information services.
Prerequisites: CSC 100, HIT 111 and OST 265; Corequisite: MAT 109

HIT 200   Organization & Supervision   3 CR
Students learn basic supervisory techniques necessary for the administration and management of various components of the hospital structure. Particular emphasis is placed on the structure and function of the health record department and/or segments of departments such as transcription and coding units. In addition, students gain understanding of basic techniques of management supervision and administration within the health care environment. Students also acquire an understanding of organizational budgets and personnel policies.
Prerequisite: HIT 211; Corequisite: HIT 221

HIT 211   Clinical Classification System   4 CR
In this course students are introduced to and gain skills in the applications and uses of the International Classification of Disease Ninth Edition Clinical Modification (ICD-9-CM) coding system, used in the health care environment. The instructional notations and conventions used to locate, assign, and sequence diagnostic and procedural codes to inpatient health record data is covered. The Current Procedural Terminology (CPT) and HCFA's Common Procedure Coding System (HCPCS) conventions are discussed. Students also gain an understanding of payment methodologies such as the Medicare Prospective Payment System, Diagnosis Related Groups (DRG), Ambulatory Patient Groups (APG) and other reimbursement systems. Prerequisites: HIT 111, BIO 211, MDA 221 and MAT 109; Corequisite: HLT 112

**HIT 221   Quality Assessment
                & Data Presentation   3 CR**
This course will introduce students to the implementation process and data presentation of quality assessment and improvement activities within the health care environment. The role of accrediting, licensing, agencies and professional associations will be discussed.   The tenets of confidentiality of health records and quality assessment activities within the organizational function of the medical staff are reviewed.
Prerequisite: HIT 211; Corequisites: HLT 210, HIT 124

HIT 270   Clinical Practice I   3 CR
This is the first of two supervised on-site learning experiences in an actual Health Records Information Department where students will observe and/or perform the departmental functions relating to the health information processes learned in three professional courses. The directed practice experience serves as a mechanism to assist the students in understanding the basic health care system and record keeping concepts learned within the classroom setting. This assists the students in making a transition from theory to practice and understanding the functions within the health information department and other hospital departments.   Clinical Practice is a total of 150 hours. Prerequisites: HIT 111, HLT 111/HIT 115 and MAT 109; Corequisite: HIT 211

HIT 275   Clinical Practice II   3 CR
This is a second supervised on-site learning experience in an actual health information department to further assist students in making the transition from theory to practice. The students will observe or perform the departmental functions relating to coding and reimbursement procedures, the organization and supervision of the health record department and legal/regulatory processes.   The course provides direct experience in a work setting that enables the student to obtain professional competencies and observe employee relationships as well as interact with professionals in the health care field.   Clinical Externship is a total of 150 hours.
Prerequisites: HIT 270, HIT 211, HIT 124;
Corequisites: HIT 200, HLT 210, HIT 221

HISTORY

**HIS 104   History of American Immigration
                and Ethnicity   3 CR**
This course surveys the history of American immigration both forced and voluntary from colonial times to the present. Emphasis is placed on understanding how America changes immigrants and how immigrants have changed America. The course explores the formation of identity and values by different ethnic groups over time and the resultant tensions created within the common bonds of community. Prerequisite: ENG 101

HIS 105   U.S. History I   3 CR
This course examines the various social, cultural, economic, and political currents that led to the formation of the United States of America. The course considers the first Americans, the settlement of North America by Europeans, the American Revolution, Federalism and the Constitution, slavery, the Civil War, and other key issues and events in the American past from pre-Columbian times to 1877. Prerequisite: ENG 101

HIS 106   U.S. History II   3 CR
This course traces the course of American history over the last 110 years.   Subjects to be considered include Reconstruction, the destruction of the Plains Indians, the peopling of America, ethnic and racial tension, the rise of America to a global power, the Great Depression, World War II, the Cold War, the Civil Rights Movement, the Sixties, and the recent past. Prerequisites: ENG 101 and HIS 105

HIS 130   African-American History   3 CR
The historical experience of African-Americans has often underlined the shortcomings of American society: slavery, Civil War, racism and Jim Crow laws. Yet, from Jamestown in 1619 to Anytown, USA today, African-Americans have helped build America, fought its wars, and, most importantly, helped to define our unique American identity. This is a story for all Americans. Prerequisite: ENG 101

HIS 131   Islamic and African History   3 CR
This course considers Africa and the Islamic Middle East by examining their often intersecting histories. Key issues include African kingship, the gold and slave trades, the rise and spread of Islam, the Ottoman Empire, European Imperialism, nationalism, and the challenges of the recent past. Prerequisite: ENG 101

**HIS 132   Latin-American and
                Caribbean History   3 CR**
This course surveys the broad sweep of Latin American history from the Mayan and Incan civilizations through the recent past. The volatility of the multicultural societies of these lands, spilling over into fractious violence and brilliant creativity, will be a recurrent theme. Prerequisite: ENG 101

HIS 137   Women in American History   3 CR
This course is designed as a survey course that examines the experiences of women in the United States. This course will focus on the history of women from pre-European contact to the present. Students will come to understand the role of women and their contributions by examining their written records from the past to the present. Prerequisite: ENG 101

a world of possibilities

HIS 210 History of Western Civilization I 3 CR
This course examines the history of Western Civilization from ancient times to about 1400. It covers the development of Greek, Roman, Medieval, and early modern civilizations including Africa and Asia. Topics include the first world religions, the first cities, the origins of democracy and many other crucial beginnings. While the focus shifts from country to country, the subject always remains the same: the rise of the West from a global perspective.
Prerequisite: ENG 101

HIS 211 History of Western Civilization II 3 CR
This course focuses on the principal political, economic, and social revolutions that have swept through Europe, Asia and Africa over the past 300 years. Students will consider, for example, how the Scientific Revolution and the Enlightenment have shaped our modern world view and its impact on the continents of Asia and Africa. Other topics that will be considered include the impact of the French Revolution on modern politics, and the meaning of "Liberty, Brotherhood, and Equality." The course will also cover the Industrial Revolution and its effect on the lives of ordinary men and women in Europe; Nationalism, Imperialism, and European expansion. Consideration will be given also to the horrors and accomplishments of the twentieth century on a global level.

HOSPITALITY MANAGEMENT

HMT 110 Introduction to the Hospitality Industry 1 CR
This course is an introduction to the organization and structure of hospitality organizations from a management perspective. It is designed to provide the student with the basic understanding of the dimensions and scale of the hospitality industry, and identify many of the career opportunities available to them. Guest lecturers are utilized to provide a balance from the industry's perspective.

HMT 121 Hotel Practicum 2 CR
Students must successfully complete 300 hours of practical experience within the 15 weeks of the semester at an approved establishment. Practical experiences may include hotel front office, telecommunications, guest reception, cash handling and control, housekeeping, and convention sales and services. Assistance in finding appropriate placement is provided. The employers evaluate the student's performance, and a coordinator monitors each student's progress. Practicum sites must be approved prior to the beginning of the semester by the coordinator or Executive Director.
Prerequisite: Completion of one semester.

HMT 122 Front Office Operations 3 CR
This course introduces the student to the overall operations of a hotel through the front office guest cycle. It features information on front office computer/technology, yield management, and reservation systems. Emphasis is on the front office responsibilities and the various tasks involved during a guest's stay.
Prerequisite: HMT 110

HMT 211 Special Events Practicum I 1 CR
This course involves a hands-on approach in the planning and execution of special events. The students will gain supervised practical experience working in a variety of catered functions. Students must complete a minimum of 150 hours of practical experience in this course. Prerequisite: HMT 121 or permission of the practicum coordinator.

HMT 213 Principles of Hospitality Marketing 3 CR
The student will gain an understanding of the marketing function in the field of hospitality. Emphasis is placed on marketing, planning, generation and use of marketing information, segmentation, positioning and the development and use of specific marketing tools. The course also covers areas such as menu design, advertising, sales and promotion, merchandising, personal selling, and the use of external advertising media.

HMT 214 Hotel Group and Convention Sales 3 CR
This course introduces students to the related responsibilities involved in managing convention and group business. Convention sales, planning, post-convention evaluations, and marketing techniques used to promote ideas into the various market segments are discussed. The course is useful for both meeting planners and convention service managers. Prerequisite: HMT 110

HMT 215 Housekeeping Management 3 CR
This course is an overview of all aspects of housekeeping management. It includes the phases of staffing, planning and organizing the technical details of covering each area of a hotel. Topics covered also include laundry room management, inventory control, departmental operating budgeting, and risk and environmental management.

HMT 221 Special Events Practicum II 1 CR
The course involves in-depth approach toward the aspects of event planning and execution. Students will receive guidance in all phases of event management. It will include advanced management concepts and applications. This course incorporates information learned from previous courses. Students must complete a minimum of 150 hours of practical experience in this course.
Prerequisite: HMT 211 or permission of the practicum coordinator.

HMT 226 Catering Management 3 CR
This course provides the student with theoretical and practical information specifically directed toward the management of catering-related businesses. Emphasis is placed on menu development, pricing and controls and the marketing and overall management of a catering operation.

HUMANITIES

HUM 101 Cultures and Values 3 CR
Integrates materials from literature, the fine arts, the social sciences, and religion. Students learn about cultures and perspectives other than their own and write a series of essays examining value systems and cultural differences. Readings for the course are chosen from novels, short stories, plays, autobiographies, and ethnographic works. Prerequisite: ENG 101

HUM 120 Introduction to Women's Studies 3 CR
An introductory course in Women's Studies that includes explanation of the origins of traditional male and female roles and the effects of these on work, family, sexuality and education.
Prerequisite: ENG 101

HUM 121 Seminar in Women's Issues 3 CR
The Seminar on Women's Issues examines the principles of feminist literary analysis, scholarship and research through texts authored by women writers and through diverse theoretical writings on race, language, sexuality, creativity, class and subordination which form the basis of feminist criticism. Within the theoretical context

students will explore writings by women from diverse ethnic and cultural traditions on issues of current feminist scholarship. Prerequisites: ENG 101 and HUM 120

HUM 128   Food & Culture   3 CR
This course examines the effect that food acquisition and production has had on the development of civilization. Topics will include ancient to modern methods of food gathering and preparation as well as technological developments. These topics will be examined for their relationships to the anthropological and sociological evolutions as affected by the diets throughout the history of humanity. Different cultures will be explored in an effort to better understand their origins and how they evolved.
Prerequisites: ENG 101

HUMAN SERVICES

HUS 101   Introduction to Human Services   3 CR
This course integrates materials from literature, the fine arts, the social sciences, and religion. Students learn about cultures and perspectives other than their own and write a series of essays examining value systems and cultural differences. Readings for the course are chosen from novels, short stories, plays, autobiographies, and ethnographic works. Prerequisite: ENG 101

HUM 120   Introduction to Women's Studies   3 CR
This is an introductory course in Women's Studies that includes explanation of the origins of traditional male and female roles and the effects of these on work, family, sexuality and education.
Prerequisite: ENG 101

HUS 121   Helping Strategies and Relationships 3 CR
Students deepen their understanding of professional values, strategies of intervention, and behavior necessary for helping others. Students learn problem-solving skills and participate in activities to increase self-understanding.
Prerequisite: HUS 101

HUS 200   Groupwork in Human Services   3 CR
Students experience group dynamics and interpersonal skills by observing and engaging in the process directly. They examine goal setting, decision-making, power and control, conflict resolution, and leadership. Students learn interpersonal skills of small group communication as they express and develop their own behavioral styles. Students learn about types of groups such as discussion groups, counseling groups, and team development.
Prerequisites: HUS 121, ENG 101, and ENG 112

HUS 210   Human Services and the Aged   3 CR
Students study the range of health care and social services as it applies to the aging population in the United States. Emphasis is on examining the aging process from the prospective of wellness. Students identify the appropriate range of human services specific to problems as they commonly appear in the elderly and impact on the family and other social environments.

HUS 221   Community Organization   3 CR
Students learn how human service professionals produce change in the communities in which they live, work and participate in order to improve the quality of life and relationships among the members of those communities. Prerequisites: HUS 101, HUS 121

HUS 230   Interviewing Techniques   3 CR
Examines the methods of data collection employed within a variety of social service agencies. Emphasis is placed on the helping interview, its elements and characteristics. In addition, concepts of communication, interaction, the self, and interviewing skills will be examined and practiced. Prerequisites: HUS 121, ENG 112

**HUS 231   Human Services
               Field Placement I   3 CR**
Students are placed in a social service agency to perform tasks and engage in learning activities associated with acquiring professional standards, behaviors, and conduct. Under the supervision of a faculty member and field supervisor, students are expected to fulfill these requirements 8 hours per week for 15 consecutive weeks. In addition, students attend a weekly seminar to discuss their experiences and observations. Prerequisites: HUS 101, HUS 121

**HUS 241   Human Services
               Field Placement II   3 CR**
Students are placed in a second social service agency that extends and deepens HUS 231. The expectation in this course is the integration of knowledge and theory gained from the classroom throughout the human services sequence as it is applied in the field experience. The requirements are fulfilled on the basis of working 8 hours per week for 15 consecutive weeks. In addition students attend a weekly seminar to discuss their experiences. Students may remain in the same agency two terms with the permission from the faculty member.
Prerequisite: HUS 231

INTERDISCIPLINARY COURSES

**INTD 100   Cultures and Values:
               Writing & Research   6 CR**
This course integrates Cultures and Values (HUM 101) and College Composition II (ENG 102). Students learn about several cultures, Western and non-Western, ancient and modern, through selected readings, films, art and music. Instruction in writing essays and research papers is an integral part of the course.
Prerequisite: ENG 101

INTD 101   Self and Society   3 CR
This course examines the interplay between society and the self and offers an overview of the main disciplines of social science including anthropology, psychology, social psychology and sociology. The scientific foundation of the social sciences is also explored.

INTD 102   Roots of Modern Conflict   3 CR
This course examines the roots of several conflicts in our world today. Students read and discuss personal and journalistic accounts, and scholarly interpretations of conflicts in the modern world. A few of the conflicts that may be considered in this course include European unification versus nationalism, the UK and Northern Ireland, the USA and Cuba, the Arab-Israeli conflict, the Bosnian Civil War, and ethnic conflict in contemporary Africa. Topics may vary.

**INTD 150   The Psychology and Biology
               of Female Sexuality   3 CR**
This course examines the inter-relationship between the biological and psychological aspects of being female. Topics include sexual anatomy and physiology, menstruation, childbearing, and women's health care issues. The course is presented through lecture, experiential exercises, guest speakers and class discussion.

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INTD 200　　Death and the
**　　　　　　　Human Experience　　3 CR**
This course examines the important place that death and dying hold in the human experience and the many ways in which people come to terms with this essential aspect of living. Students will learn about the impact of history, culture, religion and developmental status on understanding death and final rites and rituals. Contemporary ethical issues involved with death and technology will also be considered.

INTD 203　　History of Economic Thought　　3 CR
This course is for those who are interested in furthering their knowledge of economics and learning more about the life and times of the historical figures whose ideas contributed to making the world what it is today. Among the individuals whose philosophies will be studied are Adam Smith, Thomas Malthus, David Ricardo, Karl Marx and John Maynard Keynes. While prior formal study in economics is not required in order to take this course, a rudimentary familiarity with basic economic concepts is helpful. Prerequisite: ENG 101

INTD 235　　Exploring Multicultural Studies　　3 CR
This course will explore the significance, purpose and aim of multicultural studies in a diverse society. Relying on history, sociology, anthropology, political science and education, students will focus on learning the content and meaning of multiculturalism in America. Students will be encouraged and required to participate in activities intended to deepen their understanding of diversity and then reflect on the ways in which this knowledge might inform multicultural studies in practice. Aspects of culture and identity that will be covered include race, socioeconomic class, religion, ethnicity, gender and ability. Students will also be encouraged to consider the various approaches to multicultural studies and the schooling practices that result.

INTD 250　　The Child, Family and Community　3 CR
This course examines the nature of the contemporary family and its relationship to the school and provides practical advice for developing strong home-school relationships. Examples of building good home-school partnerships and fostering familial involvement in schools with examples of activities and strategies will be practiced. Students are required to spend a minimum of 12 hours in interviewing, observing and recording parent and child behaviors. Prerequisite: ECE 201 or EDU 211

LEGAL ASSISTING

LGA 100　　Introduction to Law　　3 CR
Study of the origins of law and its relation to other social institutions. Various aspects of the law are examined. These include common, constitutional, civil, and criminal law. The role of law in relationship to criminal investigations, courts, and civil procedures is studied.

LGA 111　　Role of the Legal Assistant　　3 CR
Course emphasis is upon the relationships between the legal assistants, attorneys, and clients. The course examines law office economics, legal ethics, and confidentiality. Legal interviewing, investigation, research, and writing are stressed.

LGA 112　　Civil Litigation　　3 CR
A survey of tort law from a historical perspective. Topics include causes of action, choice of law, jurisdiction and venue: drafting of pleadings, complaints, interrogatories, service, and filing of papers; and theories of tort law including negligence, proximate cause, strict liability, and product liability. The rules of civil procedures are covered.

LGA 113　　Real Property　　3 CR
An overview of the history and development of property law in the United States. Special emphasis is given to procedural aspects of property law such as title search, deeds, filing, and documents needed for closings. Other areas include landlord and tenant law, zoning, mortgages, and liens.

LGA 115　　Computers for Paralegals　　3 CR
Students will learn word processing as an aid to drafting correspondence and legal documents; information storage and retrieval for use in complex litigation: client file management techniques; time-keeping and billing for paralegal and attorney services; docketing hearings and appointments; and research techniques on the WEST-LAW database.
Prerequisite: CSC 100

LGA 204　　Family Law　　3 CR
A survey of the laws governing domestic relations including marital relationships, custody of children, and New Jersey family court. Special emphasis is placed on forms and procedures involving separations, annulments, divorces, alimony, child support, and trusts. Also included are current issues such as tax implications and interstate enforcement of judgments and decrees.

LGA 205　　Trusts and Estates　　3 CR
The laws of descent and distribution, wills, probate, and administration are covered in a brief substantive overview. The emphasis shifts to the areas that concern legal assistants such as filing forms and procedures, taxes, gifts, collection and transfer of assets, and the ascertainment and payment of debts. Forms for the preparation of wills and trusts are covered in detail.

LGA 206　　Tort Law　　3 CR
This course examines in depth the underlying legal foundations for causes of action in the civil law field to torts. A study of the substantive areas of negligence, products liability, intentional torts such as assault and battery, torts against the family, torts connected with land, business torts, and the defenses and the privileges and immunities avoiding tort liability will be conducted. Automobile insurance and tort liability will be discussed. This study of the field of civil wrongs will culminate in an introduction to civil procedure and the evidential component of tort law.

LGA 211　　Criminal Law and Procedures　　3 CR
A brief historical review of criminal law in the United States which includes a general theoretical approach to the constitutional protection and case laws that govern evidence and criminal procedure. An introduction is provided to New Jersey Penal Code 2C with emphasis on forms and filing in areas such as search warrants, motions to suppress evidence, motions for speedy trial, and discovery. Other topics relevant to modern criminal law will include searches, police identification procedures, and the New Jersey pretrial intervention program. Finally, the course includes a summary of post-conviction procedures and the law of corrections.

LGA 212　　Research and Writing
**　　　　　　　for the Legal Assistant　　3 CR**
Course emphasizes basic skills for legal research and writing often required in a law office. It includes an introduction to several common forms of legal writing which the legal assistant will encounter on a day-to-day basis. The research component familiarizes students with the various codes, regulations, rules, case reports, and other tools used to locate the law on any given topic.

LGA 231   Legal Assisting Externship I   3 CR
The externship courses in the Legal Assisting Program are designed to develop professional standards and practical skills. They will provide the student the opportunity to gain firsthand experience and learn the process of integrating theoretical principles and professional legal practice. Students are placed in the offices of participating attorneys to gain practical experience working as legal assistants. Routine duties include drafting and filing legal documents, locating and gathering information, interviewing clients and witnesses, and other tasks. Students gain general insight into the workings of the law. Under the direction of a faculty member and the supervision of a field supervisor, students are expected to fulfill those requirements on the basis of 8 hours per week for 16 consecutive weeks. In addition, they attend a weekly seminar to discuss their observations and experiences.
Prerequisites: LGA 100, LGA 111 and LGA 212

LGA 241   Legal Assisting Externship II   3 CR
Continuation of Legal Assisting Externship I. Students are placed in a public or private law office and expected to perform the required professional tasks and assume the role of the legal assistant. Under the direction of a faculty member and the supervision of a field supervisor, students are expected to fulfill those requirements on the basis of 8 hours per week for 16 consecutive weeks. In addition, they attend a weekly seminar to discuss their observations and experiences. Prerequisite: LGA 231

LITERATURE

LIT 201   Introduction to Literature   3 CR
This course aims at fostering appreciation for the language of literature, as well as for literature as an examination of human experience and values. Students read short stories, poetry, drama, and one or two novels. The readings for the course illustrate a variety of cultural perspectives. Students are required to write a series of interpretive essays. Prerequisite: ENG 101

LIT 202   Survey of American Literature   3 CR
This course fosters appreciation for the forms and content of American literature as an imaginative exploration of the nation's experience and values. It is a representative survey of American fictional and non-fictional prose and verse. Students read a variety of writers and genres from all periods of American literature, 1600 to the present. Students are required to write a series of interpretive essays. Prerequisite: ENG 101

LIT 203   Caribbean Women Writers   3 CR
This course introduces students to the literature of Caribbean women. Readings highlight Caribbean women's heroism, grassroots activism, courage and struggles in their own words from their own perspectives. Through a variety of readings, students will gain knowledge and an understanding of the struggles, difficulties and triumphs in the lives of Caribbean women. Prerequisite: ENG 101

LIT 205   Introduction to Cultural Studies   3 CR
This course introduces students to the academic study of culture. Novels, songs, movies and other cultural artifacts will be analyzed in the context of race, class, gender, ethnicity, etc. The students will read the writings of literary and cultural critics and learn to write and present their own analyses. Prerequisite: ENG 101

LIT 209   Children's Literature   3 CR
In this course, students examine children's literature in its historical, cultural and literary contexts. Poetry, fiction, and nonfiction for children from infancy through adolescence are examined in the light of cultural and historical ideas about children and their development. Special attention is given to ways in which issues of culture, ethnicity, race, and gender are represented in children's literature.
Prerequisite: ENG 101

LIT 210   Latin-American Literature   3 CR
This course provides an introduction to a variety of literature from Central and South America and the Caribbean. Special attention is given to the ways in which literary works reflect Latin America's political turmoil, social tensions, and remarkable cultural history. All works are taught in English translation. Prerequisite: ENG 101

LIT 211   African-American Literature   3 CR
In African-American Literature, students read a variety of fictional and non-fictional prose and verse by African-Americans from the eighteenth century to the present. In addition to oral literature, autobiographies, slave narratives and letters, the course surveys poetry, drama, the short story, and the novel. The material is treated in both literary and non-literary contexts in order to foster understanding and appreciation of the African-American experience.
Prerequisite: ENG 101

**LIT 212   Introduction to the Latino
                 Literature of the US   3 CR**
This course provides an introduction to the Latino literature of the United States being written in English. Although writers from various Latino backgrounds will be studied, the course will primarily examine the literature of the Chicano, Cuban-American, and Nuyorican writers who write from an American perspective. Topics such as identity, assimilation, bilingualism, and growing up in America are analyzed while exploring this new literature.
Prerequisite: ENG 101

**LIT 213   Women's Voices:
                 The Autobiography   3CR**
The many changes in women's autobiographical works of the 20th century now make it possible to explore contemporary issues of and about self in rewarding and challenging ways. Students will read a richly diverse selection of 20th century women writers across cultures. This course develops an understanding of the female experience through women's autobiographies and participants' writings including students' autobiographical essays. Discussions will be focused on literary techniques and the genre of autobiography. Prerequisite: ENG 101

LIT 220   Science Fiction   3 CR
An introduction to science fiction through a range of novels and short stories. Special attention will be given to ways in which science fiction imagines the impact of scientific and technological change. Prerequisite: ENG 101

MANAGEMENT

MAN 121   Principles of Management   3 CR
An introduction to the basic functions underlying the sound management of a business enterprise. Topics covered are planning, organizing, staffing, influencing, and controlling.

MAN 221   Marketing   3 CR
A study of business activities involved in the flow of goods from physical production to consumption. Operations management, international management, and business ethics are also studied.

MAN 231   Management of Small Enterprise 3 CR
Introduction to the challenges and problems encountered in small business operations. Specific evaluation of organizational, financial, and personnel aspects are studied. The role of the Small Business Administration is examined as well as other types of assistance to the small enterprise. Prerequisite: MAN 121 or permission of instructor

MAN 232   Human Resources Management   3 CR
The development and direction of personnel including job planning, recruitment, selection, career development, evaluation, grievances, and discipline. Prerequisite: MAN 121

MAN 241   Corporate Finance   3 CR
The financial problems and policies of a business corporation are discussed. The following areas are covered: financial planning, management of short-term and intermediate credit, working capital, trade credit, financial statements, retained earnings, credit and collection practices. Prerequisites: ACC 221 and BUS 201

MAN 242   Labor Relations   3 CR
A study of labor/management relations focuses on the collective bargaining process. Federal/state legislation, grievance procedures, and wage issues are discussed.
Prerequisite: MAN 121

MAN 251   Consumer Behavior   3 CR
The process of consumer decision making based on individual consumer needs, attitudes, perceptions, life-style, and population characteristics. Prerequisite: MAN 221

MAN 252   Advertising Principles   3 CR
Industrial practices relative to media selection, types of advertising, sale promotion, consumer markets, and demand creation. Administrative policies and decisions of the advertiser are illustrated through readings, problems, and case assignments.
Prerequisite: MAN 221

MANAGEMENT

[FUNERAL SERVICE OPTION]

MFS 101	**Funeral Service Internship I**	**2 CR**
MFS 102	**Funeral Service Internship II**	**2 CR**
MFS 103	**Funeral Service Internship III**	**2 CR**
MFS 104	**Funeral Service Internship IV**	**2 CR**

Eligibility for these courses is determined by the funeral service coordinator and is limited to those students who are registered as interns with the New Jersey State Board of Mortuary Science.

These courses are sequential in the Funeral Service Option of the Management degree program. For each internship experience the student will receive two college credits while working under the direction of a licensed funeral director for 16 hours per week. The student must also meet with the faculty member for a one hour per week seminar. In order to receive credit for the Funeral Service Internship courses, the student must submit a monthly report to the Funeral Service Coordinator for each month during the semester.

Students are expected to perform typical intern duties under the supervision of a licensed funeral director. These duties would include removals, embalming, cosmetizing, restorative art, dressing, casketing, and assisting with arrangements, visitations, funeral directing, interment procedures, purchasing, business methods, merchandising, and office procedures including completing and filing forms, certificates, etc. The student may perform other duties as requested by the funeral director in the normal operation of a funeral home.

The internship is supervised by the funeral service coordinator and a field supervisor. Student progress and grades are determined by the sponsoring funeral director and the funeral service coordinator. Registration with the New Jersey Board of Mortuary Science enables students to receive credit toward the internship requirements in the State of New Jersey. These courses are designed to be a combination of business education and professional work in a cooperating funeral home. It is preferred that students complete the internship courses in sequence, but that is not mandatory.
Students may take only one internship per semester.
Prerequisite: Permission of program coordinator.
16 hours per week and 1 hour seminar per week.

MATHEMATICS

MAT 070   Basic Algebra Workshop   1 CR
This workshop is required for all students taking MAT 073, Basic Algebra I. The workshop emphasizes problem solving.

MAT 071   Basic Mathematics I   3 CR
Basic computational skills and problem solving using these skills. Topics include whole numbers, common fractions, decimals, percents, ratio and proportion, measurement, and geometry. Placement is determined by the College Placement Test.

MAT 072   Basic Mathematics II   3 CR
For students who need to review arithmetic skills and students who have passed Basic Math I but need additional assistance to meet minimum proficiency on the standardized test. New students who have scored high on the College Placement Test but still below minimum proficiency are also enrolled into this class. Topics include whole numbers, fractions, decimals, ratio and proportion, measurement, geometry and descriptive statistics.

MAT 073   Basic Algebra   3 CR
Topics in this elementary algebra course include signed numbers, linear equations, polynomials, factoring, algebraic fractions, quadratic equations, simultaneous equations, and the coordinate system. Placement is determined by the College Placement Test.

MAT 076   Basic Algebra II   3 CR
For students who need to review algebra skills or who have passed Basic Algebra I but need additional assistance to meet minimum proficiency on the standardized test. Topics include review of Algebra I with more emphasis on solving quadratic equations and graphing. Placement is by the College Placement Test or Basic Algebra I.

MAT 077   Algebra Workshop   1 CR
This workshop is required for all students taking MAT 076, Basic Algebra II. The emphasis is on coordinate systems and graphing.

MAT 082   Basic Math Express   1 CR
An intensive, four-day course in basic computation for students who score 40-77 on the College Placement Test or 154 - 167 on the Math Exit Test. Topics include whole numbers, decimals, percents, ratio and proportion, measurement, geometry, and descriptive statistics.

MAT 083   Basic Algebra Express   1 CR
This is an intensive four-day course in elementary algebra for students who score 55-63 on the College Placement Test or 154 - 167 on the Algebra Exit Test. Topics include signed numbers, linear equations, polynomials, factoring, algebraic fractions, quadratic equations, simultaneous equations, and an introduction to coordinate system.

MAT 100   College Algebra   3 CR
This course teaches the essentials of college algebra. The topics include polynomials, first degree equations, word problems, graphing, systems of linear equation, factoring, exponents, quadratic equations, matrices, and radicals. Pre-requisite: Exit CPT in Basic Math and Algebra.

**MAT 102   Mathematics for the
                    Health Sciences   3 CR**
This course provides an introduction to the logic of mathematics and measurement. The role of mathematics in the health professions and the application to problems encountered by the health professional are discussed. Topics covered include basic computation with non-negative rational and real numbers, ratios and proportions, scientific notation, and logarithms. The metric system, its nature, and specific applications to medical dosages and other health problems are also examined.

MAT 103   College Algebra and Trigonometry I   3 CR
The basic concepts of college algebra and trigonometry, with applications in science and engineering. Topics include linear equations, functions and graphs, simultaneous equations and determinants, vectors, trigonometry, and logarithms.

MAT 104   College Algebra and Trigonometry II   3 CR
Continuation of College Algebra and Trigonometry I. Topics include trigonometric, exponential, and logarithmic functions and their graphs: applications of complex numbers to vector problems; inequalities; fractional and quadratic equations; an introduction to analytic geometry; and analytic trigonometry and roots of polynomials. Prerequisite: MAT 103

MAT 105   Trigonometry   1 CR
This course is an introductory course designed to help those students who need to take precalculus then calculus. This is an elective course. Topics such as angle measurement, unit circle, basic trigonometry identities, sums and differences of angles, double angle and half angle are discussed.
2 hours lecture Prerequisite: Exit CPT in Algebra

MAT 106   Mathematical Analysis I   3 CR
This course covers the basic concepts of college algebra and trigonometry with applications in science and technology. Topics include linear equations, functions and graphs, trigonometry, complex numbers and graphs of trigonometric functions.

MAT 107   Mathematics Analysis II   3 CR
This course is a continuation of Mathematical Analysis I. Topics include trigonometric, exponential, and logarithmic functions and their graphs; simultaneous equations and determinants; fractional and quadratic equations; and an introduction to analytic geometry. Prerequisite: MAT 106

MAT 108   Mathematical Analysis III   3 CR
An introduction to differential calculus, with elements of analytical geometry, integral calculus, and its applications. Topics covered include derivatives to curve sketching, motion, rate of change, and maximum-minimum. Prerequisite: MAT 107

MAT 109   Health Care Statistics   3 CR
This course provides a comprehensive study of the principles of collection, calculation, analysis, and presentation of health care data. Basic statistical, data display, reporting and research data techniques in the health field are covered. Vital and other health care statistical and computerized reporting formats are presented and special health care indexes and registries are introduced. 2 hours lecture/2 hours lab. Prerequisite: HIT 111; Co-requisite: MDA 221

MAT 110   Precalculus   4 CR
This course provides the preparation necessary for students who intend to study calculus for science and engineering programs. Topics include the following: fundamentals of algebra; linear inequalities; functions and relations; polynomial, rational, exponential, and logarithmic functions; trigonometric functions; analytic trigonometry; analytic geometry; complex numbers; and discrete algebra, logic, and proof.   Pre-requisite: MAT 100

MAT 111   Calculus I   4 CR
This course considers the limits, continuity, theory and techniques of differentiation and integration, with applications of both processes to science/engineering. The use of mathematical software in problem solving is emphasized. Pre-requisite: Precalculus Test of MAT 110, or MAT 107

MAT 112   Calculus II   4 CR
This course is a continuation of MAT 111. Topics include calculus of transcendental functions, integrations by parts, trigonometric integrals, improper integrals, sequences and infinite series. The use of mathematical software in problem solving is emphasized. Pre-requisite: MAT 111

MAT 120   Mathematical Analysis Workshop   3 CR
A mathematics bridge between College Algebra and Mathematical Analysis I for students who require extra work to handle college algebra and trigonometry. Topics in algebra will build on materials covered in College Algebra with additional topics in trigonometry from Mathematical Analysis I. Use of mathematical software in problem solving is emphasized. Corequisite: MAT 110

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MAT 211　　　Calculus III　　　　　4 CR

Continuation of MAT 112. The main topics considered are conic sections; parameterized curves; polar, cylindrical, and spherical coordinates; vectors in plane and space; functions of two or more variables; multiple integrals; and integrations in vector fields. Use of mathematical software in problem solving is emphasized. Prerequisite: MAT 112

MAT 212　　　Differential Equations　　　4 CR

Methods for solving ordinary differential equations are studied, together with physical and geometrical applications. Laplace transforms and numerical and series solutions are included. Use of mathematical software in problem solving is emphasized. Prerequisite: MAT 211

MAT 213　　　Discrete Mathematics　　　3 CR

Basics of combinatorics, mathematical systems, relations, functions, recursion, Boolean algebra and graphs, which lay the foundation for the study of logic and computer science. Prerequisite: CSC 113

MAT 215　　　Linear Algebra　　　　3 CR

Systems of linear equations, Gauss elimination, matrices, determinants, systems of linear equations, vector spaces of ordered n-tuples and functions, linear transformations, inner products, orthogonal basis, eigenvalues, eigenvectors and related vectors. Machine computation will be used to illustrate and supplement mathematical ideas and concepts. Prerequisite: MAT 112

MEDICAL ASSISTING

MDA 111　　　Medical Terminology I　　　2 CR

A basic course in the development of medical vocabulary commonly used in medical practice. Emphasizes the study of prefixes, suffixes, roots and combining forms. Physiologic and anatomic terms referring to human tissues and organic systems are introduced. Emphasis is placed on building professional vocabulary required for working in a health care facility.

MDA 113　　　Clinical Office Procedures I　　3 CR

An introduction to the clinical aspects of medical assisting. Practical experience is provided in the following areas: vital signs, positioning and draping, assisting with examinations, sterilization, asepsis, dressing wounds, recording health history, nutritional needs. Course is offered only once during the academic year.
2 hours lecture/2 hours lab Pre-/Corequisite: Exit Basic English

MDA 114　　　Medical Office Procedures I　　3 CR

This course begins the administrative portion of the medical assisting curriculum. It is a study of the techniques associated with patient reception, appointment scheduling, processing mail, management of telephone calls, medical record keeping, maintenance of medical office files, composing and processing medical correspondence. Course is offered only once during the academic year.

MDA 211　　　Clinical Office Procedures II　　3 CR

This course is a continuation of COP I. Practical experience is provided in the following: minor office surgery, administration of medications, venipuncture, ECG, asepsis, examinations and procedures in specialties, first aid and CPR. Course is offered only once during the academic year. 2 hours lecture/2 hours lab
Prerequisite: MDA 113

MDA 214　　　Medical Office Procedures II　　3 CR

This course continues the study of the administrative aspects of a medical practice, beginning with professional fees and credit arrangements to an overview of management responsibilities CPT-4 and ICD9 CM coding will be introduced and the student will code insurance forms. Course is offered only once during the academic year.

MDA 215　　　Medical Laboratory Techniques I　3 CR

This course is an introduction to laboratory procedures commonly performed in a physician's office. Topics include utility and appropriateness of POLS, laboratory safety, documentation of procedures and results and quality assurance/control procedures. Consideration will be given to issues relating to OSHA regulations and CLIA as well as special emphasis on universal precautions and biohazard control. Course is offered only once during the academic year. Pre-/Corequisites: MDA 111, MDA 113

MDA 221　　　Medical Terminology II　　　2 CR

Continuation of Medical Terminology I with a focus on anatomic and physiologic terms and organic systems. Terms used in specialized areas are introduced. Prerequisite: MDA 111

MDA 216　　　Medical Laboratory Techniques II　3 CR

This is a continuation of Medical Laboratory Procedures I. Emphasis will be placed on the anatomy and physiology of the cardiovascular system, blood, and the appropriate laboratory test performed on blood specimens both in the POL and reference labs. Additional areas covered: medical asepsis, microbiology as it refers to blood, feces, urine, and throat cultures. Course is offered only once during the academic year. Prerequisite: MDA 215

**MDA 223　　　Typing/Medical Machine
　　　　　　　　Transcription　　　　　3 CR**

The course focuses on the mastery of the typewriter, PC, dictaphone, and care and operation of the equipment. Correct English usage, business letter forms, and the transcription of recorded medical dictation in appropriate report form are stressed. Emphasis is placed on the development of accuracy and speed to meet the special requirements of the medical field. 2 hours lecture/3 hours lab Prerequisite: MDA 111; Corequisite: MDA 221

MDA 224　　　Pharmacology　　　　　3 CR

This course is an introduction to drugs and drug therapy, including sources of drugs, dosage forms, drug legislation, principles of drug action and pharmacokinetic factors in drug therapy, drug interactions and incompatibilities. Major drug classifications are identified and studied according to physiologic action and/or body system affected. Course is offered only once during the academic year. Prerequisite: MDA 111; Corequisite: HLT 112

MDA 231　　　Medical Assisting Externship　　4 CR

Students are placed in the offices of participating physicians, HMOs, or clinics for a minimum of 200 hours of practical experience in medical assisting during the health care facility's regular hours of operation. They perform all the duties of a medical assistant under the direction and supervision of the physician and those health care provides employed in the practice. Students gain insight into the operation of health care facilities and will perform all the duties expected of medical assistants. Students will meet for a regularly scheduled seminar to discuss experiences and to prepare resumes and cover letters. Students are supervised and evaluated by the site supervisor and the faculty member assigned to the externship program. All prerequisite courses must be completed with a grade point average of 2.0 before the student is permitted to begin the externship. Course is offered only once during the academic year.

MEDICAL RECORD CODING

MRT 121   Medical Record Coding Level I   3 CR
This course is designed to introduce/expose students to the applications and uses of the International Classification of Disease Ninth Edition Clinical Modification (ICD-9-CM) coding system used in the health care environment. Students will develop skills in the use of instructional notations and conventions used to locate, assign, and sequence diagnostic and procedural codes to inpatient medical record data. Students will learn also to apply current ICD-9-CM coding guidelines to all hospital inpatient diagnoses and procedures as well as demonstrate proficiency by coding discharge summaries and hospital inpatient medical records. 2 hours lecture/2 hours lab
Prerequisites: HIT 111, BIO 111, MDA 221

MRT 212   Medical Record Coding Level II   3 CR
Students are introduced to the application of the Diagnostic and Procedural Coding Guidelines for hospital-based and other outpatient ambulatory care services. Reporting requirements for physician billing of diagnoses, conditions, and reasons for encounters will be discussed. The principles of using the coding system of Current Procedural Terminology (CPT) and HCFA's Common Procedure Coding System (HCPCS) for services provided by hospital outpatient and ancillary departments, hospital emergency department and other ambulatory care facilities will be covered. Students will demonstrate proficiency by coding diagnostic and procedural information from health care records. Students will learn about the regulatory agency impact on coded diagnostic and procedural health care data. 2 hours lecture/2 hours lab   Prerequisite: MRT 121

MRT 213   Medical Record Coding III   3 CR
This course is designed to provide the student with an understanding of payment methodologies such as the Medicare Prospective Payment System, Ambulatory Patient Groups, and other reimbursement systems. Students will show competence in ICD-9-CM and HCPCS coding systems. The student will learn about the regulatory agencies' impact on coded diagnostic and procedural health care data. Concepts and roles of Review Organizations (i.e., PRO) will be discussed. Students will be assigned to a clinical site to demonstrate proficiency in the utilization of a manual and computerized coding systems. 2 hours lecture/2 hours lab
Prerequisite: MRT 212; Corequisites: MDA 224 and MRT 212.

MODERN LANGUAGES

MLF 101   Basic French I   3 CR
This course introduces students to the French language and culture. Instruction integrates listening, speaking, grammar, and writing skills.

MLF 102   Basic French II   3 CR
This course is a continuation of Basic French I. Language skills are developed further through intensive practice of listening, speaking, grammar, and writing. Prerequisite: MLF 101 or permission of the instructor.

MLR 101   Basic Russian I   3 CR
This course provides students with a basic understanding of the Russian language and culture through a competency-based approach. Pronunciation and vocabulary are emphasized through guided student interaction with one another and with the instructor. The course integrates listening, speaking, grammar, reading, and writing skills within a cultural framework.

MLR 102   Basic Russian II   3 CR
This course reinforces the skills taught in Basic Russian I and expands students' competency in listening, speaking, reading, and writing. Grammatical structures are taught through meaningful contexts within a cultural framework. Pre-requisite: MLR 101 or permission of the instructor.

MLS 101   Basic Spanish I   3 CR
This course provides students with an introduction to the Spanish language and culture through a competency-based approach. Pronunciation and vocabulary are emphasized through guided student interaction with one another and with the instructor. Cultural awareness and grammar are integrated as students progress. NOTE: This course is not open to Spanish speakers.

MLS 102   Basic Spanish II   3 CR
This course is a continuation of Basic Spanish I. Students are encouraged to expand acquired listening, speaking, grammar, reading, and writing skills in Spanish by the use of real-life situations in the classroom. In addition, students are introduced to social customs and attitudes of Spanish-speaking people. NOTE: This course is not open to Spanish speakers. Pre-requisite: MLS 101 or permission of the instructor.

MLS 111   Spanish for Heritage Speakers   3 CR
This course is intended for those students whose first language is Spanish, but who have had little or no formal instruction in the language. The course is appropriate for those who lack the necessary skills to read and/or write Spanish at the level required to be considered literate in the language. If you speak Spanish at home or with your friends, but find that you cannot communicate as well in it as you can in English, and feel more comfortable expressing yourself in the latter, this course is for you. The course is conducted in Spanish.

MLS 201   Intermediate Spanish   3 CR
This course is designed for the fluent or near-fluent speaker of Spanish who needs to develop proficiency in reading and writing. Oral presentations, reading, and numerous written assignments emphasize speaking and writing skills. Attention is given to individual grammatical problems. The course is taught in Spanish.

MLS 202   Latin American Literature
**   – 1500 to Present   3 CR**
In this course, students are introduced to the literature of Latin America, from pre-Columbine times to the present. The course proceeds in chronological fashion, and each literacy period and its works are studied within the historical framework in which they were created. All work in this course, from the readings to the assignments, is done in Spanish. Prerequisite: MLS 201

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MUSIC

MUS 101   Introduction to Music   3 CR
This course is designed to develop an appreciation of music from the Western classical and popular traditions to selected styles from other parts of the world. Students are also introduced to the fundamentals of music theory. NOTE: Students must have a CD player. Co-requisite: ENG 101

**MUS 104   The African-American
              Musical Heritage   3 CR**
This course surveys the forms of music associated with the African-American community from the 19th Century to the present – worksongs, spirituals, gospel, blues, jazz, R&B, soul and hip-hop, among others. The course considers the influence of the music's African roots and also the role of race in American cultural history.
Co-requisite: ENG 101

NURSING

NSG 110   Nursing I   6 CR
This introductory course includes basic nursing concepts and skills. The focus is on wellness. Areas of emphasis will include the profession of nursing, values, communications, nursing process, physical/psychosocial assessment, nutrition, and pharmacodynamics.
3 hours lecture/12 hours lab Prerequisite: Passing National League of Nursing (NLN) Entrance Examination and acceptance by the School of Nursing. Corequisites: BIO 111, ENG 101

NSG 120   Nursing II   8 CR
This course builds on the knowledge and skills learned in the first nursing course. The student will care for patients with simple acute and chronic health alterations. Content will be arranged in physiologic, self-concept, role function, and interdependent modes. Mental health nursing and physical/psychosocial assessment of those experiencing health deviations will be included.
4 hours lecture/15 hours lab. Prerequisites: NSG 110, PSY 101

NSG 210   Nursing III   9 CR
This course continues to examine more complex acute care and chronic health alterations. Content will be arranged in physiologic, self-concept, role function, and interdependent modes. The Childbearing Family will also be included. Pharmacology will be integrated throughout the course. 4 hours lecture/15 hours lab
Prerequisites: NSG 110, NSG 120, ENG 102; Corequisite: PSY 260

NSG 220   Nursing IV   9 CR
This course focuses on patient in crisis requiring complex nursing care. Content will be arranged in physiologic, self-concept, role function, and interdependent modes. It will include Child Health Nursing. Emphasis will be placed on managing nursing care for multiple patients, delegation and assumption of leadership role. Pharmacology will be integrated throughout the course.
4 hours lecture/15 hours lab
Prerequisites: NSG 110, NSG 120, NSG 210; Corequisite: NSG 220

NSG 230   Nursing Seminar   1 CR
This seminar consists of an analysis of current health trends and issues and their impact on the practice of nursing. Emphasis will be placed on an exploration of contemporary ethical dilemmas, economic and social issues, and concepts related to nursing leadership and the role transaction. 1 hour lecture
Prerequisites: NSG 110, NSG 120, NSG 210; Corequisite: NSG 220

NSG 240   Nursing Leadership   2 CR
This seminar consists of an analysis of current health trends and issues and their impact on the practice of nursing. Emphasis will be placed on an exploration of contemporary ethical dilemmas, economic and social issues, and concepts related to nursing leadership and the role transaction. Co-requisite: NSG 220

OFFICE SYSTEMS TECHNOLOGY

OST 121   Computerized Keyboarding I   3 CR
For students without prior knowledge of the typewriter or computer keyboard. Touch control of the keyboard is developed. Students demonstrate a straight-copy speed of 25 to 40 words per minute on one- and three-minute time input exercises.

OST 180   Word Processing I   3 CR
Hands-on instruction in word processing applications using a personal computer and a widely used Windows software package. The relationship of the operating system to the use of software is included. Students acquire essential word processing skills used in the office, from disk handling and basic text formatting to the production of more complex documents. Prerequisites: CSC 100, OST 121 and/or permission of the instructor.

**OST 190   Administrative Office
              Management   3 CR**
This course is designed to provide comprehensive integration of business skills and issues, develop critical thinking and problem solving skills, and establish a foundation of business procedures. An understanding of the role of administrative support personnel, employment skills, organization and time management, information and communications, systems, and report and presentations research and development are included.
Prerequisites: OST 121, OST 180 or permission of instructor.

OST 212   Shorthand II   3 CR
Continuation course reviewing SuperWrite principles and building dictation speeds at 60, 70, and 80-plus words per minute. Emphasis on transcription, grammar, and mailable copy skills with electronic equipment are stressed. Reinforces the fundamental principles of any shorthand system. Prerequisites: OST 111 or equivalent instruction in any shorthand system.

OST 216   Machine Transcription   3 CR
An introduction to the techniques of machine transcription that are utilized in an office automation environment. Keyboarding and transcription skills are coordinated to produce a mailable finished product from prerecorded cassettes. Listening skills; machine operation; and language arts skills such as spelling, word division, punctuation, capitalization, vocabulary, editing, and proofreading are emphasized. Transcription speed and accuracy are developed as the student transcribes a variety of business communications from cassettes.
Prerequisite: OST 221

**OST 217   Principles and Applications
              of Desktop Publishing   3 CR**
This course will introduce students to desktop publishing, graphic design techniques, principles of page layout and design, and desktop publishing terminology and applications. By creating a variety of flyers, brochures, newsletters, and business cards, students will communicate through graphic designs and applications of desktop publishing. Prerequisites: OST 121, OST 180, OST 224 or permission of the coordinator.

OST 221   Computerized Keyboarding II   3 CR
Students refine speed and accuracy levels on the keyboard and learn to format more complicated documents. Word processing and computer terminology and applications are integrated into the course. Prerequisite: OST 121

OST 224   Word Processing II   3 CR
Review and mastery of word processing basics with progression to more advanced functions, such as advanced document management, the creation of indexes and spreadsheets, columnar math features, advanced printing features, macros, styles, and desktop publishing. Students acquire skills to facilitate the transition from one word processing package to any other word processing software package. Prerequisite: OST 180

**OST 225   Business Communication
                Technology   3 CR**
Introduces students to effective business communications techniques. Using the computer, students create and produce documents used in business, including letters, reports, and memorandum. Proofreading and editing skills are stressed, as are grammar, punctuation, and spelling. Prerequisite: ENG 101

**OST 260   Spreadsheets &
                Presentation Graphics   3 CR**
This course will introduce students to the concepts and applications of spreadsheets and presentation graphics software using MS Excel and PowerPoint. Students will design and format spreadsheets, enter common formulas, sort data, use graphic/chart functions, and export spreadsheet files. They will also create presentations and slide shows using clip art, text, and other MS Office products.
Prerequisites: CSC 100, OST 121

OST 265   Records & Database Management   3 CR
Introduces the records and database management field. Focus is placed on the record life cycle from creation to disposition of manual and computerized records creating; editing, sorting, and selecting records; and generating reports on computers. Records management principles and practices in the selection and evaluation of equipment, procedures, and personnel. Prerequisites: CSC 100, OST 180, OST 221 and/or permission of instructor.

OST 290   Management of Electronic Office 3 CR
Gives the student a balance between conventional and advanced electronic office systems and procedures presented in a simulated modern office setting where students learn a combination of theory, techniques, and application. Topics included are information processing, communication transmitted systems, records management and administrative procedures for the electronic office.
Prerequisites: CSC 100 or MIS 121; OST 121; and OST 180 or permission of instructor.

OST 291   Externship   3 CR
After a preparatory seminar, students are placed at local business sites for practical experience in a modern office setting. Externs are supervised and evaluated by a faculty member and designated representative at the business site. Students must complete first-, second-, and third-term courses and be approved for an externship by the OST program coordinator.

PUBLIC ADMINISTRATION

**PBA 211   Introduction to Public Administration
                                              3 CR**
This course is an overview of the entire field of public administration. Management administration and policy making processes within the public and private sectors of American society are examined in depth.

PHILOSOPHY

PHL 101   Principles of Philosophic Thought 3 CR
This course introduces students to the nature, history, patterns, and problems of philosophic thought. In addition, students are encouraged to understand philosophy as a means of learning about the world and our place in it. Prerequisite: ENG 101

PHL 102   Religions of Asia   3 CR
This course offers an introduction to the history, structure and scriptural doctrines of the major religions of Asia, including Islam, Buddhism and Hinduism. Prerequisite: ENG 101

PHL 103   Religions of the West   3 CR
This course is an inquiry into the origin, meaning, and evolution of the three following monotheistic religions: Judaism, Christianity, and Islam. This goal is accomplished through an analysis of the following basic concepts as they pertain to: the beliefs of these three as concerns the divine; their respective heritages and spiritual practices; and the many forms each of these religions takes within its own nexus (for example, historical alterations). Or put differently, interest is in exploring the way of life, structure, practice, and historical reality of each of these three great monotheistic religions.
Prerequisite: ENG 101

PHL 218   Contemporary Moral Issues   3 CR
This course introduces students to a variety of ethical approaches to moral issues and to general problems involved in moral reasoning. Various controversial contemporary moral problems relating to business, science, law, medicine, and personal relations are examined. Pre-requisite: ENG 101

PHYSICS

PHY 111   Engineering Physics I   4 CR
This is an introductory course in calculus-based mechanics. Topics include vector algebra, equilibrium of particles and rigid bodies, and kinematics and dynamics of particles and simple rigid body systems. Emphasis is placed on Newton's laws of motion and conservation principles involving work, energy, and momentum. 3 hours lecture/2 hours lab. Co-requisite: MAT 111

PHY 113   Physics I   4 CR
This is the first of a two-course sequence in introductory physics that deals with mechanics. Topics include measurements, vectors, simple kinematics of uniformly accelerating bodies, projectile and circular motion work, energy, power, and simple rotational dynamics. 3 hours lecture/3 hours lab Pre-requisite: MAT 106

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PHY 211   Engineering Physics II   4 CR
Provides an introduction to electricity and magnetism. The course starts with electrostatics and culminates with Maxwell's equations. Topics covered include Coulomb's laws, the electric and magnetic field, the electrostatic potential, Gauss's law, Biot-Savart law, Ampere's law, and Basic DC and AC circuit theory.
3 hours lecture/2 hours lab Prerequisite: PHY 111

PHY 212   Engineering Physics III   5 CR
The third course of a three-course sequence on introductory engineering physics. Topics covered include vibratory and wave motion in general, interference of mechanical waves and related standing wave patterns, resonance and phenomena of beats, Doppler shift of sound waves, geometrical optics and applications to lens and mirror system, diffraction interference, and polarization of light. Also covered are special relativity, photoelectric effect, Bohr-atom, continuous and discrete spectra, Compton effect, DeBroglie and wave particle duality of matter, wave mechanics modification of classical mechanics, and the nuclear atom. Lab experiments are performed spanning the broad-spectrum of topics discussed in lecture.
4 hours lecture/2 hours lab Prerequisite: PHY 211

PHY 213   Physics II   4 CR
Covers the following topics: simple harmonic motion, wave motion, light and lenses, electric forces and Coulomb's Law, electric fields, and electromagnetism.
3 hours lecture/3 hours lab Prerequisite: PHY 113

POLITICAL SCIENCE

PSC 101   Introduction to Political Science 3 CR
Provides an introduction to political theories and methods of politics as a science. The course includes analysis of structures and processes that characterize political behavior and political institutions.

PSC 102   American Government   3 CR
Examines the structure and operations of the American political system, the philosophical principles and theories upon which it rests, and the social forces and pressures operating on it.

PSC 200   State and Local Government   3 CR
This course is an introduction to the structures and functions of state and local government in the United States. The student is exposed to state and local institutions, processes and policies including their powers, organizations, functions and development as well as the interrelationship between the federal, state, and local political jurisdictions.

PSC 210   International Relations   3 CR
This course introduces students to the development and contemporary status of international relations and world politics. The course examines the emergence of the modern nation-state system, competing theories and strategies in foreign policy decision making, the great power rivalries between states, including their causes, consequences and implications for the future. Other topics include the status of power politics in the 21st century, terrorism, non-state actors in the global system of politics, the emergence of a global-political economy and the Global South in a world of wealthy nation-states. Corequisite: ENG 101

PRACTICAL NURSING

**PNU 101   Practical Nursing:
                  Fundamentals of Practice   8 CR**
This introductory nursing course presents basic nursing concepts and skills. The focus is on wellness and disease prevention. Using Maslow's Hierarchy of Needs, concepts basic to physical, psychological, sociocultural, developmental, and spiritual needs are presented. Clinical experiences are provided in varied sites caring for adult and geriatrics clients. These sites include hospitals and nursing homes.

**PNU 102   Practical Nursing: Nursing Clients
                  with Alterations in Basic Needs   8 CR**
This course builds on the knowledge and skills learned in PNU 101. It will focus on acute health problems that occur in adults causing alterations in basic human needs. Mental health concepts and alterations will also be discussed. Clinical experiences are provided in varied sites.   Prerequisite: PNU 101

**PNU 201   Practical Nursing:
                  Maternal Child Health   5 CR**
This Nursing course builds on the knowledge and skills learned in PNU 101 and PNU 102. It will focus on reproduction, childbearing, and child rearing families. Clinical experiences are provided in varied clinical sites. Prerequisite: PNU 102

**PNU 202   Practical Nursing: Nursing Clients
                  with Complex Needs   8 CR**
This course builds on the knowledge and skills learned in the first three nursing courses. It will focus on chronic and emergent health problems that occur in adults across the life span and cause alterations in basic human needs. Clinical experiences are provided at varied sites. Prerequisite: PNU 201; Corequisite: PNU 203

PNU 203   Role Transition   1 CR
This course will focus on current trends and issues that impact nursing practices and health care delivery. Concepts related to role transition will be explored.
Prerequisite: PNU 201; Corequisite: PNU 202

PSYCHOLOGY

PSY 100   Psychology of Human Relations 3 CR
This course is designed to examine various ways in which the "self" develops within the individual and how social variables influence that process. Psycho-social principles will be outlined, discussed, and evaluated as they relate to the personal self and others.

PSY 101   Introduction to Psychology   3 CR
This course is designed to present an overview of psychology. As an introduction to the field, students learn current perspectives and the methods used in psychology today. They become familiar with problems and general findings in the processes of sensation, perception, learning and memory, and consider issues related to language, thought, and intelligence. They focus, too, on understanding the connections between emotions, stress, and health, and examine current theories in developmental, personality, and abnormal psychology. Students are encouraged to apply psychological principles to personal and social concerns.

PSY 211   Developmental Psychology I   3 CR
This course is designed to investigate human development from the prenatal period through adolescence using a life-span approach. The class will focus on the interaction of biological, social, emotional, and cognitive factors as they affect the developing child. Contemporary developmental theories and research issues will be discussed, and emphasis will be placed on the applications of theory to parenting, education, and therapy. Prerequisite: PSY 101

PSY 212   Developmental Psychology II   3 CR
This course is designed to study the physical, cognitive, emotional and social development of the individual from early adulthood through the aging process. Emphasis is placed on understanding the diverse roles the individual plays throughout a lifetime and the importance of historical and cultural contexts to variations in these roles. In addition, the course examines issues relevant to death, dying and grieving. Prerequisites: PSY 101, ENG 101

PSY 215   Psychology of Women   3 CR
This course explores the influence of gender, race, culture and class in the psychological development and experience of women. Topics include the role of gender bias in the history of psychology, female personality development, women in the workplace, women and aging, and the role of gender in health and wellness. Prerequisites: PSY 101, ENG 101

PSY 260   Lifespan Development   3 CR
Lifespan Development investigates current theories related to the changes that occur from the prenatal period through old age. Emphasis is placed on understanding the complex interactions of biological, cognitive, social and emotional factors that shape the life course. Students will be expected to apply developmental theories to their own life experiences. Prerequisite: PSY 101

PSY 270   Psychology of Teaching & Learning 3 CR
This course is intended primarily for students majoring in education or interested in the learning process. Psychological theories related to development, learning, cognition and motivation will be reviewed and applied to an understanding of student characteristics and differences, the importance of classroom environment, and various means of assessment. Emphasis will be placed on the practical implications of psychological theory, a constructivist approach to learning, and the importance of reflective teaching. Prerequisite: PSY 101; Co-requisite: ENG 101

PSY 280   Abnormal Psychology I   3 CR
This course examines historical views of abnormal behavior and focuses on contemporary causes, classifications and treatments. Major disorders are considered from psychodynamic, cognitive, humanistic, biological and sociocultural perspectives.
Prerequisites: PSY 101, ENG 101

READING

RDG 070   Fundamentals of Basic Writing   3 CR
This course is designed for students who need to develop introductory writing skills before attempting college-level coursework. Students are guided through the process of writing by engaging in activities such as pre-writing, editing, and revising. They review essential grammar and paragraph structure. Offered in conjunction with RDG 070, Fundamentals of Basic Reading.

RDG 071   Basic Reading I   3 CR
This course is designed for students who need to develop reading skills before attempting college-level coursework. Students are encouraged to become active readers, listeners and thinkers through a variety of reading and study experiences. Assistance is given with comprehending, summarizing, analyzing, and evaluating assigned readings, including full-length works of fiction or non-fiction. Offered in conjunction with ENG 071, Basic Writing I.

RDG 072   Basic Reading II   3 CR
This course is designed for students who need to improve reading skills before attempting a full college-level schedule. Students develop their skill in comprehending, summarizing, analyzing and evaluating assigned readings, including full-length works of fiction or non-fiction. Offered in conjunction with ENG 072, Basic Writing II.

RDG 073   Basic Reading III   3 CR
This course is designed for students who need preparatory work in reading before attempting a full college-level program. Students refine test-taking and study skills and develop comprehension through reading of college-level essays, textbook materials and novels and/or non-fiction books. Offered in conjunction with ENG 073, Basic Writing III.

**RDG 074   Introduction to Analytical and
                 Critical Reading   3 CR**
This course is designed for students needing preparatory instruction before entering ENG/RDG 071 and RDG 075. It offers practical application of study skills by using a variety of written materials. Students will learn to identify central ideas, supporting details, and to imply meaning from the text. In addition, they will apply annotating, note taking and summarizing skills in various content area materials. Vocabulary development will be an important component of instruction in this course.

RDG 075   Developing Analytical Thought I   3 CR
Focuses on analytical reading skills. Students are taught to identify logical patterns of thought in formal written and spoken language. Practice is provided in reading maps and graphs; analyzing and solving word problems; and understanding analogies, making inferences, and drawing conclusions.

RDG 076   Developing Analytical Thought II   3 CR
Focuses on critical thinking and reading skills in order to prepare students for college-level classes. Students learn to identify logical patterns and oral discourse, as well as constraints on logical thinking.   Students study analogies, syllogisms, fallacies, propaganda, and advertisements to learn how thought can be altered and logic manipulated for specific purposes. . The course is offered during summer/winter sessions for students who score 7 on the College Placement Test Writing Sample or the HCCC Writing Placement Test.

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RESPIRATORY CARE

RTP 111   Applied Cardiopulmonary Pathophysiology I   2 CR

A study of the anatomy and physiology of the cardiopulmonary system as it relates to respiratory care. Includes basic anatomy of the pulmonary and cardiac systems; physiology of circulation; ventilation; gas exchange and transport, acid-base balance and the control of respiration; an overview of the pathophysiology and treatment of common disorders of the cardiopulmonary system.
2 hours lecture

RTP 115   Patient Management – Critical Care   3 CR

An in-depth study of the clinical management of the cardiopulmonary patient in the critical care setting, emphasizing specialized respiratory assessment, advanced ventilatory management, basic interpretation of the chest film, hemodynamic monitoring, ECG interpretation and the effects of cardiopulmonary disorders on other major body systems. 2 hours lecture/3 hours lab
Prerequisites: RTP 113 and RTP 114; Corequisite: RTP 220

RTP 200   Fundamentals of Respiratory Care   4 CR

An introduction to basic therapeutic modalities employed in contemporary respiratory care, including medical gas therapy, humidity and aerosol therapy, airway pharmacology, chest physical therapy, and lung expansion therapy. 3 hours lecture/3 hours lab
Prerequisite: Acceptance into Respiratory Care Program;
Corequisite: RTP 208

RTP 201   Core Concepts in Respiratory Care   1 CR

Provides foundation theory and laboratory practice in methods of infection control, bedside patient assessment, and cardiopulmonary resuscitation. Also covered are key aspects of health care delivery, including manual and computerized medical record-keeping and protocol-based respiratory care.
8 Lecture hours, 22 Laboratory hours

RTP 205   Principles of Ventilatory Support   4 CR

An introduction to the physiologic principles and techniques of artificial ventilatory support, including airway management, indications for and application of mechanical ventilation, functional operation of mechanical ventilators and basic monitoring and management of the patient in respiratory failure. 2 hours lecture/3 hours lab
Prerequisite: RTP 200; Corequisite: RTP 209

RTP 208   Clinical Practice I   1 CR

An orientation to the hospital environment and to the basic respiratory care procedures covered in Fundamentals of Respiratory Care. Clinical instruction and supervised practice are provided in the areas of medical charting, infection control, basic patient assessment and basic therapeutics. Clinical hours: 6
Prerequisite: Acceptance into Respiratory Care Program;
Corequisite: RTP 200

RTP 209   Clinical Practice II   2 CR

Further practice and mastery of basic respiratory care procedure introduced in Clinical Practice I. Also introduced are, airway management skills and principles of intensive respiratory care, including patient assessment and basic ventilator monitoring.
Clinical hours:12
Prerequisites: RTP 200 and RTP 208; Corequisite: RTP 205

RTP 210   Clinical Practice III   3 CR

This course provides supervised experience in both acute care and alternative settings with an emphasis on developing the skills necessary to function independently. Experiences include cardiopulmonary diagnostics; critical care of the adult, infant and child; and long-term, home and rehabilitative care.
Clinical hours: 24 Prerequisites: RTP 205 and RTP 209

RTP 211   Applied Cardiopulmonary Pathophysiology II   2 CR

A study of the pathophysiology of disorders of ventilation, perfusion and oxygenation which result in cardiopulmonary failure, with an emphasis on diagnosis and treatment in the clinical setting.
Prerequisite: RTP 111

RTP 212   Cardiopulmonary Pharmacology   2 CR

An overview of drugs affecting the cardiopulmonary system, including bronchodilators, steroids, antibiotics, skeletal muscle relaxants, central nervous system depressants, respiratory stimulants, diuretics and cardiovascular agents.

RTP 223   Cardiopulmonary Evaluation   2 CR

A lecture and laboratory course on invasive and non-invasive diagnostic and monitoring procedures including roentgenography, electrocardiography, pulmonary function testing, hemodynamic monitoring, arterial blood gas analysis, patient interviewing and physical assessment. 1 hour lecture/3 hours lab

RTP 225   Pediatric and Neonatal Respiratory Care   3 CR

Provides an introduction to the core concepts in delivery of respiratory care to infants and children. Covers relevant developmental aspects; fetal, maternal and child assessment; labor, delivery and neonatal resuscitation; infant stabilization and transport; and applicable respiratory care procedures, including ventilatory support. Also includes an overview of pertinent prenatal and pediatric cardiopulmonary disorders. 1 hour lecture/3 hours lab

RTP 237   Long-Term, Home and Rehabilitative Care   3 CR

An analysis of the goals and methods underlying provision of respiratory care in non-acute settings. 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. Includes cost, reimbursement and ethical issues.
2 hours lecture

SCIENCE

SCI 100   Fundamentals of Science   3 CR
The introductory interdisciplinary course in science where the emphasis is conceptual rather than mathematical. The course includes lecture and demonstration presentations of the fundamental concepts of the composition of matter, relations between matter and energy, and the phenomenon of life. Topics include the development of the scientific method and an important analysis of technological developments and their effects on the present and the future. Topics may also be selected from the general areas of meteorology, astronomy, geoscience and oceanography.

SCI 101   Introduction to Physical Science   3 CR
This course is for students who have not had high school physics and for those who wish to review the subject. It covers mechanics, electricity and magnetism, elements of heat, work, and waves. The associated laboratory supplements and illustrates the principles discussed in class.   2 hours lecture/2 hours lab

SOCIOLOGY

SOC 101   Principles of Sociology   3 CR
This course is an introduction to the major concepts, theories, methods and findings in the field of sociology. It deals with the structure and functioning of society, major social institutions, and such social processes as conflict and change.

SOC 200   Introduction to Gerontology   3 CR
This course examines the aging process and problems of aged people. The biological, psychological and sociological dimensions of aging are explored. Implications for social policy will be addressed.

SOC 201   Sociology of the Family   3 CR
This course examines the family as a social institution and explores its functions, structure, structure and change. The family in a multicultural environment is examined and a comparative approach is applied. Challenges of modern times are addressed.

SOC 211   Social Problems   3 CR
This course examines the dysfunctions and contradictions in social institutions, structures and processes. The role of power in social and individual problems is emphasized.

SOC 230   Religion and Society   3 CR
The course examines the diversity of world religions and their structure and functions from the sociological perspectives. The role of religion in pluralistic societies will be explored. The conflicting trends of fundamentalism and secularization will also be addressed.

SOC 240   Criminology   3 CR
This course covers historical and contemporary as well as philosophical and scientific approaches to the understanding of criminal behavior. Medical, psychological, political, economic and sociological dimensions will be explored. Crime statistics are also examined.

SOC 260   Race & Ethnic Relations   3 CR
This course examines the structure, functions, and conflicts associated with race and ethnic relations, and the interaction between minority and majority groups. Emphasis is placed on the intersection of race, ethnicity, gender, class and religion and its impact on racial/ethnic identities. Historical and contemporary experiences of various racial/ethnic groups will be explored and various sociological perspectives will be applied. Race and ethnic relations will be explored from both the national (U.S.) and the global perspectives. Prerequisite: ENG 101

SOC 280   Social Research Methods   3 CR
This course offers an introduction to the main concepts and methods of social research. It is designed to develop an understanding of scientific methods of inquiry. Both quantitative and qualitative methods are covered. Students gain expertise in report writing. Creative and critical thinking skills are also emphasized. Prerequisite: SOC 101 or PSY 101

SPECIAL EDUCATION

**SED 235   Young Children
                   with Special Needs   3 CR**
This course focuses on the origins, theoretical and philosophical foundations, and practical issues associated with education and intervention services for children birth through eight years of age. This unique group may have disabilities, or may be developmentally delayed, or at risk for problems in learning. Topics include issues related to public laws, effectiveness of early intervention, biological and environmental influences on development, definitions of "at-risk" and "disabled" populations and assessment. Students will gain knowledge in curriculum design and strategies for teaching young children with special needs in collaboration with their families. Students will gain practical experience via field assignments. They are expected to complete observations of young children with special needs in various settings, as well as implement an extensive case study.
Prerequisite: ENG 101; Pre- or Corequisite: ECE 201 or EDU 211 or PSY 270

SED 290   Introduction to Special Education 3 CR
An introduction to the field of special education, the etiology, societal attitudes, federal and state laws, and responsibility of educators will be explored. Emphasis will be on the exceptional child as a learner by developing an understanding of the handicapping conditions and applying modifications to educational practices and environments. Current programs and services for educating exceptional children in the State of New Jersey will be discussed.
Prerequisites: ECE 201 or EDU 211; Pre- or Corequisite: ENG 102

THEATER ARTS

THA 101   Introduction to Acting   3 CR
This course is designed for the college student possessing little or no background in the performing arts, and for experienced performers who wish to brush up on their skills. Course content includes beginning technique, theory, and methodology needed to grasp the concept of acting. Fundamentals covered are the Stanislavski technique, the monologue/audition technique based on Michael Shurtleff's tips, improvisation, and other performing exercises. Co-requisite: ENG 101

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M.A. New School for
   Social Research University
B.S. Montclair State University

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M.A., B.S. Fairleigh Dickinson University

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Vice President for Student Affairs

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B.S.N. Seton Hall University

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B.A. Columbia University

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A.S. Manhattan Community College

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J.D. Fordham University School of Law
B.A. St. Peter's College

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Sosa-Cusano, Rosa
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Enrollment Services
A.A. Hudson County Community College

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M.A. University of California, San Diego
B.A. San Francisco State College

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Stoduto, John
Facilities Worker

Sweet, Chae E.
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M.F.A. New School University
B.A. Rutgers University

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M.S. New Jersey Institute of Technology
B.S. Shiraz University, Iran

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School/College Relations
M.A. New York University
B.A. Rutgers University

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B.A. Cambridge University
M.A. Rutgers University

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B.A. Rice University

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B.S. New Jersey City University

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M.A. Kean University
B.A. State University of New York
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M.A., B.S. Long Island University

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B.S. New Jersey Institute of Technology

Tuzzo, Angela
Assistant Director, Student Activities
B.A. New Jersey City University
A.A. Hudson County Community College

Vaccarella, Romilda
Director, Student Accounts
B.S. Saint Peter's College

Van Orden, Vanessa
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M.S.W. New York University
B.A. Rutgers University

Vera, Mildred
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B.S. New Jersey City University
A.A.S. Fairleigh Dickinson University

Vida, Peter
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M.S. Manhattanville College
B.A. Queens College

Vieira, Nelson
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M.Ed., B.A. Rutgers University

Wahl, Christopher
Associate Dean, ESL
M.A. Wright State University
B.A. Wright State University

Wilkins, Lauren
Librarian
M.L.S., B.A. Rutgers University

Williams, Clara
Call Center Coordinator
B.A. Jersey City State College

Williams, Marcella
Executive Secretary, Office of the President
A.A.S. Hudson County Community College

Winner, David
Assistant Professor, English
Ph.D. New York University
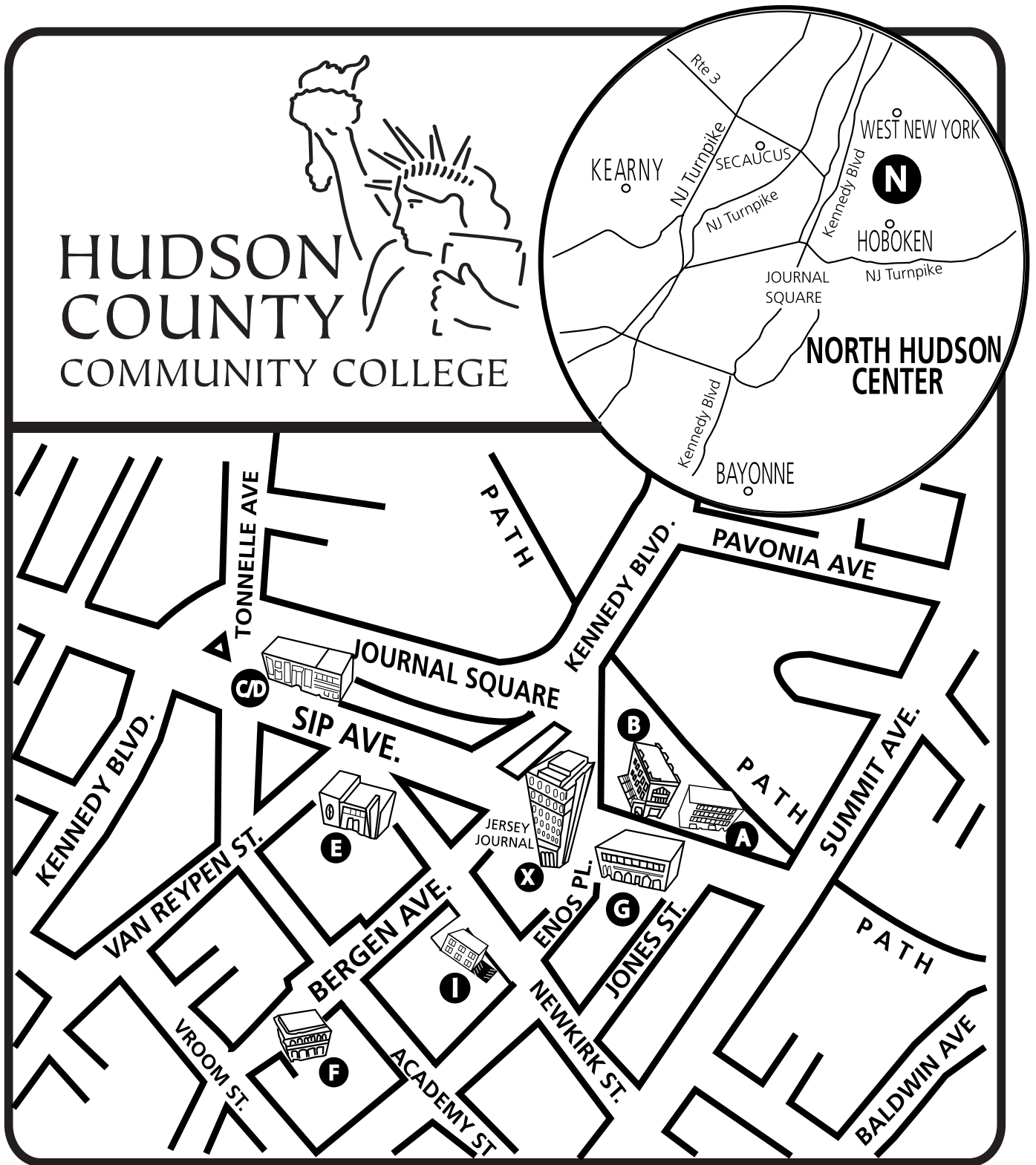M.F.A. University of Arizona
B.A. Oberlin College

Xie, Mei
Librarian
M.L.S. Rutgers University
B.A. Sichuan Foreign Languages Institute,
China

Zellaya, Joan
Head Tutor, ESL
B.A. SUNY at Stony Brook

Zicolello, Vincent
Chief Information Officer
B.A. Pace University

a world of possibilities

Map of Journal Square Campus

HUDSON COUNTY COMMUNITY COLLEGE

Inset map
Rte 3

KEARNY

SECAUCUS

NJ Turnpike

NJ Turnpike

WEST NEW YORK

N

Kennedy Blvd

HOBOKEN

JOURNAL SQUARE

NJ Turnpike

NORTH HUDSON CENTER

Kennedy Blvd

BAYONNE

Campus map labels
TONNELLE AVE.

PATH

KENNEDY BLVD.

PAVONIA AVE

JOURNAL SQUARE

C/D

SIP AVE.

B

KENNEDY BLVD.

SUMMIT AVE.

PATH

VAN REYPEN ST.

E

JERSEY JOURNAL

X

A

G

BERGEN AVE.

ENOS PL.

JONES ST.

PATH

I

VROOM ST.

F

ACADEMY ST.

NEWKIRK ST.

BALDWIN AVE.

A	**70 Sip Avenue**	**E**	**Culinary Arts Institute/Conference Center/ Classroom Building**

A **70 Sip Avenue**
Academic Affairs
Admissions
Bursar
Career & Transfer Center
Center for Academic & Student Success
Conference/Workshop Rooms
College Foundation
Enrollment Services
Faculty & Staff Development
Financial Aid
Office of Information Technology
Office of the President
Registrar
Student Affairs

B **Historic Pathside**
25 Journal Square
Classrooms
Evening/Weekend/Off-Campus Services
Faculty Lounge
Library/Learning Resource Center
Security
Student Activities
Student Lounge
Studio Arts
Student Government Office
Tutorial Services

C/D **162 Sip Avenue**
Academic Foundations
Classrooms
Educational Opportunity Fund
English as a Second Language/Bilingual Program
Math, Science and Technology Center
Student Support Services Program
Testing Center
Writing Center

E **Culinary Arts Institute/Conference Center/ Classroom Building**
161 Newkirk Street
Classrooms
Community Education
Conference/Workshop Rooms

F **870 Bergen Avenue**
Business & Science
Classrooms
Computer Labs
Health Related Programs
LPN Lab

G **81-87 Sip Avenue**
Classrooms
Faculty Lounge

I **119 Newkirk Street**
Classrooms
Humanities & Social Sciences

N **North Hudson Center**
6515 Polk Street, West New York
Classrooms
English as a Second Language/Bilingual Program
Faculty Lounge
Library
Student Services Center
Tutorial Services
Writing Center (N 202)

X **26 Journal Square**
Administrative Offices
Bookstore

DIRECTIONS TO THE JOURNAL SQUARE (MAIN) CAMPUS:

by car to Journal Square
New Jersey Turnpike to Exit 15 E. At toll booths, bear right on to ramp and follow sign which says "Truck Route 1& 9 North, Jersey City". Proceed over two bridges toward the intersection of Route 440. Bear left past the second bridge, take 1&9 North, proceed to second right onto Sip Avenue. Continue on Sip Avenue up the hill to the Journal Square section of Jersey City. The administrative building is located between Bergen & Summit Avenues.

by PATH to Journal Square
Take PATH train to Journal Square Transportation Center. Historic Pathside (25 Journal Square) adjoins the PATH Transportation Center.

by bus to Journal Square
from North Hudson
NJT 82	Union City to Jersey City
NJT 83	Hackensack to Jersey City
NJT 84/86	North Bergen to Jersey City
NJT 87	Hoboken to Jersey City
NJT 88	North Bergen to Jersey City

DIRECTIONS TO NORTH HUDSON CENTER

by car from Jersey City
North on Kennedy Boulevard to 65th Street, West New York, Turn right onto 65th Street and proceed to top of the hill to 6515 Polk Street. (appox. 2 blocks)

From Northern Hudson County
South on Kennedy Boulevard to 65th Street, West New York. Follow the above directions, but turn left onto 65th Street.

by bus
Kennedy Boulevard buses. Exit the bus at the 65th Street bus stop. Walk east 65th Street, up hill approximately 2 blocks to 6515 Polk Street. HCCC is at the top of the hill.

a world of possibilities

a world of possibilities

HUDSON COUNTY COMMUNITY COLLEGE
Disability Service Request Form

Hudson County Community College is committed to provide support to students with disabilities through its Disability Support Services. To take advantage of these services as a new student, fill in the form below and submit it to the Center for Academic and Student Success. The Counselor/Coordinator of Disability Support Services will schedule an appointment with you to review your documentation and set up accommodations, if necessary, for taking the College Placement Test and for the coming semester. NOTE: An Individualized Education Plan (IEP) is not sufficient documentation.

Disclosure is voluntary, but must be made if these services are to be arranged and done in a timely manner. This information is confidential.

For further information, call the Office of Advisement and Counseling at (201) 360-4150 or TTY at 201/360-4028. Please indicate the type of disability you have and return this form to:

ATTENTION : Disability Support Services
Center for Academic and Student Success
Hudson County Community College
70 Sip Ave, 2nd floor
Jersey City, NJ 07306

Check all that apply:

- ☐ Learning disability
- ☐ Visual Impairment or Blindness
- ☐ Hard of Hearing
- ☐ Wheelchair Mobile
- ☐ Speech Impairment
- ☐ Use of braces or crutches

- ☐ Deafness
- ☐ Seizures (Epilepsy)
- ☐ Neurological Impairments (polio, cerebral palsy, stroke, etc.)
- ☐ Cardiac Condition
- ☐ Other (describe)

Name _____

Address _____

City_____ State _____ Zip _____

Telephone _____ TTY _____

Email Address _____

Social Security Number/Student ID # _____

HUDSON COUNTY COMMUNITY COLLEGE

THE CENTER FOR ACADEMIC AND STUDENT SUCCESS
DISABILITY SUPPORT SERVICES

Steps to enroll at Hudson County Community College as a student with a disability receiving accommodations:

1- Apply for financial aid.

2- Submit your applications to Enrollment Services.

3- Mail the Disability Service Request Form to the Center for Academic and Student Success in a timely manner.

4- Arrange to provide a copy of your disability documentation to the Counselor/Coordinator of the Disability Support Services. NOTE: An Individualized Education Plan (IEP) is not sufficient documentation.

5- Meet with Counselor/Coordinator of Disability Support Services to review your disability documentation and to make arrangements for taking the College Placement Test. Call for an appointment (201) 360-4150

6- Schedule a follow-up appointment with the Counselor/Coordinator for academic advisement and to arrange accomodations for the semester.

BUSINESS REPLY MAIL
First Class Permit No. 339, Jersey City, NJ 07306

The Center for Academic and Student Success
HUDSON COUNTY COMMUNITY COLLEGE
70 Sip Avenue, 2nd Floor
Jersey City, New Jersey 07306