HUDSON COUNTY

COMMUNITY COLLEGE

2016-18
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, 81 Sip Avenue, Mezzanine Level, 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.

For an online version please go to www.hccc.edu/adcatalog.

The Hudson County Community College Catalog is an information and reference guide on College policies, facilities, degree and certificate programs, course offerings, services and personnel. Information in this catalog is subject to change as a result of new or revised curricula, laws, policies or regulations. Since the statements contained in the catalog are for informational purposes only, it should not be considered the basis of a contract between the College and the student. Though the College Catalog is produced as a reference guide, each student is responsible for keeping apprised of current requirements for graduation for a particular degree or certificate program.

Message from the President

Welcome to Hudson County Community College!

In going through this catalog, you will see why Hudson County Community College has become a college of first choice.

First and foremost, we know that attaining a college education can be expensive. We also know that in today's world – and tomorrow's – a college education will not only prepare you for a great career (not just a job!), it will provide the ability to earn twice as much as someone with just a high school diploma.

At HCCC, we do all we can to help you graduate debt-free. Our tuition is a fraction of what you'd pay at a four-year school. Thanks to our counselors, 83% of HCCC students receive scholarships and/or financial aid; some participate in our robust work-study program.

We offer studies for 53 degree and 13 certificate programs, including our prestigious Culinary Arts/Hospitality Management (ranked sixth in the USA!), Nursing/Health Sciences, STEM and Criminal Justice studies. Our dual-admission and articulation agreements with more than a dozen top-ranked colleges and universities (such as Saint Peter's, Rutgers, Kean and New Jersey City Universities as well as NJIT) make transferring simple and smooth. More importantly, HCCC faculty and staff are dedicated to ensuring your academic success with smaller class sizes and nationally acclaimed counseling, tutoring and career development services.

At HCCC, you can study at two campuses that are easily reached by public transportation. Our award-winning buildings and classrooms are among the most modern, technologically up-to-date, comfortable and safe anywhere. Plus, clubs, community events and free HCCC cultural events provide opportunities to enjoy a full college life.

We invite you to visit our Journal Square and North Hudson Campuses and become better acquainted with Hudson County Community College soon, and we hope to see you here as a student.

Dr. Glen Gabert
President

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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70 Sip Avenue, Jersey City, NJ 07306**

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About
Hudson County Community College

Hudson County Community College (HCCC) is a vibrant, comprehensive, urban college committed to offering high-quality programs that are affordable, accessible and community-centered. It is the largest institution of higher education in Hudson County, one of the most historic, densely populated and ethnically diverse areas of the United States. Courses are available at two state-of-the-art campuses – the Journal Square Campus in Jersey City, and North Hudson Campus in Union City; both are located in close proximity to public transportation hubs.

In 1974, the New Jersey Board of Higher Education approved the establishment of a community college commission in Hudson County. HCCC began as a "contract" college. As one of only two such colleges in the United States, and the sole contract college in New Jersey, the newly formed college offered programs that reflected the nature of the job market. Hudson County Community College received its official name in 1981.

In the mid-1990's, HCCC formulated, and began implementing, strategic plans for its academic and physical growth that were based upon the community's needs. The administration and Board of Trustees worked to ensure that all of the people of Hudson County have access to an affordable education that provides them with the knowledge and skills needed in today's global society.

Within the past several years, HCCC has brought about unprecedented growth in its course offerings, created a central counseling program, reorganized student activities and government programs, established an art gallery and year-round cultural events program, and expanded the number and quality of its facilities. In addition to day and evening classes, the College now provides for on-campus studies seven days a week and online courses 24/7. Enrollment has risen from 4,129 students in 1996 to more than 9,000 in Fall 2015, and the Class of 2016 numbered 1,150 strong – the largest graduating class in the College's history.

The College offers 66 degree and certificate programs, including its signature programs in Culinary Arts and Hospitality Management, Nursing, Health Sciences, Science, Technology, Engineering, and Math (STEM) and the nationally acclaimed English as a Second Language (ESL) studies. HCCC has dual-admission and/or articulation agreements with more than a dozen four-year colleges and universities, including Saint Peter's, Rutgers, Kean and New Jersey City Universities as well as NJIT.

Hudson County Community College is fully accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Other accreditations include: The Nursing Program is sanctioned by the New Jersey Board of Nursing and ACEN -the Accreditation Commission for Education in Nursing, Inc. has granted the Program candidacy status. The College's award-winning and nationally recognized Culinary Arts Institute (CAI) curriculum is one of only two programs in the New York region to be accredited by the American Culinary Federation Accrediting Commission.

The College's Community Education Division works in conjunction with the CAI, and in partnership with a number of local community-based groups, providing non-credit and certificate classes and courses, job readiness, life skills and personal enrichment instruction.

The HCCC Center for Business & Industry (CBI) is dedicated to helping provide the Hudson County community with the skilled and educated workforce that will allow the area to prosper. CBI develops and delivers educational classes and programs to fulfill the learning needs of businesses, nonprofit and governmental organizations and individuals.

In addition to the College offering one of the most extensive programs of financial aid, the nonprofit Hudson County Community College Foundation provides scholarships for students, and has awarded over $2 million in scholarships to more than 1,000 students since its founding in 1997. The HCCC Foundation supports faculty development and the College's physical expansion. The Foundation is also the force behind the College's Permanent Art Collection, which includes 800 works in media from painting and sculpture.

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

The mission of Hudson County Community College is to provide high quality educational opportunities that promote student success and are accessible, comprehensive, and learning centered.

VISION STATEMENT:

We continually aspire to make Hudson County Community College such an excellent and innovative urban college that it can be a first-choice option for the students and communities it serves.

VALUES STATEMENT:

To fulfill the mission and vision of Hudson County Community College, we commit ourselves to these values:

• student success;
• academic excellence and learning support services;
• integrity, ethical behavior, and respect for others;
• celebration of our commonalities and respect for our differences;
• championship of innovation;
• inquiry and data-informed decision making;
• high quality and affordable educational opportunities; and
• responsible stewardship of the resources entrusted to us.

STRATEGIC PLANNING

Hudson County Community College is committed to fulfilling the educational needs of the residents and businesses of our community. To attain this goal, the College formulates and implements a detailed strategic plan every five years. The most recent, entitled "Strategic Plan 2016-2021: An Institution of First Choice", was recently approved by the Hudson County Board of Trustees. The plan may be viewed at http://www.hccc.edu/strategic-plan/

The strategic planning process provided an opportunity to engage our entire community in helping shape the vision and direction of the College over the next five years. The Steering Committee - composed of faculty, staff and administrators – reviewed environmental scan data and conducted a series of town hall meetings among the members of the College community, which included faculty, staff, administrators and students. Small group discussions focused on college operations, the future direction of the College, and how best to implement our vision of becoming an institution of first choice for students.

The College Board of Trustees was surveyed seeking their opinion on the most important priorities facing the College; the Hudson County Community College Foundation Board, representing many external constituencies, was asked about how the College can better serve the needs of our community, promote greater opportunities for community involvement in our academic, cultural, and artistic initiatives, address issues of workforce development and training, and contribute to the needs of the local economy.

Both the Strategic Planning Steering Committee and President's Cabinet engaged in SWOT analysis, identifying internal Strengths and Weaknesses, as well as external Opportunities and Threats.

The data from those surveys and focus groups were analyzed by the steering committee who developed a series of or priority items, which were shared with the executive leadership of the College. Informed by the data gathered through the focus groups, town hall meetings, surveys, and the work of the steering committee, seven goals and their strategies were developed across these priority areas:

• Learning Effectiveness and Student Success
• Organizational Development and Accountability
• Community Engagement

Some of the elements considered in developing the strategic plan include:

• How to reach and serve more constituencies within Hudson County;

• The development of a comprehensive academic plan that sets priorities for the next stage of the College's development;

• Ensuring the operational and financial infrastructure to accommodate the College's future growth is in position; and

• Initiating and strengthening partnerships with community, educational, and business leaders throughout the area.

In December 2015, the steering committee provided a draft of the Strategic Plan to the President's Cabinet for review, and made the draft available for public review on the College's website. After incorporating additional feedback from various stakeholders, the plan was presented to the HCCC Board of Trustees for approval on January 19, 2016. The Strategic Plan will help guide the College from fiscal years 2016 to 2021.

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, (267) 284-5000. 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 Nursing Program is currently offered at the Journal Square Campus and is sanctioned by the New Jersey Board of Nursing and has candidacy status by the Accrediting Commission on Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326. This program is in transition to a solely HCCC program. The inaugural 2016 class of HCCC Nursing has been approved by the New Jersey Board of Nursing.

The Occupational Therapy Assistant (OTA) Program is a collaborative program between Hudson County Community College and Rutgers, The State University of New Jersey, and is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200 Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org

The Paramedic Science (EMT) program is offered in conjunction with the Jersey City Medical Center and is accredited by the Commission on Accreditation of Allied Health Education Programs (25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 (727)-210-2350, www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and approved by the New Jersey Radiologic Technology Board of Examiners.

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 Culinary Federation Educational Institute

American Educational Research Association

American Library Association

American Society for Engineering Education

American Sociological Association

Association for Childhood Education International

Association of College and University Auditors

Association of Community College Trustees

Association for Gerontology in Higher Education

Association for Institutional Research

College and University Professional Association for Human Resources

College Students Educators International

Council for the Advancement of Standards in Higher Education

Council on Hotel, Restaurant, and Institutional Education

County College Association of Institutional Research and Planning

Council for Opportunity in Education

Hudson County Chamber of Commerce

National Association College Admission Counselors

National Association of College & University Business Officers

National Association of Community College Teacher Education Programs

National Association of Early Childhood Teacher Education

National Council for Marketing and Public Relations

National Council for Research and Planning

National Council for Resource Development

National Tutoring Association

New Jersey Association of Institutional Research

New Jersey Association of Student Financial Aid Administrators

New Jersey Association of Veterans Programs

New Jersey Association for College Admission Counseling

New Jersey Community Colleges Academic Officers Association

New Jersey Community Colleges Business Officers Association

New Jersey Library Association

New Jersey Teaching of English to Speakers of Other Languages/New Jersey Bilingual Education (NJTESOL/NJBE)

New Jersey Virtual Community College Consortium

Public Relations Society of America

Student Affairs Administrators in Higher Education (NASPA)

Teaching English to Speakers of Other Languages (TESOL)

What Does
Hudson County Community College Offer?

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

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. According to the Comprehensive State-Wide Transfer Agreement approved by the New Jersey Presidents' Council (NJTransfer.org), an A.A. or A.S. degree from a New Jersey community college will be fully transferable as the first two years of a baccalaureate degree program at New Jersey public four-year institutions. Additionally, students transferring with an A.A. or A.S. degree will be considered to have completed all lower division General Education requirements. For Associate in Fine Arts (A.F.A.) and transfer programs, 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 a counselor in the Transfer Services Center.

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 and/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. An A.S. program prepares students for transfer to senior institutions or training in entry-level positions.

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

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

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

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

Academic Certificate

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

Proficiency Certificate/ Certificate of Achievement

The Proficiency certificate or Certificate of Achievement (required 10-15 credits) is a short-term program intended to enhance employment opportunities through a carefully structured course sequence in a specialized field.

For additional details go to www.hccc.edu/programs

BUSINESS, CULINARY ARTS & HOSPITALITY MANAGEMENT
PHONE: (201) 360-4631

Associate in Science (A.A.) Program

Liberal Arts – Business

Associate in Science (A.S.) Programs

Accounting
Business Administration

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

Accounting
Culinary Arts
Culinary Arts – Baking & Pastry Option
Hospitality Management (HMT)
HMT – Entrepreneurship Option
HMT – Hotel Restaurant Management Option
HMT – Travel and Tourism Option
Management
Management – Funeral Services Option

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 DIVISION
PHONE: (201) 360-4650

Associate in Arts (A.A.) Programs

Liberal Arts - General
Liberal Arts -
American Studies (suspended recruitment)
English
Latino Studies (suspended recruitment)
Theatre Arts
Women's Studies (suspended recruitment)

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

Studio Arts
Computer Arts

Certificate Programs

Digital Art & Design

Proficiency Certificate

Digital Art & Design

NURSING AND HEALTH SCIENCES DIVISION

PHONE: (201) 360-4267

Associate in Science (A.S.) Programs

Nursing
Health Services
Occupational Therapy Assistant (Joint program with
Rutgers University)
Radiography

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

Health Science
Medical Assisting
Paramedic Science

Certificate Programs

Medical Transcription
Medical Coding
Paramedic Science (partnership with Jersey City
Medical Center)
Practical Nursing

Certificate of Achievement

Emergency Medical Technician

SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM) DIVISION

PHONE: (201) 360-4265

Associate in Science (A.S.) Programs

Computer Science
Engineering Science
Environmental Studies
Geographical Information Science
Science & Mathematics - General
Science & Mathematics –
    Biology
    Biotechnology
    Chemistry
    Mathematics
    Physics

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

Computer Technology
Electronics Engineering Technology
Technical Studies

SOCIAL SCIENCES DIVISION

PHONE: (201) 360-4650

Associate in Arts (A.A.) Programs

Liberal Arts -
    Criminal Justice (suspended recruitment)
    Early Childhood Education
    Elementary and Secondary Education
    History
    Infant/Toddler Education
    Human Services (suspended recruitment)
    Psychology
    Special Education
    Sociology

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

Criminal Justice (suspended recruitment)
Early Childhood Education

Associate in Science (A.S.) Programs

Criminal Justice
Human Services – Pre-Social Work

Certificate Program

Criminal Justice

Professional Development Certificate Programs

Child Development Associate (CDA)
in Infant/Toddler and Preschool

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 to Thursday from 9 a.m. to 6 p.m.; Friday from 9 a.m. to 5 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, marital 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 Student Loan, and PLUS Programs. To be eligible to receive aid, students must demonstrate the ability to benefit from the programs offered at the College by either having a high school diploma or GED. 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 web site: 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.

For more information, go to www.hccc.edu/FinancialAid.

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.

For more information, go to www.hccc.edu/refund

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 $590.00 to $5,815.00 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 STUDENT LOAN
(Subsidized and Unsubsidized)

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

Loan amounts are $3,500.00 for first-year undergraduate students and $4,500.00 for second-year undergraduate students, depending upon financial need. The current interest rate is 3.76% and will be paid by the federal government until six months after graduation, withdrawal from school, or a drop in credit load below six credit hours, at which time the student must begin to repay the loan with interest.

Unsubsidized Federal Direct Loan is available and students are responsible for payment of interest while in school and during grace periods. The interest rate is variable.

Subsidized and Unsubsidized loans are available through the Federal Direct loans program. 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 the Federal Direct loan program. The parent may apply for the total cost of attendance minus any financial aid received. Repayment begins within 60 days of disbursement.

TUITION AID GRANT (TAG)

Students are eligible if they are enrolled as undergraduates in a program that leads to a degree or certificate at HCCC and are enrolled for at least half-time. Applicants must demonstrate need for student aid and must have lived in New Jersey for 12 consecutive months prior to September 15 for fall awards or 12 consecutive months prior to February 15 for spring only awards before receiving the grant. Students must be citizens or eligible non-citizens of the U.S. All applicants must submit a FAFSA to determine eligibility by the specified deadlines. For additional requirements, please visit www.hesaa.org. The amount of the grant differs in value based on the students' needs, the tuition cost, and the funds available for distribution to students. For the current academic year, grants range in value from $576 to $2,632 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)

*** Students in Remedial/Developmental or Bilingual (ESL) Curriculum are advised to contact the financial aid office to determine if they are eligible for additional payment.**

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.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

In order to receive federal, state, or institutional financial aid, students must demonstrate satisfactory academic progress toward the attainment of a degree. At HCCC, the financial aid satisfactory academic progress is determined annually. Financial aid SAP status will be monitored after the conclusion of the Spring term or Summer terms (if the student attends) and include enrollment history for all terms.

These standards have been developed in accordance with regulations that govern financial aid programs. There are three distinct dimensions to the satisfactory academic progress standards: complete the degree requirements within an established timeframe, maintaining the minimum required Financial Aid grade point average (GPA), and attaining a completion rate. The financial aid Satisfactory Academic Progress policy is separate from the College's Academic Policies and Procedures.

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

1. Qualitative Measure (Financial Aid GPA). You must maintain a Minimum Cumulative Financial Aid GPA of 2.0 to maintain financial aid assistance eligibility. Transfer, ESL, and Remedial credits will be included in the Financial Aid GPA calculation.

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

For the purposes of determining financial aid Satisfactory Academic Progress, a financial aid GPA will be calculated---- Transfer, ESL, and Remedial credit hours must be included in the financial aid GPA calculation.

2. Quantitative Measure (Pace). Students must successfully complete 67% of hours attempted to maintain financial assistance eligibility. Grades of F, W, I, R, and TR will be counted as credits attempted.

All students who have attempted 15 or more credits, including those enrolled in Academic Foundation courses and English as a Second Language courses, must successfully complete 67% of those credits

3. Maximum Time Frame Students must successfully complete their coursework within 150% of the credit hours needed for their current degree to maintain financial assistance eligibility.

For example, if a student's degree requires 66 credits, they must complete their program within 99 credits. Once a student has attempted more than 99 credits, they are no longer eligible for financial aid.

REMEDIAL CREDIT LIMITATION

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

REPEATED COURSEWORK

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

MAXIMUM NUMBER OF SEMESTERS OF PELL GRANT AWARDS

Starting July 1, 2012, student may receive a maximum of 12 full-time semesters of Pell Grant awards, and it will retroactively impact students who currently receive Pell and have exceeded 12 semesters. For students who are less-than full-time, the cap is applied proportionally to their enrollment.

SAP APPEAL PROCEDURE

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

FINANCIAL AID PROBATION

If the appeal is approved, the student will be placed on Financial Aid Probation. A student on Financial Aid Probation may only receive Title IV funds for ONE payment period. A student on Financial Aid Probation may not receive Title IV funds for the subsequent payment period UNLESS:

Student is now making SAP or Student met requirements specified in the academic plan.

Student must meet with an academic counselor to complete an academic plan. The academic plan will be for the time period required for the student to achieve academic progress.

Satisfactory Academic Progress will be reviewed each semester for students on Financial Aid Probation.

If a student on Financial Aid Probation is determined to be making Satisfactory Academic Progress, they will no longer be on Financial Aid Probation.

If a student on Financial Aid Probation is not making Satisfactory Academic Progress at the conclusion of a semester but has met the terms of their plan, they will continue on Financial Aid Probation.

If a student on Financial Aid Probation is not making Satisfactory Academic Progress at the conclusion of a semester and has not met the terms of their plan, they will not be eligible for financial aid until they are making Satisfactory Academic Progress.

Student are allowed to appeal their unsatisfactory academic progress standard twice. For the second SAP appeal, student may not make subsequent appeals for the same reason as the previous appeal.

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.

Mandy Otero, Chair

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Richard Mackiewicz, Jr., Treasurer
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The College gratefully acknowledges our scholarship sponsors.

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Rotary Club Scholarship Daybreak - Memory of Buddy Valastro
Scott Ring
Silverman Family Scholarship
Southpole Foundation
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United Way of Hudson County
Verizon

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, and approved home schooled programs 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 daytime, evening, weekend and online 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.

For more information, go to www.hccc.edu/AdmissionsFinancialAid

ADMISSION

Application Procedure

Applicants may apply online at www.hccc.edu/mystart or may obtain an Admission Application from the Office of Enrollment Services. The appropriate, non-refundable application fee, payable to Hudson County Community College, must accompany a completed application.

High school students may be admitted by submitting the LEAP 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@hcc.edu
OR
North Hudson Campus
4800 Kennedy Blvd.
Union City, NJ 07087
(201) 360-4627

Application Information

In addition to submitting the complete application form, 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

For more information, go to www.hccc.edu/mystart

3. 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.

4. 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 meet the "Ability to Benefit" requirements (test scores) 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."

Health Professions Programs

Application to the College and application to selected health profession programs (e.g., Nursing, Occupational Therapy Assistant, Radiography, 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

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

Enrollment Services includes International Student Services (ISS), and provides guidance and assistance to F-1 international students. Students who need a Form I-20 must complete an Admission Application as well as an International Student Application. International students are considered nonresidents in regard to tuition payments. International students must maintain full-time status during the fall and spring semesters. Summer sessions are optional. International students must maintain satisfactory academic progress as stated in the Satisfactory Standards section of the College Catalog.

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

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

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

International Student Application Deadlines:

Fall Semester   July 1
Spring Semester   November 1

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

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 should obtain advance written approval from the appropriate academic office of the home institution. Students take full responsibility in ensuring that their home institution will accept credits attained at HCCC. Students must make certain they have met the proper prerequisites or co-requisites at their home institution before enrolling at HCCC. An official transcript may be requested as proof of pre- or co-requisite satisfaction. Visiting students should submit an Admission Application and pay any associated fees by the respective registration deadlines. Visiting students are not eligible for financial aid and are non-matriculated.

For more information, go to www.hccc.edu/visitingstudents

Veterans

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

Details on all service-member related services provided at HCCC may be found on the College's website: www.hccc.edu/veterans or email veterans@hccc.edu.

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 for the Fall and Spring semesters 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 on an individual basis, or in conjunction with special dual-credit programs such as high school partnership - Project LEAP (Learning Enables All Possibilities) and School-to-Career Initiatives. The 11 credit maximum does not apply to dual-credit programs and visiting students. Visiting students who wish to take courses at HCCC must obtain a permission document from their home institution and are not limited to 11 credit maximum.

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 for the fall and spring semesters.

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 Academic Program Director to determine procedures for applying for waiver of course requirements. Upon acceptance to HCCC, students may be awarded up to 30 credits toward a degree and 15 credits toward a certificate for their prior educational experience in several ways: Transfer Credit, CLEP, Advanced Placement, NYU Foreign Language Proficiency Tests, Work/Life Portfolio Assessment, Military Courses, and Credit by Examination. 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. The College does not guarantee the transferability to other institutions of credit earned in these ways.

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, of which at least 12 credits must be in his/her area of specialization at HCCC. 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 10 years prior to the first semester will be accepted if the student passes a proficiency test in writing and/or mathematics.

For other specified courses, age limits (of five or 10 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 Academic Program Director to determine currency of knowledge. The list of age-restricted courses and requirements for granting credits is available in the Center for Academic and Student Success (CASS), Office of Enrollment Services, the Registrar's Office, and the Office of the Division Dean or Academic 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.
For more information, go to www.hccc.edu/transfer

Students retain responsibility associated with registration and credits they are seeking to transfer. Evaluations should occur no later than July for fall enrollment and November for spring.

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 instruction 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 certificate programs, 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 an 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 certificate programs, students must complete all specialization courses at HCCC.

For more information, go to www.hccc.edu/transfer

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 Academic Program Director. It is essential that the course description from the current catalog of the outside institution be forwarded along with the Concurrent Enrollment Approval Form.

Once approved, one copy of the form is forwarded to the Registrar, one is retained by the Division Dean or Academic Program Director, and the third and final copy is given to the student, who will present

it to the outside institution. Upon completion of the course, the student must arrange to have an official transcript sent from the outside institution to the 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.

Visiting & Transfer Student Requirements

Students enrolled elsewhere who wish to attend HCCC should present a letter of permission from their college in order to register. The letter of permission must state the course(s) and course level they are permitting the visiting student to take.

Transfer students admitted to HCCC must present transcripts from all prior institutions before being approved for registration.

A student who falsifies or conceals previous academic records will be subject to disciplinary action.

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, if outside Hudson County. Student copies of transcripts and grade reports are not official, and credit will not be awarded until the official transcript has been received.

Reverse Transfer Articulation Agreement – New Jersey City University (NJCU)

The Reverse Transfer Articulation agreement assists students who earned at least 30 credits that apply towards an associate degree while enrolled at HCCC, but did not complete sufficient credits to earn their associate degree. These students then pursued their education at NJCU. This agreement is designed to allow these students to transfer their credits earned at NJCU to HCCC, through an articulation agreement, and provide them an opportunity to complete their associate degree at HCCC.

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 should seek advisement from the Center for Academic and Student Success (CASS), or their Division Dean or Academic 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. 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 2 Enos Place. For more information, go to www.hccc.edu/testing

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 (CASS), or the Testing Center.

High School Initiatives

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

These collaborative projects can include, but are not limited to, no-penalty placement testing for current high school students; use of the College Placement Test (CPT) as a tool in providing an early measure of preparedness for college; alignment of high school and college curricula; and dual enrollment/credit program for current high school students.

Project LEAP (Learning Enables All Possibilities)

HCCC is actively involved in the movement to enhance coordination between secondary and post-secondary education.

One of the College's most noted dual enrollment programs is Project LEAP (Learning Enables All Possibilities). Project LEAP permits high school students earn credits towards a degree by enrolling in a maximum of 15 HCCC credits per academic year. The courses may be offered during the school day at the high school 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.

For more information, go to www.hccc.edu/leap email LEAP@hccc.edu or phone (201)360-5330

Tech-Prep and School-to-College/ Careers Programs

Students who have successfully completed high school courses that have been aligned with College courses may qualify for transfer credits. Eligible high school courses are those that are aligned and included in a formal articulation agreement between the school district and the College. Copies of these agreements are on file in the Division offices and the 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.
For more information, go to www.hccc.edu/hsadmissions

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. Contact the Division Dean or Academic Program Director for a listing of applicable courses.

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 Academic 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

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

Credit for Courses Completed at Non-Collegiate or Proprietary Institutions

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

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

2. Students seeking credits to be used toward a state licensed program 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 an HCCC Division Dean. The College does not grant credit from non-approved proprietary schools.

Work Portfolio Credit

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

Students who receive transfer credits or other course waivers may not use Work Credit for any part of the 15-credit HCCC residential requirements for an Academic Certificate or 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

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

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

1. The right to inspect and review the student's education records within 45 days after the day Hudson County Community College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the Registrar for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hudson County Community College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Transcripts

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

Students should allow up to 10 business days for processing an official transcript requests.

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, also known as The Buckley Amendment.

Detailed information can be found at www.hccc.edu/registrar

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 add/drop period indicated on the registration schedule. The add/drop 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. 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. 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 forms are available at www.hccc.edu/forms.

Withdrawal from Health Professions Courses

Students may not withdraw from Nursing (NSG) or practical nursing (PNU) or Radiography (RAD) courses without written permission from the Division Dean. 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/Academic 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 stopped attending HCCC 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 admission and pay the appropriate non-refundable 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 Academic 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 may be suspended when veteran students fail to maintain the minimum standards of attendance and academic progress required of all students.

For more information, go to www.hccc.edu/veterans
Contact the VA counselor at (201) 360-4135.

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.
Form available at www.hccc.edu/forms

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 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. For details including practice test go to www.hccc.edu/testing.

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 in English 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 no more than two years before 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 above on the Critical Reading section of the Old SAT (taken before 2016) within five years of admission are exempt from the reading/writing portion of the test. Scores for the 2016 Redesigned SAT Evidence-Based Reading & Writing must be evaluated by the Testing Center.

6. Students who have achieved a score of 530 or higher on the math section of the Old SAT (taken before 2016) within five years of admission are exempt from the arithmetic/algebra portion of the test. Scores for the 2016 Redesigned SAT Math must be evaluated by the Testing Center.

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 the semester, students taking Academic Foundations English courses take a departmental writing exam (25%) of the overall grade and the reading Accuplacer exam (25%) of the overall grade as part of the students overall assessment. In addition, each student must submit a portfolio, which counts as 50% of the students' grade.

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.

Students in ESL or Academic Foundations courses must complete requisite assignments and meet attendance criteria in order to be permitted to take the test.

Academic Progress

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

Students who 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.
   For details, go to www.hccc.edu/immunization.

Status of Residency

You are a considered a Hudson County resident if you maintain a permanent home within Hudson County, 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 latest Schedule of Course Offerings (SoCO) for details or visit the Bursar's Office.

Out-of-County Chargeback 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 fee for replacing a lost or damaged card.

Graduation

Students who have earned 50 or more college credits towards their degree program requirements must file a Graduation Application. There is a non-refundable graduation fee associated with the application. A diploma will not be issued until the student has completed all degree requirements.

For more information, please visit www.hccc.edu/registrar

Graduation Fee

Graduates will be assessed a non-refundable graduation audit fee of $50.00, 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.

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.

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

Students expecting to receive financial aid to help cover the cost of tuition should consult, as soon as possible, with the Office of Student Financial Assistance 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 who have outstanding balances from a prior term be allowed to register. Students will be responsible for payment of all charges (i.e., collection agency fees, attorney fees, etc.) necessary for collection of past due accounts.

College Tuition Refund Policy is available on-line at:
https://www.hccc.edu/refund

** Refund Schedules are also available at the Bursar's Office, 70 Sip Avenue, 1st Floor.

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

Tuition:

Hudson County Resident	$135.00 per credit
Out of County	270.00 per credit
Out of State/International Student	399.00 per credit

Fees:

Registration fee	$25.00 per semester
General Service fee	25.00 per credit
Student Activity fee	4.75 per credit
Technology fee	18.00 per credit
Late Registration	25.00 per occurrence
Lab fees vary according to class***	
Lab Fees***	$22-50 per course (vary according to class)
Culinary fee	280.00 per course
Culinary Cutlery (Degree & Certificate Program)	240.00 per occurrence
Chef Uniforms (Degree & Certificate Program)	134.00 per year
Table Service Set (Degree & Certificate Program)	120.00 each

Selected programs such as Nursing, Paramedic Science, and Radiography have separate lab fees schedule. Students should contact the program coordinators for further information.

Other Fees:

Application for Admission (Non-Refundable)	$25.00 per occurrence
Application for Re-admission (Non-Refundable)	25.00 per occurrence
High School Application Fee	10.00 per occurrence
Foreign Student Processing Deposit*	250.00 deposit
Graduation Fee**	50.00 per occurrence
Deferred Payment Plan	25.00 per occurrence
Returned Check Fee	25.00 per occurrence
Transcript Fee	10.00 per occurrence
Expedited Transcript Fee	20.00 per occurrence
Culinary Insurance Fee	28.00 per year
Replacement of ID Card	5.00 per occurrence
Add/Drop Fee	15.00 per occurrence
Work/Life Portfolio Assessment Processing Fee	100.00 per occurrence

Testing Fees:

CLEP Exam Fee	$20.00 per occurrence
Re-Test Fee	5.00 per occurrence
TEAS V for Allied Health Test Fee	35.00 per occurrence
DANTES Test Fee	20.00 per occurrence
High School Graduation Test Fee	10.00 per occurrence
Test Score Export Fee	10.00 per occurrence

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

**   Graduation fee covers academic audit and diploma.

*** A listing of laboratory fees is available at the Student Accounts Office. Students are expected to pay for any College property that they may damage or lose. The fee structure and tuition charges are subject to change without prior notice.

REGISTRATION

Registration

Registration is the process of academic 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.

Specific registration dates and course schedule for each term are available through the College's web site or from the Office of Enrollment Services (**www.hccc.edu/schedule**). Students in academic foundations and ESL courses must register with an advisor. Degree program ready students are strongly encouraged to seek approval from an advisor prior to utilizing the self-registration option online. Students are encouraged to register as early as possible to ensure the best possible option for course offerings and scheduling.

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 1 for fall and summer semesters, and on or about November 1 for winter session and the spring semester. Please check the Schedule of Course Offerings (SoCO).

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.

Academic Policies and Procedure

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. In general, 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 record. Counseling and tutoring are available to assist students in academic difficulty.

GRADE REPORTS

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

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	No weight (not calculated in GPA)
P	Pass	No weight (not calculated in GPA)
R	Repeat	No weight (not calculated in GPA)
F	Fail	**0.0** (calculated in GPA)

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

E - Exit

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

P - Pass

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

R - Repeat

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

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

F- Fail

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

I - Incomplete (No Credit)

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

W - Withdraw (No Credit)

Withdrawal - Except for selected programs (e.g., 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. 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.

Note: 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. The number of "W" grades allowed on a student transcript will be limited to a total of 20 credits. No students will be able to withdraw from the same course twice. If a student is taking a class beyond the second attempt, a "W" may not be assigned.

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

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.

NP- Not Passed

Used for College Student Success (CSS) course in place of "F". Students receiving an NP grade would be required to retake CSS to meet requirements.

Academic Standing

Degree program-ready 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.

Satisfactory Standards

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

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

Students 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.

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

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

*In cases where a D requires the class to be repeated.
See note on previous page.

Early Intervention

Students who demonstrate unsatisfactory progress at midterm or do not pass a class will be contacted by the College inviting them to take advantage of various student success resources, and encouraged to seek out assistance from Tutorial Services, their professors, the Office of Disability Support Services, or the Center for Academic and Student Success.

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.

Degree program-ready students who have not completed certain required General Education courses within 45 credits may be placed on Academic Probation and their schedules restricted until required courses have been completed (see page 52)

Students on academic probation must consult with the Division Dean or Academic 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 Academic 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 each 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/Academic Program Director or Vice President for Academic Affairs or the Academic Appeals Committee. Failure to maintain this minimum level of academic performance 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.

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 Division Dean or Academic Program Director. 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 Division Dean 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 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 Academic Program 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 violations 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.

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. 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 Academic Program Director. If the grading instructor is still employed at the College, the Division Dean/ Academic 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/Academic Program Director may recommend a change of grade. Such recommendation must be submitted to the Dean of Instruction or Vice President for Academic Affairs for final action.

Step Three

Written appeal to the 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 Dean of Instruction may at his/her discretion convene a meeting of the Academic Appeals Committee. The committee shall consist of a Division Dean/Academic 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 Dean of Instruction. The 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 were dismissed from the College due to repeated failures to maintain a minimum level of performance must wait three years before returning to HCCC. These students may only return within the framework of the College's 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 be qualified for Fresh Start, students must meet the following criteria:

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

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

To request Academic Fresh Start, students must apply at the Registrar's Office. Applications for Academic Fresh Start will be granted when students have completed at least 12 credit hours. The GPA for all coursework taken during this time must be at least 2.0. If the student does not meet the criteria, the student will not be able to return to HCCC.

The following guidelines apply to College Fresh Start Policy:
• Academic Fresh Start will be granted only once.

• Academic Fresh Start does not affect or alter students' records.

• Coursework to be excluded must have been completed at least three 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.

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

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

• 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, the first unsatisfactory grade will not be used in calculating the grade point average. Any subsequent grades will be calculated in the student's grade point average. Students may not repeat a course more than once without special permission from the Division Dean/Academic Program Director.

Students who unsuccessfully attempt the same course three times will be suspended. After four unsuccessful attempts they will be subject to dismissal.

Change of Major

HCCC students who wish to change from one program (major or area of concentration) to another are expected to visit the MyHudson Liberty Link and go to "My Program Evaluation." Students will be able to review the adjustment to their program prior to filling out a "Change of Major" form. The form is available through Enrollment Services at 70 Sip Avenue.

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 student.

Specific Attendance Requirements:

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

For more information, go to
www.hccc.edu/CulinaryArtsInstitute

Examinations

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

Dean's List

Full-time degree students who have completed all Academic Foundations, ESL courses 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.

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 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 3.2 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 3.2, a B average or above in psychology courses, and have completed at least 12 semester hours of college credit.

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

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)

For more information, go to www.hccc.edu/honorsocieties

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 Academic Program Directors to determine the courses which must be completed to satisfy the requirements of the second degree. Students must also complete a Second Degree Request Form. Approval of the Vice President for Academic Affairs is required prior to official enrollment into the Second Degree Program.

Transferring to Other Institutions

HCCC graduates of AA and AS degree programs may take advantage of the "Full Faith in Credit" arrangement between New Jersey community colleges and the state's public four-year colleges, and universities which has the force of law (The Lampitt Bill, September 2007). This arrangement guarantees admission with full junior status to a public college (though not necessarily the college of first choice) for AA/AS degree graduates who meet certain criteria.

Additionally, in order to facilitate the transfer of students (including those enrolled in AAS degree programs) 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.

For more information, go to www.hccc.edu/cass

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
New Jersey City University
New Jersey City University – Health Services Program
Rutgers University - Cooperative Nursing Program
Saint Peter's University

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 University

For more information, go to www.hccc.edu/admissions

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

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 and degree options
	Homeland Security
	Joint Admission - Burgundy & Blue Program
	www.hccc.edu/bbfdu
Felician College	Nursing (Bachelor's and/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
New Jersey Institute of Technology	Engineering Science, Electronics Engineering Technology.
	Computer Technology, Science & Mathematics and Options
New Jersey City University	Nursing & Health Services
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 Rutgers University and HCCC.

Occupational Therapy Assistant
• Rutgers University – School of Health Related Programs

Cooperative Programs

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

Pre-Hospital Medicine - Jersey City Medical Center
Emergency Medical Technician (EMT)
Paramedic Science

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 service learning, field placements, or externships is determined by both the College and the outside agencies. Refer to this Catalog's section titled "Qualifications for Select Careers" for the selection processes which some agencies may follow. Within the College, candidates for field placement must obtain the approval of the appropriate Academic Program Director, coordinator or 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/field work, 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/Executive Director, or a member of the College's counseling staff.

For more information, go to www.hccc.edu/career

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 campus in Union City offers residents of North Hudson County an opportunity to take courses in their neighborhood. Satellite centers in Bayonne, Kearny, Union City, and Secaucus make classes accessible throughout 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 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 Department of Community Education makes lifelong learning possible for career enhancement, career change, personal fulfillment, or GED preparation.

INSTRUCTIONAL RESOURCES AND SERVICES

Weekend College

HCCC's Weekend College provides access to higher education for working adults, and other students who are challenged by a traditional college schedule. Weekend College makes many required and elective courses available on Saturdays and Sundays at times which allow students to take multiple requirements on those days. Students are able to take General Education requirements for Liberal Arts and other degree types as well as the major requirements of some of the most popular programs of instruction.

Center for Online Learning (COL)

Online learning provides students with the opportunity to pursue their studies when and where it is most convenient for them.

Hudson County Community College's Center for Online Learning offers an ever-growing number of online and hybrid courses. Online learning provides students with the opportunity to pursue their studies when and where it is most convenient for them.

While online courses are often more convenient, being successful requires that participating students be self-directed, capable of working independently, and approach the courses with the same dedication as for in-person classes. Students who wish to take online courses must complete all course requirements, maintain regular contact with their instructor, and interact with their classmates via the Internet.

Off-Campus Academic Centers

To serve the needs of county residents, the College has established conveniently located satellite academic centers in Bayonne, Kearny, Union City, 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 Campus

The College's North Hudson Campus, with over 92,000 square feet, houses classrooms with SMARTboards and Wi-Fi, a Bookstore, an Enrollment Center (Bursar's, Financial Assistance, Testing & Assessment, Academic Advisement, and Tutorial Services Offices), Community Education, Computer Labs, a Student Lounge/Cyber Café, Multi-Purpose Room, Art Studio, Science Labs, Film & Music Studies Room, outdoor courtyard, and more. The NHC is a "green" building, with several sustainable elements that make the building more energy efficient, better ventilated, and more comfortable. The NHC offers day and evening classes, on weekdays and weekends. The campus is adjacent to the Hudson-Bergen Light Rail Bergenline Avenue Transit Station; a bridge connects the station directly with the HCCC campus.

Computer Assisted Instruction

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

Testing & Assessment Center

The Testing & Assessment Center proctors various comprehensive examinations and assessments for the HCCC community. The College Placement Test (CPT) and the ESL Placement Test (credit and non-credit) are the two main test/assessment services offered at the Testing Center.

Students who require special testing accommodations for placement testing are encouraged to contact Disability Support Services at www.hccc.edu/cass.

Other testing services include:

- College Level Examination Program (CLEP)
- NLN Pre-Admission Exams (PAX RN/LN)
- PRAXIS
- HOBET
- Distance Education Exam Proctoring

For more information and a complete listing of testing services, visit: www.hccc.edu/testing.

Laboratories for Language Practice

English as a Second Language (ESL) students can build their English skills in fully equipped, computerized inter-media 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.

Academic Foundations
Mathematics Center

Basic Math and Basic Algebra students can develop their math and study skills by participating in a variety of learning activities offered by the Supplemental Program. The Academic Foundations Math Center is equipped with computers, iPads, and other technologies to assist students in building their math and study skills. In addition, it is staffed with trained Supplemental Instruction Leaders who provide group study and individual Supplemental Instruction (SI) sessions.

ABEGAIL DOUGLAS-JOHNSON ACADEMIC SUPPORT SERVICES

The Abegail Douglas-Johnson Academic Support Services consist of the Writing Center and Tutorial Centers (Jersey City Campus and NHC).

Writing Center
wc@hccc.edu

The Writing Center (WC) serves the College community in multiple ways: its primary focus is to provide students with a supportive environment in which to develop their abilities as proficient writers, independent learners, and reflective thinkers. The WC, which includes a computer laboratory, offers support for students in any course requiring writing assignments, including ESL, Academic Foundations, College Composition and other English, Humanities, and Social Science courses. The WC provides walk-in and workshop-based writing tutorials for all enrolled students. Furthermore, the WC strives to inspire faculty initiatives, promote faculty development by hosting Faculty Development Seminars each semester, and support Writing Across the Curriculum (WAC). All of the aforementioned services are offered free to faculty and currently enrolled students. Students and Faculty are encouraged to contact the Writing Center for additional information.

Tutorial Centers
Jersey City Campus Location:
71 Sip Avenue, Lower Level

North Hudson Campus Location:
4800 Kennedy Boulevard (N 511)

Tutoring for individuals and small groups is available at the Tutorial Centers. Trained tutors provide assistance in all subject areas for both walk-in and regularly scheduled students at the various College sites.

The Tutorial Centers offer 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 Tutorial Centers in response to student needs.

In order to prepare students for their respective exit exams and final exams, the Abegail Douglas-Johnson Academic Support Services Department offers workshops for ESL IV and V, Basic Reading/Basic Writing, Basic Mathematics, and Basic Algebra, and some college level courses during the Fall and the Spring semesters. In addition, the department offers Summer Enrichment Programs for all levels of ESL, Basic Reading/Basic Writing, Basic Mathematics, and Basic Algebra. Furthermore, various conversation sessions are offered for the College's non-English speaking students. All of the aforementioned services are offered free to currently enrolled students. Students and faculty are encouraged to contact the department for information regarding our services.

College Libraries

The libraries at Journal Square and North Hudson Campuses address the research and curricular needs of students, staff, and faculty. The Library website, www.hccclibrary.net, is a guide to our resources and services. Books and DVDs may be borrowed, and online resources can be accessed from home. Group study rooms are available for student use. Textbooks for courses are on reserve and available to students in both libraries. Librarians instruct classes and provide individualized research help. Computers, scanners, iPads, and printers are available for student use. A current HCCC ID card is required to borrow all library materials. The Library hosts many arts and crafts events in our Makerspace, and the new Library at Journal Square is also home to the Liberty Café.

Visit the Library at www.hccclibrary.net to learn more.

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 Development
Disability Support Services
Educational Opportunity Fund (EOF)
Faculty Advisement Program
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
70 Sip Avenue
Jersey City, NJ
(201) 360-4150

North Hudson Campus
4800 Kennedy Blvd.
Union City, NJ
(201) 360-4600

See www.hccc.edu/cass for more information.

Office of Career Development

The Career & 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 Development is located in the Center for Academic Success, 2 Enos Place, Lower Level.

To make an appointment to speak to a career counselor, please call (201) 360-4184.

For more information, go to www.hccc.edu/career

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 an Individualized Education Plan (IEP) is not sufficient as documentation.

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

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 Building A (70 Sip Avenue, 2nd Floor). To schedule an appointment with the Counselor/Coordinator of Disability Support Services, please call (201) 360-4157 **- TTY (201) 360-4028 or email dss@hccc.edu.**

For more information, go to www.hccc.edu/dss

Educational Opportunity Fund (EOF)

For over 40 years, the Educational Opportunity Fund (EOF) Program has provided access to higher education for NJ students from educationally and economically disadvantaged backgrounds. EOF provides support services to assist students in developing the skills needed to successfully navigate and master the transition into college. Students are assigned a personal advisor who will assist them in reaching their academic, career, and personal goals from enrollment through graduation. Support services are inclusive of academic advisement, transfer and career advisement, tutorial services, supplemental instruction, and enrichment workshops. Eligible EOF students also receive an additional financial aid grant ranging from $100-$525 per semester. During the summer, EOF offers an intensive summer program which provides developmental courses and support services for initial participants.

To be eligible for consideration, an applicant must:
- Be enrolled full-time (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 defined by the New Jersey Office of the Secretary of Higher Education/Educational Opportunity Fund; and

- Provide income documentation for verification purposes.

The EOF Office is located at 2 Enos Place, Lower Level.

For additional information regarding the program, go to www.hccc.edu/eof. To contact EOF directly, 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 Activities

The Office of Student Activities seeks to educate the "whole person" through co-curricular activities that complement a student's academic experience. The office oversees all of the clubs and organizations that offer events on campus, and operates the Student Lounge. In addition, Student Activities offers several exciting events each semester that allow students to interact, unwind, and take advantage of the NYC/metropolitan area.

The department also coordinates discounted tickets to cultural and sporting events. To keep abreast of all of the upcoming events, check out the OSA weekly newsletter which is sent to student email, Student Activities' bulletin boards, or the Student Activities schedule found at various locations around the College.

The Office of Student Activities is located at 25 Journal Square, Room 104 or North Hudson Campus, Room 204

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. 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 and further information on each club:

Accounting Club
AESNJ - EOF Alliance
Biology
Business Club
Chess Club
Christian Club
Culinary Arts Club
Environmental Club
Gaming Central
Gay Straight Alliance
Honors Student Council
Hospitality Management
Human Services Club
Model United Nations
Music Club
Muslim Student Society
Psychology Club
Science and Engineering Club
Society of Light
Student Government Association

Teacher Education Club
Theater Arts Club

Honor Societies
Chi Alpha Epsilon
National Society for Leadership and Success
Phi Theta Kappa
Psi Beta
Sigma Kappa Delta

Publications
Reflections (Yearbook)
Crossroads (Literary Magazine)
The Orator (Newspaper)

All of these clubs/organizations are student run and provide activities for the College community. Updated information regarding active clubs during the year can be found via MyHudson portal.

Student Handbook/Planner

The Student Handbook is distributed by the Office of Student Activities 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.
For more information, go to www.hccc.edu/handbook.

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 Office of Student Activities at (201) 360-4195.

Crossroads, Literary Magazine
Crossroads offers 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 Office of Student Activities at (201) 360-4195.

The Orator, Student Newspaper
The Orator is a student-operated newspaper that seeks to inform students, faculty, and staff about the happenings of the College. Students may become involved with the various aspects of reporting, editing and drafting news stories and a published newspaper. All interested students are encouraged to participate by contacting the Office of Student Activities at (201) 360-4195.

HUDSON COUNTY COMMUNITY COLLEGE

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 to 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. 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 Assistant Dean of Students. 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 Assistant Dean of Students.

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 (e.g., 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 Assistant Dean of Students at (201) 360-4199 or visit the office at 25 Journal Square, Room 104.

For more information, go to www.hccc.edu/activities.

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 non-judgmental 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, First floor, from 6:30 a.m. to 11:00 p.m. weekdays and from 7:00 a.m. to 7:00 p.m. 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 $15.00 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.

COMMUNITY EDUCATION

HCCC provides residents of Hudson County with personal enrichment and professional development opportunities through Non-Credit programs in collaboration with academic divisions, and in partnership with local organizations.

Non-credit offerings may take place during daytime hours, in the evenings or on weekends. Programs run throughout the year. Participants may take advantage of multi-session courses, certificate classes, and training programs in person or online.

Non-Credit Course Offerings are listed in the following areas:

Personal Enrichment

Culinary Arts Courses, Creative Arts, Wellness, and Languages

English as a Second Language

Speak American English and Grammar, Reading and Writing.

Life-Long Learning

Ideal for seniors, courses are open to participants of all ages, but delivered at a leisurely pace, during daytime hours.

Professional Development

Designed for those seeking to enhance or update career skills; offerings include courses such as New Pathways for Teaching (an alternate route to teaching certification), Certified Nursing Assistant, and other health career programs, Certificates in Microsoft Office, Adobe Creative Suite, Bookkeeping and more.

Business & Entrepreneurship

Office Management, QuickBooks, Social Media Marketing, Job Search, and more.

Computer Technology

Various software applications including Microsoft Office, Adobe Creative Suite, as well as, Computers for Beginners.

Family Youth on Campus

Summer programs include career exploration programs like culinary arts, Nursing and Health Sciences careers, creative arts, or computers instruction.

Test Prep

Prepare for TOEFL, or the GED, or the Pre-NLN. Other test prep opportunities, e.g., various computer software certifications are also available.

Online Courses

Go to this link for more information: www.hccc.edu/CommunityEdOnline/. Click either the "Online Development Center" for shorter online offerings or the "Online Career Training Programs" for longer-term certification courses.

For more information or to register for these offerings and more go to our website at: www.hccc.edu/communityeducation or call us at (201) 360-4224/4246.

The Center for Business and Industry (CBI)

The Center develops and delivers quality, customized training, and comprehensive workplace educational services to enhance employee performance and further organizational goals. CBI is dedicated to providing the Hudson County business community with the skilled and educated workforce that will allow the area to prosper. The Center develops and delivers customized, affordable training to local businesses, community and government organizations, and other non-profits on campus or at their location. The CBI team assesses the training needs of employees, provides customized affordable training options, and works with businesses to determine eligibility for **no cost training** through the New Jersey Business and Industry Association (NJBIA) Workforce Training Program. Training areas include: Basic and Advanced Workplace Training, Project Manage-ment: Basics and Advanced, Management: Intro to Management, Leadership Skills, Culinary Arts and Hospitality, Diversity in the Workplace, Team Building, and Supervision Skills.
www.hccc.edu/BusinessIndustry

The HCCC Conference Center

The HCCC Conference Center is devoted to supporting the overall educational goals of the College, and reflects the College's mission, values, and standards. It is established as an academic conference center that is operated on a sound fiscal basis in accordance with the professional standards of the International Association of Conference Centers. It is positioned as a non-residential, executive level, educational conference center with a focus on the external regional market and the HCCC Center for Business & Industry. In addition, the Center provides 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 73,000 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 video conferencing, satellite, and rapid internet accessibility. FLIK Conference Centers, a conference center management company, runs the day-to-day operations.

For more information go to our website at: www.hccc.edu/conferencecenter

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
DIVISION OF ACADEMIC DEVELOPMENT AND SUPPORT SERVICES
25 Journal Square, 3rd Floor • (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 pages 118 & 138)

Fundamentals
Level	Courses
Level 0	ENG 070 – Fundamentals of Basic English
	RDG 070 – Fundamentals of Basic Reading
	RDG 074 – Introduction to Analytical and Critical Reading
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 129)

MAT 071 – Basic Mathematics
MAT 073/070 – Basic Algebra & Basic Algebra Workshop

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

ENGLISH AS A SECOND LANGUAGE PROGRAM
DIVISION OF ACADEMIC DEVELOPMENT AND SUPPORT SERVICES
Jersey City – 25 Journal Square, Room 317
North Hudson Campus (NHC)
– 4800 Kennedy Boulevard - Room 703Q, Union City, NJ

Reflecting the extraordinary diversity which characterizes Hudson County as a whole, the College's students speak over 30 languages and come from more than 100 countries. HCCC provides an extensive set of English as a Second Language (ESL) courses for 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 (Accuplacer ESL) and a holistically scored writing sample. ESL courses are offered on the HCCC main campus in Jersey City and at the North Hudson Campus in Union City.

The ESL Program provides 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 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 pages 120-122)

	Writing/Grammar for Writing	Reading/Academic Discussion
Level 0	ESL 020/ESL 030	ESL 040/ESL 060
Level 1	ESL 021/ESL 031	ESL 041/ESL 061
Level 2	ESL 022/ESL 032	ESL 042/ESL 062
Level 3	ESL 023/ESL 033	ESL 043/ESL 063
	ESL 083 - ESL Writing and Discussion	
Level 4	ESL 024/ESL 034	ESL 044/ESL 064
	ESL 084 - ESL Writing and Discussion	
Level 5	ESL 025/ESL 035	

ESL students must pass all components of the College Placement Test (ESL Exit Tests) 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
DIVISION OF ACADEMIC DEVELOPMENT AND SUPPORT SERVICES
25 Journal Square (201) 360-4610

HCCC provides bilingual instruction in selected courses for students enrolled in the ESL Program. 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. HCCC General Education requirements are consistent with the New Jersey General Education Foundation guidelines.

The number of courses required for New Jersey General Education Foundation varies by degree and category, but in general, more general education courses are required for transfer programs (A.A., A.S., A.F.A.) and fewer 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 Student Success
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.

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

A complete list of all HCCC degree curricula and General Education requirements can be found at: www.hccc.edu/curricula

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 pages 99-102

Course Abbreviations

ACC	Accounting
AMS	American Studies
ANT	Anthropology
ARC	Art, Computer Arts
ART	Art
ASL	American Sign Language
BIO	Biology
BTN	Biotechnology
BUS	Business
CAI	Culinary Arts
CBP	Culinary - Baking and Pastry
CDI	CDA - Infant/Toddler
CDP	CDA - Preschool
CHP	Chemistry
COM	Communications
CSC	Computer Science
CSS	College Student Success
CTC	Computer Technology
CRJ	Criminal Justice
ECO	Economics
ECE	Early Childhood Education
EDU	Education
EET	Electronics Engineering Technology
EGS	Engineering Science
EMT	Emergency Medical Technician
ENG	English
ENV	Environmental Studies
ESL	English as a Second Language
FLM	Film
GIS	Geographical Information Science
GEO	Geology
HIS	History
HLT	Health
HMT	Hospitality Management
HUM	Interdisciplinary Humanities
HUS	Human Services/Pre-Social Work
INTD	Interdisciplinary Humanities
LIT	Literature
MAN	Management
MAT	Mathematics
MDA	Medical Assisting
MDC	Medical Coding
MFS	Management - Funeral Service
MLA	Modern Language - Arabic
MLF	Modern Language - French
MLS	Modern Language - Spanish
MUS	Music
NSG	Nursing
OCTH	Occupational Therapy
PHL	Philosophy
PHY	Physics
PNU	Practical Nursing
PSC	Political Science
PSY	Psychology
RAD	Radiography
RDG	Reading
SCI	Science
SED	Special Education
SOC	Sociology
THA	Theater Arts

ACADEMIC DIVISIONS

DEAN OF INSTRUCTION - ARTS
2 Enos Place • 201-360-4031

Business, Culinary Arts & Hospitality Management
161 Newkirk Street • 201-360-4631
cai@hccc.edu
www.hccc.edu/bch

Division of Academic Development and Support Services
25 Journal Square • 201-360-486
www.hccc.edu/esl
www.hccc.edu/developmental

Humanities
119 Newkirk Street • 201-360-4650
www.hccc.edu/hum

Social Sciences
71 Sip Avenue, Room L420 • 201-360-4751
www.hccc.edu/ss

DEAN OF INSTRUCTION - SCIENCE
2 Enos Place • 201-360-4287

Nursing and Health Sciences
870 Bergen Avenue • 201-360-4267
www.hccc.edu/nhs
www.hccc.edu/nursing

Science, Technology, Engineering and Mathematics (STEM)
2 Enos Place, J 104 • (360-4287)
www.hccc.edu/STEM

DEGREE PROGRAM INDEX

AA = Associate in Arts

AFA = Associate in Fine Arts

AS = Associate in Science

AAS = Associate in Applied Science

CERT = Certificate

PRO = Specialized Proficiency Certificate/ Professional Development Certificate

For latest offerings please go to www.hccc.edu

ACCOUNTING
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Business, Culinary Arts & Hospitality Management
161 Newkirk Street • (201) 360-4631
www.hccc.edu/bch

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		
CSS 100	College Student Success	1
ACC 121	Principles of Accounting I	4
MAT 103	Business Mathematics	3
CSC 100	Intro. to Computers & Computing	3
ENG 101	College Composition I	3
••• •••	Social Science/Humanities Elective*	3
	TOTAL	17

Course #	Course Title	Credits
SECOND SEMESTER		
ACC 221	Principles of Accounting II	4
ENG 102	College Composition II	3
ENG 112	Speech	3
MAN 121	Principles of Management	3
MAT 116+	Precalculus for Business	4/3
	OR	
MAT 114++	Intro. to Stats & Probability	
	TOTAL	16

Course #	Course Title	Credits
THIRD SEMESTER		
ACC 240	Intermediate Accounting I	4
ACC 211	Computerized Accounting	3
ECO 201	Principles of Macroeconomics	3
MAN 221	Marketing	3
••• •••	Diversity Elective*	3
	TOTAL	16

Course #	Course Title	Credits
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
	Total Course Credits Required 65/66	

Major Requirements and Electives

Course #	Course Title	Credits
ACC 121	Principles of Accounting I	4
ACC 221	Principles of Accounting II	4
ACC 240	Intermediate Accounting I	4
ACC 241	Intermediate Accounting II	4
ACC 211	Computerized Accounting	3
ACC 224	Federal Taxation	3
MAT 103	Business Mathematics	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
••• •••	Science Elective*	3/4
	TOTAL	43/44

General Education Requirements and Electives

Course #	Course Title	Credits
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
	OR	
ENG 103	Technical Report Writing	3
ENG 112	Speech	3
CSC 100	Intro. to Computers & Computing	3
MAT 114	Intro. to Stats & Probability	3
••• •••	Social Science/Humanities Elective*	3
••• •••	Diversity Elective*	3
	TOTAL	22

Total Course Credits Required: 65/67

* See Electives Section on pages 101-104

ACCOUNTING
ASSOCIATE IN SCIENCE (A.S.)
Business, Culinary Arts & Hospitality Management
161 Newkirk Street • (201) 360-4631
www.hccc.edu/bch

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 Student Success	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

Course #	Course Title	Credits
SECOND SEMESTER		
ACC 221	Principles of Accounting II	4
ENG 102	College Composition II	3
MAN 121	Principles of Management	3
MAT 116+	Precalculus for Business	4/3
	OR	
MAT 114++	Intro. to Stats & Probability	
••• •••	Social Science Elective*	3
	TOTAL	16/17

Course #	Course Title	Credits
THIRD SEMESTER		
ACC 211	Computerized Accounting	3
ACC 240	Intermediate Accounting I	4
ECO 201	Principles of Macroeconomics	3
••• •••	Diversity Elective*	3
••• •••	Social Science /Humanities Elective*	3
	TOTAL	16

Course #	Course Title	Credits
FOURTH SEMESTER		
ACC 241	Intermediate Accounting II	4
BUS 230	Business Law	3
••• •••	Humanities Elective*	3
ECO 202	Principles of Microeconomics	3
••• •••	Lab Science Elective*	3/4
	TOTAL	16/17
	Total Course Credits Required:	65/67

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 116+	Precalculus for Business	4/3
	OR	
MAT 114++	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

CSS 100	College Student Success	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
••• •••	Social Science Elective*	3
••• •••	Social Science/Humanities Elective*	3
••• •••	Humanities Elective*	3
••• •••	Diversity Elective*	3
••• •••	Lab Science Elective*	3/4
	TOTAL	31/32

+ Students transferring to a four-year institution other than NJCU take MAT 116

++ Students transferring to NJCU take MAT 114

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 101-104

BIOLOGY
ASSOCIATE IN SCIENCE
SCIENCE & MATHEMATICS (A.S.)
Science, Technology, Engineering and Mathematics (STEM) Division
2 Enos Place, J 104 • (201) 360-4287
www.hccc.edu/stem

The Science & Mathematics Program with Biology option is designed for students who wish to complete a bachelor's degree or in higher 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 Nursing and Health Sciences fields can begin with this program.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	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	3
••• •••	Humanities Elective*	3
	TOTAL	16

THIRD SEMESTER		
MAT 111	Calculus I	4
PHY 113	Physics I	4
CHP 211	College Chemistry II	4
••• •••	Diversity Elective*	3
	TOTAL	15

Course #	Course Title	Credits
FOURTH SEMESTER		
BIO 230	Histology	4
••• •••	Social Science/Humanities Electives*	3
••• •••	Social Sciences Elective*	3
••• •••	Approved Science Elective**	4
	TOTAL	14
	Total Course Credits Required:	**61**

* See Electives Section on pages 101-104

**APPROVED SCIENCE ELECTIVES:

BIO 208	Ecology	4
BIO 209	Comparative Anatomy of Vertebrates	4
BIO 240	Genetics	4
BIO 250	Microbiology	4
CHP 225	Organic Chemistry I	4
CHP 230	Organic Chemistry II	4

Major Requirements and Electives

Course #	Course Title	Credits
BIO 115	Principles of Biology I	4
BIO 116	Principles of Biology II	4
BIO 230	Histology	4
PHY 113	Physics I	4
MAT 111	Calculus I	4
CHP 211	College Chemistry II	4
••• •••	Approved Science Elective**	4
	TOTAL	28

General Education Requirements and Electives

Course #	Course Title	Credits
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Intro. to Computers & Computing	3
MAT 110	Precalculus	4
CHP 111	College Chemistry I	4
••• •••	Social Science Elective*	3
••• •••	Humanities Elective*	3
••• •••	Social Science/Humanities Elective*	3
••• •••	Diversity Elective*	3
	TOTAL	33

* See Electives Section on pages 101-104

BIOTECHNOLOGY
ASSOCIATE IN SCIENCE
SCIENCE & MATHEMATICS (A.S.)
Science, Technology, Engineering and Mathematics (STEM) Division
2 Enos Place, J 104 • (201) 360-4287
www.hccc.edu/STEM

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	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
ENG 102	College Composition II	3
BIO 116	Principles of Biology II	4
CHP 211	College Chemistry II	4
••• •••	Diversity Elective*	3
	TOTAL	17

Course #	Course Title	Credits
THIRD SEMESTER		
ENG 112	Speech	3
••• •••	Social Science/Humanities Electives*	3
••• •••	Social Sciences Elective*	3
CHP 225	Organic Chemistry I	4
BTN 105	Biostatistics	3
	TOTAL	16
FOURTH SEMESTER		
CHP 230	Organic Chemistry II	4
••• •••	Humanities Elective*	3
BTN 201	Molecular Biology	4
••• •••	Restricted Major Elective**	4
	TOTAL	15
	Total Course Credits Required:	64

* See Electives Section on pages 101-104

**RESTRICTED MAJOR ELECTIVES:

BIO 240	Genetics	4
BIO 250	Microbiology	4
BTN 210	Cell Biology	4
MAT 111	Calculus I	4

Major Requirements and Electives

BIO 115	Principles of Biology I	4
BIO 116	Principles of Biology II	4
BTN 105	Biostatistics	3
BTN 201	Molecular Biology	4
CHP 211	College Chemistry II	4
CHP 225	Organic Chemistry I	4
CHP 230	Organic Chemistry II	4
••• •••	Restricted Major Elective**	4
	TOTAL	31

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Intro. to Computers & Computing	3
MAT 110	Precalculus	4
CHP 111	College Chemistry I	4
••• •••	Social Science Elective*	3
••• •••	Humanities Elective*	3
••• •••	Social Science/Humanities Elective*	3
••• •••	Diversity Elective*	3
	TOTAL	33

* See Electives Section on pages 101-104

BUSINESS
ASSOCIATE IN ARTS –
LIBERAL ARTS (A.A.)
Business, Culinary Arts & Hospitality Management
161 Newkirk Street • (201) 360-4631
www.hccc.edu/bch

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 Student Success	1
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT •••	MAT Elective* (100 or Higher)	3/4
	TOTAL	17/18

Course #	Course Title	Credits
SECOND SEMESTER		
ACC 221	Principles of Accounting II	4
ENG 102	College Composition II	3
MAN 121	Principles of Management	3
MAT 114	Introduction to Stats/Probability	3
••• •••	Humanities Elective*	3
	TOTAL	16

Course #	Course Title	Credits
THIRD SEMESTER		
MAN 211	Marketing	3
ECO 201	Principles of Macroeconomics	3
••• •••	Lab Science Elective *	3/4
HIS 210	History of Western Civilization I	3
	OR	
HIS 105	U.S. History I (Non-US HS)	
••• •••	Humanities Elective*	3
	TOTAL	15/16

Course #	Course Title	Credits
FOURTH SEMESTER		
BUS 230	Business Law	3
ECO 202	Principles of Microeconomics	3
••• •••	Diversity Elective*	3
HIS 211	History of Western Civilization II	3
	OR	
HIS 106	U. S. History II (Non-US HS)	
••• •••	Humanities Elective*	3
	TOTAL	15
	Total Course Credits Required:	**63/65**

Major Requirements and Electives

Course #	Course Title	Credits
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

Course #	Course Title	Credits
General Education Requirements and Electives		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Introduction to Computers	3
MAT •••	Math Elective* (100 or Higher)	3/4
MAT 114	Introduction to Stats/Probability	3
••• •••	Lab Science Elective*	3/4
••• •••	Humanities Elective	3
••• •••	Humanities Elective*	3
••• •••	Humanities Elective*	3
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
••• •••	Diversity Elective*	3
HIS 210	History of Western Civilization I	3
	OR	
HIS 105	US History I	
HIS 211	History of Western Civilization II	3
	OR	
HIS 106	US History II	
	TOTAL	**46/48**

* See Electives Section on pages 101-104

BUSINESS ADMINISTRATION
ASSOCIATE IN SCIENCE (A.S.)
Business, Culinary Arts & Hospitality Management
161 Newkirk Street • (201) 360-4631
www.hccc.edu/bch

HCCC's Associate in Science in Business Administration prepares graduates for a seamless transfer to a senior institution to complete a baccalaureate degree in business-related fields. Graduates of this degree are also qualified for entry-level administrative and management positions.

The program provides business knowledge and skills as the foundation for more specialized and/or advanced study. The curriculum includes communication skills, accounting, economics, finance, marketing, business management, and electives that prepare students for specialized and advanced courses.

Course #	Course Title	Credits
FIRST SEMESTER		
ACC 121	Principles of Accounting I	4
CSS 100	College Student Success	1
CSC 100	Intro. to Computers & Computing	3
ENG 101	College Composition I	3
ENG 112	Speech	3
BUS 103	Intro to Business	3
	TOTAL	17

Course #	Course Title	Credits
SECOND SEMESTER		
ACC 221	Principles of Accounting II	4
MAT 114	Intro to Statistics & Probability	3
ENG 102	College Composition II	3
••• •••	Diversity Elective*	3
BUS 230	Business Law	3
	TOTAL	16

Course #	Course Title	Credits
THIRD SEMESTER		
ECO 201	Principles of Macroeconomics	3
MAN 121	Principles of Management	3
MAT 116+	Precalculus for Business OR	
MAT 110	Precalculus	4
••• •••	Lab Science*	4
••• •••	Humanities Elective	3
	TOTAL	17

Course #	Course Title	Credits
FOURTH SEMESTER		
ENG 211	Business Communications	3
ECO 202	Principles of Microeconomics	3
MAN 211	Marketing	3
••• •••	Restricted Program Elective*	3
••• •••	Restricted Program Elective*	3
	TOTAL	15
	Total Course Credits Required:	65

* Restricted Program Electives

HMT 111	Introduction to Entrepreneurship	
MAT 111	Calculus I	
ACC 211	Computerized Accounting	
BUS 150	Introduction to Real Estate	
BUS 205	International Business	
BUS 299	Business Internship	

Major Requirement and Electives

Course #	Course Title	Credits
BUS 103	Introduction to Business	3
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	Marketing	3
MAT 114	Introduction to Statistics & Probability	3
ENG 211	Business Communications	3
••• •••	Restricted Program Elective	3
••• •••	Restricted Program Elective	3
	TOTAL	32

General Education Requirement & Electives

Course #	Course Title	Credits
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSS 100	Intro to Computers & Computing	3
••• •••	Lab Science	4
MAT 116	Precalculus for Business OR	4
MAT 110	Precalculus	
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
••• •••	Humanities Elective*	3
••• •••	Diversity Elective*	3
	TOTAL	33

CHEMISTRY
ASSOCIATE IN SCIENCE – SCIENCE & MATHEMATICS (A.S.)
Science, Technology, Engineering and Mathematics (STEM) Division
2 Enos Place, J 104 • (201) 360-4287
www.hccc.edu/stem

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		
CSS 100	College Student Success	1
CHP 111	College Chemistry I	4
CSC 100	Intro. to Computers & Computing	3
ENG 101	College Composition I	3
MAT 110	Precalculus	4
	TOTAL	15

Course #	Course Title	Credits
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

Course #	Course Title	Credits
THIRD SEMESTER		
CHP 225	Organic Chemistry I	4
MAT 112	Calculus II	4
PHY 111	Engineering Physics I	4
••• •••	Humanities Elective*	3
	TOTAL	15

Course #	Course Title	Credits
FOURTH SEMESTER		
CHP 230	Organic Chemistry II	4
••• •••	Diversity Elective*	3
PHY 211	Engineering Physics II	4
••• •••	Approved Science Elective**	4
••• •••	Social Science/Humanities Elective*	3
	TOTAL	18
	Total Course Credits Required: 65	

**APPROVED SCIENCE ELECTIVES:

BIO 115	Principles of Biology I	4
BIO 208	Ecology	4
BIO 209	Comparative Anatomy of Vertebrates	4
BIO 230	Histology	4
BIO 240	Genetics	4
MAT 212	Differential Equations	4
PHY 212	Engineering Physics III	4

* See Electives Section on pages 101-104

Major Requirements and Electives

CHP 211	College Chemistry II	4
CHP 225	Organic Chemistry I	4
CHP 230	Organic Chemistry II	4
MAT 111	Calculus I	4

Course #	Course Title	Credits
Major Requirements and Electives (cont.)		
MAT 112	Calculus II	4
PHY 111	Engineering Physics I	4
PHY 211	Engineering Physics II	4
••• •••	Approved Science Elective*	4
	TOTAL	32

Course #	Course Title	Credits
General Education Requirements and Electives		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Intro. to Computers & Computing	3
MAT 110	Precalculus	4
CHP 111	College Chemistry I	4
••• •••	Social Science Elective*	3
••• •••	Humanities Elective*	3
••• •••	Social Science/Humanities Elective*	3
••• •••	Diversity Elective*	3
	TOTAL	33

* See Electives Section on pages 101-104

CHILD DEVELOPMENT
ASSOCIATE (CDA)
See EARLY CHILDHOOD EDUCATION

COMPUTER ARTS OPTION
STUDIO ARTS
ASSOCIATE IN FINE ARTS (A.F.A.)
Humanities Division
119 Newkirk Street • (201) 360-4650
www.hccc.edu/hum

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 100	Introduction to Computers	3
ENG 101	College Composition I	3
MAT •••	Math Elective	3
ART 103	Two-Dimensional Design	3
ART 106	Drawing I	3
	TOTAL	16

Course #	Course Title	Credits
SECOND SEMESTER		
ENG 112	Speech	3
ENG 102	College Composition II	3
••• •••	Humanities/Social Sci. Elective*	3
ART 113	Three Dimensional Design OR	3
ART 116	Drawing II	
ARC 106	Digital Imaging	3
ART 115	Art History I	3
	TOTAL	18
THIRD SEMESTER		
••• •••	Humanities Elective*	3
••• •••	Science Elective*	3/4
ARC 107	Print Design	3
ARC 109	Interactive/Web Design	3
ART 125	Art History II	3
	TOTAL	15/16
FOURTH SEMESTER		
••• •••	Diversity Elective*	3
AR* •••	Visual (Studio/Computer) Arts Elective*	3
ARC 201	Digital Video	3
ARC 202	Digital Animation	3
ARC 280	Computer Arts Portfolio	3
	TOTAL	15
	Total Course Credits Required: 64/65	

Course #	Course Title	Credits
Major Requirements and Electives		
ART 103	Two-Dimensional Design	3
ART 106	Drawing I	3
ART 115	Art History I	3
ART 125	Art History II	3
ART 113	Three Dimensional Design OR	3
ART 116	Drawing II	
ARC 106	Digital Imaging	3
ARC 107	Print Design	3
ARC 109	Interactive/Web Design	3

Course #	Course Title	Credits
Major Requirements and Electives (cont.)		
ARC •••	Visual (Studio/Computer) Arts Elective*	3
ARC 201	Digital Video	3
ARC 202	Digital Animation	3
ARC 280	Computer Arts Portfolio	3
••• •••	Humanities Elective*	3
••• •••	Diversity Elective*	3
	TOTAL	42

Course #	Course Title	Credits
General Education Requirements and Electives		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Introduction to Computers	3
••• •••	Humanities/Social Science Elective*	3
MAT •••	Math Elective*	3
••• •••	Science Elective*	3/4
	TOTAL	22/23

* See Electives Section on pages 101-104

COMPUTER SCIENCE
ASSOCIATE IN SCIENCE (A.S.)
– leading to B.S.
**Science, Technology, Engineering and Mathematics
(STEM) Division
2 Enos Place, J 104 • (201) 360-4287
www.hccc.edu/stem**

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 113	Computer Logic & Discrete Math	3
CSC 115	Programming in C++ for Computer Science & Engineering	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT 111	Calculus I	4
	TOTAL	17

Course #	Course Title	Credits
SECOND SEMESTER		
CSC •••	Computer Science 100 level Elective**	3
CSC 214	Data Structure & Advanced Programming	3
ENG 102	College Composition II	3
MAT 112	Calculus II	4
HUM 101	Cultures & Values	3
	TOTAL	16

Course #	Course Title	Credits
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

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

Course #	Course Title	Credits
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 212	Computer Organization & Design	4
CSC 214	Data Structure & Advanced Programming	3
CSC 211	Computer Systems & Assembly Lang.	3
CSC •••	Computer Sci. 200 level Elective*	3
CSC •••	Computer Sci. 200 level Elective*	3
CSC •••	Computer Sci. 200 level Elective*	3
MAT 211	Calculus III	4
	TOTAL	32

Course #	Course Title	Credits
General Education Requirements and Electives		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
PHY 111	Engineering Physics I	4
MAT 111	Calculus I	4
MAT 112	Calculus II	4
••• •••	Math or Lab Science Elective* (Engineering Physics, College Chemistry, Differential Equations...)*	4
HUM 101	Cultures & Values	3
••• •••	Social Science/Humanities Elective*	3
••• •••	Social Science Elective*	3
	TOTAL	35

* See Electives Section on pages 101-104

COMPUTER SCIENCE
ASSOCIATE IN SCIENCE (A.S.)
– leading to B.A.
**Science, Technology, Engineering and Mathematics
(STEM) Division
2 Enos Place, J 104 • (201) 360-4287
www.hccc.edu/stem**

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		
CSS 100	College Student Success	1
CSC 111	Computer Science I	3
CSC 113	Computer Logic & Discrete Math	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT 106	Mathematics Analysis I	3
	TOTAL	16

Course #	Course Title	Credits

SECOND SEMESTER

Course #	Course Title	Credits
CHP 111	College Chemistry I	4
CSC 227	Introduction to Operating Systems	3
ENG 102	College Composition II	3
MAT 107	Mathematical Analysis II	3
••• •••	Social Science/Humanities Elective*	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
HUM 101	Cultures & Values	3
	TOTAL	17

FOURTH SEMESTER

CSC 226	Database Design & Concepts	3
CSC 231	Info. Systems Analysis & Design	3
CSC •••	CSC 200 Level Elective**	3
ECO 201	Principles of Macroeconomics	3
PHY 113	Physics I	4
	TOTAL	16

Total Course Credits Required: 65

Major Requirements and Electives

CSC 111	Computer Science I	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 227	Introduction to Operating Systems	3
CSC 231	Info. Systems Analysis & Design	3
CSC •••	CSC 200 Level Elective**	3
MAT 107	Mathematical Analysis II	3
	TOTAL	31

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
••• •••	Social Science/Humanities Elective*	3
HUM 101	Cultures & Values	3
ECO 201	Principles of Macroeconomics	3
CHP 111	College Chemistry I	4
MAT 106	Mathematics Analysis I	3
MAT 111	Calculus I	4
PHY 113	Physics I	4
	TOTAL	34

* See Electives Section on pages 101-104

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

Science, Technology, Engineering and Mathematics (STEM) Division
2 Enos Place, J 104 • (201) 360-4287
www.hccc.edu/stem

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

CSS 100	College Student Success	1
CSC 113	Computer Logic & Discrete Math	3
EET 111	Electric Circuits I	4
ENG 101	College Composition I	3
MAT 110	Precalculus	4
	TOTAL	15

SECOND SEMESTER

EET 211	Electric Circuits II	4
EET 212	Active Electronics Devices	4
ENG 102	College Composition II OR	
ENG 103	Technical Report Writing	3
MAT 111	Calculus I	4
	TOTAL	15

THIRD SEMESTER

MAT 112	Calculus II	4
CSC 115	Programming in C++	3
CTC 212	Computer Organization & Design OR	4
CSC 212	Computer Organization & Design	
ENG 112	Speech	3
••• •••	Social Science/Humanities Elective*	3
	TOTAL	17

FOURTH SEMESTER

PHY 111	Engineering Physics I OR	
PHY 113	Physics I	4
CSC 214	Data Structures and Advanced Programming	3
*** ***	Restricted Program Elective[1]	3/4
*** ***	Restricted Program Elective	3/4
••• •••	Diversity Elective*	3
	TOTAL	16/18

Total Course Credits Required: 63/65

* See Electives Section on pages 101-104

Course #	Course Title	

Restricted Program Elective List:

CSC 117	Java Programming	
CSC 226	Database Design and Concepts	
CSC 227	Introduction to Operating Systems	
CSC 240	Introduction to Network and Networking Concepts	
CSC 118	Python Programming	
CTC 221	Microprocessor/Microcomputer System Design	
EET 214	Active Circuits Analysis and Design	
PHY 213	Physics II or PHY 211 Engineering Physics II	

[1] If transferring to NJIT Baccalaureate program, take CSC 226 & CSC 227 for Restricted Program Electives

Major Requirements and Electives

CSC 113	Computer Logic & Discrete Math	3
CSC 115	Programming in C++	3
CSC 214	Data Structures and Advanced Programming	3
CSC 212	Computer Organization & Design OR	
CTC 212	Computer Organization & Design	4
EET 111	Electric Circuits I	4
EET 211	Electric Circuits II	4
EET 212	Active Electronics Devices	4
MAT 111	Calculus I	4
MAT 112	Calculus II	4
••• •••	Restricted Program Elective	3/4
••• •••	Restricted Program Elective	3/4
	TOTAL	39/41

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II OR	
ENG 103	Technical Report Writing	3
ENG 112	Speech	3
••• •••	Diversity Elective*	3
••• •••	Social Science/Humanities Elective*	3
MAT 110	Precalculus	4
PHY 111	Engineering Physics OR	
PHY 113	Physics I	4
	TOTAL	24

CRIMINAL JUSTICE
ASSOCIATE IN SCIENCE (A.S.)
Social Sciences Division
71 Sip Avenue, L 420 • (201) 360-4751
www.hccc.edu/ss

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

Suggested Course Sequence by Semester

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CRJ 111	Intro. to Criminal Justice	3
CRJ 120	Intro. to Criminal Law	3
CSC 100	Intro. to Computers & Computing	3
ENG 101	College Composition I	3
MAT •••	Math Elective*	3
	TOTAL	16
SECOND SEMESTER		
SOC 101	Principles of Sociology	3
CRJ 214	Corrections	3
ENG 102	College Composition II	3
ENG 112	Speech	3
HIS 105	U.S. History I	3
	TOTAL	15
THIRD SEMESTER		
PSC 102	American Government	3
HIS 106	U.S. History II	3
CRJ 200	Constitutional Liberties and Rights	3
CRJ 230	Ethics and Justice	3
••• •••	Diversity Elective	3
	TOTAL	15
FOURTH SEMESTER		
CRJ 215	The Juvenile Justice System	3
CRJ 220	General Police Org. and Administration	3
CRJ 221	The Police Role and the Community	3
••• •••	Science Elective*	3/4
CRJ 290	Service Learning in Criminal Justice	3
	TOTAL	15/16
	Total Course Credit Required:	61/62

Course #	Course Title	Credits

Major (Specialized) Requirements

Course #	Course Title	Credits
SOC 101	Principles of Sociology	3
CRJ 111	Introduction to Criminal Justice	3
CRJ 120	Introduction to Criminal Law	3
CRJ 200	Constitutional Liberties and Rights	3
CRJ 214	Corrections	3
CRJ 215	The Juvenile Justice System	3
CRJ 220	General Police Organization and Administration	3
CRJ 221	The Police Role and the Community	3
CRJ 230	Ethics and Justice	3
CRJ 290	Service Learning in Criminal Justice	3
	TOTAL	30
	Total Course Credits Required	61/62

General Education Requirements

Course #	Course Title	Credits
CSS 100	College Student Success	1
CSC 100	Introduction to Computers and Computing	3
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
HIS 105	U.S. History I	3
HIS 106	U.S. History II	3
PSC 102	American Government	3
••• •••	Math Elective	3
••• •••	Diversity Elective	3
••• •••	Lab Science Elective	3/4
		31-32 Credits

CULINARY ARTS
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Business, Culinary Arts & Hospitality Management
161 Newkirk Street • (201) 360-4631
cai@hccc.edu
www.hccc.edu/bch

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 Student Success	1
CSC 100	Intro. to Computers and Computing	3
ENG 101	College Composition I	3
CAI 114	Table Service I	2
CAI 115	Food Sanitation & Culinary Principles	3
CAI 117	Production Kitchen Skills I	2
CAI 118	Pantry and Breakfast Cookery	2
CAI 119	Bakeshop I	2
	TOTAL	18
SECOND SEMESTER		
••• •••	NJ GE Elective*	3
ENG 102	College Composition II OR	
ENG 103	Technical Report Writing	3
CAI 121	Product Identification & Purchasing	3
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	18
THIRD SEMESTER		
ENG 112	Speech	3
BIO 201	Practical Nutrition	3
CAI 210	Menu & Facilities Design	3
CAI 214	Advanced Table Service III	2
CAI 215	Externship II	1
CAI 217	Advanced Kitchen-International	2
CAI 218	Intermediate Garde Manger	2
	TOTAL	16
FOURTH SEMESTER		
CAI 223	Food, Bev., and Labor Cost Control	3
••• •••	Social Science/Humanities Elective*	3
HUM 128	Food & Culture	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
	TOTAL	17
	Total Course Credits Required:	**69**

Course #	Course Title	Credits
Major Requirements		
CAI 114	Table Service I	2
CAI 115	Food Sanitation & Culinary Principles	3
CAI 117	Production Kitchen Skills I	2
CAI 118	Pantry and Breakfast Cookery	2
CAI 119	Bakeshop I	2
CAI 121	Product Identification & Purchasing	3
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 210	Menu & Facilities Design	3
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 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
BIO 201	Practical Nutrition	3
	TOTAL	47

General Education Requirements		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Intro. to Computers and Computing	3
HUM 128	Food & Culture	3
••• ••••	NJ GE Elective*	3
••• ••••	Social Science/Humanities Elective*	3
	TOTAL	22

* See Electives Section on pages 101-104

CULINARY ARTS –
BAKING & PASTRY OPTION
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Business, Culinary Arts & Hospitality Management
161 Newkirk Street • (201) 360-4631
cai@hccc.edu
www.hccc.edu/bch
www.hccc.edu/culinary

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 100	Intro to Computers and Computing	3
ENG 101	College Composition I	3
CAI 114	Table Service I	2
CAI 115	Food Sanitation & Culinary Principles	3
CAI 117	Production Kitchen Skills I	2
CAI 118	Pantry and Breakfast Cookery	2
CAI 119	Bakeshop I	2
	TOTAL	18

SECOND SEMESTER		
ENG 102	College Composition II	
	OR	
ENG 103	Technical Report Writing	3
ENG 112	Speech	3
CAI 121	Product Identification & Purchasing	3
CAI 125	Externship I	1
CAI 129	Bakeshop II	2
CBP 120	Intro to Professional Baking	2
CBP 121	Basic Bench Work	2
CBP 124	Tarts, Tortes & Gateaux	2
	TOTAL	18

THIRD SEMESTER		
••• •••	NJ GE Elective*	3
BIO 201	Practical Nutrition	3
CAI 210	Menu & Facilities Design	3
CAI 215	Externship II	1
CAI 219	Advanced Bakeshop III	2
CBP 211	Meringues, Souffles & Frozen Desserts	2
CBP 212	Desserts for Restaurant & In-Store Ret.	2
	TOTAL	16

FOURTH SEMESTER		
CAI 223	Food, Bev., and Labor Cost Control	3
••• •••	Social Science Elective*	3
HUM 128	Food & Culture	3
CAI 225	Externship III	2
CAI 229	Advanced Bakeshop IV - Classical	2
CBP 220	Petits Fours, Mignardise & Candies	2
CBP •••	Restricted Program Elective	2
	TOTAL	17
	Total Course Credits Required:	**69**

Course #	Course Title	Credits
Major Requirements		
BIO 201	Practical Nutrition	3
CAI 114	Table Service I	2
CAI 115	Food Sanitation & Culinary Principles	3
CAI 117	Production Kitchen Skills I	2
CAI 118	Pantry and Breakfast Cookery	2
CAI 119	Bakeshop I	2
CAI 129	Bakeshop II	2
CAI 121	Product Identification & Purchasing	3
CAI 125	Externship I	1
CAI 210	Menu & Facilities Design	3
CAI 215	Externship II	1
CAI 219	Advanced Bakeshop III	2
CAI 223	Food, Bev., and Labor Cost Control	3
CAI 225	Externship III	2
CAI 229	Advanced Bakeshop IV - Classical	2
CBP 120	Intro to Professional Baking	2
CBP 121	Basic Bench Work	2
CBP 124	Tarts, Tortes & Gateaux	2
CBP 211	Meringues, Souffles & Frozen Desserts	2
CBP 212	Desserts for Restaurant & In-Store Ret.	2
CBP 220	Petits Fours, Mignardise & Candies	2
CBP •••	Restricted Program Elective	2
	TOTAL	47

General Education Requirements

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Intro. to Computers and Computing	3
HUM 128	Food & Culture	3
••• ••••	NJ GE Elective*	3
••• ••••	Social Science Elective*	3
	TOTAL	22

* See Electives Section on pages 101-104

Restricted Program Option Electives:

CBP 222	Specialized Baking/Pastries for Dietary Restrictions	2
CBP 223	Wedding and Sculptured Cakes	2
CBP 224	Cake Decorating and Specialty Cakes	2
CBP 225	Artisanal Breads	2
CBP 226	Chocolate and Sugar	2

CULINARY ARTS
CERTIFICATE

Business, Culinary Arts & Hospitality Management
161 Newkirk Street • (201) 360-4631
cai@hccc.edu
www.hccc.edu/bch
www.hccc.edu/culinary

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		
MAT 103	Business Mathematics	3
ENG 101	College Composition I	3
CAI 115	Food Sanitation & Culinary Principles	3
CAI 117	Production Kitchen Skills I	2
CAI 119	Bakeshop I	2
CAI 125	Externship I	1
CAI 210	Menu & Facilities Design	3
CAI 215	Externship II	1
	TOTAL	18

SECOND SEMESTER		
BIO 201	Practical Nutrition	3
CSC 100	Intro. to Computers & Computing	3
CAI 118	Pantry and Breakfast Cookery	2
CAI 121	Product Identification and Purchasing	3
CAI 127	Production Kitchen Skills II	2
CAI 223	Food, Bev. & Labor Cost Control	3
	TOTAL	16
	Total Course Credits Required: 34	

Major Requirements

CAI 115	Food Sanitation & Culinary Principles	3
CAI 117	Production Kitchen Skills I	2
CAI 119	Bakeshop I	2
CAI 125	Externship I	1
CAI 215	Externship II	1
CAI 210	Menu & Facilities Design	3
CAI 118	Pantry and Breakfast Cookery	2
CAI 121	Product Identification & Purchasing	3
CAI 127	Production Kitchen Skills II	2
CAI 223	Food, Bev. & Labor Cost Control	3
MAT 103	Business Mathematics	3
BIO 201	Practical Nutrition	3
	TOTAL	28

General Education Requirements and Electives

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

CULINARY ARTS
SPECIALIZED PROFICIENCY CERTIFICATES

Business, Culinary Arts & Hospitality Management
161 Newkirk Street • (201) 360-4631
cai@hccc.edu
www.hccc.edu/bch
www.hccc.edu/culinary

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

Hot Food Production Certificate
(Certificat de Cuisine)

Course #	Course Title	Credits
CAI 115	Food Sanitation & Culinary Principles	3
CAI 117	Production Kitchen Skills I	2
CAI 121	Product Identification and Purchasing	3
CAI 127	Production Kitchen Skills II	2
CAI 217	Advanced Kitchen - International	2
	TOTAL	12

Cold Food Production Certificate
(Certificat de Garde Manger)

Course #	Course Title	Credits
CAI 115	Food Sanitation & Culinary Principles	3
CAI 118	Pantry and Breakfast Cookery	2
CAI 121	Product Identification and Purchasing	3
CAI 128	Introduction to Garde Manger	2
CAI 218	Intermediate Garde Manger	2
	TOTAL	12

Baking Certificate
(Certificat de Patisserie)

CAI 115	Food Sanitation & Culinary Principles	3
CAI 119	Bakeshop I	2
CAI 121	Product Identification and Purchasing	3
CAI 129	Bakeshop II	2
CAI 219	Advanced Bakeshop III	2
	TOTAL	12

DIGITAL ART & DESIGN
CERTIFICATE

Humanities Division
119 Newkirk Street • (201) 360-4650
www.hccc.edu/hum

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

Course #	Course Title	Credits
FIRST SEMESTER		
ENG 101	College Composition I	3
ART 103	Two-Dimensional Design	3
ART 107	Drawing I	3
ARC 105	Introduction to Computer Art	3
ARC 106	Digital Imaging	3
	TOTAL	15
SECOND SEMESTER		
••• •••	Humanities/Social Sci./Math Elective	3
ARC 107	Print Design	3
ARC 109	Interactive/Web Design	3
ARC 201	Digital Video[1]	3
ARC 202	Digital Animation[1]	3
	[1] Prerequisites: ENG 101 + any ARC 100 level course	
	TOTAL	15
Total Course Credits Required:		**30**

Major Requirements and Electives

ART 103	Two-Dimensional Design	3
ART 107	Drawing I	3
ARC 105	Introduction to Computer Art	3
ARC 106	Digital Imaging	3
ARC 107	Print Design	3
ARC 109	Interactive/Web Design	3
ARC 201	Digital Video*	3
ARC 202	Digital Animation*	3
	TOTAL	24

General Education Requirements and Electives

ENG 101	College Composition I	3
*** ***	HUM/Social Sci./MAT Elective	3
	TOTAL	6

DIGITAL ART & DESIGN
PROFICIENCY CERTIFICATE

Humanities Division
119 Newkirk Street • (201) 360-4650
www.hccc.edu/hum

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

Recommended Sequence of Courses:

Course #	Course Title	Credits
ARC 105	Introduction to Computer Art [1]	3
ARC 106	Digital Imaging	3
ARC 107	Print Design	3
ARC 109	Interactive/Web Design	3
ARC 201	Digital Video [2]	
	OR	
ARC 202	Digital Animation [2]	3
	Total Course Credits Required: 15	

[1] Must be taken first.
[2] Prerequisites: ENG 101 (or pass WPT) + any ARC 100 level course

The prerequisite may be waived for Proficiency Certificate students upon successfully passing the HCCC Writing Proficiency Test with a score of 7 or more. Students transferring credits to the 30-credit Certificate in Digital Media Art or the A.F.A. program are required to take the College Placement Test before matriculation into those programs.

Note: Basic computer skills are required for success in this program. Students who are uncertain of their level of expertise should consult with the program coordinator before enrolling. ARC 105, however, is designed to introduce students to the computer skills needed for success in the discipline.

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

Social Sciences Division
71 Sip Avenue, L420 • (201) 360-4751
www.hccc.edu/ss

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		
CSS 100	College Student Success	1
CSC 100	Intro. to Computers & Computing	3
ECE 201	Intro. Early Childhood Education	3
ENG 101	College Composition I	3
MAT •••	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
••• •••	Fine Art Elective**	3
	TOTAL	18
THIRD SEMESTER		
ECE •••	ECE Elective**	3
ECE •••	ECE Elective**	3
ECE •••	ECE Elective**	3
••• •••	Diversity Elective*	3
••• •••	Science Elective*	3
	TOTAL	15
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 101-104

Course #	Course Title	Credits
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 211	Developmental Psychology I	3
••• •••	Fine Art Elective*	3
••• •••	Science Elective*	3
	TOTAL	42

Course #	Course Title	Credits
General Education Requirements and Electives		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Intro. to Computers & Computing	3
MAT •••	Math Elective*	3
PSY 101	Introduction to Psychology	3
••• •••	Diversity Elective*	3
	TOTAL	22

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 and Toddler Curriculum
ECE 231	ECE Externship I
ECE 241	ECE Externship II
EDU 211	Foundations of American Education (For AAS Program Majors Only)
SED 235	Young Children with Special Needs
SED 290	Introduction to Special Education (For AAS Program Majors Only)
INTD250	Child, Family and Community
PSY 270	Psychology of Teaching and Learning

Recommendations

1) Students are encouraged to check with the 4 year institutions to ensure electives are transferable.

2) All four year institutions in New Jersey require a 3.0 GPA for acceptance into their Teaching Programs

3) For students who have not attended a high school in the United States, HIS 105 & HIS 106 are encouraged. All history electives must be consecutive

EARLY CHILDHOOD EDUCATION
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)
Social Sciences Division
71 Sip Avenue, L420 • (201) 360-4751
www.hccc.edu/ss

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
BIO 100	General Biology	3
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition I	3
MAT 100	College Algebra or higher Math	3
PSY 101	Introduction to Psychology	3
	TOTAL	16

Course #	Course Title	Credits
SECOND SEMESTER		
ENG 102	College Composition II	3
ENG 112	Speech	3
HIS •••(1)	History Elective*	3
••• •••	Diversity Elective*	3
HUM •••(2)	Humanities Elective*	3
HUM •••	Humanities Elective*	3
	TOTAL	18

Course #	Course Title	Credits
THIRD SEMESTER		
ECE 201	Intro. to Early Childhood Educ.	3
HIS •••(1)	History Elective	3
HUM •••(2)	Humanities Elective	3
PSY 211	Developmental Psychology I	3
••• •••	Lab Science Elective*	3/4
	TOTAL	15/16

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

* See Electives Section on pages 101-104

Course #	Course Title	Credits
Major Requirements and Electives		
ECE •••	ECE Elective**	3
ECE •••	ECE Elective**	3
ECE 201	Intro. to Early Childhood Educ.	3
SED 290	Intro. to Special Education	3
	OR	
SED 235	Young Children with Special Needs	
LIT 209	Children's Literature	3
SOC 201	Sociology of the Family	3
	OR	
INTD250(3)	Child, Family and Community	
	TOTAL	18

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Introduction to Computers	3
MAT 100	College Algebra or higher Math	3
BIO 100	General Biology	3
••• •••	Lab Science Elective*	3/4
PSY 101	Introduction to Psychology	3
PSY 211	Developmental Psychology I	3
HIS •••(1)	History Elective*	3
HIS •••(1)	History Elective*	3
••• •••	Diversity Elective*	3
HUM •••	Humanities Elective*	3
HUM •••(2)	Humanities Elective*	3
HUM •••(2)	Humanities Elective*	3
	TOTAL	46/47

* ,** See Electives Section on pages 101-104

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 and Toddler Curriculum
ECE 231	ECE Externship I
ECE 241	ECE Externship II
EDU 211	Foundations of American Education (For AAS Program Majors Only)
SED 235	Young Children with Special Needs
SED 290	Introduction to Special Education (For AAS Program Majors Only)
INTD250	Child, Family and Community
PSY 270	Psychology of Teaching and Learning

Recommendations

1) Students are encouraged to check with the 4 year institutions to ensure electives are transferable.

2) All four year institutions in New Jersey require a 3.0 GPA for acceptance into their Teaching Programs

3) For students who have not attended a high school in the United States, HIS 105 & HIS 106 are encouraged. All history electives must be consecutive

EARLY CHILDHOOD EDUCATION
PROFESSIONAL DEVELOPMENT CERTIFICATE
CHILD DEVELOPMENT ASSOCIATE (CDA)
Social Sciences Division
71 Sip Avenue, L420 • (201) 360-4751
www.hccc.edu/ss

The Professional Development in Child Development Associate consists of short-term, career-oriented courses designed to prepare students for the Child Development Associate (CDA) National Credentialing process and provide comprehensive instruction in early childhood education and child development. Course work satisfies the formal training required by the Council for Professional Recognition, which administers the CDA National Credentialing Program. All Early Childhood Education credits earned may be applied to Early Childhood Education degree programs.

PLEASE NOTE: To apply for the national CDA Assessment, candidates must have a high school diploma or GED.

Infant/Toddler CDA Professional Development
By obtaining the Infant/Toddler CDA Credential, the candidates will be eligible to work as a caregiver in an Infant/Toddler setting, with infants and toddlers from birth to thirty-six months.

Course Requirements

Course #	Course Title	Credits
CDI 100	Infant/Toddler CDA I	4
CDI 110	Infant/Toddler CDA II	4
CDI 120	Field Experience in I/T Setting	3
	TOTAL	11

Preschool CDA Professional Development
By obtaining the Preschool CDA Credential, these candidates will be eligible to work as a Group Teacher in a Preschool setting, with children from 3 to 5 years old.

Course Requirements

Course #	Course Title	Credits
CDP 100	Preschool CDA I	4
CDP 110	Preschool CDA II	4
CDP 120	Field Experience in a Preschool Setting	3
	TOTAL	11

EDUCATION – ELEMENTARY/SECONDARY

ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)

Social Sciences Division
71 Sip Avenue, L420 • (201) 360-4751
www.hccc.edu/ss

The Liberal Arts Degree in Elementary/Secondary Education is the right choice for students who are interested in preparing for a professional teaching career in public school education. After earning the Associate of Arts Degree, students are prepared to transfer to four-year college or university to continue their education and earn a Bachelor's Degree, required for certification.

At the four-year college or university, the program graduate will also be required to major in a content area specific to their desired K – 12 teacher's license in New Jersey. Students are strongly encouraged to select electives carefully in order to satisfy transfer requirements.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 100	Intro. to Comp. & Computing	3
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 Elective*	3
••• •••	Diversity Elective*	3
••• •••	Humanities Electives*	3
	TOTAL	15

THIRD SEMESTER		
EDU 211(1)	Foundations of American Educ.	3
LIT 209	Children's Literature	3
HIS •••	History Elective*	3
SOC 201	Sociology of the Family	3
	OR	
INTD 250	The Child, Family and Community	
••• •••	Humanities Elective	3
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 101-104
(1) Requires a B- or better to transfer

Course #	Course Title	Credits
Major Requirements and Electives		
EDU 211	Foundations of American Educ.	3
LIT 209	Children's Literature	3
PSY 270	Psy. of Teaching & Learning	3
SED 290	Intro. to Special Education	3
SOC 101	Principles of Sociology	3
SOC 201	Sociology of the Family	3
	OR	
INTD 250	The Child, Family and Community	
	TOTAL	18

General Education Requirements and Electives		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Intro. to Comp. & Computing	3
MAT 100	College Algebra or higher	3
BIO 100	General Biology	3
••• •••	Lab Science Elective*	3/4
PSY 101	Intro. to Psychology	3
PSY 211	Developmental Psychology I	3
HUM •••	Humanities Elective*	3
••• •••	Diversity Elective*	3
••• •••	Humanities Elective*	3
••• •••	Humanities Elective*	3
HIS •••	History Elective*	3
HIS •••	History Elective*	3
	TOTAL	46/47

* See Electives Section on pages 101-104

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

Social Sciences Division
71 Sip Avenue, L420 • (201) 360-4751
www.hccc.edu/ss

The Liberal Arts Degree in Special Education is a transfer-oriented degree for students interested in preparing for a professional teaching or para-professional career in public or private schools and specializing in the education of exceptional children. Upon completion of study, students are eligible to seek employment as a Teacher's Assistant or Paraprofessional in New Jersey.

Additionally, after earning an Associate's Degree and satisfying all entrance requirements, students are prepared to transfer to a four-year college or university to earn a Bachelor's degree, a requirement for teacher certification in New Jersey. At the four-year college or university, the program graduate will also be required to major in a content area. Students are strongly encouraged to select electives carefully in order to satisfy transfer requirements.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
BIO 100	General Biology	3
CSC 100	Intro. to Comp. & Computing	3
ENG 101	College Composition I	3
MAT 100	College Algebra or higher	3
PSY 101	Intro. to Psychology	3
	TOTAL	16

Course #	Course Title	Credits
SECOND SEMESTER		
ENG 102	College Composition II	3
ENG 112	Speech	3
HIS •••	History Elective*	3
HUM •••	Humanities Elective*	3
••• •••	Diversity Elective*	3
	TOTAL	15

THIRD SEMESTER		
EDU 211	Foundations of American Educ.	
	OR	
ECE 201	Intro. to Early Childhood Ed.	3
HIS •••	History Elective*	3
HUM •••	Humanities Elective*	3
PSY 211	Developmental Psychology	3
••• •••	Lab Science Elective*	3/4
	TOTAL	15/16

FOURTH SEMESTER		
HUM •••	Humanities Elective*	3
SED 235	Young Children with Special Needs	3
SED 290	Intro. to Special Education	3
ECE 214	Guiding Behavior	3
SOC 201	Sociology of the Family	3
	OR	
INTD 250	The Child, Family and Community	
PSY 270	Psy. of Teaching & Learning	3
	TOTAL	18
	Total Course Credit Required: 64/65	

* See Electives Section on pages 101-104

Major Requirements and Electives

EDU 211	Foundations of American Educ.	3
	OR	
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
SOC 201	Sociology of the Family	3
	OR	
INTD 250	The Child, Family and Community	
PSY 270	Psy. of Teaching & Learning	3
	TOTAL	18

General Education Requirements and Electives

CSS 100	College Student Success	1
CSC 100	Intro. to Comp. & Computing	3
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT 100	College Algebra or higher	3
PSY 101	Intro. to Psychology	3
PSY 211	Developmental Psychology	3
HUM •••	Humanities Elective*	3
HUM •••	Humanities Elective*	3
HUM •••	Humanities Elective*	3
••• •••	Diversity 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 101-104

ELECTRONICS ENGINEERING TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Science, Technology, Engineering and Mathematics (STEM) Division
2 Enos Place, J 104 • (201) 360-4287
www.hccc.edu/stem

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.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 101	Scientific Programming	
	OR	
CSC 115	Programming in C++	3
EET 111	Electric Circuits I	4
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT 100	College Algebra	3
	TOTAL	17

SECOND SEMESTER		
EET 211	Electric Circuits II	4
EET 212	Active Electronic Devices	4
ENG 102	College Composition II	
	OR	
ENG 103	Technical Report Writing	3
MAT 110	Precalculus	4
••• •••	Social Science/Hum. Elective*	3
	TOTAL	18

THIRD SEMESTER		
EET 214	Active Circuit Analysis & Design	4
EET 223	Integrated Circuits in Digital Systems	4
MAT 111	Calculus I	4
PHY 113	Physics I	4
	TOTAL	16

FOURTH SEMESTER		
EET 222	Analog Integrated Circuits	4
EET 228	Electronics Project Laboratory	2
EET •••	Electronics Engineering	4
PHY 213	Physics II	4
••• •••	Diversity Elective*	3
	TOTAL	17
	Total Course Credits Required: 68	

Electronics Engineering Technology Electives

CTC 221	Microprocessor/Microcomputer System Design	4
EET 216	Pulse and Digital Circuits	4
EET 229	Microprocessor/Microcomputer System Design	4

Course #	Course Title	Credits
Major Requirements and Electives		
CSC 101	Scientific Programming	
	OR	
CSC 115	Programming in C++	3
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 222	Analog Integrated Circuits	4
EET 223	Integrated Circuits in Digital Systems	4
EET 228	Electronics Project Laboratory	2
EET •••	Electronics Engineering Elective	4
MAT 110	Precalculus	4
MAT 111	Calculus	4
PHY 213	Physics II	4
		TOTAL 45

Course #	Course Title	Credits
General Education Requirements and Electives		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
	OR	
ENG 103	Technical Reports Writing	
ENG 112	Speech	3
••• •••	Social Science/Hum. Elective*	3
••• •••	Diversity Elective*	3
MAT 100	College Algebra	3
PHY 113	Physics I	4
		TOTAL 23

* See Electives Section on pages 101-104

EMERGENCY MEDICAL TECHNICIAN
CERTIFICATE OF ACHIEVEMENT
Nursing & Health Sciences Division
870 Bergen Avenue, F 302B • 360-4261
www.hccc.edu/nhs

The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS (Emergency Medical Services) response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system.

Prerequisites: Students must have the following:
• Professional CPR Certification (Health Care Provider)
• Exited from ESL and/or Academic Foundation
• 16 years old
• Criminal Background Check
• Medical clearance from their personal physician

General Education Requirement	Credits
BIO 107 - Human Biology	4

Major (Specialized) Requirement	
EMT 100 – Emergency Medical Technician	6
Total Credits Required:	10

ENGINEERING SCIENCE
ASSOCIATE IN SCIENCE (A.S.)
Science, Technology, Engineering and Mathematics (STEM) Division
2 Enos Place, J 104 • (201) 360-4287
www.hccc.edu/stem

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 Pro-Engineer laboratory.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CHP 111	College Chemistry I	4
CSC 101	Scientific Programming	3
	OR	
CSC 115	Programming in C++	
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 102	College Composition II	3
MAT 112	Calculus II	4
PHY 111	Engineering Physics I	4
EGS 101	Engineering Graphics	2
	OR	
EGS 100	Fundamentals of Engineering	
		TOTAL 17
THIRD SEMESTER		
ECO 201	Principles of Macroeconomics	3
EGS 230	Statics and Dynamics	4
MAT 211	Calculus III	4
PHY 211	Engineering Physics II	4
••• •••	Humanities Elective*	3
		TOTAL 18
FOURTH SEMESTER		
MAT 212	Differential Equations	4
••• •••	Diversity Elective	3
••• •••	Approved Engineering Science Elective**	3
••• •••	Social Science/Humanities Elective*	3
		TOTAL 13
	Total Course Credits Required:	**66**

Course #	Course Title	Credits
Major Requirements and Electives		
CSC 101	Scientific Programming	3
	OR	
CSC 115	Programming in C++	
EGS 101	Engineering Graphics	2
	OR	
EGS 100	Fundamentals of Engineering	
EGS 230	Statics and Dynamics	4
CHP 211	College Chemistry II	4
MAT 112	Calculus II	4

Course #	Course Title	Credits
Major Requirements and Electives (cont.)		
MAT 211	Calculus III	4
MAT 212	Differential Equations	4
PHY 211	Engineering Physics II	4
••• •••	Engineering Elective*	3
	TOTAL	32

Course #	Course Title	Credits
General Education Requirements and Electives		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CHP 111	College Chemistry I	4
PHY 111	Engineering Physics I	4
MAT 111	Calculus I	4
••• •••	Humanities Elective	3
ECO 201	Principles of Macroeconomics	3
••• •••	Diversity Elective*	3
••• •••	Social Science/Humanities Elective*	3
	TOTAL	34

* See Electives Section on pages 101-104

ENGLISH
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)
Humanities Division
119 Newkirk Street • (201) 360-4650
www.hccc.edu/hum

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 100	Introduction to Computers	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT •••	Mathematics Elective	3
••• •••	Science Elective*	3
	TOTAL	16

Course #	Course Title	Credits
SECOND SEMESTER		
ENG 102	College Composition II	3
HIS 210	History of Western Civilization I	3
LIT •••	Literature Requirement(a)	3
••• •••	Humanities Elective*	3
••• •••	Social Science Elective*	3
	TOTAL	15

Course #	Course Title	Credits
THIRD SEMESTER		
HIS 211	History of Western Civilization II	3
••• •••	English Elective (c)	3
••• •••	Humanities Elective*	3
	(NJGE - ART/FLM/MUS/THA)	
LIT •••	Literature Elective(b)	3
••• •••	Lab Science Elective *	4
	TOTAL	16

Course #	Course Title	Credits
FOURTH SEMESTER		
••• •••	Diversity Elective*	3
••• •••	Humanities Elective*	3
••• •••	Social Science Elective*	3
••• •••	Literature/English Elective(b)/(c)	3
••• •••	Literature/English Elective(b)/(c)	3
	TOTAL	15
	Total Credits Required: 62	

Course #	Course Title	Credits
Major Requirements and Electives		
LIT •••	Literature Requirement(a)	3
LIT •••	Literature Elective(b)	3
••• •••	Literature/English Elective(b)/(c)	3
••• •••	Literature/English Elective(b)/(c)	3
••• •••	English Elective(c)	3
	TOTAL	15

(a) – LIT 201, LIT 202, LIT 215 or LIT 225

(b) – Any of the above, plus FLM 102, LIT 203, LIT 205, LIT 207, LIT 209, LIT 210, LIT 211, LIT 212, LIT 213, LIT 220

(c) – Any course from (a) or (b), or ENG 103, ENG 113, ENG 210, or ENG 211 & THA 205

General Education Requirements and Electives

Course #	Course Title	Credits
CSS 100	College Student Success	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
••• •••	Science Elective*	3
••• •••	Lab Science Elective*	4
HIS 210	History of Western Civilization I	3
HIS 211	History of Western Civilization II	3
PHL 101	Introduction to Philosophy	3
••• •••	Humanities Elective*	3
	(NJGE - ART/FLM/MUS/THA)	
••• •••	Humanities Elective*	3
••• •••	Diversity Elective*	3
••• •••	Social Science Elective*	3
••• •••	Social Science Elective*	3
	TOTAL	47

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

Business, Culinary Arts & Hospitality Management
161 Newkirk Street • (201) 360-4631
cai@hccc.edu
www.hccc.edu/bch
www.hccc.edu/culinary

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 112	Speech	3
CSC 100	Introduction to Computers	3
HMT 111	Introduction to Entrepreneurship	3
HMT 110	Intro. to the Hospitality Industry	1
HMT 104	Culinary Arts for Hospitality	3
		TOTAL 17

Course #	Course Title	Credits
SECOND SEMESTER		
ENG 102	College Composition II	3
••• •••	Humanities/Social Sci. Elective	3
MAN 121	Principles of Management	3
ECO 201	Principles of Macroeconomics	3
HMT 202	Innovation, Creativity & Market	3
		TOTAL 15

Course #	Course Title	Credits
THIRD SEMESTER		
HUM •••	Diversity Elective	3
HMT 121	Hotel Practicum	2
HMT 115	The Urban Entrepreneur	3
HMT 210	Hospitality & Travel Law	3
••• •••	Restricted Program Elective**	3
••• •••	Restricted Program Elective**	3
		TOTAL 17

Course #	Course Title	Credits
FOURTH SEMESTER		
••• •••	NJ GE Elective*	3
ACC 121	Principles of Accounting I	4
CAI 225	Externship III	2
HMT 217	Franchising	3
••• •••	Restricted Program Elective**	3
		TOTAL 15
	Total Course Credits Required: 64	

* See Electives Section on pages 101-104

Course #	Course Title	Credits
**Restricted Program Electives		
CAI 223	Food, Beverage & Labor Cost Control	3
ACC 221	Principles of Accounting II	4
– one more credit will be added to the total degree credits		
ACC 211	Computerized Accounting	3
BUS 230	Business Law	3
ECO 202	Principles of Microeconomics	3
HMT 106	Culture & Geography in Tourism	3
HMT 112	Introduction to Travel & Tourism	3
HMT 116	Restaurant Operations Mgmt. I	3
HMT 122	Front Office Operations	3
HMT 128	Event Planning in Travel & Tourism	3
HMT 204	Fundamentals of Wine & Food	3
HMT 206	Info. Systems in Hospitality & Tourism	3
HMT 209	Tour Marketing, Sales & Promotions	3
HMT 215	Housekeeping Management	3
HMT 216	Restaurant Operations Mgmt. II	3
MAN 221	Marketing	3
MAN 232	Human Resources Management	3
MAT 103	Business Mathematics	3
MAT 114	Introduction to Statistics & Probability	3

Major Requirements

Course	Title	Credits
ACC 121	Principles of Accounting I	4
CAI 225	Externship III	2
ECO 201	Principles of Macroeconomics	3
HMT 104	Culinary Arts for Hospitality	3
HMT 110	Intro. to the Hospitality Industry	1
HMT 111	Introduction to Entrepreneurship	3
HMT 115	The Urban Entrepreneur	3
HMT 121	Hotel Practicum	2
HMT 202	Innovation, Creativity & Marketing	3
HMT 217	Franchising	3
HMT 210	Hospitality & Travel Law	3
MAN 121	Principles of Management	3
••• •••	Restricted Program Elective**	3
••• •••	Restricted Program Elective**	3
••• •••	Restricted Program Elective**	3
		TOTAL 42

General Education Requirements

Course	Title	Credits
CSS 100	College Student Success	1
CSC 100	Introduction to Computers	3
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
••• •••	Diversity Elective*	3
••• •••	Humanities/Social Sci. Elective*	3
••• •••	NJ GE Elective*	3
		TOTAL 22

* See Electives Section on pages 101-104

ENVIRONMENTAL STUDIES
ASSOCIATE IN SCIENCE (A.S.)

Science, Technology, Engineering and Mathematics (STEM) Division
2 Enos Place, J 104 • (201) 360-4287
www.hccc.edu/stem

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
MAT 100	College Algebra	3
BIO 100	General Biology	3
CSC 100	Intro to Computers & Computing	3
SCI 101	Introduction to Physical Science	3
	TOTAL	16
SECOND SEMESTER		
ENG 102	College Composition II	3
SOC 101	Principles of Sociology	3
ENV 110	Introduction to Environmental Studies	3
ENV 105	Weather & Climate	3
GIS 104	Introduction to GIS	3
	TOTAL	15
THIRD SEMESTER		
ENG 112	Speech	3
ENV 103	Sustainability & Conservation	3
ENV 203	Environmental Sociology	3
GEO 111	Physical Geology	4
	OR	
BIO 208	Ecology	
CHP 105	Intro to Environmental Chemistry	4
	TOTAL	17
FOURTH SEMESTER		
ENV 201	The Urban Environment	3
ENV 205	Environmental Public Policy	3
PHL 218	Contemporary Moral Issues	3
••• •••	Humanities/Social Science Elective	3
••• •••	Diversity Elective	3
	TOTAL	15

Total Credits Required: 63

Major Requirements and Electives

ENV 110	Introduction to Environmental Studies	3
ENV 103	Sustainability & Conservation	3
ENV 105	Weather & Climate	3
ENV 201	The Urban Environment	3
ENV 203	Environmental Sociology	3
ENV 205	Environmental Public Policy	3
GEO 111	Physical Geology	
	OR	
BIO 208	Ecology	4
CHP 105	Intro to Environmental Chemistry	4
GIS 104	Introduction to GIS	3
SCI 101	Introduction to Physical Science	3
	TOTAL	32

Course #	Course Title	Credits
General Education Requirements and Electives		
CSS 100	College Student Success	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
BIO 100	General Biology	3
SOC 101	Principles of Sociology	3
PHL 218	Contemporary Moral Issues	3
••• •••	Humanities/Social Science Elective*	3
••• •••	Diversity Elective*	3
	TOTAL	31

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

Business, Culinary Arts & Hospitality Management
161 Newkirk Street • (201) 360-4631
www.hccc.edu/bch

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		
CSS 100	College Student Success	1
MAT 103	Business Mathematics	3
CSC 100	Intro. to Computers & Computing	3
ENG 101	College Composition I	3
MAN 121	Principles of Management	3
MFS 101	Funeral Service Internship I	2/3
	OR	
••• •••	Business Elective**	
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	2/3
	OR	
••• •••	Business Elective**	
	TOTAL	15/16
THIRD SEMESTER		
BIO 111	Anatomy and Physiology I	4
MAT 114	Intro. to Statistics & Probability	3
MAN 221	Marketing	3
MAN 231	Management of Small Enterprise	3
MFS 103	Funeral Service Internship III	2/3
	OR	
••• •••	Business Elective**	
	TOTAL	15/16

Course #	Course Title	Credits

FOURTH SEMESTER

Course #	Course Title	Credits
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 OR	2/3
••• •••	Business Elective**	
••• •••	Diversity Elective*	3
	TOTAL	15/16
	Total Course Credits Required: 63/67	

*,** See Electives Section on pages 105-107

Major Requirements and Electives

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

General Education Requirements and Electives

Course #	Course Title	Credits
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Intro. to Computers & Computing	3
MAT 114	Intro. to Statistics & Probability	3
PSY 101	Introduction to Psychology	3
••• •••	Diversity Elective*	3
	TOTAL	22

* See Electives Section on pages 101-104

GEOGRAPHICAL INFORMATION SCIENCE
ASSOCIATE IN SCIENCE (A.S.)
Science, Technology, Engineering and Mathematics (STEM) Division
2 Enos Place, J 104 • (201) 360-4287
www.hccc.edu/stem

Geographical Information Science (GIS) is a growing, diverse field which uses digital technology to help people work with geographic information. GIS technology majors learn to use software and other tools to gather, assemble, and present detailed geographic data in maps and other forms. Graduates will also gain knowledge of how to design a geo-database to store, query, and manipulate geographic information and spatial data. This degree allows students to combine their computer science skills with various science disciplines.

Course #	Course Title	Credits

FIRST SEMESTER

Course #	Course Title	Credits
CSS 100	College Student Success	1
CSC 100	Intro. to Computers & Computing	3
ENG 101	College Composition I	3
ENG 112	Speech	3
GIS 104	Intro. to Geographical Info Systems	3
MAT 111	Calculus I	4
	TOTAL	17

SECOND SEMESTER

Course #	Course Title	Credits
CSC 113	Computer Logic & Discrete Math	3
GIS 105	Cartography & Visualization of Geospatial Data	3
ENG 102	College Composition II	3
PHY 111	Engineering Physics I	4
••• •••	Social Sciences Elective*	3
	TOTAL	16

THIRD SEMESTER

Course #	Course Title	Credits
CSC 115	Programming C++ for Comp. Sci. & Engineering OR	
CSC 117	Java Programming	3
GIS 204	Advanced Applications in GIS	3
GIS •••	Approved GIS Elective*	3
••• •••	Humanities/Soc. Sci. Elective*	3
••• •••	Diversity Elective*	3
	TOTAL	15

FOURTH SEMESTER

Course #	Course Title	Credits
HUM •••	Humanities Elective*	3
••• •••	Math/Lab Sci. Elective*	4
CSC 226	Database Design & Concepts	3
GIS 205	Fundamentals of Remote Sensing	3
GIS •••	Approved GIS Elective*	3
	TOTAL	16
	Total Course Credits Required: 64	

Major Requirements and Electives

Course #	Course Title	Credits
CSC 113	Computer Logic & Discrete Math	3
CSC 115	Programming C++ for Comp. Sci. & Engineering OR	3
CSC 226	Database Design & Concepts	3
GIS 104	Intro. to Geographical Info Systems	3
GIS 105	Cartography & Visualization of Geospatial Data	3

Major Requirements and Electives (Cont.)

Course #	Course Title	Credits
GIS •••	Approved GIS Elective*	3
GIS •••	Approved GIS Elective*	3
GIS 204	Advanced Applications in GIS	3
GIS 205	Fundamentals of Remote Sensing	3
MAT 111	Calculus I	4
	TOTAL	31

General Education Requirements and Electives

Course #	Course Title	Credits
CSS 100	College Student Success	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
PHY 111	Engineering Physics I	4
••• •••	Humanities Elective	3
••• •••	Social Science Elective	3
••• •••	Humanities/Soc. Sci. Elective	3
••• •••	Diversity Elective*	3
••• •••	MATH/Lab Science Elective	4
	TOTAL	33

* See Electives Section on pages 101-104

HEALTH SCIENCE
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Nursing and Health Sciences Division
870 Bergen Avenue • (201) 360-4267
www.hccc.edu/nhs

This program provides already 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		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
BIO 111	Anatomy & Physiology I	4
MAT •••	MAT 100 or Higher*	3
CSC 100	Intro. to Computers & Computing	3
ENG 112	Speech	3
	TOTAL	17

Course #	Course Title	Credits
SECOND SEMESTER		
BIO 211	Anatomy & Physiology II	4
ENG 102	College Composition II OR	
ENG 103	Technical Report Writing	3
PSY 101	Intro. to Psychology	3
••• •••	Diversity Elective*	3
••• •••	Major Elective**	3
••• •••	Major Elective**	3
	TOTAL	19

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

* See Electives Section on pages 101-104
* Credit award will be assessed by the HCCC Director of Health Related Programs or a designee. Students whose certificate/license completion was less than 500 hours must complete additional courses.

Course #	Course Title	Credits
Major Requirements and Electives		
Prior Certificate (awarded up to 24 credits*)		
BIO 111	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4
••• •••	Major Elective**	3
••• •••	Major Elective**	3
	TOTAL	14

****Suggested electives to fulfill program requirements:**

ANT 101	Introduction to Cultural Anthropology
ART 100	Art through the Ages
BIO 201	Practical Nutrition
BIO 250	Microbiology
HIS 210	History of Western Civilization I
HLT 103	Principles of First Aid
HLT 112	Pathophysiology
HLT 115	Dynamics of Healthcare
HLT 124	Personal Health and Wellness
HLT 210	Medical Law & Ethics
HLT 211	Community Health
MDA 106	Medical Terminology
MDA 224	Pharmacology
PHL 218	Contemporary Moral Issues
INTD 200	Death and the Human Experience
PSY 260	Life Span Development
SOC 101	Principles of Sociology

General Education Requirements and Electives

Course #	Course Title	Credits
CSS 100	College Student Success	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 •••	MAT 100 or Higher*	3
PSY 101	Intro. to Psychology	3
••• •••	Diversity Elective*	3
	TOTAL	22

HEALTH SERVICES
ASSOCIATE IN SCIENCE (A.S.)
Nursing and Health Sciences Division
870 Bergen Avenue • (201) 360-4267
www.hccc.edu/nhs

The program is designed to prepare students for seamless transfer into baccalaureate institutions in health related degrees. Many of these health related positions are not directly involved in patient care but serve as supportive services for the health care enterprise. With the prospect of health care reform, there will be expanded needs for Nursing and Health Sciences related business and managerial positions.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 100	Intro to Computers & Computing	3
ENG 101	College Composition I	3
HLT 103	Principles of First Aid	3
HLT 115	Dynamics of Health Care in Society	3
PSY 101	Intro to Psychology	3
	TOTAL	16
SECOND SEMESTER		
BIO 107	Human Biology	
	OR	
BIO 211	Anatomy & Physiology II	4
ENG 102	College Composition II	3
HLT 124	Personal Health & Wellness	3
MAT 114	Intro. to Statistics & Probability	3
SOC 101	Principles of Sociology	3
	TOTAL	16
THIRD SEMESTER		
ENG 112	Speech	3
HLT 210	Medical Law & Ethics	3
HLT 212	Substance Abuse & Addiction	3
••• •••	Program Major Elective [1]	3
••• •••	Diversity Elective*	3
	TOTAL	15
FOURTH SEMESTER		
GIS 104	Intro to Geographic Info Systems	3
BIO 120	Human Sexual Biology	3
HUM •••	Humanities Elective*	3
HLT 211	Community Health	3
••• •••	Program Major Elective [1]	3
	TOTAL	15
	Total Course Credits Required: 62	

General Education Requirements and Electives

CSC 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 114	Statistics & Probability	3
CSC 100	Intro. to Computers & Computing	3
BIO 107	Human Biology	
	OR	
BIO 211	Anatomy & Physiology II	4
PSY 101	Introduction to Psychology	3
SOC 101	Principles of Sociology	3
ENG 112	Speech	3
••• •••	Diversity Elective*	3
••• •••	Humanities Elective*	3
	TOTAL	32

Course #	Course Title	Credits
Major Requirements and Electives		
GIS 104	Introduction to Geographic Info. Systems	3
HLT 103	Principles of First Aid	3
HLT 124	Personal Health & Wellness	3
HLT 115	Dynamics of Health Care in Society	3
HLT 210	Medical Law & Ethics	3
HLT 211	Community Health	3
HLT 212	Substance Abuse & Addiction	3
BIO 120	Human Sexual Biology	3
••• •••	Program Major Elective	3
••• •••	Program Major Elective	3
	TOTAL	30

Program Major Electives:

MDA 106	Medical Terminology
HLT 112	Pathophysiology
BIO 201	Practical Nutrition
PSY 260	Life Span Development
MLS 103	Spanish for Health Professions

HISTORY
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)
Social Sciences Division
71 Sip Avenue, L420 • (201) 360-4751
www.hccc.edu/ss

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		
CSS 100	College Student Success	1
CSC 100	Introduction to Computers	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT •••	Mathematics Elective	3
SOC 101	Principles of Sociology	3
	TOTAL	16
SECOND SEMESTER		
HIS 105	U.S. History I	3
••• •••	Humanities Elective*	3
ENG 102	College Composition II	3
••• •••	Diversity Elective*	3
••• •••	Social Science Elective*	3
	TOTAL	15
THIRD SEMESTER		
••• •••	Fine Arts Elective**	3
HIS 210	History of Western Civilization I	3
PHL 101	Introduction to Philosophy	3
••• •••	Humanities Elective*	3
••• •••	Literature Elective**	3
••• •••	Science Elective *	3/4
	TOTAL	18/19

Course #	Course Title	Credits
FOURTH SEMESTER		
HIS 106	U.S. History II	3
HIS 211	History of Western Civilization II	3
PHL •••	Philosophy Elective**	3
••• •••	Fine Arts Electives**	3
••• •••	Lab Science Elective*	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
PHL •••	Philosophy Elective**	3
••• •••	Literature Elective**	3
••• •••	Fine Arts Elective**	3
••• •••	Fine Arts Elective**	3
	TOTAL	18

General Education Requirements and Electives

CSS 100	College Student Success	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
••• •••	Science Elective*	3/4
••• •••	Lab Science Elective*	3/4
HIS 210	History of Western Civilization I	3
HIS 211	History of Western Civilization II	3
PHL 101	Introduction to Philosophy	3
••• •••	Humanities Elective*	3
••• •••	Humanities Elective*	3
••• •••	Diversity Elective*	3
SOC 101	Principles of Sociology	3
••• •••	Social Science Elective*	3
	TOTAL	46/48

*,** See Electives Section on pages 101-104

HOSPITALITY MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Business, Culinary Arts & Hospitality Management
161 Newkirk Street • (201) 360-4631
cai@hccc.edu
www.hccc.edu/bch

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 Student Success	1
ENG 101	College Composition I	3
••• •••	NJ GE Elective*	3
HMT 110	Intro. to the Hospitality Industry	1
CAI 115	Food Sanitation & Culinary Principles	3
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	19

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 121	Product Identification and Purchasing	3
	TOTAL	17

THIRD SEMESTER		
HUM 128	Food & Culture	3
••• •••	Restricted Program Elective**	2/3
HMT 213	Principles of Hospitality Marketing	3
BIO 201	Practical Nutrition	3
HMT 214	Hotel Group & Convention Sales	3
CAI 125	Externship I	1
HMT 116	Restaurant Operations Management I	3
	TOTAL	18/19

FOURTH SEMESTER		
••• •••	Social Science/Humanities Elective*	3
CAI 210	Menu & Facilities Design	3
CAI 215	Externship II	1
ACC 121	Principles of Accounting I	4
MAN 121	Principles of Management	3
CAI 223	Food, Beverage, & Labor Cost Control	3
	TOTAL	17

Total Course Credits Required: 71/72

* See Electives Section on pages 101-104

Course #	Course Title	Credits
**Restricted Program Electives		
ACC 221	Principles of Accounting II	4
ACC 211	Computerized Accounting	3
BUS 230	Business Law	3
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
HMT 106	Culture & Geography	3
HMT 111	Introduction to Entrepreneurship	3
HMT 112	Introduction to Travel & Tourism	3
HMT 115	The Urban Entrepreneur	3
HMT 128	Event Planning in Travel & Tourism	3
HMT 202	Innovation, Creativity & Marketing	3
HMT 209	Tour Marketing, Sales & Promotions	3
HMT 217	Franchising	3
MAN 221	Marketing	3
MAT 103	Business Mathematics	3
MAT 114	Introduction to Statistics & Probability	3

Major Requirements and Electives

Course #	Course Title	Credits
HMT 110	Intro. to the Hospitality Industry	1
BIO 201	Practical Nutrition	3
CAI 115	Food Sanitation & Culinary Principles	3
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 121	Product Identification and Purchasing	3
CAI 125	Externship I	1
HMT 116	Restaurant Operations Management	3
CAI 223	Food, Beverage, & Labor Cost Control	3
CAI 210	Menu & Facilities Design	3
CAI 215	Externship II	1
HMT 121	Hotel Practicum	2
HMT 122	Front Office Operations	3
ACC 121	Principles of Accounting I	4
MAN 121	Principles of Management	3
••• •••	Restricted Program Elective**	2/3
	TOTAL	49/50

General Education Requirements and Electives

Course #	Course Title	Credits
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
HUM 128	Food & Culture	3
CSC 100	Introduction to Computers	3
••• •••	Social Science Elective*	3
••• •••	NJ GE Elective*	3
	TOTAL	22

* See Electives Section on pages 101-104

HOSPITALITY MANAGEMENT

- ENTREPRENEURSHIP OPTION

   See   **ENTREPRENEURSHIP OPTION**
         HOSPITALITY MANAGEMENT
         ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

HOSPITALITY MANAGEMENT

- HOTEL RESTAURANT MANAGEMENT OPTION

   See   **HOTEL RESTAURANT MANAGEMENT OPTION**
         HOSPITALITY MANAGEMENT
         ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

HOSPITALITY MANAGEMENT

- TRAVEL AND TOURISM OPTION

   See   **TRAVEL AND TOURISM OPTION**
         HOSPITALITY MANAGEMENT
         ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

HOSPITALITY MANAGEMENT

CERTIFICATE

Business, Culinary Arts & Hospitality Management
161 Newkirk Street • (201) 360-4631
cai@hccc.edu
www.hccc.edu/bch

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
MAT 103	Business Math	3
HMT 110	Intro. to the Hospitality Industry	1
CAI 115	Food Sanitation & Culinary Principles	3
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

Course #	Course Title	Credits
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 121	Product Identification and Purchasing	3
	TOTAL	17

Total Course Credits Required: 35

Course #	Course Title	Credits
Major Requirements and Electives		
HMT 110	Intro. to the Hospitality Industry	1
CAI 115	Food Sanitation & Culinary Principles	3
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 121	Product Identification and Purchasing	3
HMT 121	Hotel Practicum	2
HMT 122	Front Office Operations	3
HMT 214	Hotel Group & Convention Sales	3
HMT 215	Housekeeping Mgmt.	3
MAT 103	Business Math	3
	TOTAL	29

Course #	Course Title	Credits
General Education Requirements and Electives		
ENG 101	College Composition I	3
CSC 100	Introduction to Computers	3
	TOTAL	6

HOTEL RESTAURANT
MANAGEMENT OPTION
HOSPITALITY MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Business, Culinary Arts & Hospitality Management
161 Newkirk Street • (201) 360-4631
cai@hccc.edu
www.hccc.edu/bch

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 112	Speech	3
CSC 100	Introduction to Computers	3
HMT 104	Culinary Arts for Hospitality	3
HMT 110	Intro. to the Hospitality Industry	1
HMT 122	Front Office Operations	3
	TOTAL	17

Course #	Course Title	Credits
SECOND SEMESTER		
ENG 102	College Composition II	3
••• •••	Humanities/Social Sci. Elective*	3
MAN 121	Principles of Management	3
••• •••	Restricted Program Elective**	3
HMT 204	Fundamentals of Wine & Food	3
	TOTAL	15

Course #	Course Title	Credits
THIRD SEMESTER		
••• •••	Diversity Elective*	3
HMT 121	Hotel Practicum	2
HMT 210	Hospitality & Travel Law	3
CAI 223	Food, Beverage & Labor Cost Control	3
HMT 116	Restaurant Operations Management I	3
••• •••	Restricted Program Elective**	3
	TOTAL	17

Course #	Course Title	Credits
FOURTH SEMESTER		
••• •••	NJ GE Elective*	3
ACC 121	Principles of Accounting I	4
CAI 225	Externship III	2
HMT 216	Restaurant Operations Mgmt. II	3
••• •••	Restricted Program Elective**	3
	TOTAL	15
	Total Course Credits Required: 64	

* See Electives Section on pages 101-104

**Restricted Program Electives

Course #	Course Title	Credits
ACC 221	Principles of Accounting II	4
ACC 211	Computerized Accounting	3
BUS 230	Business Law	3
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
HMT 106	Culture & Geography in Tourism	3
HMT 111	Intro to Entrepreneurship	3
HMT 112	Introduction to Travel & Tourism	3
HMT 115	The Urban Entrepreneur	3
HMT 128	Event Planning in Travel & Tourism	3
HMT 202	Innovation, Creativity & Marketing	3
HMT 206	Info. Systems in Hosp. & Tourism	3
HMT 209	Tour Marketing, Sales & Promotions	3
HMT 215	Housekeeping Management	3
HMT 217	Franchising	3
MAN 221	Marketing	3
MAT 103	Business Mathematics	3
MAT 114	Introduction to Statistics & Probability	3

Course #	Course Title	Credits
Major Requirements and Electives		
ACC 121	Principles of Accounting I	4
CAI 223	Food, Beverage & Labor Cost Control	3
HMT 116	Restaurant Operations Management	3
CAI 225	Externship III	2
HMT 104	Culinary Arts for Hospitality	3
HMT 110	Intro. to the Hospitality Industry	1
HMT 121	Hotel Practicum	2
HMT 122	Front Office Operations	3
HMT 210	Hospitality & Travel Law	3
HMT 216	Restaurant Operations Mgmt. II	3
MAN 121	Principles of Management	3
HMT 204	Fundamentals of Wine & Food	3
••• •••	Restricted Program Elective**	3
••• •••	Restricted Program Elective**	3
••• •••	Restricted Program Elective**	3
	TOTAL	42

* See Electives Section on pages 101-104

HUMAN SERVICES – PRE-SOCIAL WORK
ASSOCIATE IN SCIENCE (A.S.)
Social Sciences Division
71 Sip Avenue, L 420 • (360-4751)
www.hccc.edu/ss

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

Suggested Course Sequence by Semester

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 100	Introduction to Computers	3
ENG 101	College Composition I	3
PSY 101	Introduction to Psychology	3
HUS 101	Introduction to Human Services	3
MAT •••	Mathematics Elective*	3
		TOTAL 16
SECOND SEMESTER		
ENG 112	Speech	3
HUS 121	Helping Strategies & Relationships	3
ENG 102	College Composition II	3
SOC 101	Principles of Sociology	3
HIS 105	US History I*	3
		TOTAL 15
THIRD SEMESTER		
HUM 101	Cultures and Values*	3
HUS 230	Interviewing and Counseling Techniques	3
SOC 201	Sociology of the Family OR	
SOC 280	Social Research Methods*	3
••• •••	Restricted Major Elective	3
HUS 231	Service Learning in HUS I	3
		TOTAL 15
FOURTH SEMESTER		
PSC 102	American Government	3
HUS 200	Group Dynamics	3
PSY 211	Developmental Psychology I OR	3
PSY 212	Developmental Psychology II OR	
PSY 260	Lifespan Development OR	
PSY 280	Abnormal Psychology I	
••• •••	Lab Science Elective*	4
BIO 107	Human Biology OR	

BIO 111	Anatomy & Physiology I	
HUS 241	Service Learning in HUS II	3
		TOTAL 16
	Total Course Credits Required: 62	

General Education Requirement

Course #	Course Title	Credits
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSS 100	Introduction to Computers	3
MAT •••	Math Elective	3
••• •••	Lab Science Elective	4
	Human Biology OR	
	Anatomy and Physiology*	
PSY 101	Introduction to Psychology*	3
SOC 101	Principles of Sociology*	3
HIS 105	US History I*	3
HUM 101	Cultures and Values*	3
		TOTAL 32

Major (Specialized) Requirement

Course	Title	Credits
HUS 101	Introduction to Human Services	3
HUS 121	Helping Strategies and Relationships	3
HUS 200	Group Dynamics	3
HUS 230	Interviewing & Counseling Techniques	3
HUS 231	Service Learning in Human Services I	3
HUS 241	Service Learning in Human Services II	3
PSC 102	American Government*	3
SOC 201	Sociology of the Family OR	3
SOC 280	Social Research Methods*	3
••• •••	Developmental Psychology I OR	3
	Developmental Psychology II OR	3
	Lifespan Development OR	3
	Abnormal Psychology	3
••• •••	Restricted Major Elective**	3
		TOTAL 30
	Total Course Credits Required: 62	

*Courses recommended by Rutgers University
** Restricted Elective Options:

ART 101	Experiencing Art	
ART 115	Art History I	
BIO 100	General Biology	
FLM 101	Introduction to Film	
LIT 201	Introduction to Literature	
LIT 202	Survey of American Literature	
LIT 211	African-American Literature	
MAT 114	Intro to Statistics and Probability	
MUS 101	Introduction to Music	
PSY 216	Theories of Personality	
SOC 211	Social Problems	

INFANT TODDLER EDUCATION
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)
Social Sciences Division
70 Sip Avenue • (201) 360-4751
www.hccc.edu/ss

The degree program option provides the necessary coursework for those interested in pursuing a Baccalaureate degree in Early Childhood, with a concentration in Infant and Toddler. By obtaining an Associate's Degree in Infant/Toddler, the graduates are qualified to work as early educators/caregivers in an Infant/Toddler setting, with children from birth to thirty-six months.

This program is designed using NAEYC Standards (National Association for the Education of Young Children), which provides a common national framework for all early childhood professional development systems and programs.

Successful graduates of this degree program will be able to:

1. Seek CDA and Infant/Toddler Credentialing which enables employability.
2. Continue their studies at a senior institution to attain a Bachelor degree in a Teacher Education program.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
BIO 100	General Biology	3
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition I	3
MAT 100	College Algebra or higher Math	3
PSY 101	Introduction to Psychology	3
	TOTAL	16

Course #	Course Title	Credits
SECOND SEMESTER		
ENG 102	College Composition II	3
ENG 112	Speech	3
HIS •••(1)	History Elective*	3
ECE 201	Intro. to Early Childhood Educ. (or CDP 100)	3
HUM •••	Humanities Elective*	3
	TOTAL	15

Course #	Course Title	Credits
THIRD SEMESTER		
EEC 230	Infant/Toddler Curriculum	3
HIS •••(1)	History Elective*	3
HUM •••(2)	Humanities Elective*	3
••• •••	Diversity Elective*	3
ECE 241	ECE Externship (or CDI 120)	3
	TOTAL	15

Course #	Course Title	Credits
FOURTH SEMESTER		
ECE 224	Social/Emotional Dev of I/T	3
ECE 225	Infant Toddler Health & Special Needs	3
HUM •••	Humanities Elective*	3
PSY 211	Developmental Psychology I	3
••• •••	Lab Science Elective*	3/4
	TOTAL	15/16

Total Course Credits Required: 61/62

* See Electives Section on pages 101-104

Course #	Course Title	Credits
General Education Requirements		
CSS 100	College Survival Skills	1
BIO 100	General Biology	3
CSC 100	Computers and Computing	3
ENG 101	College Comp I	3
ENG 102	College Comp II	3
ENG 112	Speech	3
MAT 100	College Algebra (or higher)	3
HIS •••	History electives	6
••• •••	Multicultural Elective	3
••• •••	Humanities Elective I	3
••• •••	Humanities Elective II	3
••• •••	Humanities Elective III	3
PSY 101	Intro. to Psychology	3
PSY 211	Developmental Psychology	3
SCI ...	Lab Science Elective	3/4
	TOTAL	46/47

Course #	Course Title	Credits
Major Requirements & Electives		
EDU 211	Intro to ECE (or CDI 100)	3
EDU 230	Infant Toddler Curriculum (or CDI 110)	3
ECE 241	ECE Externship (or CDI 120)	3
ECE 224	Social/Emotional Dev of I/T	3
ECE 225	Infant Toddler Health & Special Needs	3
	TOTAL	15

Total Course Credits Required: 61/62

LIBERAL ARTS – GENERAL
ASSOCIATE IN ARTS (A.A.)
Humanities Division
119 Newkirk Street • (201) 360-4650
www.hccc.edu/hum

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 Student Success	1
CSC 100	Intro. to Computers & Computing	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT •••	Mathematics Elective*	3
••• •••	Fine Arts Elective**	3
	TOTAL	16

Course #	Course Title	Credits
SECOND SEMESTER		
ENG 102	College Composition II	3
••• •••	Diversity Elective*	3
••• •••	Social Science Elective*	3
••• •••	Science Elective*	3/4
••• •••	Modern Language/Humanities/ Social Science/Math (103 or higher)/ Science/Fine Arts Elective**	3/4
	TOTAL	15/17

Course #	Course Title	Credits
THIRD SEMESTER		
HIS 210	History of Western Civilization I	3
••• •••	Humanities Elective*	3
••• •••	Philosophy Elective**	3
••• •••	Humanities Elective*	3
••• •••	Modern Language/Humanities/ Social Science/Math (103 or higher)/ Science/Fine Arts Elective**	3/4
••• •••	Approved Liberal Arts Elective**	3
	TOTAL	18/19

FOURTH SEMESTER		
HIS 211	History of Western Civilization II	3
••• •••	Humanities Elective*	3
••• •••	Social Science Elective*	3
••• •••	Lab Science Elective*	3/4
••• •••	Literature Elective**	3
	TOTAL	15/16
	Total Course Credits Required: 64/68	

Major Requirements and Electives

••• •••	Fine Arts Elective**	3
••• •••	Philosophy Elective**	3
••• •••	Literature Elective**	3
••• •••	Modern Language/Humanities/ Social Science/Math (103 or higher)/ Science/Fine Arts Elective**	3/4
••• •••	Modern Language/Humanities/ Social Science/Math (103 or higher)/ Science/Fine Arts Elective**	3/4
••• •••	Approved Liberal Arts Elective**	3
	TOTAL	18/20

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Intro. to Computers & Computing	3
MAT •••	Mathematics Elective*	3
••• •••	Science Elective	3/4
••• •••	Lab Science Elective*	3/4
HIS 210	History of Western Civilization I	3
HIS 211	History of Western Civilization II	3
••• •••	Humanities Elective*	3
••• •••	Humanities Elective*	3

General Education Requirements and Electives

••• •••	Humanities Elective*	3
••• •••	Social Science Elective*	3
••• •••	Social Science Elective*	3
••• •••	Diversity Elective*	3
	TOTAL	46/48

*,** See Electives Section on pages 101-104

MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Business, Culinary Arts & Hospitality Management
161 Newkirk Street • (201) 360-4631
www.hccc.edu/bch

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.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ACC 121	Principles of Accounting I	4
MAT 103	Business Mathematics	3
CSC 100	Intro. to Computers & Computing	3
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 OR	
ENG 103	Technical Report Writing	3
ENG 112	Speech	3
MAN 221	Marketing	3
••• •••	Social Science/Humanities Elective*	3
	TOTAL	16

THIRD SEMESTER		
MAT 114	Intro. to Stats & Probability	3
ECO 201	Principles of Macroeconomics	3
MAN 232	Human Resources Management	3
MAN 231	Management of Small Enterprise	3
••• •••	Science Elective*	3/4
	TOTAL	15/16

FOURTH SEMESTER		
BUS 230	Business Law	3
ECO 202	Principles of Microeconomics	3
ENG 211	Business Communications	3
••• •••	Diversity Elective*	3
MAN 241	Corporate Finance	3
MAN 242	Labor Relations	3
	TOTAL	18
	Total Course Credits Required: 66/67	

* See Electives Section on pages 101-104

Major Requirements and Electives

ACC 121	Principles of Accounting I	4
ACC 221	Principles of Accounting II	4
BUS 230	Business Law	3
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
ENG 211	Business Communications	3
MAN 121	Principles of Management	3
MAN 231	Management of Small Enterprise	3
MAN 232	Human Resources Management	3
MAN 221	Marketing	3
MAN 241	Corporate Finance	3

Course #	Course Title	Credits
Major Requirements and Electives (cont.)		
Course #	Course Title	Credits
MAN 242	Labor Relations	3
MAT 103	Business Mathematics	3
MAT 114	Intro. to Stats & Probability	3
	TOTAL 44	

General Education Requirements and Electives

Course #	Course Title	Credits
CSS 100	College Student Success	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
ENG 112	Speech	3
••• •••	Social Science/Humanities Elective*	3
••• •••	Diversity Elective*	3
••• •••	Science Elective*	3/4
	TOTAL 22/23	

* See Electives Section on pages 101-104

MATHEMATICS
ASSOCIATE IN SCIENCE –
SCIENCE AND MATHEMATICS (A.S.)

Science, Technology, Engineering and Mathematics (STEM) Division
2 Enos Place, J 104 • (201) 360-4287
www.hccc.edu/stem

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 100	Intro. to Computers & Computing	3
CSS 100	College Student Success	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
••• •••	Social Science/Humanities Elective*	3
MAT 112	Calculus II	4
PHY 111	Engineering Physics I	4
	TOTAL 18	

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	

Course #	Course Title	Credits
FOURTH SEMESTER		
MAT 212	Differential Equations	4
PHY 211	Engineering Physics II	4
LIT •••	Diversity Elective*	3
••• •••	Approved Science Elective*	4
••• •••	Fine Arts Elective*	3
	TOTAL 18	

Total Course Credits Required: 66

* See Electives Section on pages 101-104

**Approved Science Electives:

BIO 115	Principles of Biology I	4
BIO 208	Ecology	4
BIO 250	Microbiology	4
CHP 211	College Chemistry II	4
CHP 225	Organic Chemistry I	4
CHP 230	Organic Chemistry II	4
PHY 212	Engineering Physics III	4

Major Requirements and Electives

CSC 101	Scientific Programming	3
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
••• •••	Approved Science Elective**	4
••• •••	Fine Arts Elective*	3
	TOTAL 33	

General Education Requirements and Electives

CSS 100	College Student Success	1
CSC 100	Intro. to Computers & Computing	3
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CHP 111	College Chemistry I	4
MAT 111	Calculus I	4
••• •••	Diversity Elective*	3
••• •••	Humanities Elective*	3
••• •••	Social Science Elective*	3
*** •••	Social Science/Hum. Elective*	3
	TOTAL 33	

*, ** See Electives Section on pages 101-104

MEDICAL ASSISTING
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Nursing and Health Sciences Division
870 Bergen Avenue • (201) 360-4267
www.hccc.edu/nhs

The Medical Assisting Program prepares individuals to become multi-skilled practitioners qualified to provide clinical and administrative health care services under the supervision of a physician. Medical Assistants practice in a variety of clinical settings such as physicians' offices, clinics, and ambulatory care facilities. While some course requirements may be completed through day or evening classes, other courses, such as the externship, must be completed during the day.

In addition to the regular admission procedure required by HCCC, the applicant must submit proof of good health by having a complete physical examination including specified laboratory procedures. Students are responsible for purchasing uniforms and shoes and paying transportation costs to externship sites. Students must also maintain professional liability insurance while on externship. Students are not compensated by the health care facilities to which they are assigned during their externship and do not replace any permanent employee. Some courses may be offered only once during an academic year. Please check with the Program Coordinator as to the availability of courses.

Upon completion of the Medical Assisting Program, students are qualified to take the Registered Medical Assistant (RMA) 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.

Course #	Course Title	Credits
FIRST SEMESTER		
ENG 101	College Composition I	3
BIO 111	Anatomy and Physiology I	4
CSS 100	College Student Success	1
MDA 106	Medical Terminology	3
MDA 113	Clinical Office Procedures I	3
MDA 114	Medical Office Procedures I	3
	TOTAL	17

SECOND SEMESTER		
CSC 100	Intro. to Computers & Computing	3
ENG 102	College Composition II	3
BIO 211	Anatomy and Physiology II	4
MDA 211	Clinical Office Procedures II	3
MDA 214	Medical Office Procedures II	3
	TOTAL	16

THIRD SEMESTER		
HLT 112	Pathophysiology	3
HLT 115	Dynamics of Health Care in Society	3
MDA 224	Pharmacology	3
PSY 101	Introduction to Psychology	3
BIO 250	Microbiology	4
	TOTAL	16

Course #	Course Title	Credits
FOURTH SEMESTER		
MAT 102	Math for the Health Sciences	3
HUM 101	Cultures & Values	3
HLT 210	Medical Law & Ethics	3
MDA 223	Typing/Medical Machine Transcription	3
MDA 231	MDA Externship	4
	TOTAL	16
	Total Course Credits Required:	**65**

* See Electives Section on pages 102-104

Major Requirements and Electives

BIO 211	Anatomy and Physiology II	4
BIO 250	Microbiology	4
HLT 112	Pathophysiology	3
HLT 115	Dynamics of Health Care in Society	3
HLT 210	Medical Law and Ethics	3
MDA 106	Medical Terminology I	3
MDA 113	Clinical Office Procedures I	3
MDA 114	Medical Office Procedures I	3
MDA 211	Clinical Office Procedures II	3
MDA 214	Medical Office Procedures II	3
MDA 223	Typing/Medical Machine Transcription	3
MDA 224	Pharmacology	3
MDA 231	MDA Externship	4
	TOTAL	42

General Education Requirements and Electives

CSS 100	College Student Success	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
MAT 102	Math for the Health Sciences	3
HUM 101	Cultures & Values	3
	TOTAL	23

* See Electives Section on pages 101-104

MEDICAL CODING
CERTIFICATE
Nursing and Health Sciences Division
870 Bergen Avenue • (201) 360-4267
www.hccc.edu/nhs

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

PROGRAM ADMISSION REQUIREMENTS
- Clear criminal background evaluation must be obtained prior to MDC 220.
- Demonstrate proficiency in Microsoft Word or take CSC 100 – Intro to Computers and Computing

Course #	Course Title	Credits
FALL SEMESTER		
ENG 101	College Composition I	3
MDA 106	Medical Terminology	3
MDC 101	Clinical Coding I	3
MDC 110	CPT/HCPCS Coding I	3
		TOTAL 12
SPRING SEMESTER		
BIO 107	Human Biology	4
MDC 112	Clinical Coding II	3
MDC 120	CPT/HCPCS Coding II	3
MDC 124	Pathopharmacology	4
		TOTAL 14
SUMMER SEMESTER		
HLT 210	Medical Law & Ethics	3
MDC 210	Health Information & Reimbursement	3
MDC 220	Professional Practice Experience	3
	CCS Exam Prep	0
		TOTAL 9
	Total Credits Required: 35	

General Education Requirement
BIO 107	Human Biology	4
ENG 101	College Composition I	3
		TOTAL 7

Major Requirements
HLT 210	Medical Law & Ethics	3
MDA 106	Medical Terminology	3
MDC 101	Clinical Coding I	3
MDC 110	CPT/HCPCS Coding I	3
MDC 112	Clinical Coding II	3
MDC 120	CPT/HCPCS Coding II	3
MDC 124	Pathopharmacology	4
MDC 210	Health Information & Reimbursement	3
MDC 220	Professional Practice Experience	3
	TOTAL	28
	Total Credits Required: 35	

MEDICAL TRANSCRIPTION
CERTIFICATE
Nursing and Health Sciences Division
870 Bergen Avenue • (201) 360-4267
www.hccc.edu/nhs

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 other health-related degree programs at HCCC.

Course #	Course Title	Credits
FIRST SEMESTER		
BIO 107	Human Biology	
	OR	
BIO 211	Anatomy & Physiology II	4
ENG 101	College Composition I	3
MDA 106	Medical Terminology	3
MDA 224	Pharmacology	3
HLT 112	Pathophysiology	3
		TOTAL 16
SECOND SEMESTER		
ENG 103	Technical Report Writing	3
CSC 100	Intro. to Computers & Computing	3
MDA 223	Typing/Medical Machine Transcription	3
HLT 210	Medical Law & Ethics	3
ENG 211	Business Communication	3
		TOTAL 15
	Total Course Credits Required: 31	

Major Requirements and Electives
BIO 107	Human Biology	
	OR	
BIO 211	Anatomy & Physiology II	4
ENG 211	Business Communication	3
ENG 103	Technical Report Writing	3
MDA 106	Medical Terminology	3
HLT 210	Medical Law & Ethics	3
HLT 112	Pathophysiology	3
MDA 223	Typing/Medical Machine Transcription	3
MDA 224	Pharmacology	3
		TOTAL 25

General Education Requirements and Electives
ENG 101	College Composition I	3
CSC 100	Intro. to Computers & Computing	3
		TOTAL 6

NURSING
ASSOCIATE IN SCIENCE (A.S.)

Nursing and Health Sciences Division
870 Bergen Avenue • (201) 360-4267
www.hccc.edu/nursing
http://www.hccc.edu/programscertificates/programdetail.aspx?programID=1131

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

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

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

The Nursing Program is sanctioned by the New Jersey Board of Nursing and ACEN -the Accreditation Commission for Education in Nursing, Inc. has granted the Program candidacy status.

Contact information is as follows:
New Jersey Board of Nursing, 124 Halsey Street, 6th Floor
Newark, New Jersey 07102 - 973-504-6430
www.state.nj.us/lps/ca/medical/nursing.htm

Accreditation Commission for Education in Nursing Inc. (ACEN)
3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326
404-975-5000 www.acenursing.org

Admission Requirements:
Candidates, for admission to the program, must have a high school diploma or GED, high school chemistry (or take CHP 100, Introduction to Chemistry at HCCC), must pass the entrance examinations at the School of Nursing and have minimum overall GPA of 2.5 (College credit of 12 or more, if less than 12 credits in college then High School GPA will be used). In addition, prior to clinical courses, students will be required to complete a criminal background check and a drug screen as well as provide proof of CPR certification, complete medical records and immunizations, medical health insurance and proof of US citizenship.

Functional Requirements of the Nursing Program
Any student who because of a disabling condition may require some special arrangements in order to meet the essential eligibility requirements and meet course requirements should contact the Dean of Nursing and Health Sciences at HCCC as soon as possible to make necessary accommodations. Students should be prepared to present a disability verification form from their physician and update information periodically. The student will then be referred to the Disability Support services at HCCC. The Nursing Program applicant and/or student would be considered ineligible to participate in the nursing program when his/her physical, emotional, and /or intellectual disability and/or incapacitated state.

Course #	Course Title	Credits
RECOMMENDED COURSE SEQUENCE:		
SUMMER SESSION		
MAT 100	College Algebra	3
	OR	
MAT 114	Intro to Statistics & Probabilities	
CSS 100	College Student Success	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
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		
••• •••	Diversity Elective	
	ANT 101	
	OR	
HUM 101	Cultures and Values	
	OR	
HUM 128	Food & Culture	
	OR	
SOC 260	Race & Ethnic Relations	3
NSG 220	Nursing IV	9
NSG 240	Nursing Leadership	2
	TOTAL	14
	Total Course Credits Required:	**71**

Major Requirements and Electives

BIO 211	Anatomy & Physiology II	4
NSG 110	Nursing I	6
NSG 120	Nursing II	8
NSG 210	Nursing III	9
NSG 220	Nursing IV	9
NSG 240	Nursing Leadership	2
	TOTAL	38

Course #	Course Title	Credits
General Education Requirements and Electives		
CSS 100	College Student Success*	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Intro. to Computers & Computing	3
MAT 100	College Algebra	3
	OR	
MAT 114	Intro to Statistics & Probabilities	
BIO 111	Anatomy & Physiology I	4
BIO 250	Microbiology	4
PSY 101	Introduction to Psychology	3
PSY 260	Life Span Development	3
••• •••	Diversity Elective	3
	(ANT 101 or HUM 101 or HUM 128 or SOC 260)	
	TOTAL	33

OCCUPATIONAL THERAPY ASSISTANT
ASSOCIATE IN SCIENCE (A.S.)
JOINT PROGRAM – with Rutgers University
Nursing and Health Sciences Division
870 Bergen Avenue • (201) 360-4267
www.hccc.edu/nhs

The Associate in Science in Occupational Therapy Assistant (OTA) prepares graduates to work with and help people of all ages who are challenged by disability, trauma, and/or the aging process to participate in occupations that are necessary and meaningful for them.

Occupational Therapy Assistants work in healthcare, educational and other community settings in collaboration with a team and under the supervision of an occupational therapist.

This 75-credit joint Associate of Science Degree Program in Occupational Therapy Assistant is a joint program with Rutgers School of Health Related Professions. Students complete 33 credits of general education and required science courses at HCCC as pre-requisite to the 42 credits of professional coursework at Rutgers.

The Occupational Therapy Assistant (OTA) Program is a collaborative program between Hudson County Community College and Rutgers, The State University of New Jersey, and is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200 Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org

Graduates of an accredited OTA program are eligible to sit for the certification exam administered by the National Board for Certification in Occupational Therapy (NBCOT). Once nationally certified, the graduate can obtain licensure to practice as a Certified Occupational Therapy Assistant (COTA) in New Jersey and many other states.

A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Course #	Course Title	Credits
Course Requirements:		
General Education Requirement		
(Taken at HCCC) - 33 credits		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
PSY 101	Introduction to Psychology	3
PSY 260	Life Span Development	3
SOC 101	Principles of Sociology	3
BIO 111	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4
MAT 100	College Algebra	3
	OR	
MAT 114	Intro to Statistics & Probability	
PHL 218	Contemporary Moral Issues	3
HUM 101	Cultures and Values	3

Major (Specialized) Requirement
(Taken at Rutgers SHRP) - 42 credits

Course #	Course Title	Credits
OCTH 1010	Occupational Therapy Foundations for the OTA	3
PSRT 1102	Communication Techniques	3
OCTH 1020	Occupational Performance and Participation: Skills and Client Factors	3
OCTH 1031	Conditions Impacting Occupation, Participation, & Health I: Adult/Older Adult	2
OCTH 1019	Level I Fieldwork A: Integration and Practice Applications	1
PSRT 1103	Group Dynamics	3
OCTH 1051	Principles and Practices I: Wellness and Mental Health	2
OCTH 1040	Occupational Performance and Participation: Therapeutic Applications	3
OCTH 1052	Principles and Practices II: Rehabilitation, Disability, Aging, and Participation	3
OCTH 1029	Level I Fieldwork B: Integration and Practice Applications	1
OCTH 1032	Conditions Impacting Occupation, Participation & Health II: Child/Adolescent	2
OCTH 1053	Principles and Practices III: Children and Youth	2
OCTH 1071	Professional Seminar I	1
OCTH 1039	Level I Fieldwork C: Integration and Practice Applications	1
OCTH 2019	OTA Practice: Fieldwork II, Adult/Older Adult	5
OCTH 2029	OTA Practice: Fieldwork II, Child/Adolescent	5
OCTH 2072	Professional Seminar II	2

Total Course Credits Required: 75

HUDSON COUNTY COMMUNITY COLLEGE

PARAMEDIC SCIENCE
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Nursing and Health Sciences Division
870 Bergen Avenue • (201) 360-4267
www.hccc.edu/nhs

This partnership program is designed for the post-secondary certified Emergency Medical Technician (EMT) who wishes to further his or her education and/or career opportunities. The program consists of general education and basic sciences at Hudson County Community College and a professional Paramedic Science component at Jersey City Medical Center. The professional curriculum consists of lecture and laboratory courses and practical, hands-on experience at the program's affiliated clinical laboratory sites. The clinical experiences allow the graduate a smooth transition into the fast paced, patient-centered environment of a modern emergency medical system.

Students must be 18 years of age, pass a criminal background check, 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.

* The Paramedic program sponsored by the Jersey City Medical Center is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

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

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 100	Intro. to Computers & Computing	3
BIO 111	Anatomy and Physiology I	4
ENG 101	College Composition I	3
MAT 102	Math for Health Sciences	3
	TOTAL	14

Course #	Course Title	Credits
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
	OR	
ENG 103	Technical Report Writing	3
	TOTAL	13

Course #	Course Title	Credits
THIRD SEMESTER		
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	11

Course #	Course Title	Credits
FOURTH SEMESTER		
••• •••	Diversity 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		
HLT 210	Medical Law & Ethics	3
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	13

Total Course Credits Required: 63

Major Requirements and Electives

BIO 111	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
HLT 210	Medical Law & Ethics	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 Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
	OR	
ENG 103	Technical Report Writing	
ENG 112	Speech	3
MAT 102	Math for Health Sciences	3
CSC 100	Intro. to Computers & Computing	3
PSY 101	Intro. to Psychology	3
••• •••	Diversity Elective*	3
	TOTAL	22

* See Electives Section on pages 101-104

PARAMEDIC SCIENCE
CERTIFICATE

Nursing and Health Sciences Division
870 Bergen Avenue • (201) 360-4267
www.hccc.edu/nhs

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 (Associate or higher), and must be sponsored by the JCMC. A maximum of 15 college credits can be transferred into this program.

* The Paramedic program sponsored by the Jersey City Medical Center is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

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

Course #	Course Title	Credits
Program Admission Requirements		
BIO 111	Anatomy and Physiology I	4
PSY 101	Intro. to Psychology	3
ENG 101	College Composition I	3
MAT 102	Mathematics for Health Sciences	3
		TOTAL 13

Course #	Course Title	Credits
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

Course #	Course Title	Credits
SECOND SEMESTER		
EMT 220	Emergency Cardiac Care (Paramedics III)	5
EMT 230	Special Populations in Pre-Hospital Care (Paramedics IV)	4
		TOTAL 9

Course #	Course Title	Credits
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
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
PSY 101	Intro. to Psychology	3
		TOTAL 41

General Education Requirements

ENG 101	College Composition I	3
MAT 102	Mathematics for Health Sciences	3
		TOTAL 6

PHYSICS
ASSOCIATE IN SCIENCE –
SCIENCE AND MATHEMATICS (A.S.)

Science, Technology, Engineering and Mathematics
(STEM) Division
2 Enos Place, J 104 • (201) 360-4287
www.hccc.edu/stem

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		
CSS 100	College Student Success	1
CSC 100	Intro. to Computers & Computing	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT 111	Calculus I	4
		TOTAL 14

Course #	Course Title	Credits
SECOND SEMESTER		
CSC 101	Scientific Programming	3
ENG 102	College Composition II	3
MAT 112	Calculus II	4
PHY 111	Engineering Physics I	4
••• •••	Social Science/Humanities Elective*	3
		TOTAL 17

Course #	Course Title	Credits
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		
••• •••	Diversity Elective*	3
MAT 212	Differential Equations	4
PHY 212	Engineering Physics III	5
••• •••	Approved Science Elective**	4
		TOTAL 16
	Total Course Credits Required: 64	

* See Electives Section on pages 101-104

**Approved Science Electives:

BIO 115	Principles of Biology I	4
BIO 208	Ecology	4
BIO 230	Histology	4
CHP 225	Organic Chemistry I	4
CHP 230	Organic Chemistry II	4
EET 111	Electric Circuits I	4

Major Requirements and Electives

CSC 101	Scientific Programming	3
SCI 101	Introduction to Physical Science	3
MAT 112	Calculus II	4
MAT 211	Calculus III	4
MAT 212	Differential Equations	4
PHY 211	Engineering Physics II	4
PHY 212	Engineering Physics III	5
••• •••	Approved Science Elective**	4
		TOTAL 31

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Intro. to Computers & Computing	3
MAT 111	Calculus I	4
PHY 111	Engineering Physics I	4
••• •••	Social Science Elective*	3
••• •••	Social Science/Humanities Elective*	3
••• •••	Humanities Elective*	3
••• •••	Diversity Elective*	3
		TOTAL 33

*,** See Electives Section on pages 101-104

PRACTICAL NURSING
CERTIFICATE

Nursing and Health Sciences Division
870 Bergen Avenue • (201) 360-4265
www.hccc.edu/nursing
www.hccc.edu/programscertificates/programdetail.aspx?programID=1124

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

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

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

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	
	OR	
BIO 211	Anatomy & Physiology II	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

FIFTH SEMESTER		
PNU 202	Practical Nursing – Clients with Complex Needs	8
PNU 203	Role Transition	1
		TOTAL 9
	Total Course Credits Required: 46	

Course #	Course Title	Credits
Major Requirements and Electives		
BIO 107	Human Biology	
	OR	
BIO 211	Anatomy & Physiology II	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
PSY 101	Introduction to Psychology	3
	TOTAL	40

Course #	Course Title	Credits
General Education Requirements and Electives		
ENG 101	English Composition I	3
MAT 102	Math for Health Sciences	3
	TOTAL	6

PSYCHOLOGY OPTION
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)
Social Sciences Division
71 Sip Avenue, L420 • (201) 360-4751
www.hccc.edu/ss

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		
CSS 100	College Student Success	1
CSC 100	Introduction to Computers	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT •••	Mathematics Elective*	3
PSY 101	Introduction to Psychology	3
	TOTAL	16

Course #	Course Title	Credits
SECOND SEMESTER		
ENG 102	College Composition II	3
••• •••	Diversity Elective*	3
PSY 121	Psychological Methods & Applications	3
••• •••	Modern Language Elective I*	
	OR	
	Humanities Elective*	3
SOC 101	Principles of Sociology	3
	TOTAL	15

Course #	Course Title	Credits
THIRD SEMESTER		
HIS 210	History of Western Civilization I	3
PHL 101	Introduction to Philosophy	3
••• •••	Modern Language Elective II*	3
	OR	
	Humanities Elective*	
••• •••	Approved Major Elective	3
••• •••	Science Elective *	3/4
	TOTAL	15/16

Course #	Course Title	Credits
FOURTH SEMESTER		
MAT 114	Intro. to Stats. and Probability	3
HIS 211	History of Western Civilization II	3
PSY 211	Developmental Psychology I	3
••• •••	Approved Major Elective	3
••• •••	Lab Science Elective*	3/4
	TOTAL	15/16
	Total Course Credits Required: 61/63	

* See Electives Section on pages 101-104

Course #	Course Title	Credits
Approved Major Elective		
PSY 212	Developmental Psychology II	3
PSY 215	Psychology of Women	3
PSY 216	Theories of Personalities	3
PSY 260	Lifespan Development	3
PSY 270	Psychology of Teaching & Learning	3
PSY 280	Abnormal Psychology I	3

Course #	Course Title	Credits
Major Requirements and Electives		
PSY 121	Psychological Methods & Applications	3
PSY 211	Developmental Psychology I	3
MAT 114	Intro. to Stats and Probability	3
••• •••	Approved Major Elective	3
••• •••	Approved Major Elective	3
	TOTAL	15

Course #	Course Title	Credits
General Education Requirements and Electives		
CSS 100	College Student Success	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
••• •••	Science Elective*	3/4
••• •••	Lab Science Elective*	3/4
PSY 101	Introduction to Psychology	3
SOC 101	Principles of Sociology	3
PHL 101	Introduction to Philosophy	3
••• •••	Humanities Elective*	3
••• •••	Humanities Elective*	3
HIS 210	History of Western Civilization I	3
HIS 211	History of Western Civilization II	3
••• •••	Diversity Elective*	3
	TOTAL	46/48

*,** See Electives Section on pages 101-104

RADIOGRAPHY
ASSOCIATE IN SCIENCE (A.S.)
Nursing and Health Sciences Division
870 Bergen Avenue • (201) 360-4267
www.hccc.edu/nhs

The degree program includes 33 credits of general education and science courses and 30 credits of specialized Radiography courses. Upon completion of total credits, students will receive an associate degree in science as well as a certificate in radiography, allowing them to sit for the American Registry of Radiological Technologists (ARRT) national examination.

The Radiography program (profession component), is a 24-month clinical competency based educational program. Students accomplished this by integrating science and technology and learning how to provide compassionate, caring, and unbiased patient care to people of all ages and backgrounds.

Radiography program accreditation by the Joint Review Committee on Education in Radiologic Technology is pending approval in September 2017.

Course #	Course Title	Credits
FIRST SEMESTER		
ENG 101	English Composition I	3
MAT 100	College Algebra	3
BIO 111	Anatomy & Physiology I	4
PSY 101	Intro. To Psychology	3
CSS 100	College Student Success	1
HUM XX	Humanities Elective	3
	TOTAL	17

Course #	Course Title	Credits
SECOND SEMESTER		
ENG 102	English Composition II	3
ENG 112	Speech	3
BIO 211	Anatomy & Physiology I	4
CSC 100	Introduction To Computers	3
DI XXX	Diversity Elective	3
	TOTAL	16

Professional Courses – are taken over two years, full-time and include summer sessions.

Course #	Course Title	Credits
THIRD SEMESTER (FALL)		
RAD 101	Radiography I	4
RAD 104	Rad Imaging I W/Lab	3
-----	Clinical Practicum	-

Course #	Course Title	Credits
FOURTH SEMESTER (SPRING)		
RAD 102	Radiography II	4
RAD 105	Rad Imaging II w/Lab	3
---	Clinical Practicum	–

Course #	Course Title	Credits
FIFTH SEMESTER (SUMMER I)		
RAD 103	Radiography III	3
RAD 106	Rad Imaging III w/Lab	1

Course #	Course Title	Credits
SIXTH SEMESTER (SUMMER II)		
---	Clinical Practicum	–

Course #	Course Title	Credits
SEVENTH SEMESTER (FALL)		
RAD 204	Radiography IV	4
RAD 207	Rad Imaging IV w/Lab	3
---	Clinical Practicum	–

Course #	Course Title	Credits
EIGHTH SEMESTER (SPRING)		
RAD 205	Radiography V	4
---	Clinical Practicum	–

Course #	Course Title	Credits
NINTH SEMESTER (SUMMER I)		
RAD 208	Radiography VI	1
---	Clinical Practicum	
	Total Course Credit Required: 63	

Major (Specialized) Requirement

Course #	Course Title	Credits
RAD 101	Radiography I	4
RAD 104	Radiographic Imaging I/Lab	3
RAD 102	Radiography II	4
RAD 105	Radiographic Imaging II / Lab	3
RAD 103	Radiography III	3
RAD 106	Radiographic Imaging III/ Lab	1
RAD 204	Radiography IV	4
RAD 207	Radiographic Imaging IV / Lab	3
RAD 205	Radiography V	4
RAD 208	Radiography VI	1
	TOTAL	30

College Requirement:
General Education Requirements and Electives

Course #	Course Title	Credits
CSS 100	College Student Success	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 112	Speech	3
MAT 100	College Algebra (or higher)	3
BIO 111	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4
PSY 101	Introduction to Psychology	3
CSC 100	Intro to Computer & Computing	3
HUM	Humanities Elective	3
DIV	Diversity Elective	3
	TOTAL	33

SCIENCE AND MATHEMATICS-GENERAL
ASSOCIATE IN SCIENCE (A.S.)
Science, Technology, Engineering and Mathematics (STEM) Division
2 Enos Place, J 104 • (201) 360-4287
www.hccc.edu/stem

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 100	Computers and Computing	3
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT 110	Precalculus	4
SCI 101	Introduction to Physical Science	3
	TOTAL	17

Course #	Course Title	Credits
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

Course #	Course Title	Credits
THIRD SEMESTER		
CHP 111	College Chemistry I	4
MAT 112	Calculus II	4
PHY 111	Engineering Physics I	4
••• •••	Social Science Elective*	3
••• •••	Humanities Elective*	3
	TOTAL	18

Course #	Course Title	Credits
FOURTH SEMESTER		
CHP 211	College Chemistry II	4
••• •••	Diversity Elective*	3
PHY 211	Engineering Physics II	4
••• •••	Approved Science Elective**	3/4
••• •••	Social Science/Humanities Elective*	3
	TOTAL	17/18
	Total Course Credits Required:	**68/70**

* See Electives Section on pages 101-104

Course #	Course Title	Credits
Major Requirements and Electives		
CHP 211	College Chemistry II	4
CSC 101	Scientific Programming	3
CSC 100	Computers and Computing	3
MAT 111	Calculus I	4
MAT 112	Calculus II	4
PHY 111	Engineering Physics I	4
PHY 211	Engineering Physics II	4
SCI 101	Introduction to Physical Science	3
••• •••	Approved Science Elective**	3/4
••• •••	Approved Science Elective**	3/4
	TOTAL	35/37

Course #	Course Title	Credits
General Education Requirements and Electives		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
BIO 100	General Biology	3
CHP 111	College Chemistry I	4
MAT 110	Precalculus	4
••• •••	Social Science Elective*	3
••• •••	Humanities Elective*	3
••• •••	Diversity Elective*	3
••• •••	Social Science/Humanities Elective*	3
	TOTAL	33

*,** See Electives Section on pages 101-104

SOCIOLOGY
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)
Social Sciences Division
71 Sip Avenue, L420 • (201) 360-4751
www.hccc.edu/ss

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		
CSS 100	College Student Success	1
CSC 100	Introduction to Computers	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT •••	Mathematics Elective*	3
SOC 101	Principles of Sociology	3
	TOTAL	16
SECOND SEMESTER		
ENG 102	College Composition II	3
••• •••	Humanities Elective*	3
MAT 114	Intro to Statistics & Probability	3
SOC 201	Sociology of the Family	3
PSY 101	Intro. to Psychology	3
	TOTAL	15
THIRD SEMESTER		
HIS 210	History of Western Civilization I	3
PHL 101	Introduction to Philosophy	3
••• •••	Humanities Elective*	3
ANT 101	Introduction to Cultural Anthropology	3
••• •••	Science Elective *	3/4
	TOTAL	15/16
FOURTH SEMESTER		
HIS 211	History of Western Civilization II	3
SOC 260	Race & Ethnic Relations	3
••• •••	Sociology Elective**	3
••• •••	Lab Science Elective*	3/4
SOC 280	Social Research Methods	3
	TOTAL	15/16
	Total Course Credits Required:	**61/63**

*,** See Electives Section on pages 101-104

Major Requirements and Electives		
MAT 114	Intro to Statistics & Probability	3
SOC 201	Sociology of the Family	3
SOC 260	Race & Ethnic Relations	3
SOC •••	Sociology Elective**	3
SOC 280	Social Research Methods	3
	TOTAL	15

Course #	Course Title	Credits
General Education Requirements and Electives		
CSS 100	College Student Success	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
••• •••	Science Elective *	3/4
••• •••	Lab Science Elective*	3/4
HIS 210	History of Western Civilization I	3
HIS 211	History of Western Civilization II	3
PHL 101	Introduction to Philosophy	3
••• •••	Humanities Elective*	3
••• •••	Humanities Elective*	3
ANT 101	Introduction to Cultural Anthropology	3
SOC 101	Principles of Sociology	3
PSY 101	Intro. to Psychology	3
	TOTAL	46/48

STUDIO ARTS
ASSOCIATE IN FINE ARTS (A.F.A.)
Humanities Division
119 Newkirk Street • (201) 360-4650
www.hccc.edu/hum

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 Student Success	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
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		
••• •••	Humanities Elective*	3
••• •••	Social Science/Humanities Elective*	3
ART •••	Visual Arts Elective	3
ART 125	Art History II	3
ART 126	Figure Drawing	3
	TOTAL	15

Course #	Course Title	Credits
FOURTH SEMESTER		
ART •••	Visual Arts Elective**	3
ART •••	Visual Arts Elective**	3
••• •••	Diversity Elective*	3
••• •••	Science Elective*	3/4
ART 130	Portfolio and Presentation	3
	TOTAL	15/16

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	Art History I	3
ART 116	Drawing II	3
ART •••	Visual Arts Elective	3
ART 125	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
••• •••	Diversity Elective *	3
	TOTAL	42

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Intro. to Computers & Computing	3
••• •••	Social Science/Humanities Elective*	3
MAT •••	Math Elective*	3
••• •••	Science Elective*	3/4
	TOTAL	22/23

* See Electives Section on pages 101-104

STUDIO ARTS - COMPUTER ARTS OPTION

**See
COMPUTER ARTS OPTION
STUDIO ARTS
ASSOCIATE IN FINE ARTS (A.F.A.)**

TECHNICAL STUDIES
ASSOCIATE IN APPLIED SCIENCE
**Science, Technology, Engineering and Mathematics (STEM) Division
2 Enos Place, J 104 • (201) 360-4287
www.hccc.edu/stem**

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

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	
	OR	
ENG 103	Technical Report Writing	
	OR	
ENG 112	Speech	3
MAT 100	College Algebra	
	OR	
MAT 106	Mathematical Analysis I	
	OR	
MAT 110	Precalculus	3/4
CSC 100	Intro. to Computers and Computing	3
••• •••	Lab Science Elective*	3/4
••• •••	Social Science/Humanities Elective*	3
••• •••	Diversity Elective*	3
	TOTAL	22/24

* See Electives Section on pages 101-104

**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
MAT 114	Intro of Statistics and Probability	3
BUS 230	Business Law	3

COMPUTER SCIENCE

CSC 101	Scientific Programming	3
CSC 115	C++ Programming	3
CSC 117	Java Programming	3
CSC 214	Data Structure & Advanced Programming	3
CSC 227	Intro to Operating Systems	3

Course #	Course Title	Credits
COMPUTER TECHNOLOGY		
CSC 101	Scientific Programming	3
CTC 212	Computer Organization & Design	4
CTC 221	Microprocessor/Microcomputer System Designs	4
CTC 224	Computer Peripherals	3

Course #	Course Title	Credits
ELECTRONICS ENGINEERING TECHNOLOGY		
EET 111	Electric Circuits I	4
EET 211	Electric Circuits II	4
EET 212	Active Electronics Devices	4
CTC 212	Computer Organization & Design	4

THEATRE ARTS
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)
Humanities Division
119 Newkirk Street • (201) 360-4650
www.hccc.edu/hum

The A.A Liberal Arts – Theatre Arts Option is designed for students who wish to transfer to a bachelor's degree or higher in the field of Theatre Arts. In addition to the foundation in liberal arts education, the curriculum provides foundation in theatre, acting, directing, and playwriting. Field trips to local/NYC theaters will be integrated into the degree program.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 100	Introduction to Computers	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT •••	Mathematics Elective	3
••• •••	Science Elective*	3/4
		TOTAL 16/17

SECOND SEMESTER		
ENG 102	College Composition II	3
HIS 210	History of Western Civilization I	3
THA 101	Intro to Acting	3
THA 102	Intro to Theatre	3
FLM 101	Introduction to Film	3
		TOTAL 15

THIRD SEMESTER		
HIS 211	History of Western Civilization II	3
••• •••	Social Science Elective*	3
THA 205	Intro to Playwriting	3
LIT 207	Intro to Drama	3
••• •••	Lab Science Elective *	3/4
		TOTAL 15/16

FOURTH SEMESTER		
••• •••	Diversity Elective*	3
••• •••	Humanities Elective*	3
••• •••	Social Science Elective*	3
THA 201	Acting II	3
THA 208	Contemporary Drama	3
		TOTAL 15
	Total Credits Required: 61/63	

Course #	Course Title	Credits
Major Requirements and Electives		
THA 101	Intro to Acting	3
LIT 207	Intro to Drama	3
THA 205	Intro to Playwriting	3
THA 201	Acting II	3
THA 208	Contemporary Drama	3
		TOTAL 15

General Education Requirements and Electives		
CSS 100	College Student Success	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
••• •••	Science Elective*	3/4
••• •••	Lab Science Elective*	3/4
HIS 210	Hist. of Western Civilization I	3
HIS 211	His. of Western Civilization II	3
THA 102	Introduction to Theatre	3
FLM 101	Introduction to Film	3
••• •••	Humanities Elective*	3
••• •••	Diversity Elective*	3
••• •••	Social Science Elective*	3
••• •••	Social Science Elective*	3
		TOTAL 46/48

TRAVEL AND TOURISM OPTION
HOSPITALITY MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Business, Culinary Arts & Hospitality Management
161 Newkirk Street • (201) 360-4631
cai@hccc.edu
www.hccc.edu/bch

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 112	Speech	3
CSC 100	Intro. to Computers & Computing	3
HMT 106	Culture & Geography in Tourism	3
HMT 112	Introduction to Travel & Tourism	3
HMT 110	Intro. to the Hospitality Industry	1
		TOTAL 17

SECOND SEMESTER		
ENG 102	College Composition II	3
••• •••	Humanities/Social Sci. Elective	3
MAN 121	Principles of Management	3
ECO 201	Principles of Macroeconomics	3
HMT 128	Event Planning in Travel & Tourism	3
		TOTAL 15

Course #	Course Title	Credits
THIRD SEMESTER		
••• •••	Diversity Elective	3
HMT 121	Hotel Practicum	2
HMT 206	Info. Systems in Hospitality & Tourism	3
HMT 210	Hospitality & Travel Law	3
••• •••	Restricted Program Elective**	3
••• •••	Restricted Program Elective**	3
		TOTAL 17

Course #	Course Title	Credits
FOURTH SEMESTER		
••• •••	NJ GE Elective*	3
ACC 121	Principles of Accounting I	4
CAI 225	Externship III	2
HMT 209	Tour Marketing, Sales & Promotions	3
••• •••	Restricted Program Elective**	3
		TOTAL 15
	Total Course Credits Required: 64	

* See Electives Section on pages 101-104

**Restricted Program Electives

ACC 221	Principles of Accounting II	4
ACC 211	Computerized Accounting	3
BUS 230	Business Law	3
CAI 223	Food, Beverage, & Labor Cost Control	3
ECO 202	Principles of Microeconomics	3
HMT 104	Culinary for Hospitality	3
HMT 111	Introduction to Entrepreneurship	3
HMT 115	The Urban Entrepreneur	3
HMT 116	Restaurant Operations Mgmt. I	3
HMT 122	Front Office Operation	3
HMT 202	Innovation, Creativity & Marketing	3
HMT 204	Fundamentals of Wine & Food	3
HMT 215	Housekeeping Management	3
HMT 216	Restaurant Operations Mgmt. II	3
HMT 217	Franchising	3
MAN 232	Human Resources Management	3
MAN 221	Marketing	3
MAT 103	Business Mathematics	3
MAT 114	Intro to Statistics and Probability	3

Major Requirements and Electives

ACC 121	Principles of Accounting I	4
CAI 225	Externship III	2
ECO 201	Principles of Macroeconomics	3
HMT 106	Culture & Geography in Tourism	3
HMT 110	Intro. to the Hospitality Industry	1
HMT 112	Introduction to Travel & Tourism	3
HMT 121	Hotel Practicum	2
HMT 128	Event Planning in Travel & Tourism	3
HMT 206	Info. Systems in Hospitality & Tourism	3
HMT 209	Tour Marketing, Sales & Promotions	3
HMT 210	Hospitality & Travel Law	3
MAN 121	Principles of Management	3
••• •••	Restricted Program Elective**	3
••• •••	Restricted Program Elective**	3
••• •••	Restricted Program Elective**	3
		TOTAL 42

Course #	Course Title	Credits
General Education Requirements and Electives		
CSS 100	College Student Success	1
CSC 100	Intro. to Computers & Computing	3
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
••• •••	Diversity Elective*	3
••• •••	Humanities/Social Sci. Elective*	3
••• •••	NJ GE Elective*	3
		TOTAL 22

* See Electives Section on pages 101-104

HUDSON COUNTY COMMUNITY COLLEGE

ELECTIVES SECTION

Each major program curriculum includes general education and major requirements.
Electives should be chosen from the corresponding list.

* Electives for General Education Requirements (NJ GE Electives)

The HCCC general education requirements follow the New Jersey Community College General Education Foundation guidelines (NJTransfer.org) and, when taken in accordance with HCCC AA and AS degree curricula, will be accepted for transfer in fulfillment of up to half of the credits required for a basic four-year bachelor's degree at any New Jersey public institution. HCCC graduates with an AA or AS will also be considered to have completed all lower division General Education requirements.

Oral and Written Communication Electives

COM 101	Interpersonal Communication
ENG 101	College Composition I
ENG 102	College Composition II
ENG 112	Speech
ENG 103	Technical Report Writing (for AAS)

Mathematics Electives

MAT 100	College Algebra
MAT 102	Math for the Health Sciences (selected AAS programs)
MAT 104	Contemporary Mathematics (selected programs) (Liberal Arts – Education programs)
MAT 106/107/108	Mathematics Analysis I/II/III
MAT 109	Health Care Statistics (selected AAS programs)
MAT 110	Pre-Calculus
MAT 111/112/211	Calculus I/II/III
MAT 114	Intro. to Statistics & Probabilities (selected AAS programs)
MAT 116	Precalculus for Business
MAT 116	Precalculus for Business and Social Sciences
MAT 212	Differential Equations
MAT 215	Linear Algebra

Science/Lab Science Electives

BIO 100	General Biology
BIO 107	Human Biology (lab)
BIO 120	Human Sexual Biology
BIO 111/211	Anatomy & Physiology I/II (lab)
BIO 115/116	Principles of Biology I/II (lab)
BIO 120	Human Sexual Biology
BIO 208	Ecology (lab)
BIO 230	Histology (lab)
BIO 240	Genetics (lab)
BIO 250	Microbiology (lab)
CHP 100	Introduction to Chemistry (lab)
CHP 111/211	College Chemistry I/II (lab)
CHP 220	Quant. Anal. & Chem. Computations (lab)
CHP 225/230	Organic Chemistry I/II (lab)
ENV 110	Introduction to Environmental Science
GEO 111	Physical Geology (lab)
PHY 111/211	Engineering Physics I/II (lab)
PHY 113/213	Physics I/II (lab)
SCI 101	Introduction to Physical Science (lab)

Social Science Electives

ANT 101	Introduction to Anthropology
ECO 201	Principles of Macroeconomics
ECO 202	Principles of Microeconomics
PSC 101	Introduction to Political Science
PSC 102	American Government
PSC 200	State & Local Government
PSC 210	International Relations
PSY 101	Introduction to Psychology
PSY 211/212	Developmental Psychology I/II
PSY 260	Life Span Development
SOC 101	Principles of Sociology
SOC 201	Sociology of the Family
SOC 211	Social Problems

Technology Competency Elective

CSC 100	Introduction to Computers and Computing

Humanities Electives

AMS 135	Introduction to American Studies
ART 101	Experiencing Art
ART 115/125	Art History I/II
ART 120	Survey of Contemporary Art (or Diversity)
ASL 101	American Sign Language I
ASL 102	American Sign Language II
FLM 101	Introduction to Film
HUM 101	Cultures and Values (or Diversity)
HUM 128	Food & Culture (or Diversity)
LIT 201	Introduction to Literature
LIT 202	Survey of American Literature
LIT 204	Introduction to the Short Story
LIT 205	Introduction to Cultural Studies
LIT 206	Introduction to Poetry
LIT 207	Introduction to Drama
LIT 208	Contemporary Drama
LIT 210	Latin American Literature
LIT 211	African-American Literature
LIT 214	Introduction to the Novel (or Diversity)
LIT 215	World Literature I (or Diversity)
LIT 225	World Literature II (or Diversity)
MLA 101/102	Elementary Arabic I/II
MLA 111/112	Arabic for Heritage Speakers I/II
MLF 101/102	Basic French I/II
MLR 101/102	Basic Russian I/II
MLS 101/102	Basic Spanish I/II

Humanities Electives (continued)

MLS 111	Spanish for Heritage Speakers
MLS 201	Intermediate Spanish
MLS 202	Latin American Literature -1500 to Present
PHL 101	Introduction to Philosophy
PHL 102	Religions of Asia (or Diversity)
PHL 103	Religions of the West (or Diversity)
PHL 218	Contemporary Moral Issues
MUS 101	Introduction to Music
MUS 102	Introduction to World Music
MUS 104	The African-American Musical Heritage
THA 102	Introduction to Theatre
THA 208	Contemporary Drama

History Electives (or Humanities)

HIS 104	History of American Immigration & Ethnicity
HIS 105/106	U.S. History I/II
HIS 130	African-American History
HIS 131	Islamic & African History
HIS 132	Latin-American & Caribbean History
HIS 137	Women in American History
HIS 210	History of Western Civilization I
HIS 211	History of Western Civilization II

Diversity Electives

ANT 101	Introduction to Anthropology (or Social Science)
ART 120	Survey of Contemporary Art (or Humanities)
HUM 101	Cultures and Values (or Humanities)
HUM 128	Food & Culture (or Humanities)
HIS 104	History of Amer. Immigration & Ethnicity (or Humanities)
HIS 132	Latin-American & Caribbean History (or Humanities)
INTD 235	Exploring Multicultural Studies
LIT 214	Introduction to the Novel (or Humanities)
LIT 215	World Literature I (or Humanities)
LIT 225	World Literature II (or Humanities)
MUS 102	Introduction to World Music (or Humanities)
MUS 104	The African-American Musical Heritage (or Humanities)
PHL 102	Religions of Asia (or Humanities)
PHL 103	Religions of the West (or Humanities)
SOC 230	Religion & Society
SOC 260	Race & Ethnic Relations

** Electives for Major Program Requirements

The following electives satisfy the program major requirements as prescribed for each degree program.

Approved Liberal Arts Electives

(AA - American Studies, General, Psychology)

Courses may be chosen from the list of NJ GE Electives/or any of the following subjects:

American Studies, Anthropology, Art, Biology, Chemistry, Communications, Computer Art, Creative Writing, Criminal Justice, Economics, Film, History, Interdisciplinary, Journalism, Literature, Mathematics (excluding MAT 102 and MAT 109), Modern Languages, Music, Philosophy, Physics, Political Science, Psychology, Sociology, Women's Studies and Theatre Arts

Computer Science Electives

CSC 101	Scientific Programming
CSC 104	Introduction to Geographic Information Systems
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

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 and Toddler Curriculum
ECE 231	ECE Externship I
ECE 241	ECE Externship II
EDU 211	Foundations of American Education (For AAS Program Majors Only)
SED 235	Young Children with Special Needs
SED 290	Introduction to Special Education (For AAS Program Majors Only)
INTD250	Child, Family and Community
PSY 270	Psychology of Teaching and Learning

HUDSON COUNTY COMMUNITY COLLEGE

Fine Arts Electives
(Selected AA & AS degrees & AFA degree)

ARC 105	Introduction to Computer Arts
ARC 106	Digital Imaging
ARC 107	Print Design
ARC 109	Interactive/Web Design
ARC 115	3D Digital Design for Fabrication
ARC 201	Digital Video
ARC 202	Digital Animation
ART 101	Experiencing Art
ART 103	Two-Dimensional Design
ART 106	Drawing I
ART 107	Painting I
ART 113	Three-Dimensional Design
ART 114	Color Theory
ART 115	Art History I
ART 116	Drawing II
ART 117	Painting II
ART 120	Survey of Contemporary Art
ART 125	Art History II
ART 126	Figure Drawing
ART 127	Water Color
ENG 210	Creative Writing
FLM 101	Introduction to Film
FLM 102	Latin-American Literature in Film
FLM 103	Women in Film
MUS 101	Introduction to Music
MUS 102	Introduction to World Music
MUS 104	The African-American Musical Heritage
MUS 105	Introduction to Latin-American Music
THA 101	Introduction to Acting
THA 102	Introduction to Theatre
THA 201	Acting II
THA 205	Introduction to Playwriting

Electronics Engineering 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 118	Python Programming
CSC 212	Computer Organization and Design
CSC 214	Data Structure
CSC 240	Fundamentals of Computer Networking
EET 111	Electric Circuits I
	(This course provides foundation may not transfer to BS)
PHY 212	Engineering Physics III

Electronics Engineering Technology Electives

CTC 221	Microprocessor/Microcomputer System Design
EET 216	Pulse and Digital Circuits
EET 229	Microprocessor/Microcomputer System Design

Geographic Information Science Electives

GIS 105	Cartography and Visualization of Geospatial Data
GIS 201	Surface Analysis
GIS 204	Advanced Applications in Geographic Information Systems
GIS 205	Fundamentals of Remote Sensing
GIS 206	Three-Dimensional (GIS) Visualization

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.

Literature Electives
Any literature course (LIT) is permitted and

THA 208	Contemporary Drama

Mathematics Electives (Liberal Arts)
Any college-level mathematics course is permitted with the exception of MAT 102, MAT 104, MAT 109 and MAT 114.

Approved Math & Science Electives (AS degrees)

BIO 115	Principles of Biology I
BIO 116	Principles of Biology II
BIO 208	Ecology
BIO 209	Comparative Anatomy of Vertebrates
BIO 230	Histology
CHP 220	Quantitative Analysis
CHP 230	Organic Chemistry II
EGS 101	Engineering Graphics
GEO 111	Physical Geology
MAT 211	Calculus III
MAT 212	Differential Equations
MAT 215	Linear Algebra
PHY 212	Engineering Physics III

Modern Languages Elective
Any Modern Language course (ML*) is permitted.

Philosophy Electives
Any philosophy course (PHL) is permitted.

Psychology Electives

PSY 120	Psychological Methods and Applications
PSY 211	Developmental Psychology I
PSY 212	Developmental Psychology II
PSY 215	Psychology of Women
PSY 216	Theories of Personalities
PSY 260	Life Span Development
PSY 270	Psychology of Teaching and Learning
PSY 280	Abnormal Psychology

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 (for Program Major Requirements)

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

Visual Arts Electives

(AFA – Studio Arts degrees)

ARC 105	Introduction to Computer Arts
ARC 106	Digital Imaging
ARC 107	Print Design
ARC 109	Interactive/Web Design
ARC 115	3D Digital Design for Fabrication
ARC 201	Digital Video
ARC 202	Digital Animation
ART 101	Experiencing Art
ART 103	Two-Dimensional Design
ART 106	Drawing I
ART 107	Painting I
ART 113	Three-Dimensional Design
ART 114	Color Theory
ART 115	Art History I
ART 116	Drawing II
ART 117	Painting II
ART 120	Survey of Contemporary Art
ART 125	Art History II
ART 126	Figure Drawing
ART 127	Water Color

Course Descriptions

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 attain appropriate scores on the College Placement Test (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.
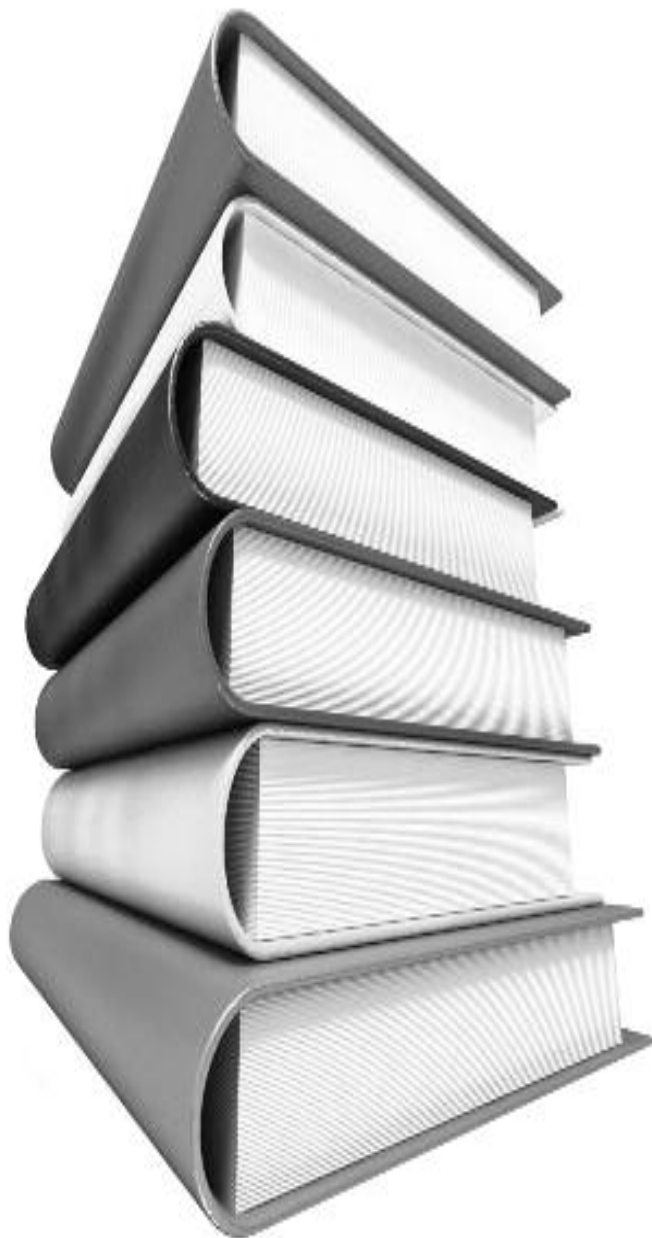
ACCOUNTING

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 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 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. The 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 SIGN LANGUAGE

ASL 101　　　　American Sign Language I　　　3 CR
ASL 101 is an introductory course to American Sign Language as it is used within the American Deaf community, as well as an introduction to Deaf Culture and history. The class will emphasize non-verbal communication as students learn basic vocabulary, sentence structure, facial expressions, signing parameters, and other grammatical markers. Students will start to build basic expressive and receptive skills in American Sign Language that will be reinforced by a variety of activities. Prerequisite: Basic English Writing/Reading II or ESL Level III

ASL 102　　　　American Sign Language II　　　3 CR
ASL 102 is a second-level course in American Sign Language as it is used within the American Deaf community, as well as a continuation of discussion of Deaf Culture and history. The class will emphasize non-verbal communication as students continue to build their sign vocabulary, sentence-structure, facial expression, and other grammatical markers. Students will continue to strengthen their expressive and receptive skills in American Sign Language as they engage in conversations that will be reinforced by a variety of activities. Content from ASL 101 will be continually reviewed and built on in this course.
Prerequisite: ASL 101

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 basic concepts, theories, data and research methods in the field of cultural anthropology and to the anthropological study of the nature and functions of human culture. The course examines how different cultures respond to certain needs expressed by patterns of social organization and a variety of social institutions such as family, religion, politics and the like. Understanding human nature and cultural diversity is at the core of this course.
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. 3 hours lecture/1 hour lab.
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. 3 hours lecture/1 hour lab Co-requisite: ENG 101

ARC 107   **Print Design**   **3 CR**
This course will provide students with the necessary technical, conceptual and aesthetic knowledge to create effective designs for print that comprehensively communicate ideas through visual graphic form. Preparation of photos, graphics, and text for use in layout and design will be thoroughly addressed. The use of typography and its integration with images to communicate specific ideas and content to a desired audience will also be a main focus of the course. Adobe® InDesign®, Illustrator®, and Photoshop® software applications will be utilized.
3 hours lecture/1 hour lab

ARC 109   **Interactive/Web Design**   **3 CR**
This course will provide students with the necessary conceptual knowledge of the visual aesthetics of interactive design. Students will design websites that use intuitive visual layouts and interactivity to communicate information and ideas to a specific audience. The course also covers the basic technical skills required to prepare images and content for the web. The Adobe Dreamweaver® software application will be utilized in this course. 3 hours lecture/1 hour lab.

ARC 115   **3D Digital Design for Fabrication**   **3 CR**
The course provides students with the foundation knowledge of the technical and creative aspects of digital three-dimensional design that will allow students to conceive, edit and fabricate objects using 3D scanners, 3D modeling software and 3D printers.
2 hours lecture/2 hour lab

ARC 201   **Digital Video**   **3 CR**
Through lectures, demonstrations, and project-based assignments, students will acquire knowledge of digital video pre-production, production and post-production by studying treatment and storyboard design, lighting techniques, shot composition using high-definition video cameras, editing video and sound, creating title sequences, compositing video, compressing data, and publishing digital video. Industry standard desktop video and audio editing software applications will be utilized. This course will also examine the role digital video and moving images have played in contemporary art, documentation, and mass media. Equipment will be supplied.
Prerequisites: ENG 101 and any ARC 100 courses

ARC 202   **Digital Animation**   **3 CR**
This course provides students with the necessary knowledge and skills to create dynamic two-dimensional digital animation and motion graphics. Students will acquire the analytical and critical thinking skills required to conceive, produce, and publish original digital animations utilizing industry standard software applications. Students will use storyboarding, rotoscoping, animated typography, original character development, and scene production techniques. 2D animation fundamentals as well as concepts of motion and continuity will be thoroughly covered in this course. This course will also briefly introduce 3D compositing and interactivity. Equipment will be supplied.
Prerequisites: ENG 101 and any ARC 100 courses

ARC 280   **Computer Arts Portfolio & Presentation**   **3 CR**
Computer Arts Portfolio and Presentation provides student artists and designers with the knowledge to meet both their educational and professional goals. Students will prepare their work to be presented to both future clients and employers as well as for admission to senior academic institutions. Students will acquire conceptual knowledge and technical skills to effectively present their work in many formats including as a printed portfolio, a web-based portfolio, a video reel for animation and video works, an interactive video disk, in an exhibition setting, and as a multimedia presentation to an audience. The course will culminate with an exhibition and presentation of students' work. Computer Arts Portfolio and Presentation is the Capstone course for the A.F.A. Studio Arts - Computer Arts Option.
Prerequisites: ENG 101, plus 24 credits of core curriculum "ARC/ART" courses inclusive of ARC 106, 107, 109, ART 103, 106

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.
3 hours lecture/1 hour lab.

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.
3 hours lecture/1 hour lab.

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.
3 hours lecture/1 hour lab.

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.
3 hours lecture/1 hour lab.
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.
3 hours lecture/1 hour lab.
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.
3 hours lecture/1 hour lab.

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.
3 hours lecture/1 hour lab.
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.
3 hours lecture/1 hour lab.
Prerequisite: ART 107

ART 120   Survey of Contemporary Art   3 CR
Survey of Contemporary Art examines the development of the formal and conceptual concerns that have shaped 21st Century art. Distinguished by the absence of a uniform organizing principle or label, contemporary art is a diverse and eclectic combination of subjects, concepts, materials, and methods. Students explore the notion of what art is and how it can be made through the consideration of ideas, practices and concepts that are unique to our contemporary world.
Corequisite: ENG 101

ART 125   Art History II   3 CR
Art History traces the development of art from the 14th century Renaissance in Italy through the conclusion of the twentieth century. The course provides a foundation in the historical and intellectual content of western visual culture highlighting the aesthetic and cultural achievements of the Renaissance, Baroque, Enlightenment and Modern world. Art History II surveys the major developments in drawing, painting, sculpture and architecture of the western canon: Europe and the United States.
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.
3 hours lecture/1 hour lab. 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 fundamen-

tal knowledge and basic skills needed to effectively use the medium.
3 hours lecture/1 hour lab. Prerequisite: ART 106

ART 130   Portfolio and Presentation   3 CR
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 résumé, artist's statement, PowerPoint® presentation, slide packet, and website will be produced. New technologies will be stressed along with traditional (non-digital) methods to prepare the student for the professional art world.
3 hours lecture/1 hour lab.
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
Principles of Biology I is a lecture and lab course that addresses some fundamental concepts and applications of biology. Students learn the chemical context of life and the structure and function of large molecules like DNA. Students also learn the cell structure, function and how processes such as photosynthesis, metabolism, cell cycle, and cellular respiration take place inside the cell. The course also give students a clear understanding of some molecular and genetic concepts such as mendelian inheritance and transcription & translation inside a cell.
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 120   Human Sexual Biology   3 CR
This non-lab science course is designed for liberal arts and other non-science majors. It gives students the opportunity to discover and understand the major biological aspects of human sexuality. It focuses on the anatomical and physiological study of the reproductive system, conception process, pregnancy period, prenatal development and delivery stages, sexual maturation, gender distinctiveness, and the infectious maladies and specific medical conditions associated with human sexual-

ity. Video simulations in selected topics are incorporated to reinforce scientific exploration and formulation.
Co-requisite: ENG 101

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 209 Comparative Anatomy of Vertebrates 4 CR
Comparative Vertebral Anatomy focuses on the evolution of vertebrates and diversity of body forms including some extinct species. Specifically this course will explore how vertebrates originate, develop and diversify, and compare different anatomical and physiological features among vertebrates. Laboratory exercises include detailed dissection of selected vertebrates for example: the Lamprey eel, the dogfish shark, the mud puppy, the cat and other animals. The laboratories will provide hands on experience to compare morphological and anatomical characteristics of different vertebrates.
Prerequisite: BIO 211 or BIO 116

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 240 Genetics 4 CR
This course examines the principles of inheritance and gene action, from the molecular to the organism level, and populations. Topics include Mendelian principles, molecular genetics, genetic mapping, population genetics, quantitative genetics, gene regulation, mutations, repair mechanisms, and the modern genetic manipulation.
3 hours lecture/3 hours lab
Prerequisite: BIO 116

BIO 250 Microbiology 4 CR
This course is geared for individuals entering the medical or health sciences professions. It will encompass a survey of microorganisms with emphasis on bacteria and applications of microbiology. The laboratory sessions will stress isolation, cultivation, and various biochemical and identification techniques of selected bacteria and other microorganisms.
3 hours lecture/3 hours lab.
Prerequisite: BIO 211

BIOTECHNOLOGY

BTN 105 Biostatistics 3 CR
This course investigates current topics and issues in Biotechnology. It also explores elementary statistical methods as applied to experimental biology. Topics include inference methods in estimation and hypothesis testing and general linear models; probability and chi-square; linear regression and correlation, analyses of variance; non parametric statistics and bioassay.

BTN 201 Molecular Biology 4 CR
This course explores the molecular mechanisms by which cells use genetic information to produce RNAs and proteins. Mechanisms and regulation of transcription in both prokaryotes and eukaryotes will be studied with an emphasis on protein-protein and protein-DNA interactions. The structure, organization, evolution and expression of the eukaryotic genome will be emphasized.

BTN 210 Cell Biology 4 CR
This course presents the fundamental aspects of cell structure and function, and is the foundation of all fields of modern biology. Topics include: cell complexity and organizational hierarchy, evolution of the cell, cell surface, plasma membrane, cytoskeleton, cell growth, and differentiation.

BUSINESS

BUS 103 Introduction to Business 3 CR
This is an introductory course in contemporary business practices. Students develop a basic understanding of key functional areas of business including management, marketing, finance, economics, accounting and technology. Special attention is paid to current dynamic issues facing business such as globalization, entrepreneurship, ethical reasoning and the legal/regulatory environment.

BUS 205 Global Business 3 CR
The course provides a broad overview of international/global Business highlighting the opportunities and challenges multinational organizations face in today's dynamic environment. Students are introduced to the cultural, economic, political, competitive and legal environments in which international/global businesses operate.
Prerequisite: BUS 103 Co-requisite: ECO 201

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 the ethical issues in the business environment will also be addressed throughout the course.

BUS 299 Business Internship 3 CR
This course provides the student with on-the-job business experience. The course allows the student to gain supervised practical experience working in a setting related to the student's area of business interest. Students must successfully complete 225 hours of practical experience in an approved business workplace. There is an additional lecture component for students to share their experience and discuss lessons learned.
Prerequisites: BUS 101, MAN 121, MAN 221 and ACC 121 and permission from Division Dean

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 105   Introduction to Environmental Chemistry 4 CR
This Course explores the earth's atmosphere, hydrosphere, Lithosphere and Biosphere from a chemical perspective and the chemical composition and reactions that characterize the earth's systems are investigated. Also, chemical processes in each of these spheres are used to illustrate and explain fundamental chemical concepts. Topics include ozone depletion, acid rain, radiochemical dating, and global climate change. Labs will reflect and enhance the lecture topics.

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 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, 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 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.
Prerequisite: 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

CHILD DEVELOPMENT ASSOCIATE – INFANT/TODDLER

CDI 100   Infant/Toddler CDA 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 to volunteer, either full or part-time, in an Early Head Start program or a child care center, with children between the ages of birth through 36 months. The course may be applied to the Early Childhood Education programs as a substitute for ECE 201, Introduction to Early Childhood Education.

CDI 110   Infant/Toddler CDA 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 infants and toddlers and complete their professional resource file. The course offers 60 contact hours of formal training. Combined with ECE 100, Infant/Toddler CDA Workshop I, students will satisfy the 120 contact hours of formal training, as required by the CDA National Credentialing System. Students are expected to be employed, or to volunteer, either full- or part-time, in a Early Head Start program or a child care center, with children between the ages of birth through 36 months. The course can be applied to the Early Childhood Education programs as a substitute for ECE 230, Infant/Toddler Curriculum.
Prerequisite: CDI 100; Co-requisite: CDI 120

CDI 120   Field Experience in I/T Setting   3 CR
Students will be expected to self-place in a licensed Infant/Toddler center, an Early Head Start program or may be observed in their place of employment. All students will meet once a week for 50 minutes of class time, as well. These 120 hours may be applied to the 480 hours necessary to apply for the Infant/Toddler CDA Credential.
Prerequisite: CDI 100; Co-requisite: CDI 110

CHILD DEVELOPMENT ASSOCIATE - PRESCHOOL

CDP 100   Preschool 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 to volunteer, either full or part-time, in a child care center, preschool, or pre-kindergarten program with children between the ages of 3 and 5. The course may be applied to the Early Childhood Education programs as a substitute for ECE 201, Introduction to Early Childhood Education.

CDP 110   Preschool 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 CDP 100, Preschool CDA

Workshop I, students will satisfy the 120 contact hours of formal training, as required by the CDA National Credentialing System. Students are expected to be employed, or to volunteer, either full- or part-time, in a child care center, preschool or pre-kindergarten program, with children between the ages of 3 and 5. The course can be applied to the Early Childhood Education programs as a substitute for ECE 211, Early Childhood Curriculum.
Prerequisite: CDP 100; Co-requisite: CDP 120

CDP 120   Field Experience in a Preschool Setting 3 CR
Students will be expected to self-place in a licensed preschool center, a Head Start program or may be observed in their place of employment. All students will meet once a week for 50 minutes of class time, as well. These 120 hours may be applied to the 480 hours necessary to apply for the Preschool CDA Credential.
Prerequisite: CDP 100; Co-requisite: CDP 110

COLLEGE STUDENT SUCCESS

CSS 100   College Student Success   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®. 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 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.
Co-requisite: MAT 100 or 106 or 107 or higher

**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 100 or MAT 106 or MAT 107 or MAT110

CSC 117   Java Programming   3 CR
This course will introduce students to Java programming, an object-oriented language. Students will develop stand-alone business applications and create applications called from within HTML page (applets) designed to be transported over the Internet and executed by browsers. The syntax, control structures, methods, arrays, strings, and characters and graphics will be applied to bring interactive applications to web clients.
2 hours lecture/2 hours lab.
Prerequisite: CSC 111 or CSC 115

CSC 118   Python Programming   3 CR
The course is an introduction to basic principles of programming using Python. Python is an open-source scripting language that allows rapid application development of both large and small software systems. The course introduces students to the fundamentals of data storage, input and output, control structures, functions, sequences and list, dictionary, sets, and file Input/Output. Students learn how to design algorithms, write external and internal documentation and design and write source code in Python. 2 hours lecture/2 hours lab.
Prerequisite: MAT 100 or higher

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 or CSC 117

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 118 Python Programming 3 CR

The course is an introduction to basic principles of programming using Python. Python is an open-source scripting language that allows rapid application development of both large and small software systems. The course introduces students to the fundamentals of data storage, input and output, control structures, functions, sequences and list, dictionary, sets, and file Input/Output. Students learn how to design algorithms, write external and internal documentation and design and write source code in Python.

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 database systems, query languages, and application development systems.
2 hours lecture/2 hours lab.
Prerequisites: CSC 101 or CSC 111 or CSC 115 or CSC 117

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
Prerequisite: CSC 111 or CSC 115 or CSC 117 or CSC 118

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 or CSC 117

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 or CSC 111 or CSC 115 or CSC 117

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
Co-requisite: CSC 101, CSC 111, CSC 115 or 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, 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; Co-requisite: 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

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 & 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, e.g., 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.
Prerequisite: ENG 101 and CRJ 111

CRJ 290   Criminal Justice Externship   3 CR
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 102, CRJ 111, CRJ 120 & CRJ 214.

CULINARY ARTS

CAI 115 — Food Sanitation and Culinary Principles — 3 CR

This course is an introduction to the professional life of a chef, coupled with the application of sanitation concepts in the operation of a food service establishment. Kitchen safety, personal hygiene, and state and federal regulations are discussed in relation to their involvement in the sanitary service of food product. By explaining the role of the chef as a leader, this course will discuss the significance of active learning during one's experience in food service education. This course also includes a nationally recognized ServSafe certification exam provided by the Educational Foundation of the National Restaurant Association (NRAEF).

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 supported with demonstrations and lecture in the laboratory. Students will learn the appropriate cooking methods that may be applied to meats, fish, poultry, starches, and vegetables. The basic cooking methods are introduced and practiced in the laboratory. Students will also learn the proper techniques used in the preparation of stocks, soups, and sauces.

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 121 — Product Identification and Purchasing — 3 CR

This course introduces students to the four most important foundations in foodservice purchasing: market and distribution systems, storeroom operations, cost controls, and product identification. Students will identify the most commonly used cuts of meat, poultry, and seafood. Identification of fruits and vegetables will also be covered. Students will examine the steps that need to be taken in order to have proper purchasing and receiving controls in place. In addition, this course covers present-day issues like security, legal and regulatory compliance, sustainable agriculture, aquaculture and genetically modified organisms (GMOs).

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 & CAI 118

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 entrées, and specialty sandwiches as well as the design of salad bar setups. Basic forcemeat preparations used for pâtés, 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 entrée 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 210 — Menu and Facilities Design — 3 CR

This course introduces students to the fundamental principles of menu development as well as the procedure for designing and building a food-service operation. Strong emphasis is given to the consequential interrelationship between the two and is substantiated through cogent explanation and demonstration. The student will be able to develop basic menus for a variety of meal periods based on a learned systemization. The course will examine the tried and true process for designing, building and commissioning a restaurant including space allocation, work and

product flow, facilities engineering, equipment selection and energy practices. The student will also be able to utilize practices and policies from other courses which will assist the student in the preparation of menus and the design of a foodservice operation.

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

CAI 216   Restaurant Operations Management I
**   (See HMT 116 Restaurant Operations**
**   Management I)   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 gain 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. Prerequisite: CAI 210 or HMT 116

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, entrées, 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 HMT 121

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 entrées. 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 food-service 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 setup of cold food preparations for a buffet. They will also be introduced to tallow and shortening sculpturing, platter garnishes, and decorative show platters. Lectures will include off-premise catering, food show rules and regulations, food presentation, and platter arrangement.
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

BAKING AND PASTRY – CULINARY ARTS

CBP 120   Intro to Professional Baking   2 CR
This course introduces the basic principles and techniques used in bread baking and pastry arts. It covers: Product identification, proper use of equipment, measurements, baking terminology along with food costing and storeroom procedures, and demonstrations of mixing methods for yeast raised breads, cakes, custards, chocolate, sugar and creams are included. Prerequisites: CAI 113, CAI 114, CAI 117, CAI 118, CAI 119

CBP 121   Basic Bench Work   2 CR
Emphasis will be on various bread mixing methods and their characteristics. Students will learn the relationship between mixing and fermentation. The understanding of gluten and its importance in the bakeshop will be a key component to the lab. Lean and rich doughs will be produced using hands-on techniques. Also the craft of artisan breads will be taught using a diversity of pre-ferments and sponges showing their advantages and disadvantages.
Pre-requisite: CAI 119
Co-requisite: CBP 120

CBP 122   Quick Breads, Pies and Pastries   2 CR
Students will create a variety of dough, including pate sucree, pate brisee, pie dough, and quick breads using professional methods learned through lecture, demonstration, and hands-on practice. In addition, American and classic pastries will be produced applying basic dessert presentation and its complementary sauces.
Prerequisite: CBP 121 Co-requisite: CBP 120

CBP 124   Tarts, Tortes and Gateaux   2 CR
Students will utilize cake mixing methods to create traditional and non-traditional desserts. The use of timeless fillings and icings such as ganache and Bavarian cream will culminate with the student creating classical desserts such as Linzer Torte, Sacher Torte and Gateau St. Honore. The ever popular cupcake will also be produced showing its versatility in today's market.
Prerequisite: CAI 129 & CBP 122; Co-requisite: CBP 120

CBP 211   Meringues, Soufflés and
**   Frozen Desserts   2 CR**
Students will learn how to work with an ice cream machine to create basic frozen desserts, such as sorbets, sherbets, ice creams, and Italian ices. Techniques to produce meringues and their various applications will be taught. An introduction of hot and cold soufflés completes the course.
Prerequisite: CBP 124

CBP 212   Desserts for Restaurants and
**   In-Store Retail   2 CR**
This class is designed for students to have an understanding of a different career option available in the pastry arts. The class is divided into two distinct styles of desserts. The first half of the class will be devoted to learning restaurant and café style pastries along with the art of plating. The second half of the course will cover the mass production aspect of the pastry industry. The focus will be on in-store retail/bakery style desserts using pre-mixes.
Prerequisite: CBP 211

CBP 220   Petits Fours, Mignardise and Candies   2 CR
The art of working with chocolate, candy making, and petits fours is the emphasis of this class. Students will learn chocolate tempering, and will be able to apply it to create a wide variety of truffles, molded candies, and decorations. Students will produce popular candies using knowledge gained in Introduction to Professional Baking. Also the production of mignardise, petits fours, such as sec and glace, will be covered.
Prerequisite: CBP 212

CBP 226   Chocolate and Sugar   2 CR
Students use classical and current techniques to create a Chocolate, Sugar, and Pastillage showpiece. Students learn the elements of planning, designing, and assembling a competition caliper showpiece of their own design. Through multiple techniques inclusive of template making, casting, sculpting, blowing, pulling, and decorating, students will create a multiple medium showpiece.
Prerequisite: CBP 220

CHILD DEVELOPMENT ASSOCIATE – INFANT/TODDLER

CDI 100   Infant/Toddler 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 to volunteer, either full or part-time, in an Early Head Start program or a child care center, with children between the ages of birth through 36 months. The course may be applied to the Early Childhood Education programs as a substitute for ECE 201, Introduction to Early Childhood Education.

CDI 110   Infant/Toddler 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 infants and toddlers and complete their professional resource file. The course offers 60 contact hours of formal training. Combined with CDI 100, Infant/Toddler CDA Workshop I, students will satisfy the 120 contact hours of formal training, as required by the CDA National Credentialing System. Students are expected to be employed, or to volunteer, either full- or part-time, in a Early Head Start program or a child care center, with children between the ages of birth through 36 months. The course can be applied to the Early Childhood Education programs as a substitute for ECE 230, Infant/Toddler Curriculum.
Prerequisite: CDI 100; Co-requisite: CDI 120

CDI 120   Field Experience in
**   Infant/Toddler Setting   3 CR**
Students will be expected to self-place in a licensed Infant/Toddler center, an Early Head Start program, or may be observed in their place of employment. All students will meet once a week for 50 minutes of class time, as well. These 120 hours may be applied to the 480 hours necessary to apply for the Infant/Toddler CDA Credential.
Prerequisite: CDI 100; Co-requisite: CDI 110

CHILD DEVELOPMENT ASSOCIATE - PRESCHOOL

CDP 100   Preschool 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 to volunteer, either full or part-time, in a child care center, preschool, or pre-kindergarten program with children between the ages of 3 and 5. The course may be applied to the Early Childhood Education programs as a substitute for ECE 201, Introduction to Early Childhood Education.

CDP 110   Preschool 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 CDP 100, Preschool CDA Workshop I, students will satisfy the 120 contact hours of formal training, as required by the CDA National Credentialing System. Students are expected to be employed, or to volunteer, either full- or part-time, in a child care center, preschool or pre-kindergarten program, with children between the ages of 3 and 5. The course can be applied to the Early Childhood Education programs as a substitute for ECE 211, Early Childhood Curriculum.
Prerequisite: CDP 100; Co-requisite: CDP 120

CDP 120   Field Experience in a Preschool Setting 3 CR

Students will be expected to self-place in a licensed preschool center, a Head Start program, or may be observed in their place of employment. All students will meet once a week for 50 minutes of class time, as well. These 120 hours may be applied to the 480 hours necessary to apply for the Preschool CDA Credential.
Prerequisite: CDP 100; Co-requisite: CDP 110

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 to volunteer, either full or part-time, in a child care center, preschool, or pre-kindergarten program. The course is required for the Child Care Certificate and can be applied to the A.A.S. in Early Childhood Education as a substitute for ECE 201, Introduction to Early Childhood Education.

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 to volunteer, either full- or-part-time, in a child care center, preschool, or pre-kindergarten program. This course is required for the Child Care Certificate and can be applied to the A.A.S. degree in Early Childhood Education as a substitute for ECE 211, Early Childhood Curriculum.
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
Co-requisite: 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 Co-requisite: ENG 101
(This course meets one of the required components of the New Jersey Infant/Toddler Credential.)

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. 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 201or EDU 211 for all AA Education programs; ECE 110 for Child Care Certificate

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 is 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: ENG 101

ECE 225 Infant Toddler Health and Special Needs   3 CR
This course involves the study of policies, guidelines, and procedures of providing high quality care in safety, health, nutrition, and special needs for children from birth to age three. Topics include creating and maintaining safe indoor/outdoor learning environments, emergency response procedures, promoting health and preventing illnesses, providing and fostering good nutrition, and recognizing, understanding, and supporting children with special needs. Developmentally appropriate materials, practices, and activities are discussed as they relate to infant toddlers' safety, health, nutrition and needs.
Prerequisite: ECE 201
Co-requisite: ENG 102

ECE 230   Infant and Toddler Curriculum   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 (This course meets one of the required components of the New Jersey Infant/Toddler Credential.)

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 any one major required course

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 first-hand experience and learn the process of integrating knowledge skills and techniques with teaching practice. Students are placed in a field experience at a child care center, school, or site that provides care and education to children. They are expected to perform the required professional tasks of assisting the regular classroom teacher in implementing the center's child development and activity program, and to gradually assume the responsibilities of a "group teacher." Under the direction and supervision of the regular classroom teacher, the student will plan and implement activities that are appropriate to both the age and developmental level of the children. Students will work or volunteer 120 hours at the externship site in fulfillment of course requirements.
Prerequisites: ECE 231.

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 Basic 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.
Prerequisite: ENG 101
Co-requisite: ENG 102

ELECTRONICS ENGINEERING TECHNOLOGY

EET 111   **Electric Circuits I**   **4 CR**

An integrated study of AC and DC circuits in which the sinusoidal system is introduced early in the course. The course covers the concepts of Ohm's Law, Kirchhoff's Laws, and DC circuits such as series circuits, parallel circuits, and series-parallel circuits. The study of capacitors and inductors serves as an introduction to the sinusoidal system and the behavior of R, L, and C in such a system. The laboratory component includes the use of test instruments in experiments dealing with Ohm's Law, series circuits, parallel circuits, and series-parallel circuits, followed by a study of internal resistance and loading. The final experiment supplies facility in the applications of the oscilloscope.

3 hours lecture/3 hours lab.
Co-requisite: MAT 100

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
Co-requisite: MAT 110

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 metal oxide 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.
Co-requisite: 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 field effect and metal-oxide-silicon field effect transistor biasing, and small-signal operations are covered. Consideration will be given to the frequency response characteristics of BJT and JFET circuits. The experiments study the performance of small-signal amplifiers, connected in the common-emitter mode, the emitter-follower mode, and the common-based mode, followed by an analysis of cascaded RC coupled amplifiers. The analysis and design of biasing, and FET small-signal amplifiers. The final experiment is a detailed analysis of the frequency response of a transistor amplifier.

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 op-amps are discussed, as well as other topics dictated by student and instructor interest. The laboratory component complements the course material. Proper breadboarding techniques are introduced and integrated circuit testing and evaluation are performed. The laboratory supports the theory with experiments in linear application of op-amps, nonlinear application of op-amps, signal generators and timers, data presentation-differentiator, integrator and triangular wave generator, and active filters. The student selects a project from the text or other literature.

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 troubleshooting project. 3 hours lecture/3 hours lab.
Pre-requisite: EET 212

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 the course requirement. Heavy emphasis on parts selection and procurement, breadboarding, printed circuit board fabrication, assembly, soldering techniques and heat sinking are provided in this laboratory-based course.

1 hour lecture/3 hours lab.
Prerequisites: EET 214
Co-requisite: EET 222

**EET 229	Microprocessors/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 an SDK-86 kit. Laboratory experiments cover an 8086 arithmetic program, accessing data in memory, using a PC to write a program with an assembler, generating digital waveforms, nested loops programming, reaction time programming, using D/A converters with microprocessors and vector graphics.

3 hours lecture/3 hours lab. Prerequisite: CTC 212 or EET 223

EMERGENCY MEDICAL TECHNICIAN

**EMT 100	Emergency Medical Technician	6 CR**

The EMT course is designed to develop the skills and knowledge required of entry level Emergency Medical Technicians. Upon successful completion of this course, the student will be eligible to take both the State of New Jersey and National Registry of EMTs certification exams for EMT – Basic Providers. **Note:** There is a significant amount of lab/practice hours required for this course.

6 lecture hours / 6 lab hours.

Course Lab Fee is required

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 Pro-Engineer). It will include two engineering modules (chemical and mechanical). In addition to freehand sketching and instrumental drawing, the students are also introduced to Pro-Engineer. Students may receive credits for both EGS 101 and this course.

1 hour lecture/2 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, and descriptive geometry. Students are introduced to Pro-Engineer mid-semester and perform some projects using this software.

1 hour lecture/2 hours lab.

Prerequisite: MAT 100 or equivalent.

**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

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 and RDG 074, Introduction to Analytical and Critical 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 and RDG 075, Developing Analytical Thought 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 for students who score 4 on the HCCC Writing Placement Test and 83 on 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 7, provides instruction in essay revision. Students use word processors to facilitate revisions; instructors meet with students as essays are revised both at the terminals and at the conference desk.

Co-requisite: 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 7 and who are enrolled in dedicated sections of College Composition I for former ESL students. The course provides guided practice in writing, revising, and editing while offering additional instruction in two areas where proficiency is needed for communicative competence, but where non-native speakers' less extensive knowledge puts them at a disadvantage: grammar and culture. Students use a word processor to write and revise paragraphs and short essays.

Co-requisite: ENG 101

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.

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

ENG 215   **Memoir and Creative Non-Fiction**   **3 CR**

In *Memoir and Creative Non-Fiction*, students read diverse selections of non-fiction, create their own personal essays, and develop in-depth memoirs. Students develop and submit portfolios at mid-semester and end-of-semester.
Prerequisite: ENG 101

ENVIRONMENTAL STUDIES

ENV 103   **Sustainability & Conservation**   **3 CR**

This course explores the origins and evolution of the discourse surrounding the idea of sustainable development, as it applies to global and local processes and practices. Students will focus on concerns with synthesizing across ecological, economic and social domains in a way that takes account of the long-term consequences of present-day actions. Students will engage with issues such as population growth dynamics, energy and resource use, pollution, climate change mitigation and adaptation, food and nutrition, health and sanitation, water, social justice and equality, and poverty reduction. Students will develop a sound understanding of the use of sustainability indicators and quality-of-life metrics, and will understand the ways in which these can be applied to help guide the practices of sustainability and conservation across domains as diverse as business management, urban planning and community development.

ENV 105   **Weather & Climate**   **3 CR**

This course is designed for both students majoring in Environmental Studies and also for non-Science majors who are interested in learning the fundamental weather and climate principals and will focus on the atmosphere as an important part of our environment. The topics will include the composition and general structure of the atmosphere, energy balance and energy exchange, atmospheric moisture and cloud formation, atmospheric pressure and wind, as well as general, regional and local circulations, cyclonic and several storms, climate classification and climate change and environmental issues relating to weather and climate.

ENV 110   **Introduction to Environmental Studies** **3 CR**

Introduction to Environmental Studies focuses on various aspects of biology, chemistry, geology, physics, and social science and their interplay in shaping and influencing the environment. In this course students learn about climate change, ecology, air and water pollution, human population, and renewable and non- renewable sources for power generation, sustainable agriculture, formation and preservation of soil, and genetically modified food.
Prerequisite: ENG 101

ENV 201   **The Urban Environment**   **3 CR**

This course explores the social, cultural, and technological forces that shape our contemporary cities. Students will understand the policies and preferences that gave rise to urban, suburban and exurban ecologies, and the ways in which these places might be made more sustainable. Using examples from around the world, the course exposes students to exemplars of place-based sustainability—from the level of the dwelling, through the neighborhood, and on to the metropolitan agglomeration. The course exposes students to urban ecology as a way of re-integrating nature into our cities, exploring concepts such as urban heat island mitigation and green infrastructure—rain gardens, green roofs, permeable pavements and Low Impact Development —as well as urban agriculture, community gardens, urban parks, and Brownfield remediation.

ENV 203　　　　Environmental Sociology　　　3 CR

This course focuses on the interactions between the natural environment, social organizations, and social behavior, with studies of the social factors that cause environmental problems, the societal impacts of those problems, and societal efforts to solve these problems. The course explores issues of science and technology, popular culture, economics, urbanization, racial and gender relations, as well as social movements. This course develops a broad understanding of society and environmental issues.

Prerequisite: ENG 101

ENV 205　　　　Environmental Public Policy　　　3 CR

This course begins with an overview of present environmental policies as expressed in State and Federal legislation, and proceeds with an examination of both the process and substance of environmental policy. The history of the modern environmental movement and the impact it continues to have on public policy are explored. Topics include: environmental policy formation and implementation; influences of public interest groups, industry, the courts, and the media; issues concerning solid waste management, catastrophic events, and global climate change. The course explores as well the significance of the National Environmental Policy Act, the Endangered Species Act, the Clean Water Act, the Clean Air Act and Right-to-Know laws. Students are expected to participate in information gathering through active research from legislative histories, agency backgrounds, and, where appropriate, attending public hearings.

ENGLISH AS A SECOND LANGUAGE

ESL 020　　　　Introduction to ESL Writing　　　3 CR

Introduction to ESL Writing in conjunction with ESL 030 Introduction to Grammar for ESL Writing is designed for students whose placement scores indicate limited or no ability to write in English. Students begin by writing simple sentences about their own lives and experience. As they study vocabulary and the organization of writing in English, including concepts of main ideas and supporting details, they gradually move to writing multi-paragraph compositions using the structures and concepts they have studied.

Co-requisite: ESL 030, Introduction to Grammar for ESL Writing

ESL 021　　　　ESL 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.

Co-requisite: ESL 031, Grammar for ESL Writing I

ESL 022　　　　ESL 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. Co-requisite: ESL 032, Grammar for ESL Writing II

ESL 023　　　　ESL Writing III　　　3 CR

ESL Writing III provides intensive writing practice for low-intermediate ESL students. Both the writing process and the development of a clearly-written product are addressed. The course introduces multi-paragraph essays and focuses on paragraph and essay development in a variety of rhetorical modes. Use of coherence markers, cohesive devices, and sentence variety is emphasized. Intermediate grammatical structures taught in Grammar for ESL Writing III are applied to writing using self- and peer-editing strategies.

Co-requisite: ESL 033, Grammar for ESL Writing III

ESL 024　　　　ESL 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 is developed in a variety of rhetorical modes. Editing skills are developed through the application of grammatical structures taught in Grammar for ESL IV.

Co-requisite: 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.

Co-requisite: ESL 035, Editing for ESL Writing V

**ESL 030　　　　Introduction to Grammar for
　　　　　　　　 ESL Writing　　　3 CR**

Introduction to Grammar for ESL Writing combined with Introduction to ESL Writing supports and develops the ability of beginning writers to express themselves in English. It is designed for those students whose placement scores indicate limited or no knowledge of English. Basic grammatical structures are introduced and practiced in class through speaking and writing. Proficiency in grammar is defined as the ability to use the structures studied in the writing the students do.

Co-requisite: 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.

Co-requisite: 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.

Co-requisite: ESL 022, ESL Writing II

ESL 033　　　　Grammar for ESL Writing III　　　3 CR

Grammar for ESL Writing III continues study and application of grammatical structures in the context of writing. The course refines usage of previously-learned structures and introduces use of perfect tenses, comparatives and superlatives, and adjective clauses. Students apply grammar concepts to writing activities using self- and peer-editing strategies.

Co-requisite: ESL 023, ESL Writing III

ESL 034   **Grammar for ESL Writing IV**   **3 CR**

Grammar for ESL Writing IV continues emphasis on structures acquired in previous levels and on self-editing strategies. More complex structures, such as the passive, noun clauses, unreal conditionals, and reported speech are introduced and incorporated in writing activities.
Co-requisite: ESL 024, ESL Writing IV

ESL 035   **Editing for ESL Writing V**   **3 CR**

Editing for ESL Writing V 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).
Co-requisite: ESL 025, ESL Writing V

ESL 040   **Introduction to ESL Reading**   **3 CR**

Introduction to ESL Reading – together with ESL 060, Introduction to ESL Academic Discussion – is designed for those students whose placement scores indicate limited ability to comprehend written English. Phonics and pronunciation, vocabulary, reading strategies, and skills such as comprehension, drawing inferences, identifying main ideas and supporting details are taught and practiced in the context of thematically related readings.
Co-requisite: ESL 060: Introduction to ESL Academic Discussion

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.
Co-requisite: ESL 061

ESL 042   **ESL Reading II**   **3 CR**

ESL Reading II is taught in conjunction with ESL Academic Discussion II, and builds upon the skills acquired in ESL Level I courses. Through texts, supplementary readings, and audio and visual media related to an academic theme, students sharpen their critical thinking skills, increase their vocabularies, and improve their reading comprehension.
Co-requisite: ESL 062 ESL Academic Discussion II

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.
Co-requisite: ESL 063 ESL Academic Discussion III

ESL 044   **ESL Reading IV**   **3 CR**

ESL Reading IV is taught in conjunction with ESL Academic Discussion IV. Through texts, supplementary readings, and audio-visual media related to an academic theme, students refine their critical thinking skills, improve their reading comprehension, and develop an ability of thinking beyond the text.
Co-requisite: ESL 064 ESL Academic Discussion IV

ESL 054   **College Course Workshop**   **3 CR**

College Course Workshop is a co-requisite of any content course offered to ESL students through paired-course-learning communities. It helps students meet linguistic challenges that they may encounter in the content course. At the same time that it helps students meet these challenges, it promotes students' development of the reading and writing skills that they need to cope with the content course demands. The instructors of both courses share materials and coordinate lessons throughout the semester.

ESL 060   **Introduction to ESL 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 ability to understand spoken English. Phonics and pronunciation, vocabulary, reading strategies, and skills such as comprehension, drawing inferences, identifying main ideas and supporting details are taught and practiced in the context of thematically related readings.
Co-requisite: 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.
Co-requisite: ESL 041, ESL Reading I

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.
Co-requisite: 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.
Co-requisite: 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.
Co-requisite: ESL 044, ESL Reading IV

ESL 083   **ESL Reading and Discussion III**   **4 CR**

ESL Reading and Discussion III is a four-credit course which combines ESL Reading III, ESL Academic Discussion III and the content presented in the linked college-level course, as a paired-course learning community. The course teaches content vocabulary and general reading and academic discussion skills to help students meet the linguistic demands of a content course.
Prerequisites: ESL 022 and ESL 032; ESL 042 and ESL 062

ESL 084   ESL Reading and Discussion IV   4 CR

ESL Reading and Discussion IV is a four-credit course taught in conjunction with a college course, as a paired-course-learning community. Through texts, supplementary readings and audio-visual media related to the college course, students refine their critical thinking skills, improve their reading comprehension skills, and develop effective oral communication skills required for the linked college course.
Prerequisites: ESL 023 and ESL 033; ESL 043 and ESL 063

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, 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 screenwriters as well as actresses. Students also examine the ways the cinema has shaped the images of women in our society.
Prerequisite: ENG 101

GEOLOGY

GEO 111   Physical Geology   4 CR

This course introduces basic landforms and geological processes. Topics include an introduction to plate tectonics, rocks and minerals, volcanoes, weathering, geologic history, earthquakes, crustal deformation, mountain building, and formation of the continents. The concept of global plate tectonic will be a frame structure for discoveries through the course. Laboratory work includes minerals and rocks analysis, earthquakes, and review of the geologic calendar.
2 hours lecture and 2 hours lab
Pre-requisite: Exit Basic Math
Co-requisite: ENG 101

GEOGRAPHIC INFORMATION SCIENCE

GIS 104   Introduction to Geographic
**   Information Systems   3 CR**

This introductory course covers the evolution of maps and projections, as well as the modern uses of GIS and Remote Sensing (RS). This course explores various methods of capturing data for use in GIS, including digitizing from maps, digital photos, satellite imagery, and Global Positioning Systems (GPS). A NASA program used to simulate satellite movements is utilized in this course.
2 hours lecture/2 hours lab
Pre-Requisite: Exit all Basic Skills

GIS 105   Cartography and Visualization
**   of Geospatial Data   3 CR**

This course provides a comprehensive study of cartography related to Geographic Information Systems (GIS) including visualization of geospatial data, cartographic principles, data acquisition techniques, and methods of base map development. The course includes map projections, map scales, types of thematic maps, field mapping techniques including GPS, and map accuracy. Scanning, digitizing, and coordinate geometry techniques used in GIS base map development are introduced through hands-on exercises and computer-assisted mapping projects using ArcMap™ and ArcCatalog™.
2 hours lecture/2 hours lab
Prerequisites: Exit Basic English; MAT 100 or MAT 106 or higher

GIS 201   Surface Analysis   3 CR

Students will use the ArcGIS Spatial Analyst software extension to learn the five types of applications in Surface Analysis. Focus is placed on the various methods and uses of displaying continuous or grid data over a surface. Students map data that differs from one location to the next such as elevation, rainfall and temperature on the surface of the earth. Types of analysis include mapping distance, density, interpolation, surface analysis, and statistics.
2 hours lecture/2 hours lab
Prerequisite: GIS 104 or GIS 105

GIS 204   Advanced Applications in
**   Geographic Information Systems   3 CR**

In this advanced level Geographic Information Systems course, students learn techniques to display, manage, query, symbolize, and create geospatial data. Students gain experience with spatial analysis, network analysis, 3-D analysis, GIS modeling, geostatistics, and GPS. GPS units are used to collect, store, import, analyze, integrate, and communicate geographic information. Students plan and build an inventory of regional data to be used for analysis and gain knowledge of cartographic principles and practices used for designing maps.
2 hours lecture/2 hours lab.
Prerequisite: GIS 104

GIS 205   Fundamentals of Remote Sensing   3 CR

This course provides an understanding of the principles of remote sensing, image processing, and their many applications. Students learn how to use satellite imagery and aerial photography to better understand Earth's land, atmosphere, and oceanic processes. Emphasis is placed on how remote sensing applications are applied to issues related to geography, environmental science, climate change, and resource management.
2 hours lecture/2 hours lab
Prerequisite: GIS 104 or GIS 105

GIS 206   **Three-Dimensional (GIS)**
                 Visualization   3 CR

Students study the local area as well as the world in three dimensions using two components of ArcGIS Three-Dimension (3D) Analyst: ArcScene and ArcGlobe. Students learn skills such as viewing and displaying data in ArcScene, how to acquire and process data from online resources, how to display non-elevation data in 3D, how to apply surface analysis to 3D, how to add raster and vector data to ArcGlobe, and how to animate and export projects.
2 hours lecture/2 hours lab
Prerequisite: GIS 104 or GIS 105

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.
Prerequisite: 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

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.
Prerequisite: HIS 210

HEALTH

HLT 103   **Principles of First Aid   3 CR**

This course combines lectures, demonstrations, and hands-on training and practice. Students will learn to recognize and respond to emergencies including shock, cardiac emergencies, poisonings and first aid assessments and interventions. A significant amount of the course involves demonstrations and practice labs.
Prerequisite: Exit Basic English
2 hrs lecture/2 hrs lab

HLT 111   **Health Care Delivery Systems   2 CR**

This course is 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 Nursing and Health Sciences 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 106 and Exit Basic English
Co-requisite: MDA 224

HLT 115   Dynamics of Health Care in Society   3 CR
This course is an orientation to health care delivery from an interdisciplinary 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 Nursing and Health Sciences practitioner as both provider and consumer of health care services. Prerequisite: Exit Basic English

HLT 124   Personal Health and Wellness   3 CR
This is a course designed to identify principles of health, disease, nutrition, stress management, and exercise necessary in maintaining a healthy lifestyle. Concepts of risk factors, morbidity, and mortality are discussed. Prerequisite: Exit Basic English and Basic Math

HLT 210   Medical Law & Ethics   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 is not limited to, topics such as negligence, malpractice, uniform donor acts, informed consent, medical ethics, living wills, and current trends in this area.
Prerequisite: Exit Basic English

HLT 211   Community Health   3 CR
Community Health is three hour lecture course that introduces the major concepts and principles of community health and the determinants of health status in communities. Community health covers the basics of administration, public health laws, and human resources managements. The course also discusses areas, such as health information, ethics and leadership.
Prerequisites: ENG 101 & College-level Math

HLT 212 Substance Abuse and Addiction   3 CR
The course provides an overview of the field of substance abuse and addictions including but not limited to the psychopharmacology related to treatment. In addition, the course conveys an understanding of the impact of abuse on individuals, families, communities and society. Substance use is approached from a variety of prospective; behavioral, pharmacological, historical, social, and clinical.
Prerequisite: ENG 101

HOSPITALITY MANAGEMENT

HMT 104   Culinary for Hospitality   3 CR
This course is designed for Hospitality Management students with emphasis on equipment, tools, and cooking methods used in the Culinary Arts. The student will develop an understanding of the "back of the house" operations and basic customer service from a management perspective.
2 hours lecture and 2 hours lab

**HMT 106   Culture and Geography
in Tourism   3 CR**
This course is designed to provide students with the knowledge and skills necessary to work and travel in a global environment focusing on the interrelationships between geography, tourism, & culture. The course includes the cultural, recreational, and social significance of geography and regional economy to the traveler.
Co-requisite: ESL Writing Level III or Basic English II

**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 111   Introduction to Entrepreneurship   3 CR
This course is designed to provide a foundation in entrepreneurship. The course will provide students with an understanding of the ongoing challenges for entrepreneurs in the key functional areas such as marketing, finance, and operations. Learning media, such as case studies and business plan templates, will be used to examine the opportunities that exist in new venture planning. Individual and organizational level issues will be addressed. Additionally, the course covers the legal and ethical implications that exist for Entrepreneurial planning.
Prerequisite: Exit Basic Math and Basic English II

HMT 112   Introduction to Travel and Tourism   3 CR
This course will cover an overview of the travel & tourism industry, through its involvement of transient clientele. Students will learn about the dynamics of the industry and its many foreign and domestic elements. The course will include an overview of the history of travel, including the characteristics of the popular modes of travel. Favorable destinations and career opportunities that can service those destinations will be covered. Co-requisite: HMT 110

HMT 115   The Urban Entrepreneur   3 CR
The urban approach to entrepreneurship will be discussed, emphasizing the successful use of interpersonal and presentation skills. This course is designed to assist students in identifying the environments within which urban entrepreneurs operate. While not only discussing the significant role that business owners play in urban communities, the course will also offer cross-functional solutions to business problems.
Prerequisite: Exit Basic English, HMT 111 or MAN 121

**HMT 116   Restaurant Operations Management I
(Formerly CAI 216)   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.

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.

HMT 128   Event Planning in Travel & Tourism   3 CR
This course is designed to introduce students to the methods and techniques utilized in planning, organizing, and promoting events specific to the travel and tourism industry. The course will emphasize the planning process and students will develop the skills expected of meeting and event planners within travel tourism. Topics will include negotiations and contracts, site selection, and program development.
Pre-requisite: Exit all Basic Skills

HMT 202   Innovation, Creativity & Marketing   3 CR
This course is designed to explore various levels of creativity and innovation within companies. It will entail the use of non-conventional teaching methods, in addition to lecture and discussion. Modern and creative methods of solving problems and finding solutions will be covered. Variables that exist throughout the process of creating new ideas and concepts will be discussed in this course. Prerequisites: Exited Basic Algebra, HMT 111
Co-requisite: ENG 101

HMT 204   Fundamentals of Wine & Food   3 CR
This course will cover the basic knowledge of wine and food pairing. The student will review the categories of wine and how they may be used to make food combinations on menus and wine lists. This course will incorporate etiquette and protocol in business and social settings to include domestic and international common courtesies, greetings and introductions, communications, and dining etiquette.

**HMT 206   Information Systems in
                   Hospitality & Tourism   3 CR**
This course introduces Hospitality Management students to the dynamic and critical field of technology within the hospitality and travel industry. Students learn the basics of purchasing, implementing, maintaining, and effectively managing today's information systems in hospitality and travel.
Prerequisites: HMT 128, HMT 112 and CSC 100

HMT 209   Tour Marketing, Sales and Promotions 3 CR
This course introduces Hospitality Management students to the dynamic and diverse tourism industry. This course views the industry from a business perspective - examining the management, marketing, and finance issues most important to industry members. Students learn the basics of marketing, selling and promoting to the traveling public, how to connect with tourism service suppliers, and the steps to putting together a tour for a specific market segment. This course offers a view of today's tourism industry that is as interesting and multi-faceted as the field itself.
Prerequisites: HMT 112 and HMT 128

HMT 210   Hospitality & Travel Law   3 CR
This course is designed to enable the students to identify and understand the principles of laws and their relevance to the hospitality industry. Students will obtain the legal knowledge needed to enhance the guest experience and to prevent hazards that could potentially lead to lawsuits.
Prerequisite: ENG 101

HMT 211   Special Events Practicum I   1 CR
This course involves a hands-on approach in the planning and execution of special events. The student 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 & 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 216   Restaurant Operations
                   Management II   3 CR**
The student will gain an in-depth knowledge of the overall operation and management of a restaurant. This course will also include the human resources aspect of restaurant operations to include employee training and the organizational structure of the service staff. Emphasis will also be placed on strategies of serving food, wines, and beverages. A financial overview of the industry will cover the financial analysis relative to operational costs and controlling variable expenses.
Prerequisite: HMT 116 (Formerly CAI 216)

HMT 217   Franchising   3 CR
This course is designed for Hospitality Management students with an emphasis on how franchising comprises a significant role in the distribution of goods and services, within the Hospitality Industry. Students will be able to differentiate between the characteristics of entrepreneurship and franchising. In addition, students will be exposed to specific criteria for franchise selection, through proper market analysis. Included within this course will be the legal responsibilities associated with operating a franchised location for the franchisor.
Pre-requisites: HMT 115 & HMT 210 Co-requisite: ENG 101

HMT 221   Special Events Practicum II   1 CR
The course involves an in-depth approach toward the aspects of event planning and execution. Students will receive guidance in all phases of event management. The course includes 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 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.
Prerequisite: ENG 101

HUMAN SERVICES

HUS 101   Introduction to Human Services   3 CR

This introductory course offers an overview of the human services profession. It emphasizes human needs and social problems; provides an historical perspective of the development of the profession; and introduces students to professional values, ethical behavior, theories, knowledge, and methods necessary for helping others.
Pre-requisite: 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.
Prerequisite: 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   Service Learning in Human Services 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 a field supervisor, students are expected to fulfill these requirements eight hours per week for 15 consecutive weeks. In addition, students attend a weekly seminar to discuss their experiences and observations.
Prerequisite: HUS 121

HUS 241   Service Learning in Human Services 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 eight 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 permission from the faculty member.
Prerequisite: HUS 231

INTERDISCIPLINARY COURSES

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 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. Prerequisite: ENG 101

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.
Co-requisite: ENG 101 (This course meets one of the required components of the New Jersey Infant/Toddler Credential.)

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 204   Introduction to the Short Story   3 CR
In this course students read, discuss, analyze, write about and experience the short story, in the process learning about the genre's elements and its variety of forms. Students are exposed to a range of periods, regions, and sensibilities, and are made familiar with a variety of literary sub-genres and literary terminology.
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 206   Introduction to Poetry   3 CR
Introduction to Poetry is a survey class that introduces students to poetry as a literary form. Students analyze poems in terms of language, meaning, form, and cultural and historical contexts.
Prerequisite: ENG 101

LIT 207   Introduction to Drama   3 CR
This course introduces students to a wide variety of dramatic forms through the study of plays ranging from ancient Greece to modern times. Students will learn to read, discuss, and write about plays exemplifying a variety of approaches to drama.
Prerequisite: ENG 101

LIT 208   Contemporary Drama   3 CR
Contemporary Drama focuses on late 20th - 21st Century plays, and the intensive analysis of their theatrical structures from the perspective of theatre artists – playwrights, actors, directors, and designers. The emphasis of the course is to develop the student's ability to synthesize the intellectual and intuitive work required to create a theatrical experience from a written text in today's theatre.
Prerequisite: ENG 101. (cross-listed with THA 208)

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 U.S.   3 CR**

This course provides an introduction to the Latino literature of the United States, which is written in English. Although writers from various Latino backgrounds will be studied, the course will primarily examine the literature of the Chicano, Cuban-American, and Nuyorican writers who write from an American perspective. Topics such as identity, assimilation, bilingualism, and growing up in the U.S. are analyzed while exploring this new literature.
Prerequisite: ENG 101

LIT 213   Women's Voices: The Autobiography   3 CR

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 214   Introduction to the Novel   3 CR

Introduction to the Novel traces this literary form from its beginnings in Don Quixote to the present time. Students read excerpts and full-length novels, learning what differentiates the novel from earlier literary forms: length of over 150 pages; a primary plot, and possibly several sub-plots; populated with several characters, showcasing a protagonist and an antagonist; depth and development of characters' inner lives.
Prerequisite: ENG 101

LIT 215   World Literature I   3 CR

World Literature I is a historical survey introducing the literary masterworks of the great world civilizations from the first extant creation narratives through the European Renaissance or 16th Century. Attention is also given to religious works underlying major world religions.
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

LIT 225   World Literature II   3 CR

World Literature II is a historical survey introducing the literary masterworks of the great world civilizations from the 17th century to the present. This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama.
Prerequisite: ENG 101

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 the Small Enterprises 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 MAT 114

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, lifestyle, and population characteristics.
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

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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.

16 hours per week and 1 hour seminar per week.

Prerequisite: Permission of program coordinator.

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   3 CR
Basic computational skills and problem-solving using these skills. Topics include whole numbers, integers, introduction to variables, fractions, decimals, percents, ratio, proportion, measurement, statistics and probability, and geometry. Placement is determined by the College Placement Test.

MAT 073   Basic Algebra   3 CR
Topics in this elementary algebra course include real numbers, equations, inequalities, exponents, polynomials, factoring, quadratic equations, systems of equations, rational expressions, and graphing. Placement is determined by the College Placement Test.

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, integers, introduction to variables, fractions, decimals, percents, ratio, proportion, measurement, statistics and probability, and geometry.

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 real numbers, equations, inequalities, exponents, polynomials, factoring, quadratic equations, systems of equations, rational expressions, and graphing.

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 equations, 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.
Prerequisite: EXIT Basic Mathematics

MAT 103   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.
Prerequisite: Exit CPT in Basic Math and Algebra

MAT 104   Contemporary Mathematics   3 CR
This course is intended for non-mathematics/science/technology majors. Topics covered will be chosen from the history of mathematics, number theory, logic, set theory, voting theory, functions, geometry, graph theory, and introductory probability and statistics. The course emphasizes mathematical concepts and understandings of real-life problems that are relevant to liberal arts and social sciences.
Prerequisite: Exit CPT in Basic Mathematics and 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.
Prerequisite: Exited CPT in Basic Math & Algebra

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 100 or 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 or MAT 110

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 indices and registries are introduced.
2 hours lecture/2 hours lab. Co-requisite: MDA 106

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.
Prerequisite: MAT 100 or MAT 106

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.
Prerequisite: 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.
Prerequisite: MAT 111

MAT 114   Introduction to Statistics
                   & 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.
Prerequisite: Exit CPT in Basic Math and Algebra

MAT 116   Precalculus for Business   4 CR

A course in mathematics with special emphasis on applications to business, economics, and related fields. Topics include linear, quadratic, exponential, and logarithmic functions with applications involving supply, demand, revenue, cost, profit and break-even points, matrices and systems of linear equations, graphing, Leontief Input-Output model, and mathematics of finance. Classroom instructions will be presented using a TI-83+ graphing calculator.
Prerequisite: MAT 100 College Algebra or equivalent.

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 215   Linear Algebra   3 CR

Systems of linear equations, Gauss elimination, matrices, determinants,vector spaces of ordered n-tuples and functions, linear transformations, inner products, orthogonal basis, eigenvalues, eigenvectors, and related vectors. Machine computation will be used to illustrate and supplement mathematical ideas and concepts.
Prerequisite: MAT 112

MEDICAL ASSISTING

MDA 106   Medical Terminology   3 CR

This is a basic course in the development of the medical vocabulary commonly used in medical practice. Emphasis is placed on the study of prefixes, suffixes, root words, and combining forms. Physiologic and anatomic terms referring to human tissues and organ systems are introduced. Emphasis is also placed on building the professional vocabulary required of a career in a health care facility. 2 hours lecture/2 hours Lab.
Prerequisite: Exit Basic English

Because of the breadth and depth of material that is to be covered, this course will require a minimum of one hour per week of independent laboratory time.

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.
Co-requisite: 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.
Prerequisite: MDA 114

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 106

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 106
Co-requisite: 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 résumés 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 CODING

MDC 101   Clinical Coding I   3 CR
This course familiarizes the student with coding and classification systems used in health information management. Emphasis is on inpatient coding and classification utilizing ICD–10–CM/PCS. Course work focuses on the official coding guidelines and use of the two volumes of ICD–10–CM and ICD–10–PCS. The laboratory component of the course emphasizes the use of computer–based coding software (encoder) to assign diagnostic and procedural codes by abstracting information from patient records. Students learn to determine the DRG for each patient record coded. Additional classifications are briefly studied stems such as DSM-5, ICD-O, and SNOMED-CT.
2 hours lecture/2 hours lab
Co-requisite: MDC 110 & MDA 106

MDC 110   CPT/HCPCS CODING I   3 CR
This course provides the student with an overview of the guidelines, rules, and terms for the Current Procedural Terminology (CPT) coding classification and the application of those rules to code patient services. A major focus of the course is to prepare the students to correctly code using the CPT manual. Students will learn how to recognize CPT symbols, use the CPT Index, use modifiers, and read an operative report. A laboratory component will allow students to develop skills in coding using computer software and sample health records.
2 hours lecture/2 hours lab
Co-requisite: MDC 101 & MDA 106

MDC 112   Clinical Coding II   3 CR
This is the second course in ICD-10-CM and ICD-10-PCS. Students use case studies with more complex code assignments to acquire the knowledge and skills to code diagnosis using ICD-10-CM. Emphasis is also placed on coding procedures using the major sections of ICD-10-PCS. In addition, students conduct case mix analysis, identify severity of illnesses and create reports on coding quality monitors.
2 hours lecture/2 hours lab
Pre-requisite: MDC 101, Co-requisite: MDC 120

MDC 120   CPT/HCPCS Coding II   3 CR
This course is a continuation of CPT/HCPCS Coding I. Students use case studies with more complex code assignments to acquire the knowledge and skills to code diagnosis using ICD-10-CM. Emphasis is also placed on coding procedures using the major sections of ICD-10-PCS. In addition, students conduct case mix analysis, identify severity of illnesses and create reports on coding quality monitors.
2 hours lecture/2 hours lab
Pre-requisite: MDC 110, Co-requisite: MDC 112

MDC 124   Pathopharmacology   4 CR
This course provides the basics for the study of disease processes. Each body system is described along with characteristics of typical drugs, side effects, cautions, and interactions. The etiology and pathogenesis of diseases are discussed along with the application of diagnostic procedures and patient care. The course also provides a framework of knowledge in the study of pharmacology and diagnostic testing. Students are able to define adverse reaction to drugs, interactions, and contraindications. Differentiation among drug names, generic names, trade names, and chemical names are examined. 3 hours lecture/2 hours lab
Pre-requisite: MDA 106

MDC 210   Health Information & Reimbursement   3 CR
This course is a comprehensive study of three domains in health information management; health information that include documentation, healthcare delivery systems, and information technology and systems; and reimbursement that includes revenue management. Data retrieval, data security, and data integrity processes will be identified and evaluated. The second focus of the course is on the basic concepts and principles of healthcare reimbursement in healthcare settings and managed care. The current healthcare insurance programs, commercial and government sponsored, will be described in the context of the United States' health delivery system. Students will also learn the management of the revenue cycle.

MDC 220   Professional Practice Experience (External) 3 CR
The PPE is a supervised professional practice experience in a health information management department in an acute and/or non-acute healthcare facility. Students will be supervised by a Registered Health Information Administrator, Registered Health Information Technician or other qualified personnel assigned by the healthcare facility. The PPE is designed to provide the student a minimum of sixty (60) hours of authentic coding (coding from real patient charts) applying the theories and concepts previously acquired in the coding and billing curriculum. The focus of this PPE is medical coding, computerized information systems, billing and reimbursement, and the electronic health record. The healthcare facility preceptor will work closely with the Medical Coding program coordinator to assure an effective experience for the student.
Pre-requisite(s): MDC 112 & 120

CCS Exam Prep   (0 Credits)
The CCS exam review will provide the student with exam content that includes the Domains and Task covered on the exam. Various exam taking strategies will be explored. Multiple mock exams will be administered and reviewed.

MODERN LANGUAGES

MLA 101   Elementary Arabic I   4 CR
Elementary Arabic I is a proficiency-based course designed to develop the linguistic skills necessary for academic, personal, and professional life. The course will develop all four major language skills (listening, speaking, reading, and writing), and will also introduce the student to some aspects of Arab cultures. Arabic is the primary language of instruction.
Co-requisite: Students must be in Basic Level II or above
or ESL Level IV or above

MLA 102   Elementary Arabic II   4 CR
Elementary Arabic II is a proficiency-based course designed to continue development of linguistic skills necessary for academic, personal, and professional modes of communication. The course will continue the development of all four major language skills (listening, speaking, reading, and writing), and will expose the student to additional aspects of Arab cultures beyond those to which the students were first introduced in Basic Arabic I, the prerequisite to this course. Arabic is the primary language of instruction.
Prerequisite: MLA 101

MLA 111   Arabic for Heritage Speakers I   4 CR

Arabic for Heritage Speakers I is a course designed for students who are familiar with spoken Arabic ('Ammiyya) to develop proficiency in Modern Standard Arabic (Fusha), the variety of the language that is learned in school. The course is intensive by design, as it combines into one semester all of the material that is taught in two semesters of Basic Arabic. Its focus is on the productive skills (speaking and writing) in Fusha, while simultaneously exposing students to grammar and vocabulary of a high register. Successful completion of this course and its sequel, Arabic for Heritage Speakers II (MLA 112), will permit a student to enroll in Third Year Arabic.

Prerequisite: Students must be Arabic heritage speakers

MLA 112   Arabic for Heritage Speakers II   4 CR

Arabic for Heritage Speakers II is a continuation course that follows Arabic for Heritage Speakers I, MLA 111. The course is designed for students of Arabic descent who are familiar with spoken Arabic ('Ammiyya) to develop proficiency in Modern Standard Arabic (Fusha), the variety of the language that is learned in school. MLA 112, and its predecessor, MLA 111, are intensive by design, as they combine into two semesters all of the material that is taught in four semesters of Basic Arabic. The two courses focus on the productive skills (speaking and writing) in Fusha, while simultaneously exposing students to grammar and vocabulary of a high register. Successful completion of both courses, i.e., MLA 111 and 112, will permit a student to enroll in Third Year Arabic.

Prerequisite: MLA 111

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.

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 103   Spanish for the Health Professions   3 CR

This course is intended for students who are interested in pursuing a career in one of the health professions, or who are already working in a health-related field. In this course, students will be exposed to the terminology needed for basic communication with patients and colleagues in elementary Spanish. No prior knowledge or formal study of the Spanish language is needed.

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 the Present   3 CR**

In this course, students are introduced to the literature of Latin America, from pre-Columbian times to the present. The course proceeds in chronological fashion, and each literacy period and its works are studied within the historical framework in which they were created. All work in this course, from the readings to the assignments, is done in Spanish.

Prerequisite: MLS 201

MUSIC

MUS 101   Introduction to Music   3 CR

This course is designed to foster an appreciation for a range of musical forms and styles. Students are introduced to the basic elements of music, including the fundamentals of rhythm, harmony, structure, and instrumentation. The course is centered on a survey of the Western Classical tradition. Varieties of American music and some non-Western traditions are also examined. Special attention is given to the social and cultural roles of music.

Co-Requisite: ENG 101

MUS 102   Introduction to World Music   3 CR

Introduction to World Music is a survey of musical traditions found around the world. The course examines the interaction of music with larger cultural and social patterns. MUS 102 includes an introduction to the fundamentals of musical sound and the principles of ethnomusicology.

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

MUS 105   Introduction to Latin-American Music   3 CR

The course explores the rich musical diversity of Latin American cultures through observation and discussion of the music, and sociological elements that create and define these distinct genres. The course focuses on the inter-relation of religion, dance, cultural traditions and socio-historical background of Native American, African, Mestizo-Criollo and Iberian- European have on the region's music.

Co-requisite: ENG 101

NURSING

NSG 110　　　　Nursing I: Fundamentals　　　　6 CR
This introductory nursing course includes basic nursing concepts and skills. The focus is on wellness. Areas of emphasis will include the profession of nursing, values, communication, nursing process, physical/psychosocial assessment, nutrition, pharmacodynamics and care of patients in acute, long term and community health care settings. QSEN concepts of patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics, will be integrated throughout the course. 3 credit hours Theory and 3 credit hours Clinical (1:3). Theory 3 hours per week, Clinical 9 hours per week. Pre-requisites: PSY 101, MAT100 or MAT114.

NSG 120　　　　Nursing II: Simple Acute and Simple Chronic Nursing　　　　8 CR
This course focuses on the knowledge and skills learned in the first nursing course. The student will care for patients with simple acute and simple chronic health alterations. Content will be arranged in concepts related to oxygenation, nutrition, elimination, activity and rest, protection, sensing, fluid and electrolytes, neurologic and endocrine function. Pharmacology and QSEN concepts of patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics, will be integrated throughout the course. It will include Mental Health Nursing and physical/psychosocial assessment of those experiencing health deviations. Emphasis will be placed on managing nursing care for one patient. 4 credit hours Theory and 4 credit hours Clinical (1:3) Theory 4 hours per week, Clinical 12 hours per week. Pre-requisites: BIO111, ENG101

NSG 210　　　　Nursing III: Chronicity　　　　9 CR
This course continues to examine more complex, acute and chronic health alterations. Content will be arranged in concepts related to oxygenation, nutrition, elimination, activity, rest, and sensing, protection, and endocrine function. Pharmacology and QSEN concepts of patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics, will be integrated throughout the course. The Childbearing Family is also included. 4 credit hours Theory and 5 credit hours Clinical (1:3.75) Theory 4 hours per week, Clinical 15 hours per week. Pre-requisites: ENG102, CSS100, BIO211, CSC100

NSG 220　　　　Nursing IV: Crisis　　　　9 CR
This course focuses on patients in crisis requiring complex nursing care. Content will be arranged in concepts related to oxygenation, nutrition, elimination, activity and rest, protection, sensing, fluid and electrolytes, neurologic and endocrine function. Pharmacology and QSEN concepts of patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics, will be integrated throughout the course. It will include Child Health Nursing. Emphasis will be placed on managing nursing care for multiple patients, delegation and assumption of a leadership role. 4 credit hours Theory and 5 credit hours Clinical (1:3.75). Theory 4 hours per week, Clinical 15 hours per week. Pre-requisites: HUM101, PSY260, BIO250, ENG112,

NSG 240　　　　Nursing Leadership　　　　2 CR
This course consists of an analysis of selected current health trends and issues and their impact on the practice of nursing. Content will focus on exploration of contemporary ethical dilemmas, economic and social issues, and concepts related to nursing leadership role transition, and safety and quality concepts. Emphasis in clinical will be placed on functioning as a part of the interdisciplinary team, while managing patient care for multiple patients utilizing principles of leadership and management.   1 credit hour Theory and 1 credit hour Clinical (1:3). Total Theory 15 hours and 45 Clinical hours. Pre-requisites: NSG220,

OCCUPATIONAL THERAPY ASSISTANT

OCTH 1010　　　　Occupational Therapy Foundations for the OTA　　　　3 CR
This course teaches the history, philosophy, and values of the occupational therapy profession, and the domain of OT practice identified by the AOTA Practice Framework – III (2014). The concepts of occupation and activity are explored through the completion of an occupational profile and a comprehensive activity analysis. The roles and responsibilities of the OTA, the nature of the OTA/OT supervisory relationship, and regulatory requirements that impact OT practice are topics central to this course.

PSRT 1102　　　　Communication Techniques　　　　3 CR
This course teaches students the principles and skills necessary for effective communication. Students learn to apply these skills to therapeutic/rehabilitative interactions and clinical interviews. Students also explore how personal values, beliefs and attitudes, as well as professional ethics, impact helping relationships. Learning is enhanced through active participation in faculty supervised clinical lab exercises and audio taped interactions.

OCTH 1020　　　　Occupational Performance and Participation: Skills and Client Factors　　3 CR
Using the structure and terminology of the Occupational Therapy Practice Framework – III, this course focuses on the person factors that contribute to occupational performance, expanding upon foundational coursework in the structure and function of the human body, and human development across the lifespan. Students learn to recognize sensory-perceptual and motor skills used in daily activities, and to understand how underlying body functions and structures in part support abilities and skills. An emphasis is placed on the subjective sense of doing and the unity of mind and body when observing, discussing, analyzing, and participating in activities and occupations. Laboratory sessions concentrate on developing therapeutic touch and handling while gathering information on person factors including joint range of motion, gross muscle strength, postural control, sensation, and sensory processing.

OCTH 1031　　　　Conditions Impacting Occupation,　　2 CR
**　　　　　　　　　Participation & Health I: Adult/Older Adult**
This is the first in a series of two courses in which students study biopsychosocial conditions and learn how to analyze their potential effect on body functions and structures, skills, occupational performance and participation. Case examples guide an understanding of the natural course of aging and the impact of health conditions on the adult and older adult. The language of the OT Practice Framework and medical terminology are taught and practiced. The course lays the foundation for safe practice with adult populations by instructing students on medication side effects, monitoring vital signs, and following precautions and contraindications.

OCTH 1019　　　　Level I Fieldwork A : Integration and Practice Applications　　　　1 CR
This is the first in a series of two courses in which students study biopsychosocial conditions and learn how to analyze their potential effect on body functions and structures, skills, occupational performance and participation. Case examples guide an understanding of the natural course of aging and the impact of health conditions on the adult and older adult. The language of the OT Practice Framework and medical terminology are taught and practiced. The course lays the foundation for safe practice with adult populations by instructing students on medication side effects, monitoring vital signs, and following precautions and contraindications.

PSRT 1103   Group Dynamics   3 CR
Groups are an integral part of psychiatric rehabilitation and occupational therapy service delivery. This course provides students with an understanding of the basic elements of the group dynamics and prepares students with the skills needed to become an effective group facilitator. Classroom lectures provide students with information about types of groups and an overview of group dynamics including the stages of group development, group roles, group norms, and group leadership.. Laboratory experiences equip students with skills needed to plan and implement group interventions that address the needs of clients with various disabilities and use a collaborative team approach. Students will learn to provide feedback to group members and evaluate the group process. There is an emphasis on teaching students to facilitate skills training groups for people with psychiatric disabilities.

**OCTH 1051   Principles and Practices I: Wellness
               and Mental Health   2 CR**
Building from the OT Practice Framework –III, this course focuses on Wellness and Mental Health and the importance of evaluating occupation, client factors and performance patterns for effective outcomes in a variety of practice settings. This course enables students to understand how mental health and substance use challenges impact Occupation, Client Factors, Performance Skills (sensory, perceptual, emotional regulation, coping and communication and social) and Performance Patterns (roles, habits, routines and rituals). Students will gain an understanding of OT process including the available evaluations and observational approaches necessary to select evidence based and promising interventions and modalities offered by OTA practitioners and other healthcare professionals. Students will participate in classroom lectures, lab activities, and facilitated discussions, as well as complete assignments. This course will prepare students to engage and involve persons with mental, emotional and social challenges in the OT process as a means for improved occupational performance, quality of life, health and wellness, social participation, self-advocacy, occupational justice and role competence.

**OCTH 1040   Occupational Performance and Participation:
               Therapeutic Applications   3 CR**
This course fosters the student's ability to provide therapeutic intervention through practice in analyzing, grading, and adapting activities and environments for individuals with varied abilities across the lifespan. Students explore ways to teach and train clients and significant others as part of the OT intervention process. Preparatory modalities are taught and practiced as a support to occupation based intervention. Students learn to follow standard precautions and monitor vital signs and this is reinforced throughout the course to ensure safe practice.

**OCTH 1052   Principles and Practices II: Rehabilitation,
               Disability, Aging and Participation   3 CR**
This course focuses on the practice areas of Rehabilitation, Disability and Participation, and Productive Aging. Through class instruction, simulation, practice, and reflection on case scenarios, students learn the OT process (OT Practice Framework-II), as they assist in identifying the intervention approach and developing a plan that is guided by a practice model(s) and evidence. Students practice implementing interventions and completing documentation based on case study scenarios from adult practice settings. Psychosocial, cognitive, and contextual factors that affect participation for adults and older adults are emphasized throughout the course.

**OCTH 1029   Level I Fieldwork B: Integration and
               Practice Applications   1 CR**
Level I Fieldwork B: Integration and Practice Applications is the second of three Level I Fieldwork courses in the OTA curriculum. Students are assigned to a healthcare, educational, or other community setting where they observe and assist with the occupational therapy process for adult or older adult clients under the supervision of an occupational therapist,

or an occupational therapy assistant and his or her OT supervisor. Level I FW – B will provide students the opportunity to assist in planning and providing occupational therapy services following the OT process as described in the OT Practice Framework II (2008). The fieldwork experience provides the opportunity to practice skills developed during the combined semester coursework including documentation in accordance with the requirements of the practice setting. It is expected that students demonstrate professional skills and adhere to all safety procedures as appropriate to the setting. A pre and post fieldwork seminar clarifies assignments, guides professional development, and is used to assess the competencies developed during the combined semester coursework.

**OCTH 1032   Conditions Impacting Occupation,   2 CR
               Participation & Health II: Child/Adolescent**
This is the second in a series of two courses in which students study biopsychosocial conditions and learn how to analyze the potential effect on body functions and structures, the development of skills, occupational performance and participation. Case examples guide an understanding of conditions common to children including heritable diseases, genetic conditions, disability, trauma, and injury. The course furthers mastery of the language of the OT Practice Framework (III) and medical terminology, and an understanding of the precautions, contraindications, medication side effects, and safety issues necessary for practice with infants, toddlers, children, and adolescents. Contextual factors that support health and wellness throughout the development process for children and youth are discussed.

**OCTH 1053   Principles and Practices III: Children
               and Youth   2 CR**
This course focuses on the Occupational Therapy practice area of Children and Youth. Through class instruction, simulation, practice, and reflection on case scenarios, students learn the OT process (OT Practice Framework-III), as they assist in identifying intervention approaches and developing intervention plans that are guided by practice model(s) and evidence. Students practice implementing interventions and completing documentation based on case scenarios from practice settings inclusive of children and youth. Psychosocial, cognitive, and contextual factors that affect participation for children and youth are emphasized throughout the course.

**OCTH 1071   Professional Seminar I: Professional
               Seminar I   1 CR**
The course is the first of two that support the student's transition to Level II Fieldwork and OT Practice. This seminar highlights the roles and professional responsibilities of the OTA, and focuses on developing the skills to assist with the management of OT services. To this end, the course explores legislation and regulations, reimbursement systems and documentation requirements, quality improvement, program development, and marketing. Students are given instructions on completing the NBCOT OT Knowledge Exam on the final day of this class.

**OCTH 1039   Level I Fieldwork C: Integration and Practice
               Applications: Level I Fieldwork C: Integration
               and Practice Applications   1 CR**
The course is the third of three Level I Fieldwork courses in the OTA curriculum. Students are assigned to a healthcare, educational, or other community setting where they observe and assist with the occupational therapy process for children and youth under the supervision of an occupational therapist, or an occupational therapy assistant and his or her OT supervisor. Level I fieldwork provides the opportunity to practice skills developed during the combined semester coursework. It is expected that students demonstrate professional skills and adhere to all safety procedures as appropriate to the setting. A pre and post fieldwork seminar clarifies assignments, guides professional development, and is used to assess the competencies developed during the combined semester coursework. Level I FW – C focus is on planning and providing occupa-

tional therapy services to children and youth following the OT process as described in the OT Practice Framework II (2008), and developing skills in assisting with the management of OT services.

OCTH 2019   OTA Practice: Fieldwork II Adult/ Older Adult   5 CR

This Level II Fieldwork is an in-depth, 8-week experience with the adult or older adult population, requiring the student to gather information, assist in planning, and deliver occupational therapy services under the direct supervision of an occupational therapist or an occupational therapy assistant. The student must exhibit professionalism including safe and ethical practices, and clinical reasoning appropriate to the occupational therapy assistant role. The student must demonstrate entry level competence for an OTA as measured by the American Occupational Therapy Association Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student. The concurrent Professional Seminar II (OCTH 2072) supports the transition to Level II fieldwork with selected topics encouraging reflection on professional development, supervision, productivity, and regulations particular to practice settings. Two fieldwork meetings will be held at Rutgers Scotch Plains campus during evening hours while Level II Fieldwork is in progress.

OCTH 2029   OTS Practice: Fieldwork II, Child/Adolescent   5 CR

This Level II Fieldwork is an in-depth, 8-week experience with the children and youth population, requiring the student to gather information, assist in planning, and deliver occupational therapy services under the direct supervision of an occupational therapist or an occupational therapy assistant. The student must exhibit professionalism including safe and ethical practices, and clinical reasoning appropriate to the occupational therapy assistant role. The student must demonstrate entry level competence for an OTA as measured by the American Occupational Therapy Association Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student. The concurrent Professional Seminar II (OCTH 2072) supports the transition to Level II fieldwork with selected topics encouraging reflection on professional development, supervision, productivity, and regulations particular to practice settings. Two fieldwork meetings will be held at Rutgers Scotch Plains campus in the evening while Level II Fieldwork is in progress.

OCTH 2072   Professional Seminar II   2 CR

Professional seminar II is the second of two courses that support the student's transition to Level II Fieldwork and OT Practice. This seminar is concurrent with OTA Practice Level II Fieldwork A and B. Selected topics are considered each week including the contextual influences on the practice settings, professional development and continuing competence, supervision, becoming a fieldwork educator, and professional advocacy. The processes for preparing for and taking the NBCOT Certification Exam and obtaining State Licensure are reviewed as part of this seminar.

PARAMEDIC SCIENCE

EMT 101   Introduction to Pre-Hospital Emergency Care   3 CR

This is the introductory course for the Paramedic Program. Students will be introduced to their roles and responsibilities, concepts of illness/injury prevention; medical/legal issues; and communications.
Prerequisites: ENG 101
Co-requisites: EMT 110 & EMT 120

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. Patho-physiology, pharmacology clinical decision-making, communication, and documentation will be emphasized. Co-requisites: EMT 101 & EMT 120

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 patients experiencing problems with the following systems: pulmonary, cardiology, neurology, endocrinology, allergy/anaphylaxis, gastroenterology, and renal/urology.
Co-requisites: EMT 101 & EMT 110

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 101, EMT 110 and EMT 120
Co-requisite: EMT 230

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 101, EMT 110 and EMT 120;
Co-requisite: EMT 220

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;
Co-requisite: EMT 245

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 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
Co-requisite: EMT 240

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.

PHILOSOPHY

PHL 101   **Introduction to Philosophy**   **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.
Prerequisite: 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.
Prerequisite: MAT 100 or MAT 106 or MAT 110 or MAT 111

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.
Co-requisite: ENG 101

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.
Prerequisite: 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.
Prerequisites: ENG 101, MAT 102 and BIO 107;
Co-requisite: PSY 101

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; Co-requisite: BIO 201

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. The course focuses 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
Co-requisite: 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.
Co-requisite: PNU 202

PSYCHOLOGY

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 121 Psychological Methods and Applications 3 CR
A continuation of the Introduction to Psychology (PSY 101), this course is intended for students majoring in Psychology or related fields. A comprehensive analysis of selected topics (sensation, perception, motivation, emotions, etc.) within the science of psychology will be conducted. Theories and research findings within these areas will be presented; critical thinking will be cultivated through the application of the scientific method, and the basic skills of data collection and analysis will be practiced through project-based inquiry.
Prerequisites: ENG 101, PSY 101

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 216 Theories of Personalities 3 CR
This course reviews the psychoanalytic, sociocultural, trait, learning, sociobiological, and existential-humanistic theories of personality. Personality characteristics are emphasized and basic assumptions underlying selective theoretical approaches are examined. Empirical research findings used to support various theoretical paradigms are critically evaluated and real-world applications are explored.
Prerequisite: 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

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

RADIOGRAPHY

RAD 101   Radiography I   4 CR
Content is designed to provide an overview of the general principles of patient care, ethics, and medico-legal standards. Principles of mathematical formulas, prime factors and electromagnetic energy are introduced. Equipment operation introduces the use of grids, screens, darkroom and digital imaging processing, and all components involved in image production. The foundation of radiation protection and safety standards in radiographic imaging is emphasized. The history of radiography, career opportunities and human diversity and its relationship in the health care system are covered. Learning the basics of medical terminology for use in the health care environment is given.

RAD 104   Radiographic Imaging I/Lab   3 CR
In this first course, anatomy and positioning terminology and their procedure protocols for chest, abdomen, and upper extremity are presented. Demonstration of applicable factors and radiation protection methods are learned in order to achieve quality radiographs while providing compassionate and optimum patient care. Clinical lab experience will complement didactic instruction. Pre/Co-requisite: RAD 101

RAD 102   Radiography II   4 CR
This course builds upon the foundation of image production identifying the prime components of radiographic image quality and its control. Image processing for screen –film versus digital imaging along with radiographic accessories for routine diagnostic radiography are analyzed. Radiation protection and biology discuss radiation interaction with atoms and cellular structures. Patient care methodologies are continued emphasizing imaging techniques for mobile, OR and trauma patients including age specific routines. Quality management will include theory and application of basic quality control tests of radiographic equipment.
Pre/Co-requisites: RAD 101; RAD 104; 105

RAD 105   Radiographic Imaging II/ Lab   3 CR
In this second course of imaging series, anatomy and positioning terminology and their procedure protocols for lower extremity, shoulder and pelvic girdles, ribs and sternum as well as pediatric and geriatric methodologies are learned. Patient care protocols are always emphasized. Clinical lab experience will complement didactic instruction.
Pre/Co-requisites: RAD 101; 102; 104

RAD 103   Radiography III   3 CR
Biological Aspects of Radiation, personnel protection and minimizing patient exposure are studied in depth. Patient Care introduces the relationship of pharmacology to contrast media studies along with learning venipuncture technique and patient assessment skills. Advanced modalities and special studies will prepare students for senior year clinical rotations. Pre/Co-requisites: RAD 101; 102; 104; 105; 106

RAD 106   Radiographic Imaging III/ Lab   1 CR
In this third course of imaging series, anatomy and positioning terminology, and their procedure protocols for the entire spinal column are presented. Patient care protocols are always emphasized. Clinical lab experience will compliment didactic instruction.
Pre/Co-requisites: RAD 101; 102; 103

RAD 204   Radiography IV   4 CR
Principles of Computed Technology (CT) usage, image production, and equipment is introduced in addition to contrast media administration for common CT procedures. Advanced principles of digital radiography along with introduction to common digital imaging peripheral equipment will be discussed. (60 hrs.)
Pre/Co-requisites: RAD 101; 102; 103; 104; 105; 106; 207

RAD 205   Radiography V   4 CR
This course is a continuation of RAD 101,102,103,& 204. Cross Sectional anatomy is continued teaching the relationship of sectional imaging components for the demonstration of cross sectional anatomy of the head, thorax , and abdomen. Image display will be analyzed. Circuit and tube construction is revisited. Comparison of atomic interactions effect on exposure and ALARA. The uses for various technical factors and concepts are covered along with how different pathological conditions affect the image. Radiographic Pathology presents basic information on the pathologic process and its appearance in diagnostic imaging in addition to a student presentation of an imaged disease. Students will create Critical thinking radiographic analysis projects affirming their understanding of image production and evaluation. Principles of exposure will incorporate technical factor conversions for the control panel, along with understanding the relationship of patient body habitus and patient dosage. (60 hrs)
PRE/Co-requisites: RAD 101; 102; 103; 104; 106; 204; 207

RAD 207   Radiographic Imaging IV /Lab   3 CR
In this last course of imaging series, anatomy and positioning terminology, and their procedure protocols for contrast studies, skull, and advanced studies such as Myelography, Arthrography, and ERCP are learned. Patient care protocols are always emphasized. Clinical lab experience will complement didactic experience.
Pre/Co-requisites: RAD 101; 102; 103; 104; 105; 106 ; 204

RAD 208   Radiography VI   1 CR
A general comprehensive review of all learned material prepares the student for the upcoming ARRT national registry examination. Content Specifications, test taking preparation, and continuing education opportunities will be discussed.

Students will be required to pass mock simulated registry exams and comprehensive tests by the required 80% grade in order to pass this final course in order to graduate. (15 hrs)
Pre/Co-requisites: RAD 101; 102; 103; 104; 106; 204; 205; 207

Clinical Practicums   I, II, III, IV, V, VI
There are six clinical practicum rotations within the entire program. Each practicum is designed to allow the student sequential development of skills needed to complete the required clinical competency evaluations mandated by the JRCERT and the State of New Jersey Board of Examiners for accredited radiography programs. Patient care, assessment, positioning skills, and the student's ability to apply and integrate these concepts will be evaluated.

No credits are assigned to these practicums; however each practicum must be successfully achieved with a passing grade as assessed by the clinical instructor.

READING

RDG 070   Fundamentals of Basic Reading   3 CR
This course offers practical application of reading skills. Working with a variety of written texts, students learn to use reference materials to find information, locate central ideas and supporting details, and develop vocabulary through the use of context clues and word parts. Students also learn to apply annotating, note taking, and summarizing skills. Offered in conjunction with ENG 070, Fundamentals of Basic Writing and RDG 074, Introduction to Analytical and Critical 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 and RDG-075, Developing Analytical Thought 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. Offered in conjunction with ENG 070, Fundamentals of Basic Writing and RDG 070, Fundamentals of Basic Reading.

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. Offered in conjunction with ENG 071, Basic Writing I and RDG 071, Basic Reading I.

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 for students who score 7 on the College Exit Test (HCCCX) Writing Sample or 5 on the HCCC Writing Placement Test.

SCIENCE

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 from a life-cycle approach and the problems facing older adults. The biological, psychological and sociological dimensions of aging are explored. Special emphasis will be placed on changes in family structure interaction with older adults. Implications for social policy will also be addressed.
Prerequisite: ENG 101

SOC 201   Sociology of the Family   3 CR

This course examines the family as a social institution and highlights the micro and macro forces shaping the family structure and its dynamics. Using the sociological outlook, it explores research and theories relevant to the study of the family. The course also centers on matters of family structure, marriage and family patterns, types, functions, dynamics, conflict and change.
Prerequisite: ENG 101

**SOC 203   Environmental Sociology   3 CR
                     (cross listed with ENV 203)**

This course focuses on the interactions between the natural environment, social organizations, and social behavior, with studies of the social factors that cause environmental problems, the societal impacts of those problems, and societal efforts to solve these problems. The course explores issues of science and technology, popular culture, economics, urbanization, racial and gender relations, as well as social movements. This course develops a broad understanding of society and environmental issues.
Prerequisite: ENG 101

SOC 211   Social Problems   3 CR

This course offers a critical examination of the dysfunctions and contradictions in social institutions, structures and processes. The role of power in social problems and individual troubles is emphasized.
Prerequisite: ENG 101

SOC 230   Religion and Society   3 CR

Using the sociological perspectives, this course examines the diversity of world religions and their structure and functions. The role of religion as a social institution in society and the relationship between religion and society will also be examined. The conflicting trends of fundamentalism and secularism will also be addressed.
Prerequisite: ENG 101

SOC 240   Criminology   3 CR

This course covers historical and contemporary as well as philosophical and scientific approaches to the study of criminal behavior. It also examines the causes, the meaning, and consequences of deviant and criminal behavior. Medical, psychological, political, economic, legal and sociological dimensions will be explored. Crime statistics are also examined, and the role of the criminal justice system will be addressed.
Prerequisite: ENG 101

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 from 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 Co-requisite: 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 Co-requisite: 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. The practice of acting is explored through exercises using imagination, concentration, relaxation, intention, improvisation, spontaneity, and the reality of doing (as each applies to the craft of acting).
Co-requisite: ENG 101

THA 102   Introduction to Theatre   3 CR
Introduction to Theatre explores the fundamentals of the theatre by bringing to the forefront the work of the theatre practitioners -- playwrights, actors, directors, and designers -- working in the world theatre today. The course will also examine the social, political, and artistic forces that shape a play in relation to culture and history.
Co-requisite: ENG 101

THA 201   Acting II   3 CR
Acting II is an intermediate level acting course that delves more intensely into scene work, and builds upon the basic skills acquired in Intro to Acting. The curriculum focuses primarily on the foundations of Stanislavski's Method, but also emphasizes two offshoots of his concepts - the distinctive acting styles of both Stella Adler and Sanford Meisner. By concentrating on objectives, given circumstances, sensory work, affective memories, characterization, and moment-to-moment work, students will acquire the discipline and framework necessary to create a theatrical performance.
Prerequisites: THA 101 & ENG 101

THA 205   Introduction to Playwriting   3 CR
Introduction to Playwriting is designed to create a supportive and stimulating environment for student playwrights to develop the essential tools necessary to craft plays. The art of playwriting is explored through analytic as well as creative work, including the use of writing prompts, play analysis, re-writing exercises, and play readings. The study and practice of these fundamental playwriting techniques culminate in the writing of a 10-minute play.
Pre-Requisites: ENG 101: College Composition I

THA 208   Contemporary Drama   3 CR
Contemporary Drama focuses on late 20th - 21st Century plays, and the intensive analysis of their theatrical structures from the perspective of theatre artists – playwrights, actors, directors, and designers. The emphasis of the course is to develop the student's ability to synthesize the intellectual and intuitive work required to create a theatrical experience from a written text in today's theatre.
Pre-Requisite: ENG 101. (cross-listed with LIT 208)

FACULTY & ADMINISTRATION

OFFICERS OF THE COLLEGE

Friedman, Eric
Senior Vice President for Academic Affairs
Ph.D. The New School for Social Research
M.A. The New School for Social Research
M.A. New York University
B.A. University of Denver

Gabert Jr., Glen
President
Ph.D. Loyola University
M.B.A. Rockhurst College
M.A. Notre Dame University
B.A. Benedictine University

Pando, Paula
Senior Vice President for North Hudson Campus
& Student and Educational Services
Ed.D. Rowan University
M.A. Saint Peter's College
B.A. Stockton State College

Sansone, Joseph
Vice President for Development

COLLEGE FACULTY & ADMINISTRATION

Abdullah, Sirhan
Instructor/Coordinator, Health Services & Sciences
Ph.D. Xavier University School of Med
B.S. St. Francis College

Acevedo, Antonio
Instructor, History
M.A., B.A. San Diego State University

Anderson, Dorothy
Instructor, History
M.A. Purdue University
B.A. Caldwell College

Ashmyan, Ilya
Executive Director of Engineering. & Operations
M.S. Rutgers University
M.S. State University, Russia

Bach, Alison
Instructor, English
M.F.A. Sarah Lawrence College
B.A. Middlebury College

Bandyopadhyay, Pamela
Associate Dean, Academic Development and Support Services
Ph.D. New York University
M.A. New York University
M.A. University of Burdwan, India

Bendaoud, Salim
Assistant Professor, Biology
M.P. Graduate Center, NY, CUNY
M.S. College of Staten Island, CUNY
B.S. New Jersey City University

Bender, Judith
Associate Professor
M.A. Jersey City State College
B.A. Jersey City State College

Bensky, Gary
Assistant Professor, Culinary Arts
A.O.S. Culinary Institute of America

Bishop, Andrew
Instructor, English
M.A. University of Tennessee Knoxville
B.A. University of Richmond

Booth, Nancy
Professor, ESL
Ph.D. Rutgers University
M.A. (ESL) New Jersey City University
M.A. (Reading) Kean University
B.S. Columbia University

Buckley, Kathryn
Instructor, English Academic F
B.A. St. Francis College
M.F.A. The New School

Cafasso, Philip
Professor, Culinary Arts
M.S. Fairleigh Dickinson University
B.S. Kean College

Caniglia, Joseph
Assistant Professor, English Academic Foundations
M.S. New Paltz University
B.A. Mercy College

Caruana, Shannonine
Instructor, ESL
Ph.D. Universita di Bologna, Italy
M.A. The New School

Chapman-McCausland, Ana
Dean, Non-Traditional Programs
M.A. NYU Gallatin School
B.A. Rutgers University

Chappilliquen, Monika
Instructor, English Academic Foundations
M.A. New York University
B.A. Rutgers University

Colicchio, Joseph
Associate Professor, English
M.A. Goddard College
B.A. Rutgers University

Cuellar, Salvador
Instructor, Social Sciences
Ed.M. Harvard University
B.S. New York University
A.A.S. City University of NY

D'Agastino, Sharon
Assistant Professor, English
M.A., M.A.L.S.
B.A. Kean College
A.A.S. Middlesex County College

Decena White, Jani
Instructor, English
M.A. City College of New York
B.A. New York University

Delgado, Claudia
Instructor, Mathematics Academic Foundations
M.S. New Jersey Institute of Technology
B.S. Military School of Engineering, Bolivia

Devries, Heather
College Lecturer, English
M.A. Fordham University
B.A. Fairfield University

Dillon, Paul
Associate Dean, Business, Culinary Arts & Hospitality Management
B.S. Florida International University
A.A.S. Sullivan County Community College

Drew, Lauren
Instructor, ESL
M.A. Columbia University
B.A. American University
CELTA Cambridge University

Egan, Sean
Instructor, English Academic Foundations
Ph.D., M.A. City University of New York
B.S. Cooper Union

El-Achkar, Issam
Professor of Mathematics & Electronics Engineering Technology
Ph.D. M.S., M.S.E.E. Polytechnic University
B.S., E.E. New York Institute of Technology

Faisal Aljamal
Computer Science Instructor M.S. Montclair State University
B.S. New Jersey City University

Ferlise, Michael
Instructor, Sociology
M.A. New School for Social Research
B.A. University of California at Berkley
A.A. Nassau Community College

Figueras, Salvador
Professor, Modern Languages
Ed.M., M. Phil. Teachers College, Columbia University
M.A., B.A. Fordham University

Friars, Alison
Instructor, Education
M.A., B.S. Seton Hall University

Gallo, Joseph
Instructor, Theater Arts
M.F.A. Ohio University
B.A. Rowan University

Gorokhova, Elena
Professor, ESL
Ed.D. Rutgers University
M.A. University of Leningrad

Hamer, Robert
Instructor, Culinary Arts
M.A. Morehead State University, KY
B.S. Morehead State University, KY

Hebert, Angela
Instructor, English Academic Foundations
M.A. The City College of New York
B.A. University of Southern Maine

Hedhli, Nadia
Instructor, Biology
Ph.D. University of Medicine & Dentistry of NJ
B.A. Rutgers University

Hsieh, Thomas
Professor, Chemistry
Ph.D. Polytechnic Institute of Brooklyn
M.S. New Mexico Highlands University
B.S. National Taiwan University

Imam, Mohammad
Assistant Professor, Computer Science
M.S. City College of New York
M.Sc. & B.Sc. Physics, Magadh University

Jesmin, Syeda
Associate Professor, English Academic Foundations
M.A., B.A. University of Dhaka
M.A. New Jersey City University

Joasil, Velino
Assistant Professor, Biology
M.D. Medical University of the Americas
M.S. Seton Hall University
B.S Montclair University

Jones-Lewis, Patricia
Professor, English
Doctorate, Drew University
M.A., B.A. City College of New York

Kahn, Lloyd
Professor, Biology
D.P.M. NY College of Podiatric Medicine
B.A. Yale University

Karakashian, Ara
Assistant Professor, Culinary Arts
MBA, B.S., A.S., Johnson & Wales University

Khan, Javedd
Instructor, English
M.A., B.A. University of Dhaka, Bangladesh

Katkanant, Chanida
Associate Dean of Academic Affairs
Ph.D. University of Nebraska-Lincoln
M.Ed., B.Ed. Chulalongkorn University,
Bangkok, Thailand

Kharpertian, Theodore
Professor, English
Ph.D., M.A. McGill University
B.A. University of Pennsylvania

Khouzam, Sami
Professor, Culinary Arts
A.A.S. Hudson County Community College

Kozlenko, Evgeniya
Instructor, ESL
M.A., B.A. Vladivostok University

Krishan, Kewal
Assistant Professor, Math Academic Foundations
M.A. Guru-Nanak University, India
B.S. Punjab University, India

Lai, Theodore
Professor, Mathematics
Ed.M., M.A. Columbia University
M.S., B.A. Hunter College

Lamb, Jerry
Instructor, Criminal Justice
Ph.D. Nova Southeastern University
M.A. John Jay College
B.S. John Jay College

Lontoc, Marissa
College Lecturer, Pastry Arts
B.S.E. University of the Philipines Diliman College of Education
A.A.S. Hudson County Community College

Lopez, Melody
Instructor, Environmental Studies
M.S. University of Michigan
B.S. University of Puerto Rico

Mahmood, Azhar
Instructor, Chemistry
Ph.D. University of Rhode Island
M.S. Manhattan College

Marlin, John
Dean of Instruction/Science
Ph.D. University of Chicago
M.A. University of Chicago
B.S. U.S. Military Academy

Marshood, Nabil
Professor, Social Sciences
Ph.D. Columbia University
M.A., B.A. Hebrew University, Jerusalem

Mazzarella, Kitty
Instructor, ESL
M.A., B.A. Rutgers University

McLaughlin, Craig
Instructor, Psychology
M.A. Seton Hall University
B.A. Seton Hall University

McRae, Lester
Instructor, Business/Accounting
MBA Pace University
B.S. New Jersey City University

Meguerditchian, Siroun
Associate Professor, Culinary Arts
B.S. College Des P.P. Mechitaristes De Vienne, Lebanon

Miller, Linda
Associate Professor, ESL
Ed.M. Rutgers University
B.A. New York University

Mittleman, Marc
Instructor, Business/Accounting
MBA Montclair State University
B.S. Montclair State University

Moore, Patrick
Assistant Professor, Psychology
Ph.D. City University of New York
M.S. St. John's University
B.A. Saint Peter's College

Norris, Pamela
Associate Dean, School and College Relations
M.Ed. William Paterson College
B.A. William Paterson College

O'Gara, Lauren
Instructor, English Academic Foundations
M.A. Teachers College, Columbia University
B.A. Queens College, CUNY

O'Malley, Kevin
Professor, Culinary Arts
B.S. Farleigh Dickinson University
A.O.S. Culinary Institute of America

Orock, Ferdinand
Professor of Mathematics
Ph.D. Stevens Institute of Technology
M.S., B.S. Alabama A&M University

Oubraham, Youcef
Professor, Computer Technology
Ph.D. Stevens Institute of Technology
M.S. Case Western Reserve University
B.S. National Polytechnic University, Algeria

Pack, Angela
Assistant Professor, Education
M.S. Bank Street College of Education, NY
B.A. George Washington University

Payne, Courtney
Instructor, Culinary Arts
B.A. College of New Jersey

Peacock, Timothy
Instructor, English Academic Foundations
M.A., B.A. New Jersey City University

Pernice, Raffaella
Professor, Biology
Ph.D., M.D. University of Medical School, Italy

Persaud, Chandridat
Assistant Professor, ESL
M.A. Jersey City State University
B.A. University of London/University of Guyana

Phillips, Denise
Instructor, ESL
M.A. New York University
B.A. Pace University

Rakki, Ahmed
Instructor
M.S., B.S. University de Poitiers, France

Ray, Vivyen
Chief Human Resources Officer
M.S. Fordham University
B.S. University of Baltimore

Reimer, Michael
Dean for Student Services
M.A. Fairfield University
B.A. Saint Peter's College

Riccadonna Lewis, Laurie
Professor, Fine Arts
M.F.A. Yale University
B.F.A. Pennsylvania State University

Rossilli, Denise
Instructor, Human Services
M.A. Farleigh Dickinson University
B.S. St. John's University

Rubinstein, Harvey
Professor, English
M.A.T. University of Chicago
M.A. Jersey City State College
A.B. Oberlin College

Sanchez-Fernandez, Irma
Assistant Professor, ESL
M.A., B.A. Jersey City State College

Schirta, Maria
Instructor, ESL
M.A. New Jersey City University
M.A., B.A. University of Bucharest, Romania

Seidman, Cathie
Professor, Criminal Justice
M.A. Rutgers University
J.D. Yeshiva University
B.A. Wheaton College

Siddiqui, Mohamedrafiq
Instructor, Computer Science
M.A., B.S. Farleigh Dickinson University

Singer, Robin
Instructor, Early Childhood Education
M.A. Teacher's College, Columbia University
B.A. Columbia University

Sirangelo-Elbadawy, Catherine
Associate Dean, Nursing & Health Sciences
M.A. Teacher's College, Columbia Univ.
B.S.N. Seton Hall University

Skinner, Richard
Associate Professor, ESL
M.A. New York University
B.A. Columbia University

Soy, Rosie
Associate Professor, English
M.A. University of California, San Diego
M.A. City College of New York, CUNY
B.A. San Francisco State University

Sweeting, Catherine
Associate Professor, English
M.A. Queens College
B.A. California State University

Tabatabaie, Mojdeh
Professor, Engineering Science/Mathematics
Ph.D. New Jersey Institute of Technology
M.S. University of Illinois
M.S. New Jersey Institute of Technology
B.S. Shiraz University, Iran

Teipen, Jeremiah
Associate Professor, Fine Arts
M.F.A. School of Visual Arts, NYC
B.F.A Columbus College of Art & Design

Trombella, Jerry
Dean of Research & Planning
Ph.D. Seton Hall University
MBA Hofstra University
M.P.A. SUNY Albany
B.A. Binghamton State University

Twersky-Winslow, Elena
Instructor, Business
MBA Rutgers University
B.S. Yeshiva University

Van Gendt, Johanna
Instructor, ESL
M.A. The New School
B.A. Mount Holyoke College

Van Houten, Carol
Dean of College Libraries
M.L.S. Rutgers University
B.A. University of Dayton

Wahl, Christopher
Dean of Instruction/Arts
M.A., B.A. Wright State University

Walker, Richard
College Lecturer, Criminal Justice
M.S. Tiffin University
B.A. University of Texas

Warren, Christiane
Associate Dean, Social Sciences
Ph.D. in Philosophy, Drew University
M.A. Drew University
B.A. University of Maryland

Wexler, Susannah
Instructor, English
M.F.A. Sarah Lawrence College
B.A. Vassar College

Wilson, Thandi
Instructor, English
Ph.D. Oral Roberts University
Master of Divinity, William Paterson University

Winner, David
Professor, English
Ph.D. New York University
M.F.A. University of Arizona
B.A. Oberlin College

Ye, Xiaojin
Instructor, ESL
M.S. Kansas State University
B.S. Hunter College, CUNY

Zeichner, Veronica
Chief Financial Officer
B.S. Fairleigh Dickinson University

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 CAMPUS

Via car from Jersey City:

Kennedy Blvd. north to 49th Street.

Via Light Rail:

West Side-Tonnelle Ave. line to Bergenline Ave. (at 49th Street).

Via New Jersey Transit buses
to Bergenline Ave. Transit Center:

22, 22X, 84, 86, 89, 156, 181, 88, 154.

HUDSON COUNTY COMMUNITY COLLEGE

JOURNAL SQUARE CAMPUS

www.hccc.edu/campus
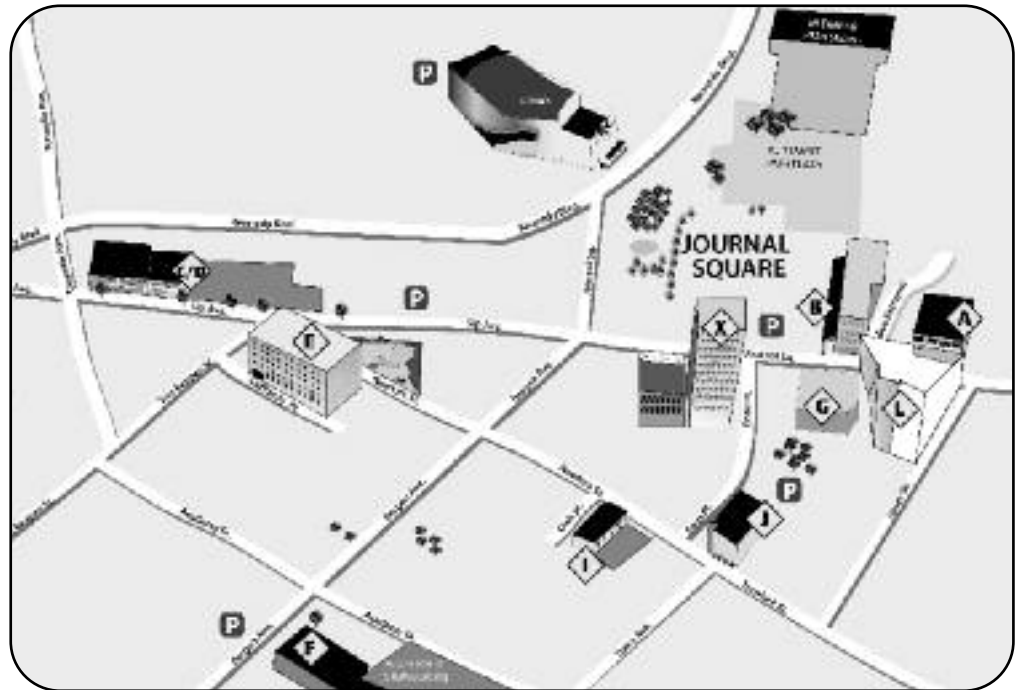
A **70 Sip Avenue**
Academic Affairs
Bursar
Career Development
Center for Academic & Student Success
Conference/Workshop Rooms
College Foundation
Disability Support Services
Enrollment Services
  (Admissions/Registrar)
Faculty & Staff Professional
  Development Office
Financial Aid
Mary T. Norton Board Room
Office of Information Technology
Office of the President
Office of Student Affairs

B **Historic Pathside**
25 Journal Square
Academic Foundations- Math/English
Center for Online Learning (COL)
Classrooms
Community Education
Customer Service/Mailroom
English as a Second Language/
  Bilingual Program
Evening/Weekend/Off-Campus Services
LEAP Program
Office of Student Activities
Security
Student Lounge
Student Government Association
The Mark Oromaner Room
Theater Classroom/STEM Cafe

C/D **162-168 Sip Avenue**
Campus Store
Classrooms/ Science Labs
Mathematics Labs

E **Culinary Conference Center**
161 Newkirk Street
Business, Culinary Arts & Hospitality
  Management Division
Center for Business & Industry
Classrooms
Conference/Workshop Rooms
Follett Room
Johnston Room
Scott Ring Room
The Robert L. Clare Reading Room

F **870 Bergen Avenue**
CarePoint Health
Classrooms
Computer Labs
LPN Lab
MDA Lab
Nursing & Health Sciences Division
Radiography Lab

G **81 Sip Avenue**
Classrooms
Computer Lab
Faculty Lounge (Adjunct Faculty)
Grants
Human Resources
Institutional Research & Planning
Studio Lab

I **119 Newkirk Street**
Classrooms
Humanities Division

J **2 Enos Place**
Classrooms
Computer Labs
Dean of Instruction/Arts
Dean of Instruction/Sciences
Educational Opportunity Fund (EOF)
Student Lounge
Science, Technology, Engineering
  & Mathematics (STEM)
Writing Center

L **71 Sip Avenue**
Abegail Douglas-Johnson (ADJ)
  Academic Support Services
Alfred E. Zampella Lecture Hall
Benjamin J. Dineen, III -
  Dennis C. Hull Gallery
Classrooms
Computer Lab
Cultural Affairs Office
Division of Academic Development
  & Support Services
Early Childhood Education Lab/
  Classroom
Honors Program
Liberty Café
Library
Social Sciences Division
Studio Arts Classrooms
Testing Center
Thomas J. Fleming Community
  Education Classrooms

X **26 Journal Square**
Administrative Offices
Communications

P

Discounted Parking For Jersey City Campus
Welcome Parking- 20 Jones Street (next to J Bldg.)

Welcome Parking- 30 Journal Square (across from
Jones Street lot- behind X Building)

Welcome Parking- 88 Sip Avenue (next to B Bldg.)

Impark (Square Ramp)- 801 Pavonia Avenue
(behind Loews Theatre)

Impark- 130 Sip Avenue (Across from E Bldg.)

Bergen Avenue Parking- 871 Bergen Avenue
(Across from F Bldg.)

revised 8.17.16
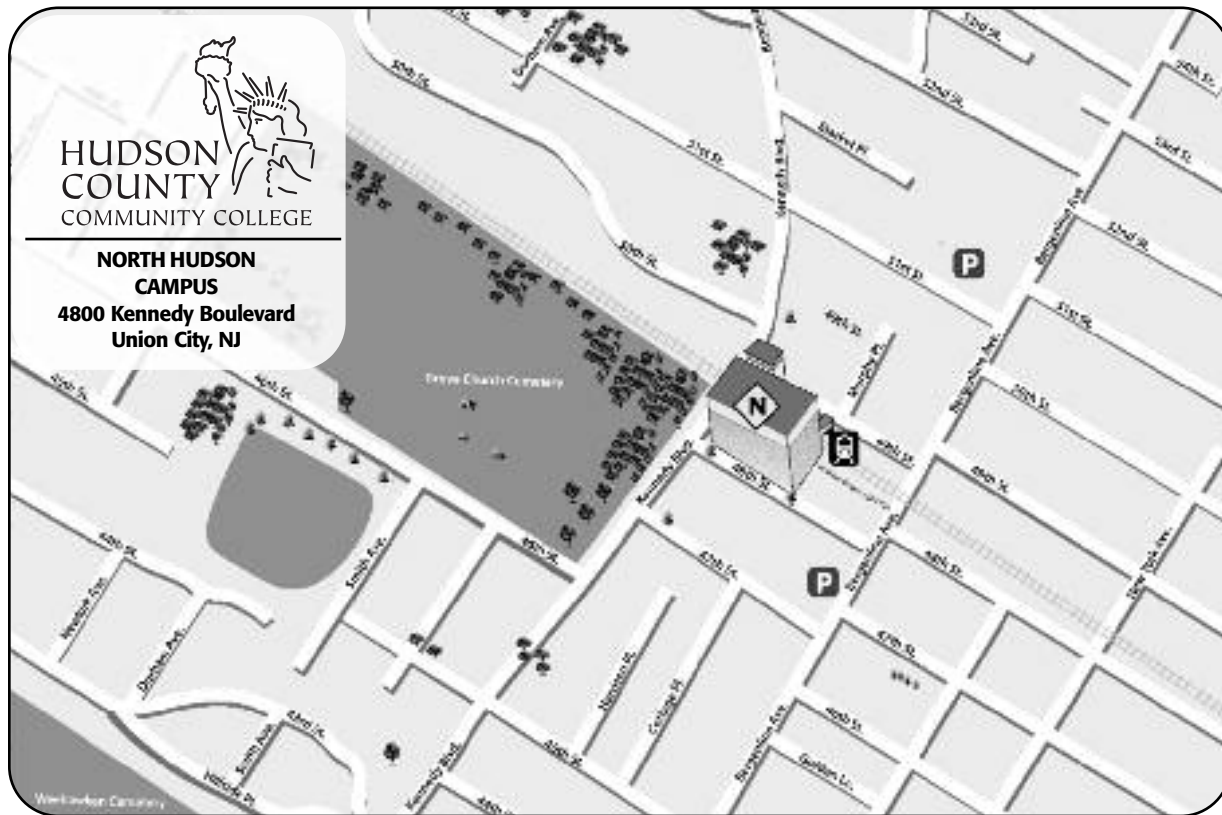
 North Hudson Campus
4800 Kennedy Blvd.
Union City, NJ

www.hccc.edu/campus

1st Floor
Bookstore
HCCC Enrollment Center
• Bursar's Office
• Enrollment Services
• Financial Assistance
• Testing & Assessment
• Academic Advisement
• Community Education Office

2nd Floor
Open-Access Computer Lab
Outdoor Courtyard
Student Lounge
Multipurpose Room

3rd Floor
Bridge/Walkway to Light Rail Station
ITS Help Desk
Library
Computer Lab
Mac Lab

4th Floor
Language Labs (3)
General Classrooms (7)
Seminar Room

5th Floor
Biology Lab and Chemistry Lab
Computer Lab
Film & Music Studies Room
General Classrooms (5)
Tutorial Services

6th Floor
County of Hudson One-Stop Center
(Only Accessible by 48th Street Entrance)

7th Floor
Administrative Offices
• Office of the Senior Vice President for
  North Hudson Campus and Student and
  Educational Services
• Office of the Executive Director of the
  North Hudson Campus
• Faculty Offices
• Mail Room/Copy Center
• Conference Rooms
• Outdoor Terrace

P **Metered Parking Lots**
West New York Lot –
Between 51st St. & 52nd St.
off Bergenline Avenue

Union City Lot –
Between 47th St. & 48th St.
off Bergenline Avenue

revised 8.17.16

NOTES:

Hudson County Community College

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 at 201-360-4157

6- Schedule a follow-up appointment with the Counselor/Coordinator for academic advisement and to arrange accommodations for the semester.

NON-PROFIT
ORGANIZATION
BULK RATE
US POSTAGE PAID
Permit No. 339
Jersey City, NJ 07306

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

Hudson County Community College
Disability Service Request Form

Hudson County Community College is committed to providing 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 or email dss@hccc.edu. 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
For more information, go to www.hccc.edu/dss.

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 _____