



2019-20 COLLEGE CATALOG

Hudson County Community College is an equal opportunity/affirmative action employer. Hudson County Community College is committed to the principles of affirmative action in the recruitment, admission, and retention of students and in the recruitment, employment, training, tenure, assignment, and separation of all faculty and staff. In accordance with existing New Jersey statutes and Federal law, no person at the College shall be discriminated against on the basis of race, color, class, sex, religion, creed, age, lifestyle, disability, marital status, affectional or sexual orientation, ancestry, national origin, veteran status, or union membership. Equal access to employment opportunities and educational programs is extended to all qualified persons.

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, 70 Sip Avenue, Third Floor, Jersey City, New Jersey 07306.

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

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

**Dear HCCC Students,
Welcome to Hudson County Community College!**

All members of the Hudson County Community College (HCCC) family – students, faculty, staff, alumni, and Trustees – are committed to supporting you in achieving your academic and career dreams and goals.



Our dedicated HCCC faculty and staff are recipients of national and regional awards. They are dedicated teachers and mentors who will guide, instruct, assist, and support you in every way possible. And HCCC's agreements with colleges and universities throughout the region and nation ensure seamless transfer for all of you who will pursue baccalaureate and graduate degrees.

Our award-winning, state-of-the-art facilities provide a safe and comfortable learning environment. You will find computer and science labs, study areas, lounges, and cafés located within most buildings. And construction of the Journal Square Campus Student Center will be completed in Spring 2020, providing a welcoming and well-equipped facility for student support and success.

We invite you to participate actively in campus life. Our Cultural Affairs and Student Life programs include art and history exhibitions; lectures; films; concerts; community projects; clubs; honor and leadership societies; trips to Broadway plays; and many other opportunities to learn and grow at this inspirational college.

At HCCC, our students' success is our College's success. We are partners with you, our students, on your educational journeys. We are delighted you are here!

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Reber". The signature is fluid and cursive.

Christopher M. Reber, Ph.D.
President

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 Richard Zaborowski

TABLE OF CONTENTS

Communicating with the College 4
 About Hudson County Community College 6
 Philosophy 7
 Mission 7
 Accreditation 8
 College Offerings 10
 Associate Degree and Certificate Programs 10
 Division of Continuing Education and Workforce Development 13
 Center for Business and Industry 13
 High School Partnerships 14
 Cultural Affairs 14
 Getting into Hudson County Community College 15
 Application Process 15
 Admissions Testing and Placement 16
 Student Types and Definitions 17
 Credit for Prior Learning Experiences 18
 Educational Opportunity Fund 20
 Course Registration 20
 Paying for College at HCCC 20
 Tuition and Fees 21
 Payment Methods 22
 Students Using Financial Aid 24
 Students Not Using Financial Aid 26
 Scholarships 26
 Academic Policies and Procedures 27
 Course Options 27
 Academic Foundations/Pre-College Coursework
 in Math and English 28
 English as a Second Language (ESL) 29
 Grading 30
 Academic Standing and Progress 31
 Academic Fresh Start 32
 General Education Requirements 34
 Graduation 35
 Commencement 35
 Student Records Policy 35
 Transcripts 36
 Course Add/Drop/Withdrawal Processes 36
 Academic Integrity Policy 37
 Resources and Services 37
 Abigail Douglas-Johnson (ADJ) Academic Support
 Services Department 37
 Student Support Services 38
 Other College Resources 39
 Preparing for Life after HCCC 41
 Transferring to Other Institutions 41
 Dual Enrollment/Articulation Agreements 41
 Reverse Transfer Articulation Agreements 41
 Career Services 41
 Degree Program Index 43
 Academic Programs (Accounting - Theater Arts) 44-89
 Electives 90-93
 Course Descriptions 94-131
 Faculty and Administration 132-135
 Campus Maps 136-137
 Directions 138

DIRECTORY

DEPARTMENT NAME	PHONE	EMAIL	WEBSITE www.hccc.edu
Academic Affairs	(201) 360-4010	academicaffairs@hccc.edu	www.hccc.edu/programs/certificates
Academic Foundations/English	(201) 360-4380	english@hccc.edu	www.hccc.edu/academic_foundations_program
Academic Foundations/Mathematics	(201) 360-5356		www.hccc.edu/academic_foundations_program
Admissions Office	(201) 714-7200	admissions@hccc.edu	www.hccc.edu/Admissions/FinancialAid
Advising and Counseling	(201) 360-4150	advising@live.hccc.edu	www.hccc.edu/advisementandcounseling
Alumni Affairs	(201) 360-4009	alumni@hccc.edu	www.hccc.edu/alumniservices
Bookstore (Journal Square)	(201) 360-4390	0188mgr@follett.com	www.hcccshop.com
Bookstore (North Hudson Campus)	(201) 360-4398	0188mgr@follett.com	www.northhudsonshop.com
Bursar's Office/Student Accounts	(201) 360-4100/4735	bursar@hccc.edu	www.hccc.edu/tuition
Business, Culinary Arts & Hospitality Management	(201) 360-4630	bch@hccc.edu	www.hccc.edu/bch
Career Services	(201) 360-4184	career@hccc.edu	www.hccc.edu/career-services
Center for Business and Industry	(201) 360-4247	cbi@hccc.edu	www.hccc.edu/BusinessIndustry
College Libraries	(201) 360-4360	librarian@hccc.edu	www.hccc.edu/library
Communications	(201) 360-4060	communications@hccc.edu	www.hccc.edu/communications/welcome
Continuing Education	(201) 360-4246	ce@hccc.edu	www.hccc.edu/communityeducation
Cultural Affairs/Art Gallery	(201) 360-4182	gallery@hccc.edu	www.hccc.edu/cultural-affairs
Division of Academic Development & Support Services (DADSS)	(201) 360-4179		www.hccc.edu/adss
Early College Program (High School Partnership)	(201) 360-5330	earlycollege@hccc.edu	www.hccc.edu/early-college/
Educational Opportunity Fund (EOF)	(201) 360-4180	eof@hccc.edu	www.hccc.edu/eof
English as a Second Language (ESL)	(201) 360-4380	ESL@hccc.edu	www.hccc.edu/eslbilingual
Enrollment Services	(201) 714-7200	enrollment@hccc.edu	www.hccc.edu/enrollmentguide
Evening, Weekend, & Off-Site Programs/ New Pathways to Teaching in NJ	(201) 360-4244	ewos@hccc.edu	
Financial Aid	(201) 360-4200	Financial_aid@hccc.edu	www.hccc.edu/fa
Human Resources	(201) 360-4070		www.hccc.edu/hr
Humanities & Social Sciences	(201) 360-4750	HUM-SS@hccc.edu	www.hccc.edu/ss
International Student Services	(201) 360-4136	internationalstudents@hccc.edu	www.hccc.edu/internationalstudents
North Hudson Campus	(201) 360-4600	studentservices@hccc.edu	www.hccc.edu/WelcomeNorthHudson
Nursing and Health Sciences	(201) 360-4338	nursingprogram@hccc.edu healthprograms@hccc.edu	www.hccc.edu/nhs
Registrar (Records)	(201) 360-4120	registrar@hccc.edu	www.hccc.edu/registrar
Scholarships/HCCC Foundation	(201) 360-4004	scholarships@hccc.edu	www.hccc.edu/scholarships
Science, Technology, Engineering, and Mathematics (STEM)	(201) 360-4265	STEMprograms@hccc.edu	www.hccc.edu/stem
Secaucus Center	201-360-4388	secaucuscenter@hccc.edu	www.hccc.edu/SecaucusCenter
Security	(201) 360-4080	Security@hccc.edu	
Student Life & Leadership	(201) 360-4195	studentlife@hccc.edu	www.hccc.edu/Campus_Life/Student_Activities_Welcome/
Student Affairs	(201) 360-4160	studentaffairs@hccc.edu	
Student Government	(201) 360-4196	sga@live.hccc.edu	www.hccc.edu/Student_Government_Association
Testing Center	(201) 360-4190	testing@hccc.edu	www.hccc.edu/testing
Tutoring Center	(201) 360-4187	tutorialcenter@hccc.edu	www.hccc.edu/tutorialservices
Veteran's Affairs	(201) 360-4135	veterans@hccc.edu	www.hccc.edu/veteranservices
Weather/School Closings	(201) 714-7100	communications@hccc.edu	www.hccc.edu/emergency

OUR CAMPUSES:

JOURNAL SQUARE:

70 Sip Avenue, Jersey City, NJ 07306

NORTH HUDSON:

4800 Kennedy Boulevard, Union City, NJ 07087

SECAUCUS CENTER:

Located at the Frank J. Gargiulo Campus
of the Hudson County Schools of Technology
One High Tech Way, Secaucus, NJ 07094

OFF-SITE LOCATIONS (for classes only):

Bayonne High School
Kearny High School
Union City High School
Washington Middle School (Harrison)



ACADEMIC DIVISIONS

EXECUTIVE VICE PRESIDENT AND PROVOST

70 Sip Avenue
201.360.4010

ASSISTANT VICE PRESIDENT FOR ACADEMIC AFFAIRS

2 Enos Place
201.360.4031

DEAN OF INSTRUCTION

71 Sip Avenue
201.360.5399

Division of Business, Culinary Arts & Hospitality Management

161 Newkirk Street
201.360.4639
cai@hccc.edu
www.hccc.edu/bch

Division of Academic Development and Support Services (DADSS)

2 Enos Place
201.360.4186
www.hccc.edu/adss

Academic Foundations

Mathematics: 201.360.5356
English: 201.360.4380

Division of English and English as a Second Language (ESL)

119 Newkirk Street
201.360.4380
English@hccc.edu
ESL@hccc.edu

Division of Humanities and Social Sciences

71 Sip Avenue
201.360.4751
HUM-SS@hccc.edu
www.hccc.edu/ss

Division of Nursing and Health Sciences

870 Bergen Avenue
201.360.4267
nursingprogram@hccc.edu
healthprograms@hccc.edu
www.hccc.edu/nhs

Division of Science, Technology, Engineering and Mathematics (STEM)

263 Academy Street
201.360.4652
STEMprograms@hccc.edu
www.hccc.edu/STEM



ABOUT HCCC

Hudson County Community College (HCCC) is an award-winning, 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. The College offers more than 60 nationally recognized degree, certificate, noncredit and workforce development programs in day, evening, weekend, fully online and hybrid sessions. The HCCC Journal Square Campus (Jersey City) and North Hudson Campus (Union City) are adjacent to public transportation hubs. The new Secaucus Center offers ample free parking. Dual-admission and/or articulation agreements with every major four-year college and university in the greater NY/NJ area make transitioning to baccalaureate degree studies seamless.

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

The administration and Board of Trustees work to ensure that all the people of Hudson County have access to an affordable education that provides the knowledge and skills needed in today's global society. In the mid-1990s, HCCC formulated and began implementing, strategic plans for academic and physical development that were based upon the community's needs. HCCC has since realized unprecedented growth in course offerings; created a central counseling program; expanded student activities; established an art gallery and year-round cultural events program; and increased the number and quality of its facilities. Enrollment has nearly quadrupled to more than 16,000 full- and part-time students; with 1,383 graduates, the Class of 2019 was the largest in the College's history.

The HCCC nationally acclaimed programs include English as a Second Language, STEM, Culinary Arts/Hospitality Management, Nursing/Allied Health, and Fine & Performing Arts. The HCCC Culinary Arts/Hospitality Management program was ranked number six in the U.S. by Best Choice Schools. Over 94% of HCCC Nursing program graduates passed the NCLEX first time out, placing the program's graduates in the top tier of two- and four-year nursing programs nationwide. In 2017, the Equality of Opportunity Project ranked HCCC in the top 5% of 2,200 U.S. higher education institutions for social mobility. The College has been recognized with numerous awards from the American Association of Community Colleges (AACCC), the Association of Community College Trustees (ACCT), and other national organizations for excellence in advancing diversity, student support and success services, and exemplary administration.

The College's Division of Continuing Education and Workforce Development offers personal enrichment and professional development opportunities. The HCCC Center for Business & Industry (CBI) is dedicated to helping Hudson County prosper with quality, customized, affordable training.

Hudson County Community College has one of the most effective Financial Aid programs, with 83 percent of HCCC students receiving assistance. The nonprofit Hudson County Community College Foundation has awarded over \$2 million in scholarships to more than 2,000 students since 1997. The HCCC Foundation supports faculty development, the College's physical expansion, and the College's Permanent Art Collection, which includes more than 1,200 noted works.

EDUCATIONAL 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.

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

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.

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 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 AAS degrees in Culinary Arts and Culinary Arts-option in Baking & Pastry and the Certificates in Culinary Arts and Culinary Arts-Baking & Pastry are accredited by the Accrediting Commission of the American Culinary Federation Education Foundation

The Nursing (NSG) Program currently offered at the Journal Square Campus is approved by the New Jersey Board of Nursing 124 Halsey Street, Newark, New Jersey 07102 and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326.

The Practical Nursing (PNU) currently offered at the main campus is sanctioned by the New Jersey Board of Nursing 124 Halsey Street, Newark, New Jersey 07102.

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 Robert Wood Johnson/Barnabas Health at 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.

The Joint Review Committee on Education in Radiologic Technology (J.R.C.E.R.T.)
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
Email: mail@jrcert.org
See www.jrcert.org for program information and Radiography Standards of Education.

New Jersey State Department of Environmental Protection
Board of Radiologic Technology, State of New Jersey
Mail Code 25-01
P.O. Box 415
Trenton, NJ 08625
(609) 984-0589
www.xray.nj.gov

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
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 Educational Procurement
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)

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Hudson County Community College is an equal opportunity/affirmative action employer. Hudson County Community College is committed to the principles of affirmative action in the recruitment, admission, and retention of students and in the recruitment, employment, training, tenure, assignment, and separation of all faculty and staff. In accordance with existing New Jersey statutes and Federal law, no person at the College shall be discriminated against on the basis of race, color, class, sex, religion, creed, age, life-style, disability, marital status, affectional or sexual orientation, ancestry, national origin, veteran status, or union membership. Equal access to employment opportunities and educational programs is extended to all qualified persons. Decisions on employment are made on the basis of the qualifications of an individual for the particular position being filled. Specifications for any position must be related to the job to be performed. Decisions on promotion and tenure are similarly made on the basis of the qualifications of an individual as they relate to the requirements of the position. All personnel policies including those for compensation, benefits, transfers, and faculty and staff development programs are administered without regard to race, color, sex, religion, age, disability, national origin, or other protected status. These policies apply to all employees and all applicants in every department of the College. The College will employ affirmative action to meet its stated goals throughout the work force. HCCC's goal is to maintain a satisfied and productive work force. The key to this is effective leadership by supervisors; fair and non-discriminatory personnel policies and the application of these policies. The College firmly adheres to the conviction that every employee has the right to be treated with dignity and respect.

COLLEGE OFFERINGS

The College is proud to offer the Hudson County community a variety of learning opportunities:

- I. Associate Degree and Certificate Programs – page 10**
- II. Continuing Education/Center for Business and Industry – page 13**
- III. High School Partnerships – page 14**
- IV. Cultural Affairs – page 14**

I. ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

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.

According to the Comprehensive State-Wide Transfer Agreement approved by the New Jersey Presidents' Council (NJTransfer.org), an Associate in Arts (A.A.) or Associate in Science (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 Associate in Applied Science (A.A.S.) programs, HCCC has negotiated articulation agreements to facilitate the transfer of credits from HCCC to participating institutions. Students should discuss transfer opportunities with an advisor.

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

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 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.

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 bachelor's degree granting institutions or qualification for entry-level career opportunities.

Certificate

The certificate (30 credits or more required) 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 (10-15 credits required) is a short-term program intended to enhance employment opportunities through a carefully structured course sequence in a specialized field.

The most current list of program offerings can be found at www.hccc.edu/programs

DIVISION OF BUSINESS, CULINARY ARTS & HOSPITALITY MANAGEMENT

161 Newkirk Street | 201.360.4630 | cai@hccc.edu | www.hccc.edu/bch

Associate in Arts (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

Certificate Programs

Culinary Arts
Hospitality Management
Supply Chain Management

Proficiency Certificates

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

DIVISION OF ENGLISH/ENGLISH AS A SECOND LANGUAGE (ESL)

119 Newkirk Street | 201.360.4380 | English@hccc.edu | ESL@hccc.edu

Associate in Arts (A.A.) Program

English

DIVISION OF HUMANITIES & SOCIAL SCIENCES

71 Sip Avenue | 201.360.4750 | HUM-SS@hccc.edu | www.hccc.edu/ss

Associate in Arts (A.A.) Programs

Liberal Arts –
Early Childhood Education
Elementary and Secondary Education
General
History
Infant/Toddler Education
Psychology
Special Education
Sociology
Theatre Arts

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

Computer Arts
Studio Arts

Associate in Science (A.S.) Programs

Criminal Justice
Criminal Justice – Homeland Security Option
Human Services – Pre-Social Work
Human Services – Pre-Social Work
- Addictions Counseling Option

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

Early Childhood Education
Child Development Associate (CDA) in Infant/
Toddler and Preschool coursework available

Certificate Programs

Digital Art & Design

Proficiency Certificate

Digital Art & Design

DIVISION OF NURSING AND HEALTH SCIENCES

870 Bergen Avenue | 201.360.4267 | nursingprogram@hccc.edu | healthprograms@hccc.edu | www.hccc.edu/nhs

Associate in Science (A.S.) Programs

Exercise Science
Health Services
Medical Science – Pre-Professional
Nursing
Occupational Therapy Assistant
(Joint program with Rutgers University)
Radiography

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

Health Science
Medical Assisting
Paramedic Science
(Partnership with RWJ/Barnabas Health at Jersey City
Medical Center)

Certificate Programs

Medical Billing & Coding
Paramedic Science
(Partnership with RWJ/Barnabas Health at
Jersey City Medical Center)
Personal Fitness Trainer
Practical Nursing

Certificate of Achievement

Emergency Medical Technician
(Partnership with RWJ/Barnabas Health at
Jersey City Medical Center)

DIVISION OF SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM)

263 Academy Street | 201.360.4265 | STEMprograms@hccc.edu | www.hccc.edu/STEM

Associate in Science (A.S.) Programs

Computer Science – leading to B.A. or B.S.
Computer Science – Cybersecurity Option
Engineering Science
Environmental Studies
Science & Mathematics - General
Science & Mathematics –
Biology
Biotechnology
Chemistry
Mathematics
Physics

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

Advanced Manufacturing
Computer Technology
Construction Management
Electronics Engineering Technology

Note: Some academic programs, because of their professional nature, have more stringent rules than those outlined in the Academic Catalog. Students should refer to their Program Director or Program Handbook.

II. DIVISION OF CONTINUING EDUCATION & WORKFORCE DEVELOPMENT**CONTINUING EDUCATION****161 Newkirk Street | 201.360.4224/4246 | continuingeducation@hccc.edu | www.hccc.edu/continuingeducation**

HCCC provides residents of Hudson County with personal enrichment and professional development opportunities through Continuing Education in collaboration with academic divisions, and in partnership with universities, local non-profit organizations, educational providers, local entrepreneurs and artists, and others.

Classes take place during the daytime, evenings, or on weekends and run throughout the year. Participants can take advantage of one or multi-session courses, certificate classes, and training programs in person, online, or a hybrid combination of both.

Business, Entrepreneurship and Professional Development

Gain tools and master techniques to start or grow a business. Offerings include courses in Digital Marketing and Branding, Human Resources, and Industry-specific Business Boot Camps. For those seeking to enhance or update career skills, programs include fundamentals such as QuickBooks and Microsoft Office products, as well as innovative courses in Infographics, Coding, Design Thinking, and more.

Certificate Training

Certificate programs include New Pathways to Teaching (an alternate route to teaching certification program), SCPro™, Certified Nurse Aide (CNA), Phlebotomy Technician, Electrocardiogram (EKG) Technician, Patient Care Technician (PCT), Cardiopulmonary Resuscitation (CPR), and certificates for other in-demand occupations, including Supply Chain Management.

English as a Second Language

Learn to speak American English and to read and write in English.

Exam Preparation

Brush up on content or learn test-taking strategies for the Test of English as a Foreign Language (TOEFL), National League for Nursing (NLN) pre-entrance exam, SAT exams, and others.

Family & Youth

Spend quality time with family while having fun learning new skills. Take classes together in visual or culinary arts. Middle and high school students can get a jump start on college readiness by taking SAT Math & Language preparation classes.

Lifelong Learning

A variety of courses are open to participants of all ages, and delivered in one, two, or multi-session formats.

Personal Enrichment

Whether taking cooking classes taught by faculty from the award-winning HCCC Culinary Arts Institute, learning how to speak another language, or taking hands-on workshops and programs that engage creativity, Continuing Education has classes for almost every interest.

Online Courses

HCCC Continuing Education partners with Ed2Go to offer a wide range of highly interactive courses that are affordable, fun, fast, and convenient. All courses include expert instructors, many of whom are nationally known authors.

Summer Youth & Teen

Students from 9 to 17 years old can experience a variety of engaging and enriching programs. Choose from any of our Culinary Arts, STEM (Science, Technology, Engineering and Math), Theater, SAT Test Prep, and College Readiness programs.

Community Events

Continuing Education, in partnership with academic divisions and local organizations, hosts a variety of fun, educational events throughout the year. Events include the Annual Girls in Technology Symposium, Summer Book and Art Fairs, Holiday Market, Fall Harvest Wine Festival, and Lunch and Learns.

For a complete and updated listing of programs, or to register for Continuing Education classes, go to www.hccc.edu/continuingeducation or call (201) 360-4224 or 4246.

THE CENTER FOR BUSINESS & INDUSTRY (CBI)**161 Newkirk Street | 201.360.4247 | communityed@hccc.edu | www.hccc.edu/BusinessIndustry**

The Center for Business & Industry (CBI) creates and delivers quality, customized training designed by experts in the field 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 continue to prosper.

CBI develops and delivers affordable training to businesses from small local companies to large corporate businesses, community, government, and non-profit organizations. Training can be

provided on-campus or at the business location. The CBI team assesses the training needs of employees and provides customized, affordable training options, including eligibility for grant-funded training through the New Jersey Business and Industry Association (NJBIA) Workforce Training Program. Training courses include: Microsoft Office including Excel, Word and Outlook; Communications and Customer Service; ESL; Math in the Workplace; Team Building; Problem Solving; Time Management; Diversity in the Workplace, and others.

For a free consultation, or to obtain additional information regarding CBI, visit www.hccc.edu/BusinessIndustry or call (201) 360-4247.

III. HIGH SCHOOL PARTNERSHIPS

2 Enos Place, J104 | 201.360.5330 | EarlyCollege@hccc.edu | www.hccc.edu/earlycollege

Consistent with its 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 programs and services.

These collaborative projects can include, but are not limited to the 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.

EARLY COLLEGE AT HCCC

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 the Early College at HCCC Program. The Early College Program permits high school students to earn credits toward a degree by enrolling in a maximum of 18 HCCC credits per academic year. The courses may be offered during and after the school day at the high school or at any of the College campuses. High school students can be integrated in the normal course offerings or special sections can be created for the program.

Early College at HCCC High School Partners:

- County Prep High School
- Harrison High School
- High Tech High School
- Hoboken High School
- Jersey City Public High Schools
 - James J. Ferris High School
 - Lincoln High School
 - Dickinson High School
 - Liberty High School
 - Innovation
 - Infinity Institute
 - Snyder High School
 - McNair Academic High School
- Kearny High School
- Marist High School
- Memorial High School
- METS Charter School
- Miftaahul Uloom Academy
- North Bergen High School
- Rising Star Academy
- Union City High School
- Weehawken High School

High School (Early College) Admissions Process

High school students, approved to participate in the Early College program may be admitted by submitting the Early College application for high school students at www.hccc.edu/earlycollege. Students may be required to take the college placement examination.

IV. CULTURAL AFFAIRS

71 Sip Avenue, 6th Floor | 201.360.4182 | gallery@hccc.edu | www.hccc.edu/cultural-affairs
 Instagram: @dineenhullgallery | Facebook: [facebook.com/dineenhullgalleryhccc](https://www.facebook.com/dineenhullgalleryhccc)

The mission of the Hudson County Community College Department of Cultural Affairs (DOCA) is to provide supplementary programs to stimulate awareness of the arts and foster creativity in the community we serve.

The Benjamin J. Dineen, III & Dennis C. Hull Gallery is a 3,000 square foot space which hosts several exhibitions each year. Past exhibits include *Out on Broadway: A Visual Legacy*, *Hip Hop Utopia*, and *Future Reboot*. The gallery exhibitions expose students to local and international artists of various disciplines and provide educational programming that is relevant to the constituents of Hudson County.

DOCA celebrates diversity year-round with a variety of supplementary programs offered in the Dineen Hull Gallery Atrium. Past programs include the New Jersey Symphony Orchestra's presentation of classic Bollywood music, Indie Female Filmmakers Screening presented by Tribeca Film Festival star Delaney Buffett, and a variety of NJPAC satellite educational presentations. **All programs are open to the public.**

GETTING INTO HUDSON COUNTY COMMUNITY COLLEGE

ENROLLMENT SERVICES OFFICE

70 Sip Avenue, Jersey City | 4800 Kennedy Blvd., Union City
201.714.7200 | admissions@hccc.edu | www.hccc.edu/admissions

APPLICATION PROCESS

HCCC is an open admissions institution which admits any person who is at least 18 years of age, or who has earned a high school diploma or General Education Development (GED) certificate, or who is a graduate of an approved home schooled program. Students under the age of 18 without a high school diploma require written permission from a parent or guardian to take HCCC courses. The permission letter should be emailed to enrollment@hccc.edu and include the student's name, age, Student ID #, and courses to be taken. Students are admitted to HCCC without regard to race, ethnicity, religion, disability, sexual orientation, national origin, ancestry, or gender. Although not required for admission, a high school diploma or GED is a requirement to receive federal financial aid.

Applicants should apply online at www.hccc.edu/apply. Applicants who need assistance with the application process should visit the Enrollment Services Office at either HCCC campus. The non-refundable application fee is due at the time of application submission.

Application Requirements

In addition to submitting a complete application to the College, applicants may be asked to provide:

1. Current proof of residency (NJ State ID/County ID/home phone bill, or utility bill in student's name) in order to establish the accurate tuition rate. The student must be able to prove residency within Hudson County to pay in-county tuition rates.

For information about address changes, please see the tuition section on page 20.

2. Immunization records, if attending HCCC as a full-time student. As mandated by the State of New Jersey, HCCC is required to have on file proof that all full-time students must have been immunized against certain preventable diseases, e.g., Measles, Mumps and Rubella (MMR), and Hepatitis B, or provide evidence that they are exempt. Details and forms can be found at www.hccc.edu/immunization.

The following documents are acceptable as evidence of immunization:

- a) Official School Immunization Record.
- b) A record from any public health department or a physician.

To be exempt from providing immunizations, 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 (does not apply to Hepatitis B).

3. College transcripts (if applicable) should be forwarded to the Office of the Registrar. Official transcripts must be received in a sealed envelope from the institution. Once opened, transcripts are considered unofficial.

4. High school transcripts are not required for admission to HCCC, but may be required by the Financial Aid Office, the Nursing Program, or another department. Students should send high school transcripts directly to the requesting department.

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

Admission to Health Professions Programs

The application to the College and the application to selected health profession programs (e.g., Nursing, Occupational Therapy Assistant, Radiography, etc.) are separate processes. Admission to HCCC does not guarantee admission to the health related profession program of choice. Admission to these programs is competitive. Information regarding health professions programs can be found at www.hccc.edu/nhs.

Re-admission

Students who have not been enrolled at HCCC for two full semesters (fall/spring) must apply for re-admission before they are able to register for classes. Students must complete and submit an application for admission to the Office of Enrollment Services and pay the appropriate non-refundable readmission fee. Students should apply online at www.hccc.edu/apply. Returning students who are not in good academic standing should meet with an advisor prior to registration. Returning students should abide by policies and requirements in the current academic catalog, found at www.hccc.edu/adcatalog, and access course requirements via Student Planning on the student portal.

ADMISSIONS TESTING AND PLACEMENT

Testing Center

71 Sip Avenue, Lower Level | 201.360.4190
testing@hccc.edu | www.hccc.edu/testing

Following admission to HCCC, all new students must be evaluated for placement into English and mathematics coursework. Students pursuing Certificate programs may need to take part or all of the placement test.

Students must complete one of the following placement methods:

- 1) Take the HCCC College Placement Test (CPT). Students who have not completed 4 years of high school in the U.S. may be required to take the ESplacement test. Students who require special testing accommodations for placement testing are encouraged to contact the Office of Accessibility at: www.hccc.edu/cass.
- 2) Provide CPT scores from another college. Scores must be no more than two years old.

The results of the CPT are used to determine whether students require the English as a Second Language (ESL) program or the Academic Foundations program to strengthen basic skills before taking college level courses.

Students are encouraged to view HCCC's CPT placement charts at www.hccc.edu/testing.

- 3) Have successfully taken and exited developmental coursework at another community college within the last two years. Student must provide college transcripts. Unofficial transcripts are acceptable for placement only. Official transcripts from all colleges attended are required if student is seeking transfer credit.
- 4) Provide an official transcript showing completion of **college-level English composition and/or mathematics** courses with a minimum grade of 'C' at another college.
- 5) Provide an official transcript showing a **degree earned** from a regionally accredited United States college or university. Students whose degrees did not include college-level English composition or mathematics courses are required to take the CPT. Graduates of foreign universities should have their records evaluated by any member agency of the National Association of Credential Evaluation Services (NACES). For more information, visit www.naces.org.
- 6) Provide qualifying SAT scores:

SAT taken after March 2016:

- Students who have achieved a score of 480+ on **Evidence-based Reading and Writing** are exempt from the English portion of the placement test;
- Students who have achieved a score of 530+ on **Math** are exempt from the Math portion of the placement test.



SAT taken before March 2016:

- Students who have achieved a score of 540+ on **Critical Reading** are exempt from the English portion of the placement test;
- Students who have achieved a score of 530+ on **Math** are exempt from the Math portion of the placement test.

Official score reports must be submitted at the time of admission to HCCC. Test scores are valid for five years.

7) Provide qualifying ACT scores:

- Students who achieve a score of 21 or higher on the English or **Reading** portion of the ACT are exempt from the English portion of the placement test;
- Students who achieve a score of 21 or higher on the **Math** portion of the ACT are exempt from the Math portion of the placement test.

Official score reports must be submitted at the time of admission to HCCC. Test scores are valid for 5 years.

For more information about testing and placement, please visit www.hccc.edu/testing.

Other tests offered at HCCC's Testing and Assessment Center:

- 1) ESL placement testing
- 2) College Level Examination Program (CLEP)
- 3) NLN Pre-Admissions Exams (PAX)
- 4) Assessment Technologies Institute – Test of Essential Academic Skills (ATI TEAS)
- 5) Distance Education Exam Proctoring
- 6) NYU Foreign Language Proficiency Test

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

STUDENT TYPES AND DEFINITIONS

First-Year Students

Students who have completed fewer than 30 credits.

Full-Time Students

Students who take a course load of 12 or more credit hours in the fall and/or spring semesters.

International Students

70 Sip Avenue | (201) 360-4136 | internationalstudents@hccc.edu
www.hccc.edu/internationalstudents

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. 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. However, the office does not provide assistance with processing Change of Status to F-1 Visas. 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 are limited to the number of online credits they may enroll in. Students can take only one online class per semester, including the summer term, and the class cannot exceed 3 credits. International students must maintain satisfactory academic progress as stated in the Academic Progress 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, visit the U.S. Immigration and Customs Enforcement website (www.ice.gov/sevis) and/or email internationalstudents@hccc.edu.

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

International Student Application Deadlines:

Fall Semester	June 1
Spring Semester	October 1

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

Matriculated Students

Any student who is a full-time or part-time degree-seeking student enrolled in an Associate Degree or Certificate Program is considered a matriculated student.

Non-Matriculated/Special Student Status

Any student who is a part-time, non-degree seeking student who enrolls in courses, taking up to a total of 11 credits is considered a non-matriculated student. 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 (CPT) or providing the College with a college transcript showing successful completion of pre-requisite courses.

Students who wish to continue on a non-matriculated basis beyond the 11-credit limit must obtain approval for Special Student Status from the Dean of Enrollment, the appropriate Division Dean, or Academic Program Director before they register and may be required to take the College Placement Test. Non-matriculated students are not eligible for financial aid.

Part-Time Students

Students who take a course load of fewer than 12 credit hours in the fall and/or spring semesters.

Second-Year Students

Students who have completed more than 30 credits.

Students Seeking a Second HCCC Degree

HCCC graduates 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. 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, which can be obtained from the Division Dean or Academic Program Director. Approval from the Office of Academic Affairs is required prior to official enrollment into the Second Degree Program.

Visiting Students

Visiting students, currently enrolled in other colleges and universities who wish to earn credits at HCCC for transfer to their home college or university must obtain advance written approval from the appropriate academic office of the home institution or provide a transcript showing completion of all pre-requisites. The letter of permission must state the HCCC course(s) and course level they are permitting the visiting student to take. Students take full responsibility in ensuring that their home institution will accept credits earned at HCCC. Visiting students must submit an application for admission. Visiting students are not eligible for financial aid and are considered non-matriculated. Visiting students are not limited to the 11 credit maximum.



Transfer Students

Students who attended another college/university prior to enrolling at HCCC and are seeking transfer credit. Students seeking transfer credit must request that all previous colleges attended send an official copy of the transcript to the HCCC Office of the Registrar. Student copies of transcripts and grade reports are not official, and credit will not be awarded until the official transcript has been received.

Veteran Students

70 Sip Avenue | Phone 201.360.4135
 veterans@hccc.edu
www.hccc.edu/veteranservices

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.

Veterans' affairs are handled in the Enrollment Services Office by the HCCC Veteran Certifying Official who assists students in applying for benefits, certifies enrollment, and maintains accurate Veteran student records.

CREDIT FOR PRIOR LEARNING EXPERIENCES

Students may be awarded up to 30 credits toward a degree and 15 credits toward a certificate for their prior educational experiences in the following ways: Advanced Placement (AP), College Level Examination Program (CLEP), Military Courses, NYU Foreign Language Proficiency Tests, Transfer Credit, and Work/Life Portfolio Assessment. The College does not guarantee the transferability to other institutions of credit earned in these ways.

Advanced Placement (AP)

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 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 student's major, and are completed within specified timelines.

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.

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) helps students receive college credit for comprehensive subject knowledge acquired through independent or prior study, on-the-job training, or cultural pursuits to show that they have the understanding of college-level material. CLEP offers 33 examinations in Business, Composition & Literature, World Languages (French, German, and Spanish), History, Social Sciences, Science, and Math. For more information on CLEP exams, please visit: <https://clep.collegeboard.org/exams>.

The HCCC testing center is an authorized CLEP testing center. Students are encouraged to sit for the CLEP exam 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, 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 Office of the Registrar. Course credits are reported on the College transcript as transfer/examination credit and are not used in computing a student's GPA.

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.

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.

NYU Foreign Language Proficiency Tests

Students who are interested in receiving college credit for a foreign language not offered by CLEP can take NYU's Language Proficiency Exams at HCCC. There is a charge for the exam in addition to a testing fee to take the exam at HCCC. For a complete list of the 50+ language exams offered by NYU's School of Professional Studies, please visit: <http://www.scps.nyu.edu/academics/departments/foreign-languages/testing.html>

Transfer Credit for Students with College Credits/Degrees from Accredited US Institutions:

- 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 major-required courses.
- For certificate programs, students must complete all specialization courses at HCCC.

Course Age Restrictions

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 a placement test in mathematics.

For other specified courses, age limits (typically 5 or 10 years) have been set by the appropriate academic areas. 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, Enrollment Services Office, and the Office of the Registrar.

**For more information about transfer credit,
visit www.hccc.edu/transfer.**

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 translated and evaluated by any member agency of the National Association of Credential Evaluation Services (NACES) and demonstrate proficiency in English by passing the HCCC Writing Proficiency Test (WPT) before transfer credits for English Composition will be granted.

Work/Life Portfolio Credit

Students matriculated in a degree program may earn up to twelve (12) credits for work/life experience that is demonstrated to be the equivalent of college-level study. Such credit requires the submission of a Work/Life Portfolio to determine if that experience is the equivalent of college-level study. This credit is not just for work experience, but for college-level knowledge gained from work or life experience. Students who satisfy the following requirements may apply for Work/Life portfolio credit:

- Graduated from high school or received a GED certificate five (5) or more years ago.
- Have completed at least four (4) college-level courses at HCCC as a matriculated student with a minimum 2.0 GPA, but are not in their final, degree-awarding semester.

Note: Students who receive transfer credits or other course waivers may not use Work Credit for any part of the residential requirements for an Academic Certificate or an Associate Degree.

All documents submitted become the property of the College. A student who falsifies or conceals previous academic records will be subject to disciplinary action.

EDUCATIONAL OPPORTUNITY FUND (EOF)

2 Enos Place, Lower Level | 201.360.4180 | eof@hccc.edu | www.hccc.edu/eof

For 50 years, the Educational Opportunity Fund (EOF) Program has provided access to higher education for New Jersey 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, mentoring, and enrichment workshops. During the summer, EOF offers new students an intensive summer program which provides developmental courses and support services.

While EOF is not a financial aid entitlement, eligible EOF students receive an additional financial aid grant ranging from \$100-\$575 per semester. In order to be eligible for consideration, an applicant must be enrolled full-time (minimum of 12 credits), be a resident of New Jersey for at least one year prior to enrollment, meet the state's income eligibility criteria (as defined by the NJ Office of the Secretary of Higher Education), and minimally be placed at Level IV ESL. Interested students must submit a completed EOF application along with all required documents to be eligible for an interview for admission to the program.

COURSE REGISTRATION

Enrollment Services

70 Sip Avenue, Jersey City or 4800 Kennedy Boulevard, Union City
201.714.7200 | enrollment@hccc.edu | www.hccc.edu/admissions

For complete information on registration, please refer to the HCCC Enrollment Guide at www.hccc.edu/enrollmentguide. To view course availability, please visit www.hccc.edu/schedule.

When to Register:

- Registration for the summer and fall terms begins in April.
- Registration for the winter and spring terms begins in November.

Students are encouraged to register as early as possible to ensure the best possible options for course availability and scheduling.

- The following students, who are using a tuition waiver, must wait until three business days prior to the start of the semester to register:
 - o Hudson County Employees (HCE)
 - o Unemployment Waivers
 - o Senior Citizens

Where to Register:

- In-person registration: All new students and current students who have yet to exit ESL or English Academic Foundations requirements must register in person. In-person registration takes place at both campuses. Students should visit the Enrollment Services Office for registration clearance and will be directed to the appropriate office from there.
- Online registration: Current students who have exited all ESL and English Academic Foundations requirements should register online. Online registration is completed via Student Planning at <http://libertylink.hccc.edu>.

PAYING FOR COLLEGE AT HCCC

Bursar's Office/Student Accounts

Main Campus: 70 Sip Avenue, Building A, 1st Floor | 201.360.4100 | fax: 201.795.3105
North Hudson Campus: 4800 Kennedy Boulevard, 1st Floor | 201.360.4735
bursar@hccc.edu | www.hccc.edu/tuition | myhudson.hccc.edu/bursar

Tuition Rates:

1. **Hudson County residents** – A student is considered a Hudson County resident if they maintain a permanent home within Hudson County, New Jersey.
2. **Out-of-county residents** – A student is considered out-of-county if they live outside of Hudson County but still reside in New Jersey.
3. **Out-of-state and International residents** – Students who reside outside of New Jersey.

Address Changes

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 utility bill in the student's name) in order for a change of address to occur. The Change of Address Form is available at www.hccc.edu/forms. If a change of address requires a tuition adjustment, the change must be made before the end of the add/drop period.

Out-of-County Chargeback Assistance

Students who reside in a county other than Hudson and who 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 home community college's Admission or Bursar's office, and obtain a "Certification of Inability to Admit" from that school.

Students must send or bring that certificate to their home county Chief Fiscal Officer. The county will then issue a "Certification of Residence" to the student. Both certifications must be brought or mailed to the Bursar's Office at HCCC. Students are responsible to make copies of chargeback documents before submitting them to the Bursar's office. The Bursar's office will then 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.

Tuition Waivers

The following students may be eligible for tuition waivers and/or discounted tuition:

- Hudson County Employees (HCE/HCST/HCIA)
- HCCC employees and their dependents
- New Jersey National Guard members
- Senior Citizens
- Unemployment Waiver students

Tuition & Fee Estimates for School Year 2019-2020

Hudson County Community College - Cost of Attendance Estimate Grid

The figures presented below are by term, may be subject to change without notice and may not reflect the actual cost associated with your registration.

For the most current tuition & fee schedule, visit www.hccc.edu/tuition or (for current students) visit the Bursar/Student Accounts portal page at <https://myhudson.hccc.edu/bursar>.

CREDITS	TUITION			FEES				ESTIMATED COST TUITION & FEES			CREDITS
	TUITION RESIDENTS (In-County)	TUITION NON RESIDENTS (Out of County)	TUITION INTERNATIONAL or OUT OF STATE	STUDENT ACTIVITY (per/cr.)	GENERAL SERVICE (per/cr.)	REGISTRATION (per/term)	TECHNOLOGY (per/cr.)	TOTAL RESIDENTS (In-County)	TOTAL NON RESIDENTS (Out-of-County)	TOTAL INTERNATIONAL or OUT OF STATE	
1	149.00	298.00	440.00	6.50	25.00	25.00	18.00	223.50	372.50	514.50	1
2	298.00	596.00	880.00	13.00	50.00	25.00	36.00	422.00	720.00	1004.00	2
3	447.00	894.00	1320.00	19.50	75.00	25.00	54.00	620.50	1067.50	1493.50	3
4	596.00	1192.00	1760.00	26.00	100.00	25.00	72.00	819.00	1415.00	1983.00	4
5	745.00	1490.00	2200.00	32.50	125.00	25.00	90.00	1017.50	1762.50	2472.50	5
6	894.00	1788.00	2640.00	39.00	150.00	25.00	108.00	1216.00	2110.00	2962.00	6
7	1043.00	2086.00	3080.00	45.50	175.00	25.00	126.00	1414.50	2457.50	3451.50	7
8	1192.00	2384.00	3520.00	52.00	200.00	25.00	144.00	1613.00	2805.00	3941.00	8
9	1341.00	2682.00	3960.00	58.50	225.00	25.00	162.00	1811.50	3152.50	4430.50	9
10	1490.00	2980.00	4400.00	65.00	250.00	25.00	180.00	2010.00	3500.00	4920.00	10
11	1639.00	3278.00	4840.00	71.50	275.00	25.00	198.00	2208.50	3847.50	5409.50	11
12	1788.00	3576.00	5280.00	78.00	300.00	25.00	216.00	2407.00	4195.00	5899.00	12
13	1937.00	3874.00	5720.00	84.50	325.00	25.00	234.00	2605.50	4542.50	6388.50	13
14	2086.00	4172.00	6160.00	91.00	350.00	25.00	252.00	2804.00	4890.00	6878.00	14
15	2235.00	4470.00	6600.00	97.50	375.00	25.00	270.00	3002.50	5237.50	7367.50	15
16	2384.00	4768.00	7040.00	104.00	400.00	25.00	288.00	3201.00	5585.00	7857.00	16
17	2533.00	5066.00	7480.00	110.50	425.00	25.00	306.00	3399.50	5932.50	8346.50	17
18	2682.00	5364.00	7920.00	117.00	450.00	25.00	324.00	3598.00	6280.00	8836.00	18
19	2831.00	5662.00	8360.00	123.50	475.00	25.00	342.00	3796.50	6627.50	9325.50	19
20	2980.00	5960.00	8800.00	130.00	500.00	25.00	360.00	3995.00	6975.00	9815.00	20
21	3129.00	6258.00	9240.00	136.50	525.00	25.00	378.00	4193.50	7322.50	10304.50	21

NOTE: Students in programs such as Nursing, Paramedic Science, Radiography and Culinary Arts programs are subject to charges not reflected in this grid. Students should contact the program coordinators for further information, or refer to each program's website, for further information. The above schedule does not include lab or other fees that may apply. Fees are subject to change. The above schedule does not include lab or other fees that may apply. Fees are subject to change.

Registration Fee - This fee is a flat fee charged once per semester and is used to cover costs associated with the processing of registrations.

Student Activity Fee - This fee is charged per credit hour to all students enrolled in courses for credit. The funds contribute to the support of Student Clubs and organizations, student activities, publications, and Student Government services.

Technology Fee - This fee is charged per credit hour to all students enrolled in courses for credit. The funds are used to offset costs, and maintain and upgrade all student lab equipment, library automation, and other instructional technology.

General Service Fee - This fee is charged per credit hour to all students enrolled in courses for credit. The funds contribute to the support of construction, restoration, and maintenance for various student academic facilities on campus. This revenue also supports services not funded by the State, such as free transportation between campuses.

Payment Deadlines

HCCC publishes payment deadlines each term at www.hccc.edu/tuition. By the payment deadline, a student is expected to either pay in full, enter into a payment plan, or ensure all financial aid documents are submitted and fully processed. Payment can be made online via the following link: <http://libertylink.hccc.edu/Student>> click Student Finance> Make a Payment. Payments may also be made in person at either of the Bursar's Offices.

Students expecting to receive financial aid to help cover the cost of tuition should consult, as soon as possible, with the Financial Aid Office to ensure that all completed paperwork is on file by the deadline dates. If a student does not receive the expected financial aid, this does not cancel the financial obligation to the College.

Missed Payments

Students who do not pay in full, make a payment plan arrangement, or have financial aid awards in place by the due date may have their courses administratively dropped. Students who are dropped for non-payment will need to re-register within the published add/drop period.

PAYMENT METHODS

Students Using Financial Aid

Financial Aid Office:

Main Campus: 70 Sip Avenue, Building A, 2nd Floor

North Hudson Campus: 4800 John F. Kennedy Boulevard, 1st Floor

201.360.4200 | financial_aid@hccc.edu | www.hccc.edu/financialaid

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

As new federal and state financial aid regulations are established, the College will make the information available through an addendum to the College Catalog.

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.

Refund Policy

Students are responsible for knowing important dates and deadlines regarding add/drop, withdrawal, and refund dates. The refund and academic calendar can be found at www.hccc.edu/refund.

**For additional information, visit www.hccc.edu/tuition.
Current students can refer to the Bursar portal for further details at myhudson.hccc.edu/bursar.**

Upon registration of classes, the student 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 by adhering to the published add/drop, withdrawal, and refund dates.

The College reserves the right to prohibit students from re-enrolling in classes until outstanding balances have been settled with the Bursar's Office. Students will be responsible for payment of all charges (e.g., collection agency fees, attorney fees, etc.) necessary for collection of past due accounts.

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 Educational Opportunity Fund, Community College Opportunity Grant, Federal Pell Grant, Tuition Aid Grant, Educational Opportunity Grant, New Jersey Governor's Industry Vocations Scholarships, Governor's Urban Scholarships, 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 office of Student Financial Assistance.

Steps to FAFSA Application Process

- 1:** File Taxes Electronically
- 2:** Apply for FSA ID (<https://fsaid.ed.gov>)
- 3:** Complete and submit the FAFSA (<http://www.fafsa.gov>)
HCCC school code: 012954

The New Jersey Financial Aid Management System (NJFAMS) is now available for all New Jersey students who apply for NJ State aid for the 2019-2020 academic year. Each student will need to log in and set up an NJFAMS account. NJFAMS is a user-friendly, real-time system. (<https://www.hesaa.org/NJGrantsHome>)

The steps to applying for financial aid from the State of New Jersey are:

1. Complete the FAFSA.
2. Establish an NJFAMS account (<https://njfams.hesaa.org>)
3. Answer the NJ state-specific questions.

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

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, do not officially withdraw, and receive an "F" grade in every class will be notified that their financial aid may be reduced.

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. The maximum Federal Pell Grant for the 2019-2020 award year (July 1, 2019 through June 30, 2020) will be \$6,195. The amount an individual student may receive depends on a number of factors. Grants are renewable annually based on financial need, enrollment status, and satisfactory academic progress. Students selected for verification are required to submit to the Office of Student Financial Assistance 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 4.53% 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 Loans are available and students are responsible for payment of interest while in school and during grace periods. The current interest rate is 4.53%.

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. The current interest rate is 6.08%.

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 \$305 to \$2,790 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	NUMBER OF TAG PAYMENTS
2-Year Program	5
2-Year Program with Remedial/ESL	6
2-Year EOF Program	6-8

*Students in remedial/developmental or ESL curriculum must contact the Office of Student Financial Assistance to determine if they are eligible for additional payment.

NJ Dreamers Grant

New Jersey's state funded financial aid for higher education is now available to all qualifying students, regardless of their immigration status. Under the new policy, graduates of New Jersey high schools who do not have documented immigration status, but who meet other qualifying criteria, will be eligible to apply for state-funded financial aid for postsecondary education. Students must complete and submit the New Jersey Alternative Financial Aid Application at <https://www.hesaa.org/Pages/NJAlternativeApplication.aspx>. The New Jersey Higher Education Student Assistance Authority (HESAA) will determine the student's eligibility for NJ State grants.

Federal Supplemental Opportunity Grant (FSEOG)

Undergraduate students with financial need who are enrolled in a participating educational institution such as HCCC may qualify. FSEOG requirements must be met. 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 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. 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.

Non-matriculated students. Student who are non-matriculated are not eligible for financial aid academic standing calculation.

Students in specific programs. Financial Aid academic standing is run on the undergraduate student level, so no community education/continuing education students will be included.

The federal regulations require that students must meet or exceed Satisfactory Academic Progress (SAP) standards in order to be eligible for financial aid. The standards apply to all financial aid applicants and to all college coursework taken, including coursework taken from outside colleges.

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

1. Qualitative Measure (Financial Aid GPA). Students must maintain a **Minimum Cumulative Financial Aid GPA of 2.0** to maintain financial aid assistance eligibility. For the purpose of determining financial aid Satisfactory Academic Progress, a financial aid GPA will be calculated – ESL and Academic Foundation grade points/credit hour will be included in the financial aid GPA calculation.

Grades for Academic Foundations and English as a Second Language (ESL) Courses for the purpose of determining financial aid Satisfactory Academic Progress. Students enrolled in Academic Foundations (AF) and ESL courses will be evaluated according to the following grading system:

Grade	Interpretation	Grade Points/Credit Hour
E	Exit	4.0
P	Pass	2.5
R	Repeat	0.0
F	Fail	0.0

The following grid applies to all students, including those enrolled in Academic Foundation courses and English as a Second Language courses:

GPA Status Table	
Credits Attempted	
0 – 14 credits	No minimum
15 or more credits	2.0

2. Quantitative Measure (Pace). Students must successfully complete 66.67% of hours attempted to maintain financial assistance eligibility. Both Completed and Attempted credits include all Remedial, ESL, and college level credits. Grades Failing (F), Withdraw (W), Incomplete (I), Repeat (R), and Not Pass (NP) will be counted as credits attempted. Transfer credits hours will be counted as both attempted and completed hours.

The following grid applies to all students, including those enrolled in Academic Foundation courses and English as a Second Language courses:

PACE Status Table	
Credits Attempted	
0-14 credits	No minimum
15 or more credits	66.67%

Calculating Pace of Progression Pace = Cumulative # of hours successfully completed / Cumulative # of hours attempted

Example:

Student is enrolled in the Business Administration program, which has 65 required credits to graduate. If this student has attempted 35 credits, and successfully completed 28, his/her Pace of Progression is 80%.

28 hours successfully completed /35 hours attempted = .8 or 80% Pace of Progression

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.

SAP Appeal Procedure

Students identified as not making progress toward the degree will receive correspondence at their HCCC e-mail address at the end of the Spring semester or Summer sessions, 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 student must provide supporting documentation. As part of the appeal, the student is required to submit information regarding why he/she 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.

SAP Appeal Review and Verification

Each appeal is reviewed on a case-by-case basis. Submission of an appeal does not guarantee reinstatement of eligibility for financial aid. In evaluating the merits of the appeal, HCCC will review the student's explanation of his/her special circumstances and verify if the explanation is consistent with the past academic records and performance. To ensure students are eligible, HCCC will identify and resolve conflicting information submitted in the appeal prior to disbursement of Title IV program funds.

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 has met requirements specified in the academic plan.

Students on Financial Aid Probation must meet with an academic advisor 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.

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

Other federal regulations:

Non-required Courses

Courses that are not required in the student's academic program are not eligible for federal financial aid. If the student is required to complete prerequisite courses, that coursework are not eligible for federal financial aid if the courses do not apply to the student's degree.

Remedial Credit Limitation

The maximum number of remedial credits attempted for which aid may be received is 30 credits. Once a student attempts 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

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.

Year-Round Pell Grants

The Federal Pell Grant Program allows an eligible student to receive up to 150 percent of the student's Federal Pell Grant Scheduled Award for an award year. Eligibility Requirements (1) Student must be otherwise eligible to receive Pell Grants for the payment period (2) Student must be enrolled at least half time in the payment period(s) (6 credit hours) during the summer term and (3) Student must maintain satisfactory academic progress.

STUDENTS NOT USING FINANCIAL AID

Third-Party Billing

Students whose tuition and/or fees will be paid for by a third party/sponsoring company (parents and relatives are not considered Third Parties) must present written authorization for payment from the organization on corporate letterhead to the Bursar's Office.

All letters are subject to review and must include the following information:

- Student name
- Student ID number
- Semester(s)/Academic Year covered
- Number of credits or course work covered
- Dollar or percentage limit (tuition and/or fees) if applicable
- Sponsoring company's name, billing address, contact person, e-mail address, and telephone number

An anticipated third-party payment does not relieve a student from any financial responsibilities to the College. If payment is not received from the third party, a student will be responsible for payment of all charges (e.g., collection agency fees, attorney fees, etc.) necessary for collection of past due accounts.

Payment Plans

A Deferred Payment Plan is available to HCCC students, for current Fall and Spring semesters, to assist in the payment of tuition and fees and to secure classes for the semester. There is a \$25.00 (Non-Refundable) Deferred Payment Fee per semester to cover the administrative cost of this program. Students may arrange Deferred Payment Plans online via the following link: <https://libertylink.hccc.edu/Student> Student Finance> Make a Payment> Create Payment Plan> or in person with either of the Bursar's Offices. Students must be prepared to make their first payment before the payment plan becomes active.

Veterans Benefits

HCCC would like to thank all Service Members for their service to our country. As a courtesy for their service, the college has agreed to defer payment of the bill until the end of each semester. As long as the Military Member does not have a past due balance, he or she may receive the same courtesy each semester. To all Veteran benefits recipients, please be advised that no Certifications for Enrollment will be reported to the Veteran Affairs Regional Office until the first week of class. This is to ensure that all Veteran benefit recipients are attending classes.

Veterans attending the College must report any course load changes made through the add/drop procedure, course cancellations, and withdrawal to the veteran advisor, because the changes may affect the student's 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 "W" 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 on Veterans Benefits, visit www.hccc.edu/veteranservices

Scholarships

HCCC offers a host of merit-based and needs-based scholarships. Some of the scholarships include HCCC Foundation scholarships and Hudson County Government scholarships. For a full listing of available scholarships, visit www.hccc.edu/scholarships. For more information on HCCC Foundation scholarships, contact the Development Office at 201.360.4009 and for additional information on other scholarship opportunities, students should contact the Student Services Office at 201.360.4020.

ACADEMIC POLICIES AND PROCEDURES

Courses are recorded in terms of semester hours. Normally, one semester hour of credit is earned for one hour of class attendance 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. HCCC also offers Quick Term courses, which are 12 weeks long, and hybrid/online courses, which are 7 weeks long. Certain select programs are taught on different schedules.

Course Options:

HCCC offers classes in a variety of schedules and modalities to provide maximum flexibility to our students. Students should speak with an advisor if they are unsure about what will work best for them. Some select programs may be taught on a different schedule.

Class/Term Type	Length / Description
Standard term	15 weeks
Quick term (Q)	12 weeks
College Student Success	10 weeks
A Session	1st 7 weeks of a term
B Session	2nd 7 weeks of a term
In-person	Class meets 100% in person
Online (ONA, ONB, or ONR)	Class meets 100% online
Hybrid (HYA, HYB, or HYR)	Class meets both in person & online
Learning Community (LC)	Linked courses
Honors (HON)	Honors courses
North Hudson Campus (N)	Classes meet at the North Hudson Campus (NHC)
Off site (OS)	Class meets in a location other than HCCC campuses
Culinary	Various start dates for Cycle I, II, III
Early College (HP)	Various start dates and term lengths arranged through high school partners

ACADEMIC FOUNDATIONS/PRE-COLLEGE COURSEWORK

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 students who need additional pre-college preparation the opportunity to develop their academic skills.

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.

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. Students should speak with an academic advisor to determine which college-level courses to take.

ACADEMIC FOUNDATIONS MATHEMATICS

263 Academy Street, Jersey City | Room 505 | 201.360.5356

Academic Foundations Mathematics offers classes in Basic Mathematics and Basic Algebra to assist students in learning the skills that will provide the foundation for their future success in college-level Mathematics.

Upon entering the College, each student takes college placement tests in Mathematics and Algebra and the scores are used to place students into the proper courses. Students will complete their AF requirements only in the needed subject area(s).

Basic Mathematics & Algebra Courses

(see course descriptions on page 119)

Course Number	Course Name	Number of Credits
MAT 071	Basic Mathematics	3
MAT 070	Basic Algebra Workshop	1
MAT 073	Basic Algebra	3

Academic Foundations Mathematics Center

263 Academy Street, Jersey City | Room 514 | 201.360.5356 | afmathcenter@hccc.edu

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

ACADEMIC FOUNDATIONS ENGLISH

119 Newkirk Street, Jersey City | 201.360.4380

Academic Foundations English (AFE) offers classes in Basic English to assist students in learning the skills that will provide the foundation for their future college work success. Qualified instructors treat students with the respect they deserve as adults in college and create motivating classroom environments. Classes are designed to meet the particular academic needs of each student. Ultimately, the goal is to give students the academic stronghold they need to succeed in college-level courses.

Upon entering the College, each student takes college placement tests in reading and writing. Using the AF placement matrix, students' reading and writing scores are used to place them in English 101 or in any of the levels of Basic English. Some students may be evaluated further to determine if ESL courses are better suited to them. Students will complete their AF requirements only in the needed subject areas.

Basic English Courses

(See Course Descriptions on pages 110, 111, and 129)

	Course Number/Name	Number of Credits
Level 0	ENG 070-Fundamentals of Basic English	3
	RDG 070-Fundamentals of Basic Reading	3
	RDG 074-Introduction to Analytical and Critical Reading	3
	Total 9	
Level I	ENG 071-Basic Writing I	3
	RDG 071-Basic Reading I	3
	RDG 075-Developing Analytical Thought	3
	Total 9	
Level II	ENG 072-Basic Writing II	3
	RDG 072-Basic Reading II	3
	Total 6	
Level III	ENG 073-Basic Writing III	3
	RDG 073-Basic Reading III	3
	Total 6	
Total for AFE 30 Credits		

ENGLISH AS A SECOND LANGUAGE PROGRAM

DIVISION OF ENGLISH AND ENGLISH AS A SECOND LANGUAGE (ESL)

Main Campus: 119 Newkirk Street, I Room 106, Jersey City I (201) 360-4380

North Hudson Campus: 4800 Kennedy Boulevard, Room 703Q, Union City I (201) 360-4380

Reflecting the extraordinary diversity that 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 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 ESL placement test 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 five levels of instruction with courses in Writing, Grammar for Writing, and Reading, at each level and Academic Discussion at the first four levels; in the highest level, Reading is paired with Speech, a college-level course. 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.

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.

ESL Courses

(See Course Descriptions on pages 112 & 113)

	Writing & Grammar for Writing	Number of credits	Reading & Academic Discussion	Number of credits
Level 0	ESL 020/030	6	ESL 040/060	6
Level 1	ESL 021/031	6	ESL 041/061	6
Level 2	ESL 022/032	6	ESL 042/062	6
Level 3	ESL 023/033	6	ESL 043/063	6
			ESL 083 (linked with a college-level course)	4
Level 4	ESL 024/034	6	ESL 044/ENG 112	6
			ESL 084 (linked with a college-level course)	4

English 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 student's overall assessment. In addition, each student must submit a portfolio, which counts as 50% of the student's placement grade.

ESL students take a Level Test to determine their English writing and reading proficiency at the end of each semester. The results of these tests are used to determine placement for the following semester. Level 4 students must take Exit Tests in both Writing and Reading in order to complete HCCC's ESL program.

Workshops, tutoring, accelerated courses of instruction, and other services are available to all HCCC AF and ESL students

Students in ESL or Academic Foundations courses must complete requisite assignments and meet attendance criteria in order to take the Level or Exit Tests.

Foundational Learning Institute

Academic Foundations English and ESL students can develop their English and study skills by participating in a variety of learning activities offered in the English and ESL Foundational Learning Institute (FLI). The FLI is equipped with computers, tablets, and other technologies to assist students in building their English and study skills. The FLI is located in I-102 on the Main

Campus and N408 on the North Hudson Campus. Faculty and staff are available during posted hours to assist students with their coursework and additional practice of their reading, writing, grammar, and speaking and listening skills.

Resources for Language Practice

English as a Second Language (ESL) students can build their English skills in computer 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 both walk-in students and regularly scheduled classes in the productive use of the labs. Additional resources for ESL students are available in the library, including graded readers, textbooks and recordings. Students can also get help at both the Writing Center and the Tutoring Center, with locations in North Hudson and Journal Square.

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 are required to take English as a Second Language (ESL) courses must maintain the prescribed grade point average (GPA) and percentage of credits attempted.

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 student's permanent record. Counseling and tutoring are available to assist students in academic difficulty.

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.

Grades for Academic Foundations and ESL Courses

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

Grade	Interpretation	Grade Points/Credit Hour
E	Exit	4.0
P	Pass	2.5
R	Repeat	0.0
F	Fail	0.0

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

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.

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 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 (3) times will be suspended. After four (4) 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)

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 the Registrar.

W - Withdraw (No Credit)

Students who wish to withdraw must complete and submit a withdrawal form to the Office of the Registrar. Except for selected programs (e.g., Nursing), students may withdraw from a course without academic penalty until a specified point of the semester. Withdraw dates and deadlines can be found on the academic and refund calendar at www.hccc.edu/refund. Beyond the withdraw deadline, students may only withdraw from a course by submitting a Special Circumstance for Withdraw (SCW) form, which will be reviewed by the Division Dean. If approved, students will receive a grade of "W". The SCW form can be accessed at www.hccc.edu/forms.

Note: While a “W” is not used in computation of the student’s grade point averages, it is calculated against the number of credits attempted. Therefore, course withdrawals may have Financial Aid or Satisfactory Academic Progress (SAP) implications.

AU- Audit (No Credit)

Students who wish their record to show that they have attended a course regularly, but who do not wish to earn 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 a student passes the course, the grade point average is not affected; however, if a student fails, 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. Pass (P) is also used for the College Student Success (CSS) course.

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.

CX – Credit by Examination

Used for credit awarded for prior learning (AP, CLEP, Work/life portfolio)

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

Students who maintain a cumulative grade point average (GPA) of 2.0 and who successfully complete 67% of their attempted credits maintain satisfactory academic progress. 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 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
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.

** After completing a term on probation, students who do not meet minimum academic standards, will be placed on Continued Probation.

Early Intervention

Students who demonstrate unsatisfactory progress will be contacted by the College inviting them to take advantage of various support services available.

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.

- Students on academic probation must consult with the Advising and Counseling Office concerning course selection and academic load, and must sign an academic contract form prior to registering.
- Students on academic probation may not enroll in more than 14 credits without the permission of the Division Dean or Academic Program Director. Students enrolled in more than 14 credits will be notified to drop additional courses. Failure to do so will result in the College automatically dropping students from the additional courses.

Continued Probation

Students on probation who have made some academic improvement but whose cumulative record still falls under a 2.0 GPA and/or have earned less than 67% of their attempted credits may receive the academic standing of Continued Probation.

Academic Suspension

Students shall be monitored for academic progress each semester. Students will be suspended if they fail to meet satisfactory academic progress (SAP) for two consecutive semesters. Students who have been suspended must sit out one full fall or spring semester before returning to the College and will return on academic probation. Students are required to sign an academic contract form prior to registering. Failure to maintain the minimum level of academic performance will result in dismissal from the College.

Academic Dismissal

Failure to maintain the minimum level of academic progress will result in dismissal from the College. Students will be dismissed for failing to maintain satisfactory academic progress after returning from suspension. Academic dismissals cannot be appealed. Dismissed students may only return within the framework of the College's Fresh Start Policy.

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:

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. An appeal of probation or suspension will be granted by the Chief Academic officer at the committee's recommendation.

Grade Disputes

A final grade represents an instructor's evaluation of how well a student has met the course learning outcomes. Students have the right to dispute a grade using the following process.

A grade can only be changed by the instructor who awarded it (if still employed by the College) or by the Chief Academic Officer, who may only do so after reviewing the findings and recommendations of an Academic Appeals Committee.

A student may dispute a grade for the following reasons:

1. The instructor manifestly does not follow the grading policy published in the course syllabus.
2. The instructor has made an error in evaluating one or more graded submissions (e.g., marked correct answers as wrong).
3. The instructor has made a clerical error in tabulating or averaging grades.
4. The instructor has manifestly evaluated a student's submission(s) in a manner different from that of other students.
5. The instructor failed to provide accommodations for disabilities that had been documented per college policy prior to the award of the grade, and that failure adversely influenced the grade awarded.

A student who disputes a grade in a course may appeal it through the following process.

Step One (1) Within 30 business days of the grade being posted by the registrar, the student must discuss the grade with the instructor. This may be done in person, over the phone, or via email. If after that discussion, the student still wishes to dispute the grade, or if the instructor fails to respond to the student within seven calendar days, the student may proceed to step two.

Step Two (2) The student may, within 14 business days of the instructor's response (or failure to respond timely), appeal the grade in writing to the appropriate Division Dean or Academic Program Director. A written appeal must explain why the grade is in dispute and provide all relevant materials (e.g., the syllabus, attendance reports, graded assignments, examinations, quizzes, papers, or lab reports). The Division Dean will also request an explanation and any relevant materials from the instructor, the registrar, or other relevant parties. After review, the Division Dean may recommend a grade change or decline to do so. With approval of the Dean of Instruction, the Division Dean may direct a grade change if the faculty member is no longer employed by the College. The Division Dean will communicate his or her decision to the instructor and to the student in writing within 7 business days.

Step Three (3) If the instructor or Division Dean declines to change the grade, the student may, within 14 business days of receiving the Division Dean's decision, appeal in writing to the Dean of Instruction, who, upon review, may dismiss the appeal, informing the student and the instructor involved, or convene an Academic Appeals Committee. The Committee shall consist of a Division Dean or Academic Program Director, who shall serve as Chair, an advisor, and three faculty members, two of whom instruct in the subject involved (or a closely related subject, to be determined by the Chair) and one who teaches a different subject. The Dean or Director of the division from which the appeal emanates may participate in the committee without a vote. The Committee's charge is to determine whether there is clear and convincing evidence that an incorrect grade was awarded, and, if so, to recommend a remedy. After reviewing the relevant evidence presented by the student and the instructor, the Chair shall submit the Committee's findings and recommendations in writing to the Dean of Instruction, who will furnish them to the Chief Academic Officer for final review. The CAO's decision will be communicated to the instructor and the student in writing by the Office of Academic Affairs.

Academic Fresh Start Policy

Students who have away from the College for three years or more may apply for an Academic Fresh Start. Students who have been dismissed for unsatisfactory academic progress may only return within the framework of the College's Fresh Start Policy. Academic Fresh Start excludes from the GPA all grades from the first semester of enrollment to the final semester of enrollment prior to readmission. Generally, students cannot renew more than 36 credits.

If a Fresh Start is granted, all courses and grades will remain on the transcript with a statement memorializing Academic Fresh Start. All courses with grades of C or above on the transcript will be counted toward the student's degree and may satisfy course prerequisites, but the grades will not be used in calculating the student's GPA.

To receive a Fresh Start, students must meet the following criteria:

1. Coursework to be excluded must have been completed at least three (3) years prior to applying for Academic Fresh Start.
2. The cumulative GPA for all coursework taken three (3) or more years prior to application must be below 2.0.

Prior to applying for Academic Fresh Start, students must meet with an academic advisor who will assist them in registering for up to 12 credit hours. Once the student successfully completes 12 credits, the student may submit an application requesting Academic Fresh Start. Satisfactory completion of these 12 credit hours is defined as a cumulative GPA of no less than 2.0 for all coursework taken during this time.

Students will enter the Fresh Start process on probation and must comply with all probation policies.

Once an academic advisor signs the Academic Fresh Start application, the form is sent to the Office of the Registrar for processing. A copy of the signed form should be given to the Office of the Registrar, Academic Advising, and the student.

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 the student's records.
- Coursework to be excluded must have been completed at least 3 years prior to applying for Academic Fresh Start.
- All previous coursework will continue to appear on the student's 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.
- Subject to the discretion of the relevant division dean or program director, time limitations on any course current at the time of application may be applied.
- This policy applies to HCCC records only. In the case of transfer to another institution, students must follow the receiving institution's policy.
- Students granted Academic Fresh Start must maintain regular contact with an advisor to monitor academic progress.

Course Repetition

If a student earns a grade of "R", "D", or "F" in a major-required or pre-requisite course, the course must be repeated or equivalent credit earned. However, students have the option to repeat any non-required course in which a "D" or "F" grade is earned. Students who wish to repeat a course with a grade of C or better may do so with approval of the Division Dean/Academic Program Director. 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 take a course more than twice without permission from the Division Dean/Academic Program Director of their major. If students withdraw from a repeated course, the original grade prevails. Students who unsuccessfully attempt the same course three (3) times will be suspended. After four (4) unsuccessful attempts, the student will be subject to dismissal.

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. Additionally, if a student earns a grade of "R", "D", or "F" in a major-required or pre-requisite course, the course must be repeated or equivalent credit earned. In all cases where a course is repeated, both the original and repeated grades will remain on the transcript. However, while 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. If a student withdraws from a repeated course, the original grade prevails.

Students may not take a course more than twice without permission from the Division Dean/Academic Program Director of their major. Students who unsuccessfully attempt the same course three (3) times will be suspended. After four (4) unsuccessful attempts they will be subject to dismissal.

Normal Academic Load

Students are considered full-time if they are enrolled for a minimum of 12 credit hours each semester. For timely degree completion, it is recommended that students take 15 credits per semester. Students who wish to enroll for more than 18 credits per semester must receive permission from the Division Dean or Academic Program Director.

Change of Major

HCCC students who wish to change their major should meet with an advisor and complete a Change of Major Form. Students should verify all changes by visiting their MyHudson portal.

Attendance

Students are expected to follow attendance guidelines as presented in the syllabus provided by the instructor. However, in case of an emergency or illness, students are advised to notify their instructor or advisor prior to attending the next class session. The instructor will determine whether to excuse the absence in accordance with the policy presented in the syllabus. The exceptions to instructor discretion exist when members of the armed forces are called for training or assignment, or any case where students are legally required to be elsewhere. Pending the submission of appropriate documentation, reasonable accommodations for make-up work shall be provided. **Please note that non-attendance may affect financial aid eligibility.**

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 grades of F in the current semester are eligible for the Dean's List. Students with a grade of I 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.



GENERAL EDUCATION REQUIREMENTS

The HCCC general education program provides each student with the foundational skills, knowledge, and attributes on which a lifelong education depends. General education enables students to grow intellectually, think critically, and function both in the workforce and in the social and political structures of the evolving community.

General Education Goals and Objectives

General Education program at HCCC is consistent with NJCCC* General Education Guiding Principles. It provides students with broad based academic competency and fosters their personal growth and development in the following areas:

- Written and Oral Communication (Communication)
- Quantitative Knowledge and Skills (Mathematics)
- Scientific Knowledge and Reasoning (Science)
- Technological Competency (Technology)
- Society and Human Behavior (Social Science)
- Humanistic Perspective (Humanities)
- Historical Perspective (History)
- Global and Cultural Awareness (Diversity)
- Ethical Reasoning and Action
- Information Literacy

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 1**	College Algebra/Math Elective

Effective Fall 2008, all 19 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 A.A. and A.S. 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 A.A. or A.S. 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.

New Jersey Statewide Transfer Agreement

Effective Fall 2008, all 19 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 A.A. or A.S. 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.

GRADUATION

Auto-Graduation Policy

Hudson County Community College has an auto-graduation policy. Once a student has surpassed 20 college credits toward a certificate program or 50 college credits toward a degree program, the student will be contacted and advised to apply online for graduation through the student portal. At that time, a degree audit will be conducted, and the student will be contacted and advised of graduation status. Once all degree requirements are completed, students will be automatically graduated, and diplomas will be printed and available for pickup at the Enrollment Services Office at 70 Sip Avenue, Jersey City, NJ.

Students may opt out of the automatic graduation process by notifying the Registrar's Office at registrar@hccc.edu. By opting out of auto-graduation, students are indicating that they do not want the certificate or degree to be awarded and assigned to their academic record.

Some students may be eligible for additional certificates or degrees. To request to be graduated from certificates or degrees other than their declared program, students must submit an additional graduation application at: www.hccc.edu/graduationrequirements.

Associate Degree and Certificate Requirements

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

- Complete Academic Foundations and/or ESL requirements.
- 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 higher in all required courses in their field of concentration.
- 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.

Commencement

Degrees are conferred twice annually, at the end of the Fall and Spring semesters. The Commencement ceremony takes place in May of each year. Students who are able to complete all degree requirements during the summer sessions may participate in Commencement exercises.

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)

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 Office of the Registrar 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 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 Office of the Registrar, Academic Dean or Program Director, 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 Office of the Registrar for the record, clearly identify the part of the record the student wants 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.

Hudson County Community College has partnered with the National Student Clearinghouse to become the service provider for HCCC official transcripts. Academic transcripts can be issued directly to the student or to a third party upon consent of the student. This enables participants (e.g., high schools, colleges and other educational organizations) to securely exchange electronic transcripts with each other via the Clearinghouse secure network. Students can order transcripts at <http://www.nationalstudentclearinghouse.org/>.

The Office of the Registrar will not issue an official transcript of record until all accounts have been settled by the student with the Bursar's Office or any other HCCC office or department. Detailed information can be found at www.hccc.edu/registrar.

Course Add/Drop Process

Add/drop dates and deadlines for each term can be found in the refund and academic calendar at www.hccc.edu/refund. Students eligible to register online (those who have exited English Academic Foundations) can also add/drop courses online. All other students must meet with an advisor to complete the add/drop process in person. The form can be accessed at www.hccc.edu/forms. Students may not switch sections without officially doing so through the Office of the Registrar, or they may receive a failing grade. Students are not permitted to sit in any class for which they are not officially registered. Students may not enroll in a course that has met for more than three lecture hours. Students who decide not to attend HCCC must drop their courses during the add/drop period. Non-attendance does not constitute an official withdrawal. The College does not drop students for non-attendance.

Note: Students registered in required developmental and ESL courses may not drop these courses and retain college credit courses on their schedules without consulting with an advisor or Associate Dean/Academic Program Director. Permission will be granted only in exceptional circumstances.

Course Withdrawal Process

Withdrawal dates and deadlines for each term can be found in the refund and academic calendar at www.hccc.edu/refund. Students may only withdraw from courses during the withdrawal period indicated on the calendar. Students who wish to withdraw must complete and submit a withdrawal form to the Office of the Registrar after meeting with an Academic Advisor or Counselor. Withdrawal forms are available at www.hccc.edu/forms.

Special Circumstances for Withdrawal

Beyond the withdrawal deadline indicated on the academic and refund calendar, students may only withdraw from a course by submitting a Special Circumstance for Withdrawal (SCW) form, which will be reviewed by the Division Dean. If approved, students will receive a grade of "W". The SCW form can be accessed at www.hccc.edu/forms and should be submitted to the Enrollment Services Office.

Note: After the first day of class, students will be charged a fee for every add/drop/withdrawal transaction.

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 withdrawal deadline, withdrawals will only be considered if the student goes through the Special Circumstances for Withdrawal process.

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 a Concurrent Enrollment Approval Form and get approval from 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 Office of 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 Office of the Registrar. 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. Students who enroll concurrently in another institution without approval risk the denial of transfer credit.

ACADEMIC INTEGRITY POLICY

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.

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.

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

Detailed information on the College's Academic Integrity policy may be found in the HCCC Student Handbook. The handbook also contains useful information for students on completing research projects and avoiding plagiarism.

RESOURCES AND SERVICES

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

ABEGAIL DOUGLAS-JOHNSON (ADJ) ACADEMIC SUPPORT SERVICES DEPARTMENT

The ADJ Academic Support Services Department is comprised of four centers: The Tutorial Center, the Writing Center, the Academic Foundations Math Center, and the Academic Support Center. Each location provides free academic support designed to help students become autonomous and efficient learners. Tutors and students work collaboratively in one-on-one, small group, and workshop settings to reinforce course material, develop confidence, and foster independence. In addition to in-center tutoring, the In-Class Tutoring Program provides students with an embedded tutor in and out of the classroom, who works collaboratively with the professor, and is dedicated to that one class. Academic workshops are also offered throughout the academic year to supplement what students are learning in their courses, and online tutoring is available through Smarthinking to all enrolled students. The department also includes the Transitional Program which offers Enrichment Programs, Accelerated Programs, and the Bridge Program for new and continuing students.

Each center offers the option to either walk-in or create an appointment ahead of time using WOnline (hccc.mywonline.com). WOnline is accessible to students at their convenience on their phone, tablet, or personal computer. We also offer and encourage students to take advantage of creating recurring weekly appointments to maintain consistent tutoring sessions. During the fall and spring semesters, all four centers on both campuses are open Monday through Friday, 10:00 am - 7:00 pm and Saturday, 10:00 am - 3:00 pm (Academic Foundations Math Center is closed on Saturdays).

Tutorial Center (Journal Square Campus)

71 Sip Ave., Jersey City | Lower-Level of the Gabert Library Building I (201) 360-4187 | tc@hccc.edu
The Tutorial Center offers tutoring for English, Humanities, STEM, and Business courses.

Writing Center (Journal Square Campus)

2 Enos Pl., Jersey City | Room J-204 | (201) 360-4370 | wc@hccc.edu
The Writing Center provides tutoring centered on the writing process at any given stage, including but not limited to brainstorming and outlining, effective research strategies, and proper formatting and citation.

Academic Foundations (AF) Math Center (Journal Square Campus)

263 Academy St., Jersey City | Room S-514 | (201) 360-5356 | afmathcenter@hccc.edu
The AF Math Center is available on a walk-in basis only to all students taking basic math, basic algebra, and college algebra. Review workshops for basic math and basic algebra are offered twice a week.

Academic Support Center (North Hudson Campus)

4800 Kennedy Blvd., Union City | Room N-704 | (201) 360-4623 | nhcc@hccc.edu
The Academic Support Center (The former Tutorial Center and Writing Center) encompasses the STEM Lab and the Writing Lab.

Online Tutoring (Smarthinking)

Smarthinking is an Online Tutoring service made available to students through the online portal learning management system (LMS) Canvas, at no extra cost, giving students direct access to support services.

Smarthinking offers the following features:

- Work with a Tutor or Career Coach: Connect with a live tutor on demand
- Submit my Writing or Career Documents: Send an essay or career document for review
- Submit a Question: Ask a question to be answered offline usually within 24 hours
- Review my Sessions and Submissions: Review previous online tutoring sessions
- Study Aids: access to 1,500 mathematics tutorials, math resources, an accounting study guide, a Writer's Handbook and more

In-Class Tutoring Program

Academic Coaches work with students individually and in groups during classes, providing them the unique opportunity to help and guide each student to develop an individualized academic plan.

The SI Leaders are assigned to Academic Foundations Math Accelerated Learning Program (ALP) classes. Based on the material that is covered in class and suggestions from the faculty, SI Leaders hold sessions to review the material so students can gain a deeper understanding of course content.

Academic Workshops

The ADJ Academic Support Services Department offers a variety of workshops aimed to provide academic supplemental instruction:

- **MyMathLab Graphing Workshop**
This workshop is designed to focus on the proper use of the graphing tools on MyMathLab. Taught by a faculty member, students' walk through examples and are given additional practice problems to insure understanding. It is available to Basic Algebra and College Algebra Students.
- **Style Guide Power Trio Workshop:** This workshop series focuses on MLA format, APA format, and addresses issues that surround plagiarism.
- **MLA Workshop:** From the Header to the Works Cited page, this workshop will guide you through the necessities of the Modern Language Association (MLA) format.
- **APA Workshop:** Learn the essentials of the American Psychological Association (APA) format from the Title page to the Reference list.
- **Plagiarism Workshop:** The workshop will highlight effective strategies and techniques to help students avoid plagiarism and incorporate proper style guide citations.

• Honors Guide to Designing a Poster Presentation Workshop

These workshops are designed to assist students with the process of their end-of-semester poster presentations based on their research papers. This interactive workshop offers students assistance in choosing the most important aspects of their papers to include in their poster presentations. General guidelines for designing an effective poster presentation are reviewed.

• Anonymous Honors Poster Presentation Critique Workshop

This workshop is offered to Honors students who desire feed back from their peers and administrative/faculty facilitator before submitting their poster presentations to be reviewed college-wide.

• College Composition I Writing Workshops

This workshop offers a focused approach to an in-depth examination of specific parts of the writing process. The workshops offer support, practice, and reinforcement to coincide with what students are learning in their classes.

• Typing Workshops

This workshop teaches the basics of touch typing. Students will learn to type quickly and accurately.

• ESL Workshops (Introductory Level through Level 4)

These workshops reinforce grammar and writing rules for students who are second language learners in levels 0-4.

• Exit Exam Prep Workshops

Exit Exam Prep Workshops (intensive preparation) are designed to help students brush up on key concepts that are fundamental in the courses that require exit exams. These workshops focus on core knowledge areas essential for academic success within specific subjects.

Transitional Program

71 Sip Avenue - Lower Level | 201.360.4036
transitionalprogram@hccc.edu

The Transitional Program provides faster college accessibility for new students who place into developmental courses and continuing students who have difficulty exiting the developmental or ESL sequences. It accomplishes this by offering no-cost, alternative programs to improve placement test scores, bring students to college-ready level, and save financial aid dollars for college credit courses.

The Transitional Program offers current students Enrichment Programs for all levels of ESL, Basic Reading/Basic Writing, Basic Mathematics, and Basic Algebra. The Summer Bridge Program and Accelerated Programs are offered to help high school and new students who place into Basic Reading/Basic Writing, Basic Mathematics, and Basic Algebra classes make the transition to college-level classes. At the end of the program, students are provided an opportunity to retake the level test, exit exams, or Accuplacer.

All of the aforementioned services are offered free to currently enrolled students. Students and faculty are encouraged to contact the department for information regarding services.

STUDENT SUPPORT SERVICES

The rigors of college life often pose considerable challenges for students attending college. There are many formidable challenges facing students as they pursue a college education. Financial burdens, family obligations, student and faculty relationships, occasional self-doubt, and insecurity represent additional factors that students must confront. For many students, becoming familiar with a new language and culture, or dealing with issues of developmental, physiological, or physical disabilities, add to the difficulty of adjusting to college life.

The Center for Academic & Student Success (CASS) enhances and supports the mission of HCCC. It provides the student with access to an integrated, seamless, and holistic system of support services. These services include Academic Advisement and Personal Counseling; Support Services for Students with Disabilities, and Career Services, which help the student navigate academic challenges to realize educational goals. We endeavor to guide students to personal growth and teach academic strategies for lifelong learning in a changing society. Ultimately, through the use of CASS services, students receive valuable tools to achieve success in the classroom and beyond.

Advisement & Counseling

70 Sip Avenue, 2nd Floor | (201) 360-4150/4152 |
 advising@live.hccc.edu
 www.hccc.edu/advisementandcounseling

In support of the College's mission, the Advisement and Counseling Center provides guidance and support to HCCC students by assisting them with identifying and achieving their educational, career and personal goals. Services include academic advising, major selection, course planning and registration, goal setting, and transfer planning.

Counselors and advisors who provide accurate and up-to-date information about academic programs and College policies staff the walk-in center. While course registration is a priority for all in the weeks leading to the start of each semester, students are strongly encouraged to meet with staff throughout the academic year to create and update individualized plans to outline their continued path to graduation.

HCCC offers short-term personal counseling by appointment and referrals to community resources to students who may be in need of additional support.

Office of Accessibility Support Services

70 Sip Avenue, 2nd Floor | (201) 360-4157 | as@hccc.edu

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans 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, Disability Support Services (DSS). 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. For a listing of available types of assistance, please refer to the ACCESS Handbook located on the DSS student portal page and the College Catalog.

OTHER COLLEGE RESOURCES

College Libraries

Jersey City Campus:
 71 Sip Avenue, 1st and 2nd Floors | (201) 360-4360

North Hudson Campus:
 4800 Kennedy Blvd., 3rd Floor | (201) 360-4605
 library@hccc.edu | www.hccclibrary.net

The Libraries on the Journal Square and North Hudson Campuses support the research and curricular needs of students and faculty. The Libraries' website, www.hccclibrary.net, is a guide to our resources and services. A current HCCC ID card is required to borrow Library materials. Online resources can be accessed either on or off campus with proper ID and password. Group study rooms are available for student use. Textbooks for most courses are on reserve and available to students in either library. Librarians are available to instruct classes and provide individualized research help. Computers, scanners, iPads, printers, and phone chargers are available for student use. The Library hosts many arts and crafts events in our Makerspace. The Gabert Library at Journal Square is also home to the Liberty Café. Visit the Library at www.hccclibrary.net to learn more.

College Wide ID Cards

Every HCCC student must obtain a College Wide ID (CWID) card before the beginning of their first semester. The CWID card must be validated at the start of each semester. Students are required to carry an official HCCC CWID at all times. Presentation of a CWID may be necessary for fulfillment of certain student services (shuttle service, trips and events, library, computer labs, etc.), and may be required upon entering the College's facilities. Students may obtain a new or replacement CWID at the Security Department, Journal Square Campus, or in Union City, 4800 Kennedy Boulevard. There is a fee to replace a lost ID card.

Computer Labs

Computer labs are located in the Jersey City Campus 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.

HCCC Honors Program

Each semester, Hudson County Community College offers a number of courses which carry an "Honors" 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. Honors students are required to complete a capstone project for every Honors course, attend the Honors Showcase at the end of the semester, and participate in college-wide as well as Honors Program sponsored events.

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

sions, and milestone recognitions upon completion of three and five Honors courses.

Admissions Requirements

- Incoming freshmen who have a 3.5 high school or previous college GPA or an 1100 composite SAT score are encouraged to apply.
- Continuing students who have a 3.5 minimum cumulative GPA and have completed ENG 101 with a B or better may self-register.
- Provisional Admission: students who are close to meeting the criteria or do not possess any of the listed criteria but do have records of significant and meaningful academic achievement, community service, or demonstrated leadership may be considered.

Please visit www.hccc.edu/honorsprogram to apply.

HONOR SOCIETIES

Chi Alpha Epsilon (XAE) is the national honor society for opportunity program students. The HCCC XAE Delta Nu chapter was chartered in May 2009. XAE was formed to recognize the academic achievement of students admitted to colleges and universities through non-traditional criteria/opportunity programs, such as HCCC's Educational Opportunity Fund program. Dr. Elbert M. Saddler, Ph.D., founded Chi Alpha Epsilon in 1990 at West Chester University of Pennsylvania, and there are now over 110 chapters in the United States. A private initiation ceremony includes a certificate, cord, and ritual materials for each inductee. The public pinning portion of the XAE induction takes place immediately after the private ceremony. Eligible students must be full-time and hold a 3.0 cumulative GPA for two consecutive semesters.

National Society of Leadership and Success (NSLS) is the nation's largest leadership honor society. NSLS aims to build leaders of tomorrow by helping people discover and achieve their goals. The Society offers life-changing lectures from the nation's leading presenters and a community where like-minded, success-oriented individuals come together and help one another succeed. The Society also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world. HCCC's chapter of NSLS was founded in December 2013. Eligible students must have completed at least 12 semester hours of college credit, passed CSS-100, and have a minimum GPA of 2.5.

Phi Theta Kappa (PTK) is the internationally acclaimed honor society for students in community and junior colleges. The organization provides members with opportunities to develop character, leadership and service, to exchange ideas and ideals, and to stimulate interest in continuing to achieve academic excellence. There are scholarship opportunities for members continuing at HCCC and for members preparing to transfer to four-year colleges. Approximately 800 four-year colleges have Phi Theta Kappa scholarships. Beta Alpha Phi, HCCC's Chapter of Phi Theta Kappa, was established at Hudson County Community College in 1995. There are scholarship opportunities for members continuing at HCCC

and for members preparing to transfer to four-year colleges. Approximately 800 four-year colleges have Phi Theta Kappa scholarships. Full and part-time students who have completed at least 12 semester hours of college credit at HCCC with a cumulative GPA of 3.5 or higher are eligible for membership in Beta Alpha Phi, HCCC's chapter of Phi Theta Kappa.

Psi Beta is the National Honor Society in Psychology for Community and Junior Colleges, and 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.

SALUTE is the first national honor society established for recognizing high achieving student veterans and military in two-year and four-year institutions of higher education. Offering the unique opportunity of a four-tier system, the honor society encourages students to improve their GPA with the opportunity to move to higher tiers within the society during their academic careers, earning more opportunities for scholarship as they advance. Eligible veteran students much have earned at least 12 semester hours of college credits and at have least a 3.0 GPA.

Sigma Kappa Delta (SKD) is the National English Honor Society for Two-Year Colleges recognizing 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.

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

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,” earn 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 main-

tain 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.

Student Handbook/Planner

The Student Handbook is distributed by the Associate Dean of Student Affairs 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.

Information about student life, student activities, clubs and organizations, campus security, and campus rules and regulations, can be found in the Student Handbook, which can be accessed at www.hccc.edu/handbook.

PREPARING FOR LIFE AFTER HCCC

Transferring to Other Institutions

New Jersey’s Lampitt Law is designed to facilitate a smooth transfer from a New Jersey community college to New Jersey public colleges and universities. Under the Lampitt Law, all credits earned as part of an A.A. or A.S. will transfer to New Jersey public colleges and universities.

Additionally, in order to facilitate the transfer of students (including those enrolled in A.F.A. and A.A.S. degree programs) to certain Bachelor’s degree programs, HCCC has negotiated special articulation and dual admission agreements. This allows HCCC graduates to transfer coursework smoothly in their major area of study to participating institutions.

Dual Enrollment and Articulation Agreements with Senior Institutions

HCCC has formal agreements with several institutions which provide for seamless transfer. For details on these agreements and requirements, please visit your Division Dean or Academic Program Director.

Statewide Reverse Transfer Agreements

The purpose of the Statewide Reverse Transfer Agreement is to create an opportunity for students enrolled at a Four-Year Institution who have transferred credit from a Community College to earn an Associate degree from their former Community College. For more information about reverse transfer, please visit www.hccc.edu/registrar.

Instant Decision Days

The College offers a number of Instant Decision Days each fall and spring semester. Transfer representatives from schools such as NJCU, St. Peters, Rutgers- Newark, NJIT and Montclair will meet with students, on campus and offer same-day transfer decisions. A number of schools will also offer application fee waivers to eligible students. These opportunities are available to current HCCC students at both the North Hudson and Journal Square locations.

Career Services

Main Campus:
70 Sip Avenue, 3rd Floor | 201.360.4184 | career@hccc.edu

North Hudson Campus:
4800 Kennedy Boulevard – 204 A | 201.360.4138

Enrolling in college marks the beginning of a student’s career journey. Career Services at Hudson County Community College serves a diverse group of unique individuals in different stages of their careers: from career exploration to career readiness to career management. Career Services is passionate about supporting all students and alumni in being competitive candidates in the Hudson County workforce. For students who are unsure about their pathway of study, Career Services will help them explore their passions, skills, and interests to identify a major. For students who are seeking a job, Career Services will teach them how to create a resume and cover letter, apply to jobs, and successfully interview with employers. For those who are seeking experience in the workforce, Career Services will support access to internship, volunteer, and entry-level opportunities that will enhance students’ employability. For students looking to advance their careers, Career Services will coach how to negotiate pay, enhance their leadership skills, and research companies that align with their values and skills.

Qualifications for Select Careers

Some careers require graduates to hold specific licenses or to undergo an extensive background check as a pre-condition for employment. Before selecting a major, students should familiarize themselves with the selection processes and eligibility criteria for related careers. Students are encouraged to discuss any concerns with their Academic Division Dean, Program Director, or advisor.

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 an advisor. Elective courses are listed on pages 90 -93

COURSE ABBREVIATIONS

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

DEGREE PROGRAM INDEX –

AA = Associate in Arts
AS = Associate in Science
CERT = Certificate

AFA = Associate in Fine Arts
AAS = Associate in Applied Science
PRO = Specialized Proficiency Certificate/ Professional Development Certificate

AAS	Accounting	AS	Human Services – Pre-Social Work – Addictions Counseling Option
AS	Accounting	AA	Liberal Arts
AS	Business Administration	AA	Liberal Arts, Business
PRO	Child Development Associate (CDA) (Infant/Toddler and Preschool CDA)	AA	Liberal Arts, English
AS	Computer Science (Transfer to BS or BA)	AA	Liberal Arts, Early Childhood Education
AS	Computer Science – Cybersecurity Option	AA	Liberal Arts, Elementary/Secondary Education
AAS	Computer Technology	AA	Liberal Arts, History
AAS	Construction Management	AA	Liberal Arts, Infant/Toddler Education
AS	Criminal Justice	AA	Liberal Arts, Psychology
AS	Criminal Justice – Homeland Security Option	AA	Liberal Arts, Sociology
AAS	Criminal Justice (suspended recruitment)	AA	Liberal Arts, Special Education
CERT	Criminal Justice (suspended recruitment)	AA	Liberal Arts, Theatre Arts
AS	Nursing Program	AAS	Management
AAS	Culinary Arts	AAS	Medical Assisting
AAS	Culinary Arts – Baking and Pastry Option	CERT	Medical Coding
CERT	Culinary Arts	AS	Occupational Therapy Assistant (joint program with Rutgers)
PRO	Culinary Arts, Baking	AS	Medical Science – Pre-Professional
PRO	Culinary Arts, Cold Food Production	AAS	Paramedic Science (partnership with RWJ/Barnabas Health at Jersey City Medical Center)
PRO	Culinary Arts, Hot Food Production	CERT	Paramedic Science (partnership with RWJ/Barnabas Health at Jersey City Medical Center)
CERT	Digital Art and Design	CERT	Personal Fitness Trainer
PROF	Digital Art and Design	CERT	Practical Nursing
AAS	Early Childhood Education	AS	Radiography
CERT	Early Childhood Education CDA	AS	Science & Mathematics
AAS	Electronics Engineering Technology	AS	Science & Mathematics - Biology Option
PROF	Emergency Medical Technician (partnership with RWJ/Barnabas Health at Jersey City Medical Center)	AS	Science & Mathematics - Biotechnology Option
AS	Engineering Science	AS	Science & Mathematics - Chemistry Option
AS	Environmental Studies	AS	Science & Mathematics - Mathematics Option
AS	Exercise Science	AS	Science & Mathematics - Physics Option
AAS	Health Science	AFA	Studio Arts (Fine Arts)
AS	Health Services	AFA	Studio Arts (Computer Arts Option)
AAS	Hospitality Management	CERT	Supply Chain Management
CERT	Hospitality Management		
AAS	Hospitality Management - Entrepreneurship Option		
AAS	Hospitality Management - Hotel Restaurant Mgmt. Option		
AAS	Hospitality Management - Travel & Tourism Option		
AS	Human Services – Pre-Social Work		

CONTENTS

<p>ACADEMIC FOUNDATIONS 27-28</p> <p>ACCOUNTING (A.A.S.) 45/94</p> <p>ACCOUNTING (A.S.) 46/94</p> <p>ADVANCED MANUFACTURING (A.A.S.) 46</p> <p>AMERICAN STUDIES 94</p> <p>ANTHROPOLOGY 94</p> <p>ART 95/96</p> <p>AMERICAN SIGN LANGUAGE 96</p> <p>BIOLOGY 47/96</p> <p>BIOTECHNOLOGY 48/97</p> <p>BUSINESS 48</p> <p>BUSINESS ADMINISTRATION 49</p> <p>CHEMISTRY 50/101</p> <p>CHILD DEVELOPMENT ASSOCIATE (CDA) 101/106-107</p> <p>COLLEGE STUDENT SUCCESS 105</p> <p>COMMUNICATIONS 103</p> <p>COMPUTER ARTS OPTION 50/94/104-105</p> <p>COMPUTER SCIENCE 51/52/104-105</p> <p>COMPUTER SCIENCE - CYBERSECURITY 52/104-105</p> <p>COMPUTER TECHNOLOGY 53/106</p> <p>CONSTRUCTION MANAGEMENT 54/102</p> <p>CRIMINAL JUSTICE 54/103</p> <p>CRIMINAL JUSTICE – HOMELAND SECURITY 55/103</p> <p>CULINARY ARTS (A.A.S.) 56/98-100</p> <p>CULINARY ARTS – BAKING & PASTRY OPTION 56/98-100</p> <p>CULINARY ARTS - CERTIFICATE 57-58/98-100</p> <p>DIGITAL ART & DESIGN 58</p> <p>DIGITAL ART & DESIGN - ACADEMIC/PROFICIENCY CERTIFICATE 58</p> <p>EARLY CHILDHOOD EDUCATION (A.A.S.) 60/106-107</p> <p>EARLY CHILDHOOD EDUCATION (A.A.) 60-61/106-107</p> <p>EARLY CHILDHOOD EDUCATION (CDA) 59/106-107</p> <p>ECONOMICS 107</p> <p>EDUCATION 60-61/108</p> <p>EDUCATION – ELEMENTARY/SECONDARY 62/107</p> <p>EDUCATION – SPECIAL EDUCATION 63/107</p> <p>ELECTRONICS ENGINEERING TECHNOLOGY 64/108-109</p> <p>EMERGENCY MEDICAL TECHNICIAN 64</p> <p>ENGINEERING SCIENCE 65/109</p> <p>ENGLISH 65/110-111</p> <p>ENGLISH AS A SECOND LANGUAGE PROGRAM 112-113</p> <p>ENTREPRENEURSHIP OPTION 66</p> <p>ENVIRONMENTAL STUDIES 67/111</p> <p>EXERCISE SCIENCE 68/113-114</p> <p>FILM 114</p>	<p>GEOLOGY 114</p> <p>GEOGRAPHIC INFORMATION SCIENCE 114</p> <p>HEALTH SCIENCE 68/116</p> <p>HEALTH SERVICES 69/116</p> <p>HISTORY 70/114-115</p> <p>HOMELAND SECURITY 116</p> <p>HOSPITALITY MANAGEMENT (A.A.S.) 66/70/116-117</p> <p>HOSPITALITY MANAGEMENT CERTIFICATE 57/71/116-117</p> <p>HOTEL RESTAURANT MANAGEMENT OPTION 72</p> <p>HUMAN SERVICES – PRE SOCIAL WORK ADDICTIONS COUNSELING..... 72/118-119</p> <p>HUMAN SERVICES – PRE-SOCIAL WORK 73/118-119</p> <p>HUMANITIES 118</p> <p>INFANT TODDLER EDUCATION 60/101</p> <p>INTERDISCIPLINARY STUDIES 119</p> <p>LIBERAL ARTS – GENERAL 74</p> <p>LITERATURE 119-120</p> <p>MANAGEMENT 74/121-122</p> <p>MATHEMATICS 75/121-122</p> <p>MEDICAL ASSISTING 76/122</p> <p>MEDICAL BILLING & CODING 76/122-123</p> <p>MEDICAL SCIENCES PRE-PROFESSIONAL 76/122-123</p> <p>MODERN LANGUAGE 124</p> <p>MUSIC 124-125</p> <p>NURSING 78/125</p> <p>OCCUPATIONAL THERAPY ASSISTANT 79</p> <p>PARAMEDIC SCIENCE 79/109-110</p> <p>PARAMEDIC SCIENCE (CERTIFICATE) 80/109-110</p> <p>PERSONAL FITNESS TRAINING 81/125-126</p> <p>PHILOSOPHY 126</p> <p>PHYSICS 82/126</p> <p>POLITICAL SCIENCE 127</p> <p>PRACTICAL NURSING 126-127</p> <p>PSYCHOLOGY OPTION 83/127-128</p> <p>RADIOGRAPHY 84/128-129</p> <p>READING 129</p> <p>SCIENCE AND MATHEMATICS - GENERAL 84/129</p> <p>SOCIOLOGY 85/129-130</p> <p>SPECIAL EDUCATION 63/129</p> <p>STUDIO ARTS 50/86</p> <p>SUPPLY CHAIN MANAGEMENT 87/130</p> <p>TECHNICAL STUDIES 87</p> <p>THEATRE ARTS 88/131</p> <p>TRAVEL AND TOURISM OPTION 88</p>
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ACADEMIC DIVISIONS

DEAN OF INSTRUCTION - ARTS & SCIENCES

71 Sip Avenue • 201-360-5399

Business, Culinary Arts & Hospitality Management

161 Newkirk Street • 201-360-4631
cai@hccc.edu
www.hccc.edu/bch

English & ESL

119 Newkirk Street • 201-360-4380

Humanities & Social Sciences

71 Sip Avenue, L 420 • 201-360-4750
HUM-SS@hccc.edu
www.hccc.edu/hum
www.hccc.edu/ss

Nursing and Health Sciences

870 Bergen Avenue • 201-360-4338
nursingprogram@hccc.edu
healthprograms@hccc.edu
www.hccc.edu/nhs

Science, Technology, Engineering and Mathematics (STEM)

263 Academy Street • 201-360-4265
STEMprograms@hccc.edu
www.hccc.edu/STEM

**ACCOUNTING (A.A.S.)
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	3
MAT 103	Business Mathematics	3
CSC 100	Intro to Computers & Computing	3
ENG 101	College Composition I	3
••• •••	Social Science/Humanities Elective*	3
		TOTAL 16
SECOND SEMESTER		
ACC 221	Principles of Accounting II	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAN 121	Principles of Management	3
MAT 114	Intro to Statistics & Probability	3
		TOTAL 15
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
		TOTAL 13

General Education Requirements and Electives

ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Intro to Computers & Computing	3
MAT 114	Intro to Probability & Statistics	3
••• •••	Humanities/ Social Science*	3
••• •••	Diversity*	3
		TOTAL 21

Major Requirements and Electives

CSS-100	College Student Success	1
ACC 121	Principles of Accounting I	3
ACC 221	Principles of Accounting II	3
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
		TOTAL 39

Total number of credits required for degree: 60

* See Electives Section on pages 90-93

ACCOUNTING (A.S.)

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		
CSS 100	College Student Success	1
ACC 121	Principles of Accounting I	3
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT 100	College Algebra	3
	TOTAL	16

SECOND SEMESTER

ACC 221	Principles of Accounting II	3
ENG 102	College Composition II	3
MAN 121	Principles of Management	3
•••••	Humanities/Social Science (Diversity recommended) Elective*	3
MAT 114	Introduction to Statistics & Probability	3
	TOTAL	15

THIRD SEMESTER

ACC 211	Computerized Accounting	3
ACC 240	Intermediate Accounting I	4
ECO 201	Principles of Macroeconomics	3
•••••	Social Science/ Humanities Elective*	3
MAN 221	Marketing	3
	TOTAL	16

FOURTH SEMESTER

ACC 241	Intermediate Accounting II	4
BUS 230	Business Law	3
ECO 202	Principles of Microeconomics	3
•••••	Lab Science Elective*	3
	TOTAL	13

General Education Requirements and Electives

ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 100	College Algebra	3
CSC 100	Introduction to Computers & Computing	3
•••••	Lab Science Elective*	3
ECO 201	Principles of Macroeconomics	3
•••••	Humanities Elective*	3
•••••	Humanities/ Social Science Elective – Diversity GE Elective recommended*	3
MAT 114	Introduction to Probability & Statistics	3
ENG 112	Speech	3
	TOTAL	30

Major Requirements and Electives

CSS-100	College Student Success	1
ACC 121	Principles of Accounting I	3
ACC 221	Principles of Accounting II	3
ACC 211	Computerized Accounting	3
ACC 240	Intermediate Accounting I	4
ACC 241	Intermediate Accounting II	4
MAN 121	Principles of Management	3

BUS 230	Business Law	3
ECO 202	Principles of Microeconomics	3
MAN 221	Marketing	3
	TOTAL	30

+ 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 90-93

ADVANCED MANUFACTURING

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

Science, Technology, Engineering and Mathematics (STEM) Division

263 Academy Street • (201) 360-4265

www.hccc.edu/stem

The Associate in Applied Science degree in Advanced Manufacturing provides students with the knowledge and skills relevant for entry-level employment in the manufacturing industry. Required courses introduce students to many facets of manufacturing including metal and wood fabrication, polymer processing, Computer-Aided Design and Computer-Aided Manufacturing (CAD/CAM), Computer Numeric Control (CNC), machine and tooling design, automation and Controls, Robotics, and Quality Control.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
MAT 100	College Algebra	3
EGS 100	Fundamentals of Engineering Design	3
CHP 111	College Chemistry I	4
EGS 101	Engineering Graphics	2
	TOTAL	16

SECOND SEMESTER

•••••	Humanities or Social Science Elective*	3
CSC 118	Python Programming	3
EGS 201	Materials Science	3
ENG 211	Business Communication	3
ADM 220	Manufacturing Processes	3
	TOTAL	15

THIRD SEMESTER

ENG 112	Speech	3
ADM 230	Manufacturing for Plastics and Rubbers	3
ADM 231	Computer Numeric Control (CNC)	3
•••••	Science / Lab Science Elective*	4
ADM•••	Advanced Manufacturing Elective**	4
	TOTAL	17

FOURTH SEMESTER

BUS •••	Supply Chain Management	3
ENG 103	Technical Report Writing	3
ADM 240	Computer Integrated Manufacturing (Robotic)	3
ADM 241	Manufacturing Design	3
	TOTAL	12

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT 100	College Algebra	3
••• •••	Social Science or Humanities Elective*	3
CHP 111	College Chemistry	4
••• •••	Science / Lab Elective*	4
TOTAL		21

Major Requirements and Electives

EGS 100	Fundamentals of Engineering Design	3
ADM 220	Manufacturing Processes	3
ADM 230	Manufacturing for Plastics and Rubbers	3
ADM 231	Computer Numeric Control (CNC)	3
ADM 240	Computer Integrated Manufacturing (Robotic)	3
ADM 241	Manufacturing Design	3
ADM •••	Major Restricted Elective**	4
BUS •••	Supply Chain Management	3
CSC 118	Python Programing	3
ENG 103	Technical Report Writing	3
ENG 211	Business Communication	3
EGS 101	Engineering Graphic	2
EGS 201	Materials Science	3
TOTAL		39

Total number of credits required for degree: 60

Major Restricted Electives**

ADM 232	Welding	4
ADM 233	Mechatronics	4

* See Electives Section on pages 90-93

BIOLOGY

ASSOCIATE IN SCIENCE

SCIENCE & MATHEMATICS (A.S.)

Science, Technology, Engineering and Mathematics (STEM) Division

263 Academy Street • (201) 360-4265
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.

See Also: A.S. Medical Sciences Pre-Professional

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	Pre-calculus	
	OR	
MAT 111	Calculus I	4
PSY 101	Introduction to Psychology	3
TOTAL		15

SECOND SEMESTER

ENG 102	College Composition II	3
BIO 116	Principles of Biology II	4
BIO 111	Anatomy & Physiology I	4
CHP 111	College Chemistry I	4
TOTAL		15

THIRD SEMESTER

BIO 211	Anatomy & Physiology II	4
BIO 240	Genetics	4
CHP 211	College Chemistry II	4
HUM 101	Cultures and Values	3
TOTAL		15

FOURTH SEMESTER

BIO 230	Histology	4
PHY 113	Physics	4
SOC 101	Principles of Sociology	4
••• •••	Approved Science Elective*	3
TOTAL		15

* See Electives Section on pages 90-93

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 110	Pre-Calculus	
	OR	
MAT 111	Calculus I	4
BIO 111	Anatomy & Physiology I	4
CHP 111	College Chemistry I	4
HUM 101	Cultures & Values	3
SOC 101	Principles of Sociology	3
PSY 101	Introduction to Psychology	3
BIO 211	Anatomy & Physiology II	4
PHY 113	Physics I	4
TOTAL		36

Major Requirements and Electives

BIO 115	Principles of Biology I	4
BIO 116	Principles of Biology II	4
BIO 230	Histology	4
BIO 240	Genetics	4
CHP 211	College Chemistry II	4
••• •••	Restricted Major Science elective	4
TOTAL		24

Total number of credits required for degree: 60

Restricted Major Electives

BIO 270	Cell Biology	4
BIO 208	Ecology	4
BIO 250	Microbiology	4
BTN 201/BIO 260		
	Molecular Biology	4
MAT 111	Calculus I	4
MAT 112	Calculus II	4

* See Electives Section on pages 90-93

**BIOTECHNOLOGY
ASSOCIATE IN SCIENCE
SCIENCE & MATHEMATICS (A.S.)
Science, Technology, Engineering and
Mathematics (STEM) Division**

263 Academy Street • (201) 360-4265
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 biotechniques, 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
PSY 101	Introduction to Psychology	3
CHP 111	College Chemistry I	4
BIO 115	Principles of Biology I	4
		TOTAL 15

SECOND SEMESTER		
ENG 102	College Composition II	3
BIO 116	Principles of Biology II	4
CHP 211	College Chemistry II	4
MAT 110	Pre-calculus OR	
MAT 111	Calculus I	4
		TOTAL 15

THIRD SEMESTER		
SOC 101	Principles of Sociology	3
CHP 225	Organic Chemistry I	4
BIO 270	Cell Biology	4
PHY 113	Physics I	4
		TOTAL 15

FOURTH SEMESTER		
BTN 201/BIO 260		
	Molecular Biology	4
CHP 230	Organic Chemistry II	4
••• •••	Restricted Major Elective	4
HUM 101	Cultures and Values	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
MAT 110	Pre-calculus OR	
MAT 111	Calculus I	4
CHP 111	College Chemistry I	4
CHP 211	College Chemistry II	4
PSY 101	Introduction to Psychology	3
HUM 101	Cultures & Values	3
SOC 101	Principles of Sociology	3
BIO 115	Principles of Biology	4
PHY 113	Physics I	4
		TOTAL 36

Course #	Course Title	Credits
Major Requirements and Electives		
BIO 116	Principles of Biology II	4
BTN 201	Molecular Biology	4
BIO 270	Cell Biology	4
CHP 225	Organic Chemistry I	4
CHP 230	Organic Chemistry II	4
••• •••	Restricted Major Elective	4
		TOTAL 24
Total number of credits required for degree: 60		

Restricted Major Electives		
BIO 230	Histology	4
BIO 240	Genetics	4
BIO 111	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4
BIO 208	Ecology	
BIO 250	Microbiology	4
MAT 111	Calculus I	4
MAT 112	Calculus II	4

* See Electives Section on pages 90-93

**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		
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition I	3
ENG 112	Speech	3
••• •••	Mathematics or Science Elective	3
CSS 100	College Student Success	1
		TOTAL 13

SECOND SEMESTER		
ACC 121	Principles of Accounting I	3
ENG 102	College Composition II	3
MAN 121	Principles of Management	3
MAT 110	Pre-calculus OR	
MAT 116	Pre-calculus for Business	4
••• •••	Humanities Elective	3
		TOTAL 16

THIRD SEMESTER		
MAN 211	Principles of Marketing	3
ECO 201	Principles of Macroeconomics	3
••• •••	Lab Science	4
HIS 210	History of Western Civilization OR	
HIS 105	U.S. History I	3
ACC 221	Principles of Accounting II	3
		TOTAL 16

Course #	Course Title	Credits			
FOURTH SEMESTER					
ECO 202	Principles of Microeconomics	3	ENG 112	Speech	3
HIS 211	History of Western Civilization II		BUS 103	Introduction to Business	3
	OR				TOTAL 16
HIS 106	U.S. History II	3	SECOND SEMESTER		
••• •••	Humanities Elective	3	ACC 221	Principles of Accounting II	3
••• •••	Humanities Elective	3	MAT 114	Introduction to Statistics & Probability	3
••• •••	Diversity Elective	3	ENG 102	College Composition II	3
	TOTAL 15		••• •••	Diversity Elective	3
			BUS 230	Business Law	3
					TOTAL 15

General Education Requirements and Electives

ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Introduction to Computers & Computing	3
••• •••	Mathematics or Science Elective*	3
MAT 110	Pre-calculus	
	OR	
MAT 116	Pre-calculus for Business	4
••• •••	Lab Science Elective	4
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
••• •••	Diversity Elective*	3
••• •••	Humanities Elective	3
••• •••	Humanities Elective *	3
••• •••	Humanities Elective *	3
HIS 210	History of Western Civilization I	
	OR	
HIS 105	U.S. History I	3
HIS 211	History of Western Civilization II	
	OR	
HIS 106	U.S. History II	3
	TOTAL 47	

Major Requirements and Electives

CSS-100	College Student Success	1
MAN 121	Principles of Management	3
MAN 221	Principles of Marketing	3
ACC 121	Principles of Accounting I	3
ACC 221	Principles of Accounting II	3
	TOTAL 13	

Total number of credits required for degree: 60

* See Electives Section on pages 90-93

**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		
CSS 100	College Student Success	1
ACC 121	Principles of Accounting I	3
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition I	3

THIRD SEMESTER

ECO 201	Principles of Macroeconomics	3
MAN 121	Principles of Management	3
MAT 110	Pre-calculus	
	OR	
MAT 116	Pre-calculus for Business	4
••• •••	Lab Science	4
	TOTAL 14	

FOURTH SEMESTER

ENG 211	Business Communications	3
ECO 202	Principles of Microeconomics	3
MAN 211	Marketing	
	OR	
HMT 202	Innovation, Creativity, and Marketing	3
••• •••	Restrictive Major Elective	3
••• •••	Humanities Elective	3
	TOTAL 15	

General Education Requirements and Electives

ENG 101	College Composition I	3
ENG 102	College Composition II	3
CSC 100	Introduction to Computers & Computing	3
MAT 110	Pre-calculus	
	OR	
MAT 116	Pre-calculus for Business	4
••• •••	Lab Science	4
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
••• •••	Humanities Elective	3
••• •••	Diversity Elective	3
ENG 112	Speech	3
	TOTAL 32	

Major Requirements and Electives

CSS-100	College Student Success	1
BUS 103	Introduction to Business	3
ACC 121	Principles of Accounting I	3
ACC 221	Principles of Accounting II	3
BUS 230	Business Law	3
MAN 121	Principles of Management	3
MAN 221	Marketing	
	OR	
HMT 202	Innovation, Creativity, and Marketing	3
MAT 114	Introduction to Probability & Statistics	3
ENG 221	Business Communications	3
••• •••	Restricted Major Elective	3
	TOTAL 28	

Total number of credits required for degree: 60

Restricted Major Electives

HMT 111	Introduction to Entrepreneurship	3
ACC 211	Computerized Accounting	3
BUS 205	Global Business	3
BUS 299	Business Internship	3

CHEMISTRY

ASSOCIATE IN SCIENCE

SCIENCE & MATHEMATICS (A.S.)

Science, Technology, Engineering and Mathematics (STEM) Division

263 Academy Street • (201) 360-4265
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	Introduction to Computers and Computing	3
ENG 101	College Composition I	3
MAT 111	Calculus I	4
	TOTAL	15

SECOND SEMESTER		
CHP 211	College Chemistry II	4
ENG 112	Speech	3
ENG 102	College Composition II	3
BIO 100	General Biology	3
••• •••	Social Science Elective	3
	TOTAL	16

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

FOURTH SEMESTER		
CHP 230	Organic Chemistry II	4
PHY 211	Engineering Physics II	4
	Major Restricted Elective	3
••• •••	Humanities/Social Science Elective	3
	TOTAL	14

General Education Requirements and Electives		
CSS-100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
CSC 100	Introduction to Computers & Computing	3
MAT 111	Calculus I	4
MAT 112	Calculus II	4
••• •••	Social Science Elective*	3
••• •••	Humanities Elective*	3
••• •••	Humanities/Social Science Elective*	3
ENG 112	Speech	3
BIO 100	General Biology	3
	TOTAL	33

Major Requirements and Electives		
CHP 111	College Chemistry I	4
PHY 111	Engineering Physics I	4
CHP 211	College Chemistry II	4
CHP 225	Organic Chemistry I	4
CHP 230	Organic Chemistry II	4
PHY 211	Engineering Physics II	4
••• •••	Major Restricted Elective	3
	TOTAL	27

Total number of credits required for degree: 60

Major Restricted Electives

MAT-114	Introduction to Statistics and Probability	3
CSC 115	Programming in C++ for Computer Science	3
CSC 117	Java Programming	3
CSC 118	Python Programming	3

* See Electives Section on pages 90-93

CHILD DEVELOPMENT ASSOCIATE (CDA)

See EARLY CHILDHOOD EDUCATION

**COMPUTER ARTS OPTION
STUDIO ARTS**

**ASSOCIATE IN FINE ARTS (A.F.A.)
Humanities & Social Sciences Division**

71 Sip Avenue, L420 • (201) 360-4750
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
ENG 101	College Composition I	3
*** **	Math, Science or Technology General Education Elective	3
ART 103	Two-Dimensional Design	3
ART 106	Drawing I	3
ARC 106	Digital Imaging	3
	TOTAL	16

SECOND SEMESTER		
ENG102-ART	College Composition II ART Variation	3
ART 115	Art History I	3
ART 113	Three-Dimensional Design	3
ART 114	Color Theory	3
ARC 107	Print Design	3
	TOTAL	15

THIRD SEMESTER		
ART 125	Art History II	3
ARC 109	Interactive/Web Design	3
ARC 115	3D Digital Design	3
ARC 201	Digital Video	3
••• •••	Humanities or Social Science General Education Elective	3
	TOTAL	15

FOURTH SEMESTER		
ART 220	Art in Context	2
ARC 280	Computer Arts Portfolio and Presentation	3
ART/ARC	Studio Art or Computer Art Elective	3
ART 120	Introduction to Contemporary Art	3
ARC 202	Digital Animation	3
	TOTAL	14

Course #	Course Title	Credits
General Education Requirements and Electives		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102 -ART	College Composition II	
	Art Variation	3
••• •••	Mathematics, Science, OR	
	Technology Elective*	3
••• •••	Humanities or Social Science Elective	3
ART 115	Art History I	3
ART 125	Art History II	3
ART 120	Introduction to Contemporary Art	3
	TOTAL	22

Course #	Course Title	Credits
Major Requirements and Electives		
ART 103	Two-Dimensional Design	3
ART 106	Drawing I	3
ART 113	Three-Dimensional Design	3
ART 114	Color Theory	3
ARC 106	Digital Imaging	3
ARC 107	Print Design	3
ARC 109	Interactive/Web Design	3
ARC 115	3D Digital Design	3
ARC 201	Digital Video	3
ARC 202	Digital Animation	3
ART/ARC	Major Restricted Elective (Studio Art or Computer Art Elective)**	3
ART 220	Art in Context	2
ARC 280	Computer Arts Portfolio and Presentation	3
	TOTAL	38

Total number of credits required for degree: 60

Course #	Course Title	Credits
Major Restricted Electives**		
ARC 105	Introduction to Computer Arts	3
ART 101	Experiencing Art	3
ART 107	Painting I	3
ART 116	Drawing II	3
ART 117	Painting II	3
ART 126	Figure Drawing	3
ART 127	Water Color	3

* See Electives Section on pages 90-93

COMPUTER SCIENCE ASSOCIATE IN SCIENCE (A.S.)

– leading to B.S.
Science, Technology, Engineering and Mathematics (STEM) Division

263 Academy Street • (201) 360-4265
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 and Discrete Math	3
CSC 115	Programming in C++ for Computer Science	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT 111	Calculus I	4
	TOTAL	17

SECOND SEMESTER		
CSC 1**	Computer Science 100 Level Elective	3
CSC 214	Data Structures & Advanced Programming	3
ENG 102	College Composition II	3
MAT 112	Calculus II	4
••• •••	Humanities Elective*	3
	TOTAL	16

THIRD SEMESTER		
••• •••	Humanities or Social Science Elective*	3
MAT 211	Calculus III	4
PHY 111	Engineering Physics I	4
CSC 2**	Computer Science 200 Level Elective	3
	TOTAL	14

FOURTH SEMESTER		
CSC 2**	Computer Science 200 Level Elective	3
CSC 2**	Computer Science 200 Level Elective	3
••• •••	Math or Science Elective*	4
••• •••	Social Science Elective*	3
	TOTAL	13

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 111	Calculus I	4
MAT 112	Calculus II	4
PHY 111	Engineering Physics I	4
••• •••	Social Science Elective*	3
••• •••	Humanities Elective, with HUM-101, Cultures & Values recommended	3
••• •••	Humanities	
	OR	
	Social Science Elective*	3
ENG 112	Speech	3
MAT 211	Calculus III	4
	TOTAL	35

Major Requirements and Electives

CSC 115	Programming in C++ for Computer Science	3
CSC 113	Computer Logic and Discrete Math	3
CSC 2**	Computer Science 200 Level	3
CSC 2**	Computer Science 200 Level	3
CSC 2**	Computer Science 200 Level	3
CSC 1**	CSC 100 Level Elective	3
CSC 214	Data Structures & Advanced Programming	3
••• •••	Math or Science Elective*	4
	TOTAL	25

Total number of credits required for degree: 60

Major Restricted Electives

One Hundred Level Electives		
CSC-117	Java Programming	3
CSC-118	Python Programming	3

Two Hundred Level Electives

CSC-226	Database Design	3
CSC-227	Operating System	3
CSC-230	Data Communication	3
CSC-231	Information Systems Analysis and Design	3
CSC-240	Computer Networks	3

* See Electives Section on pages 90-93

**COMPUTER SCIENCE - CYBERSECURITY
ASSOCIATE IN SCIENCE (A.S.)
Science, Technology, Engineering and
Mathematics (STEM) Division**

263 Academy Street • (201) 360-4265
www.hccc.edu/stem

Graduates of the Associate in Science degree in Computer Science/ Cybersecurity 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 network security, Cybersecurity, data communications and local area networks. Students may choose from two tracks, one leading to a Bachelor of Science degree in computer science and the other leading to a Bachelor of Science degree in computer science/Cybersecurity.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 113	Computer Logic & Discrete Math	3
ENG 101	College Composition I	3
ENG 112	Speech	3
CSC 117	Java Programming	3
MAT 111	Calculus I	4
		TOTAL 17

SECOND SEMESTER		
MAT 112	Calculus II	4
CSC 214	Data Structures & Advanced Programming	3
ENG 102	College Composition II	3
PHL 218	Contemporary Moral Problem	3
CSC 232	Cybersecurity	3
		TOTAL 16

THIRD SEMESTER		
••• •••	Social Science Elective	3
••• •••	Humanities Elective*	3
CSC 226	Database Design & Concepts	3
CSC 227	Operating Systems	3
CSC 245	Ethical Hacking	3
		TOTAL 15

FOURTH SEMESTER		
CSC 2**	Cyber Security 200 Level Elective	3
CSC 230	Data Communications Concepts OR	
CSC 240	Fundamentals of Computer Networking	3
MAT 114	Introduction to Statistics	3
••• •••	Humanity or Social Science Elective	3
		TOTAL 12

General Education Requirements and Electives		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 111	Calculus I	4
MAT 112	Calculus II	4
MAT 114	Introduction to Statistics & Probability	3
••• •••	Social Science Elective*	3
••• •••	Humanities Elective, with HUM-101, Cultures & Values recommended	3
••• •••	Humanities OR Social Science*	3
PHL 218	Contemporary Moral Problems	3
ENG 112	Speech	3
		TOTAL 33

Course #	Course Title	Credits
Major Requirements and Electives		
CSC 113	Computer Logic & Discrete Math	3
CSC 117	Java Programming	3
CSC 214	Data Structures & Advanced Programming	3
CSC 226	Database Design & Concepts	3
CSC 227	Introduction to Operating Systems	3
CSC 230	Data Communications Concepts OR	
CSC 240	Fundamentals of Networks	3
CSC 232	Cybersecurity	3
CSC 245	Ethical Hacking	3
CSC 2**	Cybersecurity 200 Level Elective	3
		TOTAL 27

Major Restricted Electives		
CSC-235	Network Security	3
CSC-242	Computer Forensics	3
CSC-2xx	Cryptography	3

Total number of credits required for degree: 60

* See Electives Section on pages 90-93

**COMPUTER SCIENCE
ASSOCIATE IN SCIENCE (A.S.)
– leading to B.A.
Science, Technology, Engineering and
Mathematics (STEM) Division**

263 Academy Street • (201) 360-4265
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 117	Java Programming	3
CSC 113	Computer Logic & Discrete Math	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT 110	Precalculus	4
		TOTAL 17

SECOND SEMESTER		
CHP 111	College Chemistry	4
CSC 227	Introduction to Operating Systems	3
ENG 102	College Composition II	3
MAT 111	Calculus I	4
••• •••	Social Science Elective*	3
		TOTAL 17

Course #	Course Title	Credits
THIRD SEMESTER		
CSC 1••	CSC 100 Level Elective	3
ECO 201	Principle of Macroeconomics	3
MAT 112	Calculus II	4
••• •••	Humanities Elective, with HUM-101, Cultures and Values recommended	3
	TOTAL	13

FOURTH SEMESTER		
CSC 226	Database Design & Concepts	3
CSC 231	Information Systems Analysis & Design	3
CSC •••	CSC 200 Level Elective	3
PHY 113	Physics I	4
	TOTAL	13

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 110	Precalculus	4
MAT 111	Calculus I	4
PHY 113	Physics	4
••• •••	Social Science Elective*	3
••• •••	Humanities Elective, with HUM-101, Cultures and Values recommended	3
ECO 201	Principle of Macroeconomics	3
ENG 112	Speech	3
MAT 112	Calculus II	4
	TOTAL	35

Major Requirements and Electives

CSC 117	Java Programming	3
CSC 113	Computer Logic & Discrete Math	3
CHP 111	College Chemistry I	4
CSC 227	Introduction to Operating Systems	3
CSC 226	Database Design & Analysis	3
CSC 231	Information Systems Analysis & Design	3
CSC 1••	CSC 100 Level Elective	3
CSC 2••	CSC 200 Level Elective	3
	TOTAL	25

Total number of credits required for degree: 60

Major Restricted Electives

One Hundred Level Electives

CSC-111	Computer Science	3
CSC-115	Programming in C++ for Computer Science	3
CSC-118	Python Programming	3

Two Hundred Level Electives

CSC-230	Data Communication	3
CSC-240	Computer Networks	3

* See Electives Section on pages 90-93

**COMPUTER TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Science, Technology, Engineering and
Mathematics (STEM) Division**

263 Academy Street • (201) 360-4265
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.

Suggested Semester	Course Sequence	Credits
COURSE #	COURSE TITLE	
FIRST SEMESTER		
CSC 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
MAT 111	Calculus I	4
ENG 102	College Composition II OR	
ENG 103	Technical Report Writing	3
	TOTAL	15

THIRD SEMESTER

MAT 112	Calculus II	4
CSC 115	Programming in C++	3
CTC/CSC 212	Computer Organization & Design	4
ENG 112	Speech	3
	TOTAL	14

FOURTH SEMESTER

CSC 214	Data Structure and Advanced Programming	3
••• •••	Social Science/Humanities Elective*	3
••• •••	Major Restricted Elective	3
PHY 113	Physics I OR	
PHY 111	Engineering Physics I	4
••• •••	Diversity Elective*	3
	TOTAL	16

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
MAT 110	Precalculus	4
••• •••	Social Science/Humanities Elective*	3
••• •••	Diversity Elective*	3
ENG 112	Speech	3
PHY 113	Physics I OR	
PHY 111	Engineering Physics I	4
	TOTAL	24

Major Requirements and Electives

CSC 113	Computer Logic & Discrete Math	3
CSC 115	Programming in C++	3
CTC/CSC 212	Computer Organization & Design	4
CSC 214	Data Structure and Advanced Programming	3
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
••• •••	Major Restricted Elective	3
	TOTAL	36

Total number of credits required for degree: 60

Students are required to take one of the following major electives:

Major Restricted Electives

CSC 117	Java Programming	3
CSC 226	Database Design and Concepts	3
CSC 227	Introduction to Operating Systems	3
CSC 240	Intro to Network & Networking Concepts	3
CSC 118	Python Programming	3

**CONSTRUCTION MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Science, Technology, Engineering and
Mathematics (STEM) Division**

263 Academy Street • (201) 360-4265
www.hccc.edu/stem

Construction Management is the planning, coordinating, and building of a project from conception to completion. The Associate in Applied Science Degree trains students to coordinate and supervise all phases of modern-day construction including all types of public, residential, commercial, and industrial structures, as well as roads, memorials, and bridges. They are exposed to new construction methods, protocols, materials, testing procedures, cost estimation, and management principles. The program also facilitates students to get externship opportunities for practical hands-on experiences.

Course # Course Title Credits

FIRST SEMESTER

CSS 100	College Student Success	1
ENG 101	College Composition I	3
CSC 100	Introduction to Computers & Computing	3
MAT 100	College Algebra	3
ENG 112	Speech	3
TOTAL		13

SECOND SEMESTER

••• •••	Diversity (Elective)	3
ENG 103	Technical Report Writing	3
MAT 103	Business Mathematics	3
CHP 100	Introduction to Chemistry	3
CNM 120	Introduction to Engineering Sciences and Calculations	4
TOTAL		16

THIRD SEMESTER

EGS 101	Engineering Graphics	2
SCI 101	Introduction to Physical Science	3
CNM 202	Construction Procedures, Material and Testing	4
CNM 201	Introduction to Basic Structures	3
CNM 205	Surveying and Site Planning	3
TOTAL		15

FOURTH SEMESTER

CNM 220	Construction Codes	3
ECO 201	Principles of Macroeconomics	3
CNM 222	Construction Project Management	4
CNM 225	Cost Estimation	3
CNM 230	Project Planning and Control	3
TOTAL		16

* See Electives Section on pages 90-93

Major (Specialized) Requirements

SCI 101	Introduction to Physical Science	3
MAT 103	Business Mathematics	3
CHP 100	Introduction to Chemistry	3
CNM 120	Introduction to Engineering Sciences & Calculations	4
EGS 101	Engineering Graphics	2
CNM 220	Construction Codes	3
CNM 202	Construction Procedures, Material, & Testing	4
CNM 201	Introduction to Basic Structures	3
CNM 205	Surveying and Site Planning	3
CNM 222	Construction Project Management	4
CNM 225	Cost Estimation	3
CNM 230	Project Planning and Control	3
TOTAL		38

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	Introduction to Computers & Computing	3
MAT 100	College Algebra	3
ECO 201	Principles of Macroeconomics	3
••• •••	Diversity Elective*	3
TOTAL		22

Total number of credits required for degree: 60

**CRIMINAL JUSTICE
ASSOCIATE IN SCIENCE (A.S.)
Humanities and Social Sciences Division**

71 Sip Avenue • (201) 360-4750
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. 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 such as police, corrections, court officers, security officers, or a number of administrative positions.

Course # Course Title Credits

FIRST SEMESTER

CSS 100	College Student Success	1
CSC 100	Introduction to Computers and Computing	3
ENG 101	College Composition I	3
CRJ 111	Introduction to Criminal Justice	3
CRJ 214	Corrections	3
ENG 112	Speech	3
TOTAL		16

SECOND SEMESTER

SOC 101	Principles of Sociology	3
CRJ 215	The Juvenile Justice System	3
••• •••	Lab Science Elective	4
ENG 102	College Composition II	3
HIS 105	U.S. History I	3
TOTAL		16

THIRD SEMESTER

PSC 102	American Government	3
HIS 106	U.S. History II	3
CRJ 230	Ethics and Justice	3
MAT 114	Introduction to Statistics and Probability	3
SOC 260	Race and Ethnic Relations (Diversity Elective)	3
TOTAL		15

FOURTH SEMESTER

CRJ 221	The Police Role and the Community	3
CRJ 290	Criminal Justice Externship	4
••• •••	Criminal Justice Elective	3
••• •••	Criminal Justice Elective	3
TOTAL		13

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
CSC 100	Introduction to Computers and Computing	3
••• •••	Lab Science Elective*	4
MAT 114	Introduction to Statistics and Probability	3
PSC 102	American Government	3
HIS 105	U.S. History I	3
HIS 106	U.S. History II	3
ENG 112	Speech	3
SOC 260	Race and Ethnic Relations (Diversity Elective)	3
	TOTAL	32

Major Requirements and Electives		
CRJ 111	Introduction to Criminal Justice	3
CRJ 214	Corrections	3
CRJ 215	The Juvenile Justice System	3
CRJ 221	The Police Role and the Community	3
CRJ 230	Ethics and Justice	3
CRJ 290	Criminal Justice Externship	4
SOC 201	Principles of Sociology	3
••• •••	Major Restricted Elective	3
••• •••	Major Restricted Elective	3
	TOTAL	28

Total number of credits required for degree: 60

Major Restricted Electives		
CRJ 120	Introduction to Criminal Law	3
CRJ 200	Constitutional Liberties and Rights	3
CRJ 220	General Police Organization	3
CRJ 222	Criminal Investigations	3
SOC 240	Criminology	3

* See Electives Section on pages 90-93

**CRIMINAL JUSTICE – HOMELAND SECURITY
ASSOCIATE IN SCIENCE (A.S.)
Humanities and Social Sciences Division**

71 Sip Avenue • (201) 360-4750
www.hccc.edu/ss

The Associate in Science in Criminal Justice option in Homeland Security prepares students for transfer to baccalaureate programs in Homeland Security or related fields. Graduates are also prepared to enter the work-force in private and governmental sectors including but not limited to border patrol, port security, customs and immigration, airport security, and those dealing with domestic and international terrorism.

Suggested Semester Course Sequence		
Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 100	Introduction to Computers	3
ENG 101	College Composition I	3
CRJ 111	Introduction to Criminal Justice OR	
HMD 111	Introduction to Homeland Security	3
CRJ 214	Corrections	3
ENG 112	Speech	3
	TOTAL	16

SECOND SEMESTER		
SOC 101	Principles of Sociology	3
ENG 102	College Composition II	3
HMD 221	Domestic and International Terrorism	3
*** **	Lab Science Elective*	4
HIS 105	U.S. History I	3
	TOTAL	16

THIRD SEMESTER		
PSC 102	American Government	3
HIS 106	U.S. History II	3
MAT 114	Introduction to Statistics and Probability	3
CRJ 230	Ethics and Justice	3
SOC 260	Race and Ethnic Relations	3
	TOTAL	15

FOURTH SEMESTER		
CRJ 221	Police Role and the Community	3
CRJ 290	Criminal Justice Externship	4
••• •••	Major Restricted Elective	3
••• •••	Major Restricted Elective	3
	TOTAL	13

General Education Requirements and Electives		
CSS 100	College Student Success	1
ENG 101	College Comp I	3
ENG 102	College Comp II	3
CSC 100	Introduction to Computers and Computing	3
MAT 114	Introduction to Statistics and Probability	3
••• •••	Lab Science Elective*	4
PSC 102	American Government	3
HIS 105	U.S. History I	3
HIS 106	U.S. History II	3
ENG 112	Speech	3
SOC 260	Race and Ethnic Relations	3
	TOTAL	32

Major Requirements and Electives		
CRJ 111	Introduction to Criminal Justice OR	
HMD 111	Introduction to Homeland Security	3
CRJ 214	Corrections	3
CRJ 221	Police Role and the Community	3
CRJ 230	Ethics and Justice	3
CRJ 290	Criminal Justice Externship	4
SOC 101	Principles of Sociology	3
HMD 110	Fundamentals of Emergency Management	3
••• •••	Major Restricted Electives:	6
	TOTAL	28

Total number of credits required for degree: 60

Program Restricted Electives		
HMD 221	Domestic and International Terrorism	3
HMD 112	Introduction to the Intelligence Function	3
CRJ 215	The Juvenile Justice System	3
SOC 240	Criminology	3

* See Electives Section on pages 89-92

**CULINARY ARTS (A.A.S.)
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 450-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	Introduction to Computers and Computing	3
CAI 114	Table Service I	2
CAI 115	Food Sanitation & Culinary Principles	3
CAI 117	Production Kitchen Skills I	2
CAI 118	Pantry & Breakfast Cookery	2
CAI 119	Bakeshop I	2
		TOTAL 15

SECOND SEMESTER		
••• •••	Humanities/ Social Sciences	3
ENG 101	College Composition I	3
CAI 121	Product Identification & Purchasing	3
CAI 127	Production Kitchen Skills II	2
CAI 128	Introduction to Garde Manger	2
CAI 129	Bakeshop II	2
		TOTAL 15

THIRD SEMESTER		
ENG 112	Speech	3
CAI 214	Advanced Table Service III	2
CAI 125	Externship I	1
CAI 217	Advanced Kitchen – International	2
CAI 218	Intermediate Garde Manger	2
••• •••	Humanities/ Social Sciences	3
ENG 102	College Composition II OR	
ENG 103	Technical Report Writing	3
		TOTAL 16

FOURTH SEMESTER		
••• •••	Major Restricted Elective	3
HUM 128	Food and 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 14

General Education Requirements and Electives		
ENG 101	College Composition I	3
ENG 102	College Composition II Or	
ENG 103	Technical Report Writing	3
CSC 100	Introduction to Computers and Computing	3
••• •••	Humanities/ Social Sciences Elective*	3
ENG 112	Speech	3
HUM 128	Food & Culture	3
••• •••	Humanities/ Social Sciences Elective*	3
		TOTAL 21

Course #	Course Title	Credits
Major Requirements and Electives		
CSS-100	College Student Success	1
CAI 114	Table Service I	2
CAI 214	Advanced Table Service III	2
CAI 224	Advanced Table Service IV	2
CAI 117	Production Kitchen I	2
CAI 127	Production Skills Kitchen II	2
CAI 217	Advanced Kitchen – International	2
CAI 227	Advanced Kitchen – Classical	2
CAI 118	Pantry & Breakfast Cookery	2
CAI 128	Introduction to Garde Manger	2
CAI 218	Intermediate Garde Manger	2
CAI 228	Advanced Garde Manger	2
CAI 119	Bakeshop I	2
CAI 129	Bakeshop II	2
CAI 125	Externship I	1
CAI 225	Externship III	2
CAI 115	Food Sanitation & Culinary Principles	3
CAI 121	Product Identification & Purchasing	3
••• •••	Major Restricted Elective	3
		TOTAL 39

Total number of credits required for degree: 60

Major Restricted Electives		
CAI 210	Menu & Facilities Design	3
CAI 223	Food, Beverage, & Labor Cost Control	3
BIO 201	Nutrition	3
		TOTAL 22

* See Electives Section on pages 90-93

**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		
FIRST		
CSS 100	College Student Success	1
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition I	3
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 16

SECOND SEMESTER		
ENG 102	College Composition II OR	
ENG 103	Technical Report Writing	3
CAI 121	Product Identification & Purchasing	3
CAI 129	Bakeshop II	2
CBP 120	Introduction to Professional Baking	2
CBP 121	Basic Bench Work	2
CBP 124	Tarts, Tortes, and Gateaux	2
		TOTAL 14

Course #	Course Title	Credits
THIRD SEMESTER		
••• •••	Humanities/Social Science Elective*	3
CAI 115	Externship I	1
CAI 219	Advanced Bakeshop III	2
CBP 211	Meringues, Soufflés, & Frozen Desserts	2
CBP 212	Desserts for Restaurant & In-Store Retail	2
HUM 128	Food & Culture	3
ENG 112	Speech	3
	TOTAL	16

FOURTH SEMESTER		
••• •••	Major Restricted Elective	3
••• •••	Social Science Elective*	3
CAI 225	Externship III	2
CAI 229	Advanced Bakeshop IV – Classical	2
CBP 220	Petits Fours, Mignardies & Candies	2
CBP •••	CBP Major Restricted Elective	2
	TOTAL	14

General Education Requirements and Electives		
ENG 101	College Composition I	3
ENG 102	College Composition II	3
	OR	
ENG 103	Technical Report Writing	3
CSC 100	Introduction to Computers & Computing	3
••• •••	Social Science Elective*	3
ENG 112	Speech	3
HUM 128	Food & Culture	3
••• •••	Humanities or Social Science Elective*	3
	TOTAL	21

Major Requirements and Electives		
CSS-100	College Student Success	1
CAI 115	Food Sanitation & Culinary Principles	3
CAI 117	Production Kitchen Skills I	2
CAI 118	Pantry & Breakfast Cookery	2
CAI 119	Bakeshop I	2
CAI 129	Bakeshop II	2
CAI 121	Product Identification & Purchasing	3
CAI 215	Externship II	1
CAI 219	Advanced Bakeshop III	2
CAI 225	Externship III	2
CAI 229	Advanced Bakeshop IV - Classical	2
CBP 120	Introduction to Professional Baking	2
CBP 121	Basic Bench Work	2
CBP 124	Tarts, Tortes, & Gateaux	2
CBP 211	Meringues, Soufflés, & Frozen Desserts	2
CBP 212	Desserts for Restaurant & In-Store Retail	2
CBP 220	Petits Fours, Mignardise & Candies	2
CBP •••	CBP Major Restricted Elective	2
••• •••	Major Restricted Elective	3
	TOTAL	39

Total number of credits required for degree: 60

Major Restricted Electives		
CBP 225	Artisanal Breads	2
CBP 226	Chocolate and Sugar	2
BIO 201	Nutrition	3
CAI 210	Menu & Facilities Design	3
CAI 223	Food, Beverage, & Labor Cost Control	3

* See Electives Section on pages 90-93

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 300-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, Beverage, & 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, Beverage, & 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)**

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
– ACADEMIC CERTIFICATE
Humanities & Social Sciences Division**

71 Sip Avenue, L 420 • (201) 360-4750
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 106	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 Video1	3
ARC 202	Digital Animation1	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 106	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 & Social Sciences Division**

71 Sip Avenue, L 420 • (201) 360-4750
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.

**EDUCATION -
EARLY CHILDHOOD EDUCATION
CHILD DEVELOPMENT ASSOCIATE (CDA)
COURSEWORK**

Humanities & Social Sciences Division
71 Sip Avenue, L420 • (201) 360-4750
www.hccc.edu/ss

The Child Development Associate curriculum 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 120 hours of formal training required by the Council for Professional Recognition, which awards and administers the CDA National Credentialing Program. All Early Childhood Education credits earned may be applied to Early Childhood Education degree programs. The coursework is designed to articulate into either the A.A.S. in Early Childhood Education, the A.A. in Early Childhood Education, or the A.A. in Infant/Toddler Education (see CDA Internal Coursework Equivalencies below). Hudson County Community College will support and facilitate the development of the candidate's CDA professional portfolio.

PLEASE NOTE:

- To apply for the national CDA Assessment, candidates must have a high school diploma or GED;
- The candidate is also responsible for obtaining 480 hours of professional work experience;
- The application fee to the Council for Professional Recognition is \$500 (\$425 on-line) for testing and licensing.

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

CDA Internal Coursework Equivalencies

Articulating Institution	Course Title	HCCC Equivalency A.A.S Early Childhood	HCCC Equivalency A.A. Infant/Toddler	HCCC Equivalency A.A. Early Childhood
Hudson County Community College	CDI 100 CDA Workshop I Infant/Toddler (4 credits)	ECE 201 Intro. to Early Childhood Education	ECE 201 Intro. to Early Childhood Education	
	CDI 110 CDA Workshop II Infant/Toddler (4 credits)	ECE 230 Infant Toddler Curriculum	ECE 230 Infant Toddler Curriculum	
	CDI 120 Externship for CDA Infant/Toddler (3 credits)	ECE 241 Infant/Toddler Externship	ECE 241 Infant/Toddler Externship	
	CDP 100 CDA Workshop I Preschool (4 credits)	ECE 201 Intro. to Early Childhood Education		ECE 201 Intro. to Early Childhood Education
	CDP 110 CDA Workshop II Preschool (4 credits)	ECE 211 Early Childhood Curriculum		ECE 211 Early Childhood Curriculum
	CDP 120 Externship for CDA Preschool (3 credits)	ECE 231 Early Childhood Externship		ECE 231 Early Childhood Externship

**EDUCATION -
EARLY CHILDHOOD EDUCATION
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Humanities & Social Sciences Division**

71 Sip Avenue, L420 • (201) 360-4750
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.

Suggested Semester Course Sequence

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
CSC 100	Introduction to Computers & Computing	3
MAT 123	Mathematics for the Liberal Arts	3
PSY 101	Introduction to Psychology	3
ECE 201	Introduction to Early Childhood OR	
CDP 100	Preschool CDA Workshop I	3
	TOTAL	16

SECOND SEMESTER

ENG 102	College Composition II	3
ENG 112	Speech	3
INTD 250	Child Family Community	3
ECE 211	Early Childhood Curriculum OR	
CDP 110	Preschool CDA Workshop II	3
ECE 231	Early Childhood Externship OR	
CDP 120	Field Experience in Preschool	3
	TOTAL	15

THIRD SEMESTER

BIO 100	General Biology	3
INTD 235	Exploring Multicultural Studies	3
ECE 215	Emerging Literacy	3
ECE 214	Guiding Young Children's Behavior	3
SED 235	Young Children with Special Needs	3
	TOTAL	15

FOURTH SEMESTER

SED 290	Introduction to Special Education	3
ECE 230	Infant Toddler	3
LIT 209	Children's Literature	3
PSY 211	Developmental Psychology	3
ECE 216	Clinical Observation	2
	TOTAL	14

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 123	Mathematics for the Liberal Arts	3
PSY 101	Introduction to Psychology	3
ENG 112	Speech	3
CSC 100	Introduction to Computers & Computing	3
BIO 100	General Biology	3
	TOTAL	22

Course #	Course Title	Credits
Major Requirements and Electives		
ECE 201	Introduction to Early Childhood OR	
CDP 100	Preschool CDA Workshop I	3
ECE 211	Early Childhood Curriculum OR	
CDP 110	Preschool CDA Workshop II	3
ECE 231	Early Childhood Externship OR	
CDP 120	Field Experience in Preschool	3
ECE 215	Emerging Literacy	3
ECE 214	Guiding Young Children's Behavior	3
SED 235	Young Children with Special Needs	3
SED 290	Introduction to Special Education	3
ECE 230	Infant Toddler	3
LIT 209	Children's Literature	3
INTD 250	Child Family Community	3
PSY 211	Developmental Psychology	3
INTD 235	Exploring Multicultural Studies	3
ECE 216	Clinical Observation	2
	TOTAL	38

Total number of credits required for degree: 60

*** See Electives Section on pages 90-93

Recommendations

- 1) Students are encouraged to check with the four-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

**EDUCATION -
INFANT TODDLER EDUCATION
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)
Humanities and Social Sciences Division**

71 Sip Avenue, L 420 • (201) 360-4750
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	
MAT 123	Mathematics for Liberal Arts	3
ENG 112	Speech	3
	TOTAL	16

SECOND SEMESTER		
ENG 102	College Composition II	3
HUM 101	Cultures and Values	3
HIS 105	U.S. History I	3
PSY 101	Introduction to Psychology	3
INTD 235	Exploring Multicultural Studies	3
	TOTAL	15

THIRD SEMESTER		
ECE 201	Introduction to Early Childhood Education	
	OR	
CDI 100	Infant Toddler CDA Workshop I	3
HIS 106	U.S. History II	3
••• •••	Humanities Elective*	3
PSY 211	Developmental Psychology	3
BIO 107	Human Biology	4
	TOTAL	16

FOURTH SEMESTER		
ECE 231	Infant Toddler Curriculum	
	OR	
CDI 110	Infant Toddler CDA Workshop II	3
ECE 241	Early Childhood Externship	
	OR	
CDI 120	Field Experience Infant/Toddler Setting	3
ECE 224	Infant Toddler Social Emotional Growth	
	OR	
ECE 225	Infant Toddler Health, Safety, and Special Needs	3
EDU 221	Clinical Experience	1
••• •••	Humanities Elective*	3
	TOTAL	13

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	
	OR	
MAT 123	Mathematics for Liberal Arts	3
CSC 100	Introduction to Computers & Computing	3
BIO 107	Human Biology	4
BIO 100	General Biology	3
PSY 101	Introduction to Psychology	3
PSY 211	Developmental Psychology	3
HUM 101	Cultures and Values	3
••• •••	Humanities Elective*	3
••• •••	Humanities Elective*	3
HIS 105	U.S. History I	3
HIS 106	U.S. History II	3
INTD 235	Exploring Multicultural Studies	3
	TOTAL	47

Course #	Course Title	Credits
Major Requirements and Electives		
ECE 201	Introduction to Early Childhood Education	
	OR	
CDI 100	Infant Toddler CDA Workshop I	3
ECE-230	Infant Toddler Curriculum	
	OR	
CDI 110	Infant Toddler CDA Workshop II	3
ECE-241	ECE Externship	
	OR	
CDI 120	Field Experience Infant/Toddler Setting	3
ECE 224	Infant Toddler Social Emotional Growth	
	OR	
ECE 225	Infant Toddler Health, Safety, and Special Needs	3
EDU 221	Clinical Experience	1
	TOTAL	13
Total number of credits required for degree: 60		

* See Electives Section on pages 90-93

**EDUCATION -
EARLY CHILDHOOD EDUCATION
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)
Humanities & Social Sciences Division**

71 Sip Avenue, L 420 • (201) 360-4750
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, childcare centers, and in other group settings.

Suggested Semester Course Sequence		
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	
MAT 123	Mathematics for the Liberal Arts	3
HUM 101	Cultures and Values	3
	TOTAL	16
SECOND SEMESTER		
ENG 102	College Composition II	3
ENG 112	Speech	3
HIS 105	U.S. History I	3
PSY 101	Introduction to Psychology	3
INTD 235	Exploring Multicultural Studies	3
	TOTAL	15

Course #	Course Title	Credits
THIRD SEMESTER		
ECE 201	Introduction to Early Childhood Education	3
HIS 106	U.S. History II	3
••• •••	Humanities Elective*	3
PSY 211	Developmental Psychology	3
BIO 107	Human Biology	4
		TOTAL 16

FOURTH SEMESTER		
SED 235	Young Children with Special Needs OR	
SED 290	Introduction to Special Education	3
ECE 215	Emerging Literacy	3
ECE 214	Guiding Young Children's Behavior	3
••• •••	Humanities Elective*	3
EDU 221	Clinical Experience	1
		TOTAL 13

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 OR	
MAT 123	Mathematics for the Liberal Arts	3
CSC 100	Introduction to Comp & Computing	3
BIO 107	Human Biology	4
BIO 100	General Biology	3
PSY 101	Introduction to Psychology	3
PSY 211	Developmental Psychology	3
HUM 101	Cultures and Values	3
••• •••	Humanities Elective*	3
••• •••	Humanities Elective*	3
HIS 105	U.S. History I	3
HIS 106	U.S. History II	3
INTD 235	Exploring Multicultural Studies	3
		TOTAL 47

Major Requirements and Electives		
ECE 201	Introduction to Early Childhood Education	3
SED 235	Young Children with Special Needs OR	
SED 290	Introduction to Special Education	3
ECE 215	Emerging Literacy	3
ECE 214	Guiding Young Children's Behavior	3
EDU 221	Clinical Experience	1
		TOTAL 13

* ,** See Electives Section on pages 90-93

Recommendations

- 1) Students are encouraged to check with the four-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

**EDUCATION –
ELEMENTARY/SECONDARY
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)
Humanities & Social Sciences Division**

71 Sip Avenue, L 420 • (201) 360-4750
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
BIO 100	General Biology	3
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition I	3
MAT 100	College Algebra OR	
MAT 123	Mathematics for the Liberal Arts	3
ENG 112	Speech	3
		TOTAL 16

SECOND SEMESTER		
ENG 102	College Composition II	3
HUM 101	Cultures and Values	3
HIS 105	US History I	3
PSY 101	Introduction to Psychology	3
INTD 235	Exploring Multicultural Studies	3
		TOTAL 15

THIRD SEMESTER		
EDU 211	Foundations of American Education	3
HIS 106	US History II	3
••• •••	Humanities Elective	3
PSY 211	Developmental Psychology	3
BIO 107	Human Biology	4
		TOTAL 16

FOURTH SEMESTER		
SED 290(1)	Introduction to Special Education	3
ECE 215	Emerging Literacy	3
ECE 214	Guiding Young Children's Behavior	3
••• •••	Humanities Elective	3
EDU 221	Clinical Experience	1
		TOTAL 13

* See Electives Section on pages 90-93

(1) Requires a B- or better to transfer

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 OR	
MAT 123	Mathematics for the Liberal Arts	3
CSC 100	Introduction to Comp & Computing	3
BIO 107	Human Biology	4

General Education Requirements and Electives (cont.)		
BIO 100	General Biology	3
PSY 101	Introduction to Psychology	3
PSY 211	Developmental Psychology	3
HUM 101	Cultures and Values	3
••• •••	Humanities Elective*	3
••• •••	Humanities Elective*	3
HIS 105	US History I	3
HIS 106	US History II	3
INTD 235	Exploring Multicultural Studies	3
TOTAL		47

Major Requirements and Electives		
EDU 211	Foundations of American Education	3
SED 290(1)	Introduction to Special Education	3
ECE 215	Emerging Literacy	3
ECE 214	Guiding Young Children's Behavior	3
EDU-221	Clinical Experience	1
TOTAL		13

Total number of credits required for degree: 60

* See Electives Section on pages 90-93

**EDUCATION –
SPECIAL EDUCATION
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)
Humanities & Social Sciences Division**

71 Sip Avenue, L 420 • (201) 360-4750
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 paraprofessional 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	Introduction to Computers & Computing	3
ENG 101	College Composition I	3
MAT 100	College Algebra	
	OR	
MAT 123	Mathematics for the Liberal Arts	3
ENG 112	Speech	3
TOTAL		16

SECOND SEMESTER		
ENG 102	College Composition II	3
HUM 101	Cultures and Values	3
HIS 105	US History I	3
PSY 101	Introduction to Psychology	3
INTD 235	Exploring Multicultural Studies	3
TOTAL		15

Course #	Course Title	Credits
THIRD SEMESTER		
EDU 211	Foundations of American Education	
	OR	
ECE 201	Introduction to Early Childhood Education	3
HIS 106	US History II	3
HUM•••	Humanities Elective	3
PSY 211	Developmental Psychology	3
BIO 107	Human Biology	4
TOTAL		16

FOURTH SEMESTER		
HUM••• (3)	Humanities Elective	3
SED 290	Introduction to Special Education	3
SED 235	Young Children with Special Needs	3
ECE 214	Guiding Young Children's Behavior	3
EDU 211	Clinical Experience	1
TOTAL		13

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	
	OR	
MAT 123	Mathematics for the Liberal Arts	3
CSC 100	Introduction to Computers & Computing	3
BIO 107	Human Biology	4
BIO 100	General Biology	3
PSY 101	Introduction to Psychology	3
PSY 211	Developmental Psychology	3
HUM 101	Cultures and Values	3
••• •••	Humanities Elective*	3
••• •••	Humanities Elective*	3
HIS 105	US History I	3
HIS 106	US History II	3
INTD 235	Exploring Multicultural Studies	3
TOTAL		47

Major Requirements and Electives		
EDU 211	Foundations of American Education	
	OR	
ECE 201	Introduction to Early Childhood Education	3
SED 290	Introduction to Special Education	3
SED 235	Young Children with Special Needs	3
ECE 214	Guiding Young Children's Behavior	3
EDU 211	Clinical Experience	1
TOTAL		13

Total number of credits required for degree: 60

* See Electives Section on pages 90-93

**ELECTRONICS ENGINEERING TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Science, Technology, Engineering and
Mathematics (STEM) Division**

263 Academy Street • (201) 360-4265
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 Electronics Devices	4
ENG 102	College Composition II OR	
ENG 103	Technical Report Writing	3
MAT 110	Precalculus	4
		TOTAL 15

THIRD SEMESTER		
EET 214	Active Circuit Analysis & Design	4
EET 223	Integrated Circuits in Digital Systems	4
MAT 111	Calculus I	4
••• •••	Social Science/Humanities Elective*	3
		TOTAL 15

FOURTH SEMESTER		
EET 228	Electronics Project Lab	2
EET •••	Major Restricted Electives	4
PHY 113	Physics I	4
••• •••	Diversity Elective*	3
		TOTAL 13

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
MAT 100	College Algebra	3
••• •••	Social Science/Humanities Elective*	3
ENG 112	Speech	3
••• •••	Diversity Elective*	3
PHY 113	Physics I	4
		TOTAL 23

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 Electronics Devices	4
EET 214	Active Circuit Analysis & Design	4
EET 223	Integrated Circuits in Digital Systems	4
EET 228	Electronics Project Laboratory	2
EET •••	Major Restricted Elective**	4
MAT 110	Precalculus	4
MAT 111	Calculus I	4
		TOTAL 37

Total number of credits required for degree: 60

**Students are required to take one of the following major electives:
Major Restricted Electives****

EET 222	Analog Integrated Circuits	4
EET 226	Communications Systems	4
EET 229	Microprocessor/Microcomputer System Design	4
PHY 213	Physics II	4

*,** See Electives Section on pages 90-93

**EMERGENCY MEDICAL TECHNICIAN
CERTIFICATE OF ACHIEVEMENT
Nursing & Health Sciences Division**

870 Bergen Avenue • (201) 360-4338
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 Foundations
- 16 years old
- Criminal Background Check
- Medical clearance from their personal physician

General Education Requirement	Credits	
BIO 107	Human Biology	4
PSY 101	Intro to Psychology	3
Major (Specialized) Requirement		
EMT 100	Emergency Medical Technician	6
Total Credits Required 13		

**ENGINEERING SCIENCE
ASSOCIATE IN SCIENCE (A.S.)
Science, Technology, Engineering and
Mathematics (STEM) Division**

263 Academy Street • (201) 360-4265
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
ENG 101	English Composition I	3
CSC 101	Scientific Programming	3
MAT 111	Calculus I	4
PHY 111	Engineering Physics I	4
		TOTAL 15

SECOND SEMESTER		
ENG 102	English Composition II	3
MAT 112	Calculus II	4
EGS 100	Engineering Design	3
CHP 111	Chemistry I	4
		TOTAL 14

THIRD SEMESTER		
MAT 211	Calculus III	4
PHY 211	Engineering Physics II	4
ENG 112	Speech	3
EGS 230	Statics and Dynamics OR	
CHP 211	Chemistry II	4
		TOTAL 15

FOURTH SEMESTER		
MAT 212	Differential Equations	4
••• •••	Major Restricted Elective	3
••• •••	Social Science elective	3
••• •••	Humanities or Social Science Elective	3
••• •••	Humanities Elective	3
		TOTAL 16

General Education Requirements and Electives		
CSS 100	College Student Success	1
ENG 101	English Composition I	3
ENG 101	English Composition II	3
MAT 111	Calculus I	4
MAT 112	Calculus II	4
CHP 111	Chemistry I	4
••• •••	Social Science Elective*	3
••• •••	Humanities Elective*	3
••• •••	Humanities/Social Science Elective*	3
ENG 112	Speech	3
ECO 201	Principles of Macroeconomics	3
		TOTAL 34

Major Requirements and Electives		
EGS 100	Engineering Design	3
EGS 230	Statics and Dynamics OR	
CHP 211	Chemistry II	4
MAT 211	Calculus III	4
PHY 111	Engineering Physics I	4
PHY 211	Engineering Physics II	4
MAT 212	Differential Equations	4
••• •••	Major Restricted Elective**	3
		TOTAL 26

Total number of credits required for degree: 60

Major Restricted Electives**		
CSC 101	Scientific Programming	3
CSC 117	Java Programming	3
CSC 118	Python Programming	3

*,** See Electives Section on pages 90-93

**ENGLISH
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)
English & ESL Division**

119 Newkirk Street • (201) 360-4380

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	Intro to Computers & Computing	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT •••	Mathematics Elective*	3
••• •••	Humanities Elective**	3
		TOTAL 16

SECOND SEMESTER		
ENG 102-LIT	College Composition II	3
HIS 210	History of Western Civilization I	3
LIT •••	Literature Elective (a)**	3
••• •••	Social Science Elective*	3
••• •••	Lab Science Elective*	4
		TOTAL 16

THIRD SEMESTER		
HIS 211	History of Western Civilization II	3
••• •••	Diversity Elective (LIT 205, LIT 210, LIT 211, LIT 214, LIT 215, or LIT 225)	3
••• •••	English Elective (b)**	3
••• •••	Humanities Requirement (LIT 215, LIT 216, or LIT 225)	3
••• •••	Social Science Elective*	3
		TOTAL 15

Course #	Course Title	Credits
FOURTH SEMESTER		
LIT •••	Advanced English Seminar	3
	Humanities Requirement* (LIT 215, LIT 216, or LIT 225)	3
••• •••	Lab Science Elective*	4
••• •••	Literature/English Elective (a) (b)	3
	TOTAL	13

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
••• •••	Mathematics Elective*	3
••• •••	Lab Science Elective*	4
••• •••	Lab Science Elective*	4
	Social Science Elective*	3
••• •••	Social Science Elective*	3
LIT •••	Humanities Elective (LIT 215, LIT 216, OR LIT 225)	3
LIT •••	Humanities Elective (LIT 215, LIT 216, OR LIT 225)	3
••• •••	Humanities Elective*, Students are encouraged to select a course with one of the following prefixes: ART, FLM, MUS, or THA	3
HIS 210	History of Western Civilization I	3
HIS 211	History of Western Civilization II	3
LIT •••	Diversity Elective (LIT 205, LIT 210, LIT 211, LIT 214, LIT 215, OR LIT 225)	3
	TOTAL	48

Major Requirements and Electives

••• •••	Restricted Major Literature Elective** (a)	3
••• •••	Restricted Major Literature or English Elective** (a)(b)	3
••• •••	Restricted Major English Elective** (b)	3
••• •••	Advanced English Seminar	3
	TOTAL	12

Total number of credits required for degree: 60

Course #	Course Title	Credits
Restricted Major Electives**		
Category (a) - Literature Electives		
LIT 201	Introduction to Literature	3
LIT 202	Survey of American Literature	3
LIT 204	Introduction to the Short Story	3
LIT 205	Introduction to Cultural Studies	3
LIT 206	Introduction to Poetry	3
LIT 207	Introduction to Drama	3
LIT 208	Contemporary Drama	3
LIT 209	Children's Literature	3
LIT 210	Latin American Literature	3
LIT 211	African-American Literature	3
LIT 214	Introduction to the Novel	3
LIT 220	Science Fiction	3
FLM 102	Latin American Literature in Film	3
Category (b) - English Electives		
ENG 103	Technical Report Writing	3
ENG 113	Introduction to Journalism	3
ENG 115	Writing for Emerging Media	3
ENG 210	Creative Writing	3
ENG 211	Business Communications	3
ENG 215	Memoir and Creative Non-Fiction	3
THA 205	Introduction to Playwriting	3

* See Electives Section on pages 90-93

**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 & Computing	3
HMT 111	Introduction to Entrepreneurship	3
HMT 110	Introduction to the Hospitality Industry	1
	TOTAL	14

SECOND SEMESTER

ENG 102	College Composition II	3
••• •••	Humanities/ Social Science Elective	3
MAN 121	Principles of Management	3
ECO 201	Principles of Macroeconomics	3
HMT 115	The Urban Entrepreneur	3
	TOTAL	15

THIRD SEMESTER

••• •••	Diversity Elective	3
HMT 121	Hotel Practicum	2
HMT 104	Culinary for Hospitality	3
HMT 210	Hospitality & Travel Law	3
HMT 202	Innovation, Creativity, and Marketing	3
HMT 217	Franchising	3
	TOTAL	17

FOURTH SEMESTER

••• •••	Humanities/ Social Science Elective	3
ACC 121	Principles of Accounting I	3
CAI 225	Externship III	2
••• •••	Major Restricted Elective	3
••• •••	Major Restrictive Elective	3
	TOTAL	14

General Education Requirements and Electives

ENG 101	College Composition I	3
ENG 102	College Composition II	3
CSC 100	Introduction to Computers & Computing	3
••• •••	Humanities/ Social Science Elective*	3
ENG 112	Speech	3
••• •••	Humanities/ Social Science Elective*	3
••• •••	Diversity Elective*	3
	TOTAL	21

Course #	Course Title	Credits	Course #	Course Title	Credits
Major Requirements and Electives			SECOND SEMESTER		
CSS 100	College Student Success	1	ENG 102	College Composition II	3
ACC 121	Principles of Accounting I	3	SOC 101	Principles of Sociology	3
CAI 225	Externship II	2	ENV 110	Introduction to Environmental Studies	3
ECO 201	Principles of Macroeconomics	3	ENV 105	Weather and Climate	3
HMT 104	Culinary for Hospitality	3	GIS 104	Introduction to GIS	3
HMT 110	Introduction to the Hospitality Industry	1	TOTAL 15		
HMT 111	Introduction to Entrepreneurship	3	THIRD SEMESTER		
HMT 115	The Urban Entrepreneur	3	ENG 112	Speech	3
HMT 121	Hotel Practicum	2	ENV 103	Sustainability and Conservation	3
HMT 202	Innovation, Creativity and Marketing	3	GEO 111	Physical Geology	
HMT 217	Franchising	3		OR	
HMT 210	Hospitality & Travel Law	3	BIO 208	Ecology	4
MAN 121	Principles of Management	3	CHP 105	Introduction to Environmental Chemistry	4
••• •••	Restricted Program Elective	3	TOTAL 14		
••• •••	Restricted Program Elective	3	FOURTH SEMESTER		
TOTAL 39			ENV 201	Urban Ecology	3

Total number of credits required for degree: 60

Course #	Course Title	Credits
Major Restricted Electives		
CAI 223	Food, Beverage, and Labor Cost Control	3
ACC 221	Principles of Accounting II	3
ACC 211	Computerized Accounting	3
BUS 230	Business Law	3
ECO 202	Principles of Microeconomics	3
HMT 106	Culture and Geography in Tourism	3
HMT 116	Restaurant Operations Management 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	Information Systems in Hospitality & Tourism	3
HMT 209	Tour Marketing, Sales, and Promotions	3
HMT 213	Principles of Hospitality Marketing	3
HMT 214	Hotel Group and Convention Sales	3
HMT 215	Housekeeping Management	3
HMT 216	Restaurant Operations Management II	3
MAN 221	Marketing	3
MAN 232	Human Resources Management	3
MAT 100	College Algebra	3
MAT 114	Introduction to Statistics & Probability	3

* See Electives Section on pages 90-93

**ENVIRONMENTAL STUDIES
ASSOCIATE IN SCIENCE (A.S.)
Science, Technology, Engineering and
Mathematics (STEM) Division**

263 Academy Street • (201) 360-4265
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	Introduction to Computers & Computing	3
SCI 101	Introduction to Physical Science	3
TOTAL 16		

ENV 205	Environmental Public Policy	3
PHL 218	Contemporary Moral Issues	3
SS/ HUM	Humanities or Social Science Elective*	3
••• •••	Diversity Elective	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
MAT 100	College Algebra	3
CSC 100	Introduction to Computers and Computing	3
BIO 100	General Biology	3
SOC 101	Principles of Sociology	3
PHL 218	Contemporary Moral Issues	3
••• •••	Diversity Elective*	3
••• •••	Humanities or Social Science Elective*	3
ENG 112	Speech	3
TOTAL 31		

Major Requirements and Electives

ENV 110	Introduction to Environmental Studies	3
ENV 103	Sustainability and Conservation	3
ENV 105	Weather and Climate	3
ENV 201	Urban Ecology	3
ENV 205	Environmental Public Policy	3
GEO 111	Physical Geology	
	OR	
BIO 208	Ecology	4
CHP 105	Introduction to Environmental Chemistry	4
GIS 104	Introduction to GIS	3
SCI 101	Introduction to Physical Science	3
TOTAL 29		

Total number of credits required for degree: 60

EXERCISE SCIENCE
ASSOCIATE IN SCIENCE (A.S.)
Nursing and Health Sciences Division

870 Bergen Avenue • (201) 360-4338
 www.hccc.edu/nhs

The Exercise Science Associate Degree program is an academic degree with the ability to transfer to a baccalaureate degree program to pursue degrees in Exercise Science, Biomechanics, Kinesiology, Health, or other pre-professional programs. This program also has the option for students to sit for a national accredited Personal Training Certificate of their choice. The certificate provides students with the necessary theories and practical skills needed to sit for a national certificate exam.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
MAT 100	College Algebra	3
BIO 111	Anatomy & Physiology I	4
EXS 101	Introduction to Exercise Science	2
		TOTAL 13

SECOND SEMESTER		
CSC 100	Introduction to Computers & Computing	3
BIO 211	Anatomy & Physiology II	4
ENG 102	College Composition II	3
EXS 102	Resistance Training Methods	3
EXS 103	Aerobic Training	3
		TOTAL 16

THIRD SEMESTER		
HUM 101	Cultures & Values	3
ENG 112	Speech	3
EXS 201	Biomechanics	3
EXS 202	Exercise Physiology	3
PSY 101	Introduction to Psychology	3
		TOTAL 15

FOURTH SEMESTER		
••• •••	Humanities or Social Science Elective	3
••• •••	Diversity Elective	3
EXS 203	Exercise Measurement & Prescription	4
••• •••	Major Restricted Elective	3
••• •••	Major Restricted Elective	3
		TOTAL 16

General Education Requirements and Electives		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 100	College Algebra	3
CSC 100	Introduction to Computers & Computing	3
BIO 111	Anatomy & Physiology I	4
PSY 101	Introduction to Psychology	3
HUM 101	Cultures & Values	3
••• •••	Humanities or Social Science Elective*	3
ENG 112	Speech	3
••• •••	Diversity Elective*	3
		TOTAL 32

Major Requirements and Electives		
BIO 211	Anatomy & Physiology II	4
EXS 101	Introduction to Exercise Science	2
EXS 102	Resistance Training Methods	3
EXS 103	Aerobic Training	3
EXS 201	Biomechanics	3
EXS 202	Exercise Physiology	3
EXS 203	Exercise Measurement & Prescription	4
••• •••	Major Restricted Elective	3
••• •••	Major Restricted Elective	3
		TOTAL 28

Total number of credits required for degree: 60

Major Restricted Electives		
EXS 115	Sports Nutrition	3
EXS 221	Introduction to Sports Management	3
HLT 103	Principles of First Aid and CPR	3
HLT 124	Health and Wellness	3
PFT 103	Health Fitness Management	3

See Electives Section on pages 90-93

Some of these electives are required courses in certain proposed transfer agreements with Kean University, William Paterson University, New Jersey City University, and Montclair State University. Please consult with Program Director for specifics.

Students who complete the Certificate in Personal Fitness Training may be eligible to articulate credits into the Associate in Science in Exercise Science degree program. Certificate Students should consult the Program Director for more specific details.

Additionally, some of these electives are required courses in certain proposed transfer agreements with Kean University, William Paterson University, New Jersey City University, and Montclair State University. Please consult with Program Director for specifics.

HEALTH SCIENCE
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Nursing and Health Sciences Division

870 Bergen Avenue • (201) 360-4338
 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

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 90-93

* 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	
BIO-107	Human Biology	
BIO 201	Practical Nutrition	
BIO 250	Microbiology	
HLT 103	Principles of First Aid	
HLT 110	Culture, Diversity, and Health Care	
HLT 111	Introduction to Health Care	
HLT 112	Pathophysiology	
HLT 115	Dynamics of Healthcare	
HLT 210	Medical Law & Ethics	
HLT 211	Community Health	
MDA 106	Medical Terminology	
MDA 224	Pharmacology	
MDC 101	Clinical Coding I	
MDC 110	CPT/HCPCS Coding I	
MDC 112	Clinical Coding II	
MDC 120	CPT/HCPCS Coding II	
MDC 124	Pathopharmacology	
MDC 200	Medical Billing	
MDC 210	Health Information and Reimbursement	
PHL 218	Contemporary Moral Issues	
PNU 101	Practical Nursing: Fundamentals of Practice	
PNU 102	Practical Nursing: Nursing Clients with Alternations in Basic Needs	
PNU 201	Practical Nursing: Maternal Child Health	
PNU 202	Practical Nursing: Nursing Clients with Complex Needs	
PNU 203	Practical Nursing: Role Transition	
PSY 260	Life Span Development	
SOC 101	Principles of Sociology	
SOC 260	Race and Ethnic Relations	

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
CSC 100	Intro to Computers & Computing	3
MAT •••	MAT 100 or Higher*	3
PSY 101	Intro to Psychology	3
••• •••	Diversity Elective*	3
		TOTAL 22

* See Electives Section on pages 90-93

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
ENG 101	College Composition I	3
MAT 114	Introduction to Statistics & Probability	3
HLT 103	Principles of First Aid & CPR	3
HLT 115	Dynamics of Healthcare	3
ENG 112	Speech	3
		TOTAL 16

SECOND SEMESTER		
ENG 102	College Composition II	3
CSC 100	Introduction to Computers & Computing	3
BIO 107	Human Biology	4
HLT 124	Health & Wellness	3
HLT 111	Introduction to Healthcare	2
		TOTAL 15

THIRD SEMESTER		
PSY 101	Introduction to Psychology	3
SOC 101	Principles of Sociology	3
BIO 120	Human Sexual Biology	3
HLT 110	Culture, Diversity & Health	3
HLT 211	Community Health	
	OR	
HLT 207	Environmental Health	3
		TOTAL 15

FOURTH SEMESTER		
••• •••	Humanities Elective	3
••• •••	Diversity Elective	3
HLT 212	Substance Abuse & Addiction	3
HLT 210	Medical Law & Ethics	3
HLT 215	Service Learning Internship	2
		TOTAL 14

General Education Requirements and Electives

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

Major Requirements and Electives

HLT 103	Principles of First Aid & CPR	3
HLT 110	Culture, Diversity, & Health	3
HLT 111	Introduction to Healthcare	2
HLT 115	Dynamics of Healthcare	3
HLT 124	Health & Wellness	3
HLT 210	Medical Law & Ethics	3

Major Requirements and Electives (cont.)

HLT 211	Community Health	
	OR	
HLT 207	Environmental Health	3
HLT 212	Substance Abuse & Addiction	3
HLT 215	Service Learning Internship	2
BIO 120	Human Sexual Biology	3
	TOTAL 28	

Total number of credits required for degree: 60

* See Electives Section on pages 90-93

HISTORY

ASSOCIATE IN ARTS

LIBERAL ARTS (A.A.)

Humanities & Social Sciences Division

71 Sip Avenue, L 420 • (201) 360-4750

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.

FIRST SEMESTER

CSS 100	College Student Success	1
CSC 100	Introduction to Computers and Computing	3
ENG 101	College Composition I	3
MAT 123	Mathematics for the Liberal Arts	3
ENG 112	Speech	3
SOC 101	Principles of Sociology	3
	TOTAL 16	

SECOND SEMESTER

HIS 105	U.S. History I	3
PSC 102	American Government	3
ENG 102	College Composition II	3
••• •••	Lab Science Elective*	4
ART 115	Art History I	
	OR	
ART 125	Art History II	3
	TOTAL 16	

THIRD SEMESTER

••• •••	Lab Science Elective*	4
HIS 210	History of Western Civilization I	3
••• •••	Diversity Elective*	3
PHL 101	Introduction to Philosophy	3
HIS 106	U.S. History II	3
	TOTAL 16	

FOURTH SEMESTER

HIS 211	History of Western Civilization II	3
HIS •••	History Elective	3
PHL •••	Philosophy Elective	3
LIT •••	Humanities Literature Elective*	3
	TOTAL 12	

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 123	Mathematics for the Liberal Arts	3
CSC 100	Introduction to Computers and Computing	3
••• •••	Lab Science Elective*	4

General Education Requirements and Electives (cont.)

••• •••	Lab Science Elective*	4
SOC 101	Principles of Sociology	3
PSC 102	American Government	3
PHL 101	Introduction to Philosophy	3
ART 115	Art History I	
	OR	
ART 125	Art History II	3
LIT •••	Humanities Literature Elective*	3
HIS 210	History of Western Civilization I	3
HIS 211	History of Western Civilization II	3
••• •••	Diversity Elective*	3
	TOTAL 48	

Major Requirements and Electives

HIS 105	U.S. History I	3
HIS 106	U.S. History II	3
HIS •••	History Elective **	3
PHL •••	Philosophy Elective **	3
	TOTAL 12	

Total number of credits required for degree: 60

* See Electives Section on pages 90-93

** A list of History Electives and Philosophy Electives can be found on p. 91-92

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
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 15	

SECOND SEMESTER

CSC 100	Introduction to Computers & Computing	3
ENG 102	College Composition II	3
ENG 112	Speech	3
••• •••	NJ GE Elective	3
CAI 121	Product Identification & Purchasing	3
	TOTAL 15	

Course #	Course Title	Credits
THIRD SEMESTER		
HUM 128	Food and Culture	3
HMT 121	Hotel Practicum	2
CAI 210	Menu & Facilities Design	3
BIO 201	Practical Nutrition	3
CAI 125	Externship I	1
HMT 116	Restaurant Operations Management I	3
	TOTAL	15

FOURTH SEMESTER		
••• •••	Social Science / Humanities Elective*	3
••• •••	Major Restricted Elective **	3
••• •••	Major Restricted Elective **	3
CAI 223	Food, Beverage, & Labor Cost Control	3
••• •••	Major Restricted Elective **	3
	TOTAL	15

General Education Requirements and Electives		
ENG 101	College Composition I	3
ENG 102	College Composition II	3
HUM 128	Food & Culture	3
CSC 100	Introduction to Computers & Computing	3
ENG 112	Speech	3
••• •••	Social Science Elective*	3
••• •••	NJ GE Elective*	3
	TOTAL	21

Major Requirements and Electives		
CSS 100	College Student Success	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 118	Pantry and Breakfast Cookery	
CAI 119	Bakeshop I	2
CAI 121	Product Identification & Purchasing	3
CAI 125	Externship I	1
HMT 116	Restaurant Operation Management I	3
CAI 223	Food, Beverage, & Labor Cost Control	3
CAI 210	Menu & Facilities Design	3
HMT 121	Hotel Practicum	2
••• •••	Major Restricted Electives (3)	9
	TOTAL	39

Total number of credits required for degree: 60

Major Restricted Electives**		
ACC 121	Principles of Accounting I	3
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 and Tourism	3
HMT 115	The Urban Entrepreneur	3
HMT 128	Event Planning in Travel and Tourism	3
HMT 202	Innovation, Creativity, and Marketing	3
HMT 209	Tour Marketing, Sales, and Promotions	3
HMT 217	Franchising	3
MAN 221	Marketing	3
MAT 103	Business Mathematics	3
MAT 114	Introduction to Statistics and Probability	3

* See Electives Section on pages 90-93

**HOSPITALITY MANAGEMENT (A.A.S.)
- 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
HMT 110	Intro to the Hospitality Industry	1
CAI 115	Food Sanitation & Culinary Principles	3
CAI 121	Product Identification & Purchasing	3
HMT 104	Culinary for Hospitality	3
HMT 204	Fundamentals of Wine & Food	3
	TOTAL	16

SECOND SEMESTER		
CSC 100	Introduction to Computers	3
HMT 121	Hotel Practicum	2
HMT 122	Front Office Operations	3
CAI 223	Food, Beverage, and Labor Cost Control	3
HMT 210	Hospitality & Travel Law	3
MAN 121	Principles of Management	3
	TOTAL	17
	Total Course Credits Required	33

Major Requirements and Electives		
HMT 110	Intro to the Hospitality Industry	1
CAI 115	Food Sanitation & Culinary Principles	3
CAI 121	Product Identification and Purchasing	3
CAI 223	Food, Beverage, and Labor Cost Control	3
HMT 121	Hotel Practicum	2
HMT 122	Front Office Operations	3
HMT 104	Culinary for Hospitality	3
HMT 204	Fundamentals of Wine and Food	3
HMT 210	Hospitality and Travel Law	3

Major Requirements and Electives (cont.)

MAN 121	Principles of Management	3
		TOTAL 30

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
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FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 112	Speech	3
CSC 100	Introduction to Computers & Computing	3
HMT 110	Introduction to the Hospitality Industry	1
HMT 112	Front Office Operations	3
		TOTAL 14

SECOND SEMESTER

ENG 102	College Composition II	3
••• •••	Humanities/ Social Science Elective*	3
MAN 121	Principles of Management	3
••• •••	Restricted Program Elective**	3
HMT 104	Culinary Arts for Hospitality	3
		TOTAL 15

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
HMT 204	Fundamentals of Wine & Food	3
		TOTAL 17

FOURTH SEMESTER

••• •••	Humanities/ Social Science Elective*	3
ACC 121	Principles of Accounting I	3
CAI 225	Externship III	2
HMT 216	Restaurant Operations Management II	3
••• •••	Restricted Program Elective**	3
		TOTAL 14

Course #	Course Title	Credits
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General Education Requirements and Electives		
ENG 101	College Composition I	3
ENG 102	College Composition II	3
CSC 100	Introduction to Computers	3
••• •••	Humanities or Social Science Elective*	3
ENG 112	Speech	3
••• •••	Diversity Elective*	3
••• •••	Humanities or Social Science Elective*	3
		TOTAL 21

Major Requirements and Electives

CSS 100	College Student Success	1
HMT 110	Introduction to the Hospitality Industry	1
HMT 112	Front Office Operations	3
MAN 121	Principles of Management	3
HMT 104	Culinary for Hospitality	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
HMT 204	Fundamentals of Wine & Food	3
ACC 121	Principles of Accounting I	3
CAI 225	Externship III	2
HMT 216	Restaurant Operations Management II	3
••• •••	Major Restrictive Elective**	3
••• •••	Major Restrictive Elective**	3
		TOTAL 39

Total number of credits required for degree: 60

Major Restricted Electives**

ACC 221	Principles of Accounting II	3
ACC 211	Computerized Accounting	3
BUS 230	Business Law	3
CAI 115	Food Sanitation & Culinary Principles	3
CAI 121	Product Identification and Purchasing	3
ECO 202	Principles of Microeconomics	3
HMT 111	Introduction to Entrepreneurship	3
HMT 115	The Urban Entrepreneur	3
HMT 202	Innovation, Creativity & Marketing	3
HMT 217	Franchising	3
MAN 221	Marketing	3
MAT 100	College Algebra	3
MAT 103	Business Mathematics	3
MAT 114	Introduction to Statistics & Probability	3

* See Electives Section on pages 90-93

**HUMAN SERVICES
– PRE-SOCIAL WORK ADDICTIONS COUNSELING
ASSOCIATE IN SCIENCE (A.S.)
Humanities and Social Sciences Division**

71 Sip Avenue, L 420 • (201) 360-4750
www.hccc.edu/ss

The option in Addictions Counseling provides students with the competencies needed to fulfill the educational requirements to become a Certified Alcohol and Drug Counselor. Domains of competencies include Assessment, Counseling, Case Management, Client Education, and Professional Responsibility. Through the program's curricular design, students develop an understanding of addictions, gain knowledge of the fundamental effects of addiction on the abuser and families, as well as the biopsychosocial impacts of use. Students learn various counseling skills and then demonstrate them in fieldwork.

Upon completion of this program, graduates have fulfilled the educational requirements to become a Certified Alcohol and Drug Counselor. Students begin to fulfill the 3000 hours of required related work experience while in the program. Students are able to find employment at Substance Abuse facilities with this degree. The proposed option in

Addictions Counseling also prepares graduates for transfer to a senior institution to complete a baccalaureate degree in Human Services/Social Work or related field.

Course # Course Title Credits

FIRST SEMESTER

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT ●●●	Mathematics Elective*, MAT-114 suggested	3
HUS 101	Introduction to Human Services	3
TOTAL		13

SECOND SEMESTER

ENG 102	College Composition II	3
HUS 121	Helping Strategies and Relationships	3
CSC 100	Introduction to Computers and Computing	3
HUS 123	Introduction to Addictions	3
BIO 107	Human Biology	
	OR	
BIO 111	Anatomy and Physiology	4
TOTAL		16

THIRD SEMESTER

HUS 133	Counseling Theory and Techniques	3
HUS 143	Addictions Counseling	3
HUS 231	Internship in Human Services I	3
PSY 101	Introduction to Psychology	3
HUS 105	U.S. History I	3
TOTAL		15

FOURTH SEMESTER

HUS 153	Recovery in Addictions	3
HUS 163	Assessment and Treatment in Addictions Counseling	3
HUS ●●●	Practicum in Addictions	4
HUM 101	Cultures and Values	3
SOC 101	Principles of Sociology	3
TOTAL		16

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT ●●●	Mathematics Elective*, MAT-114 suggested	3
CSC 100	Introduction to Computers and Computing	3
BIO 107	Human Biology	
	OR	
BIO 111	Anatomy or Physiology I	4
PSY 101	Introduction to Psychology	3
HUM 101	Cultures and Values	3
SOC 101	Principles of Sociology	3
HUS 105	U.S. History I	3
ENG 112	Speech	3
TOTAL		32

Major Requirements and Electives

HUS 101	Introduction to Human Services	3
HUS 121	Helping Strategies and Relationships	3
HUS 123	Introduction to Addictions	3
HUS 133	Counseling Theory and Technique	3
HUS 143	Addictions Counseling	3
HUS 153	Recovery in Addictions	3
HUS 163	Assessment and Treatment in Addictions Counseling	3
HUS 231	Internship in Human Services I	3
HUS ●●●	Practicum in Addictions	4
TOTAL		28

Total number of credits required for degree: 60

* See Electives Section on pages 90-93

HUMAN SERVICES – PRE-SOCIAL WORK ASSOCIATE IN SCIENCE (A.S.)
Humanities and Social Sciences Division

71 Sip Avenue, L 420 • (201) 360-4750
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.

Course # Course Title Credits

FIRST SEMESTER

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT ●●●	Mathematics Elective*, with MAT-114 suggested	3
HUS 101	Introduction to Human Services	3
TOTAL		13

SECOND SEMESTER

ENG 102	College Composition II	3
HUS 121	Helping Strategies and Relationships	3
CSC 100	Introduction to Computers and Computing	3
SOC 101	Principles of Sociology	3
BIO 107	Human Biology	
	OR	
BIO 111	Anatomy and Physiology I	4
TOTAL		16

THIRD SEMESTER

HUS 231	Internship in Human Services I	3
HUS 230	Interviewing Techniques	3
PSY 101	Introduction to Psychology	3
HUS 105	US History I	3
SOC 201	Sociology of the Family	
	OR	
SOC 280	Social Research Methods	3
TOTAL		15

FOURTH SEMESTER

HUS 241	Internship in Human Services II	4
HUS 200	Group Work in Human Services	3
PSY ●●●	Complete 1 of the following: PSY-211, PSY-212, PSY-260, OR PSY-280	3
HUM 101	Cultures and Values	3
PSC 102	American Government	3
TOTAL		16

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT ●●●	Mathematics Elective*, with MAT-114 suggested	3
CSC 100	Introduction to Computers and Computing	3

General Education Requirements and Electives (cont.)

BIO 107	Human Biology	
	OR	
BIO 111	Anatomy or Physiology I	4
PSY 101	Introduction to Psychology	3
HUM 101	Cultures and Values	3
SOC 101	Principles of Sociology	3
HUS 105	U.S. History I	3
ENG 112	Speech	3
	TOTAL	32

Major Requirements and Electives

HUS 101	Introduction to Human Services	3
HUS 121	Helping Strategies and Relationships	3
HUS 200	Group Work in Human Services	3
HUS 230	Interviewing Techniques	3
HUS 231	Internship in Human Services I	3
HUS 241	Internship in Human Services II	4
PSC 102	American Government	3
SOC 201	Sociology of the Family	
	OR	
SOC 280	Social Research Methods	3
PSY •••	Complete 1 of the following: PSY-211, PSY-212, PSY-260, or PSY-280	3
	TOTAL	28

Total number of credits required for degree: 60

**LIBERAL ARTS – GENERAL
ASSOCIATE IN ARTS (A.A.)
Humanities and Social Sciences Division**

71 Sip Avenue, L 420 • (201) 360-4750
www.hccc.edu/hum
www.hccc.edu/ss

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	Introduction to Computers and Computing	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT •••	Mathematics Elective*, with MAT-123 recommended	3
••• •••	Fine Arts Elective	3
	TOTAL	16

SECOND SEMESTER

ENG 102	College Composition II	3
••• •••	Humanities Elective*	3
••• •••	Social Science Elective*	3
••• •••	Lab Science Elective*	4
••• •••	Modern Language/Humanities/Social Science/Math (103 or higher)/Science/ Fine Arts Elective	3
	TOTAL	16

THIRD SEMESTER

HIS 210	History of Western Civilization I	3
••• •••	Humanities Elective*	3
LIT •••	Literature Elective*	3
••• •••	Social Science Elective*	3
••• •••	Lab Science Elective*	4
	TOTAL	16

Course # Course Title Credits

FOURTH SEMESTER		
••• •••	Diversity Elective*	3
HIS 211	History of Western Civilization II	3
••• •••	Humanities Elective*	3
••• 2••	Humanities/Social Science/Diversity Elective* (200 level)	3
	TOTAL	12

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 •••	Mathematics Elective*, with MAT-123 recommended	3
CSC 100	Introduction to Computers and Computing	3
••• •••	Lab Science Elective*	4
••• •••	Lab Science Elective*	4
HIS 210	History of Western Civilization I	3
HIS 211	History of Western Civilization II	3
••• •••	Humanities Elective*	3
••• •••	Humanities Elective*	3
••• •••	Humanities Elective*	3
••• •••	Social Science Elective*	3
••• •••	Social Science Elective*	3
••• •••	Diversity Elective*	3
	TOTAL	48

Major Requirements and Electives

••• •••	Fine Arts Elective **	3
••• 2••	Humanities/Social Science/Diversity Elective (200 level) **	3
LIT •••	Literature Elective **	3
••• •••	Modern Language/Humanities/Social Science/Math (103 or higher)/Science/ Fine Arts Elective**	3
	TOTAL	12

Total number of credits required for degree: 60

*,** See Electives Section on pages 90-93

**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	3
MAT 103	Business Mathematics	3
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition I	3
MAN 121	Principles of Management	3
	TOTAL	16

HUDSON COUNTY COMMUNITY COLLEGE 2019-20 COLLEGE CATALOG

Course #	Course Title	Credits
SECOND SEMESTER		
ACC 221	Principles of Accounting II	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAN 221	Marketing	3
••• •••	Social Science/ Humanities Elective*	3
		TOTAL 15

THIRD SEMESTER		
MAT 114	Introduction to Statistics & Probability	3
MAT 111	Calculus	4
ECO 201	Principles of Macroeconomics	3
CHP 111	College Chemistry I	4
		TOTAL 14

FOURTH SEMESTER		
BUS 230	Business Law	3
ECO 202	Principles of Microeconomics	3
ENG 211	Business Communications	3
••• •••	Diversity Elective	3
••• •••	Restricted Program Elective	3
		TOTAL 15

General Education Requirements and Electives		
ENG 101	College Composition I	3
ENG 102	College Composition II	3
CSC 100	Introduction to Computers & Computing	3
MAT 111	Calculus	4
••• •••	Social Science/ Humanities Elective*	3
ENG 112	Speech	3
CHP 111	College Chemistry I	4
••• •••	Diversity Elective*	3
		TOTAL 26

Major Requirements and Electives		
CSS-100	College Student Success	1
ACC 121	Principles of Accounting I	3
ACC 221	Principles of Accounting II	3
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 221	Marketing	3
MAT 103	Business Mathematics	3
MAT 114	Introduction to Statistics & Probability	3
••• •••	Major Restricted Elective	3
		TOTAL 34

Total number of credits required for degree: 60

Major Restricted Electives		
MAT 100	College Algebra	3
HMT 111	Introduction to Entrepreneurship	3

* See Electives Section on pages 90-93

**MATHEMATICS
ASSOCIATE IN SCIENCE
SCIENCE AND MATHEMATICS (A.S.)
Science, Technology, Engineering and
Mathematics (STEM) Division**

263 Academy Street • (201) 360-4265
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		
CSS 100	College Student Success	1
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition	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
MAT 112	Calculus II	4
PHY 111	Engineering Physics I	4
		TOTAL 15

THIRD SEMESTER		
MAT 211	Calculus III	4
MAT 215	Linear Algebra	3
PHY 211	Engineering Physics II	4
••• •••	Humanities Elective* with, HUM-101, Cultures & Values recommended	3
••• •••	Social Science Elective*	3
		TOTAL 17

FOURTH SEMESTER		
MAT 212	Differential Equations	4
PHY 212	Engineering Physics III	4
••• •••	Diversity Elective*	3
••• •••	Social Science/Humanities Elective*	3
		TOTAL 14

General Education Requirements and Electives		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
CSC-100	Introduction to Computers & Computing	3
CHP 111	College Chemistry I	4
PHY 111	Engineering Physics I	4
••• •••	Social Science Elective*	3
••• •••	Humanities Elective* with, HUM-101, Cultures & Values recommended	3
••• •••	Social Science OR Humanities Elective	3
••• •••	Diversity Elective*	3
ENG 112	Speech	3
		TOTAL 33

Major Requirements and Electives		
MAT 111	Calculus I	4
MAT 112	Calculus II	4
MAT 211	Calculus III	4
MAT 212	Differential Equations	4
MAT 215	Linear Algebra	3
PHY 211	Engineering Physics II	4
PHY 212	Engineering Physics III	4
		TOTAL 27

Total number of credits required for degree: 60

*, ** See Electives Section on pages 90-93

**MEDICAL ASSISTING
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Nursing and Health Sciences Division**

870 Bergen Avenue • (201) 360-4338
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		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
BIO 111	Anatomy & Physiology I	4
MDA 106	Medical Terminology	3
HLT 115	Dynamics of Healthcare	3
		TOTAL 14
SECOND SEMESTER		
CSC 100	Introduction to Computers & Computing	3
ENG 103	Technical Report Writing OR	
ENG 102	College Composition II	3
BIO 211	Anatomy & Physiology II	4
MDA 113	Clinical Office Procedures I	3
MDA 114	Medical Office Procedures I	3
		TOTAL 16
THIRD SEMESTER		
HLT 110	Culture, Diversity, & Health	3
PSY 101	Introduction to Psychology	3
MAT 102	Mathematics for the Health Sciences	3
MDA 211	Clinical Office Procedures II	3
MDA 214	Medical Office Procedures II	3
		TOTAL 15
FOURTH SEMESTER		
HLT 112	Pathophysiology	3
HUM 101	Culture & Values	3
HLT 210	Medical Law & Ethics	3
MDA 224	Pharmacology	3
MDA 231	Medical Assisting Externship	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 103	Technical Report Writing OR	
ENG 102	College Composition II	3
CSC 100	Introduction to Computers & Computing	3
HUM 101	Cultures & Values	3
BIO 111	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4
		TOTAL 21
Major Requirements and Electives		
MDA 106	Medical Terminology	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 224	Pharmacology	3
MDA 231	Medical Assisting Externship	3
HLT 110	Culture, Diversity & Health	3
HLT 112	Pathophysiology	3
HLT 115	Dynamics of Healthcare	3
HLT 210	Medical Law & Ethics	3
MAT 102	Mathematics for the Health Sciences	3
PSY 101	Introduction to Psychology	3
		TOTAL 39

**MEDICAL BILLING & CODING
ACADEMIC CERTIFICATE
Nursing and Health Sciences Division**

870 Bergen Avenue • (201) 360-4338
www.hccc.edu/nhs

The academic certificate program in Medical Billing and Coding provides students with knowledge and competencies required for entry-level medical billing and 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 200	Medical Billing	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 200	Medical Billing	3
MDC 210	Health Information & Reimbursement	3
	TOTAL	28

Total Credits Required: 35

**MEDICAL SCIENCES PRE-PROFESSIONAL ASSOCIATE IN SCIENCE (A.S.)
Nursing and Health Sciences Division**

870 Bergen Avenue • (201) 360-4338
www.hccc.edu/nhs

The Associate in Science in Medical Sciences is a Pre-Professional degree that prepares students for transfer to baccalaureate degree programs that will lead to careers in allied health care fields. The program is designed as a pathway to further study in variety of health care and/or pre-medical specialized fields such as pre-physical therapy, pre-physician assistant or pre-pharmacy. Through required coursework, students gain the necessary knowledge and skills for admission into allied health care programs. Other options in this area include the Associate in Science, Science & Mathematics – Biology.

*Students' scores on the CPT Mathematics section must place them directly into MAT-110 in order to be enrolled in this program.

Course #	Course Title	Credits
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FIRST SEMESTER

CSS 100	College Student Success	1
ENG 101	College Composition I	3
CSC 100	Introduction to Computers & Computing	3
MAT 110	Precalculus	4
BIO 111	Anatomy & Physiology I	4
	TOTAL	15

SECOND SEMESTER

ENG 102	College Composition II	3
ENG 112	Speech	3
PSY 101	Introduction to Psychology	3
BIO 211	Anatomy & Physiology II	4
••• •••	Diversity Elective*	3
	TOTAL	16

THIRD SEMESTER

HUM 101	Cultures & Values	3
BIO 115	Principles of Biology I	4
BIO 250	Microbiology	
	OR	
PHY 113	Physics I	4
••• •••	Major Elective(s)	4
	TOTAL	15

FOURTH SEMESTER

••• •••	Humanities/Social Science Elective*	3
BIO 116	Principles of Biology II	4
HLT 210	Medical Law & Ethics	3
••• •••	Major Elective Choice(s)	4
	TOTAL	14

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 110	Precalculus	4
CSC 100	Introduction to Computers & Computing	3
BIO 111	Anatomy & Physiology I	4
PSY 101	Introduction to Psychology	3
••• •••	Humanities Elective*	3
••• •••	Humanities	
	OR	
	Social Science Elective*	3
ENG 112	Speech	3
••• •••	Diversity Elective*, Students will be advised to take one of the following: ANT-101, HUM-101, or SOC-260	3
	TOTAL	33

Major Requirements and Electives

BIO 211	Anatomy & Physiology II	4
BIO 115	Principles of Biology I	4
BIO 116	Principles of Biology II	4
BIO 250	Microbiology	
	OR	
PHY 113	Physics I	4
HLT 210	Medical Law & Ethics	3
••• •••	Major Electives	8
	TOTAL	27

Total number of credits required for degree: 60

Major Electives: 8-credit combinations

Pre-Pharmacy

CHP 111	College Chemistry I	4
CHP 211	College Chemistry II	4

Pre-Physical Therapy/Pre-Athletic Trainer

EXS 101	Introduction to Exercise Science	2
EXS 203	Exercise Measurement & Prescription	4
HLT 111	Introduction to Health Care	2

Pre-Health Sciences

MDA 106	Medical Terminology	3
HLT 112	Pathophysiology	3
HLT 111	Introduction to Health Care	2

Pre-Medicine

EMT 100	Emergency Medical Technician	6
HLT 100	Introduction to Health Care	2

* See Electives Section on pages 90-93

NURSING

ASSOCIATE IN SCIENCE (A.S.)

Nursing and Health Sciences Division

870 Bergen Avenue • (201) 360-4767 or (201) 360-4765
www.hccc.edu/nhs

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 accredited by the New Jersey Board of Nursing and ACEN - the Accreditation Commission for Education in Nursing, Inc.

Contact information is as follows:

New Jersey Board of Nursing, 124 Halsey Street 6th Floor
Newark, New Jersey 07102 - 973-504-6200
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), acceptable exam results for the NLN Pre-entrance examination or SAT exam 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), and 2 letters of references.

Legal Considerations: Acceptance into the Nursing Program (RN) is contingent upon student showing permanent U.S. Residency, Citizenship, DACA status, or other legal visa status which will allow the student to qualify for employment authorization and a social security card. In addition, students in this program are required to pass a criminal background check and drug screening with satisfactory results acceptable by Hudson County Community College ("HCCC") and/or participating clinical facilities. Failure to maintain legal status, qualify for employment authorization, or pass a criminal background check or drug screening may result in admission being denied/rescinded or termination of enrollment. If for any reason, a student does not complete the clinical requirement of the Nursing Program, that student will not be eligible to graduate from the Nursing Program. Questions about immigration status and whether a candidate will qualify for professional licensure under the federal law should be directed to the U.S. Citizen and Immigration Services at: 1-800-375-5283.

Acceptance is contingent on submission of all required documents. 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, malpractice insurance, complete medical records and immunizations, and medical health insurance.

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	Intro to Cultural Anthropology	
	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		
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	
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 Requirements		
(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
••• •••	Diversity Elective*	3

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

* See Electives Section on pages 90-93

**PARAMEDIC SCIENCE
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Nursing and Health Sciences Division**

870 Bergen Avenue • (201) 360-4338
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 RWJ/Barnabas Health System at 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

SECOND SEMESTER		
BIO 211	Anatomy and Physiology II	4
PSY 101	Intro to Psychology	3
ENG 112	Speech	3
ENG 102	College Composition II OR	3
ENG 103	Technical Report Writing	3
	TOTAL	13

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

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

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

Major Requirements and Electives (cont.)		
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 OR	3
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 90-93

PARAMEDIC SCIENCE CERTIFICATE

Nursing and Health Sciences Division

870 Bergen Avenue • (201) 360-4338
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.

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
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	Introduction to Psychology	3
ENG 101	College Composition I	3
MAT 102	Mathematics for Health Sciences	3
	TOTAL	13

FIRST SEMESTER		
BIO 211	Anatomy and Physiology II	4
EMT 101	Introduction 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
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	Introduction 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	Introduction to Psychology	3
	TOTAL	41

General Education Requirements		
ENG 101	College Composition I	3
MAT 102	Mathematics for Health Sciences (preferred)	3/4
	OR	
MAT-100, MAT-110, MAT-111, or MAT-114		
	TOTAL	6/7

**PERSONAL FITNESS TRAINING
ACADEMIC CERTIFICATE
Nursing and Health Sciences Division**

870 Bergen Avenue • (201) 360-4338
www.hccc.edu/nhs

The program in Personal Fitness Training provides a knowledge base in scientific principles and requires the development of basic skills in exercise assessment. Prescription and programing in healthy populations, performance enhancement, nutritional principles applied to exercise and sports, patient/client interpersonal relations and professional ethics and behavior within a safe practice format, prepares graduates to sit for a national certification in Personal Training from any of the following: ACSM-American College of Sports Medicine, NASM-National Academy of Sports Medicine, NSCA- National Strength and Conditioning Association and ACE- American Council on Exercise. Additional certificates in First Aid and CPR are available through their coursework. The PFT certificate is seamlessly transferred into the HCCC Associate Degree in Science (AS) in Exercise Science.

Course #	Course Title	Credits
FIRST SEMESTER		
BIO 107	Human Biology	
	OR	
BIO 111	Anatomy & Physiology I	4
ENG 101	College Composition I	
	OR	
ENG 112	Speech	3
PFT 101	Foundations of Personal Training	3
PFT 103	Health Fitness Management	3
HLT 103	Principles of First Aid/ CPR/AED	3
	TOTAL	16

SECOND SEMESTER		
EXS 115	Sports Nutrition	3
PFT 202	Program Design & Implementation	3
PFT 220	Personal Fitness	3
PFT 230	Internship/Test Preparation	2
	OR	
EXS 230	Internship/Test Preparation	3
HLT 124	Personal Health & Wellness	3
	TOTAL	14/15
	Total course credits required:	30/31

Major Requirements:		
PFT 101	Foundations of Personal Training	3
PFT 103	Health Fitness Management	3
EXS 115	Sports Nutrition	3
PFT 202	Program Design and Implementation	3
PFT 220	Personal Fitness	3
PFT 230*	Internship/Test Preparation or	2
EXS 230	Internship/Test Preparation	3
HLT 103	Principles of First Aid/CPR/AED	3
HLT 124	Personal Health & Wellness	3
	TOTAL	23/24

General Education Requirements		
ENG 101	College Composition	
	OR	
ENG 112	Speech	3
BIO 107	Human Biology	
	OR	
BIO 111	Anatomy & Physiology I	4
	TOTAL	7

* Students who wish to continue with the A.S. Degree in Exercise Science and want to transfer, should take EXS 230 Internship/Test Preparation 3 credits. Consult with Program Director before registering.

**PHYSICS
ASSOCIATE IN SCIENCE
SCIENCE AND MATHEMATICS (A.S.)
Science, Technology, Engineering and
Mathematics (STEM) Division**

263 Academy Street • (201) 360-4265
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	Introduction to Computers and Computing	3
ENG 101	English Composition I	3
ENG 112	Speech	3
MAT 111	Calculus I	4
	TOTAL	14

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

THIRD SEMESTER		
••• •••	Lab Science Elective*	4
PHY 211	Engineering Physics II	4
••• •••	Major Restricted Elective	3
MAT 211	Calculus III	4
TOTAL		15

FOURTH SEMESTER		
MAT 212	Differential Equations	4
PHY 212	Engineering Physics III	4
••• •••	Humanities Elective*	3
••• •••	Humanities/Social Science Elective*	3
TOTAL		14

General Education Requirements and Electives		
CSS-100	College Student Success	1
ENG 101	English Composition I	3
ENG 102	English Composition II	3
CSC 100	Introduction to Computers and Computing	3
MAT 111	Calculus I	4
MAT 112	Calculus II	4
••• •••	Social Science Elective*	3
••• •••	Humanities Elective*	3
••• •••	Humanities/Social Science Elective*	3
ENG 112	Speech	3
••• •••	Lab Science Elective*	4
TOTAL		34

Major Requirements and Electives		
MAT 211	Calculus III	4
MAT 212	Differential Equations	4
PHY 111	Engineering Physics I	4
PHY 211	Engineering Physics II	4
PHY 212	Engineering Physics III	4
CSC 101	Scientific Programming	3
••• •••	Major Restricted Elective**	3
TOTAL		26
Total number of credits required for degree: 60		

Major Restricted Electives**		
MAT 114	Introduction to Statistics and Probability	3
CSC 115	Programming in C++ for Computer Science	3
CSC 117	Java Programming	3
CSC 118	Python Programming	3

*,** See Electives Section on pages 90-93

**PRACTICAL NURSING
CERTIFICATE
Nursing and Health Sciences Division**

870 Bergen Avenue • (201) 360-4338
www.hccc.edu/nhs

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.

Legal Considerations: Acceptance into the Practical Nursing Program is contingent upon student showing permanent U.S. Residency, Citizenship, DACA status, or other legal visa status which will allow the student to qualify for employment authorization and a social security card. In addition, students in this program are required to pass a criminal background check and drug screening with satisfactory results acceptable by Hudson County Community College ("HCCC") and/or participating clinical facilities. Failure to maintain legal status, qualify for employment authorization, or pass a criminal background check or drug screening may result in admission being denied/rescinded or termination of enrollment. If for any reason, a student does not complete the clinical requirement of the Practical Nursing Program, that student will not be eligible to graduate.

Questions about immigration status and whether a candidate will qualify for professional licensure under the federal law should be directed to the U.S. Citizen and Immigration Services at: 1-800-375-5283.

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	College 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

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

Major Requirements and Electives

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

General Education Requirements and Electives

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

PSYCHOLOGY OPTION

ASSOCIATE IN ARTS

LIBERAL ARTS (A.A.)

Humanities & Social Sciences Division

71 Sip Avenue, L 420 • (201) 360-4750
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 and Computing	3
ENG-101	College Composition I	3
ENG-112	Speech	3
MAT ●●●	Mathematics Elective*	3
PSY 101	Introduction to Psychology	3
	TOTAL	16

SECOND SEMESTER

ENG 102	College Composition II	3
●●● ●●●	Diversity Elective*	3
PSY 121	Psychological Methods and Applications	3
●●● ●●●	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
●●● ●●●	Humanities Elective*	3
●●● ●●●	Major Restricted Elective**	3
●●● ●●●	Lab Science Elective*	4
	TOTAL	16

FOURTH SEMESTER

MAT 114	Introduction to Statistics and Probability	3
HIS 211	History of Western Civilization II	3
●●● ●●●	Lab Science Elective*	4
●●● ●●●	Major Restricted Elective**	3
	TOTAL	13

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 ***	Mathematics Elective*	3
CSC 100	Introduction to Computers and Computing	3
●●● ●●●	Lab Science Elective*	4
●●● ●●●	Lab Science Elective*	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 210	History of Western Civilization II	3
●●● ●●●	Diversity Elective*	3
	TOTAL	48

Major Requirements and Electives

PSY 121	Psychological Methods and Applications	3
MAT 114	Introduction to Statistics and Probability	3
●●● ●●●	Major Restricted Elective	3
●●● ●●●	Major Restricted Elective	3
	TOTAL	12

Total number of credits required for degree: 60

Major Restricted Electives**

PSY 211	Developmental Psychology I	3
PSY 212	Developmental Psychology II	3
PSY 215	Psychology of Women	3
PSY 216	Theories of Personality	3
PSY 260	Lifespan Development	3
PSY 270	Psychology of Teaching and Learning	3
PSY 280	Abnormal Psychology	3

*** See Electives Section on pages 90-93

**RADIOGRAPHY
ASSOCIATE IN SCIENCE (A.S.)
Nursing and Health Sciences Division**

870 Bergen Avenue • (201) 360-4338
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.

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 is fully accredited by the Joint Review Committee on Education in Radiologic Technology.

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 •••	Humanities Elective	3
		TOTAL 17

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 •••	Diversity Elective	3
		TOTAL 16

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

THIRD SEMESTER (FALL)		
RAD 101	Radiography I	4
RAD 104	Rad Imaging I W/Lab	3
••• •••	Clinical Practicum	

FOURTH SEMESTER (SPRING)		
RAD 102	Radiography II	4
RAD 105	Rad Imaging II w/Lab	3
••• •••	Clinical Practicum	

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

SIXTH SEMESTER (SUMMER II)		
••• •••	Clinical Practicum	

SEVENTH SEMESTER (FALL)		
RAD 204	Radiography IV	4
RAD 207	Rad Imaging IV w/Lab	3
••• •••	Clinical Practicum	

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		
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		
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
	Introduction to Environmental Studies	3

**SCIENCE AND MATHEMATICS-GENERAL
ASSOCIATE IN SCIENCE (A.S.)
Science, Technology, Engineering and
Mathematics (STEM) Division**

263 Academy Street • (201) 360-4265
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		
CSS 100	College Student Success	1
ENG 101	English Composition I	3
CSC 100	Introduction to Computers and Computing	3
MAT 110	Precalculus	4
CHP 100	Introduction to Chemistry	
	OR	
ENV 110	Introduction to Environmental Studies	
	OR	
MAT 100	College Algebra	3
BIO 100	General Biology	3
		TOTAL 17

Course #	Course Title	Credits
SECOND SEMESTER		
CHP 111	College Chemistry I	4
MAT 111	Calculus I	4
ENG 102	English Composition II	3
ENG 112	Speech	3
		TOTAL 14

THIRD SEMESTER		
CHP 211	College Chemistry II	4
PHY 111	Engineering Physics I	4
BIO 111	Anatomy and Physiology I OR	
BIO 115	Principles of Biology I	4
••• •••	Social Science Elective*	3
		TOTAL 15

FOURTH SEMESTER		
BIO 211	Anatomy and Physiology II OR	
BIO 116	Principles of Biology II	4
PHY 211	Engineering Physics II	4
••• •••	Humanities Elective*	3
••• •••	Humanities or Social Science Elective*	3
		TOTAL 14

General Education Requirements and Electives		
CSS-100	College Student Success	1
CSC 100	Introduction to Computers and Computing	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 112	Speech	3
BIO 100	General Biology	3
MAT100	College Algebra OR	
CHP100	Introduction to Chemistry OR	
ENV 110	Introduction to Environmental Studies	3
MAT 110	Precalculus	4
••• •••	Social Science Elective*	3
••• •••	Humanities Elective*	3
••• •••	Humanities/Social Science Elective*	3
		TOTAL 32

Major Requirements and Electives		
CHP 111	College Chemistry I	4
MAT 111	Calculus I	4
CHP 211	College Chemistry II	4
PHY 111	Engineering Physics I	4
PHY 211	Engineering Physics II	4
BIO 111	Anatomy and Physiology I OR	
BIO 115	Principles of Biology I	4
BIO 211	Anatomy and Physiology II OR	
BIO 116	Principles of Biology II	4
		TOTAL 28

Total number of credits required for degree: 60

*** See Electives Section on pages 89-92

**SOCIOLOGY
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)
Humanities & Social Sciences Division**

71 Sip Avenue, L 420 • (201) 360-4750
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
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT 100	College Algebra	3
SOC 101	Principles of Sociology	3
		TOTAL 13

SECOND SEMESTER		
HUM •••	Elective	3
ENG 102	College Composition II	3
ANT 101	Introduction to Cultural Anthropology	3
SOC 201	Sociology of the Family	3
MAT 114	Introduction to Prob. & Statistics	3
		TOTAL 15

THIRD SEMESTER		
BIO 107	Human Biology/lab	4
HUM •••	Elective	3
SOC 211	Social Problems	3
HIS 210	HIS of Western Civ. I	3
LIT 201	Introduction to Literature	3
		TOTAL 16

FOURTH SEMESTER		
HIS 211	HIS of Western Civ. II	3
SOC 280	Social Research Methods Science Elective/Lab	4
SOC 260	Race & Ethnic Relations	3
SOC •••	Elective	3
		TOTAL 16

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
••• •••	Lab Science Elective*	4
BIO 107	Human Biology (Lab)	4
MAT 114	Introduction to Statistics & Probability	3
SOC 101	Principles of Sociology	3
SOC 260	Race & Ethnic Relations	3
LIT 201	Introduction to Literature	3
••• •••	Humanities Elective*	3
••• •••	Humanities Elective*	3
HIS 210	History of Western Civilization I	3
HIS 211	History of Western Civilization II	3
ANT 101	Introduction to Cultural Anthropology	3
		TOTAL 48

Course #	Course Title	Credits
Major Requirements and Electives		
SOC 201	Sociology of the Family	3
SOC 211	Social Problems	3
SOC 280	Social Research Methods	3
••• •••	Major Restricted Elective**	3
		TOTAL 12

Total number of credits required for degree: 60

Major Restricted Electives**		
SOC 203	Environmental Sociology	3
SOC 230	Religion and Society	3
SOC 240	Criminology	3

*,** See Electives Section on pages 90-93

**STUDIO ARTS
ASSOCIATE IN FINE ARTS (A.F.A.)
Humanities & Social Sciences Division**

71 Sip Avenue, L 420 • (201) 360-4750
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
ART 103	Two-Dimensional Design	3
ART 106	Drawing I	3
ART 114	Color Theory	3
ENG 101	College Composition	3
MAT/SCI/ CSC •••	GE Math, Science, Technology	3
		TOTAL 16

SECOND SEMESTER		
ENG 102	College Composition II, ART variation recommended	3
ART 115	Art History I	3
ART 113	Three-Dimensional Design	3
ART 107	Painting I	3
ART 116	Drawing II	3
		TOTAL 15

THIRD SEMESTER		
GE HUM/SS	Humanities/Social Science Elective* (Excluding ART 101)	3
ART 125	Art History II	3
ART 117	Painting II	3
ART 126	Figure Drawing	3
ART 127	Watercolor Painting	3
		TOTAL 15

Course #	Course Title	Credits
FOURTH SEMESTER		
ART 120	Introduction to Contemporary Art	3
ART 130	Portfolio and Presentation	3
ART 220	Art in Context	2
ART/ARC	Major Restricted Elective** (Excluding ART 101)	3
ART 210	Introduction to Gallery Management	3
		TOTAL 14

General Education Requirements and Electives		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II – ART variation recommended	3
••• •••	Mathematics/Science/ Technology Elective*	3
••• •••	Humanities	
OR		
	Social Science Elective* (Excluding ART 101)	3
ART 115	Art History I	3
ART 125	Art History II	3
ART 120	Introduction to Contemporary Art	3
		TOTAL 22

Major Requirements and Electives		
ART 103	Two Dimensional Design	3
ART 106	Drawing I	3
ART 107	Painting I	3
ART 113	Three Dimensional Design	3
ART 114	Color Theory	3
ART 116	Drawing II	3
ART 117	Painting II	3
ART 126	Figure Drawing	3
ART 127	Watercolor Painting	3
ART 210	Introduction to Gallery Management	3
ART 130	Portfolio and Presentation	3
ART 220	Art in Context	2
		TOTAL 35

Total number of credits required for degree: 60

Major Restricted Electives**		
ARC 105	Introduction to Computer Arts	3
ARC 106	Digital Imaging	3
ARC 107	Print Design	3
ARC 109	Interactive/Web Design	3
ARC 115	3D Digital Design for Fabrication	3
ARC 201	Digital Video	3
ARC 202	Digital Animation	3

* See Electives Section on pages 90-93

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

**SUPPLY CHAIN MANAGEMENT
ACADEMIC CERTIFICATE**
Business, Culinary, and Hospitality Division

161 Newkirk Street • (201) 360-4631
www.hccc.edu/bch

The Supply Chain Management Certificate program prepares students for entry level and advancement opportunities through certifications and degrees in supply chain management including manufacturing, procurement, warehousing, and distribution through customer service. The program of courses includes Supply Chain Management Principals, Customer Service Operations, Transportation Operations, Warehousing Operations, Supply Management and Procurement, Inventory Management, Demand Planning, Manufacturing, and Service Operations. Credits earned with the SCM Certificate will transfer seamlessly towards the A.S Degree in Business Administration for the Supply Chain Management degree option offered at HCCC. Additionally, dual admission agreements and articulations in effect with our current academic partners may be applied in the future to a B.S. in supply chain management.

Course #	Course Title	Credits
FIRST SEMESTER		
CSC 100	Introduction to Computers & Computing	3
BUS 103	Introduction to Business	3
SCM 101	*Supply Chain Management Principals	3
BUS 230	Business Law	
GIS 104	Introduction to GIS	3
	TOTAL	15

SECOND SEMESTER		
ENG 112	Speech	3
ECO 201	Macro Economics	3
BUS 205	Global Business	3
SCM 110	*Transportation Systems	3
SCM 115	*Warehousing Distribution	3
	TOTAL	15
	Total course credits required:	30

Major (Specialization) Requirements

GIS 104	Introduction to GIS	3
BUS 205	Global Business	3
ECO 201	Macro Economics	3
BUS 103	Introduction to Business	3
BUS 230	Business Law	3
SCM 101	*Supply Chain Management (LINCS)	3
SCM 110	*Transportation Systems (LINCS)	3
SCM 115	*Warehousing distribution (LINCS)	3
	TOTAL	24

* Certification Test CSCMP Council Supply Chain Management Professionals offered through non-credit classes internally articulated with certificate program.

LINCS: Leveraging, Integrating, Networking, Coordinating Supplies, Non-Credit

General Education Requirements

CSC 101	Introduction to Computers*	3
ENG 112	Speech *	3
	TOTAL	6

**TECHNICAL STUDIES
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Science, Technology, Engineering and
Mathematics (STEM) Division**

263 Academy Street • (201) 360-4265
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

This program is only open to students who have completed an appropriate military, industrial, or business training program that has been accredited by a recognized organization that calculates credit-hour equivalence or that has been evaluated by HCCC faculty for equivalence.

Course #	Course Title	Credits
General Education Requirements and Electives		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 103	Technical Report Writing	
	OR	
ENG 112	Speech	3
MAT 100	College Algebra	
	OR	
MAT 114	Introduction to Statistics and Probability	
	OR	
MAT 123	Mathematics for Liberal Arts	3
••• •••	Approved Humanities	
	OR	
	Social Science elective	3
••• •••	Approved Mathematics	
	OR	
	Laboratory Science	4
••• •••	Approved Mathematics	
	OR	
	Laboratory Science	4
	TOTAL	21

Major Requirements and Electives

Core	Technical Studies credits may be earned for corporate, industrial, or military training programs. Courses must be accredited or evaluated by HCCC faculty for equivalence.	27
Electives	Students must select courses in one of the concentrations below.	12
	TOTAL	39

Total number of credits required for degree: 60

Technical Studies Areas of Concentration:

Business		
ACC 121	Principles of Accounting I	3
MAN 121	Principles of Management	3
MAN 221	Marketing	3
ECO 201	Principles of Macroeconomics	
	OR	
BUS 230	Business Law	3

Course #	Course Title	Credits
Computer Science		
CSC 115	C++ Programming	3
CSC 117	Java Programming	3
CSC 214	Data Structure and Advanced Programming	3
CSC 227	Introduction to Operating Systems OR	
CSC 230	Cybersecurity	3

Computer Technology		
EET-111	Electric Circuits I	4
EET-211	Electric Circuits II	4
CTC-212	Computer Organization and Design	4

Electronics Engineering Technology		
EET-111	Electric Circuits I	4
EET-211	Electric Circuits II	4
EET-212	Active Electronic Devices	4

**THEATRE ARTS
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)
Humanities & Social Sciences Division**

71 Sip Avenue, L 420 • (201) 360-4750
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
MAT 123	Mathematics for Liberal Arts	3
ENG 112	Speech	3
THA 102	Introduction to Theatre	3
	TOTAL	16

SECOND SEMESTER		
ENG 102	College Composition II	3
••• •••	Science Elective*	4
HIS 210	History of Western Civilization I	3
FLM 101	Introduction to Film	3
LIT 207	Introduction to Drama	3
	TOTAL	16

THIRD SEMESTER		
HIS 211	History of Western Civilization II	3
••• •••	Social Science Elective*	3
••• •••	Lab Science Elective*	4
THA/LIT 208	Contemporary Drama	3
THA 101	Introduction to Acting	3
	TOTAL	16

FOURTH SEMESTER		
HUM 101	Cultures & Values	3
••• •••	Social Science Elective*	3
THA 205	Introduction to Playwriting	3
THA 201	Acting II	3
	TOTAL	12

Course #	Course Title	Credits
General Education Requirements and Electives		
CSS 100	College Student Success	1
ENG-101	Composition I	3
ENG-102	Composition II	3
ENG-112	Speech	3
MAT-123	Mathematics for the Liberal Arts	3
CSC-100	Introduction to Computers and Computing	3
••• •••	Science Elective*	4
	Lab Science Elective*	4
	Social Science Elective*	3
	Social Science Elective*	3
THA-102	Introduction to Theatre	3
FLM-101	Introduction to Film	3
THA/LIT-208	Contemporary Drama	3
HIS-210	History of Western Civilization I	3
HIS-211	History of Western Civilization II	3
HUM-101	Culture & Values	3
	TOTAL	48

Major Requirements and Electives		
THA-101	Introduction to Acting	3
THA-201	Acting II	3
THA-205	Introduction to Playwriting	3
LIT-207	Introduction to Drama	3
	TOTAL	12
Total number of credits required for degree: 60		

* See Electives Section on pages 89-92

**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 112	Speech	3
CSC 100	Introduction to Computers & Computing	3
HMT 106	Culture & Geography in Tourism	3
HMT 112	Introduction to Travel & Tourism	3
HMT 110	Introduction to the Hospitality Industry	1
	TOTAL	14

SECOND SEMESTER		
ENG 101	College Composition I	3
••• •••	Humanities/ Social Science 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	Information Systems in Hospitality & Tourism	3
HMT 210	Hospitality & Travel Law	3
••• •••	Major Restricted Elective**	3
ENG 102	College Composition II	3
		TOTAL 17

FOURTH SEMESTER		
••• •••	Humanities or Social Science Elective*	3
ACC 121	Principles of Accounting I	3
CAI 225	Externship III	2
HMT 209	Tour Marketing, Sales & Promotions	3
••• •••	Major Restricted Elective**	3
		TOTAL 14

General Education Requirements and Electives

ENG 101	College Composition I	3
ENG 102	College Composition II	3
CSC 100	Introduction to Computers	3
••• •••	Humanities/Social Science*	3
••• •••	Diversity Elective*	3
ENG 112	Speech	3
••• •••	Humanities/Social Science*	3
		TOTAL 21

Major Requirements and Electives

CSS 100	College Student Success	1
ACC 121	Principles of Accounting I	3
CAI 225	Externship III	2
ECO 201	Principles of Macroeconomics	3
HMT 106	Culture & Geography in Tourism	3
HMT 110	Introduction 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	Information System in Hospitality & Tourism	3
HMT 209	Tour Marketing, Sales & Promotions	3
HMT 210	Hospitality & Travel Law	3
MAN 121	Principles of Management	3
••• •••	Major Restricted Elective**	3
••• •••	Major Restricted Elective**	3
		TOTAL 39

Total number of credits required for degree: 60

* See Electives Section on pages 90-93

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 110	Pre-Calculus
MAT 111/112/211	Calculus I/II/III
MAT 114	Intro to Statistics & Probability
MAT 116	Precalculus for Business
MAT 116	Precalculus for Business and Social Sciences
MAT 123	Mathematics for the Liberal Arts
MAT 212	Differential Equations
MAT 215	Linear Algebra

Science/Lab Science Electives

BIO 100	General Biology
BIO 107	Human Biology (lab)
BIO 111/211	Anatomy & Physiology I/II (lab)
BIO 115/116	Principles of Biology I/II (lab)
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 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
ANT 102	Introduction to Physical 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
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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 to 1650 (or Diversity)
LIT 216	British Literature to 1650
LIT 225	World Literature 1650 to Present (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
MLS 101/102	Basic Spanish I/II
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

Humanities Electives (cont.)

MUS 102	Introduction to World Music
MUS 104	The African-American Musical Heritage
MUS 105	Intro. to Latin American Music
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 135	History of Latin America
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)
ANT 102	Introduction to Physical 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 135	History of Latin America (or Humanities)
INTD 235	Exploring Multicultural Studies
LIT 214	Introduction to the Novel (or Humanities)
LIT 215	World Literature to 1650
LIT 225	World Literature from 1650 to Present
MUS 102	Introduction to World Music (or Humanities)
MUS 104	The African-American Musical Heritage (or Humanities)
MUS 105	Intro. to Latin American Music (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), 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 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

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
EET 226	Communications Systems
EET 229	Microprocessor/Microcomputer System Design

Engineering Science Electives

CHP 225	Organic Chemistry I
CHP 230	Organic Chemistry II
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

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 or MAT 104.

Approved Math & Science Electives (AS degrees)

BIO 111	Anatomy & Physiology I
BIO 211	Anatomy & Physiology II
BIO 115	Principles of Biology I
BIO 116	Principles of Biology II
BIO 208	Ecology
BIO 230	Histology
CHP 230	Organic Chemistry II
CSC 115	Programming in C++ for Computer Science & Engineering
CSC 117	Java Programming
CSC 118	Python Programming
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

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 trial 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. *Pre-requisite: Exit MAT-071 and MAT-073; or any MAT-100 and above*

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. *Pre-requisite: 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. *Pre-requisite: ACC-121*

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. *Pre-requisite: 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. *Pre-requisite: 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. *Pre-requisite: 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. *Pre-requisite: 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. *Pre-requisite: ACC-240*

AMERICAN STUDIES

AMS 135 Intro 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. *Pre-requisite: ENG-101*

ANTHROPOLOGY

ANT 101 Intro to Cultural Anthropology **3 CR**

This course is an introduction to the anthropological study of the nature and functions of human culture. The course examines how different cultures respond to certain needs expressed by religion, art, social organization and general patterns of life. The cultural diversity of humankind is emphasized. *Pre-requisite: ENG-101*

ANT 102 Intro to Physical Anthropology **3 CR**

In this course, students examine evidence for the origin and evolution of humankind for our earliest ancestors to modern populations. This course incorporates theories and data from a host of anthropological, biological, and archaeological expertise and seeks to explain how and why human beings developed and adapted all over the world. *Pre-requisite: ENG-101*

COMPUTER ARTS

ARC 105 Intro 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. *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.

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.

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. *Prerequisites: Exit Basic Math; Basic English*

ARC 201 Digital Video 3 CR

Through lectures, demonstrations and project-based assignments, students will acquire knowledge of digital video 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.

Pre-requisites: 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.

Pre-requisites: 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. *Pre-requisites: ENG-101, plus 24-credits of core curriculum "ARC/ART" courses inclusive of ARC-106 ARC-107 ARC-109 ART-103 and ART-106.*

ART

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.

ART 103 Two-Dimensional Design 3 CR

Two-dimensional Design introduces the organization of visual elements on a two-dimensional plane. The elements of art and concepts of design such as composition, perspective, color and other art elements will be examined through lectures, demonstrations and related studio problems for the students to explore and solve. Techniques for handling materials will be developed.

ART 106 Drawing I 3 CR

This is an introductory course in basic drawing skills. Emphasis is on drawing from direct observation or life with a variety of traditional drawing materials and techniques. It includes an introduction to various systems of drawing - e.g., linear perspective and principles of chiaroscuro.

ART 107 Painting I 3 CR

This course is an introductory studio (laboratory) course in basic painting skills and techniques. Focus will be upon the use of paint to create fine art and explore individual creative potential. Emphasis will be on control and proficiency in handling the medium of paint and learning the fundamental painting techniques. This course is designed for beginners with little or no experience of painting. Proficiency in drawing is beneficial but not critical to successful completion of the course. *Pre-requisite: 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.

Pre-requisites: ART-103, ART-106.

ART 114 Color Theory 3 CR

Color theory teaches student artists how color affects the human brain, psyche, emotion and eye. Through lecture, multimedia presentation, and hands-on studio assignments, they learn how color functions with light, computers, and pigment.

ART 115 Art History I 3 CR

Art History Part I traces the development of art from prehistory through the early Renaissance. The course surveys the major developments in painting, drawing, sculpture, ceramics and architecture through the western canon and provides an introduction to the art of Africa, the Near East, South and Southeast Asia, China and Japan. *Pre-requisite: 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.

Pre-requisite: 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. *Pre-requisite: 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. *Co-requisite: ENG-101*

ART 125 Art History II

3 CR

Art History II traces the development and evolution of techniques and styles from the 15th to the 20th century. This course will cover major movements of art including the Baroque, Rococo, Neo-Classicism, Romanticism, Impressionism, Post Impressionism, Dada, Surrealism, and Modernism. Students follow art into the twenty first-century, and view how social, technological, and spiritual changes affected its development.

Pre-requisite 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. *Pre-requisite ART-116*

ART 127 Watercolor

3 CR

In this course, students will learn through demonstration and experience how to paint using the medium of watercolor. Students will create still life, landscape (out of doors, weather-permitting), figurative, and abstract paintings. Students who successfully complete this course will possess a basic painting kit, a portfolio of watercolor paintings, and the fundamental knowledge and basic skills needed to effectively use the medium.

Pre-requisite ART-106

ART 130 Portfolio & 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. *Pre-requisite ART-113 and ART-116*

ART 210 Introduction to Gallery Management

3 CR

Introduction to Gallery Management introduces students to the hybrid nature of arts-related careers including museum education, curatorship, arts administration, and operating commercial galleries. Students gain first hand experience in the day-to-day gallery experience working in the Benjamin J. Dineen, III and Dennis C. Hull Gallery and demonstrate the scholarship, production and marketing skills necessary for the successful creation of an

art exhibition and/or sustained gallery program. The material covered in Introduction to Gallery Management provides students with a general model of how art galleries function as cultural institutions that collect, display and interpret art and objects. Topics include the history of art display and art exhibition education and students explore curatorial practice within the vast range of gallery and museum exhibition spaces. The course provides practical experience for students interested in pursuing a career in the visual arts. As students engage with the course material they also develop and enhance their skills in visual and verbal literacy, self-expression, creative problem solving, writing, and critical thinking. The course material is complemented by field trips to museums and galleries in New York and New Jersey. Students will complete independent work as a docent at the Benjamin J. Dineen, III and Dennis C. Hull Gallery for twelve hours over the course of the semester.

Co-requisite 1 course; from ART-115, ART-120, ART-125

ART 220 ART in Context

2 CR

ART 220 is a co-requisite course to ART 130 and ARC 280 that enables students to identify and research major trends in visual arts and their cultural and historical context through first-hand experience. Students develop a deeper understanding of the contemporary art world through increased engagement and familiarity with various New York and New Jersey art institutions. Students visit museums, galleries, art fairs, artist and design studios, auction houses, conservation studios and attend artist lectures to experience and better understand contemporary art and the structure of the contemporary art world.

Co-requisite: ART-130 or ARC-280

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. *Pre-requisite ASL-101*

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.

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.
Pre-requisite: Exit Basic Math and Algebra

BIO 115 Principles of Biology I 4 CR
 Biology is a vast subject that explores all of life, from molecules to ecosystems. Students will acquire a framework of key biological concepts into which they can fit the many new things they will learn. They will become familiar with the scientific process, in particular, the posing and testing of hypotheses, and the scientific study of life, evolution, ecology, plants, and animal forms and functions. Laboratory exercises will encourage students to practice science through hands-on experiments. *Co-requisite MAT-071 and MAT-073, OR any math course at level 100 or above.*

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. *Pre-requisite 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 sexuality. Video simulations in selected topic 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. *Pre-requisite BIO-100 or BIO-115*

BIO 211 Anatomy and Physiology II 4 CR
 This course is a continuation of Anatomy and Physiology I. Students will become acquainted with the basic functions, complexities, and inter-relationships of the components of the human body. Topics will include the circulatory, endocrine, digestive, excretory, and reproductive systems. Lectures are

supplemented by laboratory sessions which will include dissection and elementary physiologic experiments.
Pre-requisite 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.
Pre-requisite BIO-116 or BIO-211.

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. *Co-requisite BIO-115 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.
Pre-requisite: BIO-211 or BIO-116.

**BIO 260/
 BTN 201 Molecular Biology 4 CR**
 This course is designed to give students a comprehensive understanding of the function and structure of nucleic acids and proteins in cells. Students learn various cell signaling pathways including protein transport, protein activation, apoptosis, and cell cycle control in both Eukaryotic and Prokaryotic Cells. Students also learn various Molecular Biology laboratory techniques including gene expression, recombinant DNA technology, Chromosome mapping, Protein and RNA extraction.
Pre-requisite BIO-116

BIO 270 Cell Biology 4 CR
 This course is a study of the mechanisms occurring within the cell. It is an overview of the structure and function of eukaryotic cells. It reviews in depth the organization of the cell plasma membrane and organelles. The physiology of each cell component is further detailed. *Pre-requisite: BIO 115.*

BIOTECHNOLOGY

**BTN 201/
 BIO 260 Molecular Biology 4 CR**
 This course is designed to give students a comprehensive understanding of the function and structure of nucleic acids and proteins in cells. Students learn various cell signaling pathways including protein transport, protein activation, apoptosis, and cell cycle control in both Eukaryotic and Prokaryotic Cells. Students also learn various Molecular Biology laboratory techniques including gene expression, recombinant DNA technology, Chromosome mapping, Protein and RNA extraction.
Pre-requisite BIO-116

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. The course focuses on 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. *Pre-requisite 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.

Pre-requisite BUS-103, MAN-121, MAN-221 and ACC-121. Must receive Division Dean's approval.

CULINARY ARTS

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 115 Food Sanitation & Culinary Principles 3 CR

This course introduces students to the principles of conduct and employment in the food service industry, coupled with sanitation concepts in the operation of a food service establishment. Professionalism, ethics, conduct, and employment opportunities during and after completion of a degree are discussed. Personal hygiene, fire safety regulations, including state and federal laws pertaining to the handling of food products are studied. This course prepares students for a nationally recognized ServSafe certification exam provided by the National Restaurant Association Educational Foundation (NRAEF) *Pre-requisite: ENG-073 or higher.*

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, farina-cous 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 & Purchasing 3 CR

This course brings together the four most important foundations in foodservice purchasing: market and distribution systems, store-room operations, cost controls, and product identification. In addition, this course covers current issues like security, legal and regulatory compliance, sustainable agriculture, aquaculture and genetically modified organisms (GMOs).

Exit MAT-071; Pre-requisite: CAI-115.

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.

Pre-requisite 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.

Pre-requisite 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. *Pre-requisite* 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. *Pre-requisite* 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. *Pre-requisite* 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 foodservice operation. Strong emphasis is given to the consequential interrelationship between the two and is substantiated through cogent explanation and demonstration. Students develop basic menus for a variety of meal periods based on a learned systemization. The course examines 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. *Exit Basic English and Basic Algebra.*
Pre-requisites: CAI-121; *Exit Basic English and Basic Algebra.*

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. *Pre-requisite:* 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. *Pre-requisite:* CAI-125

CAI 217 Advanced Kitchen - International 2 CR
 Students will become familiar with the characteristics of various national cuisines, as well as the global interaction of cooking techniques, equipment and ingredients affecting the modern

professional kitchen. Students will prepare a variety of international soups, sauces, vegetables, starches and entrees from various regions around the world, as well as gaining an understanding of dietary guidelines and dining habits of numerous regions of the world.
Pre-requisite: 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.
Pre-requisite: 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.
Pre-requisite: 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. *Exit Basic Algebra and Basic English.*
Pre-requisite: CAI-121

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.
Pre-requisite: 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.
Pre-requisite: CAI 125 or HMT 121

**CHILDHOOD 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 Portfolio 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, covering the six Competency Standards required by the Council for Professional Recognition, which issues the CDA to qualified candidates. 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 the Professional Portfolio. The course offers 60 contact hours of formal training covering the six Competency Standards as required by The Council for Professional Recognition. 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 an 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. Pre-requisite: CDI-100; Co-requisite: CDI-120*

CDI 120 Field Experience 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. *Pre-requisite: CDI-100 Co-requisite: CDI-110*

**CHILD DEVELOPMENT ASSOCIATE
– PRESCHOOL****CDP 100 Preschool CDA Workshop 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 substitution 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.*

Pre-requisite: CDP-100 or ECE-100;

Corequisite CDP-120 or ECE-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.

CDP 110 Pre-requisite: CDP-100 or ECE-100;

Co-requisite CDP-110 or ECE-110.

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. *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 investigates the chemical composition and reactions that characterize the earth's systems. Chemical processes in each of these spheres are used to illustrate and explain fundamental chemical concepts. Other topics include ozone depletion, acid rain, radiochemical dating, and global climate change. *Exit Basic Math*

CHP 111 College Chemistry I 4 CR

This course is an introduction to common physical and chemical properties of substances and solutions. Topics cover scientific measurements and SI units, atomic structure and the periodic table, inorganic nomenclature, gas laws, chemical stoichiometry, chemical bonding, molecular geometry and polarity, thermochemistry, liquid properties, cubic crystals, and solutions. Laboratory work illustrates common lab techniques as well as chemical principles. *Co-requisite: MAT course Level 100 or 200.*

CHP 201 Environmental Chemistry 4 CR
 Students study pollutants in air, water and solid waste, as well as their sources, lifetimes, spread, and toxicity to human health. The explanation is based on chemical reactions, mechanisms rate, and some physiology. Laboratory work introduces experiments pertinent to the lecture subjects, using micro-scale chemical analysis, instrumental analysis, and computer-interface.
Pre-requisite: CHP-111.

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, complexation, redox, electrochemistry, nuclear reactions and thermodynamic quantities. Laboratory work introduces experiments pertinent to lecture subjects and consists of semiquantitative analysis.
Pre-requisite: 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. *Pre-requisite: CHP-211*

CHP 230 Organic Chemistry II 4 CR
 This course is a continuation of Organic Chemistry I. The studies proceed to aromatic compounds, aldehydes, ketones, carboxylic acids and their functional derivatives, amines, phenols and arylhalides. Emphasis is placed on group functionality and reaction mechanisms. Laboratory work illustrates organic synthesis, reactions, chemical analysis, and spectroscopic identification.
Pre-requisite: CHP-225

CONSTRUCTION MANAGEMENT

CNM 120 Intro Engineering Sci. & Calc. 4 CR
 This is a preparatory class for the students who intend to pursue a career in Construction Management or in the field of Civil Engineering. The course develops an understanding of the science and mathematics involved in engineering. Students learn to perform mathematical calculations used in construction and project management. Students analyze physical laws and how to apply that analysis in engineering fields.
Pre-requisite: MAT-100; Co-requisite: CHP-100, CSC-100

CNM 201 Introduction to Basic Structures 3 CR
 This course provides students with a basic knowledge of structural analysis and design for buildings, bridges and other structures. Students investigate the behavior of structural systems and elements through design exercises, case studies, and load testing of models. Students design structures using timber, masonry, steel, and concrete and gain an appreciation of structural design, with an emphasis on environmental impact associated with large scale construction.
Pre-requisite: MAT-100; Co-requisite: CNM-120.

CNM 202 Const. Proceed Materials & Tests 3 CR
 Construction Procedures, Materials and Testing is a course in which construction systems are discussed along with material stresses and other engineering concepts. The course provides an introduction to materials used in construction as well as techniques used in blueprint reading for building construction. Students learn about construction methods through demonstrations

and lab experiments. The main emphasis is on structural steel, masonry, wood, reinforced concrete, and combined structural systems. Students develop understanding of the construction process with different materials. They understand the relevant engineering and mathematical relationships.
Pre-requisite: CNM-120; Co-requisite: ENG-103.

CNM 205 Surveying and Site Planning 3 CR
 Students learn site development, site selection, site analysis, site plans, designs, and approval processes. Students are introduced to the principles of construction surveying, project layout, and operation of surveying equipment. Topics include: interaction of surveying with other disciplines, measurements, concepts, accuracy, precision, and levelling; methods for measuring distance, elevation angles, bearings and azimuths using level instrument and transits; traverses and computations; basic topography and mapping. Laboratory and fieldwork experiences include a field trip to a nearby construction project to review equipment site planning and surveying procedures; and a team project to review steps involved in site planning through completion of two types of construction sites: a traverse and an as-built survey.
Pre-requisite: CSC-100 and CNM-120.

CNM 220 Construction Codes 3 CR
 This course provides students with a theoretical understanding of how to examine new and old structures to ensure they are built properly and follow applicable building codes and safety regulations. This course provides an introduction to the basics of working in the building inspection field with the knowledge of construction codes, required documentation protocol, and standard practices. *Pre-requisite: CNM-120.*

CNM 222 Construction Project Management 4 CR
 Students learn the processes, techniques and procedures involved in a construction project from conception to completion. The course provides an opportunity to learn about common construction methods and materials involved. Students also learn technical skills involving in the areas of cost control, scheduling, risk analysis, delay analysis, administrative procedures, safety regulations, labor relations, and record keeping.
Exit English Foundations.

CNM 225 Cost Estimation 3 CR
 Students acquire a basic understanding of managing a project's cost. The course introduces the types of cost estimation from the conceptual design phase through the more detailed design phase of a construction project. In addition, the course highlights the importance of controlling costs and how to monitor project cash flow. Students develop a break-even analysis of construction tasks in a project. *Pre-requisites: CSC-100 and MAT-103.*

CNM 230 Project Planning and Control 3 CR
 Students develop a basic understanding of project management by comparing alternative designs and construction plans, methods of contracting, design management, and forms of information flow. Activities include preparing master plan schedules, tendering procedures, contractor cost calculations, and bid preparation. Students learn to budget, to plan and schedule construction, to manage production, and to employ project controls. Students acquire a basic level of proficiency in appropriate software. *Pre-requisites: CSC-100 and MAT-103.*

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.

COM 115 Writing for Emerging Media 3 CR

Writing for Emerging Media introduces students to the theories and practices behind interactive new media writing including the history of and ethics involved in writing for online media. Students analyze new media and write their own online projects such as blogs, websites and wikis. *Pre-requisite: ENG-101.*

CRIMINAL JUSTICE

CRJ 111 Intro 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 Intro 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. *Pre-requisite: ENG-101*

CRJ 213 Criminal Justice Report Writing 3 CR

Focuses on report content through interpretation and evaluation of information. Emphasis is placed on accurate terminology.

CRJ 214 Corrections 3 CR

Various correctional settings and approaches are examined. Topics include punishment, probation, the prison community, and parole. Also studied is the role of community resources in treating the non-institutionalized offender, i.e. through halfway houses, alternative programs, and work and study release.

CRJ 215 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. *Pre-requisite: 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 Policeman's 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 230 Ethics and 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. *Pre-requisite: 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. *Pre-requisite: ENG-102, CRJ-111, CRJ-120 and CRJ-214*

COMPUTER SCIENCE

CSC 100 Intro to Computers & Computing 3 CR

This course introduces beginning students to computers and the latest application software. The course includes the history of computers, information processing, file management, discussion of hardware and software, operating systems and utility programs, and the Internet. The laboratory component includes Microsoft Office XP (Word, Excel, Access, PowerPoint). *This course may not be used for credit by Computer Science or Management Information Systems majors.*

CSC 101 Scientific Programming 3 CR

This is an introductory course in scientific programming using a current programming language to solve science and engineering problems. Emphasis is on the logical analysis of a problem and the formulation of a computer programming leading to the solution. *Pre-requisite: CSC-100 or equivalent knowledge of computing. Co-requisite: 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. *Pre-requisite: 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.

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. *Pre-requisite: CSC-111*

CSC 113 Computer Logic & Discrete Math 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, MAT-110, or MAT-111.*

CSC 115 Programming in C++ for Computer Science 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. *Pre-requisite: MAT-100 or MAT-110*

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. *Pre-requisite: MAT-100 or higher.*

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. *Pre-requisite: 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. *Pre-requisite: CSC-101, CSC-111, CSC-115 or CSC-117*

CSC 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. *Pre-requisite: CSC-113*

CSC 214 Data Structures & 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. *Pre-requisite: CSC-115*

CSC 226 Database Design and Concepts 3 CR
 Provides both the basis for a solid education in the fundamentals of database technology and an introductory coverage of SQL. Topics include database management systems, relational database systems, query languages, and application development systems. *Pre-requisite: CSC-111 OR CSC-115*

CSC 227 Intro 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.
Pre-requisite: one course from CSC-111, CSC-115, 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 or dial-up link, on-line database search, and use of remote timesharing.
Pre-requisite: one course from : CSC-101, CSC-111, or CSC-115

CSC 231 Information Systems Analysis & 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.
Pre-requisite: CSC-101 or CSC-111, or CSC-115

CSC 232 Cybersecurity 3 CR
 This course covers several topics such as Computer Security Technology and Principals, software security and trusted systems, threats, attacks and assets, security functional requirements, computer security strategy (security policy, security implementation, assurance and evaluation), data integrity, data confidentiality, data authenticity and data availability.
Pre-requisite: CSC-115 or CSC-117 or CSC-118

CSC 235 Network Security 3 CR
 In this course, students learn to analyze and detect potential threats related to networked or to standalone computers. The course addresses security issues for TCP/IP at various network layers of the Internet including different strategies to harden the system against threats and attacks. Topics covered include data privacy availability and integrity, security issues, basic cryptography, email security, ways to provide privacy, source authentication, message flow confidentiality, and management business responsibility regarding compromised confidential data. The laboratory portion of the course reinforces topics covered in lecture as students gain experience in detecting vulnerabilities, identifying malicious malware, and hardening the network by implementing countermeasures against cyber threats and attacks.
Pre-requisite: MAT-110 or Higher; and
Co-requisite: CSC-230 or CSC-240.

CSC 240 Intro to Networks & Networking 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.
Pre-requisite: CSC-101, CSC-111, CSC-115, or CSC-212.

CSC 242 Computer Forensics and Investigation 3 CR
 This course is a restricted program elective required for students majoring in Cybersecurity. Students learn about the science of computer forensics and the important procedures necessary for investigating various cybercrimes. Digital forensics investigations are based on the concepts of collecting, analyzing, recovering, and preserving forensic evidence; students learn computer file system storage, analysis, and retrieval. This course prepares students to take and pass the Certified Forensic Investigation Practitioner exam (CCE), industry recognized certificate by forensic investigators and law enforcement. This course requires two hours of lecture and two hours of hands-on lab. *Pre-requisite: CSC-230 or CSC-240*

CSC 245 Ethical Hacking 3 CR
 This course provides students with the skills and knowledge required in the field of ethical hacking. Lecture topics introduce the concepts of security testing and network defense/countermeasures against vulnerabilities in networks and incident-handling-methods used when information security is compromised. Students learn how hackers compromise systems and remove their footprints. The laboratory portion of the course reinforces topics covered in lecture by enabling students to learn how to protect networks and systems by using methods learned in class. This course prepares students to take and pass the Ethical Hacking Certificate, which is recognized by industry and sponsored by the Ethical Hacking Console (EC).
Pre-requisite: MAT 110 or higher; CSC-230 OR CSC-240.

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.

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.

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.

Pre-requisite: CTC-212.

EARLY CHILDHOOD EDUCATION

ECE 100 Child Dev. Associate CDA Workshop 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 Dev. Associate CDA Workshop 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. *Co-requisite: Take 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. *Co-requisite: ECE-110*

ECE 201 Intro 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. *(This course meets one of the required components of the New Jersey Infant/Toddler Credential.)*
Co-requisite: ENG-101.

ECE 211 Early Childhood Curriculum 3 CR

In this course, students extend their understanding of early childhood education. Emphasis will be on planning programs and activities that are developmentally-appropriate for children ages birth through eight. 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. *Pre-requisite: 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. *Pre-requisite: 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. *Pre-requisite: ECE-201 or EDU-211 for all 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. *Pre-requisite: ECE-201*

ECE-216 Clinical Observations 2 CR

In this course students learn to be reflective educators by documenting and assessing student learning, analyzing classroom management strategies, collecting information relating to instruction, and evaluating professional relations to support the process of teaching and learning. This course is a two-hour lecture for a full semester and complements the field work requirements of the courses in the A.A.S. Early Childhood degree program.

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. *Pre-requisite: ENG-101*

ECE 224 Infant/Toddler Social Emotional Growth 3 CR

This course focuses on the ways early experiences and relationships impact infants and toddlers from birth to age 3, emphasizing infant/toddler mental health, risk and resiliency, family-centered practice, social emotional development, supportive families, parenting, and the influences of cultural diversity. Students participate in 12 additional hours of observation outside of class time. *Pre-requisite: ECE-201*

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. *Pre-requisite: ECE-201 and 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. *(This course meets one of the required components of the New Jersey Infant/Toddler Credential.) Pre-requisite: ECE-201*

ECE 231 Early Childhood Education Externship I 3 CR

The Externship courses in the Early Childhood Education Program are designed to allow the student to develop professional standards and practical skills in an early childhood setting. This course will provide the student opportunity to gain first-hand experience and learn the process of integrating knowledge skills and techniques with teaching practice. Students work or volunteer in 120-hour field experience at a child care center, school or site that provides care and education to children. They are expected to perform the required professional tasks of assisting the regular classroom teacher in implementing the center's child development and activity program, and to gradually assume the responsibilities of a "group teacher." Under the direction and supervision of the regular classroom teacher, the student will plan and implement activities that are appropriate to both the age and developmental level of the children.

Pre-requisite: ECE-201 and ECE-211, ECE-213, ECE-214, ECE-215, ECE-220, ECE-230, or EDU-211

ECE 241 Early Childhood Education Externship II 3 CR

A sequential continuation of ECE 231, Early Childhood Education Externship I, this course will provide the student opportunity to gain firsthand experience and learn the process of integrating knowledge skills and techniques with teaching practice. Students are placed in a field experience at a child care center, school or site that provides care and education to children. They are expected to perform the required professional tasks of assisting the regular classroom teacher in implementing the center's child development and activity program, and to gradually assume the responsibilities of a "group teacher." Under the direction and supervision of the regular classroom teacher, the student will plan and implement activities that are appropriate to both the age and developmental level of the children. Students will work or volunteer 120 hours at the externship site in fulfillment of course requirements. *Pre-requisite: 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. *Pre-requisite: MAT-100 or above.*

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. *Pre-requisite: ECO-201 with C or higher.*

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.

Pre-requisite: ENG-101 and Co-requisite ENG-102.

EDU- 221 Clinical Experience 1 CR

In this course students learn to be reflective educators by documenting and assessing student learning, analyzing classroom management strategies, collecting information relating to instruction, and evaluating professional relations to support the process of teaching and learning. This course is a one-hour lecture for a full semester and complements the field work requirements of the courses in the Education degree programs.

ELECTRONIC 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.

Co-requisite: MAT-100 or above

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.

Pre-requisite: 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 metaloxide silicon-field effect (MOSFET) transistor characteristics. Experiments cover semiconductor diode circuits, half-wave rectifier, full-wave characteristics, common emitter transistor characteristics and the parameters and components of a transistor amplifier circuit. *Co-requisite: EET-211*

EET 214 Active Circuit Analysis & 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. *Pre-requisite: 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. *Pre-requisite: 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. *Pre-requisite: 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-OR-INVERT gate, full adder flip-flops, and memory. Also, counters shift registers and A/D-D/A conversion are discussed. The laboratory component of the course permits the student to properly breadboard, test, and evaluate digital integrated circuits and to observe and verify the applications of these systems by performing experiments in IC logic elements, combinational logic analysis and implementation, decoders, data selectors and data distributors, counter analysis, counters and registers, and trouble-shooting project.

Pre-requisite: EET-212

EET 228 Electronics Projects Lab 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.

Pre-requisite: EET-214; *Co-requisite:* EET-222.

EET 229 Microprocessor/Microcomputer Sys. 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.

Pre-requisite: CTC-212 or EET-223

ENGINEERING SCIENCE

EGS 100 Fundamentals of Engineering Design 3 CR

The course covers the fundamentals of engineering and technical drawing as well as an introduction to computer-aided design (CAD). Topics include the development of visualization and technical sketching skills in conjunction with orthographic projections; isometric drawings; auxiliary and section views; dimensioning, tolerance and annotation. Lab work includes hand sketching and use CAD software packages to draft and model various objects. Students may receive credits for both EGS 101 and this course. *Co-requisites:* MAT 100, College Algebra, or higher (MAT-110 or MAT-111 only)

EGS 101 Engineering Graphics 2 CR

The course is designed to familiarize students with technical drawing and design, orthographic projections, perspective, free-hand sketching, instrumental drawing, tolerance, sectional views, descriptive geometry. Students are introduced to AUTOCAD mid-semester and perform some projects using this software. *Pre-requisite:* 1 course: MAT-100, MAT-110, MAT-111, MAT-112, or MAT-211

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. *Pre-requisite:* PHY -111 and MAT-112.

PARAMEDIC SCIENCE

EMT 100 Emergency Medical Technician 6 CR

The EMT course provides the didactic knowledge and practical skills required to become certified as an Emergency Medical Technician (EMT). 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. *Co-requisite:* BIO-107

EMT 101 Intro to Pre-Hospital Emergency Care 3 CR

This is the introductory course for the Paramedic Program. The student will be introduced to their role and responsibility, concepts of illness/injury prevention; medical/legal issues, and communications.

Pre-requisite: ENG-101; *Co-requisite:* EMT-110 and 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. Pathophysiology, pharmacology clinical decision-making, communication and documentation will be emphasized. *Co-requisite:* 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 the patients experiencing problems with the following systems: pulmonary, cardiology, neurology, endocrinology, allergy /anaphylaxis, gastroenterology, and renal/urology. *Co-requisite:* 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.

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. *Pre-requisite:* EMT-101, EMT-110 & 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. *Pre-requisite: EMT-220, EMT-230 and 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 the safe and effective ground and air medical transport, general incident management, multiple casualty management, rescue awareness and operations, hazardous material incidents, and crime scene awareness. *Pre-requisite: EMT-220, EMT-230 and 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. *Pre-requisite: EMT-101, EMT-110, EMT-120, EMT-220, EMT-230 and EMT-245.*

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. *Co-requisite: RDG-070 and RDG-074*

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. *Co-requisite: RDG-071 and RDG-075*

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. *Co-requisite: RDG-072*

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. *Co-requisite: RDG-073*

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 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

College Composition I helps students strengthen their college level writing skills. Students deepen their critical thinking and hone their writing process and judgement as they compose for a variety of purposes and audiences. Throughout the semester, students revise and edit their writing to produce well-developed, grammatically clear, and coherent academic prose. While Composition I does not require a research paper, students begin to select, integrate, and synthesize outside sources into their compositions. *Pre-requisite: Passing score on college placement test, or exit AFE, or exit ESL.*

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. *Pre-requisite: ENG-101 with a minimum grade of "C"*

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. *Pre-requisite: 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 Intro 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, ra-

dio 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. *Pre-requisite: ENG-101*

ENG 115 Writing for Emerging Media 3 CR

Writing for Emerging Media introduces students to the theories and practices behind interactive new media writing including the history of and ethics involved in writing for online media. Students analyze new media and write their own online projects such as blogs, websites and wikis. *Pre-requisite: 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. *Pre-requisite: 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. *Pre-requisite: ENG-101*

ENG 215 Memoir and Creative Non-Fiction 3 CR

Students read diverse selections of non-fiction create their own personal essays and develop in-depth memoirs, develop, and submit portfolios at mid semester and end of semesters. *Co-requisite: ENG-101*

ENVIRONMENTAL STUDIES

ENV 103 Sustainability and Conservation 3 CR

This course introduces principles and practices of sustainability and conservation. It explores the origins and evolution of the discourse surrounding the idea of sustainable development, as it applies to local and global processes and practices. Other topics include: population and consumption, sources of energy, pollution, climate change, food, and water cycle and use. *Pre-requisite: ENG-101, Exit Basic Math and Basic Algebra.*

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 principles with major 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. *Pre-requisites: Exit Basic Mathematics and Basic Algebra.*

ENV 110 Introduction to Environmental Studies 3 CR

This course is designed to serve as an introduction to interdisciplinary thinking about the relationships between humans and their environments, and it seeks to explore the problems and possibilities that emerge from these relationships. Students will also learn the importance of natural resources, ecosystems and biodiversity; evaluate and discuss the effectiveness of environmental policies, and identify energy resources and approaches to waste management. *Pre-requisite: ENG-101*

ENV 201 The Urban Environment 3 CR

The course explores the relationship between theory, policy and the social construction of the urban environment. It examines the social, cultural and technological forces that shape our contemporary cities. The course also addresses issues that continue to challenge urban society, including environmental injustice and racism, degradation of local environmental quality, and the impact of local and global relationships on community scale environments. *Co-requisite: ENG-101*

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. Complete ENG-101 with a minimum grade of "C." *Pre-requisite: ENG-101 with a minimum grade of "C".*

ENV 205 Environmental Public Policy 3 CR

This course deals with environmental policies and how American society has responded to environmental problems through law and policy. Current environmental policies expressed in State and Federal legislation are examined. The course examines governmental agencies involved in regulations and implementing policies and acts, such as the National Environmental Policy Act, the Endangered Species Act, the Clean Water Act, and Right-to-Know Law. *Co-requisite: ENG-102*

ENV 207/ HLT 207 Environmental Health 3 CR

This course introduces students to environmental effects on human health. Students gain an understanding of the impact of natural environmental factors and pollutants on human disease as well as formulate possible solutions to the major environmental health problems facing individuals and communities in industrialized and developing countries. Lecture topics include the effects of the environmental pollutants and chemicals on human health such as asbestos, lead, pesticides and tobacco. Students examine health issues through various case studies with an emphasis on possible future approaches to control health problems influenced by the environment. *Pre-requisite: ENG-101 and BIO-100 or BIO 107 or BIO 111*

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*

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*

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*

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 ESL 033 are applied to writing using self- and peer-editing strategies. *Co-requisite: ES-033*

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 are 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*

ESL 030 Intro 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*

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 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 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 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 040 Intro 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*

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 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 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: ENG-112 must be taken at the same time as this course.*

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 Intro 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

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 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 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 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 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.

Co-requisite: ESL-022, ESL-032, ESL-042, 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.

Pre-requisite: ESL-023, ESL-033, ESL-043, ESL-063

EXERCISE SCIENCE

EXS 101 Intro to Exercise Science

2 CR

This course provides an overview of exercise physiology, sport and exercise psychology, biomechanics, motor behavior, sociocultural aspects of sport and exercise, sports nutrition, and other related topics. Various aspects of careers, requirements for advanced study and learning, certifications, and license necessary for professions in Exercise Science fields are explored.

Co-requisite: ENG-101

EXS 102 Resistance Training Methods

3 CR

This course introduces students to simple and complex movements using free weights and machines. Students learn the principles underlying strength training and its relationship to human movement patterns. Students learn how to design personal resistance training programs that safely strengthen musculature. Lab activities apply lecture material and focus on safe and effective resistance training principles, basic functional anatomy, muscular strength and endurance, and basic nutrition.

Exit Basic English; Exit Basic Mathematics. Co-requisite: EXS 101

EXS 103 Aerobic Training

3 CR

Students learn a variety of formats for cardiovascular exercises and training. Self-assessment and development of realistic programs using specific training methods and equipment provide the student with a broad spectrum of options in cardiovascular training. Through lecture and laboratory exercises, students are introduced to both the practical and physiological aspects of a safe and effective workout program. *Pre-requisite: EXS 101*

EXS 115 Sports Nutrition

3 CR

This course is an introductory study of nutrition. Sports nutrition incorporates the principles of biochemical and physiological processes related to cells and tissue responses to exercise. This course includes specific applications of nutritional theory to help individuals reach and maintain maximum sports performance. Students learn the basics of sports nutrition and how to apply this knowledge to their own active lifestyles. Additionally, this course examines vitamins, nutritional supplements, body composition, weight management and eating disorders in both male and female athletes. *Pre-requisite: Exit Basic Mathematics; Co-requisite: ENG-101.*

EXS 201 Biomechanics

3 CR

This course emphasizes the analysis of the principles of movement through anatomical design. Major joints of the body, their actions, and muscles that do those actions are stressed. Application to physical exercise is stressed in lab work on strength, endurance and potential motion of major joints. *Pre-requisites: EXS 102 and BIO-211*

EXS 202 Exercise Physiology

3 CR

This course includes the study of human responses and adaptations to exercise of varying levels of stress and intensity. Major topics include bioenergetics, the physiology of the circulatory, respiratory, muscular and nervous systems as they apply to exercise, and the underlying physiological basis of fitness. Laboratory experiences illustrate practical application of theoretical content with hands-on experiences to measure and apply the concepts learned in lecture. *Pre-requisite: EXS 201; Co-requisite: EXS 203*

EXS 203 Exercise Measurement and Prescription

4 CR

This course stresses the appropriate measurement of various aspects of human exercise. Measurement of body composition, cardiovascular efficiency, muscular strength and endurance, flexibility and other physiological parameters are explored and practiced. Students learn how to develop individualized and properly designed exercise prescriptions for adults, including special populations. *Pre-requisite: EXS 201; Co-requisite: EXS 202*

FILM

FLM 101 Introduction to Film

3 CR

This is a basic course in film history focusing on the technical and artistic evolution of the medium and including the basic vocabulary of the cinema. Students view films from a variety of periods and genres by influential directors and studios, considering the political and social impact as well as historic perspective. *Co-requisite: ENG-101*

FLM 102 Latin American Literature in Film

3 CR

This course provides an introduction to the literature of Latin America through the examination of selected films. Major Latin American literary and historical periods are examined as represented within these films. Writing, in the form of reaction papers and a research paper, is an essential component of the class. The course is taught in English. *Co-requisite: ENG-101*

FLM 103 Women in Film

3 CR

This course explores the roles played by women in the movies, past and present, both on screen and behind the camera. Students consider the history of female directors, producers, and screen writers as well as actresses. Students also examine the ways the cinema has shaped the images of women in our society. *Pre-requisite: 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 all Basic Skills, MAT-071 and MAT-073; or any MAT-100 or above.*

GEOGRAPHIC INFORMATION SCIENCE

GIS 104 Introduction to Geographic Information

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 Co-requisite: MAT-071 and MAT-073; or any MAT-100 or above.*

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. *Pre-requisite: 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. *Pre-requisite: 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. *Pre-requisite: 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. *Pre-requisite: 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. *Pre-requisite: ENG-101*

HIS 135 History of Latin America 3 CR
 This course surveys the broad sweep of Latin American history from the eve of European contact in the fifteenth century through the recent past. Patterns of change overtime, and their notable exceptions, are recurrent themes in the course, including colonialism, independence, nationalism, transculturation, artistic and literary expression, neoliberalism, and the region's contributions to important hemispheric and global developments. *Pre-requisite: 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. *Pre-requisite: 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. *Pre-requisite: 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. *Pre-requisite: 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. *Exit AF English*

HLT 110 Culture, Diversity, & Healthcare 3 CR
 This course is intended to cultivate a student's knowledge and skill necessary to effectively communicate and interact with culturally diverse populations in the health care setting. Students gain an understanding of the process in developing cultural competence as a means of responding effectively to the ethnic and racial demographic changes challenging our health care system, identify potential social, political, and economic determinants of health care disparities; and understand the importance of providing culturally and linguistically appropriate healthcare services with accreditation and regulatory agencies. *Pre-requisite: ENG-101*

HLT 111 Health Care Delivery Systems 2 CR
 This is an introductory course for students who are planning a career in healthcare or a health-related field. This course provides students with a foundation for success in future courses as well as an introduction to the various health professions and the inter-related interdisciplinary health care teams. The course explores resources for health career planning and the concepts of professionalism, healthcare ethics, cultural competence, global health issues and health care polices.

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. *Pre-requisite: MDA-106 and Co-requisite: MDA-224*

HLT 115 Dynamics of Health Care in Society 3 CR
 This course provides students with an understanding of the basic concepts and issues that are associated with the management and regulation of healthcare providers and the delivery of health services. Emphasis is placed on third party payers in reimbursement of health care services. These include Medicare, Medicaid and Private Insurers. Alternative systems of organization are also introduced, as are changes occurring in the health care professions and the health care sector as a whole. *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. *Exit AF English and Basic Math*

HLT 207/ENV 207 Environmental Health 3 CR
 This course introduces students to environmental effects on human health. Students gain an understanding of the impact of natural environmental factors and pollutants on human disease as well as formulate possible solutions to the major environmental health problems facing individuals and communities in industrialized and developing countries. Lecture topics include the effects of the environmental pollutants and chemicals on human health such as asbestos, lead, pesticides and tobacco. Students examine health issues through various case studies with an emphasis on possible future approaches to control health problems influenced by the environment. *Pre-requisite: ENG-101 and BIO-100 or BIO 107 or BIO 111*

HLT 210 Medical Law and 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.

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.
Pre-requisite: ENG-101 and 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.
Pre-requisite: ENG-101.

HOMELAND SECURITY

HMD 110 Fundamentals of Emergency Management 3 CR
 Students develop a basic understanding of the contemporary threats to, and challenges of, maintaining the safety and security of the citizens, critical infrastructure and interests of the United States. Students are introduced to the concepts of identification, mitigation, preparedness, response, and discovery when dealing with various civil crises.
Pre-requisite: CRJ-111 or HMD-111 and ENG-101

HMD 111 Introduction to Homeland Security 3 CR
 Students develop an understanding of the contemporary threats and challenges of maintaining the safety and security of the citizens, critical infrastructure, and interests of the United States. Through lecture and discussion, students develop an understanding of the balance between the identification of threats and the vulnerabilities of individual rights in a democratic society.

HMD 221 Domestic and International Terrorism 3 CR
 This course provides insight into and analysis of the ideology, structure, financing, and driving forces behind domestic and international terrorist individuals and groups. Students explore the cultural and ideological philosophies as well as the social, economic, political, and religious conditions of select states, groups, and individuals that comprise the phenomenon of terrorism. Additionally, the course offers a critical analysis of governments' responses to the war on terrorism, including contemporary models of counterterrorism. *Pre-requisite: CRJ-111 or HMD-111; Exit AF English or ESL coursework*

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.

HMT 106 Culture & 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.

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. *Pre-requisite: 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.
Pre-requisite: HMT-111 or MAN-121 and Exit Basic English.

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.

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.

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.

Pre-requisite: HMT-110

HMT 128 Event Planning 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 CPT English and Math

HMT 202 Innovation, Creativity & Marketing 3 CR

This course focuses on factors that contribute to creativity and innovation within organizations. The course includes experiential methods, case studies, workshops, team projects, guest speakers, and readings. Students are encouraged to try new approaches to creative problem solving in many different environments. Each class will focus on different variables related to creativity, such as team dynamics, creativity under pressure, or managing creative individuals. *Co-requisite: ENG-101*

HMT 204 Fundamentals of Wine and 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 and 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.

Pre-requisite: 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. *Pre-requisites: HMT-112, and HMT-128*

HMT 210 Hospitality and 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. *Pre-requisite: ENG-101*

HMT 213 Principles of Hospitality Marketing 3 CR

The student will gain an understanding of the marketing function in the field of hospitality. Emphasis is placed on marketing, planning, generation and use of marketing information, segmentation, positioning and the development and use of specific marketing tools. The course also covers areas such as menu design, advertising, sales and promotion, merchandising, personal selling, and the use of external advertising media.

HMT 214 Hotel Group and Convention Sales 3 CR

This course introduces students to the related responsibilities involved in managing convention and group business. Convention sales, planning, post-convention evaluations, and marketing techniques used to promote ideas into the various market segments are discussed. The course is useful for both meeting planners and convention service managers. *Pre-requisite: 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. *Pre-requisite: HMT-116.*

HMT 217 Franchising 3 CR

This course will help students to understand franchising and its role in the hospitality industry. Students will learn the differences between entrepreneurship and franchising, franchise selection, and market analysis. Topics for the course will include legal and business issues that arise in the franchise relationship.

Co-requisite: ENG-101, HMT-115, and HMT-210

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. *Pre-requisite: ENG-101*

HUM 120 Intro 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. *Pre-requisite: 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. *Pre-requisite: ENG-101 and HUM-120*

HUM 128 Food and 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. *Pre-requisite: ENG-101*

HUMAN SERVICES

HUS 101 Intro 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.

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. *Pre-requisite: HUS-101*

HUS 123 Introduction to Addictions 3 CR
 This course reviews and reinforces the fundamentals of the effects of addictions on the abuser and the family. Biopsychosocial information is reviewed. Students develop competency in areas of ethical and legal conduct necessary to begin entry-level work in the addictions field. Competency is also developed in the area of multiculturalism as it impacts counselors at all service levels. This course emphasizes knowledge of the effects of the different drugs (i.e., Opioids, Stimulants, Depressants, Analgesics, THC). Students are able to define co-dependency and the roles commonly assumed by families affected by Substance Use Disorder.

HUS 133 Counseling Theory and Techniques 3 CR
 This course promotes competence in addictions counseling by focusing on the following topics: individual, group, and family counseling; treatment of the addicted person; familial aspects of counseling; techniques of crisis intervention; and ways to provide education. Students already employed in fields related to Addictions Counseling can enroll in these courses to become a Certified Alcohol and Drug Counselor (CADC) working under the supervision of a Licensed Clinical Alcohol and Drug Counselors (LCADC). This course helps to fulfill the Counseling educational domain for the certification.

HUS 143 Addictions Counseling 3 CR
 This course introduces students to the fundamentals of addictions counseling and emphasizes the role of collaboration in seeking and using community resources. Students learn about resources available in New Jersey to assist clients. The course looks at the criminal justice system and its levels of involvement in addictions treatment. This course introduces students to the basic skills required for professional readiness including documentation and identifying levels of care. This class identifies and introduces underlying principles and competencies of modern addiction counseling, its complexity and application. This course helps to fulfill the educational requirements of the Certification Board of NJ to become a Certified Alcohol and Drug Counselor (CADC). Following completion of the educational requirements for the CADC students need to complete 3,000 hours of supervised fieldwork experience to receive the certification.

HUS 153 Recovery in Addictions 3 CR
 This course introduces standards for ensuring thorough documentation in addictions counseling. Students learn about the counselor's need for cultural competence, personal growth, and professional growth. The course explores counselor/client expectations based on goals, objectives, rules, and obligations. This course reviews and reinforces the fundamentals of addictions counseling professionals' conduct related to ethical, legal, personal, and professional development, and the practice and benefit of clinical supervision. The importance of community involvement including professional networking is emphasized through lecture. This course helps to fulfill the educational requirements of the Certification Board of NJ to become a Certified Alcohol and Drug Counselor (CADC). Following completion of the educational requirements for the CADC students need to complete 3,000 hours of supervised fieldwork experience to receive the certification.

HUS 163 Assessment and Treatment in Addictions Counseling 3 CR
 This course addresses initial interviewing, assessment, intake and early phase counseling processes utilized at addiction treatment centers. Students address the role of screening and assessment in the initial intake process. Students develop skills in the area of initial assessment. Students analyze the current DSM categories and criteria of Substance Use Disorder and their implementation. Students learn about different forms of addiction including gambling. Students learn the about co-occurring disorders and how to differentiate between disorders. Students discuss the physical impacts addiction can have. This course helps to fulfill the educational requirements of the Certification Board of NJ to become a Certified Alcohol and Drug Counselor (CADC). Following completion of the educational requirements for the CADC students need to complete 3,000 hours of supervised fieldwork experience to receive the certification.

HUS 200 Group Work in Human Services 3 CR
 This course exposes students to various groups that are encountered when working in the Human Services field. Students observe and analyze key aspects of group dynamics such as power and control within a variety of small-group settings: counseling, discussion, support groups. Students explore and practice key interpersonal skills such as conflict resolution, decision-making and goal-setting under instructor-guided simulations. Leadership skills are developed along with personal behavioral style. Various theoretical perspectives are discussed throughout the course. *Pre-requisite: ENG-101 and Co-requisite 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. *Pre-requisite: 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. *Pre-requisite: ENG-101 and Co-requisite: ENG-112*

HUS 231 Internship 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 8 hours per week for 15 consecutive weeks. In addition, students attend a weekly seminar to discuss their experiences and observations. *Co-requisite: HUS-121.*

HUS 241 Internship in Human Services II 4 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 9 hours per week for 15 consecutive weeks for a total of 135 hours. 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. *Pre-requisite: HUS-231*

INTERDISCIPLINARY STUDIES

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. *Pre-requisite: ENG-101*

INTD 250 The Child, Family & 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. *(This course meets one of the required components of the New Jersey Infant/Toddler Credential.) Co-requisite: ENG-101*

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. *Pre-requisite: 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. *Pre-requisite: 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. *Pre-requisite: 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. *Pre-requisite: 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.
Pre-requisite: 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.
Pre-requisite: 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.
Pre-requisite: ENG-101

LIT 208 Contemporary Drama 3 CR
 Contemporary Drama focuses on late 20th - 21st century plays, and the 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 appreciate the intellectual and intuitive work required to create a theatrical experience from a written text in today's theatre. *Pre-requisite: ENG-101*

LIT 209 Children's Literature 3 CR
 In this course, students examine children's literature in its historical, cultural and literary contexts. Poetry, fiction, and nonfiction for children from infancy through adolescence are examined in the light of cultural and historical ideas about children and their development. Special attention is given to ways in which issues of culture, ethnicity, race, and gender are represented in children's literature. *Pre-requisite: ENG-101 with a minimum grade of "C"*

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.
Pre-requisite: 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. *Pre-requisite: ENG-101*

LIT 212 Introduction to the Latino Literature of the US 3 CR
 This course provides an introduction to the Latino literature of the United States, 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.
Pre-requisite: ENG-101

LIT 213 Women's Voices: 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. *Pre-requisite: ENG-101*

LIT 214 Intro 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. *Pre-requisite: ENG-101*

LIT 215 World Literature to 1650 3 CR
 World Literature to 1650 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. *Pre-requisite: ENG-101*

LIT 216 British Literature to 1650 3 CR
 British Literature to 1650 is a historical survey introducing the literary masterworks of Great Britain from the earliest writings to 1650. This course introduces pivotal literary works such as *Beowulf* and *Canterbury Tales*; Arthurian literature; and medieval poetry, prose and drama. The course concludes with William Shakespeare. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. *Pre-requisite: ENG-101 with a "C" or better.*

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. *Pre-requisite: ENG-101*

LIT 225 World Literature from 1650 to Present 3 CR
 World Literature from 1650 to Present 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. *Pre-requisite: 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. *Pre-requisite: MAN-121 or BUS-103.*

MAN 231 Management of Small Enterprise 3 CR

Introduction to the challenges and problems encountered in small business operations. Specific evaluation of organizational, financial, and personnel aspects are studied. The role of the Small Business Administration is examined as well as other types of assistance to the small enterprise. *Pre-requisite: MAN-121 or permission of instructor.*

MAN 232 Human Resource Management 3 CR

The development and direction of personnel, including job planning, recruitment, selection, career development, evaluation, grievances, and discipline. *Pre-requisite: 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. *Pre-requisite: 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. *Pre-requisite: MAN-121*

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. *Co-requisite: MAT-073*

MAT 071 Basic Mathematics 3 CR

Basic computational skills and problem-solving using these skills. Topics include whole numbers, common fractions, decimals, percents, ratio and proportion, measurement, and geometry. Placement is determined by the College Placement Test.

MAT 073 Basic Algebra 3 CR

Topics in this elementary algebra course include signed numbers, linear equations, polynomials, factoring, algebraic fractions, quadratic equations, simultaneous equations, and the coordinate system. Placement is determined by the College Placement Test. *Co-requisite: MAT-070*

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: MAT-071 and MAT-073; or any MAT-100 or above. Co-requisite: Enrollment in ALP and MAT-073.*

MAT 102 Mathematics for the Health Science 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.

Pre-requisite: Exit Academic Foundations 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. *Pre-requisite: MAT-071 and MAT-073 or any MAT 100 or above.*

MAT 110 Precalculus 4 CR

This course provides the preparation necessary for students who intend to study calculus for science and engineering programs. Topics include the following: fundamentals of algebra; linear inequalities; functions and relations; polynomial, rational, exponential, and logarithmic functions; trigonometric functions; analytic trigonometry; analytic geometry; complex numbers; and discrete algebra, logic, and proof. *Pre-requisite: MAT-100*

MAT 111 Calculus I 4 CR

This course considers the limits, continuity, theory and techniques of differentiation and integration, with applications of both processes to science/engineering. The use of mathematical software in problem-solving is emphasized. *Pre-requisite: MAT-110.*

MAT 112 Calculus II 4 CR

This course is a continuation of MAT 111. Topics include calculus of transcendental functions, integrations by parts, trigonometric integrals, improper integrals, sequences and infinite series. The use of mathematical software in problem-solving is emphasized. *Pre-requisite: MAT-111*

MAT 114 Introduction to Statistics and Probability 3 CR

This course offers an analysis of the basic ideas and methods of collecting, tabulating, and representing data. Topics include frequency distributions, histograms and frequency polygons; measures of central tendency, variability percentiles; Z-scores, elementary probability, binomial and normal distributions; linear regression and correlation, and hypothesis testing. *Pre-requisite: Exit through CPT or Exit Academic Foundations Mathematics Coursework.*

MAT 116 Pre-Calculus 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. *Pre-requisite: MAT-100 College Algebra or equivalent.*

MAT 123 Mathematics for Liberal Arts 3 CR
 Students in appropriate non-STEM programs apply mathematics to real-world problem solving. Topics include critical thinking skills, sets, Venn diagrams and their applications, logic, tree diagrams, graphs and sets, mathematical system, graphs, functions, linear and quadratic functions, probability, and statistics.
Pre-requisite: Exit Basic Algebra.

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.
Pre-requisite: 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.
Pre-requisite: 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. *Pre-requisite: 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.

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.

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. *Pre-requisite: MDA-113*

MDA 214 Medical Office Procedures II 3 CR
 This course continues the study of the administrative aspects of a medical practice, beginning with professional fees and credit arrangements to an overview of management responsibilities. CPT-4 and ICD9 CM coding will be introduced and the student will code insurance forms. Course is offered only once during the academic year.

MDA 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.
Pre-requisite: 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. *Pre-requisite: 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 providers 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. *Pre-requisite: MDA-211, MDA-214, MDA-223 and MDA-224*

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. *Co-requisite: MDC-110 and 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. *Co-requisite: MDC-101, MDA-106*

MDC 112 Clinical Coding II 3 CR

The emphasis of this course is on coding procedures using ICD-10-PCS classification system. The course also contains advance coding of diagnosis using ICD-10-CM. The history, structure, and organization of ICD-10-PCS is reviewed and reinforced with exercises and homework assignments. The sixteen sections of ICD-10-PCS are defined along with their application in coding procedures. The values of each character of a code from each section is applied to create surgical codes. The Tables, Index, and the list of codes are used to access the root operation tables and the construction of a surgical code. The use of the Index and Table conventions are described and used to construct procedural codes. The Medical and Surgical section are emphasized in the courses with the thirty-one body system values and its root operations, body parts, approaches, devices and qualifiers. The organization and classification of the ancillary section such as imaging, nuclear medicine, radiation oncology, physical rehabilitation and diagnostic audiology, mental Attachment II health and substance abuse treatment are studied and coded. In addition, students conduct case mix analysis, identify severity of illnesses and create reports on coding quality monitors.

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, providing the student with the knowledge and skills to code ambulatory procedures and services by applying guidelines, rules and terms for the Current Procedural Terminology (CPT) coding classification. CPT/HCPCS codes are used for reporting services and procedures performed by physicians and hospital based ambulatory departments. A major focus of the course is to prepare the students to correctly code case studies using the CPT manual or computer based encoder. Students demonstrate the ability to correctly use the CPT book or CPT coding software by recognizing CPT symbols, the use of CPT Index, use of modifiers and how to read an operative reports. Attachment III Students also learn how to use and report codes from the Evaluation and Management (E&M) section, Surgery section, Radiology section and Medicine section of CPT manual. A laboratory component allows students to develop skills in coding using computer software and sample health records.

Pre-requisite: MDC-110; Co-requisite: MDC-112

MDC 124 Pathopharmacology 4 CR

The pathophysiology component of this course places emphasis on the disease process affecting the human body course. The etiology and pathogenesis of diseases are described in the course with the application of diagnostic procedures and patient care. The pathology and the underlying principles of the following human systems are presented in this course: inflammation, diseases of the immunity, neoplasia, genetic and developmental diseases, fluid and hemodynamic disorders, cardiovascular pathology,

respiratory and gastrointestinal pathology, renal and endocrine pathology, skeletal, male and female reproductive pathology, endocrine systems, the skin, bones and joints, muscles and the nervous system. The second component of the course is the study of pharmacology and diagnostic testing. Students will be able to define adverse reaction to drugs, interactions, and contraindications. Attachment IV Differentiation among drug names, generic names, trade names, and chemical names are discussed. Students are able to identify drugs according to body systems. Classes of drugs that will be covered in this class are: Adrenergic drugs affecting the neurological system, Psychiatric drugs, anti-convulsants and antiparkinsonism drugs, anesthetic drugs, anaglesics and antagonistic drugs, antihistamines, Bronchodilators, Antineoplastic Drugs, Cardiovascular Drugs, Musculoskeletal and Anti-inflammatory Drugs, antihypertensive drugs, antidiabetic drugs, antibacterial drugs, anti-infective drugs, and diuretics. The laboratory component allows students to reinforce didactic content. *Pre-requisite: MDA-106*

MDC 200 Medical Billing 3 CR

This course prepares the students for working as a medical biller. Students learn the medical and ethical concepts of billing as well as computer skills necessary to construct a clean claim. Students see the continuum of the entire process from medical coding, medical billing, submission of claims and the appeals process. *Pre-requisite: MDA-106 BIO-107 and ENG-101.*

MDC 210 Health Information and Reimbursement 3 CR

This course is a comprehensive study of health information and reimbursement. The health information component of the course includes health record documentation, the electronic health record, healthcare delivery systems, and information technology and systems. Data retrieval, data security and data integrity processes are 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 both commercial and government sponsored are described in the context of the United States' health delivery system. Students also learn the management of the revenue cycle. In the laboratory portion of the course, students gain knowledge of and skills in the use of electronic health records. This course requires students to purchase AHIMA Virtual Lab software to complete the laboratory exercises.

Co-requisite: MDC-112 and MDC-120.

MDC 220 Professional Practice Experience 5 CR

The professional practice experience (PPE) is a supervised practical experience in a health information management department in a acute and/or non-acute healthcare facility. The focus of the PPE is to provide the student with practical experience in ICD-10CM/PCS and CPT/HCPCS coding, computerized information systems, billing and reimbursement, and the electronic health record. Students will have supplemental practice through practice exercises to enhance all aspects of coding areas.

Pre-requisite: MDC-210; Co-requisites: MDC-120; MDC-112

MODERN LANGUAGE

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. *Pre-requisite: 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. Modern Standard Arabic is the primary language of Instruction.

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. Modern Standard Arabic is the primary language of Instruction. Attachment IV
Pre-requisite: 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.
Pre-requisite: MLF-101

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.

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

MLS 103 Spanish for 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 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. *Pre-requisite: MLS-201*

MUSIC

MUS 101 Introduction to Music 3 CR

This course is designed to develop an appreciation of music from the Western classical and popular traditions to selected styles from other parts of the world. Students are also introduced to the fundamentals of music theory. *NOTE: Students must have a CD player. Co-requisite: ENG-101*

MUS 102 Intro 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 Intro. to Latin-American Music 3 CR
 Introduction to Latin-American Music 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 6 CR
 This introductory course includes basic nursing concepts and skills. The focus is on wellness. Areas of emphasis will include the profession of nursing, values, communications, nursing process, physical/psychosocial assessment, nutrition, and pharmacodynamics. *Pre-requisite: PSY-101. Co-requisite: MAT-100 or MAT-114.*

NSG 120 Nursing II 8 CR
 This course builds on the knowledge and skills learned in the first nursing course. The student will care for patients with simple acute and chronic health alterations. Content will be arranged in physiologic, self-concept, role function, and interdependent modes. Mental health nursing and physical/psychosocial assessment of those experiencing health deviations will be included. *Pre-requisite: NSG-110, ENG-101, and BIO-111*

NSG 210 Nursing III 9 CR
 This course continues to examine more complex acute care and chronic health alterations. Content will be arranged in physiologic, self-concept, role function, and interdependent modes. The Childbearing Family will also be included. Pharmacology will be integrated throughout the course. *Co-requisite: NSG-120, ENG-102, BIO-211 and CSS-100.*

NSG 220 Nursing IV 9 CR
 This course focuses on patient in crisis requiring complex nursing care. Content will be arranged in physiologic, self-concept, role function, and interdependent modes. It will include Child Health Nursing. Emphasis will be placed on managing nursing care for multiple patients, delegation and assumption of leadership role. Pharmacology will be integrated throughout the course. *Co-requisite: NSG-210, BIO-250, PSY-260.*

NSG 240 Nursing Leadership 2 CR
 This seminar consists of an analysis of current health trends and issues and their impact on the practice of nursing. Emphasis will be placed on an exploration of contemporary ethical dilemmas, economic and social issues, and concepts related to nursing leadership and the role transaction. *Pre-requisite: NSG-220*

PERSONAL FITNESS TRAINING

PFT 101 Foundations of Personal Training 3 CR
 This course is the first of three major courses that are linked to provide in depth study of the basic policies, guidelines, and procedures of providing high quality personal fitness training with emphasis on safety, health, nutrition, and special needs of chronic health conditions, children, women and the aging population. Topics include scientific rationale for integrated training, basic exercise science including functional anatomy, biomechanics and exercise physiology. The cardiovascular system is examined in conjunction with exercise metabolism and bioenergetics. Health risk appraisal enable students to practice pre-activity screenings and fitness decision making Attachment III skills. Students explore the legal responsibilities of this profession and their scope of practice. The development of communication styles and teaching practices lead students to developing trusting relationships with clients. Basic elements of behavioral change and health psychology encourages students to look at all aspects of motivation for exercise, fitness and health changes in their own lives and their clients. Course materials and class activities provide a means for students to develop a commitment to meeting individual needs of all genders, ages, and special needs populations in the realm of personal fitness training. Through class discussions, role playing, case studies, lab experiments and other active learning techniques students acquire the knowledge, attitude, and skills to support and promote a safe, healthy and realistic program for clients who want to see a positive change in their fitness and health. *Co-requisite: 1 course; from ENG-101 or ENG-112*

PFT 103 Health Fitness Management 3 CR
 This course in an introductory course exploring all aspects of the health and fitness industry and the multiple knowledge areas that are required by trainers and managers to run a successful business. Incorporation of health and fitness principles are applied to business practices. Areas included are: the individual trainer, private personal training business; independent club or a chain/franchise group of clubs. *Pre-requisite: Exit Basic English, or Academic Foundations English or ESL coursework; Co-requisite: PFT-101.*

PFT 202 Program Design and Implementation 3 CR
 This course provides students with practical application of current testing procedures and instrumentation used in exercise testing. Students perform and interpret basic measurement protocols for cardiorespiratory endurance, muscular strength and endurance, flexibility, body composition, and blood pressure. Concepts and procedures are introduced through lecture and applied in the laboratory setting. Students learn the principles related to exercise prescription and develop the necessary skills to design and implement training programs. Safeguards and effectiveness for all fitness levels are addressed. This course incorporates American College of Sports Medicine (ACSM), National Academy of Sports Medicine (NASM), National Strength and Conditioning Association (NSCA), and American Council on Exercise (ACE) curriculum. *Pre-requisite: PFT-101; Co-requisite: PFT-220.*

PFT 220 Personal Fitness

3 CR

The Personal Fitness course prepares students to work as personal fitness trainers to clients of all ages. Students design and practice components of physical fitness to create an appropriate fitness/exercise program that is based on an analysis of the client's needs. Every class session includes essential theory (lecture) and a practical lab application. In the lab session, students gather and then critically analyze the data to tailor the program for the client's specific needs, goals and abilities. Students obtain opportunities to incorporate the newest practical and technical skills into their assessment planning. This course incorporates American College of Sports Medicine (ACSM), National Academy of Sports Medicine (NASM), National Strength and Conditioning Association (NSCA), and American Council on Exercise (ACE) curriculum. *Pre-requisite: BIO-107; Co-requisite: PFT-202; EXS-115.*

PFT 230 Internship/Test Preparation

2 CR

The internship in Personal Fitness Training affords students the opportunity to learn from personal trainers, exercise scientists, athletic trainers, and owners/managers of fitness studios/gymnasiums, and current industry professionals in various types of fitness programs, including corporate fitness, wellness, and health care facilities. Students gain hands-on experience and develop health and fitness industry knowledge. Students apply their pre-existing knowledge in real-world settings by interacting with clients and professionals. Each setting or placement is unique and individualized. Students complete a minimum of ninety (90) hours in their internship placement. Students receive weekly didactic reviews in preparation for national certification exams. *Co-requisites: PFT-220 and PFT-202.*

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. *Pre-requisite: 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. *Pre-requisite: 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. *Pre-requisite: ENG-101*

PHL 218 Contemporary Moral Issues

3 CR

This course introduces students to a variety of ethical approaches to moral issues and to general problems involved in moral reasoning. Various controversial contemporary moral problems relating to business, science, law, medicine, and personal relations are examined. *Pre-requisite: ENG-101*

PHYSICS

PHY 111 Engineering Physics I

4 CR

This is an introductory course in calculus-based mechanics. Topics include vector algebra, equilibrium of particles and rigid bodies, and kinematics and dynamics of particles and simple rigid body systems. Emphasis is placed on Newton's laws of motion and conservation principles involving work, energy, and momentum. *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. *Pre-requisite: 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. *Pre-requisite: 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. *Co-requisite: 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. *Pre-requisite: PHY-113*

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. *Pre-requisites: ENG-101 and MAT-102*

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. *Pre-requisite: PNU-101*

PNU 201 Practical Nursing: Maternal Child Health 5 CR

This Nursing course builds on the knowledge and skills learned in PNU 101 and PNU 102. The course focuses on reproduction, childbearing, and child-rearing families. Clinical experiences are provided in varied clinical sites. *Pre-requisite: 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. *Co-requisite: PNU-203*

PNU 203 Practical Nursing: 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

POLITICAL SCIENCE

PSC 101 Introduction to Political Science 3 CR

Provides an introduction to political theories and methods of politics as a science. The course includes analysis of structures and processes that characterize political behavior and political institutions.

PSC 102 American Government 3 CR

Examines the structure and operations of the American political system, the philosophical principles and theories upon which it rests, and the social forces and pressures operating on it.

PSC 200 State & 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. *Pre-requisite: ENG-101*

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

This course offers students majoring in the field or those interested in further study of psychology an opportunity to familiarize themselves with theories within selected areas of scientific psychology (Interpersonal and Social relations, Sensation, Perception, Emotions, Motivation, Intelligence, Personality Assessment, Psychological Disorders and Therapies).

Pre-requisite: PSY-101 and ENG-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.

Pre-requisite: 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. *Pre-requisite: PSY-101 and 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. *Pre-requisite: PSY-101 and ENG-101*

PSY 216 Theories of Personality 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. *Pre-requisite: PSY-101 and 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.
Pre-requisite: PSY-101 with minimum grade of "C"

PSY 270 Psychology of Teaching and 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.
Pre-requisite: 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.
Pre-requisite: 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. *Co-requisite: RAD-104*

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-requisites: RAD-101, RAD-104; Co-requisite: RAD-105

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-requisites: RAD-101, RAD-102, RAD-104, RAD-105; Co-requisite: RAD-106*

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. *Co-requisite: RAD-101*

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-requisites: RAD-101, RAD-104; Co-requisite: RAD-102

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. *Prerequisites: RAD-101, RAD-102; Corequisites: RAD-103*

RAD 204 Radiography IV 4 CR
 Content continues with Cross-Sectional Anatomy providing the entry-level radiography student with knowledge of sectional imaging components, the concepts of transverse radiography and image reconstruction and the sectional anatomy of the head, thorax and abdomen. Advanced principles of digital radiography and radiation physics will be explored. Radiographic Pathology will incorporate causation of certain radiologic selected diseases, its age specific responses, and the radiographic technical changes used to provide diagnostic radiographs incorporating the ALARA principle.
Prerequisites: RAD-101, RAD-102; RAD-103, RAD-104, RAD-105, RAD-106; Corequisites: RAD-207

RAD 205 Radiography V 4 CR
 This course finalizes the student radiographer's foundation of the previous courses learned. Quality Assurance, repeat analysis and trouble-shooting procedures are taught. Image production incorporates technique charts, conversion exposure problems, and factors used for achieving quality radiographs. Radiographic pathology summarizes the pathological effect on radiographs. Students will create critical thinking radiographic analysis projects affirming their understanding of image production and evaluation. *Pre-requisites: RAD-101, RAD-102, RAD-103, RAD-104, RAD-106, RAD-204, RAD-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-requisites: RAD-101, RAD-102, RAD-103, RAD-104, RAD-105, RAD-106; Co-requisite: RAD-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. *Pre-requisite: RAD-101, RAD-102, RAD-103, RAD-104, RAD-106, RAD-204, RAD-205, RAD-207*

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. *Co-requisite: ENG-070 and RDG-074*

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. *Co-requisite: ENG-071 and RDG-075*

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. *Co-requisite: ENG-072*

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. *Co-requisite: ENG-073*

RDG 074 Intro 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. *Co-requisite: ENG-070 and RDG-070*

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. *Co-requisite: ENG-071 and RDG-071*

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. *Pre-requisites: MAT-071 and MAT-073 or any MAT-100 or above.*

SPECIAL EDUCATION

SED 235 Young Children with Special Needs 3 CR

This course focuses on the origins, theoretical and philosophical foundations, and practical issues associated with education and intervention services for children birth through eight years of age. This unique group may have disabilities, or may be developmentally delayed, or at risk for problems in learning. Topics include issues related to public laws, effectiveness of early intervention, biological and environmental influences on development, definitions of "at-risk" and "disabled" populations and assessment. Students will gain knowledge in curriculum design and strategies for teaching young children with special needs in collaboration with their families. Students will gain practical experience via field assignments. They are expected to complete observations of young children with special needs in various settings, as well as implement an extensive case study. *Pre-requisite: ENG-101; 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. *Pre-requisite: ECE-201 or EDU-211; Co-requisite: ENG-102.*

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 Intro to Gerontology 3 CR

This course examines the aging process and problems of aged people. The biological, psychological and sociological dimensions of aging are explored. Implications for social policy will be addressed. *Pre-requisite: ENG-101*

SOC 201 Sociology of the Family 3 CR

This course examines the family as a social institution and explores its functions, structure and change. The family in a multicultural environment is examined and a comparative approach is applied. Challenges of modern times are addressed. *Pre-requisite: ENG-101*

SOC 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.
Pre-requisite: ENG-101 with a minimum grade of "C"

SOC 211 Social Problems 3 CR
 This course examines the dysfunctions and contradictions in social institutions, structures and processes. The role of power in social and individual problems is emphasized.
Pre-requisite: ENG-101

SOC 230 Religion and Society 3 CR
 The course examines the diversity of world religions and their structure and functions from the sociological perspectives. The role of religion in pluralistic societies will be explored. The conflicting trends of fundamentalism and secularization will also be addressed. *Pre-requisite: ENG-101*

SOC 240 Criminology 3 CR
 This course covers historical and contemporary as well as philosophical and scientific approaches to the understanding of criminal behavior. Medical, psychological, political, economic and sociological dimensions will be explored. Crime statistics are also examined. *Pre-requisite: 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. *Pre-requisite: 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.
Pre-requisite: SOC-101 or PSY-101

SUPPLY CHAIN MANAGEMENT

SCM 101 Supply Chain Management Principles 3 CR
 This course defines the concept of a supply chain and all of its components from raw materials extracted from the earth to retail products ready for purchase by consumers. The principles learned in this track provide the necessary foundation for fully comprehending the following certification tracks. Supply Chain Management Principles assures success in the remaining certification SCM tracks and is recommended as a prerequisite to other certification tracks. The Supply Chain Management Principles certification also stands alone as a high level overview of supply chain management.

SCM 110 Transportation Operations 3 CR
 Transportation Operations explains in detail the different types of transportation modes: air, water, rail, and pipeline used throughout the supply chain and reasons for selected modes. Transportation Operations looks at cost drivers such as dimension, weight and speed along with delivery requirements and other special requirements as input to key transportation decisions.
Pre-requisite: SCM-101

SCM 115 Warehousing Distribution 3 CR
 Warehousing Distribution introduces the student to the processes, software, and terminology used in modern distribution operations. This course trains students on the basics of warehousing so that they may quickly acclimate themselves and be effective contributors in warehousing and distribution operations. Discussion centers on the role of warehousing regarding facility configuration, storage and handling techniques, performance metrics, customer service considerations, and safety concerns across various types of distribution facilities. *Pre-requisite: SCM-101*

THEATRE ARTS ████████████████████

THA 101 Introduction to Acting 3 CR

The 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 the 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.

Pre-requisite: THA-101 and 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-requisite: ENG-101.

THA 208 Contemporary Drama 3 CR

Contemporary Drama focuses on late 20th - 21st Century plays, and the 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 appreciate the intellectual and intuitive work required to create a theatrical experience from a written text in today's theatre.

Pre-requisite: ENG-101.

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JOURNAL SQUARE CAMPUS



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 Career Development
 Center for Academic & Student Success
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 College Foundation
 Disability Support Services
 Enrollment Services (Admissions/Registrar)
 Faculty & Staff Professional Development Office
 Financial Aid
 Help Desk
 Human Resources
 Mary T. Norton Board Room
 Office of Information Technology
 Office of the President
 Office of Student Affairs
 Student Life and Leadership



162-168 Sip Avenue
 Campus Store
 Classrooms
 Communications
 Customer Service/Mailroom
 Facilities Department
 Grants
 Institutional Research & Planning
 Student Government Association



Culinary Conference Center
161 Newkirk Street
 Business, Culinary Arts & Hospitality
 Management Division
 Center for Business & Industry
 Classrooms
 Continuing Education & Workforce Development
 Conference/Workshop Rooms
 Evening/Weekend/Off-Campus Services
 Follett Room
 Johnston Room
 Scott Ring Room
 The Robert L. Clare Reading Room



870 Bergen Avenue
 Classrooms
 Computer Labs
 LPN Lab
 MDA Lab
 Nursing & Health Sciences Division
 Radiography Lab



119 Newkirk Street
 Classrooms
 English & ESL Division



2 Enos Place
 Classrooms
 Computer Labs
 Educational Opportunity Fund (EOF)
 LEAP Program
 Student Lounge
 Writing Center



Gabert Library
71 Sip Avenue
 Abigail Douglas-Johnson (ADJ) Academic Support Services
 Alfred E. Zampella Lecture Hall
 Benjamin J. Dineen, III - Dennis C. Hull Gallery
 Center for Online Learning (COL)
 Classrooms
 Computer Lab
 Cultural Affairs Office
 Dean of Instruction
 Division of Academic Development & Support Services
 Early Childhood Education Lab/ Classroom
 Humanities & Social Sciences Division
 Honors Program
 Liberty Café
 Library
 Security
 Studio Arts Classrooms/Lab
 Testing Center
 Thomas J. Fleming Community Education Classrooms



STEM (Science, Technology, Engineering & Mathematics) Building
263 Academy Street
 Academic Foundations - Math
 Classrooms
 Computer Labs
 Science Labs
 STEM Division
 Student Lounge
 The Mark Oromaner Room



26 Journal Square
 Administrative Offices



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)
- 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.)

www.hccc.edu/campus

NORTH HUDSON CAMPUS



**4800 Kennedy Blvd.
Union City, NJ**

1st Floor

- Bookstore
- HCCC Enrollment Center
 - Bursar's Office
 - Enrollment Services
 - Financial Assistance
 - Testing & Assessment
 - Academic Advisement
 - Continuing Education Office

2nd Floor

- Open-Access Computer Lab
- Outdoor Courtyard
- Student Life and Leadership
- 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 (6)



6th Floor

County of Hudson One-Stop Center
(Only Accessible by 48th Street Entrance)

7th Floor

- Administrative Offices
 - Office of the Executive Director of the North Hudson Campus
 - Faculty Offices
 - Mail Room/Copy Center
 - Conference Rooms
 - Outdoor Terrace
 - Classrooms (2)
 - Tutorial Services

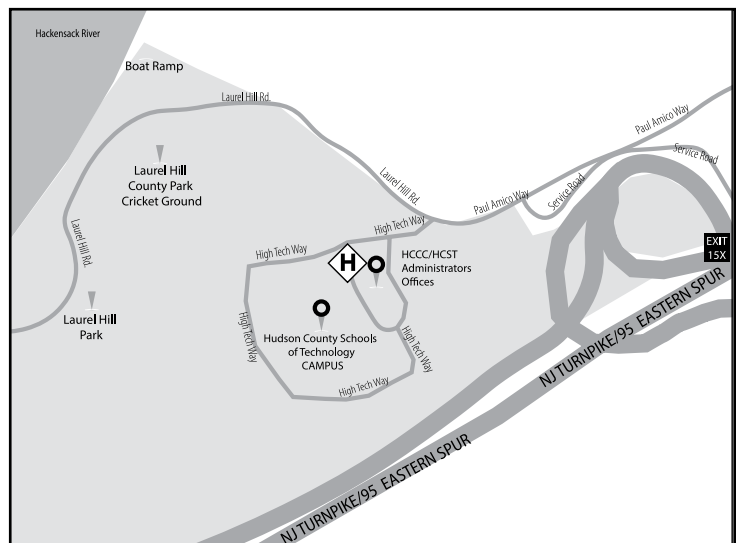


Metered Parking Lots

- West New York Lot –Between 51st St. & 52nd St. off Bergenline Avenue
- Union City Lot –Between 47th St. & 48th St. off Bergenline Avenue



**SECAUCUS CENTER
One High Tech Way
Secaucus, NJ**





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. 70 Sip Avenue (Building A) 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.



Directions to Secaucus Center:

From the North: Take NJ Turnpike South Eastern Spur to Exit 15X to Seaview Drive in Secaucus. Turn left onto New County Road/Paul Amico Way. Turn left on High Tech Way.

From the South: Take NJ Turnpike North Eastern Spur to Exit 15X to Seaview Drive in Secaucus. Turn left onto New County Road/Paul Amico Way. Turn left on High Tech Way.

From the South (Tonnelle Ave.): Take slight right toward County Road; continue onto County Road. County Road turns right and becomes New County Road. Continue on Paul Amico Way; turn left on High Tech Way.

From the East: Take Paterson Plank Road to Secaucus. Turn left on County Road. Continue onto New County Road/Paul Amico Way. Turn left on High Tech Way.

From the West: Follow Route 3 East to Meadowlands Parkway. Turn left onto Seaview Drive. Turn right onto New County Road/Paul Amico Way. Turn left on High Tech Way.

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