

# 2011-2013 CATALOG



S T A R T   H E R E ,   G O   A N Y W H E R E

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# ACADEMIC CALENDAR

## 2011

### Winterim 2011

Tues, Jan 4.....Classes begin; Late Registration begins  
 Mon, Jan 17 .....Martin Luther King Day – College Closed  
 Thurs, Jan 20 .....Final day of Winterim

### Spring 2011

Mon, Jan 17 .....Martin Luther King Day – College Closed  
 Thurs, Jan 20.....Orientation for New & Transfer Students  
 Mon, Jan 24.....Classes begin; Late Registration begins  
 Mon, Mar 14 to  
 Sun, Mar 20 .....Spring Break  
 Mon, Apr 4 to  
 Fri, Apr 15.....Priority Registration for Summer and Fall  
 Mon, Apr 18 .....Open Registration begins  
 Mon, May 16 .....Final day of semester

**Thurs, May 19.....Graduation**

### Summer I 2011

Mon, May 23.....Classes begin; Late Registration begins  
 Sat, May 28 to .....Memorial Day Holiday – College Closed  
 Mon, May 30  
 Wed, June 15.....Final day of Summer I

### Summer II 2011

Mon, Jun 20.....Classes begin; Late Registration begins  
 Sat, Jul 2–Mon, Jul 4 .....Independence Day Holiday – College Closed  
 Wed, Aug 3.....Final day of Summer II (3 credit classes)  
 Wed, Aug 10.....Final day of Summer II (4 credit classes)

### Summer III 2011

Sat, Jul 2–Mon, Jul 4 .....Independence Day Holiday  
 .....– College Closed  
 Tues, Jul 5.....Classes begin; Late Registration begins  
 Wed, Aug 10 .....Final day of Summer III

### Fall 2011

Wed, Aug 31 .....Orientation for New & Transfer Students  
 Mon, Sept 5 .....Labor Day - College Closed  
 Tues, Sept 6.....Classes begin; Late Registration begins  
 Mon, Nov 14 to  
 Wed, Nov 23 .....Priority Registration for Winterim and Spring  
 Wed, Nov 23 (5:00 pm) to  
 Sun, Nov 27 .....Thanksgiving Holiday – College Closed  
 Mon, Nov 28 .....Open Registration begins  
 Thurs, Dec 22.....Final day of the semester  
 Sat, Dec 24 to  
 Mon, Jan 2, 2012.....Winter Holiday – College Closed

## 2012

### Winterim 2012

Wed, Jan 4.....Classes begin; Late Registration begins  
 Mon, Jan 16 .....Martin Luther King Day – College Closed  
 Friday, Jan 20 .....Final day of semester

### Spring 2012

Mon, Jan 16 .....Martin Luther King Day – College Closed  
 Thurs, Jan 19.....Orientation for New & Transfer Students  
 Mon, Jan 23.....Classes begin; Late Registration begins  
 Mon, Mar 19 to  
 Sun, Mar 25 .....Spring Break  
 Mon, Apr 9 to  
 Fri, Apr 20.....Priority Registration for Summer and Fall  
 Mon, Apr 23 .....Open Registration begins  
 Fri, May 11 .....Final day of semester

**Thurs, May 17.....Graduation**

### Summer I 2012

Mon, May 21 .....Classes begin; Late Registration begins  
 Sat, May 26 to  
 Mon, May 28.....Memorial Day Holiday – College Closed  
 Wed, Jun 13 .....Final day of Summer I

### Summer II 2012

Mon, Jun 18 .....Classes begin; Late Registration begins  
 Wed, Jul 4.....Independence Day Holiday – College Closed  
 Thurs, Jul 5 .....No classes held  
 Thurs, Aug 2.....Final day of Summer II (3 credit classes)  
 Thurs, Aug 9.....Final day of Summer II (4 credit classes)

### Summer III 2012

Mon, Jul 2.....Classes begin; Late Registration begins  
 Wed, Jul 4.....Independence Day Holiday – College Closed  
 Thurs, Jul 5 .....No classes held  
 Thurs, Aug 9.....Final day of Summer III

### Fall 2012

Wed, Aug 29.....Orientation for New & Transfer Students  
 Mon, Sept 3.....Labor Day – College Closed  
 Tues, Sept 4 .....Classes begin; Late Registration begins  
 Mon, Nov 12 to  
 Wed, Nov 21 .....Priority Registration for Winterim and Spring  
 Wed, Nov 21 (5:00 pm) to  
 Sun, Nov 25.....Thanksgiving Holiday – College Closed  
 Mon, Nov 26.....Open Registration begins  
 Thurs, Dec 20 .....Final day of the semester  
 Mon, Dec 24 to  
 Tues, Jan 1, 2013.....Winter Holiday – College Closed



## 2013

### Winterim 2013

Thurs, Jan 3.....Classes begin; Late Registration begins  
 Fri, Jan 18 .....Final day of semester

### Spring 2013

Mon, Jan 14 to  
 Fri, Jan 18 .....Online Orientation - New & Transfer Students  
 Mon, Jan 21 .....Martin Luther King Day – College Closed  
 Thurs, Jan 22.....Classes begin; Late Registration begins  
 Mon, March 18 to  
 Sun, Mar 24 .....Spring Break  
 Mon, April 1 to  
 Fri, Apr 12 .....Priority Registration for Summer and Fall  
 Mon, April 15 .....Open Registration begins  
 Mon, May 13 .....Final day of semester  
**Thurs, May 16 .....Graduation**

### Summer I 2013

Mon, May 20.....Classes begin; Late Registration begins  
 Mon, May 27.....Memorial Day Holiday – College Closed  
 Wed, July 3.....Final day of Summer I

### Summer II 2013

Wed, July 4 .....Fourth of July Holiday – College Closed  
 Mon, July 8 .....Classes begin; Late Registration begins  
 Tues, Aug 20 .....Final day of Summer I

### Fall 2013

Wed, Aug 28.....Orientation for New & Transfer Students  
 Mon, Sept 2.....Labor Day – College Closed  
 Tues, Sept 3 .....Classes begin; Late Registration begins  
 Mon, Nov 18 to  
 Wed, Nov 27.....Priority Registration for Winterim and Spring  
 Wed, Nov 20 (5:00 pm) to  
 Sun, Dec 1 .....Thanksgiving Holiday – College Closed  
 Mon, Dec 2 .....Open Registration begins  
 Fri, Dec 20 .....Final day of the semester  
 Tues, Dec 24 to  
 Wed, Jan 1, 2014 .....Winter Holiday – College Closed



The College catalog is the official document detailing information relevant to student academics, policies and procedures. The provisions, statements, policies, tuition, fees and contents listed in this catalog are current as of the date of publication and subject to change without notice. The contents are for information and notice purposes only. Publication of this catalog does not constitute an agreement of warranty by Sussex County Community College that any of the contents of the catalog will be continued as stated. Each student is responsible for knowledge of the information contained in this catalog. Failure to read this catalog does not excuse students from the requirements and regulations described in it. The most current information can be found on the SCCC website: [sussex.edu](http://sussex.edu). The College reserves the right to adjust the College calendar as conditions necessitate.

# ABOUT SCCC

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## Accreditation

Sussex County Community College is accredited by:  
**The Middle States Commission on Higher Education**  
 3624 Market Street, Philadelphia, PA 19104  
 Phone: 215-662-5606 • www.msche.org

The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

## Mission, Vision and Goals

**Mission:** Sussex County Community College creates learning opportunities for self-improvement and transformation throughout life by providing accessible and affordable quality education and community enrichment in a climate of caring and respect.

**Vision:** SCCC will be the regional post-secondary institution of choice providing quality education and technical programs recognized for dynamic change and community centeredness.

## Mission Principles

Sussex County Community College is a student-centered and community-focused institution committed to:

1. Fostering intellectual and creative opportunities.
2. Proactively managing change.
3. Being responsive and respectful to students, faculty, staff and community.
4. Exhibiting clear, open and inclusive communication and collaboration.
5. Honoring diversity in the recruitment and retention of faculty, staff and students.
6. Transforming programs, curricula and learning experiences to reflect global and cultural awareness.
7. Promoting success for students, faculty, staff and community.
8. Encouraging the professional development of our staff and faculty.
9. Valuing accountability and data-driven decisions.
10. Appreciating and celebrating our accomplishments.
11. Ensuring quality instruction and programmatic responsiveness to community needs.
12. Providing a safe learning environment both intellectually and physically.

## Fast Facts

Sussex County Community College is a welcoming and friendly place where students are our top priority. We are known for academic excellence, a nurturing environment and small class size. Learning takes place in well-equipped

classrooms, around a naturally beautiful campus and throughout the community. We offer many of the amenities and advantages of a large institution combined with the unparalleled benefits of a smaller college.

SCCC has become the college of choice for over 3,000 students from Sussex County, New Jersey and Pike County, Pennsylvania. Our graduates consistently find employment or successfully transfer to other colleges and universities for further education.

**Newton Campus:** 167 Acres with 3 Ponds, 12 Buildings

**Instructional Facilities:** 38 Classrooms; 9 Health Sciences Classrooms/Labs; 12 Computer Labs; 5 Science Labs; 4 Art Studios; Dark Room; Graphics Lab; Performing Arts Center; Theater; Broadcasting Studio; Entrepreneurial Center; Gymnasium; Business Learning Center

**Instructional Programs:** 18 Associate Degree Programs with 26 additional Degree Options, 8 Professional Certificates, 8 Health Science Training Certificates, dozens of Community Education Training Certificates & Career Programs.

**Course Delivery Systems:** Courses are offered on our main campus and are also available at various locations throughout Sussex County. Courses can also be taken from home via Online Courses or Telecourses. Hybrid Courses, combining online and classroom work are also available.

**2010/2011 Budget:** \$ 23.2 Million

**Fall 2012 Student Profile:** Total: 3,403

Full-time: 1,906 (53%)

Male: 1,599 (47%)

Part-time: 1,497 (44%)

Female: 1,804 (53%)

## History

Sussex County Community College was authorized as a College Commission by the New Jersey State Board of Higher Education in 1981 and we opened our doors in 1982. In 1988 we achieved Candidacy for Accreditation status with the Middle States Association of Colleges and Schools. We were founded as a Comprehensive College in 1992, and received full accreditation in 1993.

In 1989, college leaders had the foresight to purchase land and buildings that were originally the home of Don Bosco College. The 167-acre property was an educational institution with existing classrooms, office space, three ponds and a campground. The campus has since become a landmark for a new era of education and community enrichment in Sussex County and northwestern New Jersey.

Since 1998, we have grown beyond expectations, not only in student numbers, but in academic and career programs, personnel and buildings.

Our student profile has shifted as our campus has grown. Today, the number of full-time students exceeds the number of part-time students, making SCCC a younger college than we were in our early days.

# ADMISSIONS AND REGISTRATION

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## Admissions Office • 973.300.2223/2253

Sussex County Community College has an open enrollment policy. Admission to the College is open to all high school graduates, those holding a General Equivalency Diploma (GED), or other persons 18 years or older. Admission and registration are available on a rolling basis.

Eligible high school students may take SCCC classes through our Concurrent Enrollment Program or the Early College Advantage Program. (See Chapter 5 for more information.)

Students under the age of 18 will be required to obtain a signed, parental-enrollment consent form in order to take classes at SCCC.

## Applying to SCCC

An application for admission is available from the Admissions Office or can be mailed upon request. Applications may also be completed online or downloaded and printed from the College website at [sussex.edu](http://sussex.edu). There is a \$15 non-refundable application fee. Applications are reviewed for admission to the College on an ongoing basis. Whether you wish to take a single course or enroll in full-time study, all new students must submit an application.

### In addition to the completed application and fee, applicants must:

- Take the College Placement Test (unless waived, see pg. 7)
- Provide proof of immunization in accordance with New Jersey law. (Note: students taking less than 12 credits are not required to comply with immunization standards.)
- Submit high school or other college transcripts or GED certificate.

## Chargeback

SCCC will provide a chargeback authorization at a New Jersey community college for students interested in pursuing a program not available at SCCC or any of its contracting institutions.

## County and State Residency Requirements

Any resident of Sussex County who is a high school graduate or is 18 years of age or older may apply for regular admission to SCCC. New Jersey residents who do not live in Sussex County may attend SCCC and receive chargeback assistance through their home counties if the community college in their own county does not offer the program they wish to pursue. Students from out-of-county may also attend SCCC by paying the out-of-county tuition rate.

## Declaration of Major

All students pursuing a degree or a certificate are encouraged to declare a major at the point of admission. Students may change majors by filing a Declaration of Major Form in the Registrar's Office. Students are not required to declare a major; however, they may not be eligible for financial aid if they do not.

## Home-Schooled Students

Home-schooled students wishing to enroll at SCCC are required to take the College Placement Test. Students failing to meet the minimum test standard will be required to pass the GED exam and thereafter retake the Placement Test or be assigned to transitional classes as appropriate.

The Placement Test will be waived for students meeting the SAT standards.

## Immunization Requirements

New Jersey State law requires that all full-time community college students provide proof (immunization certificates required) of two doses of measles vaccine, one dose of mumps vaccine and one dose of rubella vaccine. Students born prior to 1957 are exempt from these requirements and need only to submit proof of age.

New Jersey State law also requires that all new full-time, degree seeking students, enrolling at a public or private institution of higher education, shall be vaccinated for Hepatitis B. Students whose religious principles prohibit injections may request a religious exemption. An essay of explanation is required. Students may request a medical exemption if the vaccine is medically contraindicated; a statement by a licensed physician is required.

Full-time matriculated students who have not fulfilled all immunization requirements may be barred from full-time registration after their first semester. More information is available at the Registrar's Office.

## International Students

The enrollment of international students at Sussex County Community College is approved by the United States Citizenship and Immigration Services, U.S. Department of Homeland Security.

Individuals holding an F-1 Student Visa are considered non-residents in regard to tuition payments. Length of stay, payment of taxes or ownership of property, in themselves, do not qualify students for the status of legal resident. Individuals for whom an I-20 Form has been submitted must enroll as full-time students during the Fall and Spring semesters and maintain a cumulative grade point average of 2.0 or better. Full-time status is achieved by registering for at least 12 credit hours each semester. I-20 students

## ADMISSIONS AND REGISTRATION

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may not register for more than 3 credits of online or distance education.

Recent and upcoming changes to INS regulations will take precedence.

### Matriculation/Enrollment Status and Classification

Any student, full-time or part-time, enrolled in a degree or certificate program is considered to be matriculated.

A student registered on the tenth day of classes (the official College recording date) for 12 or more credits is considered full-time. A student with 11 credits or less is designated as part-time. (Federal financial aid regulations may impose additional definitions.)

Students attending college for the first time are designated as first-time freshmen and, thereafter, freshmen through the first 32 credits. Students with 33 or more credits are classified as sophomores.

### Student Record Confidentiality

Annually, Sussex County Community College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the College intends to comply fully, was designed to protect the privacy of educational records.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College 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 College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the

request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the



College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

SCCC has designated certain information in the education records of its students as directory information for the purposes of FERPA. Directory information may be released at the discretion of the College and without the consent of the student unless the student informs the Registrar in writing within the first ten class days that all such directory information about him or her is not to be made public without his or her consent. The following is considered directory information at SCCC: name, address, major, sports participation, height and weight of the sports team members, dates of attendance, full or part-time enrollment status and degrees, honors and awards received.

Information will be made available to the parents of a student only when written permission is received from the student for release of any official information from his or her records.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SCCC 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 20202-4605

Other than directory information, information in a student's record will not be released to anyone without prior written consent of the student concerned or upon presentation of a court order, or subpoena except as stipulated by the provisions of the Family Educational Rights and Privacy Act. Copies of a more detailed policy statement may be obtained at the Registrar's Office.

## Summer and Winterim Sessions

SCCC offers 1 Winterim and 3 Summer sessions and welcomes current SCCC students, high school students and students from other colleges to enroll in classes during these sessions.

This opportunity allows students to progress more rapidly through their programs, make up classes they may have missed earlier, or transfer credits to other colleges. For more information, contact the Counseling and Advising Center or visit the SCCC website.

## Testing

Administration Building • 973.300.2155/2186/2242

### College Placement Testing

SCCC is committed to your academic success. Our testing policy is designed to give all students an opportunity to succeed by beginning in the appropriate courses that will maximize learning.

SCCC requires that an entering student take the College Placement Test in the subject areas of reading, writing, computation, algebra, and college-level mathematics as applicable; unless one of the following waiver conditions is met:

1. The student meets the SAT waiver standard.
2. The student has successfully completed college-level English and/or mathematics courses at another college or university.
3. The student has taken an approved basic skills test at another college or university.
4. The student has earned a college degree.
5. The student is taking SCCC courses that are approved for personal enrichment.
6. The student meets a special program standard or exception.

Upon initial registration, a part-time student may elect to postpone taking the computation and algebra placement tests if the student is registering for courses not requiring mathematics. However, the computation and algebra placement tests must be taken prior to engaging in any mathematics courses. Students matriculated in programs which do not require a college-level mathematics course will not be required to meet the algebra proficiency.

For a student who is required to take the College Placement Test, the student may opt to take one retest in any or all subject areas prior to the first day of the semester. Students may not take their initial placement test and retest on the same day. For a student who registers after the first day of the current semester, only an initial placement test is possible. Each time a student completes a developmental course or an approved refresher course in a discipline, that student may retest in that discipline once the current semester has concluded and prior to the start of the next semester. A fee will be charged per retest.

All College Placement Test scores are valid for a period of three years. A student may appeal this three-year time limit to the Vice President of Academic Affairs.

Results of placement tests do not affect admission to SCCC, but they may limit eligibility for certain courses and curricula. Students transferring from another college or university must adhere to SCCC policies for placement.

Based on placement testing results, students will be eligible to register for SCCC courses, as follows: (see chart on the following page)



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## Placement using SAT or Accuplacer Scores

Based on placement testing results, students will be eligible to register for SCCC courses as follows:

| English & Reading Placement   | Score  | Initial Placement  |
|---|--|--|
| SAT-Critical Reading<br><b>or</b><br>Accuplacer-Sentence Skills<br><b>or</b><br>Accuplacer-Writeplacer <b>and</b><br>Accuplacer-Reading | 540 or higher<br><br>88 or higher<br><br>6 or higher on<br>8-point scale<br>83 or higher | <b>College-Level Courses:</b><br>ENGL101 English Composition I, <b>or</b><br>any college-level course without an additional prerequisite |
| Accuplacer-Sentence Skills<br>Accuplacer-Sentence Skills  | 55-87<br>0-54  | <b>Developmental Writing:</b><br>ENGL021 Developmental Writing II<br>ENGL015 Developmental Writing I                                     |
| Accuplacer-Reading<br>Accuplacer-Reading  | 64-82<br>0-63  | <b>Developmental Reading:</b><br>ENGL032 College Reading II<br>ENGL031 Intro to College Reading I  |

Many Science, Business and Computer Science courses also require placement in Mathematics.

| Mathematics Placement                                | Score                             | Initial Placement   |
|--|-----------------------------------|---|
| SAT-Mathematics<br><b>or</b><br>Accuplacer-Algebra   | 530 or higher<br><br>76 or higher | <b>College Level Mathematics:</b><br>MATH104 Contemporary Math, <b>or</b><br>MATH106 Math Concepts, <b>or</b><br>MATH210 Statistics |
| Accuplacer-Mathematics<br>Accuplacer-Mathematics     | 0-68<br>69 or higher              | <b>Developmental Mathematics:</b><br>MATH010 Basic Mathematics<br>MATH015 Introductory Algebra I<br><b>or</b><br>MATH023            |
| Elementary Algebra                                   | 20-47<br><br>48-75                | MATH015 Introductory Algebra I <b>and</b><br>MATH017 Algebra II<br>MATH023 Basic Algebra  |
| College-Level Mathematics<br>(Pre-Calculus/Calculus) | 0-49<br>50-68<br>69 and above     | MATH040 Intermediate Algebra<br>MATH110 Pre-Calculus I<br>MATH113 Calculus I  |

**Please Note:** Testing criteria is subject to change. Please consult with a Counselor for current information.

### **CLEP and Challenge Exams**

Many students come to SCCC with in-depth knowledge they have acquired through independent or prior study, cultural or special interest, or have skills or knowledge gained from internships and/or professional experience. Challenge Exams and CLEP Exams enable a student to forgo introductory courses, moving them to classes in their major or prospective career areas. Satisfactory scores allow students to save time, shortening the path to their goals. Not every course is appropriate for a Challenge or CLEP exam. There is a non-refundable proctoring fee for each CLEP exam.

A maximum of 50% of the credits required for a degree or certificate program may be granted for CLEP, Challenge Exams, and transfer credit or any combination thereof.

Applications for most Challenge Exams including the Challenge Exam for COMS 110 can be obtained from the Counseling and Advising Center. To schedule the Pre-Calculus Challenge Exam, please call the Testing Center. SCCC is a national CLEP Testing Center.

### **General Educational Development (GED)**

The GED test is administered each month. Tests are offered on Saturdays to accommodate participants. Any New Jersey resident 18 years or older who does not have a high school diploma is eligible to take the exam.

For more information, call the SCCC Testing Center. For students less than 18 years, please contact the Learning Center at 973.300.2158.

### **Licensing Exams in the Medical Field**

Information on licensing exams for health science certificates is available from the Health Science department.

### **Proctoring for Outside Institutions**

Exams are proctored for students doing distance learning with other institutions. There is a proctoring charge, payable through the Business Office. Call the Testing Center for information.



### **Thomas Edison College Examination Program**

The Thomas Edison College Examination Program (TECEP) enables students to earn college credits for knowledge gained through work experience. SCCC is a TECEP testing center. TECEP brochures can be obtained by writing to:

Thomas Edison College  
101 W. State Street, Trenton, NJ 08625

### **Transcript and Transfer Information**

#### **Transcripts**

A transcript is the official record of a student's academic performance. Students may request official transcripts to be sent to other institutions, for scholarships and to employers. Students may also request an unofficial transcript for their personal use. Students enrolled may also access their records and print out an unofficial transcript through the password protected student portal ([my.sussex.edu](http://my.sussex.edu)).

The first request for an official transcript is free of charge, and subsequent requests are \$5.00 each. All requests must be in writing and must include the student's name, social security or SCCC identification number and signature as well as the complete name and address of the institution to receive the transcript. Transcripts cannot be faxed. Students should plan on three (3) working days for processing since transcripts are not available on demand. No transcripts will be sent for any student with an outstanding obligation to the College.

Normally, official transcripts are sent directly from the Registrar's Office to the other college. SCCC may provide, under special circumstances, an official transcript in a sealed envelope marked "Official transcript issued in a sealed envelope. Void if the seal is broken," provided the name of the receiving institution is submitted with the request.

#### **Transfer Credit Procedure (Transferring to SCCC)**

Students seeking transfer credit to SCCC should follow the procedure outlined below:

1. A student wishing to transfer credits to SCCC must submit an Application for Admission, have official transcripts from previous colleges sent directly to the Registrar's Office and submit a Transcript Evaluation Request Form.
2. SCCC will accept a maximum of 50% of the credits required for a degree or certificate earned at other institutions, by experiences and/or by examination (CLEP or Challenge) in order to complete requirements for a degree from SCCC. If science and computer courses are older than eight (8) years, students will be required to repeat them. (For the PCCC Nursing Program there is a five-year limit on science courses, from the date of the course completion.)

## ADMISSIONS AND REGISTRATION

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3. Transferred credits will be entered in the Credits Earned column of the transcript and will not affect a student's quality-point average as grades are not transferred.
4. Transfer credits earned at other institutions are entered on the transcripts only after a student has been accepted at the College and matriculated in a program. In addition, only those courses applicable to the program will be transferred in.
5. A minimum grade of "C" or its equivalent is required for transfer credit to be applicable to a student's certificate or associate degree program.
6. SCCC only accepts transfer credits from regionally accredited institutions.
7. Special accredited courses and other training will be evaluated (i.e. Ponsi, banking, ACE, military) on an individual basis.
8. International students must have their foreign transcripts translated and evaluated into US equivalents by a National Association of Credential Evaluation Services (NACES) member.

### Transferring from SCCC

At SCCC we prepare students to transfer to the top colleges and universities in New Jersey and across the nation. More than 70 percent of SCCC graduates continue their education. Students who plan to transfer should work closely with their counselor or faculty advisor.

### Articulation Agreements

The New Jersey legislature passed the Lampitt Bill in September 2007, referred to as the NJ Transfer Law or Agreement. The law provides for the transfer of 60-64 credits for AA and AS degree graduates from NJ public community colleges to NJ public four-year colleges. Staying with the same major is best, and transfer admission is not guaranteed.

In addition, SCCC has established articulation agreements with some private four-year colleges as well as some of the publics for specific programs of study:

### Statewide Transfer Agreement

In September 2008, the Governor and state legislature created a law that established a statewide transfer agreement for students transferring from a New Jersey community college to a New Jersey public four-year college or university.

Students can now seamlessly transfer their academic credits from a completed community college Associate of Arts (A.A.) or Associate of Science (A.S.) degree program to a Bachelor's Degree program at New Jersey's public four-year colleges and universities.

Students who plan to transfer to another institution should work closely with their counselor or advisor to ensure that their courses and majors meet the standards of the Agreement.

While the law does not cover New Jersey's private colleges and universities, many of those institutions have established policies that allow community college graduates to transfer with full junior standing.

One tool that can help students is NJ Transfer ([www.NJTransfer.org](http://www.NJTransfer.org)). NJ Transfer allows students to see how their community college credits will transfer to many public and private New Jersey four-year colleges and universities.



| 4 Year College  | SCCC Program   |
|---|--|
| Fairleigh Dickinson University (private)<br>Madison, NJ   | Business Management, Hospitality Option              |
| Felician College (private)<br>Lodi, NJ                    | Business Administration, Criminal Justice, Education |
| Marywood University (private)<br>Scranton, PA             | Graphic Design                                       |
| New Jersey Institute of Technology (public)<br>Newark, NJ | Business Administration                              |
| William Paterson University (public)<br>Wayne, NJ         | Business Administration, Education                   |



# TUITION, FEES AND FINANCIAL AID



## Tuition and Fees

The following information is for the 2011-2013 academic year. Sussex County Community College reserves the right to change the tuition and fees for subsequent semesters.

### Tuition

- Sussex County Residents**.....\$127.00 per credit
- Out of County/State Residents** .....\$254.00 per credit
- Pennsylvania Residents of Pike, Wayne, & Monroe County**.....\$190.00 per credit

Auditing Classes same as regular fees.  
Sussex County residents 65 years and older are entitled to free tuition for eligible college level courses, for credit or audit, offered by SCCC. The one time \$25.00 application fee is required. All college fees are paid by the applicant.

Free tuition for senior citizens is offered with the following conditions: a) the class must be eligible for the senior citizen free tuition; b) paid enrollment warrants the course being conducted; c) sufficient space is available in the class; and d) registration for the course must occur only during the final two business days before the start of the semester.

### Fees

**Application Fee** (one time only, non-refundable) .....\$25.00  
The application fee covers administrative overhead costs of processing admission requirements, advisory counseling, transcript records and the maintenance of a permanent file.

**Course Material Fee** .....\$3.00 per course  
The course material fee covers some of the cost of materials provided to students during the semester.

**General Fee** .....\$25.00 per credit  
The general fee covers the cost of incidental services associated with matters pertaining to student welfare, campus life and the collegiate environment. This fee is non-refundable.

**Graduation Fee** .....\$50.00  
A graduation fee is charged upon application for graduation. An additional \$10.00 is charged for multiple, simultaneous degree/certificate applications.

**Health Insurance Fee**  
(All Full-time Students Only) .....\$63.00 per semester  
This fee may be waived if proof of current coverage is provided by the prescribed date. Insurance is also available to part-time students.

**Laboratory Fee** .....\$45.00 – \$70.00  
This is a non-refundable fee charged to the student in conjunction with courses as listed in the course descriptions. Nursing Lab Fees shown below.

**Late Payment Fee** .....\$40.00  
A non-refundable late payment fee is charged to all students failing to pay by the prescribed date.

- PCCC Nursing I Lab Fee**.....\$1695.00
- PCCC Nursing II & III Lab Fee**.....\$1495.00
- PCCC Nursing IV Lab Fee** .....\$1650.00
- PCCC Nurse’s Clinical Fee** .....\$1000.00
- Returned Check Fee** .....\$25.00  
This fee is charged to the student for a check that is returned to SCCC from a bank for insufficient funds.
- Student Services Fee** .....\$5.00 per credit
- Technology Fee** .....\$10.00 per credit
- Telecourse Fee**.....Part of Online Course Fee
- Transcript Fee** .....\$5.00 per request  
A student may request an official transcript from the Registrar’s Office. Students are entitled to their first transcript without charge. The fee is required in advance for each additional transcript.
- Online Course Fee**.....\$25.00 per online course

**Please Note:** Students will not be able to continue their education at SCCC and/or receive grades, transcripts or a diploma unless their financial obligations have been satisfied. Tuition and fees are subject to change. Additional lab and course fees may apply, please reference sussex.edu for up-to-date information.

### Residency Requirement

In order to qualify for in-county status regarding tuition, a student is required to present evidence of his or her permanent Sussex County residence at the time of application.

### Refund Policy

Students who withdraw from classes, in which they have been officially registered, offered by SCCC or one of its contracting institutions, shall be eligible for a refund in accordance with the schedule listed below provided the withdrawal procedure has been followed. (See Withdrawal from Classes in Chapter 5.)

Students wishing to withdraw and receive a refund must notify SCCC in writing. Requests must include student’s name, social security or identification number, semester, course and the student’s signature.

Withdrawal in writing prior to the first day of the second week (see academic calendar posted online for actual date) will incur 100% refund and/or cancellation of charges less non-refundable tuition deposit.

Withdrawal in writing prior to the first day of the third week (see academic calendar posted online for actual date) will incur 50% refund and/or cancellation of charges. Students will be responsible for payment of the remaining 50% of tuition and all fees.

No refund will be given for withdrawal in writing after the last day of the third week. For Summer and Winter sessions see academic calendar for actual refund dates.

## TUITION, FEES AND FINANCIAL AID

### Methods of Payment

Students are encouraged to pay their semester bill online thru the student portal, [my.sussex.edu](http://my.sussex.edu). Online payments may be made by credit card or debiting a checking account (E-check). A payment plan is also available online for a \$35 enrollment fee. Students may also pay their bill by mail or in person at the Business Office.

Students receiving financial aid should verify their award with the Financial Aid Office. Any difference between the tuition and fee bill and financial aid award must be paid by the tuition due dates prior to the start of each semester.

### Financial Aid

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Sussex County Community College recognizes that many families need assistance in meeting their educational costs. The College's financial aid programs assist students who would be unable to attend without help.

The College expects that students and their parents will contribute to the extent of their abilities toward meeting their educational costs. When this is not feasible, students are encouraged to apply for financial assistance.

Financial aid is available to those who demonstrate need. Need is defined as the difference between what it costs to attend SCCC and what a student may reasonably be expected to contribute. Unless otherwise designated, all assistance offered by or through SCCC is awarded on the basis of financial need and satisfactory academic progress. New applications for financial aid must be completed each year. It is best to get them in prior to April 15th.

SCCC participates in all federal and state aid programs. These programs include federal and state grants, as well as low interest loans and campus employment opportunities. Students applying for financial aid are considered for all programs for which they are eligible.

### How to Apply for Financial Assistance

Follow the simple steps outlined below. Should you need assistance in completing the application process, you are urged to contact the SCCC Financial Aid Office to arrange for an appointment. Please allow enough lead time before the start of the semester to avoid missed deadlines and last minute problems.

1. Complete a Free Application for Federal Student Aid (FAFSA).

The FAFSA is available online at [www.fafsa.gov](http://www.fafsa.gov) using PINs (Personal Identification Numbers) to sign for student (and parent if applicable). Once entered on the Internet, print a copy of the confirmation page and bring it to the Financial Aid Office. **School Code: 025688**

2. Provide an official final high school transcript or GED to the Admissions Office (faxes not accepted).

3. If the student does not have a GED or high school diploma, The College Placement Exam (Accuplacer) may be used if scores of 55 in Reading Comprehension, 60 in Sentence Skills and 34 in Arithmetic are achieved. These scores will show that the "ability to benefit" as defined by the Federal Government has been demonstrated and the student will be eligible to receive Federal Financial Aid. Students are advised to request the Arithmetic exam, which may not normally be given.

Eligibility for assistance is determined as a result of information submitted to the Federal Student Aid Processing Center on the Free Application for Student Aid.

The Processing Center calculates an Expected Financial Contribution (EFC). The EFC is provided on the Federal Student Aid Report (SAR).

After receiving your Student Aid Report, you will be notified if you have been selected for verification. If you are selected for verification you will be required to do the following:

1. Forward a signed copy of the first two pages of federal income tax return and W2's to the Financial Aid Office. If you are under 24 years of age you must also submit a signed copy of the first two pages of your parents' federal income tax return with all attachments and W2's.
2. Submit to the Financial Aid Office documentation of all non-taxable income received by you (and/or your family if you are under 24 years of age).

### When to Apply

Students are encouraged to apply as soon as possible. To assure full state funding, returning students who are NJ State residents should apply by May 15th. First time students should apply by April 15th for Fall start and November 15th for Spring start.

### Student Portal

We strongly encourage students to use the Student Portal to view both their financial aid awards as well as missing documents needed to complete your financial aid file. The student portal is available from the college home page [sussex.edu](http://sussex.edu) or directly at: [my.sussex.edu](http://my.sussex.edu)

Most of the required forms are available for download at [sussex.edu](http://sussex.edu) at Quick Links, Financial Aid Forms.

### Changes in Financial Circumstances and Unusual Situations

Please notify the Financial Aid Office of any changes in your financial circumstances and unusual situations that may occur. Examples are loss of job, reduction of non-taxable income, disability or death of a parent or spouse, separation or divorce, etc. All may have an effect on your need for assistance. If your circumstances have changed you may



need to have your present forms revised. In all cases, third party documentation is required.

## Other Aid

Students are required to notify the Financial Aid Office when any outside financial assistance such as scholarships is given to the student.

## Federal Financial Aid Programs

There are several Federal programs that may be available for those who qualify, to help reduce the cost of education. The programs include grants, work study, and loans.

### Federal Pell Grant (Pell)

The processed FAFSA will determine your eligibility for a Pell Grant. The grant value is dependent upon the FAFSA analysis and is sensitive to the course load taken. The grant could range from \$277 to \$5,550 annually.

### Federal Supplemental Educational Opportunity Grant (SEOG)

This grant requires no additional application and is awarded to students via random selection, who show exceptional need. Awards range from \$100 to \$500 annually. Awards are made after October 1 for the Fall and Spring semesters. Exact award amounts vary depending on availability of funds.

### Federal Work Study Program (FWSP)

The Federal Work Study Program is designed to provide employment for needy students. Earnings for services are paid on the 15th and last day of the month by check or automatic deposit and do not appear as a credit against school charges. Eligibility for the program is determined by the College Financial Aid Office and priority is given to students demonstrating the most financial need. It is expected that all FWSP students will maintain at least a 2.0 average.

Funding for FWSP is provided by a yearly allocation from the federal government. Students may not earn more than the amount stated on their Work Authorization Form. Earnings may be used to purchase books or pay fees incurred during the semester. Earnings may also be returned to the College to reduce the next semester's bill.

Jobs are assigned by the Job Placement Office located in the Counseling and Advising Center. If FWSP has been made part of your financial aid package, you will be referred to the Job Placement Officer for employment location and the date you will start to work. Employment follows the academic calendar and usually averages 10 to 15 hours per week. The College pays, but is not limited to paying, the prevailing minimum wage.

As part of the FWSP, you may be able to participate in the Community Service Learning (CSL) program. Work is usually performed at an off-campus location, but must be in the

public interest at a non-profit, community-based employer. In the CSL program students are employed in positions which are designed to directly improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs in areas such as health care, childcare, literacy training, education and counseling.

The College also participates in the America Reads Challenge as reading mentors to elementary school students.

As with all FWSP students, the College determines if eligibility requirements have been met and matches the student to the work location. Supervisors schedule duties and work hours. In no case may the student exceed the budgeted amount of earnings set by the Financial Aid Office. Work hours in the CSL program could be up to the maximum of 15 hours per week. The employment contract is for one semester and may be renewed for a following semester as long as the student is enrolled on at least a half-time level (at least six (6) credits).

### William D Ford Federal Direct Loan Program (Direct Loan)

The loan may be used to help cover costs not met by grant assistance. Subsidized maximum loan amounts for dependent students are \$3,500 for the freshman year (one to 32 college-level credits earned) and \$4,500 for the sophomore year (33 or more college level credits earned). An additional \$2,000 in an un-subsidized loan is available for dependent students. Independent students may borrow more. Loans are not recommended and are to be used only if all other options are exhausted.

#### Students must complete the following before a loan can be awarded and disbursed.

1. FAFSA: [fafsa.gov](http://fafsa.gov)
2. Entrance Counseling: [studentloans.gov](http://studentloans.gov)
3. Master Promissory Note: [studentloans.gov](http://studentloans.gov)
4. SCCC Direct Student Loan Request Form: [sussex.edu/student-services/financialaid/forms.php](http://sussex.edu/student-services/financialaid/forms.php)

**Subsidized:** A loan for which a borrower is not responsible for the interest while in an in-school, grace, or deferment status. Subsidized loans include Direct Subsidized, Direct Subsidized Consolidation Loans, Federal Subsidized Stafford Loans and Federal Subsidized Consolidation Loans.

**Unsubsidized:** A loan for which the borrower is fully responsible for paying the interest regardless of the loan status. Interest on unsubsidized loans accrues from the date of disbursement and continues throughout the life of the loan. Unsubsidized loans include: Direct Unsubsidized Loans, Direct PLUS Loans, Direct Unsubsidized Consolidation Loans, and Federal Unsubsidized Stafford Loans, Federal PLUS Loans, and Federal Unsubsidized Consolidation Loans.

## TUITION, FEES AND FINANCIAL AID

| Dependent Students   |                         |                                      |                    |
|--|-------------------------|--------------------------------------|--------------------|
| Academic Level   | Annual Limit Subsidized | Annual Limit Additional Unsubsidized | Total Annual Limit |
| 1st year (1–32 credits earned)   | \$3,500                 | \$2,000                              | \$5,500            |
| 2nd year (33+ credits earned)  | \$4,500                 | \$2,000                              | \$6,500            |
| Note: Additional Unsubsidized Loan funds of up to \$4,000 per year, (not included in chart) may be available for students whose parents are denied a Parent Loan for Undergraduate Students (PLUS) |                         |                                      |                    |
| Independent Students   |                         |                                      |                    |
| Academic Level   | Annual Limit Subsidized | Annual Limit Additional Unsubsidized | Total Annual Limit |
| 1st year (1–32 credits earned)   | \$3,500                 | \$6,000                              | \$9,500            |
| 2nd year (33+ credits earned)  | \$4,500                 | \$6,000                              | \$10,500           |

### Points to Remember:

- An Exit Interview is required before permanently leaving the campus (graduation or transfer to another college), dropping to less than half-time during a semester or taking a semester off. [nslds.ed.gov](http://nslds.ed.gov)
- You may take up to ten years to repay the loan. Payment schedules are set up with your lender prior to repayment of the loan. Loans are made in the student's name only. It will be your responsibility to repay your Loan. It is recommended that all other avenues of assistance be explored before considering a Direct Loan.

### Typical Monthly Payments

Below is a projection of the approximate amount of monthly installments over different periods of time required to amortize various levels of indebtedness.

| Sample Repayment Amounts |               |             |               |             |               |             |  |
|--------------------------|---------------|-------------|---------------|-------------|---------------|-------------|--|
|                          |               | at 5.6%     |               | at 6.0%     |               | at 6.8%     |  |
| Total Borrowed           | Monthly Paymt | # of Months | Monthly Paymt | # of Months | Monthly Paymt | # of Months |  |
| \$2,500                  | \$50.00       | 57          | \$50.00       | 58          | \$50.00       | 59          |  |
| \$5,000                  | \$54.51       | 120         | \$55.51       | 120         | \$57.54       | 120         |  |
| \$7,500                  | \$81.76       | 120         | \$83.26       | 120         | \$86.31       | 120         |  |
| \$10,000                 | \$109.02      | 120         | \$111.02      | 120         | \$115.08      | 120         |  |

### Student Loans Exit Counseling Requirement

All students who have borrowed funds through the Federal Stafford Student Loan Program are required to complete Exit Counseling before permanently leaving the College. Exit Counseling may be accomplished online at [studentloans.gov](http://studentloans.gov). Please contact your lender if you are experiencing difficulties in repaying your loan. Many options may be available to you including deferring payments. Please note that a deferment of both principal and interest is available to students in Peace Corps service, Domestic Volunteer Service Act service or Community Service at a tax exempt organization.

### Parent Loan for Undergraduate Study (PLUS)

This is a loan to enable parents with good credit to borrow for their children who are enrolled in college on at least a halftime basis. Loans are at variable interest rates and could be for amounts up to the cost of education, minus any financial assistance for which the student is eligible.

### State Financial Aid Programs

Regulations are subject to change. Contact the Financial Aid Office for details.

### NJ Tuition Aid Grant

State grants are available to full-time students based on need. Grants range from \$910 to \$2,218 annually.

### NJ Part-time Tuition Aid Grant

This state program is for students who take between 6 and 11 credits. Awards range from \$416 to \$1,478 annually depending on course load. As with all state aid, a Free Application for Federal Student Aid must be filed before state deadlines.



## NJ STARS

NJ STARS is a state program for students who graduate in the top of their high school class. Please reference our website for up-to-date information and eligibility.

## New Jersey Scholarships and Grants

### State Aid deadlines (N.J. residents only)

- Returning students - June 1
- First-time Fall students - October 1
- First-time Spring students - March 1

### NJ Distinguished Scholars Program (DSP)

This is a state scholarship to full-time students based on achievement in high school. Candidates are selected by their high school and awarded \$930 annually. (Depends on state funding)

### NJ MIA/POW Grant

This is a state grant to children of Missing in Action or Prisoner of War parents. It covers the student's tuition for that school year.

NJ Veterans Tuition Credit Program (VTCP) and Vietnam Veterans Tuition Aid Program (VVTAP)

These are state grants to NJ Veterans and NJ Veterans of the Vietnam War. Awards are up to \$200 per term.

### NJ Volunteer Firefighters and Rescue Squad Program

This program is to aid volunteer firefighter and rescue squad members, their spouses, and dependent children. The value of the assistance is \$600 annually, but may not exceed \$2,400 over a four year period. Confirmation and eligibility must be provided through municipal letter. The program is for tuition costs only and the student is responsible for fees and books.

### NJ Public Tuition Benefit Program (PTBP)

This is a state grant to dependents of emergency service and law enforcement officers killed in the line of duty. It covers the student's tuition.

## Financial Aid Criteria

**Billing Procedures:** The College expects that students will pay for their school expenses as they are incurred, i.e. per semester. It should be noted that financial assistance is applied first to tuition charges, then to required fees. Additional expenses such as laboratory fees, books, class trip expenses, and supplies may be covered with any remaining assistance.

**Aid Disbursement:** Fall and Spring semester aid will be disbursed beginning after the tenth day of each term. Summer aid will be disbursed after the tenth day of the

final Summer session. First-time, first-year student loan borrowers will have their loan disbursement delayed for 30 days. Students who have single semester loans will receive two disbursements. Aid generally is electronically transferred to the College from federal, state, and private aid programs and from both federal and private loan programs. Using the College computer system, aid is released to the Business Office for application against account balances. Credit balances are sent to the student by check, mail or by direct deposit.

## Satisfactory Academic Progress and Its Effect on Financial Aid

In compliance with the Federal 1998 Higher Education Amendments, SCCC has adopted a policy concerning the satisfactory academic progress requirements for financial aid recipients. The requirements will be closely monitored and will be strictly enforced. A review of academic progress will be done at least annually after semester grades are posted. Students not eligible to continue to receive financial assistance due to lack of satisfactory academic progress will be notified. Each student who receives either state or federal assistance must make satisfactory academic progress towards the attainment of his or her degree or certificate as a condition of receiving financial aid. Two consecutive semesters of unsatisfactory academic progress will automatically result in the termination of a student's continued eligibility for financial assistance.

In order to have his or her eligibility for financial aid reinstated after it has been terminated, it will be necessary for the student to cover his/her educational expenses until satisfactory academic progress is regained. Further, it will be the responsibility of students who wish to have their eligibility for financial aid reinstated to notify the Financial Aid Office and verify that they have, in fact, made satisfactory academic progress. Financial aid students who experience academic difficulties are strongly urged to maintain close contact with both faculty and counselors.

## Federal Aid and Its Effect on Degree Programs

- A student (i.e., one who is not taking developmental courses) must complete his or her Associates degree program after attempting no more than 150% of the total hours required in the program.
- All hours attempted include developmental and repeated course work and apply to all courses taken whether or not financial aid was received.
- The Federal Financial Aid Review Period is one year.
- Three criteria must be met in order for federal aid to be awarded: a minimum Grade Point Average (GPA), percentage of credits earned, and the maximum time frame.
- In addition, the student must meet both of the following requirements: the percentage of credits completed and



## TUITION, FEES AND FINANCIAL AID

the minimum grade point average as shown in the chart below. For the purposes of financial aid, all developmental and *English for Speakers of Other Languages* courses are counted as credits attempted and credits completed if the student receives a passing grade. Repeated courses will count in the calculation of credits attempted and credits completed. Assistance may be used to offset repeated course costs only if the repeat is to remove a failure.

**NOTE:** Regarding course repetition, students may not be funded for the purpose of grade improvement. However, if a student is required to repeat a course due to change in technology/sciences, the repetition is considered as not being undertaken for grade improvement, but rather for continuation in his or her program of study, and therefore, is fundable.

### Federal Aid and Its Effect on Certificate Programs

- A student must complete his or her certificate program after attempting no more than 150% of the program requirement.
- All hours attempted include developmental and repeated course work and apply to all courses taken whether or not financial aid was received.
- The Federal Financial Aid Review Period is one year.
- Three criteria must be met in order for federal aid to be awarded: a minimum Grade Point Average (GPA), percentage of credits earned, and the maximum time frame.
- In addition, the student must meet both of the following requirements: the percentage of credits completed and the minimum grade point average as shown in the following chart.

For the purposes of financial aid, all developmental and English as a Second Language courses are counted as credits attempted and credits completed if the student receives a passing grade. Repeated courses will count in the calculation of credits attempted and credits completed. Assistance may be used to offset repeated course costs only if the repeat is to remove a failure.

**NOTE:** Regarding course repetition, students may not be funded for the purpose of grade improvement. However, if

| DEGREE PROGRAMS    |                                       |                        |       |       |        |
|--------------------|---------------------------------------|------------------------|-------|-------|--------|
|                    | Students taking Developmental Courses | College-level Students |       |       |        |
| Credits Attempted  | 1-21*                                 | 1-11                   | 12-23 | 24-47 | 48-109 |
| Credits Completed  | 35%                                   | 50%                    | 60%   | 70%   | 75%    |
| Minimum GPA Needed | 1.4                                   | 1.4                    | 2.0   |       |        |

a student is required to repeat a course, the repetition is considered as not being done for grade improvement, but rather for continuation in his or her program of study, and therefore, is fundable.

**Transfer Students:** The maximum number of credits that a student may attempt is determined by subtracting the number of credits transferred into SCCC from the appropriate table. Total credits transferred plus credits attempted at SCCC equals credits attempted.

**Appeal Process:** All students have the right to appeal. If a student experiences circumstances which prevent him or her from making Satisfactory Academic Progress (as defined above), he or she should contact the Financial Aid Director immediately. Students should file a written appeal, presenting mitigating circumstances, with the Senior Vice President of Student Services, within 30 calendar days of the date on which financial aid was denied. Students will be notified in writing of the appeal decision, and the Financial Aid Office will honor the decision of the appeal committee.

### Federal Student Aid Return Policy 2010-2012

The Higher Education Act of 1998 has revised the way the College must manage the Return of Federal Aid Funds whenever the student stops attending all classes and/or officially withdraws from all classes or is dismissed while classes are in progress. Because federal funds may only be fully utilized after the student completes the first 60% of the term (in days), any withdrawals or stop-outs within the first 60% of the term will necessitate an award adjustment. Should the student find that he or she cannot complete the term, he or she must immediately notify the Financial Aid Office. Failure to attend classes or to officially WITHDRAW IN WRITING will result in the student being billed for tuition and fees. The student's financial aid may be reduced or withdrawn and the student may jeopardize their eligibility for future assistance.

If it is necessary for Federal Aid to be returned, it will be accomplished in the following order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Federal Plus Loan
4. Pell Grant
5. Supplemental Educational Opportunity Grant
6. Other Title IV Programs (Refunds are not required for the Federal Work Study Programs.) Note: If no formal letter of withdrawal has been filed, the College will use the last documented attendance date as the ending date of instruction.

**The following example is provided for clarification:**

**Example #1:** You are a full-time, credit hour student, and, through circumstances beyond your control, you stop attending classes. (You must notify the Financial

Aid Office of your withdrawal.) You attended classes for 70 days of a 125 calendar day semester. This means that you are entitled to use 56% of your Federal Aid to pay your bill ( $70/125=56\%$ ). If you had received a Federal Pell Grant of \$1500, \$840 could be used to pay against your bill and \$660 would be the required return to the Federal Aid Program.

**Example #2:** You are a full-time clock-hour student and withdraw totally. The clock-hour programs have two payment periods, an initial aid payment period at the start of the program and a second payment period after you complete satisfactorily the first half of the program. The clock-hour program is 910 hours long and you have withdrawn after completing 80 hours of the first payment period (455 hours). This means that you are entitled to 17% of your Federal Aid to pay your bill ( $80/455=17\%$ ). If you had received a Federal Pell Grant of \$1500, \$255 could be used to pay against your bill and \$1245 would be the required return to the Federal Aid Program.

### Institutional Charge Policy

Students who withdraw, drop out or are expelled from the College will have their TUITION bill adjusted according to the following schedule:

1. After the first (1st) day of class, through to the end of the first (1st) week of class, 100% refund (effective Spring 09) of tuition charged.
2. After first (1st) week of class through to the end of second (2nd) week of class, 50% refund of tuition charged.
3. After the second (2nd) week of class, no refund of tuition.

**State funds will be returned to the appropriate programs in the following order:**

1. NJ Tuition Aid Grant Program (TAG).
2. NJ Part-time Tuition Aid Grant Program.
3. NJ Distinguished/Urban Scholar Program.
4. NJ STARS Program.

After Federal and State aid program funds have been returned, refunds will be made to any off-campus scholarship/grant programs and/or Sussex County Community College programs. If a credit balance remains on account after this process has been completed, a pass-through of funds will be made to the student to cover non-billed educational expenses.

### Charges – Educational Costs\*

Direct Costs - Amounts that must be paid to the College. (See Tuition and Fees).

#### COST OF ATTENDANCE

| EXPENSE                     | DEPENDENT STUDENTS | INDEPENDENT STUDENTS |
|-----------------------------|--------------------|----------------------|
| Living Expenses             | \$3,859.00         | \$4,961.00           |
| Books/Supplies & Misc. Fees | \$1,323.00         | \$1,323.00           |
| Transportation              | \$3,200.00         | \$3,200.00           |
| Personal Expenses           | \$1,760.00         | \$1,760.00           |
| <b>TOTAL:</b>               | <b>\$13,112.00</b> | <b>\$14,214.00</b>   |

Figures were developed for full-time students and show annual budgets for a nine month school year.

These in-state/in-county budgets are provided for your information. Your actual budget for school costs may vary. The budgets for out-of-county, out-of-state, and Pennsylvania students are significantly different. If you have questions about your cost of education, you're encouraged to contact the Financial Aid Office.

#### Award Revisions

Financial aid awards may be adjusted due to changes in your enrollment status, academic progress, governmental allocations, etc. If a change becomes necessary, you will be notified and a new award notice provided.

You may request a review of your award by calling the Financial Aid Office to make an appointment. If you feel that you have a unique situation that was not addressed or you just wish to talk, please be sure to call. You are encouraged to contact the Financial Aid Office if you have any questions as to how your assistance affects your bill. (In exceptional circumstances, special payment arrangements may be made by contacting the Business Office. All checks should be made payable to Sussex County Community College and not to any individual).

#### More Financial Aid Information

Full details about federal and state assistance programs can be found in The Student Guide and Financial Aid Programs for NJ Students.

These publications can be found in the SCCC Library and the SCCC Financial Aid Office. Students are encouraged to refer to the Financial Aid pages on the SCCC website.

The College offers limited financial assistance through the generosity of outside donors. The process requires separate application to the SCCC Foundation. Essays and interviews are normally required. Awards are directed to students in specific academic areas and are issued to students with a strong SCCC achievement record. Award amounts vary. Interested students are urged to contact the SCCC Counseling and Advising Center for more information.

## STUDENT SERVICES

4

### Athletics

Academic & Athletic Building • 973.300.2230

#### Nickname: Skylanders

Sussex County Community College enhances the academic college experience with a wide array of extracurricular activities including a competitive intercollegiate athletics program. SCCC's intercollegiate sports include:

- Fall: Men's and Women's Soccer
- Winter: Men's and Women's Basketball
- Spring: Baseball and Softball

SCCC offers scholarship opportunities for participation in the Women's Soccer Program and Men's Baseball. SCCC also offers Intramural programs based on student interest.

The Campus Fitness Center is available Monday – Friday, 8:00 a.m. to 9:00 p.m.

The College is a member of the National Junior College Athletic Association (NJCAA) and the Garden State Athletic Conference (GSAC). Eligibility is determined by the NJCAA and adopted by the GSAC. The College adheres to all the rules set forth by the NJCAA and the GSAC.

### Counseling and Advising Center

Administration Building • 973.300.2207

The Counseling and Advising Center offers professional counseling services free of charge to all full and part-time students. From the moment a new student enrolls in his or her first course, to the day a graduate moves on to a career or transfer college, the Counseling and Advising Center staff fosters personal growth, educational development and career and life planning. Hours and information on the Center is available at [sussex.edu](http://sussex.edu).

Students are encouraged to visit any time. Workshops and support groups are offered throughout the semester. The Counseling & Advising Center offers the following services:

#### Academic Counseling and Advisement

Counselors work individually with students to assess academic needs and to strengthen classroom skills such as time management, goal setting and motivation. Seminars on these and other topics such as test anxiety and study skills are presented. All new students and those with 24 or fewer credits meet with a counselor who assists students in selecting their academic programs and setting academic goals. An individual's interests, abilities, academic progress, career objective and transfer intentions are taken into consideration when planning an academic schedule.

#### Career Development

Career counseling is available for students seeking assistance in developing a career plan, finding a major, researching occupations or discussing individual options. The Counseling and Advising Center offers workshops and coursework in career development, Career Symposiums and use of software programs for career assessment and exploration. The Center has an extensive career library with up-to-date information on many careers. Students may review available job listings online at [sussex.edu/jobboard](http://sussex.edu/jobboard), or at the Job Board outside the Counseling Center. Individual and group sessions in resumé writing, interview techniques and job hunt strategies are held in the Center.

#### Personal Counseling

Short-term personal counseling is available to assist students in addressing non-academic problems that can adversely impact their ability to achieve personal and academic growth.



Relationship issues, anxiety, concern over alcohol or drug abuse and abusive situations are examples of the kinds of issues addressed. Referrals to community services or private practitioners may be made. All personal SCCC counseling sessions are confidential and free.

Counselors abide by the Code of Ethics for the American Counseling Association and the National Association of Social Workers. ULifeline, a web-based mental health site, is available at [www.ulifeline.org/schools/sccc](http://www.ulifeline.org/schools/sccc).

### Transfer Counseling

Transfer information, including applications, articulation agreements, catalogs and videos, transfer scholarships, and internet access to U.S. college sites, is available in the Counseling and Advising Center. Transfer Fairs of tri-state four-year colleges and universities are held on campus each semester. Local colleges provide Instant Decision Transfer Days on our campus. Counselors use NJ Transfer, a web-based articulation system for transfer within NJ.

Students should work closely with their counselor to ensure they are following the guidelines of the NJ Statewide Transfer Agreement.

### Return Learn and Earn Program

This program, funded by a state grant, is designed for students age 21 or older who attended college between 2000 and 2009 and completed at least 33 credits but did not receive a degree. Eligible students cannot have attended any college during 2010 and must have a minimum GPA of 2.1. The program includes personalized advisement and services and financial assistance for textbooks, transportation and childcare (but not tuition).

### Scholarships

The Counseling Center has information available on local, national and transfer scholarships. Internet access to specific scholarship sites is also available. The SCCC Foundation maintains a number of locally endowed and in-house scholarships that are designed to assist qualified students with the cost of attending SCCC. Scholarship applications are available online at the beginning of each semester.

## Online Tools for Students

**Pay Online and E-refund** – Students are encouraged to pay tuition online. E-refund offers a convenient way for students to receive electronic refunds.

**Rave Alert** – SCCC utilizes a broadcast alerting service, Rave Alert, to communicate timely information to students, faculty, staff and other members of the campus community. Rave sends mobile text alerts, email and/or recorded voice messages to participating students, faculty and staff.

**Student Email** – All registered students are issued an official SCCC email account. The account details are sent to

new students in the mail prior to the start of the semester. All College communication including messages from faculty will be sent to the college issued email address.

**Student Portal: [my.sussex.edu](http://my.sussex.edu)** - The student portal is a password protected student website where SCCC students can view grades, transcripts and financial aid records. Students can also register for classes and pay tuition through the portal.

**Distance Learning Site** - All students enrolled in online and hybrid classes will use this site for communication with instructors.

## Student Activities

**Student Center • 973.300.2232**

We believe that co-curricular learning ensures student success and we work hard to deliver quality programming for all students. Throughout the year the Student Activities Office offers leadership opportunities and plans events to meet the recreational, cultural and social interests of students. These activities include Broadway shows, dance performances, art exhibits, concerts and lectures. Most of these events are offered for free or at reduced prices to students.

### Student Ambassadors

Selected students represent the College as Student Ambassadors. Applications for the Student Ambassador Program are available in the Student Services Office or the Student Activities Office both located in the Student Center. Ambassadors are selected based upon their academic performance and commitment to SCCC. They serve the College in recruitment and public relations activities. They also conduct campus tours and provide assistance at various college events and activities. Ambassadors are awarded tuition aid of 12 credits for their service to the College.

### Student Clubs and Organizations

Student clubs and organizations are a major part of campus life at SCCC. The College encourages the active formation of and participation in departmental and/or interest clubs and organizations. Campus clubs will be chartered by the Student Government and approved by the Senior Vice President of Student Services. Clubs are organized by and for students. A complete listing of student clubs and organizations is posted online.

### Student Government Association (SGA)

The SGA is a formal student group which provides the College with input on the college experience and is committed to enriching the campus life at SCCC. All enrolled students at SCCC are members of the SGA and have the rights, privileges and responsibilities as set forth in the by-laws. SGA meetings are open to all students and are typically held on the 1st Thursday of every month during College Hour from 10:50 am – 12:05 pm.

## STUDENT SERVICES

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#### Student Publications

*The College Hill* is SCCC's online student newspaper. *The College Hill* is committed to providing a vehicle for the exchange of ideas, opinions and perspectives about events and activities affecting SCCC students. *The College Hill* is available at: [sussex.edu/collegehillnews](http://sussex.edu/collegehillnews).

#### Students Rights & Responsibilities

The central functions of an academic community are learning, teaching, research and scholarship. By accepting membership in the College, an individual joins a community ideally characterized by free inquiry, intellectual honesty, respect for the dignity of others and openness to constructive change. The rights and responsibilities exercised within the community must be compatible with these qualities.

The College places emphasis upon certain values which are essential to its nature as an academic community. Among these are freedom from personal force and violence and freedom of movement. Interference with any of these freedoms must be regarded as a serious violation of the personal rights upon which the community is based. Furthermore, although the administrative processes and activities of the College cannot be ends in themselves, such functions are vital to the orderly pursuit of the work of all members of the College. Therefore, interference with members of the College in performance of their normal duties and activities must be regarded as unacceptable obstruction of the essential processes of the College.

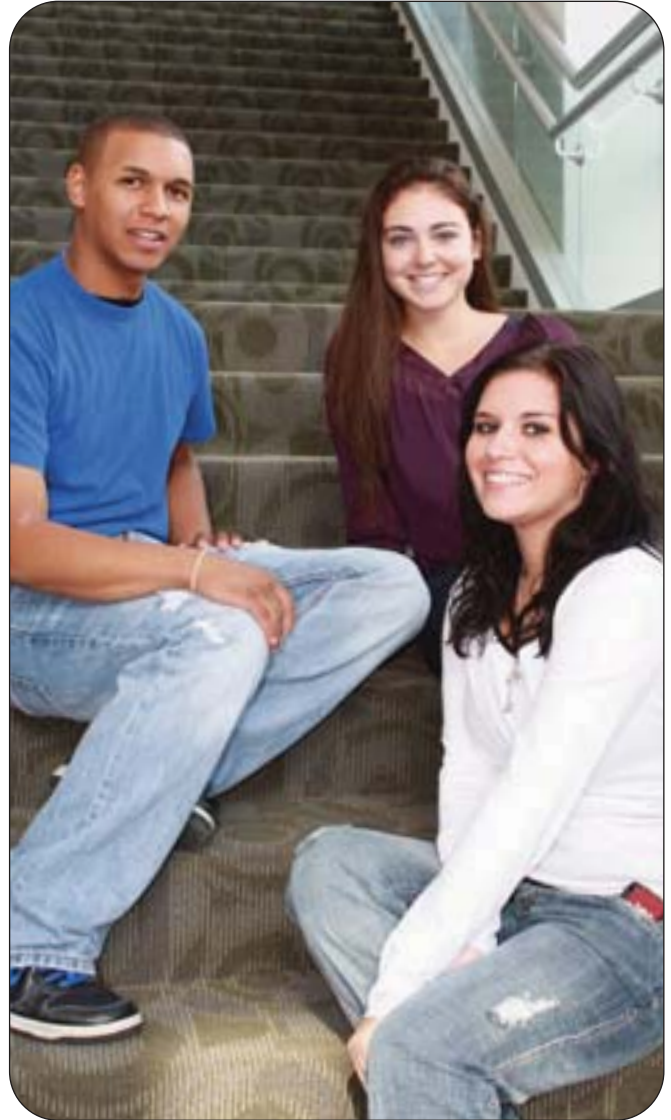
Theft or willful destruction of the property of the College or its members must also be considered an unacceptable violation of the rights of individuals or the community as a whole. Physical violence or the threat of same is also considered to be an unacceptable violation of rights.

Moreover, it is the responsibility of all members of the academic community to maintain an atmosphere in which violations of rights are unlikely to occur.

All students accepted at Sussex County Community College acknowledge with their enrollment an obligation to abide by the College regulations and policies as indicated by the Board of Trustees, by the faculty and administration of the College.

Students are responsible for their own actions and are expected to maintain the highest standard of conduct at all times and in all places. Each must, of course, respect the rights and privileges of all instructors and other students.

The essential and unavoidable condition of the mutual commitment to personal and academic integrity must be respected at all times and in all situations. Implicit in this mandate is the expectation that all work submitted by the student as his/her own is the result of independent effort. Any attempt to plagiarize or copy another's work, during examinations or in class work, will render the record of the student suspect and may warrant academic penalty or other disciplinary action.



The College reserves the right to dismiss any student whose continued attendance, in the judgment of the administration, is detrimental to the College or its students. Rules and regulations pertaining to student behavior are provided in the Student Code of Conduct which is appended to this statement.

Furthermore, Sussex County Community College respects the rights of students in its firm commitment to a policy of Equal Opportunity and Affirmative Action and will implement this policy to assure that the benefits, services, activities, programs and employment opportunities offered by this institution are available to all persons regardless of race, religion, color, national origin, ancestry, sex, handicap, marital or veteran status and in accordance with state and federal laws: Title VI, Title VII, Civil Rights Act of 1964; Executive order 11246, as amended; Title IX, Educational Amendments of 1972; section 503 and 504, Rehabilitation Act of 1973, as amended; Veterans Assistance Act of 1972 as amended.

Sussex County Community College also respects the rights of students in its firm commitment to the provisions of the Federal Family Educational Rights and Privacy Act of 1974 which gives students the right to inspect educational records maintained about them by the College, the right to a hearing to challenge the contents of these records and the right to make explanation for challenged information. The College will maintain the confidentiality of student records except with respect to those special cases noted in the legislation. Finally, all students at Sussex County Community College have attendant financial rights and responsibilities.

#### **Students have the following financial rights:**

1. To know what financial aid programs are available at the school;
2. To know the deadlines for submitting applications for each of the financial aid programs;
3. To know how financial aid is distributed, how distribution decisions are made and the bases for these decisions;
4. To know how the financial need was determined, including how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in student budgets;
5. To know what resources (such as parental contribution, other financial aid, student's assets, etc.) were considered in the calculation of their needs;
6. To know how much of the financial need as determined by the institution has been met;
7. To request an explanation of the various programs in the student aid package;
8. To know the school's refund policy;
9. To know what portion of the financial aid received must be repaid and what portion is grant aid. If the aid is a loan, students have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time available to repay the loan and when repayment begins;
10. To know how the school determines whether students are making satisfactory progress and what happens if they are not.

#### **Students have the following responsibilities:**

1. To complete all application forms accurately and submit them on time to the right place;
2. To provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.
3. To return all additional documentation, verification, corrections and/or new information requested by either the Financial Aid Office or the agency to which the application was submitted;

4. To read and understand all forms they are asked to sign and to keep copies of them;
5. To accept responsibility for all agreements they sign;
6. To perform the work agreed upon when accepting a college work-study award;
7. To be aware of and comply with deadlines for application or reapplication for aid;
8. To be aware of the school's refund procedures;
9. To consider this information carefully before deciding to attend a school. All schools must provide information to prospective students about the school's programs and performance.

### **Textbooks**

973.579.6118 • [www.sussex.bkstr.com](http://www.sussex.bkstr.com)

The College Bookstore is owned and operated by Follet, Inc. Textbooks, stationery and supplies may be purchased at the Bookstore. Costs vary for books and supplies, depending on the syllabus requirements of each course. The College Bookstore accepts cash, American Express, MasterCard, Visa, Discover and personal checks. Bookstore hours and policies are posted online at: [sussex.bkstr.com](http://sussex.bkstr.com).

### **Veteran's Affairs**

A Veterans' Counselor is available to assist veterans and their dependents in the application and processing of requests for veterans' benefits. The Veterans' Counselor also provides counseling on educational goals, course selection and other matters relative to veterans' affairs. Students who wish to participate in the VA program or need more information are encouraged to contact the Veterans' Counselor at (973) 300-2236 or the Financial Aid Office. Information on the GI Bill is also available at [www.gibill.gov](http://www.gibill.gov).



# ACADEMICS

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## Academic Requirements

### Transitional Studies

Transitional Studies courses are offered in four skill areas: reading, writing, math and algebra. Courses are scheduled each semester, day and evening and most summer sessions.

Transitional Studies courses are designed for students who are working to successfully transition to college credit curriculum. These courses serve as a bridge between students' current educational level and the college classroom experience. Students in transitional studies courses enjoy smaller classes, thus ensuring personal attention and frequent interaction with instructors.

All transitional studies courses are issued Institutional Credits (IC) which do not count in the grade point average (GPA) and do not fulfill graduation requirements. Letter grades "AI" through "FI" represent Institutional Credit in the College grading system. Institutional credit coursework does not transfer.

Students who are required to take only developmental math or algebra courses are not restricted from taking college-level courses which require reading or writing.

Selected college-level courses with a learning strategies component are offered in the fall and spring semesters for those students who are in a second-level developmental reading or writing course.

All students who require transitional studies coursework and who have enrolled in a degree or certificate program must

begin required transitional studies courses within their first six credits regardless of full or part-time status, curriculum, or career aspirations. Full and part-time students seeking an A.S., A.A., A.F.A., or A.A.S. degree and students enrolled in a certificate program with a math requirement must complete the required transitional courses through Introductory Algebra I and II or Basic Algebra in consecutive semesters from their initial entry into the College. Students enrolled in a certificate or curriculum that does not have a math requirement must complete transitional courses through Basic Mathematics.

Students working to gain proficiency are placed in one or more of the following transitional studies courses and have an individual schedule designed to meet their needs:

|             |                                   |
|-------------|-----------------------------------|
| ENGL011     | Developmental English             |
| ENGL015     | Developmental Writing I           |
| ENGL021     | Developmental Writing II          |
| ENGL031     | Introduction to College Reading I |
| ENGL032     | College Reading II                |
| MATH010     | Basic Mathematics                 |
| MATH015/017 | Introductory Algebra I/II         |
| MATH005     | Basic Math Review                 |

or

|         |                      |
|---------|----------------------|
| MATH023 | Basic Algebra        |
| MATH040 | Intermediate Algebra |

Students may take Basic Mathematics requirement as a self-paced, computerized course in the Math Lab.

## General Education Requirements

All degree programs at SCCC require the student to complete a certain number of general education courses in addition to specific courses that comprise the student's major program of study. Among other things, general education courses provide college graduates with the knowledge and skills needed to communicate well, use technology, understand scientific developments and function effectively as members of an educated society. In New Jersey, all community colleges require students to complete a variety of general education courses in the categories listed below. Each degree program at SCCC is carefully designed to include the appropriate number and type of general education courses and it is important for the student and the advisor to adhere closely to the prescribed curriculum so that all of the general education requirements are met by the time of graduation. Specific courses that can be used to meet general education requirements in each category are listed on the following pages. Questions about general education requirements should be directed to the student's academic advisor.

### WRITTEN and ORAL COMMUNICATION IN ENGLISH

An array of courses which prepare students to speak, read, and write effectively. At least two of these must be composition courses for A.A. and A.S. degrees. At least one of these must be a composition course for specialized degree programs and certificates.

|         |                        |
|---------|------------------------|
| ENGL101 | English Composition I  |
| ENGL102 | English Composition II |
| ENGL201 | Effective Speaking     |



## MATHEMATICS

Any college level mathematics course including statistics, algebra, or calculus course(s). These courses should build upon a demonstrated proficiency in basic algebra.

|         |                          |
|---------|--------------------------|
| MATH104 | Contemporary Mathematics |
| MATH106 | Mathematical Concepts    |
| MATH108 | Statistics               |
| MATH110 | Pre-Calculus I           |
| MATH112 | Pre-Calculus II          |
| MATH113 | Calculus I               |
| MATH114 | Calculus II              |
| MATH205 | Business Calculus        |
| MATH213 | Calculus III             |

## SCIENCE

Any course(s) in the biological or physical sciences – or non-majors survey course. At least one of these courses must have a laboratory component.

|         |                                       |
|---------|---------------------------------------|
| BIOS101 | General Biology                       |
| BIOS102 | Introduction to Human Biology         |
| BIOS103 | Anatomy and Physiology I              |
| BIOS104 | Anatomy and Physiology II             |
| BIOS110 | Biology I                             |
| BIOS112 | Biology II                            |
| BIOS122 | Introduction to Environmental Science |
| BIOS124 | Ecology                               |
| CHEM100 | Introductory Chemistry                |
| CHEM107 | Forensic Science                      |
| CHEM110 | College Chemistry I                   |
| CHEM112 | College Chemistry II                  |
| CHEM210 | Organic Chemistry I                   |
| CHEM212 | Organic Chemistry II                  |
| GEOL110 | Historical Geology                    |
| PHYS100 | Concepts of Physics                   |
| PHYS105 | Introductory Astronomy                |
| PHYS107 | Introductory Meteorology              |
| PHYS110 | Physics I                             |
| PHYS112 | Physics II                            |
| PHYS120 | Physics I with Calculus               |
| PHYS121 | Physics II with Calculus              |



# ACADEMICS

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## TECHNOLOGICAL COMPETENCY or INFORMATION LITERACY

Any course that emphasizes common computer technology skills (e.g. computer science, information technology) that helps students to access, process and present information. This component is not required for students who can demonstrate competency.

|         |                                     |
|---------|-------------------------------------|
| COMS110 | Computer Concepts and Applications  |
| COMS113 | Introduction to Information Systems |
| COMS114 | Introduction to Computer Science I  |
| COMS120 | Computer Software Applications      |

## SOCIAL SCIENCE

Any introductory course(s) from among anthropology, economics, geography, political science, psychology or sociology.

### Anthropology

|         |                              |
|---------|------------------------------|
| ANTH101 | Introduction to Anthropology |
| ANTH110 | Physical Anthropology        |
| ANTH120 | Cultural Anthropology        |
| ANTH131 | Principles of Archaeology    |

### Economics

|         |                |
|---------|----------------|
| ECON101 | Macroeconomics |
| ECON102 | Microeconomics |

### Geography

|         |                    |
|---------|--------------------|
| GEOG105 | Cultural Geography |
| GEOG110 | World Geography    |

### Political Science

|         |                                   |
|---------|-----------------------------------|
| POLS101 | Introduction to Political Science |
| POLS105 | American Politics                 |
| POLS109 | Modern Political Ideologies       |
| POLS110 | International Relations           |

### Psychology

|         |                          |
|---------|--------------------------|
| PSYC101 | General Psychology       |
| PSYC111 | Child Psychology         |
| PSYC112 | Adolescent Psychology    |
| PSYC115 | Psychology of Aging      |
| PSYC237 | Multicultural Psychology |

### Sociology

|         |                           |
|---------|---------------------------|
| SOCA101 | Introduction to Sociology |
| SOCA207 | Sociology of Religion     |

## HUMANITIES

Any broad-based course(s) in the appreciation of art, music, or theater; literature; foreign language; history; philosophy and/or religious studies.

## Aesthetic Appreciation

|                      |  |
|----------------------|--|
| ARTA103              | Art History I                          |
| ARTA104              | Art History II                         |
| ARTA106              | Art Appreciation                       |
| COMM230              | Critical Analysis and Survey of Cinema |
| MUSC101              | Music Appreciation                     |
| PERA208/<br>ENGL208  | History of the Theater I               |
| PERA209 /<br>ENGL209 | History of the Theater II              |
| PHOT120              | History of Photography                 |

## History

|         |  |
|---------|--|
| HIST101 | History of Western Civilization I  |
| HIST102 | History of Western Civilization II                                       |
| HIST105 | U.S. History I   |
| HIST106 | U.S. History II  |
| HIST201 | 20th Century Asia (Most associate degrees require a two course sequence) |

## Interdisciplinary Humanities

|         |                            |
|---------|----------------------------|
| HUMN101 | Survey of World Culture I  |
| HUMN102 | Survey of World Culture II |

## Literature

|                      |   |
|----------------------|---|
| ENGL203              | American Literature I                         |
| ENGL204              | American Literature II                        |
| ENGL205              | Contemporary Literature                       |
| ENGL208/<br>PERA208  | History of the Theater I                      |
| ENGL209 /<br>PERA209 | History of the Theater II                     |
| ENGL210              | Modern Short Novel                            |
| ENGL211              | The Short Story                               |
| ENGL213              | Literary Masterpieces of the Western World I  |
| ENGL214              | Literary Masterpieces of the Western World II |
| ENGL221              | Modern Poetry                                 |
| ENGL230              | British Literature I                          |
| ENGL231              | British Literature II                         |
| ENGL207/<br>WMST207  | Literature By Women                           |
| <b>Philosophy</b>    |   |
| PHIL110              | Philosophy and The Meaning of Life            |
| PHIL201              | Comparative Religions                         |
| PHIL203              | History of Modern Philosophy                  |
| PHIL205              | Contemporary Ethical Issues                   |

**Foreign Languages**

|         |                                      |
|---------|--------------------------------------|
| AMSL101 | American Sign Language I             |
| AMSL102 | American Sign Language II            |
| AMSL201 | American Sign Language III           |
| CHIN101 | Elementary Mandarin Chinese I        |
| CHIN102 | Elementary Mandarin Chinese II       |
| FREN101 | Elementary French I                  |
| FREN102 | Elementary French II                 |
| FREN201 | Intermediate French I                |
| FREN202 | Intermediate French II               |
| GRMN101 | Elementary German I                  |
| GRMN102 | Elementary German II                 |
| GRMN201 | Intermediate German I                |
| GRMN202 | Intermediate German II               |
| ITAL101 | Elementary Italian I                 |
| ITAL102 | Elementary Italian II                |
| ITAL201 | Intermediate Italian I               |
| ITAL202 | Intermediate Italian II              |
| RUSS101 | Elementary Russian I                 |
| RUSS102 | Elementary Russian II                |
| SPAN101 | Elementary Spanish I                 |
| SPAN102 | Elementary Spanish II                |
| SPAN201 | Intermediate Spanish I               |
| SPAN202 | Intermediate Spanish II              |
| SPAN220 | Spanish Conversation and Composition |

**HISTORICAL PERSPECTIVE**

Any broad-based course(s) or sequence of courses in World, Western, non-Western, or American History.

|         |  |
|---------|--|
| HIST101 | History of Western Civilization I  |
| HIST102 | History of Western Civilization II                                       |
| HIST105 | U.S. History I   |
| HIST106 | U.S. History II  |
| HIST201 | 20th Century Asia (Most associate degrees require a two course sequence) |

**GLOBAL & CULTURAL AWARENESS (Diversity)**

Any course whose primary purpose is to expose students to a multicultural society or people possibly within the context of non-introductory study of a foreign language. If this goal is integrated into one or more general education course(s), the three credits may be moved from this category to another general education category.

|         |                              |
|---------|------------------------------|
| ANTH101 | Introduction to Anthropology |
| ANTH110 | Physical Anthropology        |
| ANTH120 | Cultural Anthropology        |
| ANTH150 | Magic, Myth & Religion       |

|                     |  |
|---------------------|--|
| GEOG105             | Cultural Geography   |
| HIST201             | 20th Century Asia (Most associate degrees require a two course sequence) |
| HUMN101             | Survey of World Culture I  |
| HUMN102             | Survey of World Culture II   |
| HUMS203             | Human Behavior in the Social Environment: Diversity                      |
| PHIL201             | Comparative Religions  |
| POLS109             | Modern Political Ideologies  |
| PSYC237             | Multicultural Psychology   |
| SOCA101             | Introduction to Sociology  |
| SOCA207             | Sociology of Religion  |
| SOCA215             | Perspectives on Race, Gender, Class and Culture                          |
| WMST101             | Women in Contemporary Society  |
| WMST207/<br>ENGL207 | Literature By Women  |

**LIBERAL ARTS ELECTIVES**

Liberal Arts electives provide comprehensive, non-specialized study within the typical liberal arts disciplines, the humanities, the behavioral & social sciences, mathematics and the natural sciences.

The following qualify as liberal arts electives except where noted. Transfer institution policies vary.

|                                 |                                 |
|---------------------------------|---------------------------------|
| AMSL (check transfer college)   | GRMN                            |
| ANTH                            | HIST (check transfer college)   |
| ARTA                            | HUMN                            |
| BIOS                            | ITAL                            |
| CHEM                            | MATH (100 lever and higher)     |
| CHIN                            | MUSC                            |
| COMM                            | PERA                            |
| COMS (Limit 1)                  | PHIL                            |
| CRJS105 only (Criminology)      | PHOT                            |
| DESN                            | PHYS                            |
| ECON                            | POLS                            |
| EDUC                            | PSYC (except PSYC103 & PSYC120) |
| ENGL (except ENGL101 & ENGL102) | RUSS                            |
| FREN                            | SOCA                            |
| GEOG                            | SPAN                            |
| GEOL                            | WMST                            |

According to SCCC policy, students may also choose one introductory course in a career area. See list below. Transfer institution policies vary.

|                                  |         |
|----------------------------------|---------|
| AOTE101 (check transfer college) | GRAD101 |
| BUSA101                          | HOST101 |
| CDEV101                          | HUMS101 |
| CRJS100                          | LEGA100 |
| FRST101 (check transfer college) |         |

## ACADEMICS

### LITERATURE ELECTIVES

|         |  |
|---------|--|
| ENGL203 | American Literature I                          |
| ENGL204 | American Literature II                         |
| ENGL205 | Contemporary Literature                        |
| ENGL207 | Literature by Women                            |
| ENGL208 | History of the Theater I                       |
| ENGL209 | History of the Theater II                      |
| ENGL214 | Literary Masterpieces of the Western World II  |
| ENGL216 | Children's Literature (check transfer college) |
| ENGL221 | Modern Poetry                                  |
| ENGL222 | Shakespeare                                    |
| ENGL210 | Modern Short Novel                             |
| ENGL230 | British Literature I                           |
| ENGL211 | The Short Story                                |
| ENGL231 | British Literature II                          |
| ENGL213 | Literary Masterpieces of the Western World I   |

**Please Note:** Some degrees require specific liberal arts electives. Students should consult with their advisors in the selection of courses to meet their major/option requirements.

### Foundation Courses

Sussex County Community College requires the following courses to be taken at key points in a student's two-year College experience: *Foundations for Success* is a three-credit course designed specifically for incoming SCCC Freshmen. All students are required to take this course within their first or second semester. *Foundations for Success* is part of a comprehensive program that initiates students into the rigor of college academics and the responsibility of college student life. Instructors are trained to facilitate topics that have proven to be vital to entering college students. The course provides an introduction into the intellectual, social and emotional transition of going from high school to college, or from the workforce into college life.

This is a student-centered course covering numerous strategies to encourage students to become active and empowered learners and to make the most of their college experience. Students will obtain information about college life and develop strategies and techniques to enhance success in their academic, personal and professional lives. The course is infused with opportunities to understand, practice and implement critical thinking. Students will also gain practical information to help prepare to transfer to a four year university or enter the workforce directly. National research demonstrates that there is a positive correlation between participation in a first year seminar course and higher graduation rates, higher grade point averages and

engagement in campus life. Topics covered are transitioning to college, careering, time management, college information/technology resources, financial management, wellness, academic planning, diversity, campus/community involvement, transferring to a four year college, etc.

The Capstone courses are designed specifically for Sophomores with 45 credits or more who are approaching graduation. The Capstone program offers students the opportunity to work with an SCCC professor to prepare for transfer to a four year school or to enter the workforce and find a position in their chosen field. There are three different, one-credit, Capstone courses for students to choose from, depending upon their declared major:

- College Capstone for Liberal Arts
- College Capstone for Business, Science and Technology
- College Capstone for Criminal Justice





## Academic Services and Initiatives

### Academic Advisement

An important part of each student's academic career is meeting with an academic advisor to plan a program of study. Continuing students are strongly encouraged to meet with an advisor prior to registration in order to ensure sufficient progress toward a degree or certificate.

### Articulation Agreements

SCCC has established articulation agreements for specific majors with Fairleigh Dickinson University, Felician College, Marywood University, New Jersey Institute of Technology and William Paterson University. Most agreements guarantee students who have completed an A.A. degree or an A.S. degree, full junior-year status in various majors if they transfer to these institutions. Students should consult with the Counseling and Advising Center for information about articulation agreements with four year institutions.

### Clearing Corporation Business Learning Center

Located in the east wing of the Academics & Athletics Building, the Clearing Corporation Business Learning Center provides students of business administration with a contemporary, business-like environment in which they can learn, study, discuss ideas, keep abreast of the latest business news and interact informally with business faculty. The Center contains classrooms that are fully equipped with computers and modern instructional technology and it also includes a large conference room that is designed to emulate the professional environment that students will encounter during the course of their business careers. A professional lounge area provides students with a comfortable place to read and study and television monitors in the Center provide continuous access to news provided throughout the day by the Bloomberg Business Channel. Since its dedication in October 2009, the Clearing Corporation Business Learning Center has become a popular place for informal discussions among students and faculty, as well as presentations by guest speakers, regular Business Club meetings, business book discussions and other events of interest to students interested in business, accounting, economics, marketing and finance.

The Clearing Corporation Business Learning Center was made possible as a result of a generous gift presented to the College in 2009 by Mr. Ira Polk on behalf of the Clearing Corporation Charitable Foundation.

### Computer Labs

College computers are available in the Learning Center, Cyber Café, Library, Counseling and Advising Center, Computer Classrooms and Graphics Lab. Printers are available in the Learning Center and Library. Students are required to pay for printing. Cash, debit and credit cards are accepted.

### Distance Learning

#### Online and Hybrid Courses

SCCC offers several online and hybrid courses each semester. Online courses offer all instruction and traditional course interactions in an online environment. Online courses are not for every student. It is essential to have the self-discipline required for independent learning. Access to a computer is required for online courses.

Hybrid courses are a combination of online and in class instruction. Typically hybrid classes are held on-campus in a classroom for 50% of the course, while the other half is conducted online. Hybrid courses are designed to give the benefits of traditional face-to-face learning and the independence of online learning. Access to a computer is required.

#### Telecourses

Telecourses consist of video lessons, related reading assignments in a textbook and study guide and on-campus sessions for orientation and examinations. A faculty member individually, through telephone sessions and via email, coordinates all instructional activities and is available to meet with students individually and through telephone sessions. In most cases, midterm and final exams are taken on campus. Like independent study courses, Telecourses require more self-discipline and motivation than a classroom course. As a result, they are best for self-directed learners. Telecourses can be viewed on sussex.edu. Telecourses are fully equivalent to courses taught at SCCC and apply to degree requirements in the same way as classroom courses. Courses vary from semester to semester.

### Dual Admissions

SCCC has entered into dual admission agreements for various program majors with Fairleigh Dickinson University. Students who graduate from SCCC while following specified program curriculum and maintaining the required grade point average as defined in the agreement will be guaranteed admittance to the respective institution with junior standing. See a counselor or advisor for the included programs and curricular outline.

## ACADEMICS

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### Learning Center

Administration Building • 973.300.2150

The Learning Center is designed to enhance the College's commitment to educational excellence. The Center offers a variety of special programs and services.

### ABE/GED Study Programs

973.300.2154

Small-group, self-paced instruction is provided in basic writing, reading and math skills (ABE), as well as additional components in science, social studies and literature for students preparing for the NJ State General Educational Development (GED) Test. Computer literacy instruction, workforce readiness training and employment counseling are also offered through this program.

### Academic Support Services

973.300.2154

The College is committed to responding to the changing needs of the community. Concerns such as job training, childcare and housing are viewed as essential aspects of the educational process and are addressed through the College's resources and community services network. Working in conjunction with the Vocational Counseling Office and the Community Education Department, the Academic Support Office is a participant in the "One Stop" Program. In this venue, SCCC provides advisement to community members through Workforce Development.

### Disabilities Assistance Program (DAP)

973.300.2153

DAP provides services for students in both "Project Success," an outreach program for the certified learning disabled student and for individuals considered "Special Needs" based on either an emotional or physical disability. Accommodations are made on a case by case basis.

### English for Speakers of Other Languages (ESOL)

973.300.2157

Non-native speakers of English will find a variety of courses offered in our ESOL program which helps students learn English and prepare for citizenship. Courses are designed to meet the needs of 2nd, 3rd or even 4th language learners seeking to improve their English.

Classes in Grammar, Writing, Reading & Vocabulary Development and Listening & Speaking are offered in beginner, intermediate and advanced levels and are taught in small groups to enhance the learning experience.

Advanced classes prepare students to enter college courses and include TOEFL Preparation (Test of English as a Foreign Language).

The ESOL Program also offers FREE Life Skills English classes, "American Language & Civics."

### Tests offered in the Learning Center:

- Exams for students participating in the Disabilities Assistance Program requiring accommodation
- Test of Adult Basic Education (TABE)
- ESOL Placement Tests, (CELT) and Best Plus

### Tutoring

973.300.2150

The Learning Center offers group tutoring in all levels of Math, Science and English. Tutoring schedules for group tutoring are posted online at [sussex.edu](http://sussex.edu).

### Library

Library & Science Building • 973.300.2162

As the research center of the College, the Library is the major resource for its educational programs. To support the College curriculum, the Library acquires, organizes and maintains a variety of print and non-print material for individual and classroom use. Librarians are available to assist students in learning to locate, evaluate and understand information through individual reference assistance and library instruction/information literacy classes. The Library's collection includes books, magazines, professional journals and various non-print media. Numerous online research databases, as well as the online catalog, are available for student use both in the Library and through remote Internet access from home. Traditional



library services such as inter-library loan and academic reserve are also available to all students, faculty and staff.

The Library also provides recreational materials which include a collection of print bestsellers (both fiction and non-fiction) and audio books. A student ID card is necessary to access Library databases or to borrow materials. ID cards are printed during Library operation hours. Library hours are posted at [sussex.edu](http://sussex.edu).

## Programs for High School Students

### Concurrent Enrollment Program (CEP)

The Concurrent Enrollment Program (CEP) provides the opportunity for eligible high school juniors and seniors to accrue college credits while completing their high school experience. CEP is a partnership program administered within the high school schedule and on the high school campus.

All CEP courses offer the same content as comparable courses offered on the SCCC campus. CEP courses are taught by high school faculty serving as SCCC adjuncts. The College, in consultation with the school district, is responsible for selection of instructors, who must meet the same criteria of employment as other College adjuncts. CEP courses are monitored by the Office of Academic Affairs to ensure that instruction, curriculum, text books and grading standards are comparable to the same courses taught on the SCCC campus.

High school students interested in the program should contact their high school guidance counselor.

High School juniors or seniors may participate in the concurrent program if they meet the following criteria:

- have successfully met all requirements for junior status
- have earned a “B” average
- are academically motivated (based on teacher and/or guidance counselor input)
- meet the College’s SAT requirements or take the College Placement test and pass the desired areas. It is in the student’s best interest to take the entire test, not just certain sections. Examples for the Placement Test can be found in the Counseling and Advising Center and at [sussex.edu](http://sussex.edu).

### Early College Advantage Program (ECAP)

The Early College Advantage Program (ECAP) is designed for above average high school juniors or seniors who wish to earn college level credits prior to high school graduation. Students may receive an ECAP admission application at their high school guidance office or from SCCC’s Counseling and Advising Center. Upon receiving signed permission from the high school guidance counselor and parents or legal guardians, a student may enroll in one or two courses (not exceeding eight hours of academic work) per semester

during the day or evening. Students must meet SAT or Placement Test requirement for each course.

Home-schooled students between the ages of 16 and 18 may take one course per semester. Students may enroll in subsequent semesters for a single course, as long as the course does not require demonstrated competencies as indicated by the College Placement Test.

Students in the ECAP, upon graduation from high school and enrollment at SCCC, will have all applicable credits earned applied towards their certificate or Associate’s degree. Students enrolling at other colleges or universities may request an SCCC transcript be sent to the other school for applicable transfer credit consideration.

### Service Learning

Service learning is a teaching and learning strategy that integrates classroom learning with service to the community. Service learning is an opportunity for students to get engaged with the community, meet the needs of community constituents and apply what is learned in the classroom to real life situations. Students who have participated in service learning activities report a higher level of interest in their coursework, better retention of the information they are learning – and rewarding service experiences. The skills and experience gained also look great on a resume and application for transfer to a four-year college or university.

### University Center

Sussex County Community College has a partnership with Felician College that allows eligible students to obtain a Bachelor’s degree on the SCCC campus. SCCC students earning Associate degrees in business, education, or criminal justice are eligible to seamlessly transition to Felician’s Bachelor Completion Programs. Students who already hold an Associate degree may transfer up to 80 credits into Felician’s Bachelor’s Completion Program. Felician is also offering a BSN in Nursing Degree on the SCCC campus for students who are currently licensed as an RN. Small classes in all programs meet one night a week, allowing students the convenience of working full time while earning a Bachelor’s degree close to home. Some courses in the degree completion program are also offered online. For additional information, contact the Felician representative at 973.300.2364.

Seton Hall University’s College of Education and Human Services offers a Master of Arts and Education Specialist Program in Education Leadership Management Policy (ELMP) at the SCCC campus. The two year program meets all the requirements for NJDOE Principal and Supervisor Certification. Contact Community Education at 973.300.2140 for additional information.

## ACADEMICS

### Academic Policies

#### Academic Integrity

Students are required to perform all of the work specified by faculty and are responsible for the content and integrity of all academic work submitted, including term papers, reports and examinations. A student will be guilty of violating the Rule of Academic Integrity if he or she knowingly represents the work of others as his or her own, or if he or she uses or obtains unauthorized assistance in any academic work.

Cheating on examinations, through use of unauthorized aids or inappropriate resources, is forbidden. In addition, plagiarism or the unattributed use of another's words or ideas, through either direct appropriation or paraphrase, is a serious breach of academic standards. Students have an obligation to exhibit honesty in carrying out their academic assignments. They may be penalized by the following: written warnings and/or assignment of an "F" grade for the assignment/test or for the course. If the student is found guilty in more than one case, he or she may be dismissed from the College.

#### Academic Probation

Full-time students completing 12 or more earned college credit hours during the fall and/or spring semester whose semester grade point average (GPA) falls below 2.0 are placed on academic probation.

Part-time students completing 12 or more earned college credit hours and thereafter upon completion of each additional cluster of 12 or more credits whose cumulative grade point average (GPA) falls below 2.0 are placed on academic probation.

Students will be informed in writing by the Vice President of Academic Affairs or designee of their probation status. If students are pre-registered for a succeeding semester, they will be notified by the Vice President of Academic Affairs or designee to make an appointment with Counseling in a specified period of time. Failure to comply with deadlines can result in cancellation of one's registration. The Director of the College Learning Center will notify the Registrar's Office of probationary status and associated restrictions. The Registrar will affect a probationary hold which will preclude registration until such time as the Vice President of Academic Affairs or his or her designee authorizes removal of the hold.

Students will be required to take a reduced course load, not to exceed 13 credits for full-time students and not to exceed 7 credits for part-time students per semester, until their GPA is 2.0 or above.

It is the prerogative of the Academic Probation Committee to place special requirements and restrictions on the student in the succeeding semester. Such conditions may include, but are not limited to, not holding office in a student

organization or participating in intercollegiate athletic functions. Students will be monitored and offered the following guidance and support in making satisfactory progress, including advising students to:

- Enroll in Foundations for Success during the first semester of probation if this course has not already been taken, or retake the course if student received a grade of "F."
- Enroll in courses with Learning Strategies.

Special needs students will be monitored by the Coordinator of the Disabilities Assistance Program.

If a student has not attained a cumulative GPA of 2.0 after three semesters on academic probation or in clusters of 12, 24, 36, or 48 attempted credit hours, the Academic Probation Committee may place the student on a one semester suspension or dismissal from the College. The student has the right to appeal the decision of this Committee, in writing, to the Academic Probation Committee. The Director of the Learning Center serves as chair of this committee. Upon committee review of the appeal, the Director of the Learning Center will notify the student and other appropriate College offices, in writing, of the Committee's decision.

#### Attendance

At SCCC, class attendance and academic achievement are recognized as being interrelated. Attendance in class is not used solely as a basis for grade determination; however, lectures, assignments, tests and class participation missed or inadequately made up as a result of class absences will jeopardize a student's grade.

- Students are expected to attend all classes and to adhere to the written requirements and consequences of non-attendance outlined in the syllabi of each instructor. Faculty are required to keep attendance records.
- Faculty are required to state their attendance requirements on their course outlines.
- While it is the responsibility of the student to notify the instructor after the student's first absence, the instructor may personally contact the student to discuss the effect of the absence and possible subsequent absences, on the successful completion of the course.
- If subsequent absences do occur, it is the student's responsibility to contact the instructor for guidance in completing missed work.
- The instructor determines if an absence is valid and if a student may complete missed assignments. If the absence is not valid or if work is made up without prior discussion with the instructor, said work may not be accepted.



### Credit for Non-traditional or Prior Learning Experience

SCCC recognizes that learning in the classroom is only part of the total learning that takes place in the modern world. As a result, credit may be granted for knowledge or skills acquired outside the traditional classroom. This includes appropriate life and work experiences in addition to formal learning, such as through military schools or training programs, employment training programs and proprietary schools.

Students who wish to receive college credit for life/work experience must complete an official

“Application for Life/Work Experience Credit;” and, if approved, prepare a portfolio.

In preparing to apply for life/work credits, students must schedule a meeting with the appropriate Academic Dean and bring the completed “Application for Life/Work Experience Credit Form.”

The Dean will review the application and make a recommendation for the student to proceed or not. The student will then prepare the portfolio and submit it for evaluation to the Dean. If the portfolio is deemed acceptable by the Dean, it will be forwarded to the Vice President of Academic Affairs for final approval. At the time of submission of the portfolio, the student will pay half the prevailing tuition rate for the course that is being evaluated. When the evaluation is finalized and if credit is to be given, a recording fee will be required.

### Dean’s List

Sussex County Community College acknowledges outstanding academic achievement of full-time students on a semester basis and the cumulative achievement of part-time students through the Dean’s List designation (Fall and Spring Semesters only).

#### Eligibility

1. Full-time students earning 12 or more college credits during the Fall or Spring Semesters.
2. Part-time students having cumulatively earned 12 or more college credits in a Fall or Spring Semester and thereafter upon completion of each additional cluster of 12 or more credits.

#### Academic Requirements

1. A semester grade point average of 3.5 for full-time students (based upon earned credit hours).
2. A cumulative grade point average of 3.5 for part-time students (based upon earned clusters of 12 or more credits).

### Grading

Letter grades are given to students and are available on the my.sussex portal at the end of each semester. A grade

represents an instructor’s evaluation of a student’s academic performance in a course and is determined by examinations and other criteria established by the College and the individual instructor. All grades are recorded on the individual’s transcript and remain as such unless revised or removed by administrative action as a result of successful student appeal. (See Student Final Grade Appeal.)

#### SCCC’s grading system is as follows:

| Grade | Interpretation | Points |
|-------|----------------|--------|
| A     | Excellent      | 4.0    |
| B+    | Very Good      | 3.5    |
| B     | Good           | 3.0    |
| C+    | Above Average  | 2.5    |
| C     | Average        | 2.0    |
| D     | Poor           | 1.0    |
| F     | Fail           | 0.0    |
| FN    | Fail no-show   | 0.0    |

#### Grades not counted in the GPA:

| Grade | Interpretation      | Points |
|-------|---------------------|--------|
| AI    | Excellent           | 0      |
| BI+   | Very Good           | 0      |
| BI    | Good                | 0      |
| CI+   | Above Average       | 0      |
| CI    | Average             | 0      |
| FI    | Insufficient        | 0      |
| II    | Incomplete          | 0      |
| AU    | Audit               | 0      |
| I     | Incomplete          | 0      |
| IP    | In Progress         | 0      |
| W     | Approved Withdrawal | 0      |

Letter grades AI through FI represent institutional credit. Institutional credits do not count in the grade point average, nor do they fulfill graduation requirements. Students who earn a grade of AI-CI in transitional studies courses are eligible to move to the next course in the sequence or to the next level.

#### How to Calculate a Grade Point Average

The calculation of a grade point average is a simple mathematical process. Quality points earned, QP, also known as “grade points,” are divided by the student’s quality credits attempted. (See chart on next page)

#### Quality Points

Quality points (QP) earned are determined by multiplying the quality credits attempted of a course by the numerical value of the grade. For example, a “B” received in a three-credit course would yield nine quality points (3 x 3 = 9). When calculating quality points earned, some courses are excluded from the process. Transfer credits and grades received for exams (CLEP, AP, etc.) as well as grades for “IC” (institutional credit) courses are not counted.



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| Course        | Attempted Credits | Quality Credits Attempted | Grade | Value of Points | QP Earned | GPA         |
|---------------|-------------------|---------------------------|-------|-----------------|-----------|-------------|
| Math          | 3                 | 3                         | B     | 3               | 9         |             |
| Literature    | 3                 | 3                         | F*    | 0               | 0         |             |
| Chemistry     | 4                 | 4                         | A     | 4               | 16        |             |
| History       | 3                 | 3                         | B     | 3               | 9         |             |
| Basic Algebra | 0 (3IC**)         | 0                         | BI    | 0               | 0         |             |
| <b>Total</b>  | <b>13</b>         | <b>13</b>                 |       |                 | <b>34</b> | <b>2.62</b> |

\* "F" grades are counted as quality credits attempted but produce "0" quality points.

\*\* "IC" (Institutional Credit) courses are not counted in quality credits attempted or in quality points.

### Quality Credits Attempted

Quality Credits Attempted (Q Cr. Attempted) consists of all the college credits attempted by a student (including those failed, but not the exclusions above).

Example:  $\text{GPA} = \text{QP Earned} / \text{Q Credits Attempted}$ ; Grade Point Average = Quality Points Earned (34) divided by Quality Credits Attempted (13) = 2.62

### Student Final Grade Appeal

Educational institutions have the responsibility for evaluating students by standards and a grading system which is publicized and known to instructors and students. The responsibility for determining the final grade of each student rests with the faculty member who has responsibility for teaching the course in which the student is responsible for demonstrating the learning which results in a final grade. A student who feels that the final grade he/she received in the class is unfair is entitled to an appeal.

Any student pursuing a grade appeal must follow the procedure outlined below. Students are responsible for taking action within the procedural timeline. Faculty secretaries are available to address student questions regarding the procedure. Grade appeals not following this procedure are not eligible for review.

**Step One:** The student must understand the policy and complete the appropriate form stating the exact nature of the appeal within two weeks from the end of the semester.

**Step Two:** The instructor must read the appeal, meet with the student and grant or deny the student's request.

**Step Three:** The Department Chair must hear the appeal and attempt to resolve the problem and then if no solution is reached forward the appeal to the appropriate Division Dean.

**Step Four:** The Division Dean must hear the appeal and attempt to resolve the problem within five days of the start of the next semester and then if no solution is reached forward the appeal to the Vice-President of Academic Affairs.

**Step Five:** The VPAA reviews the written record, has conferred with the parties involved and renders the final decision.

### Auditing

Students may choose to enroll in a course on an audit basis with the understanding that neither a grade nor credits can be assigned to the course(s) selected for audit.

Students attempting to audit a course shall have satisfied all prerequisite requirements for that course on a credit basis unless they obtain a prerequisite waiver from the appropriate division dean or department chair. In those cases where no prerequisite is required, student requesting to audit a course must have obtained a satisfactory score on the appropriate placement test or present a one-course waiver from the Counseling Center exempting them from the placement test for the course selected for audit.

All standard tuition and fees are charged for courses audited. Senior citizens registering for credit courses on an audit basis will be charged tuition according to New Jersey statutory law. Students may not change from credit to audit status or from audit to credit status after the tenth day of the semester.

Audited courses appear on the student's transcript with a grade of "AU" and do not satisfy prerequisite requirements or indicate mastery of the subject material. Additionally, courses taken on an audit basis are not approved for veterans training, for financial aid or tuition waivers (with the exception of SCCC employees electing to audit a class as part of the standard tuition waiver benefit). Forms requesting a change from credit to audit and vice versa are available in the Registrar's Office.

Faculty members who are in charge of the course being audited shall be responsible for determining the extent to which auditing students participate in class assignments and other activities.

### Incomplete Grades

An incomplete grade "I," may be given at the initiation of a student and at the discretion of the faculty, only to students who have completed at least 80% of the required coursework with a grade of "C" or better. No "I" grade may be given without the submission of the signed form.

The completion date is determined by the instructor, but in no case may the date exceed February 15th for grades issued in Fall and Winterim semesters or terms and

September 30th for grades issued in Spring and Summer semester or terms. After the deadline, if the “I” has not been changed by the instructor, the original “I” will be recorded as an “F.”

### **Repeat Courses**

Students may repeat courses in order to improve grade point averages. In a repeated course, the highest grade is calculated in the grade point average and appears on the transcript as “repeated course.” All instances of repeated courses and grades remain on the transcript, however, credit will be awarded only once.

A course may be repeated twice, i.e., an initial registration plus two repeats for a total of three. Should a student attempt to repeat a course a third time (4th registration), he or she will be barred from registration except as noted: *Special Topics, Chorus and English as a Second Language*.

In the event a course is retired and a replacement course designated, the repeat logic will apply to the designated replacement course. In the event a course is retired and a replacement course not designated, the student will lose the repeat option. Students may appeal this policy in writing to the Vice President of Academic Affairs.

### **Satisfactory Academic Standing**

To be classified as a student in satisfactory academic standing, any student, whether full-time or part-time, matriculated or non-matriculated, must maintain a grade point average of 2.0 or above.

### **Dropping and Adding Courses**

Courses may be added through the first five days of the fall and spring semesters and dropped through the first ten days of the fall and spring semesters. Students must complete an official Drop/Add Form, obtain required staff approvals and submit forms to the Registrar. Dropped courses are removed from the transcript and thus do not count towards enrollment, deferrals, health insurance and athletic eligibility.

Drop/Add days are pro-rated for sessions less than a full Fall or Spring semester. Students who neglect to follow official procedures and who stop attending classes will be assigned the grade of “FN” at the end of the semester. To avoid unnecessary costs and penalties, students are advised to discuss all Drop/Add procedures with a counselor.

Students receiving financial aid must stop in the Financial Aid Office to determine if the drop/withdrawal will have any effect on aid.

### **Withdrawal from Classes**

A student planning to withdraw/drop from SCCC must do so in writing before the first day of classes to receive a full refund less the deposit of \$5 per credit. Any student who does not withdraw/drop in writing before the end of the

second week of class will be liable for payment of full tuition and fees. Failure to attend class does not constitute an official withdrawal. Students wishing to drop or withdraw from class and receive a refund or cancellation of charges must officially withdraw by the posted calendar dates. Students may file a Withdrawal Form in the Registrar’s Office or they may withdraw by mail with a request bearing an original signature. The postmark on such written notification will be used to determine the percentage of refund.

Full payment of tuition and an “F” grade may result if written notification is not provided to the Registrar.

### **No Shows (Administrative Withdrawal)**

Students who are “No Shows” defined as not attending class throughout the first ten days of a semester, or equivalent for a shorter term, as indicated by the faculty on the tenth day roster or equivalent roster, will be dropped. This drop will be the same as a student initiated drop and will not appear on the student’s academic record. A student failing to notify the College of non-attendance will forfeit or be charged all general and applicable course fees in addition to a failure to notify fee equal to the cost of one (1) credit. A dropped class will affect the enrollment status of a student.

Re-instatement to a class from which a student has been dropped as a “No Show” will require the student to state in writing and sign that they are attending the course and the faculty member to acknowledge, in writing and to sign, that the student is attending the course. These acknowledgments may be on the same or different pages but must be submitted to the Registrar’s Office within ten (10) business days from the receipt of “No Show” notification from the Registrar.

### **Medical Withdrawal**

Students who withdraw from class due to severe medical circumstances may qualify for a tuition credit or cancellation of debt. Students needing to withdraw for medical reasons must do so officially and submit a request to the Registrar’s Office with detailed documentation from a licensed health care professional. The decision to award tuition and/or fee credit or debt cancellation shall be at the sole discretion of Sussex County Community College.

The Medical Withdrawal Committee meets twice a semester, approximately mid-term and at the conclusion of the semester.

Detailed documentation from a licensed health care professional must include a typed statement on the medical provider’s letterhead that includes the student’s specific medical condition/illness, date of onset of the medical condition/illness and that the medical condition/illness precludes the student from attending class. Failure to include this documentation may delay review or lead to a denial of the request.

Medical withdrawals may be requested during the semester the illness occurs, but no later than the subsequent full semester. Upon approval of the medical withdrawal, a credit

## ACADEMICS

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on account may be offered to the student and will be available for one calendar year from the date granted, unless precluded by the medical condition/illness, in which case it will be available for one (1) year beyond the student's ability to return to school. Under extreme circumstances of financial need, a student may petition the Senior Vice President of Student Services for a refund.

### Graduation

#### Graduation Is Not Automatic.

Students anticipating graduation must file a graduation application at the Registrar's Office. There are three graduation dates per year; August, January and May. Only one commencement ceremony is conducted and that is held in May. Students wishing to participate in the May ceremony must file the graduation application by March 1; however, students are strongly urged to file their application early in the preceding fall semester. Students filing in the early fall will have a documented review of their credentials and any outstanding course work to guide them through the registration process. A graduation fee is assessed when filing the graduation application.

Students are subject to the academic requirements set forth in the catalog/check sheet in use during the year they entered the College. When a student declares or changes their program/major the requirements of the program/major that are in effect at that time will apply, as set forth in the College Catalog in effect at the time of the change.

Students within two courses of degree completion and

certificate students within one course of completion are allowed to participate in the commencement ceremony. Students receiving permission to participate in the May ceremony will become graduates upon successful completion of all program requirements.

Degree candidates are required to satisfy all prerequisites and foundation work; to complete all required course work with no less than a 2.0 average; and to fulfill all graduation requirements including the *Foundations for Success* and the *Capstone Course* for the individual's program.

Students with outstanding obligations to the College will not receive grades, transcripts or a diploma until such obligations have been satisfied. Outstanding obligations may also prevent a student from registering for classes.

#### Academic Distinction at Graduation

Honors are conferred at graduation on students who have demonstrated outstanding work throughout their Sussex County Community College career. The awards are based on the following scale:

|                |                               |
|----------------|-------------------------------|
| Highest Honors | 3.90–4.00 grade point average |
| High Honors    | 3.75–3.89 grade point average |
| Honors         | 3.50–3.74 grade point average |

To be eligible for graduation with honors, a student's academic record must show no repeated college credit courses, at least 50% of the degree requirements must be earned at SCCC and no grades below "C."

Certificate candidates do not qualify for honors at graduation.





## DEGREES & CERTIFICATES

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### Degrees

Sussex County Community College offers programs leading to the Associate of Arts (A.A.), Associate of Fine Arts (A.F.A.), Associate of Science (A.S.) and Associate of Applied Science (A.A.S.) degrees and programs leading to Professional Certificates.

All matriculated students, whether they plan to transfer to a four year institution or complete their college careers at the end of their programs, are eligible for the Associate degree or Certificate if all graduation requirements set forth in this catalog have been met. The program outlines are offered as guidelines and courses do not necessarily need to be taken in the order suggested. Please note that many courses require prerequisites.

Academic programs are subject to change. Students should contact the Academic Affairs Office or the Counseling and Advising Center for the most current information.



### The Associate of Arts (A.A.)

The Associate of Arts degree is designed for transfer to a four year institution.

The programs leading to the Associate of Arts degree parallel those offered in the Freshman and Sophomore years at four year institutions. Students who satisfactorily complete their chosen programs will be able to continue their college education into their junior and senior years at four year colleges or universities.

#### **SCCC offers the Associate of Arts Liberal Arts degree with options in:**

- Anthropology
- Communication/ Broadcasting
- Communication/Film Studies
- Communication/Journalism
- Dramatic Arts
- Elementary/Secondary Education
- English
- History
- Political Science
- Pre-Law
- Psychology
- Sociology

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

The Associate of Fine Arts degree is designed for the student who is planning a career in studio arts, photography or design or who plans to transfer to a four year institution or professional art school. The program provides liberal studies required by most B.F.A. programs and sufficient studio courses for junior year status.

#### **SCCC offers the Associate of Fine Arts Studio Arts degree with options in:**

- Design
- Photography

## DEGREES & CERTIFICATES

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

The Associate of Science degree is designed for transfer to a four year institution.

The programs leading to the Associate of Science degree parallel those offered in the Freshman and Sophomore years at four year institutions. Students who satisfactorily complete their chosen programs will be able to continue their college education into their junior and senior years at four year colleges or universities.

#### SCCC offers Associate of Science degrees in

Accounting  
 Business Administration  
 Criminal Justice  
 Environmental Studies  
 Human Services  
 Science/Mathematics *with options in:*  
     Biology  
     Chemistry  
     Computer Science  
     Geology  
     Information Systems  
     Mathematics  
     Pre-Medical/Dental  
     Pre-Nutrition/Dietetics

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

The Associate of Applied Science degrees are career-related and designed for the student who is planning to enter the workforce upon graduation. Students receive education and training in the skills needed for employment, plus the general education designed to turn out well-rounded employees. While some credits may transfer to four year institutions, the A.A.S. programs are not designed for transfer. The following A.A.S. programs are designed to equip students with the skills needed for immediate entry into the job market.

#### SCCC offers Associate of Applied Science degrees in:

Automotive Service Technology  
 Business Management  
 Child Development Specialist  
 Computer Information Systems  
 Criminal Justice Studies  
 Fire Science Technology  
 Graphic Design *with options in:*  
     Computer Gaming  
 Health Science  
 New Media Communications  
 Nursing (In conjunction with other community colleges/requires a separate admission)  
 Paralegal Studies

### Professional Certificates

These certificates are awarded to those students who successfully complete programs that are offered for college credit and which require a general education component. Professional certificates require no more than 35 credits and require college placement testing for admission. Professional certification requires a minimum 2.0 GPA.

#### SCCC offers Certificate Programs in:

Automotive Service Technology  
 Child Development Specialist  
 Computer Information Systems  
 Computerized Accounting  
 Fire Science Technology  
 Interactive Design  
 Paralegal  
 Web Publishing

Degree and Certificate Programs are listed alphabetically on the following pages.





# ACCOUNTING

## A.S.

### PROGRAM DESCRIPTION

This program is designed primarily for students who wish to pursue a baccalaureate degree in accounting or finance at a four-year institution. Graduates of this program have also successfully entered the workplace in a variety of entry-level accounting-related positions. The program offers not only an extensive background in accounting but also a strong fundamental knowledge of the major functions of business and industry.

Upon completion this program enables graduates to:

- Demonstrate knowledge of generally accepted accounting principles (GAAP).
- Describe and implement all the steps in the accounting cycle.
- Construct and interpret basic financial statements (balance sheets, income statements, the statement of cash flow, etc.).
- Identify and develop effective internal control systems.
- Identify unethical accounting practices and describe the basic aspects of the Sarbane-Oxley Act as related to ethical accounting practices.
- Utilize computer spreadsheet programs to record various types of accounting information and perform basic day-to-day operations.

| PROGRAM REQUIREMENTS        |   | CREDIT       |
|-----------------------------|---|--------------|
| <b>COLL</b>                 | <b>COLLEGE FOUNDATIONS (4 CR.)</b>                  |              |
| COLL101                     | Foundations for Success                             | 3            |
| COLL206                     | Capstone for Accounting & Business                  | 1            |
| <b>GER</b>                  | <b>COMMUNICATION (6 CR.)</b>                        |              |
| ENGL101                     | English Composition I                               | 3            |
| ENGL102                     | English Composition II                              | 3            |
| <b>GER</b>                  | <b>HUMANITIES* (3 CR.)</b>                          |              |
|                             | Humanities Elective                                 | 3            |
| <b>GER</b>                  | <b>MATH &amp; SCIENCE ELECTIVES (11/14 CR.)</b>     |              |
|                             | Lab Science Elective*                               | 3            |
|                             | <i>Select one of these sequences:</i>               |              |
| MATH110                     | Pre-Calculus I** and                                | 3            |
| MATH112                     | Pre-Calculus II or                                  | 3            |
| MATH205                     | Business Calculus and                               | 3            |
|                             | General Education Elective*                         | 3            |
|                             | or  |              |
| MATH112                     | Pre-Calculus II* and                                | 3            |
| MATH113                     | Calculus I and                                      | 4            |
|                             | General Education Elective*                         | 3            |
|                             | or  |              |
| MATH113                     | Calculus I and                                      | 4            |
| MATH114                     | Calculus II   | 4            |
| <b>GER</b>                  | <b>TECHNOLOGY* (3 CR.)</b>                          |              |
| COMS110                     | Computer Concepts & Applications                    | 3            |
| <b>GER</b>                  | <b>SOCIAL SCIENCE (6 CR.)</b>                       |              |
| ECON101                     | Macroeconomics                                      | 3            |
|                             | Social Science Elective*                            | 3            |
| <b>REQ</b>                  | <b>REQUIRED COURSES (21 CR.)</b>                    |              |
| ACCT101                     | Accounting Principles I Financial                   | 3            |
| ACCT102                     | Accounting Principles II Managerial                 | 3            |
| ACCT201                     | Intermediate Accounting I                           | 3            |
| ACCT202                     | Intermediate Accounting II                          | 3            |
| BUSA101                     | Introduction to Business                            | 3            |
| BUSA205                     | Business Law I                                      | 3            |
| MATH108                     | Statistics  | 3            |
| <b>ELEC</b>                 | <b>ELECTIVES (9 CR.)</b>                            |              |
| ACCT107                     | Computerized Accounting                             | 3            |
| ACCT205                     | Payroll Accounting                                  | 3            |
| BUSA190                     | Business Applications Using Electronic Spreadsheets | 3            |
| BUSA215                     | Principles of Financial Management                  | 3            |
| BUSA220                     | Principles of Marketing                             | 3            |
| ECON102                     | Microeconomics                                      | 3            |
| <b>TOTAL DEGREE CREDITS</b> |   | <b>63/66</b> |

\* Choose from the list of approved General Education courses in the College catalog.

\*\* Students taking a Mathematics sequence with Pre-Calculus must take an additional 3 credits in any General Education category.

# ANTHROPOLOGY OPTION

## A.A. LIBERAL ARTS

### PROGRAM DESCRIPTION

The Anthropology Option is primarily designed to prepare students to transfer into the junior year of a baccalaureate degree program in anthropology. In addition, students seeking admission into cultural area studies programs such as African-American Studies, Latina/o Studies and Women's Studies would receive a solid academic foundation on which to build.

Upon completion of this program, graduates will be able to:

- Demonstrate critical analysis and empathy skills.
- Identify ethical issues in anthropological research.
- Demonstrate an understanding of human origins and past and present cultures.
- Apply classroom knowledge to issues of globalization, human diversity, human ecology, language and religion.
- View societies from evolutionary and cross-cultural perspectives.

| PROGRAM REQUIREMENTS        |                                     | CREDIT       |
|-----------------------------|-------------------------------------|--------------|
| COLL                        | COLLEGE FOUNDATIONS                 | (4 CR.)      |
| COLL101                     | Foundations for Success             | 3            |
| COLL201                     | Capstone for Liberal Arts           | 1            |
| GER                         | COMMUNICATION                       | (9 CR.)      |
| ENGL101                     | English Composition I               | 3            |
| ENGL102                     | English Composition II              | 3            |
| ENGL201                     | Effective Speaking                  | 3            |
| GER                         | HUMANITIES*                         | (9 CR.)      |
|                             | Philosophy Elective                 | 3            |
|                             | World Language II or higher         | 3            |
|                             | Humanities Elective                 | 3            |
| GER                         | HISTORY*                            | (6 CR.)      |
|                             | Two course History sequence:        |              |
| HIST101                     | History of Western Civilization I   | and 3        |
| HIST102                     | History Of Western Civilization II  | 3            |
|                             | or                                  | 3            |
| HIST105                     | U.S. History I                      | and 3        |
| HIST106                     | U.S. History II                     | 3            |
| GER                         | MATH & SCIENCE ELECTIVES            | (10/12 CR.)  |
|                             | Choose 2 Maths & 1 Science or       |              |
|                             | 2 Sciences & 1 Math                 |              |
|                             | MATH                                | 3-8          |
|                             | MATH                                |              |
|                             | LAB SCIENCE                         | 4-8          |
|                             | LAB SCIENCE                         |              |
| GER                         | TECHNOLOGY*                         | (3 CR.)      |
| COMS                        |                                     | 3            |
| GER                         | SOCIAL SCIENCE*                     | (6 CR.)      |
|                             |                                     | 3            |
|                             |                                     | 3            |
| GER                         | GLOBAL & CULTURAL AWARENESS         | (3 CR.)      |
| ANTH120                     | Cultural Anthropology               | 3            |
| REQ                         | REQUIRED COURSES                    | (9 CR.)      |
| ANTH101                     | Introduction to Anthropology        | 3            |
| ANTH110                     | Physical Anthropology               | 3            |
| ANTH131                     | Principles of Archeology            | 3            |
| ELEC                        | ELECTIVES                           | (6 CR.)      |
|                             | Choose courses from WMST101, or     |              |
|                             | any course with an ANTH designation |              |
|                             |                                     | 3            |
|                             |                                     | 3            |
| <b>TOTAL DEGREE CREDITS</b> |                                     | <b>65/67</b> |

\* Choose from the list of approved General Education courses in the College catalog.



# AUTOMOTIVE SERVICE TECHNOLOGY

## A.A.S

### PROGRAM DESCRIPTION

This program is designed to meet the demand for trained automotive technicians. The student participates in hands-on experiences in testing, troubleshooting and repairing automobiles. Learning is reinforced by a work-site cooperative employment experience at a local automotive company.

Upon completion, this program enables graduates to:

- Evaluate, diagnose, and repair various automotive systems.
- Identify specifications related to the inspection, repair, and adjustment of automotive systems.
- Use various test equipment to diagnose and repair defects.
- Apply basic electrical theory using wiring diagrams and schematics to diagnose and repair automotive electrical circuits.
- Explain the operation of, and perform service on, automatic and manual transmissions and transaxles and differentials.
- Analyze defects of automotive air conditioning and climate control systems and identify necessary preventative maintenance or corrective repairs.
- Discuss the theory of alignment, braking, suspension and steering systems, problem diagnosis and correction of braking, suspension, steering, and alignment problems.

This program is offered in the evening on a part-time basis only.

| PROGRAM REQUIREMENTS |   | CREDIT   |
|----------------------|---|----------|
| COLL                 | COLLEGE FOUNDATIONS                                   | (3 CR.)  |
| COLL101              | Foundations for Success                               | 3        |
| GER                  | COMMUNICATION   | (6 CR.)  |
| ENGL101              | English Composition I                                 | 3        |
| BUSA110              | Business Communications                               | 3        |
| GER                  | HUMANITIES  | (6 CR.)  |
| HUMN101              | Survey of World Culture I or                          | 3        |
| HUMN102              | Survey of World Culture II                            | 3        |
| PHIL205              | Contemporary Ethical Issues                           | 3        |
| GER                  | MATH & SCIENCE ELECTIVES                              | (3 CR.)  |
| MATH104              | Contemporary Mathematics                              | 3        |
| GER                  | TECHNOLOGY  | (3 CR.)  |
| COMS110              | Computer Concepts & Applications                      | 3        |
| GER                  | SOCIAL SCIENCE  | (3 CR.)  |
| PSYC105              | Psychology of Human Relations or                      | 3        |
| PSYC111              | Child Psychology or                                   | 3        |
| PSYC212              | Adolescent Psychology or                              | 3        |
| PSYC215              | Psychology of Adult Development & Aging               | 3        |
| REQ                  | REQUIRED COURSES                                      | (34 CR.) |
| AOTE101              | Automotive Fundamentals                               | 3        |
| AOTE103              | Brakes, Suspension, & Steering                        | 3        |
| AOTE110              | Automotive Electrical Systems                         | 3        |
| AOTE118              | Automotive Heating & Air Conditioning                 | 3        |
| AOTE203              | Automotive Engine Repair                              | 3        |
| AOTE204              | Automotive Drivelines & Manual Transmissions          | 3        |
| AOTE206              | Automotive Transmissions & Transaxles                 | 3        |
| AOTE208              | Advanced Automotive Electronics                       | 3        |
| AOTE215              | Automotive Engine Performance                         | 3        |
| AOTE260              | Co-op Automotive Education/Work Experience            | 6        |
| AOTE261              | Co-op Automotive Education/Class                      | 1        |
| ELEC                 | ELECTIVES   | (6 CR.)  |
|                      | Select from any of the following:<br>AOTE, BUSA, COMS |          |

**TOTAL DEGREE CREDITS 64**

NOTE: This degree is not designed to transfer to a four year college or university.



## AUTOMOTIVE SERVICE TECHNOLOGY CERTIFICATE

### PROGRAM DESCRIPTION

This program is designed to meet the demand for trained automotive technicians. The student participates in hands-on experiences in testing, troubleshooting and repairing automobiles.

Upon completion, this program enables graduates to:

- Evaluate, diagnose, and repair various automotive systems.
- Identify specifications related to the inspection, repair, and adjustment of automotive systems.
- Use various test equipment to diagnose and repair defects.
- Identify the basic electrical circuits and diagnose circuits and diagnose automotive electrical systems.
- Apply basic electrical theory using wiring diagrams and schematics to diagnose and repair automotive electrical circuits.

This program is offered in the evening on a part-time basis only.

| PROGRAM REQUIREMENTS        |  | CREDIT    |
|-----------------------------|--|-----------|
| GER                         | COMMUNICATION                                | (3 CR.)   |
| ENGL101                     | English Composition I                        | 3         |
| GER                         | MATH & SCIENCE ELECTIVES                     | (3 CR.)   |
| MATH104                     | Contemporary Mathematics                     | 3         |
| GER                         | TECHNOLOGY                                   | (3 CR.)   |
| COMS110                     | Computer Concepts & Applications             | 3         |
| REQ                         | REQUIRED COURSES                             | (6 CR.)   |
| AOTE101                     | Automotive Fundamentals                      | 3         |
| AOTE110                     | Automotive Electrical Systems                | 3         |
| ELEC                        | ELECTIVES                                    | (15 CR.)  |
|                             | Choose five courses from the list below:     |           |
| AOTE103                     | Brakes, Suspension & Steering                | 3         |
| AOTE118                     | Automotive Heating & Air Conditioning        | 3         |
| AOTE203                     | Automotive Engine Repair                     | 3         |
| AOTE204                     | Automotive Drivelines & Manual Transmissions | 3         |
| AOTE206                     | Automatic Transmissions & Transaxles         | 3         |
| AOTE208                     | Advanced Automotive Electronics              | 3         |
| AOTE215                     | Automotive Engine Performance                | 3         |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>30</b> |



# BIOLOGY OPTION

## A.S. SCIENCE/MATHEMATICS

### PROGRAM DESCRIPTION

This program is designed for students who wish to pursue a bachelor's degree at a four-year institution, majoring in Biology or a related science.

According to the National Research Council, students should be able to demonstrate that:

- Science is an evidence-based way of thinking about the natural world and understanding how it operates.
- Science is a process with rules of operation that allow our understanding of the natural world to evolve.
- Science is based on reproducible evidence and observations that contain uncertainties.
- The sciences are related to each other, mathematics, and everyday life.
- Science is driven by globalization, technology, and new instrumentation and measurement tools.
- Scientific meanings of theory and law are different than popular meanings.

| PROGRAM REQUIREMENTS        |   | CREDIT             |
|-----------------------------|---|--------------------|
| <b>COLL</b>                 | <b>COLLEGE FOUNDATIONS</b>  | <b>(4 CR.)</b>     |
| COLL101                     | Foundations for Success   | 3                  |
| COLL210                     | Capstone for Biology, Pre-Medical/Dental, Pre-Nutrition/Dietetic Options    | 1                  |
| <b>GER</b>                  | <b>COMMUNICATION</b>  | <b>(6 CR.)</b>     |
| ENGL101                     | English Composition I   | 3                  |
| ENGL102                     | English Composition II  | 3                  |
| <b>GER</b>                  | <b>HUMANITIES*</b>  | <b>(3 CR.)</b>     |
|                             | Humanities Elective   | 3                  |
| <b>GER</b>                  | <b>MATH &amp; SCIENCE ELECTIVES</b>   | <b>(12/14 CR.)</b> |
| CHEM110                     | College Chemistry I   | 4                  |
|                             | <i>and one of these sequences:</i>  |                    |
| MATH110                     | Pre-Calculus I  | and 3              |
| MATH108                     | Statistics  | and 3              |
|                             | General Education Elective*   | 3                  |
|                             | <b>or</b>   |                    |
| MATH112                     | Pre-Calculus II   | and 3              |
| MATH113                     | Calculus I  | and 4              |
|                             | General Education Elective*   | 3                  |
|                             | <b>or</b>   |                    |
| MATH113                     | Calculus I  | and 4              |
| MATH114                     | Calculus II   | 4                  |
| <b>GER</b>                  | <b>TECHNOLOGY</b>   | <b>(3 CR.)</b>     |
| COMS110                     | Computer Concepts & Applications  | 3                  |
| <b>GER</b>                  | <b>SOCIAL SCIENCE*</b>  | <b>(6 CR.)</b>     |
|                             |   | 3                  |
|                             |   | 3                  |
| <b>REQ</b>                  | <b>REQUIRED COURSES</b>   | <b>(20 CR.)</b>    |
| BIOS110                     | Biology I   | 4                  |
| BIOS112                     | Biology II  | 4                  |
| BIOS124                     | Ecology   | 4                  |
| BIOS210                     | Microbiology  | 4                  |
| CHEM112                     | College Chemistry II  | 4                  |
| <b>ELEC</b>                 | <b>ELECTIVES**</b>  | <b>(11/12 CR.)</b> |
|                             | Choose from the following:  |                    |
|                             | All BIOS course designations except BIOS101                                 |                    |
|                             | All CHEM course designations  |                    |
|                             | All PHYS course designations except PHYS100, PHYS105 & PHYS107              |                    |
|                             | All MATH course designations except MATH104 & MATH106 (no remedial courses) |                    |
|                             | ANTH110   |                    |
| <b>TOTAL DEGREE CREDITS</b> |   | <b>65/68</b>       |

\* Choose from the list of approved General Education courses in the College catalog.

\*\*Electives should be chosen according to the student's career interest and expectations of the transfer institution.

# BUSINESS ADMINISTRATION

## A.S.

### PROGRAM DESCRIPTION

This program is structured to provide fundamental knowledge of business topics. Emphasis is placed on business theory and techniques used to solve contemporary business problems. This program is designed for students who intend to transfer to a four year baccalaureate program.

Upon completion, this program enables graduates to:

- Explain the evolution of the private enterprise system in the American economy.
- Describe the impact of government, labor, free trade and globalization on U.S. business.
- Analyze contemporary business problems and propose effective solutions using case studies and business analysis applications.
- Examine ethical and legal implications of managerial decisions.
- Interpret basic financial statements and managerial reports.
- Identify the impact of leadership in defining organizational culture.
- Design and deliver effective presentations commonly used in business environments.

| PROGRAM REQUIREMENTS |                                       | CREDIT     |
|----------------------|---------------------------------------|------------|
| COLL                 | COLLEGE FOUNDATIONS                   | (4 CR.)    |
| COLL101              | Foundations for Success               | 3          |
| COLL206              | Capstone for Accounting & Business    | 1          |
| GER                  | COMMUNICATION                         | (6 CR.)    |
| ENGL101              | English Composition I                 | 3          |
| ENGL102              | English Composition II                | 3          |
| GER                  | HUMANITIES*                           | (3 CR.)    |
|                      |                                       | 3          |
| GER                  | MATH & SCIENCE ELECTIVES              | (9/12 CR.) |
|                      | Lab Science Elective*                 | 4          |
|                      | <i>Select one of these sequences:</i> |            |
| MATH110              | Pre-Calculus I**                      | and 3      |
| MATH108              | Statistics                            | 3          |
|                      | or                                    |            |
| MATH113              | Calculus I                            | and 4      |
| MATH114              | Calculus II                           | 4          |
| GER                  | TECHNOLOGY                            | (3 CR.)    |
| COMS110              | Computer Concepts & Applications      | 3          |
| GER                  | SOCIAL SCIENCE*                       | (6 CR.)    |
|                      |                                       | 3          |
|                      |                                       | 3          |
| REQ                  | REQUIRED COURSES                      | (30 CR.)   |
| ACCT101              | Accounting Principles I Financial     | 3          |
| ACCT102              | Accounting Principles II Managerial   | 3          |
| BUSA101              | Introduction to Business              | 3          |
| BUSA205              | Business Law I                        | 3          |
| BUSA211              | Management & Organizational Behavior  | 3          |
| BUSA220              | Principles of Marketing               | 3          |
| COMS120              | Computer Software Applications        | 3          |
| ECON101              | Macroeconomics                        | 3          |
| ECON102              | Microeconomics                        | 3          |
| ENGL201              | Effective Speaking                    | 3          |

**TOTAL DEGREE CREDITS 61/64**

\* Choose from the list of approved General Education courses in the College catalog.



# BUSINESS MANAGEMENT

## A.A.S.

### PROGRAM DESCRIPTION

This program is designed primarily to prepare students for immediate entry into the workforce. The program provides students with fundamental business knowledge and prepares them for careers in business, government, retail and not-for profit organizations.

Upon completion, this program enables graduates to:

- Analyze contemporary business problems and propose effective solutions using case studies and business applications tools.
- Examine ethical and legal implications of managerial decisions.
- Interpret basic financial statements and managerial reports.
- Identify the impact of leadership in defining organizational culture.
- Design and deliver effective presentations commonly used in contemporary business environments.

| PROGRAM REQUIREMENTS        |  | CREDIT    |
|-----------------------------|--|-----------|
| COLL                        | COLLEGE FOUNDATIONS                    | (4 CR.)   |
| COLL101                     | Foundations for Success                | 3         |
| COLL206                     | Capstone for Accounting & Business     | 1         |
| GER                         | COMMUNICATION                          | (6 CR.)   |
| ENGL101                     | English Composition I                  | 3         |
| ENGL102                     | English Composition II                 | 3         |
| GER                         | HUMANITIES*                            | (3 CR.)   |
| GER                         | MATH & SCIENCE ELECTIVES               | (3 CR.)   |
| MATH104                     | Contemporary Mathematics               | 3         |
|                             | or                                     |           |
| MATH108                     | Statistics                             | 3         |
| GER                         | TECHNOLOGY                             | (3 CR.)   |
| COMS110                     | Computer Concepts & Applications       | 3         |
|                             | or                                     |           |
| COMS113                     | Intro to Information Systems           | 3         |
| GER                         | SOCIAL SCIENCE                         | (6 CR.)   |
|                             | Choose from:                           |           |
| PSYC101                     | Introduction to Psychology             | 3         |
| PSYC105                     | Psychology of Human Relations          | 3         |
| SOCA101                     | Introduction to Sociology              | 3         |
| REQ                         | REQUIRED COURSES                       | (36 CR.)  |
| ACCT101                     | Accounting Principles I Financial      | 3         |
| ACCT102                     | Accounting Principles II Managerial    | 3         |
| BUSA101                     | Introduction to Business               | 3         |
| BUSA110                     | Business Communications                | 3         |
| BUSA120                     | Small Business Management              | 3         |
| BUSA125                     | Principles of Supervision              | 3         |
| BUSA205                     | Business Law I                         | 3         |
| BUSA211                     | Management & Organizational Behavior   | 3         |
| BUSA220                     | Principles of Marketing                | 3         |
| BUSA235                     | Introduction to International Business | 3         |
| COMS120                     | Computer Software Applications         | 3         |
| ECON101                     | Macroeconomics                         | 3         |
| ELEC                        | ELECTIVE                               | (3 CR.)   |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>64</b> |

\* Choose from the list of approved General Education courses in the College catalog.

NOTE: This degree is not designed to transfer to a four year college or university.

## CHEMISTRY OPTION

### A.S. SCIENCE/MATHEMATICS

#### PROGRAM DESCRIPTION

Students who wish to pursue a bachelor's degree at a four year institution, majoring in chemistry or chemical engineering, should pursue the AS Science/Mathematics Chemistry Option. As part of this option, students can expect to make laboratory measurements, as well as do inorganic synthesis, organic synthesis, titration, pH, refractive index, gas chromatography, ultraviolet/visible spectroscopy, and infrared spectroscopy. Depending on your specific course of study, you may also learn polarimetry and gel electrophoresis.

The program's measurable goals are:

- Conduct experiments using good safety practice, ethical methods, and modern lab equipment to collect observations and measurements of the natural world.
- Apply scientific theories and laws in chemistry that are consistent with observations of the natural world.
- Interpret and communicate scientific information in various forms including writing, graphs, tables, diagrams, and equations.
- Design all or part of an experiment.

| PROGRAM REQUIREMENTS        |   | CREDIT           |
|-----------------------------|---|------------------|
| <b>COLL</b>                 | <b>COLLEGE FOUNDATIONS</b>  | <b>(4 CR.)</b>   |
| COLL101                     | Foundations for Success   | 3                |
| COLL211                     | Capstone for Math, Physical Sciences & Engineering  | 1                |
| <b>GER</b>                  | <b>COMMUNICATION</b>  | <b>(6 CR.)</b>   |
| ENGL101                     | English Composition I   | 3                |
| ENGL102                     | English Composition II  | 3                |
| <b>GER</b>                  | <b>HUMANITIES*</b>  | <b>(3 CR.)</b>   |
|                             |   | 3                |
| <b>GER</b>                  | <b>MATH &amp; SCIENCE ELECTIVES</b>   | <b>(12 CR.)</b>  |
| CHEM110                     | College Chemistry I   | 4                |
| MATH113                     | Calculus I  | 4                |
| MATH114                     | Calculus II   | 4                |
| <b>GER</b>                  | <b>TECHNOLOGY</b>   | <b>(3 CR.)</b>   |
| COMS114                     | Introduction to Computer Science I  | 3                |
| <b>GER</b>                  | <b>SOCIAL SCIENCE*</b>  | <b>(6 CR.)</b>   |
|                             |   | 3                |
|                             |   | 3                |
| <b>REQ</b>                  | <b>REQUIRED COURSES</b>   | <b>(24 CR.)</b>  |
| CHEM112                     | College Chemistry II  | 4                |
| CHEM210                     | Organic Chemistry I   | 4                |
| CHEM212                     | Organic Chemistry II  | 4                |
| MATH213                     | Calculus II   | 4                |
| PHYS120                     | Physics I with Calculus   | 4                |
| PHYS121                     | Physics II with Calculus  | 4                |
| <b>ELEC</b>                 | <b>ELECTIVES</b>  | <b>(6/9 CR.)</b> |
|                             | Choose from courses below:<br>(Electives should be chosen according to the student's career interest and expectations of the transfer institution.) |                  |
| ANTH110                     | Physical Anthropology   | 3                |
| BIOS110                     | Biology I   | 4                |
| BIOS112                     | Biology II  | 4                |
| BIOS122                     | Introduction to Environmental Science   | 4                |
| BIOS124                     | Ecology   | 4                |
| BIOS210                     | Microbiology  | 4                |
| CHEM215                     | Biochemistry  | 4                |
| ENGR100                     | Introduction to Engineering   | 3                |
| GEOL101                     | Physical Geology  | 4                |
| <b>TOTAL DEGREE CREDITS</b> |   | <b>64/67</b>     |

\*Choose from the list of approved General Education courses in the College catalog.



# CHILD DEVELOPMENT SPECIALIST

## A.A.S.

### PROGRAM DESCRIPTION

The Associate of Applied Science degree program in Early Childhood Education (Child Development Specialist) prepares students to be education assistants and teacher aides in schools, child care centers and similar settings. Students in the program will have successfully completed 300 hours of supervised field experience in which they worked effectively with children and their families, other staff and administration.

Upon Completion of this program, graduates will be able to:

- Use theories and knowledge of growth and development to understand the multiple influences that promote child development and learning.
- Build relationships with families and the community to create a respectful and reciprocal community of learning to support children and families.
- Support young children through the use of observation, documentation, and assessment techniques and strategies.
- Create, implement and evaluate effective early childhood curricula while implementing the philosophy of developmentally appropriate practices.
- Exhibit characteristics of an early childhood professional by following the National Association for the Education of Young Children (NAEYC) ethical guidelines, participating in professional organizations and professional development, and advocating for children and families.

Program Goals are based on NAEYC Associate Degree Program Standards.

| PROGRAM REQUIREMENTS        |  | CREDIT    |
|-----------------------------|--|-----------|
| COLL                        | <b>COLLEGE FOUNDATIONS</b>                           | (3 CR.)   |
| COLL101                     | Foundations for Success                              | 3         |
| GER                         | <b>COMMUNICATION</b>                                 | (9 CR.)   |
| ENGL101                     | English Composition I                                | 3         |
| ENGL102                     | English Composition II                               | 3         |
| ENGL201                     | Effective Speaking                                   | 3         |
| GER                         | <b>HUMANITIES</b>                                    | (6 CR.)   |
| HIST105                     | U.S. History I                                       | and 3     |
| HIST106                     | U.S. History II                                      | 3         |
|                             | or   | 3         |
| ENGL203                     | American Literature I                                | and 3     |
| ENGL204                     | American Literature II                               | 3         |
|                             | or   |           |
| HUMN101                     | Survey of World Culture I                            | and 3     |
| HUMN102                     | Survey of World Culture II                           | 3         |
| GER                         | <b>MATH &amp; SCIENCE ELECTIVES</b>                  | (3 CR.)   |
| MATH104                     | Contemporary Mathematics                             | 3         |
|                             | or   |           |
| MATH106                     | Mathematical Concepts                                | 3         |
| GER                         | <b>TECHNOLOGY</b>                                    | (3 CR.)   |
| COMS110                     | Computer Concepts & Applications                     | 3         |
| GER                         | <b>SOCIAL SCIENCE</b>                                | (6 CR.)   |
| PSYC101                     | Introduction to Psychology                           | 3         |
| SOCA101                     | Introduction to Sociology                            | 3         |
| REQ                         | <b>REQUIRED COURSES</b>                              | (30 CR)   |
| CDEV101                     | Intro to Early Childhood Education                   | 3         |
| CDEV150                     | Lang. Dev. & Lang. Arts in Early Childhood Education | 3         |
| CDEV160                     | Child Health & Nutrition                             | 3         |
| CDEV260                     | Methods of Teaching Infants & Toddlers               | 3         |
| CDEV270                     | Curriculum Studies in Early Childhood Education      | 3         |
| CDEV280                     | Child Care Internship I                              | 3         |
| CDEV285                     | Child Care Internship II                             | 3         |
| EDUC275                     | Working w/Special Needs Children in Early Childhood  | 3         |
| ENGL216                     | Children's Literature                                | 3         |
| PSYC111                     | Child Psychology                                     | 3         |
| ELEC                        | <b>ELECTIVES</b>                                     | (6 CR.)   |
| AMSL101                     | American Sign Language I                             | 3         |
| CDEV272                     | Music & Art in Early Childhood Education             | 3         |
| CDEV290                     | Current Topics in Early Childhood Education          | 3         |
| EDUC202                     | Historical & Philosophical Patterns in Education     | 3         |
| PSYC280                     | Educational Psychology                               | 3         |
| SOCA215                     | Perspectives on Race, Gender, Class, & Culture       | 3         |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>66</b> |

## CHILD DEVELOPMENT SPECIALIST CERTIFICATE

### PROGRAM DESCRIPTION

This program prepares students for employment in child care centers and preschools as group teachers and assistant teachers working under the supervision of head teachers.

Upon completion of this program, graduates will be able to:

- Use theories and knowledge of growth and development to understand the multiple influences that promote child development and learning.
- Build relationships with families and the community to create a respectful and reciprocal community of learning to support children and families.
- Support young children through the use of observation, documentation, and assessment techniques and strategies.
- Create, implement and evaluate effective early childhood curricula while implementing the philosophy of developmentally appropriate practices.
- Exhibit characteristics of an early childhood professional by following the National Association for the Education of Young Children (NAEYC) ethical guidelines, participating in professional organizations and professional development, and advocating for children and families.

Program Goals are based on NAEYC Associate Degree Program Standards.

| PROGRAM REQUIREMENTS        |   | CREDIT    |
|-----------------------------|---|-----------|
| GER                         | COMMUNICATION   | (3 CR.)   |
| ENGL101                     | English Composition I   | 3         |
| GER                         | SOCIAL SCIENCE  | (3 CR.)   |
| PSYC101                     | Introduction to Psychology  | 3         |
| REQ                         | REQUIRED COURSES  | (27 CR.)  |
|                             | Student must take either:   |           |
| EDUC202                     | Historical & Philosophical Patterns in Education                  | 3         |
|                             | or  |           |
| EDUC275                     | Working with Special Needs Children in Early Childhood            | 3         |
|                             | and all other courses listed below:                               |           |
| CDEV101                     | Intro to Early Childhood Education                                | 3         |
| CDEV150                     | Language Development & Language Arts in Early Childhood Education | 3         |
| CDEV160                     | Child Health & Nutrition  | 3         |
| CDEV260                     | Methods of Teaching Infants & Toddlers                            | 3         |
| CDEV270                     | Curriculum Studies in Early Childhood Education                   | 3         |
| CDEV280                     | Child Care Internship I   | 3         |
| ENGL216                     | Children's Literature   | 3         |
| PSYC111                     | Child Psychology  | 3         |
| <b>TOTAL DEGREE CREDITS</b> |   | <b>33</b> |

NOTES: Student must show proficiency in Math Basic Skills.



# COMMUNICATIONS-BROADCASTING OPTION

## A.A. LIBERAL ARTS

### PROGRAM DESCRIPTION

The Broadcasting Option is designed to empower students with the proper skills and knowledge to seek careers in the many phases of the media industry including television and film, radio and audio production, broadcast journalism and video production. In addition, students are prepared for enrollment into four-year institutions.

Students acquire the technical knowledge supported by a strong basis in theory and creativity. They prepare for entry level positions as directors, camera operators, composers, audio engineers, writers and on-air talent within the industry. The Broadcasting option provides graduates with real world experience through the facilities of EDTV20 the college's educational broadcast facility and our web-based radio station.

Production classes are hands-on, involving state-of-the-art studio and field audio and video production equipment, control room operation, sophisticated high end digital video editing, lighting for video and film, writing, producing and directing. This course of study will prepare students to utilize their learned technical skills to apply the theoretical and creative communications knowledge to sound and screen.

#### Graduates of this program will be able to:

- Achieve entry-level competence for a position in cable television, professional commercial broadcast facilities, and commercial industrial instructional and web based video and audio production facilities.
- Create short program segments and shows for cable television.
- Write, produce, direct, and edit news and segments of a variety of television and radio programs.
- Write, produce and edit radio and television commercials.
- Perform all competencies of on-air talent in news, sports broadcasting, and interviewing.
- Produce and broadcast live and tape delay sporting events.
- Operate efficiently all video and audio production equipment.

| PROGRAM REQUIREMENTS        |   | CREDIT       |
|-----------------------------|---|--------------|
| COLL                        | <b>COLLEGE FOUNDATIONS</b>                        | (4 CR.)      |
| COLL101                     | Foundations for Success                           | 3            |
| COLL201                     | Capstone for Liberal Arts                         | 1            |
| GER                         | <b>COMMUNICATION</b>                              | (9 CR.)      |
| ENGL101                     | English Composition I                             | 3            |
| ENGL102                     | English Composition II                            | 3            |
| ENGL201                     | Effective Speaking                                | 3            |
| GER                         | <b>HUMANITIES*</b>                                | (9 CR.)      |
|                             | Philosophy Elective                               | 3            |
|                             | World Language II or higher                       | 3            |
|                             | Humanities Elective                               | 3            |
| GER                         | <b>HISTORY*</b>                                   | (6 CR.)      |
|                             | Two course History sequence:                      |              |
| HIST101                     | History of Western Civilization I                 | and 3        |
| HIST102                     | History of Western Civilization II                | 3            |
|                             | or  |              |
| HIST105                     | U.S. History I                                    | and 3        |
| HIST106                     | U.S. History II                                   | 3            |
| GER                         | <b>MATH &amp; SCIENCE ELECTIVES*</b>              | (10/12 CR.)  |
|                             | Choose 2 Maths & 1 Science or 2 Sciences & 1 Math |              |
|                             | Math  | 3-8          |
|                             | Math  |              |
|                             | Lab Science                                       | 4-8          |
|                             | Lab Science                                       |              |
| GER                         | <b>TECHNOLOGY*</b>                                | (3 CR.)      |
| COMS                        |   | 3            |
| GER                         | <b>SOCIAL SCIENCE*</b>                            | (6 CR.)      |
|                             |   | 3            |
|                             |   | 3            |
| GER                         | <b>GLOBAL &amp; CULTURAL AWARENESS*</b>           | (3 CR.)      |
|                             |   | 3            |
| REQ                         | <b>REQUIRED COURSES</b>                           | (9 CR.)      |
| COMM101                     | Intro to Mass Communications                      | 3            |
| COMM130                     | Television Production I                           | 3            |
| COMM219                     | On-Line Journalism                                | 3            |
|                             | or  |              |
| ENGL215                     | Journalism I                                      | 3            |
| ELEC                        | <b>ELECTIVES</b>                                  | (6 CR.)      |
| COMM110                     | Intro to Radio & Television Broadcasting          | 3            |
| COMM120                     | Intro to Multimedia                               | 3            |
| COMM132                     | Cinematography                                    | 3            |
| COMM203                     | Writing for the Media                             | 3            |
| COMM205                     | Radio & Television Performance                    | 3            |
| COMM230                     | Critical Analysis and Survey of the Cinema        | 3            |
| COMM250                     | Special Topics in Communications                  | 3            |
| <b>TOTAL DEGREE CREDITS</b> |   | <b>65/67</b> |

\*Choose from the list of approved General Education courses in the College catalog.



# COMMUNICATIONS-FILM STUDIES OPTION

## A.A. LIBERAL ARTS

### PROGRAM DESCRIPTION

As a popular art form, film is a prominent medium in our society. Students invest a great deal of time and money enjoying a medium that is capable of shaping audiences' cultural lives. The academic rationale for the Film Studies Option is to combine creative and critical thinking. As a result, students will receive a rigorous understanding of film criticism, screenwriting, and filmmaking. Film Studies will investigate the psychological, social, technical, and critical aspects of this medium, particularly focusing on how the medium can manipulate audiences.

Film Studies completes and complements the existing Communications Options in Journalism and Broadcasting. It is designed to be interdisciplinary in nature, drawing on the combined skills of professors from the Journalism, Broadcasting, and Fine Arts options.

Other courses in the program will include "Cinematography," "Writing for the Media," and "Critical Analysis of the Cinema," a course which has been running for nearly a decade and which has enjoyed a 100 percent transfer record to Rutgers, Montclair, and William Paterson universities, to name only a few four-year institutions.

Upon completion of this degree, graduates will be able to:

- Demonstrate an understanding of the cultural, social and political impact of film on contemporary society.
- Demonstrate an understanding of the technical and creative aspects of film.
- Exhibit an understanding of the history of cinematography.
- Demonstrate an understanding of the film industry in relation to journalism, broadcasting, and the fine arts.
- Strengthen and enhance the ability of individuals to write and think critically about the art of film in its cultural context.

| PROGRAM REQUIREMENTS        |  | CREDIT       |
|-----------------------------|--|--------------|
| COLL                        | COLLEGE FOUNDATIONS                                  | (4 CR.)      |
| COLL101                     | Foundations for Success                              | 3            |
| COLL204                     | Capstone in Film Studies                             | 1            |
| GER                         | COMMUNICATION  | (9 CR.)      |
| ENGL101                     | English Composition I                                | 3            |
| ENGL102                     | English Composition II                               | 3            |
| ENGL201                     | Effective Speaking                                   | 3            |
| GER                         | HUMANITIES*  | (9 CR.)      |
|                             | Philosophy Elective                                  | 3            |
|                             | World Language II or higher                          | 3            |
|                             | Humanities Elective                                  | 3            |
| GER                         | HISTORY*   | (6 CR.)      |
|                             | Two course History sequence:                         |              |
| HIST101                     | History of Western Civilization I                    | and 3        |
| HIST102                     | History of Western Civilization II                   | 3            |
|                             | or   |              |
| HIST105                     | U.S. History I                                       | and 3        |
| HIST106                     | U.S. History II                                      | 3            |
| GER                         | MATH & SCIENCE ELECTIVES*                            | (10/12 CR.)  |
|                             | Choose 2 Maths & 1 Science or<br>2 Sciences & 1 Math |              |
|                             | MATH   | 3-8          |
|                             | MATH   |              |
|                             | LAB SCIENCE  | 4-8          |
|                             | LAB SCIENCE  |              |
| GER                         | TECHNOLOGY*  | (3 CR.)      |
| COMS                        |  | 3            |
| GER                         | SOCIAL SCIENCE*                                      | (6 CR.)      |
|                             |  | 3            |
|                             |  | 3            |
| GER                         | GLOBAL & CULTURAL<br>AWARENESS*                      | (3 CR.)      |
|                             |  | 3            |
| REQ                         | REQUIRED COURSES                                     | (9 CR.)      |
| COMM101                     | Intro to Mass Communications                         | 3            |
| COMM132                     | Cinematography                                       | 3            |
| COMM203                     | Writing for the Media                                | 3            |
| ELEC                        | ELECTIVES  | (6 CR.)      |
| COMM223/                    |  |              |
| ENGL223                     | The Gothic in Literature and the Cinema              | 3            |
| COMM230                     | Critical Analysis and Survey of the Cinema           | 3            |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>65/67</b> |

\*Choose from the list of approved General Education courses in the College catalog.



# COMMUNICATION – JOURNALISM OPTION

## A.A. LIBERAL ARTS

### PROGRAM DESCRIPTION

This Associate degree program prepares students for transfer to a four-year college with a major in Journalism and/or Communications. The Journalism major can also serve as a basis for careers in newspapers, magazines, radio and television stations, Websites, as well as public relations, advertising, and marketing departments and organizations. Students are given the opportunity to contribute to and work on SCCC publications such as the internet-based *College Hill*.

Upon completion of this program, graduates will be able to:

- Communicate with speed and accuracy.
- Understand how to interpret source’s information and quotes.
- Know how to use appropriate and trustworthy background information.
- Write according to style guide dictates.
- Compose with grammatical and mechanical precision.
- Distinguish among gossip, hearsay, innuendo, insinuation, and prediction.
- Adapt communicating styles to suit the particular demands of any medium.

| PROGRAM REQUIREMENTS        |   | CREDIT       |
|-----------------------------|---|--------------|
| COLL                        | COLLEGE FOUNDATIONS                               | (4 CR.)      |
| COLL101                     | Foundations for Success                           | 3            |
| COLL201                     | Capstone for Journalism                           | 1            |
| GER                         | COMMUNICATION                                     | (9 CR.)      |
| ENGL101                     | English Composition I                             | 3            |
| ENGL102                     | English Composition II                            | 3            |
| ENGL201                     | Effective Speaking                                | 3            |
| GER                         | HUMANITIES*                                       | (9 CR.)      |
|                             | Philosophy Elective                               | 3            |
|                             | World Language II or higher                       | 3            |
|                             | Humanities Elective                               | 3            |
| GER                         | HISTORY*  | (6 CR.)      |
|                             | Two course History sequence:                      |              |
| HIST101                     | History of Western Civilization I                 | and 3        |
| HIST102                     | History of Western Civilization II                | 3            |
|                             | or  |              |
| HIST105                     | U.S. History I                                    | and 3        |
| HIST106                     | U.S. History II                                   | 3            |
| GER                         | MATH & SCIENCE ELECTIVES                          | (10/12 CR.)  |
|                             | Choose 2 Maths & 1 Science or 2 Sciences & 1 Math |              |
|                             | MATH  | 3-8          |
|                             | MATH  |              |
|                             | LAB SCIENCE                                       | 4-8          |
|                             | LAB SCIENCE                                       |              |
| GER                         | TECHNOLOGY*                                       | (3 CR.)      |
| COMS                        |   | 3            |
| GER                         | SOCIAL SCIENCE                                    | (6 CR.)      |
| POLS101                     | Introduction to Political Science                 | 3            |
|                             | or  |              |
| POLS105                     | American Government                               | 3            |
|                             | Social Science Elective                           | 3            |
| GER                         | GLOBAL & CULTURAL AWARENESS*                      | (3 CR.)      |
|                             |   | 3            |
| REQ                         | REQUIRED COURSES                                  | (9 CR.)      |
| COMM101                     | Intro to Mass Communications                      | and 3        |
| COMM219                     | On-Line Journalism                                | 3            |
|                             | or  |              |
| ENGL215                     | Journalism I                                      | and 3        |
| ENGL217                     | Journalism II                                     | 3            |
| ELEC                        | ELECTIVES   | (6 CR.)      |
| COMM180                     | Editing   | 3            |
| COMM220                     | Photojournalism                                   | 3            |
| COMM225                     | Public Relations                                  | 3            |
| COMM230                     | Critical Analysis & Survey of the Cinema          | 3            |
| COMM250                     | Special Topics in Communications                  | 3            |
| <b>TOTAL DEGREE CREDITS</b> |   | <b>65/67</b> |

\*Choose from the list of approved General Education courses in the College catalog.

# COMPUTERIZED ACCOUNTING

## CERTIFICATE

### PROGRAM DESCRIPTION

This program provides students with knowledge and practical experience in accounting principles and the management of these principles through software package options. Students will learn financial and managerial accounting methods through the automated General Ledger function.

Upon completion this certificate enables graduates to:

- Apply for entry-level employment in bookkeeping and accounting clerk positions.
- Analyze, journalize, and post transactions both manually and using computerized accounting software.
- Maintain a computerized accounting system.
- Create spreadsheets using electronic spreadsheet programs to be used in the planning and developing of budgets, cash flows, financial statements, and other business records.
- Maintain payroll records and comply with federal and state reporting requirements.
- Prepare the following financial statements: Income Statement, State of Retained Earnings, Balance Sheet, and Statement of Cash Flow.

| PROGRAM REQUIREMENTS        |   | CREDIT    |
|-----------------------------|---|-----------|
| GER                         | COMMUNICATION                                       | (3 CR.)   |
| ENGL101                     | English Composition I                               | 3         |
| GER                         | MATH & SCIENCE ELECTIVES                            | (3 CR.)   |
| MATH106                     | Mathematical Concepts or                            | 3         |
| MATH110                     | Pre-Calculus I*                                     | 3         |
| GER                         | SOCIAL SCIENCE                                      | (3 CR.)   |
| PSYC101                     | Introduction to Psychology or                       | 3         |
| PSYC105                     | Psychology of Human Relations                       | 3         |
| REQ                         | COURSES   | (21 CR.)  |
| ACCT101                     | Accounting Principles I Financial                   | 3         |
| ACCT102                     | Accounting Principles II Managerial                 | 3         |
| ACCT107                     | Computerized Accounting                             | 3         |
| ACCT205                     | Payroll Accounting                                  | 3         |
| BUSA101                     | Introduction to Business                            | 3         |
| BUSA190                     | Business Applications using Electronic Spreadsheets | 3         |
| COMS110                     | Computer Concepts & Applications                    | 3         |
| <b>TOTAL DEGREE CREDITS</b> |   | <b>30</b> |

*NOTE:* \* Recommended for students planning to enter a degree program.



# COMPUTER GAMING OPTION

## A.A.S. GRAPHIC DESIGN

### PROGRAM DESCRIPTION

This program is designed to prepare students for entry-level positions in the game and graphics industry. Studio-intensive courses include the rapidly advancing technology of computer graphics and a wide spectrum of digital visual media including 3D modeling and animation, texture and lighting, compositing, digital film and video effects and creating graphics for the Internet utilizing industry standard software. Graduates will have the introductions necessary to consider careers in graphic design, 2-D conceptual art, 3-D character building, 3-D object modeling, 2-D texture art or interactive design.

Approximately one-half of all program graduates go on to complete a baccalaureate degree in game art, animation, graphic design, film, video, or illustration.

As a graduate of this program you will demonstrate the ability to:

- Analyze the history of visual culture and design theory, and apply historical relevance in the context of modern industry issues and trends.
- Conceptualize, design, and plan animated works while exercising store development and artistic techniques.
- Execute technical, aesthetic, and conceptual decisions based on understanding the functions of traditional design and computer-based graphics.
- Use the principle techniques of 3D modeling and animation for content related to film and game design.
- Collaborate with diverse teams of creative contributors, production personnel and clients while working with creative constraints and deadlines.
- Produce a professional portfolio of representative projects.
- Apply knowledge of intellectual property issues.
- Introduction to a career in various industries including game art, illustration, video, film web, desktop publishing and advertising.

| PROGRAM REQUIREMENTS        |  | CREDIT    |
|-----------------------------|--|-----------|
| COLL                        | COLLEGE FOUNDATIONS                              | (3 CR.)   |
| COLL101                     | Foundations for Success                          | 3         |
| GER                         | COMMUNICATION                                    | (6 CR.)   |
| ENGL101                     | English Composition I                            | 3         |
| ENGL102                     | English Composition II                           | 3         |
|                             | or   |           |
| ENGL201                     | Effective Speaking                               | 3         |
| GER                         | HUMANITIES                                       | (3 CR.)   |
| ARTA103                     | Art History I                                    | 3         |
| GER                         | MATH & SCIENCE ELECTIVES                         | (3 CR.)   |
| MATH104                     | Contemporary Mathematics                         | 3         |
| GER                         | TECHNOLOGY*                                      | (3 CR.)   |
|                             |  | 3         |
| GER                         | SOCIAL SCIENCE*                                  | (3 CR.)   |
|                             |  | 3         |
| REQ                         | REQUIRED COURSES                                 | (24 CR.)  |
| GRAD101                     | Introduction to Graphic Design                   | 3         |
| GRAD105                     | Computer Graphics I                              | 3         |
| GRAD107                     | Drawing for Designers                            | 3         |
| GRAD128                     | Computer Graphics II                             | 3         |
| GRAD141                     | Animation and Design                             | 3         |
| GRAD144                     | Color for Designers                              | 3         |
| GRAD210                     | Designing for Interactivity                      | 3         |
| GRAD282                     | Portfolio/Demo Reel Preparation and Presentation | 3         |
| ELEC                        | ELECTIVES  | (21 CR.)  |
| GRAD153                     | Character Design                                 | 3         |
| GRAD158                     | 3D Modeling                                      | 3         |
| GRAD162                     | Character Modeling in 3D                         | 3         |
| GRAD163                     | 3D Environments                                  | 3         |
| GRAD164                     | Character Animation in 3D                        | 3         |
| GRAD202                     | 3D Level Design                                  | 3         |
| GRAD235                     | Video and Motion Graphics                        | 3         |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>66</b> |

*NOTE:* This degree is not designed to transfer to a four year college or university.

\* Choose from the list of approved General Education courses in the College catalog.

# COMPUTER INFORMATION SYSTEMS

## A.A.S.

### PROGRAM DESCRIPTION

This program is structured to provide fundamental knowledge of information technology and the skills necessary to succeed in today's business environment. This degree is not for transfer. The program is designed to prepare students for entry-level positions in business, industry, government and not-for-profit organizations.

Upon completion of this program, graduates will be able to:

- Demonstrate the ability to solve technical problems related to hardware and software.
- Demonstrate an understanding of operating systems.
- Develop effective communication skills within an organization.
- Demonstrate the ability to work both individually and as a team member.
- Exhibit professionalism and ethical behavior.
- Adapt to advancements in the area of information technology.

| PROGRAM REQUIREMENTS        |  | CREDIT           |
|-----------------------------|--|------------------|
| <b>COLL</b>                 | <b>COLLEGE FOUNDATIONS</b>                   | <b>(4 CR.)</b>   |
| COLL101                     | Foundations for Success                      | 3                |
| COLL202                     | Capstone for Computer Science & Info Systems | 1                |
| <b>GER</b>                  | <b>COMMUNICATION</b>                         | <b>(6 CR.)</b>   |
| ENGL101                     | English Composition I                        | 3                |
| ENGL102                     | English Composition II                       | 3                |
| <b>GER</b>                  | <b>HUMANITIES*</b>                           | <b>(3 CR.)</b>   |
|                             |  | 3                |
| <b>GER</b>                  | <b>MATH &amp; SCIENCE ELECTIVES</b>          | <b>(3/4 CR.)</b> |
| MATH110                     | Pre-Calculus I (or higher*)                  | ¾                |
| <b>GER</b>                  | <b>TECHNOLOGY</b>                            | <b>(3 CR.)</b>   |
| COMS113                     | Intro to Information Systems                 | 3                |
| <b>GER</b>                  | <b>SOCIAL SCIENCE</b>                        | <b>(6 CR.)</b>   |
| ECON101                     | Macroeconomics                               | 3                |
| ECON102                     | Microeconomics                               | 3                |
| <b>REQ</b>                  | <b>REQUIRED COURSES</b>                      | <b>(21 CR.)</b>  |
| BUSA101                     | Introduction to Business                     | 3                |
| COMS114                     | Introduction to Computer Science I           | 3                |
| COMS115                     | Introduction to Computer Science II          | 3                |
| COMS210                     | Systems Analysis and Design                  | 3                |
| COMS218                     | Database Management Systems                  | 3                |
| COMS221                     | Operating Systems                            | 3                |
| COMS230                     | Networks and Telecommunications              | 3                |
| <b>ELEC</b>                 | <b>ELECTIVES</b>                             | <b>(18 CR.)</b>  |
|                             | Any COMS course or:                          |                  |
| ELET105                     | Electronic Circuits                          | 4                |
| GRAD101                     | Introduction to Graphic Design               | 3                |
| GRAD105                     | Computer Graphics I                          | 3                |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>64/65</b>     |

*NOTE:* This degree is not designed to transfer to a four year college or university.

\* Choose from the list of approved General Education courses in the College catalog.



# COMPUTER INFORMATION SYSTEMS CERTIFICATE

### PROGRAM DESCRIPTION

This program provides students with knowledge of basic programming techniques and computer networks for entry-level employment. Students will learn to use computers and peripheral equipment to solve problems.

Upon completion of the program, graduates will be able to:

- Demonstrate the ability to solve problems, conduct research and think critically.
- Demonstrate an understanding of computer architecture.
- Ability to analyze IT problems within a business environment.
- Develop effective communication skills within an organization.
- Demonstrate the ability to work both individually and as a team member.
- Exhibit professionalism and ethical behavior.
- Adapt to the advancements in the area of information technology.

| PROGRAM REQUIREMENTS        |  | CREDIT    |
|-----------------------------|--|-----------|
| GER                         | COMMUNICATION  | (3 CR.)   |
| ENGL101                     | English Composition I  | 3         |
| GER                         | MATH & SCIENCE ELECTIVES   | (3 CR.)   |
| MATH106                     | Mathematical Concepts  | or 3      |
| MATH110                     | Pre-Calculus I*  | 3         |
| GER                         | SOCIAL SCIENCE   | (3 CR.)   |
| PSYC105                     | Psychology of Human Relations  | 3         |
| REQ                         | REQUIRED COURSES   | (27 CR.)  |
| COMS110                     | Computer Concepts & Applications                                     | 3         |
|                             | or   |           |
| COMS113                     | Intro to Information Systems<br><i>and all courses listed below:</i> | 3         |
| ACCT101                     | Accounting Principles I Financial                                    | 3         |
| BUSA101                     | Introduction To Business   | 3         |
| BUSA110                     | Business Communications  | 3         |
| COMS120                     | Computer Software Applications                                       | 3         |
| COMS142                     | Programming in C++   | 3         |
| COMS210                     | Systems Analysis & Design  | 3         |
| COMS218                     | Database Management Systems  | 3         |
| COMS230                     | Networks and Telecommunications                                      | 3         |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>36</b> |

*NOTE:* \*Recommended for students planning to enter a degree program.

# COMPUTER SCIENCE OPTION

## A.S. SCIENCE/MATHEMATICS

### PROGRAM DESCRIPTION

The Computer Science program is designed for students who wish to pursue a Bachelor's degree at a four-year institution, majoring in Computer Science or related field.

Successful graduates with this Degree should be competent in the following:

- Demonstrate the ability solve problems, conduct research and think critically.
- Exhibit an understanding of computer architecture.
- Utilize the proper data structures and algorithms with sound programming techniques.
- Demonstrate an understanding of the mathematical concepts utilized in algorithms.
- Develop effective communication skills within an organization.
- Demonstrate the ability to work both individually and as a team member.
- Exhibit professionalism and ethical behavior.
- Adapt to advancements in the area of information technology.

| PROGRAM REQUIREMENTS        |  | CREDIT       |
|-----------------------------|--|--------------|
| COLL                        | COLLEGE FOUNDATIONS                            | (4 CR.)      |
| COLL101                     | Foundations for Success                        | 3            |
| COLL208                     | Capstone for Computer Science & Info Systems   | 1            |
| GER                         | COMMUNICATION                                  | (6 CR.)      |
| ENGL101                     | English Composition I                          | 3            |
| ENGL102                     | English Composition II                         | 3            |
| GER                         | HUMANITIES*                                    | (3 CR.)      |
| GER                         | MATH & SCIENCE ELECTIVES                       | (12 CR.)     |
| MATH113                     | Calculus I                                     | 4            |
|                             | <i>and one of the science sequences below:</i> |              |
| PHYS110                     | Physics I                                      | 4            |
| PHYS112                     | Physics II                                     | 4            |
|                             | <i>or</i>                                      |              |
| PHYS120                     | Physics I with Calculus                        | 4            |
| PYHS121                     | Physics II with Calculus                       | 4            |
| GER                         | TECHNOLOGY                                     | (3 CR.)      |
| COMS114                     | Introduction to Computer Science I             | 3            |
| GER                         | SOCIAL SCIENCE*                                | (6 CR.)      |
|                             |  | 3            |
|                             |  | 3            |
| REQ                         | REQUIRED COURSES                               | (23 CR.)     |
| MATH201                     | Discrete Mathematics                           | 4            |
| MATH213                     | Calculus III                                   | 4            |
|                             | <i>and all other courses listed below:</i>     |              |
| COMS115                     | Introduction to Computer Science II            | 3            |
| COMS218                     | Database Management Systems                    | 3            |
| COMS221                     | Operating Systems                              | 3            |
| COMS223                     | Data Structures                                | 3            |
| COMS239                     | Fundamentals of Computer Architecture          | 3            |
| MATH114                     | Calculus II                                    | 4            |
| ELEC                        | ELECTIVES **                                   | (7/9 CR.)    |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>64/66</b> |

\*Choose from the list of approved General Education courses in the College catalog.

\*\*Electives should be chosen according to the student's career interest and expectations of the transfer institution.



# CRIMINAL JUSTICE

## A.S.

### PROGRAM DESCRIPTION

This program is designed primarily for students who plan to attend four-year baccalaureate programs, but approximately one-half of the graduates of this program have successfully found full-time employment in criminal justice-related field upon completion of the two-year degree. Graduates of two and four-year degree programs are employed in a variety of professional positions by federal, state, county, and municipal agencies as well as private security and loss prevention.

Upon completion of the Criminal Justice program, graduates will be able to:

- Receive an expedited pathway for career law enforcement personnel to meet degree completion while ensuring the quality of credits awarded.
- Demonstrate learning competencies from specialized training and on-the-job experience.
- Demonstrate knowledge in criminal justice fundamentals.
- Satisfy the New Jersey General Education Foundation requirements.
- Provide students with the ability to identify and obtain specific competencies in their law enforcement career field through coursework or external training.
- Facilitate the ability of the experienced law enforcement professional to compete for employment and promotional opportunities.

| PROGRAM REQUIREMENTS        |   | CREDIT            |
|-----------------------------|---|-------------------|
| <b>COLL</b>                 | <b>COLLEGE FOUNDATIONS</b>                          | <b>(4 CR.)</b>    |
| COLL101                     | Foundations for Success                             | 3                 |
| COLL203                     | Capstone for Criminal Justice                       | 1                 |
| <b>GER</b>                  | <b>COMMUNICATION</b>                                | <b>(6 CR.)</b>    |
| ENGL101                     | English Composition I                               | 3                 |
| ENGL102                     | English Composition II                              | 3                 |
| <b>GER</b>                  | <b>HUMANITIES</b>                                   | <b>(6 CR.)</b>    |
| HIST105                     | U.S. History I                                      | 3                 |
| HIST106                     | U.S. History II                                     | 3                 |
| <b>GER</b>                  | <b>MATH &amp; SCIENCE ELECTIVES</b>                 | <b>(9/10 CR.)</b> |
|                             | Lab Science Elective*                               | 4                 |
| MATH104                     | Contemporary Mathematics                            | 3                 |
| MATH108                     | Statistics  | 3                 |
| <b>GER</b>                  | <b>TECHNOLOGY</b>                                   | <b>(3 CR.)</b>    |
| COMS110                     | Computer Concepts & Applications                    | 3                 |
| <b>GER</b>                  | <b>SOCIAL SCIENCE</b>                               | <b>(6 CR.)</b>    |
| PSYC101                     | Introduction to Psychology                          | 3                 |
| SOCA101                     | Introduction to Sociology                           | 3                 |
| <b>REQ</b>                  | <b>REQUIRED COURSES</b>                             | <b>(18 CR.)</b>   |
| CRJS100                     | Introduction to the Criminal Justice System         | 3                 |
| CRJS101                     | Law Enforcement                                     | 3                 |
| CRJS105                     | Criminology   | 3                 |
| CRJS110                     | Criminal Law  | 3                 |
| CRJS180                     | Corrections   | 3                 |
| SOCA215                     | Perspectives on Race, Gender, Class, & Culture      | 3                 |
| <b>ELEC</b>                 | <b>ELECTIVES</b>                                    | <b>(12 CR.)</b>   |
| CRJS115                     | Juvenile Justice                                    | 3                 |
| CRJS140                     | Health & Fitness for the Public Safety Professional | 3                 |
| CRJS150                     | Police Patrol Administration                        | 3                 |
| CRJS210                     | Criminal Investigation                              | 3                 |
| CRJS215                     | Criminal Court Procedures                           | 3                 |
| CRJS220                     | Contemporary Issues in Law Enforcement              | 3                 |
| CRJS225                     | Community Corrections                               | 3                 |
| CRJS230                     | Practicum in Criminal Justice Agency Operations     | 3                 |
| CRJS250                     | Special Topics in Criminal Justice                  | 3                 |
| <b>TOTAL DEGREE CREDITS</b> |   | <b>64/65</b>      |

\*Choose from the list of approved General Education courses in the College catalog.



# CRIMINAL JUSTICE STUDIES

## A.A.S.

### PROGRAM DESCRIPTION

The AAS degree in Criminal Justice is designed for the Criminal Justice Professional (both active and retired) working in the field of law enforcement, corrections, community corrections and private security. To be eligible for this program, students must have at least five (5) years of active service in the field. The knowledge and skills attained in this degree can sharpen your skills and advance your career. Students have the unique opportunity to achieve life/work experience credits and attain an expertise in portfolio development. This degree program offers a flexible yet structured plan designed to assist the Criminal Justice Professional in achieving their educational and advancement goals.

Upon completion of this degree, graduates will be able to:

- Students will learn the major concepts, case law, theoretical perspectives, empirical findings and basic structures involved with law enforcement, the criminal court system, and corrections, including the causes of crime and delinquency.
- Students will understand and be able to use basic research methods in criminal justice and criminology including design, data analysis, and interpretation.
- Students will obtain realistic ideas and field experiences related to their pursuit of careers and advanced study in the field of criminal justice.
- Students will demonstrate research and information competency with traditional computer-based library systems, governmental resources, and media outlets to facilitate the study of criminal justice and criminology.
- Students will use and demonstrate critical thinking, skeptical inquiry, and the scientific approach to problem solving.
- Students will learn to recognize, understand, and respect the complexity of sociocultural and international diversity to better prepare them for diverse people and ideas within criminal justice.
- Students will demonstrate effective oral and written communication skills within a liberal arts foundation to better prepare them for any career in criminal justice.

| PROGRAM REQUIREMENTS        |  | CREDIT       |
|-----------------------------|--|--------------|
| GER                         | COMMUNICATION  | (6 CR.)      |
| ENGL101                     | English Composition I  | and 3        |
| ENGL102                     | English Composition II   | or 3         |
| ENGL125                     | Technical Communication  | 3            |
| GER                         | HUMANITIES*  | (3 CR.)      |
| GER                         | MATH & SCIENCE ELECTIVES   | (3/4 CR.)    |
|                             | Choose either a math or science elective.  |              |
| GER                         | TECHNOLOGY*  | (3 CR.)      |
| GER                         | SOCIAL SCIENCE*  | (3 CR.)      |
| GER                         | GENERAL EDUCATION ELECTIVE*  | (3 CR.)      |
| REQ                         | REQUIRED COURSES   | (18 CR.)     |
|                             | All students intending to enroll in the program must first take CRJS288. Credit for Prior Work Experience (Portfolio Assessment) will be granted after successful completion of this course. Students will also be granted 9 credits of transfer work for completion of an approved Criminal Justice Academy.  |              |
| CRJS100                     | Introduction to the Criminal Justice System  | 3            |
| CRJS101                     | Law Enforcement  | 3            |
| CRJS105                     | Criminology  | 3            |
| CRJS110                     | Criminal Law   | 3            |
| CRJS115                     | Juvenile Justice   | 3            |
| CRJS140                     | Health and Fitness for the Public Safety Professional  | 3            |
| CRJS150                     | Police Patrol Administration   | 3            |
| CRJS180                     | Corrections  | 3            |
| CRJS210                     | Criminal Investigation   | 3            |
| CRJS215                     | Criminal Court Procedures  | 3            |
| CRJS220                     | Contemporary Issues in Law Enforcement   | 3            |
| CRJS225                     | Community Corrections  | 3            |
| CRJS230                     | Practicum in Criminal Justice Agency Operations  | 3            |
| CRJS250                     | Special Topics in Criminal Justice   | 3            |
| CRJS288                     | Criminal Justice Portfolio Development and Process   | 3            |
| ELEC                        | ELECTIVES  | (21 CR.)     |
|                             | The value of the block of credits granted for Prior Work Experience (Portfolio Assessment) will be between 0-21 credits and is based on documented life-work experience in the field of Criminal Justice. For credit assessed at less than 21 credits, the student will receive advisement from the Program Coordinator on appropriate CRJS courses to take. |              |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>60/61</b> |

\*Choose from the list of approved General Education courses in the College catalog.

This degree is not designed for transfer. Credits for Prior Work Experience (Portfolio Assessment) may not be accepted at the four-year institution.



## DESIGN OPTION A.F.A. STUDIO ARTS

### PROGRAM DESCRIPTION

The Associate of Fine Arts (A.F.A.), Design Option degree program prepares students for a career in Fashion, Interior Design, Industrial Design, or "Green" Design. The courses lead students through a series of visual and intellectual challenges to encourage a mastery of various mediums and theory.

Upon completion of this program, graduates will be able to:

- Demonstrate abstract relationships and elements and their expressive potential.
- Exhibit competency using the elements and principles of design and composition.
- Demonstrate an ability to make connections between theory and practice.
- Demonstrate qualitative decision- making based on current art trends and art historical concepts.
- Demonstrate critical thinking using artistic principles drawn from contemporary social, political, or personal issues.
- Develop a portfolio of artwork.

| PROGRAM REQUIREMENTS        |   | CREDIT          |
|-----------------------------|---|-----------------|
| <b>COLL</b>                 | <b>COLLEGE FOUNDATIONS</b>                                | <b>(3 CR.)</b>  |
| COLL101                     | Foundations for Success                                   | 3               |
| <b>GER</b>                  | <b>COMMUNICATION</b>                                      | <b>(6 CR.)</b>  |
| ENGL101                     | English Composition I                                     | 3               |
| ENGL102                     | English Composition II                                    | 3               |
| <b>GER</b>                  | <b>HUMANITIES</b>   | <b>(6 CR.)</b>  |
| ARTA103                     | Art History I   | 3               |
| ARTA104                     | Art History II  | 3               |
| <b>GER</b>                  | <b>MATH &amp; SCIENCE ELECTIVES*</b>                      | <b>(3 CR.)</b>  |
|                             |   | 3               |
| <b>GER</b>                  | <b>TECHNOLOGY</b>   | <b>(3 CR.)</b>  |
| COMS110                     | Computer Concepts & Applications                          | 3               |
| <b>GER</b>                  | <b>SOCIAL SCIENCE</b>                                     | <b>(6 CR.)</b>  |
| SOCA101                     | Introduction to Sociology                                 | 3               |
| SOCA215                     | Perspectives on Race, Gender, Class, & Culture            | 3               |
| <b>REQ</b>                  | <b>REQUIRED COURSES</b>                                   | <b>(33 CR.)</b> |
| ARTA101                     | Basic Design  | 3               |
| ARTA108                     | Basic Drawing   | 3               |
| ARTA110                     | Introduction to Color                                     | 3               |
| ARTA115                     | Three Dimensional Design                                  | 3               |
| ARTA150                     | Life Drawing I  | 3               |
| ARTA260                     | Portfolio Development                                     | 3               |
| COMS225                     | Computer Aided Design                                     | 3               |
| DESN101                     | Principles of Design I                                    | 3               |
| DESN102                     | Principles of Design II                                   | 3               |
| DESN120                     | History of Design   | 3               |
| GRAD107                     | Drawing for Designers                                     | 3               |
| <b>ELEC</b>                 | <b>ELECTIVES</b>  | <b>(6 CR.)</b>  |
|                             | Choose from any DESN designation or courses listed below: |                 |
| ARTA156                     | Life Drawing II   | 3               |
| ARTA185                     | Digital Fine Art I  | 3               |
| ARTA186                     | Digital Fine Art II                                       | 3               |
| ARTA215                     | Advanced Life Drawing                                     | 3               |
| DESN                        |   | 3               |
| <b>TOTAL DEGREE CREDITS</b> |   | <b>66</b>       |

\*Choose from the list of approved General Education courses in the College catalog.

# DRAMATIC ARTS OPTION

## A.A. LIBERAL ARTS

### PROGRAM DESCRIPTION

This option prepares students for transfer to a four-year college with a major in Theater, and Educational Theater. This option serves as a basis for careers in television, motion pictures, stage and commercial or educational dramatic endeavors. Students are given the opportunity to contribute to and work on SCCC productions and workshops. In addition, the students are given the opportunity to attend professional productions off campus.

Upon completion of this program, graduates will be able to:

- Stage a scene or monologue.
- Develop and perform on stage a character from a script or from improvisation.
- Work as part of an ensemble to perform in and/or to do the technical preparations to produce a play.
- Identify critical aspects of dramatic literature and theater history.
- Examine and critique theatre performances.

| PROGRAM REQUIREMENTS        |                                       | CREDIT       |
|-----------------------------|---------------------------------------|--------------|
| COLL                        | COLLEGE FOUNDATIONS                   | (4 CR.)      |
| COLL101                     | Foundations for Success               | 3            |
| COLL201                     | Capstone for Liberal Arts             | 1            |
| GER                         | COMMUNICATION                         | (9 CR.)      |
| ENGL101                     | English Composition I                 | 3            |
| ENGL102                     | English Composition II                | 3            |
| ENGL201                     | Effective Speaking                    | 3            |
| GER                         | HUMANITIES*                           | (9 CR.)      |
|                             | Philosophy Elective                   | 3            |
|                             | World Language II or higher           | 3            |
|                             | Humanities Elective                   |              |
|                             | <i>Choose one of the following:</i>   |              |
| ENGL208/<br>PERA208         | History of Theater I                  | 3            |
| ENGL209/<br>PERA209         | History of Theater II                 | 3            |
| GER                         | HISTORY* (6 CR.)                      |              |
|                             | Two course History sequence:          |              |
| HIST101                     | History of Western Civilization I     | and 3        |
| HIST102                     | History of Western Civilization II    | 3            |
|                             | or                                    |              |
| HIST105                     | U.S. History I                        | and 3        |
| HIST106                     | U.S. History II                       | 3            |
| GER                         | MATH & SCIENCE ELECTIVES* (10/12 CR.) |              |
|                             | Choose 2 Maths & 1 Science or         |              |
|                             | 2 Sciences & 1 Math                   |              |
|                             | MATH                                  | 3-8          |
|                             | MATH                                  |              |
|                             | LAB SCIENCE                           | 4-8          |
|                             | LAB SCIENCE                           |              |
| GER                         | TECHNOLOGY* (3 CR.)                   |              |
| COMS                        |                                       | 3            |
| GER                         | SOCIAL SCIENCE* (6 CR.)               |              |
|                             |                                       | 3            |
|                             |                                       | 3            |
| GER                         | GLOBAL & CULTURAL AWARENESS* (3 CR.)  |              |
|                             |                                       | 3            |
| REQ                         | REQUIRED COURSES (9 CR.)              |              |
| PERA102                     | Acting I                              | 3            |
| PERA103                     | Acting II                             | 3            |
| PERA110                     | Theater Workshop I                    | 3            |
| ELEC                        | ELECTIVES (6 CR.)                     |              |
|                             | Any PERA course designation**         |              |
|                             |                                       | 3            |
|                             |                                       | 3            |
| <b>TOTAL DEGREE CREDITS</b> |                                       | <b>65/67</b> |

\*Choose from the list of approved General Education courses in the College catalog.

\*\*PERA120/121/220/221 can only have a maximum of 3 credits. The credits awarded for this class are at the discretion of the Division Dean.



# ELEMENTARY/SECONDARY EDUCATION OPTION

## A.A. LIBERAL ARTS

### PROGRAM DESCRIPTION

The elementary/secondary option is designed for students interested in pursuing a Bachelor's Degree with teacher certification. The program is based on New Jersey teacher certification regulations and emulates the freshman and sophomore curriculum in four-year institutions, enabling student transfer to the four-year institutions.

Upon completion of the program, graduates will be able to:

- Demonstrate an understanding of child growth and development and relate it to learning opportunities in all domains of development.
- Display an awareness and appreciation for diversity and multi-culturalism and the interrelationship between families, school and society.
- Reflect on the multifaceted roles of a teacher and the principles and practices involved in teaching.

| PROGRAM REQUIREMENTS        |  | CREDIT       |
|-----------------------------|--|--------------|
| COLL                        | <b>COLLEGE FOUNDATIONS</b>                         | (4 CR.)      |
| COLL101                     | Foundations for Success                            | 3            |
| EDUC291                     | Portfolio Development in Education                 | 1            |
| GER                         | <b>COMMUNICATION</b>                               | (9 CR.)      |
| ENGL101                     | English Composition I                              | 3            |
| ENGL102                     | English Composition II                             | 3            |
| ENGL201                     | Effective Speaking                                 | 3            |
| GER                         | <b>HUMANITIES*</b>                                 | (9 CR.)      |
|                             | Philosophy Elective                                | 3            |
|                             | World Language II or higher                        | 3            |
|                             | Humanities Elective                                | 3            |
| GER                         | <b>HISTORY*</b>                                    | (6 CR.)      |
|                             | Two course History sequence:                       |              |
| HIST101                     | History of Western Civilization I                  | and 3        |
| HIST102                     | History of Western Civilization II                 | 3            |
|                             | or   |              |
| HIST105                     | U.S. History I                                     | and 3        |
| HIST106                     | U.S. History II                                    | 3            |
| GER                         | <b>MATH &amp; SCIENCE ELECTIVES*</b>               | (10/12 CR.)  |
|                             | Choose 2 Maths & 1 Science or 2 Sciences & 1 Math  |              |
|                             | MATH   | 3-8          |
| BIOS101                     | General Biology                                    | and/or 4     |
| CHEM100                     | Introductory Chemistry                             | 4            |
| GER                         | <b>TECHNOLOGY*</b>                                 | (3 CR.)      |
| COMS                        |  | 3            |
| GER                         | <b>SOCIAL SCIENCE</b>                              | (6 CR.)      |
| PSYC101                     | Introduction to Psychology                         | 3            |
| SOCA101                     | Introduction to Sociology                          | 3            |
| GER                         | <b>GLOBAL &amp; CULTURAL AWARENESS*</b>            | (3 CR.)      |
|                             |  | 3            |
| REQ                         | <b>REQUIRED COURSES</b>                            | (9 CR.)      |
|                             | Literature Elective                                | or 3         |
| ENGL216                     | Children's Literature                              | 3            |
|                             | Choose two courses from below:                     |              |
| CDEV101                     | Intro. to Early Childhood Education                | 3            |
| EDUC202                     | Historical & Philosophical Patterns in Education   | 3            |
| EDUC286                     | Principles & Practices of Teaching as a Profession | 3            |
| PSYC111                     | Child Psychology                                   | 3            |
| PSYC280                     | Educational Psychology                             | 3            |
| ELEC                        | <b>ELECTIVES**</b>                                 | (6 CR.)      |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>65/67</b> |

\*Choose from the list of approved General Education courses in the College catalog.

\*\*See list of eligible Liberal Arts Electives. Choice of courses depends on transfer institution. If possible students should take courses in their prospective major.

# ENGLISH OPTION

## A.A. LIBERAL ARTS

### PROGRAM DESCRIPTION

This option under the A.A. in Liberal Arts prepares students for transfer to a four-year college with a major in writing and/or literature. Students who complete this program develop excellent reading, writing, analysis, and research skills. Therefore, an English major can serve as a basis for careers in education, business, law, and publishing.

Students majoring in English at Sussex County Community College are given the opportunity to publish their work in College publications such as *Idiom & Image*.

Upon completion of this program students will be able to:

- Communicate clearly, formally and informally, in both oral and written form.
- Demonstrate facility in critical thinking, problem solving, and textual analysis.
- Compose literary research papers using scholarly, peer-reviewed critical sources.
- Demonstrate an understanding of the diverse historical and social factors that shape authors and texts.
- Display an appreciation for the place of literary texts within their individual lives and in the world as a global society.

| PROGRAM REQUIREMENTS        |  | CREDIT       |
|-----------------------------|--|--------------|
| COLL                        | COLLEGE FOUNDATIONS                                  | (4 CR.)      |
| COLL101                     | Foundations for Success                              | 3            |
| COLL201                     | Capstone for Liberal Arts                            | 1            |
| GER                         | COMMUNICATION  | (9 CR.)      |
| ENGL101                     | English Composition I                                | 3            |
| ENGL102                     | English Composition II                               | 3            |
| ENGL201                     | Effective Speaking                                   | 3            |
| GER                         | HUMANITIES*  | (9 CR.)      |
|                             | Philosophy Elective                                  | 3            |
|                             | World Language II or higher                          | 3            |
|                             | Humanities Elective                                  | 3            |
| GER                         | HISTORY*   | (6 CR.)      |
|                             | Two course History sequence:                         |              |
| HIST101                     | History of Western Civilization I                    | and 3        |
| HIST102                     | History of Western Civilization II                   | 3            |
|                             | or   |              |
| HIST105                     | U.S. History I                                       | and 3        |
| HIST106                     | U.S. History II                                      | 3            |
| GER                         | MATH & SCIENCE ELECTIVES*                            | (10/12 CR.)  |
|                             | Choose 2 Maths & 1 Science or<br>2 Sciences & 1 Math |              |
|                             | MATH   | 3-8          |
|                             | MATH   |              |
|                             | LAB SCIENCE  | 4-8          |
|                             | LAB SCIENCE  |              |
| GER                         | TECHNOLOGY*  | (3 CR.)      |
| COMS                        |  | 3            |
| GER                         | SOCIAL SCIENCE*                                      | (6 CR.)      |
| PSYC101                     | Introduction to Psychology                           | 3            |
|                             |  | 3            |
| GER                         | GLOBAL & CULTURAL<br>AWARENESS*                      | (3 CR.)      |
|                             |  | 3            |
| REQ                         | REQUIRED COURSES                                     | (9 CR.)      |
| ENGL213                     | Literary Masterpieces of the Western World I         | 3            |
| ENGL203                     | American Literature I                                | and 3        |
| ENGL204                     | American Literature II                               | 3            |
|                             | or   |              |
| ENGL230                     | British Literature I                                 | and 3        |
| ENGL231                     | British Literature II                                | 3            |
| ELEC                        | ELECTIVES  | (6 CR.)      |
| ENGL205                     | Contemporary Literature                              | 3            |
| ENGL207                     | Literature by Women                                  | 3            |
| ENGL210                     | Modern Short Novel                                   | 3            |
| ENGL211                     | The Short Story                                      | 3            |
| ENGL214                     | Literary Masterpieces of the Western World II        | 3            |
| ENGL216                     | Children's Literature                                | 3            |
| ENGL220                     | Creative Writing                                     | 3            |
| ENGL221                     | Modern Poetry  | 3            |
| ENGL222                     | Shakespeare  | 3            |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>65/67</b> |

\*Choose from the list of approved General Education courses in the College catalog.



# ENVIRONMENTAL STUDIES

## A.S.

### PROGRAM DESCRIPTION

Environmental Studies prepares students for transfer into a Bachelor of Science degree program in either Environmental Studies or Environmental Science.

The program provides:

- The ability to deal with complex environmental problems that affect society.
- An understanding of the current environmental protection regulations.
- An understanding of how to perform environmental observations and tests, analyze air, land, water resources and waste management.
- The aptitude to apply the principles of limits, recycling and reuse, sustainable yield, and resource diversity to real-life situations.
- The capability to apply the laws of conservation of matter and energy to environmental issues.
- An understanding of how different cultures cope with the environmental consequences of human action.

| PROGRAM REQUIREMENTS        |                                       | CREDIT             |
|-----------------------------|---------------------------------------|--------------------|
| <b>COLL</b>                 | <b>COLLEGE FOUNDATIONS</b>            | <b>(4 CR.)</b>     |
| COLL101                     | Foundations for Success               | 3                  |
| COLL209                     | Capstone for Environmental Studies    | 1                  |
| <b>GER</b>                  | <b>COMMUNICATION</b>                  | <b>(6 CR.)</b>     |
| ENGL101                     | English Composition I                 | 3                  |
| ENGL102                     | English Composition II                | 3                  |
| <b>GER</b>                  | <b>HUMANITIES*</b>                    | <b>(3 CR.)</b>     |
|                             |                                       | 3                  |
| <b>GER</b>                  | <b>MATH &amp; SCIENCE ELECTIVES</b>   | <b>(12/14 CR.)</b> |
| BIOS122                     | Intro to Environmental Science        | 4                  |
|                             | <i>Select one of these sequences:</i> |                    |
| MATH110                     | Pre-Calculus I**                      | and 3              |
| MATH108                     | Statistics                            | and 3              |
|                             | General Education Elective*           | 3                  |
|                             | or                                    |                    |
| MATH112                     | Pre-Calculus II**                     | and 3              |
| MATH113                     | Calculus I                            | and 4              |
|                             | General Education Elective*           | 3                  |
|                             | or                                    |                    |
| MATH113                     | Calculus I                            | and 4              |
| MATH114                     | Calculus II                           | 4                  |
| <b>GER</b>                  | <b>TECHNOLOGY</b>                     | <b>(3 CR.)</b>     |
| COMS110                     | Computer Concepts & Applications      | 3                  |
| <b>GER</b>                  | <b>SOCIAL SCIENCE***</b>              | <b>(6 CR.)</b>     |
| SOCA115                     | Introduction to Society & Environment | 3                  |
|                             | Social Science Elective*              | 3                  |
| <b>REQ</b>                  | <b>REQUIRED COURSES</b>               | <b>(24 CR.)</b>    |
| BIOS110                     | Biology I                             | 4                  |
| BIOS112                     | Biology II                            | 4                  |
| BIOS124                     | Ecology                               | 4                  |
| GEOL101                     | Physical Geology                      | 4                  |
| CHEM110                     | College Chemistry I                   | and 4              |
| CHEM112                     | College Chemistry II                  | 4                  |
|                             | or                                    |                    |
| PHYS110                     | Physics I                             | and 4              |
| PHYS112                     | Physics II                            | 4                  |
| <b>ELEC</b>                 | <b>ELECTIVES ****</b>                 | <b>(6/8 CR.)</b>   |
| <b>TOTAL DEGREE CREDITS</b> |                                       | <b>64/68</b>       |

\*Choose from the list of approved General Education courses in the College Catalog.

\*\*Students taking a Mathematics sequence with Pre-Calculus must take an additional 3 credits in any General Education category.

\*\*\*Students planning on attending Ramapo College should meet with their Division Dean about registering for ANTH220 Environment & Cultural Behavior.

\*\*\*\*Electives should be chosen according to the student's career interest and expectations of the transfer institution.

# FIRE SCIENCE TECHNOLOGY

## A.A.S.

### PROGRAM DESCRIPTION

This program is designed to serve the career and volunteer fire fighter, industrial fire protection personnel, fire protection specialist or the recent high school graduate who has an interest in fire service. The program will be offered primarily in the evening for part-time students. Upon completion of the program, students will have attained the skills and knowledge to perform their current duties more effectively and to prepare them for greater levels of responsibility within the fire service system.

Upon completion of this program, graduates will be able to:

- Be prepared with a scientific understanding of fire hazards and their control with emphasis on effective operating procedures at fires and other emergencies.
- Demonstrate the skills necessary to incorporate the theory and applications to become a credentialed professional in the fire service.

| PROGRAM REQUIREMENTS        |   | CREDIT    |
|-----------------------------|---|-----------|
| COLL                        | COLLEGE FOUNDATIONS                         | (3 CR.)   |
| COLL101                     | Foundations for Success                     | 3         |
| GER                         | COMMUNICATION                               | (6 CR.)   |
| ENGL101                     | English Composition I                       | 3         |
| BUSA110                     | Business Communications                     | 3         |
| GER                         | HUMANITIES                                  | (6 CR.)   |
| HUMN101                     | Survey of World Culture I                   | 3         |
| HUMN102                     | Survey of World Culture II                  | 3         |
| GER                         | MATH & SCIENCE ELECTIVES*                   | (7 CR.)   |
| MATH104                     | Contemporary Mathematics                    | 3         |
|                             | Lab Science                                 | 4         |
| GER                         | TECHNOLOGY                                  | (3 CR.)   |
| COMS110                     | Computer Concepts & Applications            | 3         |
| GER                         | SOCIAL SCIENCE                              | (3 CR.)   |
| PSYC101                     | Introduction to Psychology                  | 3         |
|                             | or  |           |
| SOCA101                     | Intro to Sociology                          | 3         |
| REQ                         | REQUIRED COURSES                            | (33 CR.)  |
| FRST101                     | Introduction to Fire Science                | 3         |
| FRST103                     | Fire Prevention                             | 3         |
| FRST104                     | Fire Administration                         | 3         |
| FRST105                     | Fire Protection Systems                     | 3         |
| FRST106                     | Fire Tactics and Strategy                   | 3         |
| FRST107                     | Fire Investigation                          | 3         |
| FRST110                     | Fire Behavior and Combustion                | 3         |
| FRST202                     | Building Construction for Fire Protection   | 3         |
| FRST205                     | Fire Protection Hydraulics and Water Supply | 3         |
| FRST208                     | Hazardous Materials                         | 3         |
| FRST210                     | Occupational Health and Safety              | 3         |
| ELEC                        | FREE ELECTIVE                               | (3 CR.)   |
|                             |   | 3         |
| <b>TOTAL DEGREE CREDITS</b> |   | <b>64</b> |

*NOTE:* This degree is not designed to transfer to a four year college or university.

\*Choose from the list of approved General Education courses in the College catalog.



# FIRE SCIENCE TECHNOLOGY CERTIFICATE

### PROGRAM DESCRIPTION

This program is designed to serve the career and volunteer fire fighter, industrial fire protection personnel, fire protection specialist or the recent high school graduate who has an interest in fire service. The program will be offered primarily in the evening for part-time students. Upon completion of the program, students will have attained the skills and knowledge to perform their current duties more effectively and to prepare them for greater levels of responsibility within the fire service system.

Courses completed to satisfy the requirements of the certificate program may be used to meet the requirements for the AAS degree in Fire Science Technology.

Upon completion of the program, graduates will be able to:

- Be prepared with a scientific understanding of fire hazards and their control with emphasis on effective operating procedures at fires and other emergencies.
- Demonstrate the skills necessary to incorporate the theory and applications to become a credentialed professional in the fire service.

| PROGRAM REQUIREMENTS        |   | CREDIT    |
|-----------------------------|---|-----------|
| GER                         | COMMUNICATION                               | (3 CR.)   |
| ENGL101                     | English Composition I                       | 3         |
| GER                         | MATH & SCIENCE ELECTIVES                    | (3 CR.)   |
| MATH104                     | Contemporary Mathematics                    | 3         |
| REQ                         | REQUIRED COURSES                            | (24 CR.)  |
| FRST101                     | Intro to Fire Science                       | 3         |
| FRST103                     | Fire Prevention                             | 3         |
| FRST104                     | Fire Administration                         | 3         |
| FRST106                     | Fire Tactics & Strategy                     | 3         |
| FRST110                     | Fire Behavior and Combustion                | 3         |
| FRST202                     | Building Construction for Fire Protection   | 3         |
| FRST208                     | Hazardous Materials                         | 3         |
| FRST210                     | Occupational Health and Safety              | 3         |
| ELEC                        | ELECTIVES                                   | (3 CR.)   |
| FRST205                     | Fire Protection Hydraulics and Water Supply | 3         |
|                             | or  |           |
| FRST250                     | Special Topics in Fire Science Technology   | 3         |
| <b>TOTAL DEGREE CREDITS</b> |   | <b>33</b> |



## GEOLOGY OPTION

### A.S. SCIENCE/MATHEMATICS

#### PROGRAM DESCRIPTION

This program is designed for students who wish to pursue a bachelor's degree at a four-year institution, majoring in Geology or a related science.

According to the National Research Council, students should be able to demonstrate that:

- Science is an evidence-based way of thinking about the natural world and understanding how it operates.
- Science is a process with rules of operation that allow our understanding of the natural world to evolve.
- Science is based on reproducible evidence and observations that contain uncertainties.
- The sciences are related to each other, mathematics, and everyday life.
- Science is driven by globalization, technology, and new instrumentation and measurement tools.
- Scientific meanings of theory and law are different than popular meanings.

| PROGRAM REQUIREMENTS        |   | CREDIT    |
|-----------------------------|---|-----------|
| COLL                        | COLLEGE FOUNDATIONS                               | (4 CR.)   |
| COLL101                     | Foundations for Success                           | 3         |
| COLL211                     | Capstone for Math, Physics, Science & Engineering | 1         |
| GER                         | COMMUNICATION                                     | (6 CR.)   |
| ENGL101                     | English Composition I                             | 3         |
| ENGL102                     | English Composition II                            | 3         |
| GER                         | HUMANITIES*                                       | (3 CR.)   |
|                             |   | 3         |
| GER                         | MATH & SCIENCE ELECTIVES                          | (12 CR.)  |
| BIOS122                     | Intro to Environmental Science                    | 4         |
| MATH113                     | Calculus I  | 4         |
| MATH114                     | Calculus II                                       | 4         |
| GER                         | TECHNOLOGY  | (3 CR.)   |
| COMS110                     | Computer Concepts & Applications                  | 3         |
| GER                         | SOCIAL SCIENCE***                                 | (6 CR.)   |
| GEOG105                     | Cultural Geography                                | 3         |
|                             | Social Science Elective*                          | 3         |
| REQ                         | REQUIRED COURSES                                  | (24 CR.)  |
| CHEM110                     | College Chemistry I                               | 4         |
| CHEM112                     | College Chemistry II                              | 4         |
| GEOL101                     | Physical Geology                                  | 4         |
| GEOL110                     | Historical Geology                                | 4         |
| PHYS120                     | Physics I with Calculus                           | 4         |
| PHYS121                     | Physics II with Calculus                          | 4         |
| ELEC                        | ELECTIVES **                                      | (8 CR.)   |
|                             | Choose any courses listed below:                  |           |
| MATH201                     | Discrete Mathematics                              | 4         |
| MATH213                     | Calculus III                                      | 4         |
| MATH215                     | Linear Algebra                                    | 4         |
| MATH220                     | Ordinary Differential Equations With Applications | 4         |
| MATH250                     | Special Topics in Mathematics                     | 3         |
| PHYS105                     | Introductory Astronomy                            | 4         |
| PHYS107                     | Introductory Meteorology                          | 4         |
| PHYS205                     | Modern Physics                                    | 4         |
| PHYS210                     | Mechanics   | 4         |
| PHYS250                     | Special Topics In Physics                         | 3         |
| <b>TOTAL DEGREE CREDITS</b> |   | <b>66</b> |

\*Choose from the list of approved General Education courses in the College catalog.

\*\*Electives should be chosen according to the student's career interest and expectations of the transfer institution.



# GRAPHIC DESIGN

## A.A.S.

### PROGRAM DESCRIPTION

Graphic designers combine artistic ability with technical knowledge to create designs used in print and electronic media that inform, motivate, educate or sell.

The objective of this focused multimedia program is designed to provide traditional techniques and the dynamic structure of current computer-based technology. The program will build the groundwork for a career and provide real time in a simulated work environment while preparing a competitive portfolio. Students will develop initiative and critical thinking skills needed to compete in the global market place. Approximately one-half of all program graduates go on to complete a baccalaureate degree in graphic design, film, video, illustration or game art.

Graduates of this program will demonstrate the ability to:

- Analyze the history of visual culture and design theory, and apply historical relevance in the context of modern industry issues and trends.
- Execute technical, aesthetic, and conceptual decisions based on understanding the functions of graphic design, illustration, web design and animation.
- Implement current and emerging technologies using both PC and Macintosh platforms as production tools.
- Utilize problem solving techniques and critical thinking skills across a wide range of media to capture the attention of intended audiences.
- Collaborate with diverse teams of creative contributors, production personnel and clients while working with creative constraints and deadlines.
- Apply knowledge of intellectual property issues.
- Produce a professional portfolio in both traditional and digital formats.
- Qualify for various entry-level industry positions, including desktop publishing, graphic designers, production artists, web designers, digital image processors, digital illustrators and assistant art directors.

| PROGRAM REQUIREMENTS        |  | CREDIT          |
|-----------------------------|--|-----------------|
| <b>COLL</b>                 | <b>COLLEGE FOUNDATIONS</b>                             | <b>(3 CR.)</b>  |
| COLL101                     | Foundations for Success                                | 3               |
| <b>GER</b>                  | <b>COMMUNICATION</b>                                   | <b>(6 CR.)</b>  |
| ENGL101                     | English Composition I                                  | 3               |
| ENGL102                     | English Composition II                                 | 3               |
|                             | or   |                 |
| ENGL201                     | Effective Speaking                                     | 3               |
| <b>GER</b>                  | <b>HUMANITIES</b>                                      | <b>(3 CR.)</b>  |
| ARTA103                     | Art History I  | 3               |
|                             | or   |                 |
| ARTA104                     | Art History II   | 3               |
| <b>GER</b>                  | <b>MATH &amp; SCIENCE ELECTIVES</b>                    | <b>(3 CR.)</b>  |
| MATH104                     | Contemporary Mathematics                               | 3               |
| <b>GER</b>                  | <b>TECHNOLOGY*</b>                                     | <b>(3 CR.)</b>  |
|                             |  | 3               |
| <b>GER</b>                  | <b>SOCIAL SCIENCE*</b>                                 | <b>(3 CR.)</b>  |
|                             |  | 3               |
| <b>REQ</b>                  | <b>REQUIRED COURSES</b>                                | <b>(39 CR.)</b> |
| COMS155                     | Web Site Development I                                 | 3               |
| GRAD101                     | Introduction to Graphic Design                         | 3               |
| GRAD105                     | Computer Graphics I                                    | 3               |
| GRAD107                     | Drawing For Designers                                  | 3               |
| GRAD108                     | History of Graphic Design                              | 3               |
| GRAD122                     | Typography and Layout                                  | 3               |
| GRAD128                     | Computer Graphics II                                   | 3               |
| GRAD135                     | Advertising & Package Design                           | 3               |
| GRAD141                     | Animation and Design                                   | 3               |
| GRAD144                     | Color for Designers                                    | 3               |
| GRAD201                     | Presentation and Print Production                      | 3               |
| GRAD210                     | Designing for Interactivity                            | 3               |
| GRAD280                     | Graphic Design Internship                              | 2               |
| GRAD281                     | Portfolio Preparation and Presentation                 | 1               |
| <b>ELEC</b>                 | <b>ELECTIVES</b>                                       | <b>(3 CR.)</b>  |
|                             | Any GRAD, ARTA, or PHOT course designations or COMS155 |                 |
|                             |  | 3               |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>63</b>       |

NOTE: This degree is not designed to transfer to a four year college or university.

\*Choose from the list of approved General Education courses in the College catalog.

# HEALTH SCIENCE

## A.A.S.

### PROGRAM DESCRIPTION

The Associate of Applied Science (AAS) in Health Science degree program was designed to be the 'next step' in health care education opportunities at Sussex County Community College, following Health Sciences certificate programs. Students who have completed non-credit, post-secondary health care training programs, culminating in certification or licensure, are encouraged to enroll in this degree program. The program includes general education and other required degree courses, which, when combined with credits awarded for a student's prior healthcare education, can qualify him or her to be awarded the Health Science AAS degree.

Credit for a student's certification or licensure will be granted after completion of the AAS degree requirements. Credit will only be granted to students who have completed 90 or more clock hours or the equivalent. Applicants are required to submit the following documentation for review: A copy of their current license or certificate, transcripts and a diploma from a completed training program (if not from SCCC), and a current resume.

The AAS in Health Science is designed to provide additional educational opportunities for health sciences and nursing staff who have graduated from accredited programs with certificates and/or diplomas, or who are certified or licensed to practice in their chosen field. It can also provide promotional opportunities within the healthcare field, or open doors to new fields of study. Students who are interested should call the Department of Health Sciences at 973.300.2782.

| PROGRAM REQUIREMENTS        |   | CREDIT       |
|-----------------------------|---|--------------|
| COLL                        | COMMUNICATION   | (6 CR.)      |
| ENGL101                     | English Composition I   | 3            |
| ENGL102                     | English Composition II  | 3            |
| GER                         | HUMANITIES  | (3 CR.)      |
| PHIL205                     | Contemporary Ethical Issues   | 3            |
|                             | or  |              |
|                             | Humanities Elective*  | 3            |
| GER                         | MATH & SCIENCE ELECTIVES* (7/8 CR.)   |              |
| MATH                        | Math Elective   | 3/4          |
|                             | Science Elective  | 4            |
| GER                         | TECHNOLOGY  | (3 CR.)      |
| COMS110                     | Computer Concepts & Applications  | 3            |
| GER                         | SOCIAL SCIENCE  | (6 CR.)      |
| PSYC101                     | Introduction to Psychology  | 3            |
| SOCA101                     | Intro to Sociology  | 3            |
| REQ                         | REQUIRED COURSES (15/30 CR.)  |              |
|                             | Professional Certification - The value of the block of credits granted for professional certification/licensure will be between 15-30 credits and is based on completed health science program clock hours. |              |
| ELEC                        | ELECTIVES** (6/21 CR.)  |              |
|                             | Choose from any General Education, Science, Humanities, Social Science or Math Electives or from any of the courses listed below:   |              |
| BIOS103                     | Anatomy and Physiology I  | 4            |
| BIOS104                     | Anatomy and Physiology II   | 4            |
| ENGL201                     | Effective Speaking  | 3            |
| PSYC109                     | Psychology of Human Growth and Development  | 3            |
| SOCA215                     | Perspectives on Race, Gender, Class and Culture   | 3            |
| <b>TOTAL DEGREE CREDITS</b> |   | <b>61/62</b> |

**NOTES:** Candidates must have a current external certification or license to qualify for admission into the program.

\*Choose from the list of approved General Education courses in the College catalog.

\*\*The number of electives required will depend on the number of credits granted for professional certification.



# HISTORY OPTION

## A.A. LIBERAL ARTS

### PROGRAM DESCRIPTION

The History Option is primarily designed to prepare students to transfer into the junior year of a baccalaureate degree program in history. In addition, students seeking admission into political science or pre-law programs would receive a solid academic foundation upon which to build a successful major.

Upon completion of this program, graduates will be able to:

- Demonstrate general knowledge of historical inquiry and research.
- Describe the interconnection between economics, politics, society and culture and analyze the effects of these influences on historic development.
- Provide examples of the impact of individual and collective action upon historic development.
- Examine the impact of perspective on the interpretation of historic events.
- Communicate clearly in both oral and written form.
- Demonstrate critical thinking and problem-solving skills.

| PROGRAM REQUIREMENTS        |  | CREDIT       |
|-----------------------------|--|--------------|
| COLL                        | COLLEGE FOUNDATIONS  | (4 CR.)      |
| COLL101                     | Foundations for Success  | 3            |
| COLL201                     | Capstone for Liberal Arts  | 1            |
| GER                         | COMMUNICATION  | (9 CR.)      |
| ENGL101                     | English Composition I  | 3            |
| ENGL102                     | English Composition II   | 3            |
| ENGL201                     | Effective Speaking   | 3            |
| GER                         | HUMANITIES   | (9 CR.)      |
|                             | Philosophy Elective  | 3            |
|                             | World Language II or higher  | 3            |
|                             | Humanities Elective  | 3            |
| GER                         | HISTORY  | (6 CR.)      |
| HIST101                     | History of Western Civilization I  | 3            |
| HIST102                     | History of Western Civilization II   | 3            |
| GER                         | MATH & SCIENCE ELECTIVES* (10/12 CR.)  |              |
|                             | Choose 2 Maths & 1 Science or 2 Sciences & 1 Math                                    |              |
|                             | MATH   | 3-8          |
|                             | MATH   |              |
|                             | LAB SCIENCE  | 4-8          |
|                             | LAB SCIENCE  |              |
| GER                         | TECHNOLOGY*  | (3 CR.)      |
| COMS                        |  | 3            |
| GER                         | SOCIAL SCIENCE*  | (6 CR.)      |
|                             |  | 3            |
|                             |  | 3            |
| GER                         | GLOBAL & CULTURAL AWARENESS*   | (3 CR.)      |
|                             |  | 3            |
| REQ                         | REQUIRED COURSES   | (9 CR.)      |
| HIST105                     | U.S. History I   | 3            |
| HIST106                     | U.S. History II  | 3            |
| POLS105                     | American Government  | 3            |
| ELEC                        | ELECTIVES  | (6 CR.)      |
|                             | Choose courses from ECON101, GEOG105, SOCA150, or any course with a HIST designation |              |
| ECON101                     | Macroeconomics   | 3            |
| GEOG105                     | Cultural Geography   | 3            |
| SOCA150                     | Contemporary Social Issues   | 3            |
| HIST                        |  | 3            |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>65/67</b> |

\*Choose from the list of approved General Education courses in the College catalog.

# HUMAN SERVICES

## A.S.

### PROGRAM DESCRIPTION

The Human Services A.S. at SCCC is designed to transfer into Bachelor of Social Work Programs. Program graduates transfer successfully as Juniors into Bachelor of Social Work Programs in most nearby colleges, through pre-set transfer agreements with those Programs.

Social Work is a field dedicated to empowering individuals, families and communities, with a particular emphasis on addressing issues of economic and social inequality. Social workers practice in a wide range of settings, including group homes, shelters, hospitals, mental health facilities, schools, nursing homes, and substance abuse rehabilitation programs. They help individuals, families, and groups cope with problems such as homelessness, inadequate housing, serious illness, disabilities, unemployment, lack of job skills, unwanted pregnancy, and family disruptions.

Upon completion of this program, graduates will be able to:

- Analyze the historical context of current social problems.
- Identify the variety of casework methodologies used in direct service settings.
- Apply basic ethical principles in the practice of social work.
- Demonstrate familiarity with the Ecological Systems Theory approach to the dynamic interactions between micro, mezzo and macro systems in the life of the individual.
- Recognize the relationships among socio-cultural factors, economic factors and social problems.

| PROGRAM REQUIREMENTS        |   | CREDIT          |
|-----------------------------|---|-----------------|
| COLL                        | <b>COLLEGE FOUNDATIONS</b>                          | <b>(3 CR.)</b>  |
| COLL101                     | Foundations for Success                             | 3               |
| GER                         | <b>COMMUNICATION</b>                                | <b>(6 CR.)</b>  |
| ENGL101                     | English Composition I                               | 3               |
| ENGL102                     | English Composition II                              | 3               |
| GER                         | <b>HUMANITIES</b>                                   | <b>(6 CR.)</b>  |
|                             | Two course History sequence:                        |                 |
| HIST101                     | History of Western Civilization I                   | and 3           |
| HIST102                     | History of Western Civilization II                  | 3               |
|                             | or  |                 |
| HIST105                     | U.S. History I                                      | and 3           |
| HIST106                     | U.S. History II                                     | 3               |
| GER                         | <b>MATH &amp; SCIENCE ELECTIVES</b>                 | <b>(7 CR.)</b>  |
| BIOS102                     | Introduction to Human Biology                       | 4               |
| MATH106                     | Mathematical Concepts                               | 3               |
| GER                         | <b>TECHNOLOGY</b>                                   | <b>(3 CR.)</b>  |
| COMS110                     | Computer Concepts & Applications                    | 3               |
| GER                         | <b>SOCIAL SCIENCE</b>                               | <b>(9 CR.)</b>  |
| ECON101                     | Macroeconomics                                      | 3               |
| PSYC101                     | Introduction to Psychology                          | 3               |
| SOCA101                     | Introduction to Sociology                           | 3               |
| REQ                         | <b>REQUIRED COURSES</b>                             | <b>(21 CR.)</b> |
| HUMS101                     | Introduction to Social Work & Social Welfare        | 3               |
| HUMS120                     | Interviewing and Counseling                         | 3               |
| HUMS203                     | Human Behavior in the Social Environment: Diversity | 3               |
| HUMS205                     | Social Welfare Policy                               | 3               |
| HUMS220                     | Field Experience                                    | 3               |
| SOCA208                     | Sociology of the Family                             | 3               |
| SOCA215                     | Perspectives on Race, Gender, Class, & Culture      | 3               |
| ELEC                        | <b>ELECTIVES</b>                                    | <b>(9 CR.)</b>  |
|                             | Choose any courses with an HUMS or PSYC designation |                 |
| <b>TOTAL DEGREE CREDITS</b> |   | <b>64</b>       |



# INFORMATION SYSTEMS OPTION

## A.S. SCIENCE/MATHEMATICS

### PROGRAM DESCRIPTION

Information Systems involves the application of computing principles by combining the fields of management and technology. The program is centered on the design, implementation, and testing of information systems as related to current practices. Graduates of the Information Systems Program should be able to transfer into four year institutions that support a baccalaureate degree of this discipline.

Successful graduates of the Information Systems Program should be competent in the following:

- Demonstrate the ability to solve problems, conduct research and think critically.
- Demonstrate an understanding of computer architecture.
- Ability to analyze IT problems within a business environment.
- Develop effective communication skills within an organization.
- Demonstrate the ability work both individually and as a team member.
- Exhibit professionalism and ethical behavior.
- Adapt to advancements in the area of information technology.

| PROGRAM REQUIREMENTS        |  | CREDIT    |
|-----------------------------|--|-----------|
| <b>COLL</b>                 | <b>COLLEGE FOUNDATIONS (4 CR.)</b>           |           |
| COLL101                     | Foundations for Success                      | 3         |
| COLL208                     | Capstone for Computer Science & Info Systems | 1         |
| <b>GER</b>                  | <b>COMMUNICATION (6 CR.)</b>                 |           |
| ENGL101                     | English Composition I                        | 3         |
| ENGL102                     | English Composition II                       | 3         |
| <b>GER</b>                  | <b>HUMANITIES (6 CR.)</b>                    |           |
| HIST101                     | History of Western Civilization I            | 3         |
| HIST102                     | History of Western Civilization II           | 3         |
| <b>GER</b>                  | <b>MATH &amp; SCIENCE ELECTIVES (12 CR.)</b> |           |
| MATH113                     | Calculus I                                   | 4         |
|                             | Select one of these sequences:               |           |
| BIOS110                     | Biology I <b>and</b>                         | 4         |
| BIOS112                     | Biology II                                   | 4         |
|                             | <b>or</b>                                    |           |
| CHEM110                     | College Chemistry I <b>and</b>               | 4         |
| CHEM112                     | College Chemistry II                         | 4         |
|                             | <b>or</b>                                    |           |
| PHYS110                     | Physics I <b>and</b>                         | 4         |
| PHYS112                     | Physics II                                   | 4         |
| <b>GER</b>                  | <b>SOCIAL SCIENCE* (6 CR.)</b>               | 3         |
|                             |  | 3         |
| <b>REQ</b>                  | <b>REQUIRED COURSES (28 CR.)</b>             |           |
| MATH114                     | Calculus II                                  | 4         |
|                             | <b>or</b>                                    |           |
| MATH201                     | Discrete Mathematics                         | 4         |
|                             | <i>and the remaining courses listed:</i>     |           |
| COMS113                     | Introduction to Information Systems          | 3         |
| COMS114                     | Introduction to Computer Science I           | 3         |
| COMS115                     | Introduction to Computer Science II          | 3         |
| COMS155                     | Web Site Development I                       | 3         |
| COMS218                     | Database Management Systems                  | 3         |
| COMS230                     | Networks and Telecommunications              | 3         |
| COMS239                     | Fundamentals of Computer Architecture        | 3         |
| MATH108                     | Statistics                                   | 3         |
| <b>ELEC</b>                 | <b>ELECTIVES (3 CR.)</b>                     |           |
|                             | Any COMS course not listed above             | 3         |
|                             |  | 3         |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>65</b> |

\*Choose from the list of approved General Education courses in the College catalog.

## INTERACTIVE DESIGN CERTIFICATE

### PROGRAM DESCRIPTION

This one-year certificate program is designed to prepare students for entry-level positions in various careers requiring commercial art and/or communication design production skills.

The program's courses include the rapidly advancing technology of computer graphics and hands-on training in typography, layout production and design fundamentals. The credits acquired in this program are applicable toward the A.A.S. in Graphic Design.

Upon completion of this program, students will be able to:

- Demonstrate entry-level professional Photoshop skills including selecting, editing, retouching and compositing images.
- Exhibit a refined use of color appropriate for each client and project.
- Research and select appropriate typefaces and design typography to support the branding or communication goal of a particular client or project.
- Utilize a professional design process including research, concept development to create professional level Web page designs.
- Create consistent, visually appealing Web page layouts utilizing Web Editors, hand-coding using HTML and CSS.
- Utilize a computer as a production tool.

| PROGRAM REQUIREMENTS        |   | CREDIT    |
|-----------------------------|---|-----------|
| GER                         | COMMUNICATION   | (3 CR.)   |
| ENGL101                     | English Composition I   | 3         |
| GER                         | HUMANITIES  | (3 CR.)   |
| ARTA104                     | Art History II  | 3         |
| REQ                         | REQUIRED COURSES  | (27 CR.)  |
|                             | Student must take either<br>BUSA101 or COMS156 and<br>COMS110 or COMS113          |           |
| BUSA101                     | Introduction to Business<br>or  | 3         |
| COMS156                     | Web Site Development II<br>and  | 3         |
| COMS110                     | Computer Concepts & Applications<br>or  | 3         |
| COMS113                     | Introduction to Information Systems<br><i>and all other courses listed below:</i> | 3         |
| COMS155                     | Web Site Development I  | 3         |
| GRAD105                     | Computer Graphics I   | 3         |
| GRAD122                     | Typography & Layout   | 3         |
| GRAD128                     | Computer Graphics II  | 3         |
| GRAD141                     | Animation & Design  | 3         |
| GRAD210                     | Designing for Interactivity   | 3         |
| GRAD280                     | Graphic Design Internship   | 2         |
| GRAD281                     | Portfolio Preparation and Presentation  | 1         |
| <b>TOTAL DEGREE CREDITS</b> |   | <b>33</b> |

*NOTE:* Student must show proficiency in Math Basic Skills.

# LIBERAL ARTS

## A.A.

### PROGRAM DESCRIPTION

This program is structured to provide a knowledge base in languages and literature, the social sciences, humanities, mathematics, and the sciences which lay a diversified foundation for students seeking to transfer to a four-year institution. The program is also designed to accommodate students who wish to complete their liberal arts education with an Associate Degree.

The Associate of Arts in Liberal Arts provides opportunities to develop self-understanding, global awareness, and critical thinking skills. Students may select the general option or choose one of the specialized options: Anthropology, Communications/Broadcasting, Communication/Journalism, Dramatic Arts, Elementary/Secondary Education, English, History, Pre-Law, Psychology, Sociology. Law, government service, medicine, publishing, and teaching are only a few of the possibilities open to Liberal Arts graduates, because of the broad foundation achieved upon graduation.

Upon completion of this program, graduates will be able to:

- Communicate clearly in both oral and written form.
- Demonstrate skill in critical thinking, problem-solving, and research.
- Understand basic vocabulary, facts and concepts of the humanities, social sciences and natural sciences.
- Examine the values in one's personal life and society.
- Understand the basics of a foreign language.

| PROGRAM REQUIREMENTS        |  | CREDIT       |
|-----------------------------|--|--------------|
| COLL                        | COLLEGE FOUNDATIONS                          | (4 CR.)      |
| COLL101                     | Foundations for Success                      | 3            |
| COLL201                     | Capstone for Liberal Arts                    | 1            |
| GER                         | COMMUNICATION                                | (9 CR.)      |
| ENGL101                     | English Composition I                        | 3            |
| ENGL102                     | English Composition II                       | 3            |
| ENGL201                     | Effective Speaking                           | 3            |
| GER                         | HUMANITIES*                                  | (9 CR.)      |
|                             | Philosophy Elective                          | 3            |
|                             | World Language II or higher                  | 3            |
|                             | Humanities Elective                          | 3            |
| GER                         | HISTORY*                                     | (6 CR.)      |
|                             | 2 Course History Sequence                    |              |
| HIST101                     | History of Western Civilization I            | and 3        |
| HIST102                     | History of Western Civilization II           | 3            |
|                             | or   |              |
| HIST105                     | U.S. History I                               | and 3        |
| HIST106                     | U.S. History II                              | 3            |
| GER                         | MATH & SCIENCE ELECTIVES* (10/12 CR.)        |              |
|                             | Choose 2 Maths & 1 Science or                |              |
|                             | 2 Sciences & 1 Math                          |              |
|                             | MATH   | 3-8          |
|                             | MATH   |              |
|                             | LAB SCIENCE                                  | 4-8          |
|                             | LAB SCIENCE                                  |              |
| GER                         | TECHNOLOGY*                                  | (3 CR.)      |
| COMS                        |  | 3            |
| GER                         | SOCIAL SCIENCE*                              | (6 CR.)      |
|                             |  | 3            |
|                             |  | 3            |
| GER                         | GLOBAL & CULTURAL AWARENESS*                 | (3 CR.)      |
|                             |  | 3            |
| ELEC                        | ELECTIVES* (15 CR.)                          |              |
|                             | To be selected from the following categories |              |
|                             | Literature Elective                          | 3            |
|                             | Liberal Arts Electives                       | 9            |
|                             | Free Elective                                | 3            |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>65/67</b> |

\*Choose from the list of approved General Education courses in the College catalog.



## MATHEMATICS OPTION

### A.S. SCIENCE/MATHEMATICS

#### PROGRAM DESCRIPTION

The Associate of Science degree program in Science and Mathematics prepares students for transfer into the junior year of a baccalaureate program in mathematics, applied mathematics, mathematics education and related field.

Upon completion, graduates will be able to:

- Demonstrate an understanding of the language of mathematics.
- Create and employ mathematical models.
- Use technology effectively.
- Solve applied problems involving derivatives and integrals.
- Utilize and synthesize mathematical knowledge and skills in order to solve problems independently.

| PROGRAM REQUIREMENTS        |  | CREDIT            |
|-----------------------------|--|-------------------|
| <b>COLL</b>                 | <b>COLLEGE FOUNDATIONS</b>                         | <b>(4 CR.)</b>    |
| COLL101                     | Foundations for Success                            | 3                 |
| COLL211                     | Capstone for Math, Physical Sciences & Engineering | 1                 |
| <b>GER</b>                  | <b>COMMUNICATION</b>                               | <b>(6 CR.)</b>    |
| ENGL101                     | English Composition I                              | 3                 |
| ENGL102                     | English Composition II                             | 3                 |
| <b>GER</b>                  | <b>HUMANITIES*</b>                                 | <b>(3 CR.)</b>    |
|                             |  | 3                 |
| <b>GER</b>                  | <b>MATH &amp; SCIENCE ELECTIVES</b>                | <b>(12 CR.)</b>   |
| MATH113                     | Calculus I   | 4                 |
| MATH114                     | Calculus II  | 4                 |
| PHYS120                     | Physics I with Calculus                            | 4                 |
| <b>GER</b>                  | <b>TECHNOLOGY</b>                                  | <b>(3 CR.)</b>    |
| COMS114                     | Introduction to Computer Science I                 | 3                 |
| <b>GER</b>                  | <b>SOCIAL SCIENCE*</b>                             | <b>(6 CR.)</b>    |
|                             |  | 3                 |
|                             |  | 3                 |
| <b>REQ</b>                  | <b>REQUIRED COURSES</b>                            | <b>(22 CR.)</b>   |
| ECON101                     | Macroeconomics                                     | 3                 |
| ECON102                     | Microeconomics                                     | 3                 |
| MATH213                     | Calculus III                                       | 4                 |
| MATH215                     | Linear Algebra                                     | 4                 |
| MATH220                     | Ordinary Differential Equations with Applications  | 4                 |
| PHYS121                     | Physics II with Calculus                           | 4                 |
| <b>ELEC</b>                 | <b>ELECTIVES**</b>                                 | <b>(9/11 CR.)</b> |
| MATH104                     | Contemporary Mathematics                           | 3                 |
| MATH105                     | Technical Mathematics I                            | 3                 |
| MATH106                     | Mathematical Concepts                              | 3                 |
| MATH108                     | Statistics   | 3                 |
| MATH110                     | Pre-Calculus I                                     | 3                 |
| MATH112                     | Pre-Calculus II                                    | 3                 |
| MATH118                     | Applied College Math                               | 4                 |
| MATH119                     | Applied Calculus                                   | 4                 |
| MATH201                     | Discrete Mathematics                               | 4                 |
| MATH205                     | Business Calculus                                  | 3                 |
| MATH250                     | Special Topics In Mathematics                      | 3                 |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>65/67</b>      |

\*Choose from the list of approved General Education courses in the College catalog.

\*\*Electives should be chosen according to the student's career interest and expectations of the transfer institution.



# NEW MEDIA COMMUNICATION

## A.A.S.

### PROGRAM DESCRIPTION

This program is designed to prepare students for career entry in the fields of multimedia design and production and desktop/electronic publishing. The course of study is interdisciplinary in nature, integrating specialized knowledge and skills from three academic areas at Sussex County Community College: computer information systems, communications, and graphic design.

**Upon completion of this program, graduates will be able to:**

- Identify and analyze effective models of communication.
- Apply basic design and computer graphics concepts to create visually aesthetic multimedia presentations.
- Use vendor-supplied multimedia materials for the development of presentation documents.
- Design and produce original interactive multimedia presentations or courseware modules using advanced-level authoring tools and intermediate computer-based production software.
- Apply the presentation planning process, including audience assessment, identification of objectives, and determination of production budget and scheduling.
- Write scripts for multimedia presentations.
- Communicate effectively with both media specialists and non-technical clients.
- Work effectively as members of a design and production team.

| PROGRAM REQUIREMENTS |   | CREDIT   |
|----------------------|---|----------|
| COLL                 | COLLEGE FOUNDATIONS   | (3 CR.)  |
| COLL101              | Foundations for Success   | 3        |
| GER                  | COMMUNICATION   | (9 CR.)  |
| ENGL101              | English Composition I   | 3        |
| ENGL102              | English Composition II  | 3        |
| ENGL201              | Effective Speaking  | 3        |
| GER                  | HUMANITIES  | (3 CR.)  |
|                      | <i>Choose from:</i>   |          |
| ARTA101              | Basic Design  | 3        |
| ARTA103              | Art History I   | 3        |
| ARTA104              | Art History II  | 3        |
| ARTA106              | Art Appreciation  | 3        |
| HUMN101              | Survey of World Culture I   | 3        |
| HUMN102              | Survey of World Culture II  | 3        |
| GER                  | MATH & SCIENCE ELECTIVES  | (3 CR.)  |
| MATH104              | Contemporary Mathematics  | 3        |
|                      | or  |          |
| MATH108              | Statistics  | 3        |
| GER                  | TECHNOLOGY  | (3 CR.)  |
| COMS110              | Computer Concepts & Applications  | 3        |
|                      | or  |          |
| COMS113              | Intro to Information Systems  | 3        |
| GER                  | SOCIAL SCIENCE*   | (3 CR.)  |
| REQ                  | REQUIRED COURSES  | (33 CR.) |
| COMM101              | Introduction to Mass Communication  | 3        |
| COMM120              | Introduction to Multimedia  | 3        |
| COMM210              | Multimedia Production   | 3        |
| COMM290              | Internship Portfolio: New Media   | 2        |
| COMM291              | Portfolio Preparation and Presentation                                    | 1        |
| COMS155              | Web Site Development I  | 3        |
| GRAD101              | Introduction to Graphic Design  | 3        |
| GRAD105              | Computer Graphics I   | 3        |
| GRAD128              | Computer Graphics II  | 3        |
| GRAD141              | Animation and Design  | 3        |
| GRAD210              | Designing for Interactivity   | 3        |
| GRAD240              | Multimedia Design for Digital Video and Audio                             | 3        |
| ELEC                 | ELECTIVES   | (6 CR.)  |
|                      | Choose courses from any courses with any GRAD/COMS/COMM/PHOT designations |          |

**TOTAL DEGREE CREDITS 63**

\*Choose from the list of approved General Education courses in the College catalog.

NOTE: This degree is not designed to transfer to a four year college or university.

# NURSE EDUCATION PROGRAM (PCCC)

## A.A.S.

### PROGRAM DESCRIPTION

Sussex County Community College has entered into a unique and trendsetting collaboration with Passaic County Community College to enable PCCC students to obtain an outstanding nursing education here in Sussex County. In this innovative program, students take the pre-nursing courses with Sussex County Community College. Admission to the PCCC Nursing Program is competitive. Selection at the SCCC campus is limited to 20 students. Applicants must note that at the Sussex Campus, priority is given to the residents of Sussex County Co, NJ and Pike County, PA only. The Sussex Campus also gives preference to applicants who have completed a majority of the required general education credits at SCCC. Priority at the PCCC campus is given to Passaic County residents with others being considered on a space availability basis.

The PCCC Nurse Education Program also offers an LPN-RN mobility option. This option allows LPNs who wish to continue their education to become an RN to get credit for Nursing I after certain admission requirements are met. Nursing II, III, and IV must be completed with the PCCC Nurse Education Program at either the SCCC Campus or the PCCC campus. Acceptance is based on several criteria and the availability of a seat in Nursing II at either campus.

Qualified students who are admitted to the PCCC Nurse Education Program, offered in conjunction with SCCC, take the clinical nursing courses with PCCC here on the SCCC campus and in clinical sites throughout northern NJ. These clinical courses comprise a four semester sequence which begins every year in January. General education courses from the sciences and liberal arts enhance the students' understanding of clients with acute and chronic health problems. The curriculum prepares students to practice in hospitals and healthcare agencies within the framework of the American Nurses Association's Standards of Practice and the New Jersey Nurse Practice Act.

Applicants for admission to the Nurse Education Program must be high school graduates or have high school equivalency diplomas (GED). They also must meet admission criteria selected to ensure that accepted candidates have the potential to succeed in a rigorous academic program.

Admission criteria are minimum standards and, in most cases, applicants accepted into the program exceed these requirements. The following requirements must be met prior to admission:

1. Achieve satisfactory scores on the Accuplacer Placement Test for placement in college level mathematics/English courses, OR complete the required remediation with a grade of "C" or higher.
2. Complete CHEM 100 – Introduction to Chemistry with a grade of "C" or higher within the past 5 years. If you have not completed at least one high school laboratory science course within the past 5 years, it is recommended that you complete a general science laboratory course with a grade of "C" or higher.
3. Achieve a passing score on the TEAS (entrance exam) with a minimum of 50% in three subject areas, Math, Reading, and English. A passing score is required but does not guarantee acceptance. Acceptance is based on a point score for three areas, GPA, number of college credits, & results of the TEAS.
4. Applicants are admitted in rank order of their point score along with other considerations listed in the program description.
5. TEAS test dates for are: 2/16,3/16, 4/13, 5/11,6/8, 7/13, 8/10, 9/14 and 9/21.
6. Testing will take place in A 317 from 9 am-1 pm on the above dates

### PROGRAM REQUIREMENTS

### CREDIT

#### GENERAL EDUCATION:

34 Credits may be taken through SCCC

|         |  |   |
|---------|--|---|
| ENGL101 | English Composition I                      | 3 |
| ENGL102 | English Composition II                     | 3 |
| PYSC101 | Introduction to Psychology                 | 3 |
| PSYC109 | Psychology of Human Growth and Development | 3 |
| BIOS103 | Anatomy and Physiology I                   | 4 |
| BIOS104 | Anatomy and Physiology II                  | 4 |
| BIOS210 | Microbiology                               | 4 |
| CHEM100 | Introduction to Chemistry                  | 4 |

#### ELECTIVES: 3 CREDITS IN SOCIOLOGY AND

#### 3 CREDITS IN HUMANITIES

6

(Art, English, History, Music, Philosophy, Foreign Language)

#### NURSING CORE COURSES

34 Credits offered at SCCC by PCCC

|        |                 |   |
|--------|-----------------|---|
| NUR101 | Nursing I       | 7 |
| NUR102 | Nursing II      | 8 |
| NUR201 | Nursing III     | 9 |
| NUR202 | Nursing IV      | 9 |
| NUR203 | Nursing Seminar | 1 |

Additional information may be found at the Passaic County Community College website: [www.pccc.edu](http://www.pccc.edu) (Search for Nurse Educational Program)

Achieve a composite score at the 50th percentile in each subject area (Math, Reading, and English) on the required Test for Essential Academic Skills (TEAS). A passing score is considered valid for admission to the program within three years of successfully passing the test. Once accepted into the Nurse Education Program the following are required:

1. Submit a completed health form signed by a physician or nurse practitioner.
2. Provide evidence of current professional liability insurance coverage for nursing students.
3. Submit verification of current certification in American Heart Association Health Care Provider CPR.
4. Submit evidence of health insurance coverage or obtain insurance coverage through the college.
5. Successfully pass a criminal history background check. (Note: A second comprehensive criminal history background check, with finger prints, is required at completion of the program by the New Jersey Board of Nursing in order to obtain your nursing license.)



## PARALEGAL CERTIFICATE

### PROGRAM DESCRIPTION

This program is structured to provide a fundamental knowledge of the law while training the student for practical application of the legal concepts learned. The program of study is career-oriented and is not designed specifically for students who plan to transfer to a four-year institution or attend law school.

Upon completion of this program, graduates will be able to:

- Seek entry-level positions in law offices, governmental entities (courts, regulatory agencies, and law enforcement agencies, etc.), businesses and non-profit organizations.
- Demonstrate a fundamental understanding of legal issues related to litigation, family law, criminal law, contracts, business entities, and legal research and writing.
- Assist attorneys in the preparation of a wide variety of legal documents using word processing software while providing office and organizational support.

| PROGRAM REQUIREMENTS        |  | CREDIT          |
|-----------------------------|--|-----------------|
| <b>GER</b>                  | <b>COMMUNICATION</b>                           | <b>(6 CR.)</b>  |
| ENGL101                     | English Composition I                          | 3               |
| ENGL201                     | Effective Speaking                             | 3               |
| <b>GER</b>                  | <b>SOCIAL SCIENCE</b>                          | <b>(3 CR.)</b>  |
| PSYC105                     | Psychology of Human Relations or               | 3               |
| SOCA215                     | Perspectives on Race, Gender, Class, & Culture | 3               |
| <b>REQ</b>                  | <b>REQUIRED COURSES</b>                        | <b>(24 CR.)</b> |
| BUSA205                     | Business Law I                                 | 3               |
| BUSA206                     | Business Law II                                | 3               |
| LEGA100                     | Intro to the American Legal System             | 3               |
| LEGA103                     | New Jersey Practice                            | 3               |
| LEGA105                     | Legal Research & Writing I                     | 3               |
| LEGA106                     | Civil Litigation                               | 3               |
| LEGA120                     | Family Law                                     | 3               |
| LEGA280                     | Paralegal Internship                           | 3               |
| <b>ELEC</b>                 | <b>ELECTIVES</b>                               | <b>(3 CR.)</b>  |
|                             | Choose from:                                   |                 |
| LEGA110                     | Estates & Trusts                               | 3               |
| LEGA115                     | Real Estate Transactions                       | 3               |
| LEGA225                     | Law Office Management                          | 3               |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>36</b>       |

NOTE: Student must show proficiency in Math Basic Skills.

# PARALEGAL STUDIES

## A.A.S.

### PROGRAM DESCRIPTION

This program is structured to provide a fundamental knowledge of the law while training the student for practical application of the legal concepts learned. The program of study is career-oriented and is not designed specifically for students who plan to transfer to a four-year institution or attend law school.

Upon completion of this program, graduates will be able to:

- Seek entry-level positions in law offices, governmental entities (courts, regulatory agencies, and law enforcement agencies, etc.), businesses and non-profit organizations.
- Demonstrate a fundamental understanding of legal issues related to litigation, family law, criminal law, contracts, business entities, wills and probate, real estate transactions, and legal research and writing.
- Assist attorneys in the preparation of a wide variety of legal documents using word processing software while assisting with office management.

| PROGRAM REQUIREMENTS        |                                    | CREDIT    |
|-----------------------------|------------------------------------|-----------|
| COLL                        | COLLEGE FOUNDATIONS                | (3 CR.)   |
| COLL101                     | Foundations for Success            | 3         |
| GER                         | COMMUNICATION                      | (9 CR.)   |
| ENGL101                     | English Composition I              | 3         |
| ENGL102                     | English Composition II             | 3         |
| ENGL201                     | Effective Speaking                 | 3         |
| GER                         | HUMANITIES                         | (3 CR.)   |
| HUMN101                     | Survey of World Culture I          | 3         |
| HUMN102                     | Survey of World Culture II         | 3         |
| GER                         | MATH & SCIENCE ELECTIVES           | (3 CR.)   |
| MATH104                     | Contemporary Mathematics           | 3         |
|                             | or                                 |           |
| MATH108                     | Statistics                         | 3         |
| GER                         | TECHNOLOGY                         | (3 CR.)   |
| COMS110                     | Computer Concepts & Applications   | 3         |
| GER                         | SOCIAL SCIENCE                     | (3 CR.)   |
| PSYC101                     | Introduction to Psychology         | 3         |
|                             | or                                 |           |
| PSYC105                     | Psychology of Human Relations      | 3         |
| REQ                         | REQUIRED COURSES                   | (36 CR.)  |
| BUSA205                     | Business Law I                     | 3         |
| BUSA206                     | Business Law II                    | 3         |
| LEGA100                     | Intro to the American Legal System | 3         |
| LEGA103                     | New Jersey Practice                | 3         |
| LEGA105                     | Legal Research & Writing I         | 3         |
| LEGA106                     | Civil Litigation                   | 3         |
| LEGA110                     | Estates & Trusts                   | 3         |
| LEGA115                     | Real Estate Transactions           | 3         |
| LEGA120                     | Family Law                         | 3         |
| LEGA210                     | Legal Research & Writing II        | 3         |
| LEGA225                     | Law Office Management              | 3         |
| LEGA281                     | Paralegal Internship               | 3         |
| ELEC                        | ELECTIVES                          | (3 CR.)   |
| ACCT101                     | Accounting Principles I Financial  | 3         |
| CRJS110                     | Criminal Law                       | 3         |
| LEGA215                     | Bankruptcy                         | 3         |
| LEGA217                     | Worker's Compensation              | 3         |
| LEGA223                     | Constitutional Law                 | 3         |
| <b>TOTAL DEGREE CREDITS</b> |                                    | <b>63</b> |



# PHOTOGRAPHY OPTION

## A.F.A. STUDIO ARTS

### PROGRAM DESCRIPTION

The Photography Option within the AFA degree prepares students to transfer into a four-year Fine Arts/Photography Degree Program and/or develop as professionals within the field of Fine Arts Photography. The option combines fine art foundational skills and aesthetics with a contemporary approach to the photographic medium. Both traditional and unconventional methods of black and white film photography are explored as are the possibilities and new technologies of the digital format. Classes are conducted in SCCC's new photography facilities, in the Graphic Arts computer labs and in the Fine Art Studios.

Upon completion of this program, graduates will be able to:

- Demonstrate abstract relationships and elements and their expressive potential.
- Demonstrate the uses of black and white film photography and/or digital technology as a form and medium of fine art.
- Demonstrate an ability to make connections between theory and practice.
- Demonstrate qualitative decision-making based on current photographic trends and art historical concepts.
- Demonstrate critical thinking using artistic principles drawn from contemporary social, political, or personal issues.
- Develop a portfolio of artwork.

| PROGRAM REQUIREMENTS        |  | CREDIT    |
|-----------------------------|--|-----------|
| COLL                        | <b>COLLEGE FOUNDATIONS</b>                                 | (3 CR.)   |
| COLL101                     | Foundations for Success                                    | 3         |
| GER                         | <b>COMMUNICATION</b>                                       | (6 CR.)   |
| ENGL101                     | English Composition I                                      | 3         |
| ENGL102                     | English Composition II                                     | 3         |
| GER                         | <b>HUMANITIES</b>  | (6 CR.)   |
| ARTA103                     | Art History I  | 3         |
| ARTA104                     | Art History II   | 3         |
| GER                         | <b>MATH &amp; SCIENCE ELECTIVES*</b>                       | (3 CR.)   |
|                             |  | 3         |
| GER                         | <b>TECHNOLOGY</b>  | (3 CR.)   |
| COMS110                     | Computer Concepts & Applications                           | 3         |
| GER                         | <b>SOCIAL SCIENCE</b>                                      | (6 CR.)   |
| SOCA101                     | Introduction to Sociology                                  | 3         |
| SOCA215                     | Perspectives on Race, Gender, Class, & Culture             | 3         |
| REQ                         | <b>REQUIRED COURSES</b>                                    | (27 CR.)  |
| ARTA101                     | Basic Design   | 3         |
| ARTA108                     | Basic Drawing  | 3         |
| ARTA110                     | Introduction to Color                                      | 3         |
| ARTA115                     | Three Dimensional Design                                   | 3         |
| ARTA185                     | Digital Fine Art I   | 3         |
| PHOT110                     | Photography I  | 3         |
| PHOT112                     | Photography II   | 3         |
| PHOT120                     | History of Photography                                     | 3         |
| ARTA260                     | Portfolio Development for Photographers/Graduation Seminar | 3         |
| ELEC                        | <b>ELECTIVES</b>   | (12 CR.)  |
| ARTA186                     | Digital Fine Art II  | 3         |
| COMM220                     | Photojournalism  | 3         |
|                             | Choose 2 classes from any course with a PHOT designation:  |           |
| PHOT                        |  | 3         |
| PHOT                        |  | 3         |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>66</b> |

\*Choose from the list of approved General Education courses in the College catalog.

# POLITICAL SCIENCE OPTION

## A.A. LIBERAL ARTS

### PROGRAM DESCRIPTION

The Political Science Option is primarily designed to prepare students to transfer into the junior year of a baccalaureate degree program in political science. In addition, students seeking admission into pre-law or public administration programs would receive a solid academic foundation upon which to build a successful major.

Upon completion of this program, graduates will be able to:

- Demonstrate general knowledge of social science inquiry and research.
- Describe the interconnection between economics, history, society and culture and analyze the effects of these influences on political policies and events.
- Provide examples of the impact of both individual and collective action upon our political world.
- Demonstrate an understanding of political theories and their impact on our world.
- Apply classroom knowledge and engage the political process as active citizens.
- Communicate clearly in both oral and written form.
- Demonstrate critical thinking and problem solving skills.

| PROGRAM REQUIREMENTS        |  | CREDIT       |
|-----------------------------|--|--------------|
| COLL                        | <b>COLLEGE FOUNDATIONS</b>                           | (4 CR.)      |
| COLL101                     | Foundations for Success                              | 3            |
| COLL201                     | Capstone for Liberal Arts                            | 1            |
| GER                         | <b>COMMUNICATION</b>                                 | (9 CR.)      |
| ENGL101                     | English Composition I                                | 3            |
| ENGL102                     | English Composition II                               | 3            |
| ENGL201                     | Effective Speaking                                   | 3            |
| GER                         | <b>HUMANITIES*</b>                                   | (9 CR.)      |
|                             | Philosophy Elective                                  | 3            |
|                             | World Language II or higher                          | 3            |
|                             | Humanities Elective                                  | 3            |
| GER                         | <b>HISTORY*</b>                                      | (6 CR.)      |
|                             | Two course History sequence:                         |              |
| HIST101                     | History of Western Civilization I                    | and 3        |
| HIST102                     | History of Western Civilization II                   | 3            |
|                             | or   |              |
| HIST105                     | U.S. History I                                       | and 3        |
| HIST106                     | U.S. History II                                      | 3            |
| GER                         | <b>MATH &amp; SCIENCE ELECTIVES*</b>                 | (10/12 CR.)  |
|                             | Choose 2 Maths & 1 Science or<br>2 Sciences & 1 Math |              |
|                             | MATH   | 3-8          |
|                             | MATH   |              |
|                             | LAB SCIENCE  | 4-8          |
|                             | LAB SCIENCE  |              |
| GER                         | <b>TECHNOLOGY*</b>                                   | (3 CR.)      |
| COMS                        |  | 3            |
| GER                         | <b>SOCIAL SCIENCE</b>                                | (6 CR.)      |
| SOCA101                     | Introduction to Sociology                            | 3            |
|                             | Social Science Elective *                            | 3            |
| GER                         | <b>GLOBAL &amp; CULTURAL<br/>AWARENESS</b>           | (3 CR.)      |
| SOCA215                     | Perspectives on Race, Gender,<br>Class, & Culture    | 3            |
| REQ                         | <b>REQUIRED COURSES</b>                              | (3 CR.)      |
| POLS101                     | Introduction to Political Science                    | 3            |
| ELEC                        | <b>ELECTIVES</b>                                     | (12 CR.)     |
|                             | Choose four courses from the list below:             |              |
| POLS105                     | American Government                                  | 3            |
| POLS106                     | State and Local Government                           | 3            |
| POLS109                     | Modern Political Ideologies                          | 3            |
| POLS110                     | International Relations                              | 3            |
| POLS223                     | Constitutional Law                                   | 3            |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>65/67</b> |

\*Choose from the list of approved General Education courses in the College catalog.



# PRE-LAW OPTION

## A.A. LIBERAL ARTS

### PROGRAM DESCRIPTION

Program Goals for Sussex County Community College's Pre-Law Liberal Arts Option:

- Prepare students seeking admission to law school for rigorous graduate level academic curriculum by developing those skills particularly important to the study and practice of law.
- Utilize an interdisciplinary approach emphasizing development of critical thinking, writing and analytical skills.
- Provide students a curriculum in legal theory that will provide a stimulating, thought-provoking educational experience while providing a foundation upon which to facilitate and promote student success in law school.

Upon completion of the program students will:

- Develop critical thinking, writing and analytical skills essential to the study and practice of law.
- Know the fundamental concepts of the American Legal System which will facilitate success in the rigorous study of law.
- Acquire an interdisciplinary education necessary for success in the rigorous study of law.
- Gain insight into and familiarity with the practice of law.

| PROGRAM REQUIREMENTS        |   | CREDIT       |
|-----------------------------|---|--------------|
| COLL                        | <b>COLLEGE FOUNDATIONS</b>                        | (4 CR.)      |
| COLL101                     | Foundations for Success                           | 3            |
| COLL201                     | Capstone for Liberal Arts                         | 1            |
| GER                         | <b>COMMUNICATION</b>                              | (9 CR.)      |
| ENGL101                     | English Composition I                             | 3            |
| ENGL102                     | English Composition II                            | 3            |
| ENGL201                     | Effective Speaking                                | 3            |
| GER                         | <b>HUMANITIES*</b>                                | (9 CR.)      |
|                             | Philosophy Elective                               | 3            |
|                             | World Language II or higher                       | 3            |
|                             | Humanities Elective                               | 3            |
| GER                         | <b>HISTORY*</b>                                   | (6 CR.)      |
|                             | Two course History sequence:                      |              |
| HIST101                     | History of Western Civilization I                 | and 3        |
| HIST102                     | History of Western Civilization II                | 3            |
|                             | or  |              |
| HIST105                     | U.S. History I                                    | and 3        |
| HIST106                     | U.S. History II                                   | 3            |
| GER                         | <b>MATH &amp; SCIENCE ELECTIVES*</b>              | (10/12 CR.)  |
|                             | Choose 2 Maths & 1 Science or 2 Sciences & 1 Math |              |
|                             | MATH  | 3-8          |
|                             | MATH  |              |
|                             | LAB SCIENCE                                       | 4-8          |
|                             | LAB SCIENCE                                       |              |
| GER                         | <b>TECHNOLOGY*</b>                                | (3 CR.)      |
| COMS                        |   | 3            |
| GER                         | <b>SOCIAL SCIENCE*</b>                            | (6 CR.)      |
|                             |   | 3            |
|                             |   | 3            |
| GER                         | <b>GLOBAL &amp; CULTURAL AWARENESS*</b>           | (3 CR.)      |
|                             |   | 3            |
| REQ                         | <b>REQUIRED COURSES</b>                           | (9 CR.)      |
| LEGA100/                    |   |              |
| POLS111                     | Introduction to the American Legal System         | 3            |
| LEGA105                     | Legal Research and Writing I                      | 3            |
| LEGA223/                    |   |              |
| POLS223                     | Constitutional Law                                | 3            |
| ELEC                        | <b>ELECTIVES</b>                                  | (6 CR.)      |
| POLS105                     | American Government                               | 3            |
|                             | <i>or any course with a LEGA designation</i>      | 3            |
|                             |   | 3            |
| <b>TOTAL DEGREE CREDITS</b> |   | <b>65/67</b> |

\*Choose from the list of approved General Education courses in the College catalog.



## PRE-MEDICAL/DENTAL OPTION

### A.S. SCIENCE/MATHEMATICS

#### PROGRAM DESCRIPTION

This option under the AS in Science prepares students for transfer to four-year colleges with a major in pre-medicine or pre-dentistry programs.

According to the National Research Council, students should be able to demonstrate that:

- Science is an evidence-based way of thinking about the natural world and understanding how it operates.
- Science is a process with rules of operation that allow our understanding of the natural world to evolve.
- Science is based on reproducible evidence and observations that contain uncertainties.
- The sciences are related to each other, mathematics, and everyday life.
- Science is driven by globalization, technology, and new instrumentation and measurement tools.
- Scientific meanings of theory and law are different than popular meanings.

| PROGRAM REQUIREMENTS |  | CREDIT   |
|----------------------|--|----------|
| COLL                 | <b>COLLEGE FOUNDATIONS</b>   | (4 CR.)  |
| COLL101              | Foundations for Success  | 3        |
| COLL210              | Capstone for Biology, Pre-Medical/Dental, Pre-Nutrition/Dietetic Options | 1        |
| GER                  | <b>COMMUNICATION</b>   | (6 CR.)  |
| ENGL101              | English Composition I  | 3        |
| ENGL102              | English Composition II   | 3        |
| GER                  | <b>HUMANITIES*</b>   | (3 CR.)  |
|                      |  | 3        |
| GER                  | <b>MATH &amp; SCIENCE ELECTIVES</b>                                      | (12 CR.) |
| BIOS110              | Biology I  | 4        |
| MATH113              | Calculus I   | 4        |
| MATH114              | Calculus II  | 4        |
| GER                  | <b>TECHNOLOGY</b>  | (3 CR.)  |
| COMS110              | Computer Concepts & Applications   | 3        |
| GER                  | <b>SOCIAL SCIENCE*</b>   | (6 CR.)  |
|                      |  | 3        |
|                      |  | 3        |
| REQ                  | <b>REQUIRED COURSES</b>  | (28 CR.) |
| BIOS112              | Biology II   | 4        |
| CHEM110              | College Chemistry I  | 4        |
| CHEM112              | College Chemistry II   | 4        |
| CHEM210              | Organic Chemistry I  | 4        |
| CHEM212              | Organic Chemistry II   | 4        |
| PHYS110              | Physics I  | 4        |
| PHYS112              | Physics II   | 4        |
| ELEC                 | <b>ELECTIVES</b>   | (4 CR.)  |
|                      | Choose any courses listed below:   |          |
| BIOS102              | Introduction to Human Biology  | 4        |
| BIOS103              | Anatomy and Physiology I   | 4        |
| BIOS104              | Anatomy and Physiology II  | 4        |
| BIOS122              | Introduction to Environmental Science                                    | 4        |
| BIOS124              | Ecology  | 4        |
| BIOS130              | Introduction to Botany   | 4        |
| BIOS210              | Microbiology   | 4        |
| BIOS250              | Special Topics in Biology  | 3        |
| CHEM215              | Biochemistry   | 4        |

**TOTAL DEGREE CREDITS 66**

\*Choose from the list of approved General Education courses in the College catalog.

\*\*Electives should be chosen according to the student's career interest and expectations of the transfer institution.

## PRE-NUTRITION/DIETETIC OPTION

### A.S. SCIENCE/MATHEMATICS

#### PROGRAM DESCRIPTION

This option under the AS in Science prepares students for transfer to four-year colleges with a major in pre-nutrition or pre-dietetic programs.

According to the National Research Council, students should be able to demonstrate that:

- Science is an evidence-based way of thinking about the natural world and understanding how it operates.
- Science is a process with rules of operation that allow our understanding of the natural world to evolve.
- Science is based on reproducible evidence and observations that contain uncertainties.
- The sciences are related to each other, mathematics, and everyday life.
- Science is driven by globalization, technology, and new instrumentation and measurement tools.
- Scientific meanings of theory and law are different than popular meanings.

| PROGRAM REQUIREMENTS        |  | CREDIT         |
|-----------------------------|--|----------------|
| <b>COLL</b>                 | <b>COLLEGE FOUNDATIONS (4 CR.)</b>                                       |                |
| COLL101                     | Foundations for Success  | 3              |
| COLL210                     | Capstone for Biology, Pre-Medical/Dental, Pre-Nutrition/Dietetic Options | 1              |
| <b>GER</b>                  | <b>COMMUNICATION (6 CR.)</b>   |                |
| ENGL101                     | English Composition I  | 3              |
| ENGL102                     | English Composition II   | 3              |
| <b>GER</b>                  | <b>HUMANITIES*</b>   | <b>(6 CR.)</b> |
|                             |  | 3              |
|                             |  | 3              |
| <b>GER</b>                  | <b>MATH &amp; SCIENCE ELECTIVES (10 CR.)</b>                             |                |
| CHEM110                     | College Chemistry I  | 4              |
| MATH110                     | Pre-Calculus I   | 3              |
| MATH112                     | Pre-Calculus II  | 3              |
| MATH108                     | Statistics   | 3              |
| <b>GER</b>                  | <b>TECHNOLOGY (3 CR.)</b>  |                |
| COMS110                     | Computer Concepts & Applications   | 3              |
| <b>GER</b>                  | <b>SOCIAL SCIENCE*</b>   | <b>(6 CR.)</b> |
|                             |  | 3              |
|                             |  | 3              |
| <b>REQ</b>                  | <b>REQUIRED COURSES (27 CR.)</b>   |                |
| BIOS110                     | Biology I  | 4              |
| BIOS112                     | Biology II   | 4              |
| BIOS210                     | Microbiology   | 4              |
| CHEM112                     | College Chemistry II   | 4              |
| CHEM150                     | Fundamentals of Nutrition  | 3              |
| CHEM210                     | Organic Chemistry I  | 4              |
| CHEM212                     | Organic Chemistry II   | 4              |
| <b>ELEC</b>                 | <b>ELECTIVES ** (4/6 CR.)</b>  |                |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>66/68</b>   |

\*Choose from the list of approved General Education courses in the College catalog.

\*\*Electives should be chosen according to the student's career interest and expectations of the transfer institution.

# PSYCHOLOGY OPTION

## A.A. LIBERAL ARTS

### PROGRAM DESCRIPTION

The Psychology Option is primarily designed to prepare students to transfer into the junior year of a baccalaureate degree program in psychology. In addition, students seeking admission into pre-law or public administration programs would receive a solid academic foundation on which to build.

Upon completion of this program, graduates will be able to:

- Demonstrate problem-solving skills in the study of social science processes.
- Apply classroom knowledge to real-world situations.
- Demonstrate an understanding of social science issues on local, national and global levels.

| PROGRAM REQUIREMENTS        |   | CREDIT       |
|-----------------------------|---|--------------|
| COLL                        | <b>COLLEGE FOUNDATIONS</b>  | (4 CR.)      |
| COLL101                     | Foundations for Success   | 3            |
| COLL201                     | Capstone for Liberal Arts   | 1            |
| GER                         | <b>COMMUNICATION</b>  | (9 CR.)      |
| ENGL101                     | English Composition I   | 3            |
| ENGL102                     | English Composition II  | 3            |
| ENGL201                     | Effective Speaking  | 3            |
| GER                         | <b>HUMANITIES*</b>  | (9 CR.)      |
|                             | Philosophy Elective   | 3            |
|                             | World Language II or higher                                       | 3            |
|                             | Humanities Elective   | 3            |
| GER                         | <b>HISTORY*</b>   | (6 CR.)      |
|                             | Two course History sequence:                                      |              |
| HIST101                     | History of Western Civilization I                                 | and 3        |
| HIST102                     | History of Western Civilization II                                | 3            |
|                             | or  |              |
| HIST105                     | U.S. History I  | and 3        |
| HIST106                     | U.S. History II   | 3            |
| GER                         | <b>MATH &amp; SCIENCE ELECTIVES*</b>                              | (10/12 CR.)  |
|                             | Choose 2 Maths & 1 Science or<br>2 Sciences & 1 Math              |              |
|                             | MATH  | 3-8          |
|                             | MATH  |              |
|                             | LAB SCIENCE   | 4-8          |
|                             | LAB SCIENCE   |              |
| GER                         | <b>TECHNOLOGY*</b>  | (3 CR.)      |
| COMS                        |   | 3            |
| GER                         | <b>SOCIAL SCIENCE*</b>  | (6 CR.)      |
|                             |   | 3            |
|                             |   | 3            |
| GER                         | <b>GLOBAL &amp; CULTURAL<br/>AWARENESS</b>                        | (3 CR.)      |
| PSYC237                     | Multicultural Psychology  | 3            |
| REQ                         | <b>REQUIRED COURSES</b>   | (9 CR.)      |
| PSYC101                     | Introduction to Psychology<br>and two courses from the following: | 3            |
| PSYC111                     | Child Psychology  | 3            |
| PSYC201                     | Abnormal Psychology   | 3            |
| PSYC203                     | Theories of Personality   | 3            |
| PSYC205                     | Psychology of Gender  | 3            |
| PSYC210                     | Social Psychology   | 3            |
| ELEC                        | <b>ELECTIVES</b>  | (6 CR.)      |
|                             | Choose any courses with a<br>PSYC designation                     |              |
|                             |   | 3            |
|                             |   | 3            |
| <b>TOTAL DEGREE CREDITS</b> |   | <b>65/67</b> |

\* Choose from the list of approved General Education courses in the College catalog.



# SOCIOLOGY OPTION

## A.A. LIBERAL ARTS

### PROGRAM DESCRIPTION

The Sociology Option is primarily designed to prepare students to transfer into the junior year of a baccalaureate degree program in sociology.

In addition, students seeking admission into criminology, criminal justice, pre-law, or public administration programs would receive a solid academic foundation on which to build.

Upon completion of this program, graduates will be able to:

- Form hypotheses and execute research methodologies.
- Identify ethical and methodological issues in sociological research.
- Demonstrate an understanding of core sociological theories and basic sociological concepts.
- Apply classroom knowledge to social issues such as crime, racism, poverty, family formation and religion.
- View society from alternative perspectives.

| PROGRAM REQUIREMENTS        |   | CREDIT       |
|-----------------------------|---|--------------|
| COLL                        | <b>COLLEGE FOUNDATIONS</b>  | (4 CR.)      |
| COLL101                     | Foundations for Success   | 3            |
| COLL201                     | Capstone for Liberal Arts   | 1            |
| GER                         | <b>COMMUNICATION</b>  | (9 CR.)      |
| ENGL101                     | English Composition I   | 3            |
| ENGL102                     | English Composition II  | 3            |
| ENGL201                     | Effective Speaking  | 3            |
| GER                         | <b>HUMANITIES*</b>  | (9 CR.)      |
|                             | Philosophy Elective   | 3            |
|                             | World Language II or higher   | 3            |
|                             | Humanities Elective   | 3            |
| GER                         | <b>HISTORY*</b>   | (6 CR.)      |
|                             | Two course History sequence:  |              |
| HIST101                     | History of Western Civilization I   | and 3        |
| HIST102                     | History of Western Civilization II  | 3            |
|                             | or  |              |
| HIST105                     | U.S. History I  | and 3        |
| HIST106                     | U.S. History II   | 3            |
| GER                         | <b>MATH &amp; SCIENCE ELECTIVES*</b>  | (10/12 CR.)  |
|                             | Choose 1 Math Elective,<br>MATH108 & 1 Science Elective<br>or MATH108 & 2 Science Electives |              |
| MATH108                     | Statistics  | 3            |
|                             | MATH  | 3-4          |
|                             | LAB SCIENCE   | 4-8          |
|                             | LAB SCIENCE   |              |
| GER                         | <b>TECHNOLOGY*</b>  | (3 CR.)      |
| COMS                        |   | 3            |
| GER                         | <b>SOCIAL SCIENCE*</b>  | (6 CR.)      |
|                             |   | 3            |
|                             |   | 3            |
| GER                         | <b>GLOBAL &amp; CULTURAL AWARENESS</b>  | (3 CR.)      |
| SOCA215                     | Perspectives on Race, Gender, Class, & Culture  | 3            |
| REQ                         | <b>REQUIRED COURSES</b>   | (3 CR.)      |
| SOCA101                     | Introduction to Sociology   | 3            |
| ELEC                        | <b>ELECTIVES</b>  | (12 CR.)     |
|                             | Choose courses from ECON101<br>or any course with an SOCA<br>designation                    |              |
| ECON101                     | Macroeconomics  | 3            |
| <b>TOTAL DEGREE CREDITS</b> |   | <b>65/66</b> |

\*Choose from the list of approved General Education courses in the College catalog.

# STUDIO ARTS

## A.F.A.

### PROGRAM DESCRIPTION

This program seeks to assist students in becoming professionals in the field of art and nurtures a sense of artistic freedom and creativity while developing a strong sense of artistic discipline. Students will be encouraged to be inventive but proficient within the framework of a traditional approach to drawing. To become tomorrow's visionary means understanding the significance and uniqueness of one's own time and space defined by the limitless possibilities of personal expression within the boundaries of a universal language.

Commitment to a balanced learning process combining fine art fundamentals (drawing/painting/seeing) with life experience and aesthetic theory will prepare students for a four-year institution or a career in fine art. The primary objective is to provide an environment in which students can achieve a degree of professionalism as technically competent and creative individuals. A sequential course of study will be required.

Students in the Associate of Fine Arts Degree Program at Sussex County Community College are given the opportunity to present their work at the student art exhibit and in the Idiom & Image as well as other College publications.

Upon completion of this program, graduates will be able to:

- Display an understanding of abstract relationships and elements, and their expressive potential.
- Exhibit an understanding of form and composition in drawing from the human figure.
- Demonstrate an ability to make connections between theory and practice.
- Demonstrate qualitative decision-making based on current art trends and art historical concepts.
- Demonstrate critical thinking using artistic principles drawn from contemporary social, political, or personal issues.
- Develop a portfolio of artwork.

Students are expected to provide their own materials and textbooks. Lab fees provide studio time and assistance for art students. See list of "Open Studio Hours" posted in each art studio during the first week of the semester.

| PROGRAM REQUIREMENTS        |  | CREDIT    |
|-----------------------------|--|-----------|
| COLL                        | COLLEGE FOUNDATIONS                                  | (3 CR.)   |
| COLL101                     | Foundations for Success                              | 3         |
| GER                         | COMMUNICATION  | (6 CR.)   |
| ENGL101                     | English Composition I                                | 3         |
| ENGL102                     | English Composition II                               | 3         |
| GER                         | HUMANITIES   | (6 CR.)   |
| ARTA103                     | Art History I  | 3         |
| ARTA104                     | Art History II                                       | 3         |
| GER                         | MATH & SCIENCE ELECTIVES*                            | (3 CR.)   |
|                             |  | 3         |
| GER                         | TECHNOLOGY   | (3 CR.)   |
| COMS110                     | Computer Concepts & Applications                     | 3         |
| GER                         | SOCIAL SCIENCE                                       | (6 CR.)   |
| SOCA101                     | Introduction to Sociology                            | 3         |
| SOCA215                     | Perspectives on Race, Gender, Class, & Culture       | 3         |
| REQ                         | REQUIRED COURSES                                     | (18 CR.)  |
| ARTA101                     | Basic Design   | 3         |
| ARTA108                     | Basic Drawing  | 3         |
| ARTA110                     | Introduction to Color                                | 3         |
| ARTA115                     | Three Dimensional Design                             | 3         |
| ARTA150                     | Life Drawing I                                       | 3         |
| ARTA260                     | Portfolio Development                                | 3         |
| ELEC                        | ELECTIVES  | (21 CR.)  |
|                             | Choose from any course with an ARTA designation and: |           |
| PHOT110                     | Photography I  | or 3      |
| PHOT112                     | Photography II                                       | 3         |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>66</b> |

\*Choose from the list of approved General Education courses in the College catalog.



# WEB PUBLISHING CERTIFICATE

### PROGRAM DESCRIPTION

This program offers post-secondary training to prepare students to assist in creation of web-based publications and other Internet-derived productions. This one-year certificate will equip graduates with necessary skills for entry-level positions with Internet service providers, as well as web-based enterprises.

Most credits acquired in this program are applicable toward either an A.A. in Liberal Arts: Journalism Option or an A.A.S. in Graphic Design.

Upon completion of this program, students will be able to:

- Write and edit clear, compelling copy for the web.
- Utilize a professional design process including research, concept development to create professional level Web page designs.
- Create consistent, visually appealing Web page layouts utilizing hand-coding using HTML and CSS.
- Utilize a computer as a production tool.

| PROGRAM REQUIREMENTS        |  | CREDIT    |
|-----------------------------|--|-----------|
| GER                         | COMMUNICATION                          | (3 CR.)   |
| ENGL101                     | English Composition I                  | 3         |
| GER                         | SOCIAL SCIENCE                         | (6 CR.)   |
| PSYC101                     | Introduction to Psychology             | 3         |
| SOCA101                     | Introduction to Sociology              | 3         |
| REQ                         | REQUIRED COURSES                       | (15 CR.)  |
| COMM180                     | Editing                                | 3         |
| COMM219                     | Online Journalism                      | 3         |
| COMM290                     | Internship/Portfolio: New Media        | 2         |
| COMM291                     | Portfolio Preparation and Presentation | 1         |
| COMS155                     | Web Site Development I                 | 3         |
| COMS156                     | Web Site Development II                | 3         |
| ELEC                        | ELECTIVES                              | (6 CR.)   |
| COMM120                     | Introduction to Multimedia             | 3         |
| COMM220                     | Photojournalism                        | 3         |
| GRAD105                     | Computer Graphics I                    | 3         |
| GRAD128                     | Computer Graphics II                   | 3         |
| <b>TOTAL DEGREE CREDITS</b> |  | <b>30</b> |

*NOTE:* Student must show proficiency in Math Basic Skills.

# COURSE DESCRIPTIONS

7

## Understanding the Course Offerings



The following pages present an alphabetical listing of courses offered at Sussex County Community College. Each listing presents the course prefix, number, title, credit hours and lab hours. Course descriptions are followed by the number of hours spent in class or labs. Some courses have prerequisites. A prerequisite is a specific requirement that must be fulfilled by the student before he/she will be allowed to enroll in that course.

## ACCOUNTING

### ACCT101

#### **ACCOUNTING PRINCIPLES I FINANCIAL (3 Cr) (3:0)**

This course is a study of accounting principles and procedures. The accounting cycle is covered for a service industry. Additional topics include accounting for merchandising operations; cash and short-term investments; inventory; the acquisition, allocation, and disposal of tangible and intangible assets; and current liabilities.

*Prerequisite: Proficiency on College Placement Test*

### ACCT102

#### **ACCOUNTING PRINCIPLES II MANAGERIAL (3 Cr) (3:0)**

This course addresses managerial accounting concepts which are necessary for decision-making, performance evaluation, planning, and control. Emphasis is placed on using accounting data as a tool to enhance the information's usefulness to the firm's management. The course deals with corporate equity, the management cycle, product costing methods and standards, responsibility accounting and segment analysis, budgeting, cost-behaviors, activity-based systems, statement analysis, and preparation of the statement of cash flow. Quantitative methods necessary for managerial accounting will be emphasized.

*Prerequisite: ACCT101 (Grade of C)*

### ACCT107

#### **COMPUTERIZED ACCOUNTING (3 Cr) (2:2)**

This course is designed to provide students with a working knowledge of accounting software packages used in industry. The software packages will be representative of the various types on the market. Students will use the following accounting modules: general ledger, accounts

receivable, accounts payable, fixed assets, payroll, and cash receipts/payments.

*Prerequisite: ACCT101 (Grade of C)*

Lab Fee Required

### ACCT201

#### **INTERMEDIATE ACCOUNTING I (3 Cr) (3:0)**

This course is a continued study of the theory and practices of accounting principles regarding the preparation of financial statements. Included is the in-depth study of accounting for assets, liabilities, equities, revenues and expenses at an advanced level.

*Prerequisite: ACCT102 (Grade of C)*

### ACCT202

#### **INTERMEDIATE ACCOUNTING II (3 Cr) (3:0)**

This course is an in-depth study of the integral parts of financial statement analysis in accounting concepts. Special accounting applications involving complex business transactions are explained in detail.

*Prerequisite: ACCT201 (Grade of C)*

### ACCT205

#### **PAYROLL ACCOUNTING (3 Cr) (3:0)**

This course is designed to prepare students to enter into the payroll accounting profession. Students learn the various federal and state requirements that govern payroll record keeping and reporting. The student will study ways to implement the requirements in both a manual and an automated payroll environment.

*Prerequisite: ACCT101 (Grade of C)*

### ACCT250

#### **SPECIAL TOPICS IN ACCOUNTING (3 Cr) (3:0)**

This course focuses on selected topics in accounting. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

## AMERICAN SIGN LANGUAGE

### AMSL101

#### **AMERICAN SIGN LANGUAGE I (3 Cr) (3:0)**

This course is designed to develop basic communicative skills in American Sign Language. This course will emphasize grammatical structures, sign vocabulary, fingerspelling, numbers, expressive and receptive skills, facial grammar and non-manual communication, and the anatomy and physiology of the human hearing system and hearing loss. Additionally, this course provides an introduction to the culture of the Deaf community.

*Corequisite: ENGL021 and ENGL032*

### AMSL102

#### **AMERICAN SIGN LANGUAGE II (3 Cr) (3:0)**

This course strengthens students' expressive and receptive skills in American Sign Language, broadens their understanding of the Deaf community, culture and language, and provides an additional vocabulary base of several hundred signs from American Sign Language. This course instructs the student in the use of classifiers as well as providing them with an introduction to the idiomatic vocabulary of American Sign Language.

*Prerequisite: AMSL101*

### AMSL201

#### **AMERICAN SIGN LANGUAGE III (3 Cr) (3:0)**

This course will instruct the student in the expressive and receptive communication skills, vocabulary (including classifiers and commonly used idiomatic expressions) commonly used among the Deaf culture and community. The student will learn to isolate the concepts expressed in spoken English, and to transpose them into the idiomatic expressions of American Sign Language.

*Prerequisite: AMSL102*

## ANTHROPOLOGY

### ANTH101

#### **INTRODUCTION TO ANTHROPOLOGY (3 Cr) (3:0)**

This course is an integrated overview of the four fields of anthropology. Physical anthropology, cultural anthropology, linguistics, and archeology are explored as subfields and together as an integrated whole. Emphasis is placed on the study of the social and biological origins of human culture, religious diversity, linguistic diversity, and patterns of social inequalities.

### ANTH110

#### **PHYSICAL ANTHROPOLOGY (3 Cr) (3:0)**

This course studies the origins and evolution of humankind focusing on research from paleoanthropology, primatology, and human genetics. Advances in molecular anthropology and recent fossil discoveries are used to debunk the concept of human biological race. Students become familiar

with Homo sapiens migrations out of Africa, and the human and non-human primate fossil record. The origins of the human anatomy, language, social structure, gender roles, family structure, technology, religion, and artistic expression are explored.

### ANTH120

#### **CULTURAL ANTHROPOLOGY (3 Cr) (3:0)**

This course is a study of a broad range of human behavior from a cross-cultural perspective including language and communication, concepts of love & beauty, marriage & the family, economic systems & political organization and religion & magic. This course provides a background to human cultural origins and variability.

### ANTH131

#### **PRINCIPLES OF ARCHEOLOGY (3 Cr) (3:0)**

This is an introductory course in archeology. A major focus is on the interpretation of material culture to answer questions about human evolution and cultural developments in the broad spectrum of the human experience. Key interpretative events in the archeological record are explored as lessons for understanding present day cultural conflicts. New and traditional archeological methods and technologies are studied. Case studies in the reconstructing of extinct societies and cultures, including Paleolithic North America, empiric Africa, prehistoric Europe, Prehispanic Mesoamerica, and ancient Asia, are explored.

### ANTH150

#### **MAGIC, MYTH AND RELIGION (3 Cr) (3:0)**

This course examines the spectrum of human interaction with the supernatural. A major focus is on belief systems and practitioners that make the supernatural meaningful and relevant to people's lives. Modern and traditional beliefs and rituals are studied from a cross-cultural perspective, including many from American culture. The universality of the religious experience, religion's role in creating social structures, and altered states of consciousness are also studied.

### ANTH220

#### **ENVIRONMENT & CULTURAL BEHAVIOR (3 Cr) (3:0)**

This course is an anthropological approach to human environmental issues and global environmental problems and the various ways people worldwide have come to adapt to a wide variety of habitats. Strategies and their environmental consequences used by hunter gatherers, subsistence herders, horticulturists, agriculturalists, and industrial societies are explored. Peoples and environments of Africa, the Americas, Asia, Europe, Australia, and Oceania are studied.

### ANTH250

#### **SPECIAL TOPICS IN ANTHROPOLOGY (3 Cr) (3:0)**

This course focuses on selected topics in Anthropology. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.



## COURSE DESCRIPTIONS

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### AUTOMOTIVE

#### AOTE101

##### **AUTOMOTIVE FUNDAMENTALS (3 Cr) (2:2)**

This course is designed as an entry-level survey of automotive systems and their repair. It is a prerequisite for all other automotive technology courses. With approval of the program coordinator, appropriate ASE certification may be substituted for this course.

*Lab Fee Required*

#### AOTE103

##### **BRAKES. SUSPENSION. & STEERING (3 Cr) (2:2)**

This course will explore the automotive brake system in depth. Diagnosis and repair of both drum and disk brake systems, power brake boosters, master and wheel cylinders will be covered. Proper techniques and procedures for complete front-end service, wheel alignment, wheel balance and steering mechanisms will be covered. This course helps prepare students for ASE certification.

Co/Prerequisite: AOTE101

*Lab Fee Required*

#### AOTE110

##### **AUTOMOTIVE ELECTRICAL SYSTEMS (3 Cr) (2:2)**

This course is designed to apply knowledge of electricity and electronics specifically to automotive systems. Topics include starting, charging, fuel injections, ignition, body electrical systems, and electrical accessories. This course helps prepare students for ASE certification.

Co/Prerequisite: AOTE101

*Lab Fee Required*

#### AOTE118

##### **AUTOMOTIVE HEATING AND AIR CONDITIONING (3 Cr) (2:2)**

This course focuses on the principles of operation and service techniques of automobile air conditioning systems. Topics include component familiarization, testing, diagnosing, charging and repair. This course helps prepare students for ASE certification.

Co/Prerequisite: AOTE101 and AOTE110

*Lab Fee Required*

#### AOTE203

##### **AUTOMOTIVE ENGINE REPAIR (3 Cr) (2:2)**

This course will cover proper diagnosis, disassembly, inspection and rebuilding techniques. Use of diagnostic, measuring and machine shop equipment will be included as the students disassemble and rebuild a complete engine. This course helps prepare students for ASE certification.

Prerequisite: AOTE101

*Lab Fee Required*

#### AOTE204

##### **AUTOMOTIVE DRIVELINES & MANUAL TRANSMISSIONS (3 Cr) (2:2)**

This course will cover the principles of manual transmissions, their operation and service. Topics will

include drivelines, differentials, clutches, U-joints, RWD, FWD, and 4-wheel drive. This course helps prepare students for ASE certification.

Prerequisite: AOTE101

*Lab Fee Required*

#### AOTE206

##### **AUTOMATIC TRANSMISSIONS & TRANSAXLES (3 Cr) (2:2)**

This course will emphasize the theory, operation and diagnosis of automatic transmissions and transaxles. Rebuilding of automatic transmissions will be introduced. This course helps prepare students for ASE certification.

Prerequisite: AOTE101

*Lab Fee Required*

#### AOTE208

##### **ADVANCED AUTOMOTIVE ELECTRONICS (3 Cr) (2:2)**

This course reviews basic fundamentals then proceeds into semi-conductors, amplifiers, integrated circuits and microprocessors as they relate to the automobile. Practical application of theory is stressed as part of diagnoses, trouble shooting, repair and use of diagnostic equipment. This course helps prepare students for ASE certification.

Prerequisite: AOTE101

*Lab Fee Required*

#### AOTE215

##### **AUTOMOTIVE ENGINE PERFORMANCE (3 Cr) (2:2)**

This course will cover engine mechanical ignition and fuel system diagnosis and repair. The students will use latest diagnostic procedures and equipment as well as appropriate service bulletins and manuals to obtain necessary tune-up specifications. This course helps prepare students for ASE certification.

Prerequisite: AOTE101

*Lab Fee Required*

#### AOTE250

##### **SPECIAL TOPICS IN AUTOMOTIVE (3 Cr) (3:0)**

This course focuses on selected topics in automotive. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

#### AOTE260

##### **CO-OP AUTOMOTIVE EDUCATION -WORK EXPERIENCE (6 Cr)**

This course is designed to have the automotive technology student gain practical experience and enhance class/lab learning. The student spends a total of 675 hours in a repair facility.

#### AOTE261

##### **CO-OP AUTOMOTIVE EDUCATION CLASS (1 Cr) (1:0)**

This course is designed for automotive students who are on internship. The course teaches/reinforces work skills and attitudes, cooperative work behavior, and workplace expectations.

## ART

### ARTA101

#### **BASIC DESIGN (3 Cr) (3:0)**

This course provides an introduction to the practical and theoretical applications of two-dimensional design. This is a lecture course where students explore methods for developing their intuitive responses to form and shape, line, color and value, space, and other basic elements of composition and design.

### ARTA103

#### **ART HISTORY I (3 Cr) (3:0)**

This course surveys visual artistic expression from the Neolithic period to the fourteenth century, including ancient, medieval and non-European art forms. The development of artistic concepts in the ancient world, gender, and non-western art are central topics in this general survey course.

*Prerequisite: ENGL021, ENGL032 or Placement into ENGL101*

### ARTA104

#### **ART HISTORY II (3 Cr) (3:0)**

This course surveys the history of art from the fourteenth through the twenty first centuries. The development of artistic concepts in the contemporary world, art and gender, and non-western art and architecture are central topics in this general survey course. Emphasis is placed on viewing art forms in context of culture and gender and understanding the philosophical foundations and critical theories that support and influence them

*Prerequisite: ENGL021, ENGL032 or Placement into ENGL101*

### ARTA106

#### **ART APPRECIATION (3 Cr) (3:0)**

This course is designed to introduce fine art concepts to non-art majors. The course emphasizes the exploration of various art forms such as painting, sculpture, photography, multimedia, design, and printmaking. It also introduces a comprehensive art history survey.

*Prerequisite: ENGL021, ENGL032*

### ARTA108

#### **BASIC DRAWING (3 Cr) (2:2) + Studio 1 hr.**

This course provides students with the basic foundations of drawing and introduces them to a broad based survey of art history and appreciation. Students experiment with drawing with a variety of materials; pencil, charcoal, and conte crayon. They learn 1-, 2-, and 3-point perspective, and elemental architectural drawing techniques within an historical context. Students explore various elements of personal expression while comparing their efforts to master works of art. The course introduces the art of still life, landscape, portrait and life drawing and instills an appreciation of all visual art forms.

*Lab Fee Required*

### ARTA110

#### **INTRODUCTION TO COLOR (3 Cr) (3:0)**

The aim of this course is to develop through study and experiment, an understanding of the expressive and compositional qualities of color, and its role in the creation of works of art and design. In this workshop various color theories and their applications are explored with reference to actual works.

### ARTA115

#### **THREE DIMENSIONAL DESIGN (3 Cr) (3:0)**

This course introduces the basic concepts of three-dimensional design. In a workshop setting, students examine three-dimensional relationships and explore methods of shaping and structuring space.

*Fee required for specialized workshop supplies.*

### ARTA120

#### **INTRODUCTION TO FIBERS (3 Cr) (2:2) + Studio 1 hr.**

This course will introduce students to many varied fiber techniques including weaving, dyeing, and off-loom constructions. Knotless netting, feltmaking, coiling, twining, and papermaking as well as surface design on fabric will be included. Screenprinting, blockprinting, batik, and shibori are also among the techniques explored. Personal imagery and individual ways of working with a combination of these techniques will be the focus of this course.

*Lab Fee Required*

### ARTA150

#### **LIFE DRAWING I (3 Cr) (2:2) + Studio 1 hr.**

This course establishes the basic vocabulary necessary to begin drawing the human form. It defines the concepts of the "nude" as an art form and as a point of departure for all other forms of drawing. Emphasis is placed on gesture and contour drawings, use of drawing materials, anatomy studies, and drawing the human form in traditional ways.

*Studio Fee Required*

### ARTA156

#### **LIFE DRAWING II (3 Cr) (2:2) + Studio 1 hr.**

This studio course further develops the range and quality of a student's drawing. The life model is used and personal interpretation is stressed.

*Studio Fee Required*

### ARTA160

#### **LANDSCAPE DRAWING (3 Cr) (2:2) + Studio 1 hr.**

This course provides direct practical experience drawing in the landscape using the SCCC campus and other Sussex County sites as resources. Works by master landscape artists are also studied for reference and inspiration.

*Lab Fee Required*

### ARTA170

#### **PORTRAIT DRAWING (3 Cr) (2:2) + Studio 1 hr.**

This is a course in portrait drawing using pastel, pencil, and charcoal. Focus will be on anatomy and likeness as well as mark making, shading, and understanding volume.

*Lab Fee Required*

## COURSE DESCRIPTIONS

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### ARTA173

#### **INTRO TO SCULPTURE (3 Cr) (2:2) + Studio 1 hr.**

This course will explore the properties of three-dimensional materials that may include plaster, metal, stone, wood or clay. Students will learn to model, carve, and construct in a variety of media.

*Studio Fee Required*

### ARTA175

#### **CERAMICS I (3 Cr) (2:2) + Studio 1 hr.**

This beginning studio course introduces the basic principles and techniques of form making in ceramic media, as well as fundamentals of idea research and transformation. A variety of processes, such as hand building and wheelthrowing, are covered; slipping, glazing and firing techniques are also introduced. The history of ceramics complements studio practice. Students also learn safe use of appropriate equipment and studio organization. Offered through the SCCC/PVCC Alliance, this course will utilize the PVCC Ceramics Studio.

*Lab Fee Required*

### ARTA180

#### **PAINTING I (3 Cr) (2:2) + Studio 1 hr.**

This course is an introduction to the basic materials and techniques of the oil/acrylic medium. Still life, models, and landscape subjects are explored, and historical and contemporary masterworks are used as references. The emphasis is upon composition, color, and experimentation with paint as a foundation for developing a personal visual language.

*Lab Fee Required*

### ARTA185

#### **DIGITAL FINE ART I (3 Cr) (2:2) + Studio 1 hr.**

This fine art course serves as an introduction to the history, theory and software applications that are currently employed in the field of digital art. As a foundation for future creative endeavors, students will gain understanding of the aesthetic and creative possibilities inherent in the relationship between digital and traditional fine art mediums. Using digital tools, students will engage in drawing and painting.

Prerequisite: ARTA101 and ARTA180

*Lab Fee Required*

### ARTA186

#### **DIGITAL FINE ART II (3 Cr) (2:2) + Studio 1 hr.**

This fine art course advances knowledge of contemporary aesthetic issues particular to the fine art digital realm and builds upon the theoretical and technical foundation acquired in ARTA185: Digital Fine Art I. Students will expand the expressive potential of their developing visual language.

Prerequisite: ARTA185 or permission of instructor

*Lab Fee Required*

### ARTA195

#### **PRINTMAKING (3 Cr) (2:2) + Studio 1 hr.**

This studio course provides an introduction to printmaking as an art form and explores the aesthetic possibilities of

linoleum and wood-block relief printing, as well as experimenting with the monotype and other printmaking techniques. It provides opportunities for graphic and fine art students to expand their expressive visual language, improve drawing ability, and learn about the historical and contemporary printed multiple images. Basic studio methodologies and non-toxic materials will be employed.  
*Lab Fee Required*

### ARTA200

#### **WATERCOLOR (3 Cr) (2:2) + Studio 1 hr.**

This course offers an opportunity to explore the watercolor medium and its expressive range. A contemporary approach provides for experimentation with various techniques.

*Lab Fee Required*

### ARTA201

#### **PAINTING II (3 Cr) (2:2) + Studio 1 hr.**

Students learn to articulate a language of form and color with greater emphasis upon experimentation and developing personal expression in the work. Reference to traditional and contemporary masterworks is provided.

Prerequisite: ARTA180 or Permission of Instructor

*Lab Fee Required*

### ARTA210

#### **DRAWING FROM THE STILL LIFE (3 Cr) (2:2) + Studio 1 hr.**

This course develops drawing ability as well as perceptual skills by concentrating upon the kinds of problems which the still life subject offers. There is emphasis placed upon rendering forms and their spatial relationships and understanding composition as an element of personal expression. The class works from different kinds of set-ups and will refer to works which show how artists have been drawn to this subject from the time of ancient Pompeii to the present.

*Lab Fee Required*

### ARTA215

#### **ADVANCED LIFE DRAWING (3 Cr) (2:2) + Studio 1 hr.**

This studio course continues the development of drawing skills through observation, with an emphasis on visual problem-solving, achieving personal form qualities and demonstrating the ability to expressively use visual language. It is designed to support ideas being developed in other media for students beyond the beginning level.

Traditional and experimental drawing materials, techniques, and subjects, including the life model, are employed.

Prerequisite: ARTA150

*Lab Fee Required*

### ARTA220

#### **CERAMICS II (3 Cr) (2:2) + Studio 1 hr.**

This course affords the student the opportunity to extend his/her knowledge and understanding of ceramics processes at the intermediate level. Included are advanced hand building techniques in conjunction with wheelthrowing and molding. In addition, students will be expected to learn to fire kilns to meet their individually predetermined

outcomes. The development of personal expression in this medium is emphasized through group discussion, critiques and resources outside the classroom. Offered through the SCCC/PVCC Alliance, this course will utilize the PVCC Ceramics Studio.

Prerequisite: ARTA175 or Permission of Instructor  
Lab Fee Required

### ARTA250

#### **SPECIAL TOPICS IN ART (3 Cr) (3:0)**

This course focuses on selected topics in art. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

### ARTA260

#### **PORTFOLIO DEVELOPMENT (3 Cr) (3:0)**

The purpose of this course is to prepare a portfolio of the student's artwork which will stress the individual's career and/or education goals. Students will develop a professional portfolio directed at transfer, professional placement on a career track or gaining gallery representation, and if appropriate, participate in National Portfolio Day. Students will also photograph their work, prepare a resume and develop the skills needed when one is being interviewed. Career-specific research and presentation of their portfolio and resume statement to a faculty committee culminates this capstone course in the Associate of Fine Arts Degree.

## BIOLOGY

### BIOS010

#### **INTRODUCTION TO BIOLOGICAL CONCEPTS (3IC) (2:2)**

This course is a preparatory course designed to familiarize the beginning college student with selected biological principles and concepts. The course is for students who have a limited background in biology and for those who have not studied biology recently. A self-paced teaching method is used, and there is extensive use of computer assisted instruction. Topics include scientific method, levels of organization, cells, energy, medical terminology, and evolution. This course is not designed to transfer.

### BIOS101

#### **GENERAL BIOLOGY (4 Cr) (3:3)**

This course introduces the student to the principles of modern biology. Emphasis is on the chemistry, structure, heredity, reproduction, development, ecology, and evolution of living things. For non-science majors.  
Lab Fee Required

### BIOS102

#### **INTRODUCTION TO HUMAN BIOLOGY (4 Cr) (3:3)**

This course is an introduction to human anatomy and physiology for the non-biology major. It is designed to develop an appreciation for the structure and functions of the human body; to point out the relationship of body systems to health and disease; and to emphasize human

biology as it relates to everyday living experiences.

Lab Fee Required

### BIOS103

#### **ANATOMY AND PHYSIOLOGY I (4 Cr) (3:3)**

This course is a systematic study of the structure and functions of the human body. Topics include general terminology, cells, tissues, integumentary, muscular, and nervous systems.

Lab Fee Required

### BIOS104

#### **ANATOMY AND PHYSIOLOGY II (4 Cr) (3:3)**

This course is a continuation of Anatomy and Physiology I. Topics include the endocrine, circulatory, immune, respiratory, digestive, urinary, and reproductive systems.

Prerequisite: BIOS103 (Grade of C)

Lab Fee Required

### BIOS110

#### **BIOLOGY I (4 Cr) (3:3)**

This course is designed to familiarize the student with the general principles and unifying concepts of biological science. Topics include scientific investigations, the physical and chemical properties of living matter, cell structure and function, energy transformations, genetics, evolution and diversity.

Prerequisite: MATH040 or the approved score on the College Level Math Placement Test

Lab Fee Required

### BIOS112

#### **BIOLOGY II (4 Cr) (3:3)**

This course is a continuation of Biology I and maintains its emphasis on major biological concepts and connections. Topics include plant and animal structure and function, reproduction, development, and ecology.

Prerequisite: BIOS110 (Grade of C)

Lab Fee Required

### BIOS122

#### **INTRODUCTION TO ENVIRONMENTAL SCIENCE (4 Cr) (3:3)**

This course is designed to explore the factors influencing the environment and to increase awareness of environmental problems. Topics include air, land, and water resources, ecology, waste management, and the human effects on the environment. Lab exercises and field trips will supplement the theory presented.

Lab Fee Required

### BIOS124

#### **ECOLOGY (4 Cr) (3:3)**

This course is designed to familiarize the student with the basic concepts of ecology and field biology. Topics include ecosystems, communities, population dynamics, and energy flow. Lab exercises and fieldwork will supplement the theory.

Prerequisite: MATH110

Lab Fee Required

## COURSE DESCRIPTIONS

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### BIOS130

#### **INTRODUCTION TO BOTANY (4 Cr) (3:3)**

This course is designed to study the structural and functional adaptations of algae and plants to the environment. It includes the study of the following processes: Seed germination, growth, photosynthesis, reproduction, and transport. Plant evolution and their relationship to the environment and to humans will be discussed. The laboratory component of the course includes field and laboratory studies of plant diversity, morphology and physiology. Students will design and carry out their own independent investigations.

Prerequisite: BIOS110 or Permission of Instructor  
Lab Fee Required

### BIOS210

#### **MICROBIOLOGY (4 Cr) (3:3)**

This course involves a systematic study of microorganisms. Topics include the classification, structure, function, genetics, ecology, and control of microbes. Clinical aspects, infection and immunity, and industrial aspects of microbiology will also be covered.

Prerequisite: One previous semester of science  
Lab Fee Required

### BIOS250

#### **SPECIAL TOPICS IN BIOLOGY (3 Cr) (3:0)**

This course focuses on selected topics in Biology. Since topics may change each time the course is offered, students should consult the course offering schedule each semester.

## BUSINESS

### BUSA101

#### **INTRODUCTION TO BUSINESS (3 Cr) (3:0)**

This course is designed to provide the student with an overview of all critical business functions. Topics include forms of business ownership, legal aspects of business, human resource management, finance, marketing, accounting, management information systems, international business and contemporary business issues. Students taking this course are prepared for more advanced courses in business.

### BUSA110

#### **BUSINESS COMMUNICATIONS (3 Cr) (3:0)**

This course is an exploration of the communication process in business. Topics include communication theory, styles of communication, business letters and reports, resume writing, employment letters and interviews, oral communication, business presentations, and communication technology. The use of computers in business is also covered.

Prerequisite: COMS110, ENGL101

### BUSA120

#### **SMALL BUSINESS MANAGEMENT (3 Cr) (3:0)**

This course is designed to introduce the student to the principles and practices of successful small business operations. Topics include new product planning, product management, sales forecasting, consumer behavior, promotion and pricing, finance, staffing, international markets and contemporary business issues. Students acquire an overview of essential small business management skills.

### BUSA125

#### **PRINCIPLES OF SUPERVISION (3 Cr) (3:0)**

This course covers the functions of first and middle-level supervisory positions. Topics include leadership, problem-solving, motivation, human relations, communications, employee discipline, conflict resolution, teamwork, and stress management. This course is not recommended for students planning to transfer to a four-year institution.

Prerequisite: BUSA101

### BUSA180

#### **INTRODUCTION TO RETAILING (3 Cr) (3:0)**

This course explores the overall concept of retailing including consumer life-styles, demographics, buying behavior, target marketing, retailing institutions, merchandise mix, and promotion. Analysis of current retailing trends will be emphasized. Topics include fundamentals of retailing, consumer trends, and role of demographics.

Prerequisite: BUSA101

### BUSA190

#### **BUSINESS APPLICATIONS USING ELECTRONIC SPREADSHEETS (3 Cr) (2:2)**

This course presents a practical approach for implementing spreadsheet software in the planning and developing of budgets, cash flows, financial statements, and other business records. Emphasis is placed on the financial functions available in the programs and the development of macros. Basic data base management is also incorporated.

Prerequisite: ACCT101

Lab Fee Required

### BUSA205

#### **BUSINESS LAW I (3 Cr) (3:0)**

This course is an introduction to the judicial process as it pertains to business law. Topics include the history of business law, contracts, business torts, white-collar crime, UCC sales, paper and securities. An in-depth study of rights and obligations as they apply to contract law is performed.

### BUSA206

#### **BUSINESS LAW II (3 Cr) (3:0)**

This course is the continuation of the study of business law. Topics include insurance, the creation and operation of corporations, partnerships, and proprietorships, liabilities, indemnification of parties, and documents of incorporation.

Prerequisite: BUSA205

**BUSA211  
MANAGEMENT AND ORGANIZATIONAL BEHAVIOR  
(3 Cr) (3:0)**

This course is an introduction to management structure and transformational processes in organizations. Topics include planning, organizing, staffing, organizational control, motivation, group dynamics behavior, leadership, managing change and contemporary issues.

Prerequisite: BUSA101

**BUSA215  
PRINCIPLES OF FINANCIAL MANAGEMENT (3 Cr)  
(3:0)**

This course is a study of the principles and practices used by a financial department in the operation of a business organization. Topics include: cash flow analysis, financial ratio analysis, sources and uses of capital, role of financial planning, asset management, and financial expansion. Students will be able to analyze management's performance and the firm's capital structure.

Prerequisite: ACCT101, BUSA101

**BUSA220  
PRINCIPLES OF MARKETING (3 Cr) (3:0)**

This course is an introduction to the basic principles and practices in industrial, consumer, and international marketing. Topics include product development, pricing, distribution, and promotion. The course prepares students for advanced study in specialized areas of marketing, retailing, and sales.

Prerequisite: BUSA101

**BUSA222  
SALES PRINCIPLES AND PRACTICES (3 Cr) (3:0)**

This course is designed to analyze the buying motives of customers and the process of selling. Topics include prospecting, selling theories, buying motives and consumer psychology.

Prerequisite: BUSA101

**BUSA235  
INTRODUCTION TO INTERNATIONAL BUSINESS (3 Cr) (3:0)**

This course provides an introduction to the global business environment. Topics include an overview of international business, the global economy, managing an international business, cultural diversity, international trade and investment, international marketing, and multinational accounting and business operations.

Prerequisite: BUSA101 or Permission of Instructor

**BUSA250  
SPECIAL TOPICS IN BUSINESS (3 Cr) (3:0)**

This course focuses on selected topics in Business. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

**BUSA260  
BUSINESS INTERNSHIP (3 Cr) (1:6)**

This course focuses on a professional work experience and training in the workplace. Student will work in a job related to the program, complete course assignments, and develop a portfolio.

Prerequisite: BUSA211 and permission of the Program Coordinator

## CHILD DEVELOPMENT

**CDEV101  
INTRODUCTION TO EARLY CHILDHOOD  
EDUCATION (3 Cr) (3:0)**

This course presents an overview of early childhood education. Observing and assessing children in a pre-school setting will be part of the course. Any student thinking of parenthood or a career working with young children would benefit from this course.

**CDEV150  
LANGUAGE DEVELOPMENT AND LANGUAGE ARTS  
IN EARLY CHILDHOOD EDUCATION (3 Cr) (3:0)**

This course studies the natural development of language and verbal abilities. Emphasis is on techniques for the encouragement and support of language and communication skills, readiness for reading, and other intellectual processes.

**CDEV160  
CHILD HEALTH AND NUTRITION (3 Cr) (3:0)**

This course is for early childhood educators. Emphasis is on nutrition and good health practices and their effect on the growing child, meal planning and preparation, and developmentally appropriate ways to convey health and nutrition information to young children.

**CDEV250  
SPECIAL TOPICS IN EARLY CHILDHOOD  
EDUCATION (3 Cr) (3:0)**

This course focuses on selected topics in Early Childhood Education. Since the topics may change each time the course is offered, students should consult the course offering schedule each semester.

**CDEV260  
METHODS OF TEACHING INFANTS AND TODDLERS  
(3 Cr) (3:0)**

This course examines various methods and techniques that put the infant and toddler curriculum into motion. Teaching techniques are examined in relation to the skill development and readiness activities to be accomplished in early childhood.

**CDEV270  
CURRICULUM STUDIES IN EARLY CHILDHOOD  
EDUCATION (3 Cr) (3:0)**

This course assists early childhood professionals in developing a more complete understanding of curriculum and curriculum planning for young children. Students learn how to individualize, adapt, create, and implement integrated learning activities.

## COURSE DESCRIPTIONS

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### CDEV272

#### **MUSIC AND ART IN EARLY CHILDHOOD EDUCATION (3 Cr) (3:0)**

The creative process will be explored through music and art experiences. Students will learn new ways to communicate feelings and knowledge. An awareness and sensitivity to the world around us and individuality will be stressed.

### CDEV273

#### **TEACHING CHILDREN TO LOVE MATH (3 Cr) (3:0)**

This course is designed for educators who work in an elementary setting. The course is a review of basic math concepts to refresh knowledge of mathematical functions necessary to an educator in the elementary classroom. Emphasis will also be placed on motivational and engaging activities for premier math instruction. Demonstration lessons are required which includes innovative methods of teaching mathematics.

### CDEV280

#### **CHILD CARE INTERNSHIP I (3 Cr) (1:10)**

This course is designed to help students apply the interpersonal and theoretical skills developed in the classroom through field experience. Students are placed in selected child care centers that offer direct learning experiences and supervision. Prerequisite: CDEV101, CDEV150, CDEV270, CDEV271 and permission of Early Childhood Program Coordinator

### CDEV285

#### **CHILD CARE INTERNSHIP II (3 Cr) (1:10)**

This is a capstone experience and affords students the opportunity for practical application of skills learned in classroom experience. Students are placed in selected child care centers or schools that offer direct learning experience and supervision.

Prerequisite: CDEV101, CDEV280, PSYC111 and Permission of Early Childhood Program Coordinator

### CDEV290

#### **CURRENT TOPICS IN EARLY CHILDHOOD EDUCATION (3 Cr) (3:0)**

This course is an exploration and analysis of issues currently impacting upon early childhood professionals. Topics include advocacy, kindergarten readiness, sex role development, TV, discipline, child care choices, developmentally appropriate curriculum practices, mainstreaming, multicultural education, parental involvement, education, and rights.

## CHEMISTRY

### CHEM100

#### **INTRODUCTORY CHEMISTRY (4 Cr) (3:3)**

This course includes the basics of inorganic, organic, and biochemistry. The emphasis is on environmental issues, and on energy production and utilization in living organisms. Lab experiments illustrate the concepts studied.

Prerequisite: MATH017 or MATH023 or the approved score on the College Placement Test  
Lab Fee Required

### CHEM107

#### **FORENSIC SCIENCE (4 Cr) (3:3)**

This course introduces the student to the basic principles of forensic science and the application of those principles in the collection, examination, evaluation, and interpretation of crime scene evidence. The course provides the student with the opportunity to explore the intersection of several scientific areas (e.g., biological, physical, chemical, medical, and behavioral science) as they apply to the investigation and resolution of crimes.

Prerequisite: MATH010, MATH015, MATH017, or MATH023 and MATH040

### CHEM110

#### **COLLEGE CHEMISTRY I (4 Cr) (3:3)**

This course covers general chemical principles and their applications in research and industry. Topics include matter and measurement; math in chemistry; atoms; molecules, and ions; elemental periodicity; stoichiometry; formulas and , equations; the mole; intramolecular and intermolecular bonds; reaction types including redox and acid/base; properties and reactions of solutions, gases, and the solid state; industrial processes. The lab component covers materials separation, analytical methods and instruments, qualitative and quantitative analysis; and lab report writing skills. This course is scheduled during the day in the fall semester, and during the evening in the spring semester.

Corequisite: MATH110

Lab Fee Required

### CHEM112

#### **COLLEGE CHEMISTRY II (4 Cr) (3:3)**

This course is a continuation of CHEM110, College Chemistry I. Topics include chemical kinetics; chemical equilibrium; chemical thermodynamics, electrochemistry, nuclear chemistry, main-group element chemistry, metals and metallurgy, transition metals and coordination chemistry, environmental chemistry; introduction to organic and biological chemistry. The lab component covers kinetics, electrochemistry, and coordination compounds.

The course is scheduled during the day in the spring semester, and during the evening in the fall semester.

Prerequisite: CHEM110 (Grade of C)

Lab Fee Required

### CHEM150

#### **FUNDAMENTALS OF NUTRITION (3 Cr) (3:0)**

This course provides an introduction to nutrition. Emphasis will be placed on the role of nutrients in the human body, the relation of nutrition to human behavior, and the study of nutrition-related health problems. Classes of macronutrients and micronutrients, food choices, weight control, and nutritional needs during infancy, adolescence, pregnancy, and old age will be included.

**CHEM210****ORGANIC CHEMISTRY I (4 Cr) (3:3)**

This course covers the principles of organic chemistry and their applications in research and industry. Topics include structural properties such as, hybrid orbitals and bonding, resonance structures, and isomerism. Exploring the role of functional groups will sharpen the skill to predict the outcome of structural changes on the base of reaction types and reaction mechanisms. The laboratory component covers advanced techniques and apparatus as applied to materials separation, molecular structure determination, synthesis, and lab report writing skills. This course is scheduled during the fall semester

Prerequisite: CHEM112

Lab Fee Required

**CHEM212****ORGANIC CHEMISTRY II (4 Cr) (3:3)**

This course is a continuation of Organic Chemistry I. The course covers the various techniques for molecular structure determination. Other topics include: isocyclic and heterocyclic aromaticity, aromatic substitutions, enols and enolates, and the nitrogen function. The course concludes with a treatise of the biomolecules.

Prerequisite: CHEM210

Lab Fee Required.

**CHEM215****BIOCHEMISTRY (4 Cr) (3:3)**

This course introduces the student to the molecular architecture of biomolecules such as: nucleic acids, proteins, carbohydrates and lipids; metabolism; catalysis and control of biochemical reactions; enzyme kinetics and bioenergetics; and expression and processing of bioinformation. The lab component covers techniques that are used in clinical, food, and bioresearch labs.

Corequisite: CHEM212

Prerequisite: CHEM210 (Grade of C)

Lab Fee Required

**CHEM250****SPECIAL TOPICS IN CHEMISTRY (3 Cr) (3:0)**

This course focuses on special topics in Chemistry. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

**CHINESE****CHIN101****ELEMENTARY MANDARIN CHINESE I (3 Cr) (3:0)**

This is an introductory course in Chinese emphasizing the fundamentals of speaking, reading, writing, and listening. The course focuses on building basic vocabulary and introducing students to the Chinese culture. It is designed for students with no Chinese experience.

**CHIN102****ELEMENTARY MANDARIN CHINESE II (3 Cr) (3:0)**

This course is a continuation of Elementary Mandarin Chinese I. Students with one prior semester of Chinese will expand their abilities in speaking, reading, listening and writing. They will develop more advanced usage of the Chinese language and will increase their understanding of the Chinese culture.

Prerequisite: CHIN101 (Grade of C) or two years of high school Chinese (Grade of C)

**FOUNDATIONS FOR SUCCESS****COLL101****FOUNDATIONS FOR SUCCESS (3 Cr) (3:0)**

This is a student-centered course covering numerous strategies to encourage students to become active and empowered learners. A primary goal of this course is to help students make the most out of their college experience. Students will obtain information about college life and culture and develop strategies and techniques to enhance success in their academic, personal and professional lives. The course is infused with opportunities to understand, practice and implement critical thinking. Students will also gain practical information to help prepare to transfer to a four-year university or enter the workforce directly. All topics will be presented in both theory and practice. This course is required of all degree-seeking candidates and must be taken within the initial 16 credits after entry.

**COLL201****CAPSTONE FOR LIBERAL ARTS (1 Cr) (1:0)**

This course is for Liberal Arts degree seeking students who have completed at least 45 credits. The course is designed to assist students in the transition from the community college to a four-year educational institution or to placement in the work force. Students will engage in projects that require them to think critically about themselves and reflect on the knowledge gained during their community college experience. Students will also explore future academic and career-related paths and develop skills to enhance their success.

**COLL203****CAPSTONE FOR CRIMINAL JUSTICE (1 Cr) (1:0)**

This course is for all Criminal Justice degree-seeking students who have completed at least 45 credits. The course is designed to assist students in the transition from the community college to a four-year educational institution or to placement in the work force. Students will engage in projects that require them to think critically about themselves and reflect on the knowledge gained during their community college experience. Students will explore future academic and career-related paths and develop skills to enhance their success.



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### COLL204

#### **CAPSTONE IN FILM STUDIES (1 Cr) (1:0)**

This capstone course is for Communications: Film Studies Option students who have completed 45 credits. It is designed to assist students in the transition from the community college experience to a four-year educational institution or placement in a media-related environment. Students will be provided with practical experiences in film studies, culminating in the creation of a portfolio that demonstrates critical and technical competencies. The portfolio can include examples of the student having published film reviews (including pieces published in The College Hill, Idiom & Image, local daily and weekly publications, as well as online Websites) and/or provide evidence of having had films produced via cable television channels, online sources, or any other form of electronic media. In addition, through various writing assignments, students will demonstrate their ability to think critically about the value of their current educational experiences and assess its benefits.

Prerequisite: 45 credits

### COLL205

#### **COLLEGE CAPSTONE IN JOURNALISM (1 Cr) (1:0)**

This capstone course is for Journalism Option students who have completed all journalism-related course requirements and have a total of 45 completed credits. Emphasizing the creation of a journalism portfolio and the writing of two personal essays, the course is designed to assist students in the transition to a four-year institution or to placement in the workforce. Students will think critically about the value of their education and assess its benefits. Two office meetings must be arranged with the professor. One meeting must take place at the beginning of the semester; the other meeting should be arranged after the student has completed his or her portfolio and personal essays. In addition, personal interaction between the professor and the student will be maintained via a weekly exchange of email.

Prerequisite: Successful completion of 45 credits (including completion of all Journalism Option requirements)

### COLL206

#### **CAPSTONE FOR ACCOUNTING AND BUSINESS (1 Cr) (1:0)**

This course is intended for all students seeking to achieve a degree in Accounting, Business Administration or Business Management. Students must have completed 45 credits prior to course registration. This course is designed to assist students in the transition from the community college to a four-year educational institution or to placement in the work force. Students will engage in projects that require them to think critically about themselves and reflect on the knowledge gained during their community college experience. Students will also explore future academic and career-related paths and develop skills to enhance their success. This course is not intended for students who enroll in an internship or practicum course as part of a career or

technical program of study.

Prerequisite: Completion of 45 credits. Course must be taken within one semester of graduation.

### COLL208

#### **CAPSTONE FOR COMPUTER SCIENCE & INFORMATION SYSTEMS (1 Cr) (1:0)**

This course is intended for all Computer Science and Information Systems degree seeking students who have completed at least 45 credits. The course is designed to assist students in the transition from the community college to a four-year educational institution or to placement in the work force. Students will explore future academic and career-related paths. Students will also engage in analysis, writings, and problem solving work that shall require them to think critically and reflect on the knowledge gained during their community college experience.

Prerequisite: Must have completed 45 credits

### COLL209

#### **CAPSTONE FOR ENVIRONMENTAL STUDIES (1 Cr) (1:0)**

This capstone is for Environmental Studies students who have a total of at least 45 credits and are within one semester of graduation. It is designed to assist the students with the transition from the community college experience to a four year educational institution. Students will engage in analysis, writing and problem solving work that will require them to think critically and reflect on the knowledge gained during their time at Sussex County Community College

Prerequisite: Must have completed 45 credits

### COLL210

#### **CAPSTONE FOR BIOLOGY, PRE-MEDICAL/DENTAL, PRE-NUTRITION/DIETETIC OPTIONS**

This capstone course is designed to assist students in the transition from the community college experience to a four year educational institution. Students are required to creatively analyze, synthesize, and evaluate knowledge gained during previous semesters. Students will read several papers from the current research literature in their area of interest and will write a review paper on that topic. Additional assignments are designed to involve students in critical thinking and problem-solving. Throughout the semester students will engage in self-reflection activities related to their major and overall community college experience.

Prerequisite: Must have completed 45 credits

### COLL211

#### **CAPSTONE FOR MATHEMATICS, PHYSICAL SCIENCES AND ENGINEERING (1 Cr) (1:0)**

This capstone course is for Engineering/Physics Option students who have completed all Engineering/Physics-related course requirements and have a total of 45 completed credits. It is designed to assist students in the transition from the community college experience to a four-

year educational institution. Students will engage in analysis, writings, and problem-solving work that shall require them to think critically and reflect on the knowledge gained during their community college experience.

Prerequisite: Must have completed 45 credits

## COMMUNICATION

### COMM101 INTRODUCTION TO MASS COMMUNICATION (3 Cr) (3:0)

This course examines the technical and socio-economic evolutions of print and electronic media with an emphasis on current ethical issues. Publishing, broadcasting and other emerging media are studied in terms of social and personal impact.

### COMM110 INTRODUCTION TO RADIO AND TELEVISION BROADCASTING (3 Cr) (3:0)

This course examines the development of radio and television from historical, technical, business, programming, and regulatory perspectives. Special emphasis is given to how these industries currently operate and career opportunities within.

### COMM120 INTRODUCTION TO MULTIMEDIA (3 Cr) (2:2)

This course introduces the student to the field of multimedia. The student will experience a convergence of media uses and explore recent technologies and trends in the area of multimedia. Hardware systems, videodisk design, flow charts, software tools, scripts and production will be covered. Students will work in groups to design and prepare a multimedia presentation.

Prerequisite: GRAD105

### COMM130 TELEVISION PRODUCTION I (3 Cr) (3:0)

This course introduces students to the equipment and process used to produce television programs. In SCCC's on-campus studio, students will learn basic skills and terminology utilized in the television industry.

### COMM132 CINEMATOGRAPHY (3 Cr) (3:0)

This course gives students practical experience producing real television programs. With a focus on field production, segment producing, advanced editing, sound for video in a field application, the student will be prepared to step into the work place as a production assistant at a small video production facility or go on to a four-year institution for with advanced skills. Using SCCC's on-campus studio, students will fine tune the skills and terminology utilized in the television industry.

### COMM180 EDITING (3 Cr) (3:0)

This course deals with copyediting, headline writing, news selection and layout of newspapers. It will contain supervised practice in editing news copy and writing headlines.

Prerequisite: ENGL101

### COMM203 WRITING FOR THE MEDIA (3 Cr) (3:0)

This course introduces techniques for writing commercials, interviews, news and dramatic material to be broadcast. Theory and formatting of this specialized type of writing are practiced and analyzed.

### COMM205 RADIO AND TELEVISION PERFORMANCE (3 Cr) (3:0)

This course introduces students to the equipment and profess used to perform on radio and television. Through broadcasting facilities at SCCC, students will learn basic skills to perform as announcers, radio newscasters, on air DJs, TV news and sports reporters, and voiceover specialists.

Prerequisite: COMM203

### COMM210 MULTIMEDIA PRODUCTION (3 Cr) (2:2)

This course is a continuation of the basic course in multimedia with an emphasis on the design and creation of original multimedia presentations. In addition, students will design and specify the necessary hardware and software systems to create an effective product.

Prerequisite: GRAD240

Lab Fee Required

### COMM219 ON-LINE JOURNALISM (3 Cr) (3:0)

This course is an introduction to on-line journalism. Students are required to have a computer and Internet access. Those enrolled in the course will have the opportunity to work within or create a Web page, via the College's existing Web site. Skills to be developed include: using the Internet, the World Wide Web, E-mail, and other electronic sources; producing newsworthy stories and creating attention-getting Web sites; finding and using accurate sources of electronic information; gathering, arranging, and analyzing data; using AP style; preparing investigative reports and creating in-depth feature pieces; as well as performing other electronic journalism-related assignments.

Prerequisite: ENGL101

### COMM220 PHOTOJOURNALISM (3 Cr) (3:0)

This course will provide students with a basic understanding of visual communications media, with particular emphasis

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on digital still cameras. Students will be required to submit a variety of short-term (i.e., spot news) and long-term (i.e., photo essay) assignments using their own 35mm and/or digital still cameras. The course will include a basic review of lighting, color and digital imaging, exposure, composition, and special effects. Throughout the semester students will be assigned to cover approximately a dozen photojournalism assignments. By the end of the semester, students will have a proficiency in producing professional quality photographic images for newspapers and magazines, as well as digital photographic images for electronic and Web publications.

Prerequisite: ENGL215 or COMM219

### COMM223/ ENGL223

#### **THE GOTHIC IN LITERATURE AND THE CINEMA (3 Cr) (3:0)**

The Gothic in Literature and the Cinema will survey literature and cinema that are considered “Gothic.”

Characteristic themes will include authors’ and directors’ conceptions of death and decay, desire and sexuality, obsession and madness. The primary focus of the course will be on the study of literature and cinema. As a result, students will gain familiarity with and experience in: reading and analyzing literacy texts; using literary and cinematic terminology (e.g., genre, allegory, character narrative, mis-en-scene, montage, auteur, etc.); and writing critical essays that compare and contrast literary and cinematic works. Novels and films will include: Mary Shelly’s *Frankenstein*, Bram Stoker’s *Dracula*, Sheridan Le Fanu’s *Carmilla*, Shirley Jackson’s *The Haunting of Hill House*, and Richard Matheson’s *I Am Legend*. In addition, the short stories of Poe, Hawthorne, duMaurier, and others will be read, and films based on these authors’ work and/or themes will be discussed.

Prerequisite: ENGL102 – Grade of C or higher

### COMM225

#### **PUBLIC RELATIONS (3 Cr) (3:0)**

This online course provides an overview of the key elements involved in providing effective public relations for corporations, not-for-profit organizations, businesses, institutions, and government agencies. Elements to be covered will include methods of public relations research, strategic planning, preparing collateral materials, and writing effective press releases -ones that will ensure placement with media organizations.

Prerequisite: ENGL101 – Grade of C or higher or Permission of Instructor

### COMM230

#### **CRITICAL ANALYSIS AND SURVEY OF THE CINEMA (3 Cr) (3:0)**

This course will explore the film genres, film terms, and styles by examining the racially, ethnically, culturally and sexually diverse themes of producers and directors throughout the world. The course also will provide a historical survey of the cinema. Emphasis will be on writing critical pieces that demonstrate knowledge of aesthetic

principles and culturally diverse themes as they apply to film as an art form.

Prerequisite: ENGL101

### COMM250

#### **SPECIAL TOPICS IN COMMUNICATION (3 Cr) (3:0)**

This course focuses on special topics in Communication. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

### COMM290

#### **INTERNSHIP PORTFOLIO: NEW MEDIA (2 Cr) (1:6)**

This course serves as a professional work experience with web publishing jobs and new media assignments, either through co-op work placement or in-house assistance with design projects. Students will also be advised in assembling and presenting work for a portfolio.

Prerequisite: COMM219, COMM180, GRAD105

### COMM291

#### **PORTFOLIO PREPARATION AND PRESENTATION (1 Cr) (1:0)**

In this course, students will develop a portfolio of professional quality that is representative of technical and creative skills and career objectives. Excellent portfolio organization and resume presentation will be stressed. Cover letters, interviewing styles, and image presentation will be discussed. Students will write their goals, both short and long range, create a resume and develop a digital and presented portfolio for critique suitable for presentation to a school, client, or job interview.

Corequisite: COMM290

Prerequisite: 24 Credits in the Major Field of Study

## COMPUTER SCIENCE

### COMS110

#### **COMPUTER CONCEPTS & APPLICATIONS (3 Cr) (2:2)**

This course is designed to provide the student with a level of knowledge necessary to function in today’s technological society. Topics include computer and network terminology, hardware, software, and processing concepts. A large portion of the class time is dedicated to exercises performed using integrated software packages.

Lab Fee Required

### COMS113

#### **INTRODUCTION TO INFORMATION SYSTEMS (3 Cr) (2:2)**

This course is concerned with how organizations utilize information technology. The course deals with the operational activities involved in gathering, processing, storing, distributing and the use of information and its associated changing technologies. The case studies present students with managerial decision-making activities.

Software platforms are used for the analysis.

Lab Fee Required

### **COMS114 INTRODUCTION TO COMPUTER SCIENCE I (3 Cr) (2:2)**

This course introduces the student to the fundamentals of computer science using an emphasis on programming methodology and problem solving. Topics include introductory concepts of computer systems, algorithm design, programming languages, software engineering, and data abstraction with related applications. A high level programming language is completely discussed and is used as a means to demonstrate concepts.

Lab Fee Required

### **COMS115 INTRODUCTION TO COMPUTER SCIENCE II (3 Cr) (2:2)**

This course is a continuation of COMS114. Topics include intermediate to advanced programming techniques with logical data structures and the design and analysis of such structures. The course also covers techniques for program development, algorithm analysis, efficiency along with abstraction, an introduction to data structures, searching, sorting, recursion and string manipulation.

Prerequisite: COMS114 or Equivalent

Lab Fee Required

### **COMS120 COMPUTER SOFTWARE APPLICATIONS (3 Cr) (2:2)**

This course is a comprehensive hands-on study of Office Automation which provides the student with extended knowledge of Windows, word processing, electronic spreadsheets, and data base management.

Prerequisite: COMS110 or Higher

Lab Fee Required

### **COMS142 PROGRAMMING IN C++ (3 Cr) (2:2)**

This course is an introduction to programming in C++. The topics covered include data storage types, formatted input/output, logical and mathematical operators, user written functions, and one dimensional arrays. Students are required to write short programs to gain proficiency in the techniques taught.

Lab Fee Required

### **COMS143 ADVANCED PROGRAMMING IN C++ (3 Cr) (2:2)**

This course is a continuation of COMS142, presenting some of the more advanced features of programming in C++. The topics covered will include multidimensional arrays, strings, file input/output, data structures and object oriented techniques.

Prerequisite: COMS142 or Equivalent

Lab Fee Required

### **COMS148 INTRODUCTION TO LINUX (3 Cr) (2:2)**

This course is designed to familiarize students with the Linux operating system, which has all of the features of a modern, fully fledged operating system: true multitasking; virtual memory; shared libraries; demand loading; shared, copy-on-write executables; proper memory management; and TCP/IP networking. Students will learn to install the OS, and use its command interface and graphical interface(s). Samba, and networking with TCP/IP in the Linux environment will also be discussed.

Prerequisite: COMS113 or COMS114 or COMS142

Lab Fee Required

### **COMS155 WEB SITE DEVELOPMENT I (3 Cr) (2:2)**

This course is an introduction to Web Site Development. Students will receive intensive hands-on experience in coding web pages, including linking, layout and design, forms, graphics, security concerns, and maintaining a Web Site.

Prerequisite: COMS110 or any course above COMS110

Lab Fee Required

### **COMS156 WEB SITE DEVELOPMENT II (3 Cr) (2:2)**

This course is a continuation of Web Site Development I. Students will move into more complex techniques that may include, but are not limited to, Cascading Style Sheets, an introduction to scripting and CGI/Server-side scripting, and XML.

Prerequisite: COMS155 (grade of C or better)

Lab Fee Required

### **COMS210 SYSTEMS ANALYSIS & DESIGN (3 Cr) (2:2)**

This course examines techniques of computer systems analysis and design with an emphasis on structuring a computer system based on the needs of the user. Class projects will provide students with practical use of contemporary system analysis and design tools.

Prerequisite: COMS113 or COMS114 or COMS120 or COMS142

Lab Fee Required

### **COMS218 DATABASE MANAGEMENT SYSTEMS (3 Cr) (2:2)**

This course presents the concepts of database systems and data models. Topics include introductory to advanced design concepts, implementation, SQL, integrity, management and performance, web technologies, administration and security.

Prerequisite: COMS113 or COMS114 or COMS120 or COMS142

Lab Fee Required

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### COMS221

#### **OPERATING SYSTEMS (3 Cr) (2:2)**

This course is an introduction to the concepts and facilities of operating systems and control language software. Topics include multi-programming, timesharing, virtual storage and the management of programs and data within the system. Different types of operating systems will be discussed.

Prerequisite: COMS113 or COMS114 or COMS142

Lab Fee Required

### COMS223

#### **DATA STRUCTURES (3 Cr) (2:2)**

This course focuses on intermediate to advanced programming topics dealing with logical structures of data, together with the design and analysis of related algorithms. Topics include arrays, lists, linked lists, trees, stacks, graphs and memory management. Algorithms for searching, sorting and information retrieval area also explored. Students demonstrated proficiency by completing laboratory assignments.

Prerequisite: COMS115 or COMS143 Recommended

Lab Fee Required

### COMS225

#### **COMPUTER AIDED DESIGN (CAD) (3 Cr) (2:2)**

This course is an introduction to the principles of Computer-Aided Design (CAD) and the operation of CAD Systems. Students will use data entry devices to prepare working diagrams and schematic designs on industrial level workstations with Auto CAD.

Prerequisite: Prior exposure to microcomputers and/or drafting

Lab Fee Required

### COMS227

#### **E-COMMERCE (3 Cr) (2:2)**

This course is designed to have students explore how the Internet and various online technologies are impacting business enterprises. Students will focus on two major topic areas: the relationship between corporate strategies and technology, and an overview of the requirements of launching and managing an e-commerce website.

Prerequisite: BUSA101 or any COMS course

Lab Fee Required

### COMS228

#### **INTERNET MARKETING (3 Cr) (2:2)**

This course is designed to study the various web sites of business to better understand important strategies for marketing products and services on the Internet. Students will apply the techniques learned to develop effective web sites.

Prerequisite: BUSA101 and COMS155

Lab Fee Required

### COMS230

#### **NETWORKS AND TELECOMMUNICATIONS (3 Cr) (2:2)**

This course is an introduction to data communications. Topics include various transmission systems, hardware, software and local area networks. Laboratory assignments will include the installation and maintenance of a local area network -Novell NetWare. .

Prerequisite: COMS113 or COMS114 or COMS120 or COMS142

Lab Fee Required

### COMS239

#### **FUNDAMENTALS OF COMPUTER ARCHITECTURE (3 Cr) (2:2)**

This course is an introduction to computer organization and architecture. Topics covered are the overview of the early Von Neumann model through modern architectural models. Topics also presented include data representation, digital logic, circuit diagrams, assembly language organization, processors, memory addressing, memory storage, input/output processing, and interfaces.

Corequisite: COMS114 or COMS142

Lab Fee Required

### COMS240

#### **COMPUTER INFORMATION SYSTEMS INTERNSHIP (3 Cr) (1:4)**

This is a college-supervised program in a data processing environment. The course is designed to expose students to the methods and procedures utilized by data processing professionals.

Prerequisite: COMS120, COMS206, COMS214

Prerequisite: Permission of the Program Coordinator

### COMS250

#### **SPECIAL TOPICS IN COMPUTER INFORMATION SYSTEMS (3 Cr) (3:0)**

This course is designed to address specific topics in Computer Information Systems. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Lab Fee Required

Prerequisite: COMS112 or Permission of the Program Coordinator

## CRIMINAL JUSTICE

### CRJS100

#### **INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM (3 Cr) (3:0)**

This course is an overview of the criminal justice system in the United States. Topics include a study of the criminal justice system, the police, courts, and corrections.

This course is a prerequisite for all other criminal justice courses except CRJS105 and CRJS110.

**CRJS101****LAW ENFORCEMENT (3 Cr) (3:0)**

This course studies the police function in modern society. Topics will include methods of selection and training, police discretion, the use of force and the police role in the community.

Prerequisite: CRJS100

**CRJS105****CRIMINOLOGY (3 Cr) (3:0)**

This course studies crime as a social phenomenon. Topics include crime statistics, theories of the causes of crime, criminal typologies, the limits of the law and societal responses to crimes and criminals. Students are encouraged to take Introduction to Sociology (SOCA10) before enrolling in this course.

**CRJS110****CRIMINAL LAW (3 Cr) (3:0)**

This course is a study of the principles of criminal law in the United States. Topics will include the adversary system, principles of justification and excuse, arrest, search, and seizure. The New Jersey Code of Criminal Justice and the procedural guarantees of the U.S. and NJ Constitutions will be examined.

**CRJS115****JUVENILE JUSTICE (3 Cr) (3:0)**

This course is a study of the historical foundations for the establishment of Juvenile Courts in the United States. Topics include the juvenile justice process, functions of juvenile justice system components, sociological concepts and theory of the adolescent subculture.

Prerequisite: CRJS100

**CRJS140****HEALTH AND FITNESS FOR THE PUBLIC SAFETY PROFESSIONAL (3 Cr) (3:0)**

This course will explore basic concepts of health and physical fitness for the public safety professional. It will provide the student with the means for self-evaluation through various testing situations. It will also assist students in the development and maintenance of a healthy lifestyle as needed for a career in the public safety field: Police officers, Firefighters, Corrections, Court personnel working for Federal, State or local agencies. Topics investigated are lifestyle issues in wellness including cardiovascular function, weight management and nutrition, strength, flexibility, stress management and principles/programs of exercising.

**CRJS150****POLICE PATROL ADMINISTRATION (3 Cr) (3:0)**

This course introduces basic patrol strategies and focuses on techniques and procedures used in the prevention and detection of crimes.

Prerequisite: CRJS100

**CRJS180****CORRECTIONS (3 Cr) (3:0)**

This course is a survey of the theories and applications of correctional practices in both community and institutional models. The physical, educational, and social aspects of incarceration are studied with respect to their impact on the rehabilitative prospects of the inmate.

Prerequisite: CRJS100

**CRJS210****CRIMINAL INVESTIGATION (3 Cr) (3:0)**

This course is an introduction to the field of crime investigation and the detective function. Attention is focused on the history of crime detection, the evolution of scientific investigation, and the methodologies of detection, apprehension and conviction of criminal offenders.

Prerequisite: CRJS100

**CRJS215****CRIMINAL COURT PROCEDURES (3 Cr) (3:0)**

This course is a comprehensive review of substantive criminal law and criminal due process. The importance of constitutional law to these fields is emphasized, as are practical insights into the operations of the criminal court system.

Prerequisite: CRJS100

**CRJS220****CONTEMPORARY ISSUES IN LAW ENFORCEMENT (3 Cr) (3:0)**

This course addresses current issues in law enforcement. Analysis and solutions are sought for such topics as community relations, corruption, AIDS, the role of politics, etc.

Prerequisite: CRJS100

**CRJS225****COMMUNITY CORRECTIONS (3 Cr) (3:0)**

This course examines the major types of community based correctional alternatives ranging from probation to weekend incarceration and halfway houses. Attention is given to correctional law, personnel development, correctional management, controversies, political pressures and emerging trends.

Prerequisite: CRJS100

**CRJS230****PRACTICUM IN CRIMINAL JUSTICE AGENCY OPERATIONS (3 Cr) (3:0)**

This course applies theory to the actual functioning of local agencies of the criminal justice system. Students are exposed to the theoretical underpinnings of such agencies as the police, prosecutor, public defender, courts, jails, prisons and emergency management response agencies. Extensive opportunities to participate in the actual operations of these agencies are also provided.

Prerequisite: 30 credits including 12 in criminal justice, 2.8 GP A and permission of coordinator

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### CRJS250

#### **SPECIAL TOPICS IN CRIMINAL JUSTICE (3 Cr) (3:0)**

This course is designed to address specific topics in Criminal Justice. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Prerequisite: CRJS100

## DESIGN

### DESN101

#### **PRINCIPLES OF DESIGN I (3 Cr) (2:2) + Studio 1 Hr.**

This course combines the history of design from the industrial revolution to the present with practicable knowledge and exercises in scale and proportion through two and three dimensional drawing and/or building problems. Students will explore influences of past design on our present culture through projects including architectural, interior design, and furniture design concepts. Emphasis will be placed on the refinement of sketching and mechanical drawing to realize individual ideas. Projects will explore relationships between historical and cultural special systems and the relationship to the human proportion. Students will be expected to develop a complete original design concept and to articulate the development of that visual concept within the historical framework.

Prerequisite: ARTA101, ARTA108

Lab Fee Required

### DESN102

#### **PRINCIPLES OF DESIGN II (3 Cr) (2:2) + Studio 1 Hr.**

This course is a continuation of Principles of Design I and continues to focus on the elements of design methodology and visual problem solving. Projects will continue to advance students ability to translate ideas through mechanical drawing and sketching techniques. Students will be expected to formulate and develop original design concepts from inception through the varied stages to completion. Additionally, emphasis will be placed on the finished presentation of the project. Projects will explore industrial design, decorative arts, fashion, furniture, and interior design.

Prerequisite: DESN101

Lab Fee Required

### DESN120

#### **HISTORY OF DESIGN (3 Cr) (3:0)**

This broad based survey course tracks major developments in the field of design in the areas of architecture, furniture design, fashion, industrial design and interior design emphasizing multi-cultural and historical contexts. The development of schools and trends, the relationships between historical, cultural, and political movements and the interaction of art, design, and culture are fully explored.

### DESN201

#### **ADVANCED STUDY IN DESIGN (3 Cr) (2:2) + Studio 1 Hr.**

This is an advanced course that encourages design option students to develop individual preferences within the design field. Each student in the class will concentrate on his/her own chosen area, i.e.; industrial design, interior design, fashion design, furniture design, decorative arts, etc. Each student will be expected to articulate their intention with regards to their individual projects and to explore various techniques within their particular genre.

Prerequisite: DESN102

Lab Fee Required

### DESN250

#### **SPECIAL TOPICS IN DESIGN (3 Cr) (3:0)**

This course focuses on special topics in Design. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

## ECONOMICS

### ECON101

#### **MACROECONOMICS (3 Cr) (3:0)**

This course is an analysis of major economic concepts. Topics include the elements of national income; the economic roles of government and labor; classical economics; monetary institutions and policies; the Keynesian model and modern fiscal policy; the macroeconomic aspects of world trade.

### ECON102

#### **MICROECONOMICS (3 Cr) (3:0)**

This course is an exploration of economic factors that affect the firm and individual consumers. Topics include the laws of supply and demand, elasticity, consumer demand and utility theory, production, pricing, competitive behavior, monopoly and imperfect competition, labor economics, international trade.

Prerequisite: ECON101 (Grade of C)

### ECON250

#### **SPECIAL TOPICS IN ECONOMICS (3 Cr) (3:0)**

This course focuses on special topics in Economics. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

## EDUCATION

### EDUC202

#### **HISTORICAL AND PHILOSOPHICAL PATTERNS IN EDUCATION (3 Cr) (3:0)**

This course examines the societal philosophies which have influenced the historical development of educational theory and practice.

**EDUC203****CURRICULUM DESIGN (3 Cr) (3:0)**

This course focuses on issues and practices related to curriculum and design. Students will reflect upon public school curricula, its organization, sequence and implementation. The course will include gaining knowledge of the New Jersey Core Curriculum Standards. Students will prepare, plan, and deliver lessons based on an understanding of curricular issues, including philosophies upon which the curricula are based.

Prerequisite: 32 Credits with a G.P.A. of 2.75

**EDUC250****SPECIAL TOPICS IN EDUCATION (3 Cr) (3:0)**

This course focuses on special topics in Education. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

**EDUC275****WORKING WITH SPECIAL NEEDS CHILDREN IN EARLY CHILDHOOD (3 Cr) (3:0)**

This course will give techniques for each childhood professionals to use when integrating children with special needs into classrooms.

Prerequisite: ENGL101, PSYC101

**EDUC286****PRINCIPLES AND PRACTICES OF TEACHING AS A PROFESSION (3 Cr) (3:0)**

This course introduces the basic elements of teaching, such as classroom management, literacy, diversity of learners, lesson planning, multicultural education, and teaching methodologies. Students observe in a public school setting, interview a teacher. Effective speaking and writing skills are an integral part of the assessment of students in this course. Students utilize professional teaching standards to assess their teaching styles and abilities as future teachers. Familiarity with the New Jersey Core Curriculum Content Standards is also a component of this course.

Prerequisite: 32 Credits with a GPA of 2.75

**EDUC291****PORTFOLIO DEVELOPMENT IN EDUCATION (1 Cr) (1:0)**

This course is for degree seeking students in the Liberal Arts Education Option, who have completed 45 credit hours. The course is designed to assist students in the transition from the community college experience to a four year educational institution or to placement in the work force within the education field. Emphasis is placed on the development of a professional portfolio that documents coursework and experiences relevant to the New Jersey Professional Standards for Teachers (N.J.A.C.6A:9-3.3) or Interstate New Teacher Assessment and Support Consortium (INTASC) Standards.

Corequisite: EDUC202 or EDUC286

Prerequisite: EDUC202 or EDUC286, 45 credits completed

**ELECTRONICS****ELET101****FUNDAMENTALS OF ELECTRONICS (4 Cr) (3:3)**

This course is a survey of electricity and electronics for automotive technology students. The principles of electrical components and circuits are studied. The course includes topics such as AC, D.C. parallel and series circuits, magnetism, motors, control components, and solid state devices. Laboratory assignments will stress the practical application of theory.

Prerequisite: AOTE201

Lab Fee Required

**ELET105****ELECTRONIC CIRCUITS (4 Cr) (3:3)**

This introductory course in circuit analysis defines fundamental electrical quantities and examines their relationship to various circuit components. Circuits comprised of resistance, capacitance, and inductance which are energized by both DC and AC sources are considered. In the laboratory the students perform experiments that confirm/demonstrate their grasp of the theory.

Prerequisite: MATH112

**ELET250****SPECIAL TOPICS IN ELECTRONICS (3 Cr) (3:0)**

This course focuses on special topics in Electronics. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

**ENGLISH****ENGL011****DEVELOPMENTAL ENGLISH (4-IC) (4:0)**

This course prepares students to reason while reading and writing in order to evaluate the written word, to judge its importance, and to express ideas through supporting details, reasons, and examples. The course also includes vocabulary and study skills development.

Prerequisite: Placement in this course is determined by the student's performance on the college placement Test.

**ENGL015****CRITICAL WRITING I (3-IC) (3:0)**

This basic writing course, part one of a two-sequence ENGL015/ENGL021, equips students with fundamental, standard writing skills. Emphasis is placed on writing effective paragraphs leading to the essay. Instruction focuses on developing the writing process, covering the following modes: narration, description, process, and comparison/contrast. Syntax, mechanics, and diction are reinforced through an individualized online lab program.

Prerequisite: Placement in this course is determined by the students' performance on the College Placement Test. This course is neither an elective nor a general education elective. This course is a first level developmental course which carries no graduation credit.



## COURSE DESCRIPTIONS

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### ENGL015L

#### **WRITING SKILLS I FOR COLLEGE SUCCESS (0 Cr) (0:1)**

This lab course develops skills essential to successful college writing. It provides additional practice in the writing process, grammar and punctuation. This course is to be taken concurrently with ENGL015.

### ENGL021

#### **CRITICAL WRITING II (3-IC) (3:0)**

This basic writing course, part two of a two-course ENGL015/ENGL021 equips students with standard English skills required for college-level writing assignments. Instruction is provided in the writing process and essay development in the following modes: Narration, Exemplification, Cause and Effect, and Argument with source documentation. Syntax, mechanics, and diction are reinforced through an individualized online lab program. Prerequisite: Placement in this course is determined by the student's performance on the College Placement Test or a grade of C1 or above in ENGL015. This course is neither an elective nor a general education elective. This course is a first level developmental course which carries no graduation credit.

### ENGL021L

#### **WRITING SKILLS II FOR COLLEGE SUCCESS (0 Cr) (0:1)**

This lab course develops skills essential to successful college writing. It provides additional practice in the writing process, grammar and punctuation. This course is to be taken concurrently with ENGL021.

### ENGL031

#### **CRITICAL READING I (3IC) (3:0)**

Critical Reading I is an intensive developmental course designed to provide students with the foundations needed for reading college-level materials. In this course, students will begin to develop a range of strategies for reading texts from a variety of disciplines, and then apply critical thinking strategies for reading and writing in response to that text. Prerequisite: Placement in this course is determined by the student's performance on the College Placement Test. This course is neither an elective nor a general education elective. This course is a first level developmental course which carries no graduation credit.

### ENGL031L

#### **READING SKILLS I FOR COLLEGE SUCCESS (0 Cr) (0:1)**

This lab course develops skills essential to successful college reading. It provides additional practice in vocabulary building, content reading, and comprehension. This course is to be taken concurrently with ENGL031

### ENGL032

#### **CRITICAL READING I (3IC) (3:0)**

Critical Reading II is an intensive developmental course designed to provide students with the foundations needed for reading college-level materials. In this course, students will apply a range of strategies for reading texts from a variety of disciplines, and then apply critical thinking

strategies for reading and writing in response to that text. Prerequisite: Placement in this course is determined by the student's performance on the College Placement Test or a grade of C1 or higher in ENGL031. This course is neither an elective nor a general education elective. This course is a second level developmental course which carries no graduation credit.

### ENGL032L

#### **READING SKILLS II FOR COLLEGE SUCCESS (0 Cr) (0:1)**

This lab course develops skills essential to successful college reading. It provides additional practice in vocabulary building, content reading, and comprehension. This course is to be taken concurrently with ENGL032.

### ENGL101

#### **ENGLISH COMPOSITION I (3 Cr) (3:0)**

This course advances the student's ability to write clearly and coherently by emphasizing the writing process. Emphasis is on writing projects which include personal, rhetorical, and expository models. Research skills are introduced.

Prerequisite: Proficiency on College Placement Test

### ENGL102

#### **ENGLISH COMPOSITION II (3 Cr) (3:0)**

This course introduces students to short fiction, poetry, drama, and the novel. Written assignments are based on the readings. Writing skills learned in Composition I are further developed. Students will write a research paper which demonstrates understanding of literary criticism.

Prerequisite: ENGL101 (Grade of C)

### ENGL125

#### **TECHNICAL COMMUNICATION (3 Cr) (3:0)**

This course focuses on expository writing for business, industrial, and scientific fields, emphasizing the principles for organizing, writing, and revising clear, readable documents and reports. Students will practice written, oral, reading, and reasoning skills. Research skills will be advanced.

### ENGL201

#### **EFFECTIVE SPEAKING (3 Cr) (3:0)**

This is a course in public speaking which stresses speech organization, effective delivery and critical listening skills. A strong emphasis is placed on student performance to help the student gain speech practice and develop self-confidence in a variety of speaking situations.

Prerequisite: ENGL015 and ENGL031

### ENGL203

#### **AMERICAN LITERATURE I (3 Cr) (3:0)**

This course is a study of American thought and writing from colonial times through the post-Civil War period. Attention will be given to American social, religious, economic and political thinking as reflected in the works of American authors.

Prerequisite: ENGL102

**ENGL204****AMERICAN LITERATURE II (3 Cr) (3:0)**

This course focuses on major works in American Literature from the Civil War to the present. Attention will be given to the social, economic, and historical context of the works, as well as to the content, style, and themes of the individual authors.

Prerequisite: ENGL102

**ENGL205****CONTEMPORARY LITERATURE (3 Cr) (3:0)**

This course examines writers from 1945 to the present as well as the major literary movements which have impacted art, culture, and philosophy. Emphasis is on the novelists, playwrights, and poets who have shaped the form and style of modern literature.

Prerequisite: ENGL102

**ENGL207/ WMST207****LITERATURE BY WOMEN (3 Cr) (3:0)**

This course will explore the writing of 19th, 20th, and 21st century women authors, poets and dramatists with an emphasis on the diversity of women's voices, and on the impact of the inclusion of their works on the literary canon.

Prerequisite: ENGL102 (Grade of "C")

**ENGL208/ PERA208****HISTORY OF THE THEATER I (3 Cr) (3:0)**

This course is a survey of dramatic literature and theatrical history from ancient times through the Renaissance. Students will be introduced to all areas of the theater including: acting, directing, design, and theater architecture.

Prerequisite: ENGL101

**ENGL209/ PERA209****HISTORY OF THE THEATER II (3 Cr) (3:0)**

This course is a survey of dramatic literature and theatrical history from the Renaissance through modern times. Students will be

introduced to all areas of the theater including: acting, directing, design, and theater architecture.

Prerequisite: ENGL101

**ENGL210****MODERN SHORT NOVEL (3 Cr) (3:0)**

This course is an intensive study of the short novel as a genre with emphasis on modern and contemporary writers.

Prerequisite: ENGL102

**ENGL211****THE SHORT STORY (3 Cr) (3:0)**

This course traces the development of the short story from the early nineteenth century. It explores the conventions of the genre including character, plot, setting, point of view, style, and theme.

Prerequisite: ENGL102

**ENGL213****LITERARY MASTERPIECES OF THE WESTERN WORLD I (3 Cr) (3:0)**

This course examines some of the great works of the western world from the age of Homer to the late Middle Ages. Works studied include the Greek masterpieces,

Roman literature, the Bible, Old English works, Chaucer, and Dante.

Prerequisite: ENGL102

**ENGL214****LITERARY MASTERPIECES OF THE WESTERN WORLD II (3 Cr) (3:0)**

This course focuses on discussions of great European literature from the early Renaissance through the twentieth century. Reading and analysis of works by such authors as Shakespeare, Milton, Cervantes, Moliere, Fielding, and Ibsen are included.

Prerequisite: ENGL102

**ENGL215****JOURNALISM I (3 Cr) (3:0)**

This course is an introduction to print journalism. Skills to be developed include news reporting, interviewing, copy editing, fact checking, proofreading, as well as writing editorials and feature stories.

Prerequisite: ENGL101 (Grade of C) or Permission of Instructor.

**ENGL216****CHILDREN'S LITERATURE (3 Cr) (3:0)**

This course introduces students to an appreciation of the breadth and variety of all genres of children's literature. Emphasis will be placed on selecting developmentally appropriate materials, encouraging a love of reading, and recognizing gender-free and non-biased literature for children.

Prerequisite: ENGL101

**ENGL217****JOURNALISM II (3 Cr) (3:0)**

This course builds upon those reporting and writing skills acquired in Journalism I. Greater emphasis will be placed on gathering and evaluating news, and writing in-depth articles for various kinds of print media. In addition, the basics of newspaper design and editorial content will be covered through practical assignments related to the production of the college newspaper, The College Hill.

Prerequisite: ENGL215 or COMM219

**ENGL220****CREATIVE WRITING (3 Cr) (3:0)**

This course is a writing workshop designed to help students write serious poetry and short fiction. Class discussions center on students' writing.

Prerequisite: ENGL101

**ENGL221****MODERN POETRY (3 Cr) (3:0)**

This survey course will explore modern poets from the late 19th century to the modern day. Gender and generational, as well as international considerations allow for a wide range of poetic artists to be covered.

Prerequisite: ENGL101 and ENGL102 (Grade of "C" or better)

## COURSE DESCRIPTIONS

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### ENGL222

#### **SHAKESPEARE (3 Cr) (3:0)**

This course provides students with an introduction to the works and world of the immortal Bard. Focus is on Shakespeare's handling of the greatest human dilemmas: the problems of power, the relationship of the individual to society, and the complexities of love. Students will be required to read samplings from the sonnets as well as selected histories, comedies, and tragedies.

Prerequisite: ENGL101 and ENGL102 (Grade of "C" or better)

### ENGL223/ COMM223

#### **THE GOTHIC IN LITERATURE AND THE CINEMA (3 Cr) (3:0)**

The Gothic in Literature and the Cinema will survey literature and cinema that are considered "Gothic."

Characteristic themes will include authors' and directors' conceptions of death and decay, desire and sexuality, obsession and madness. The primary focus of the course will be on the study of literature and cinema. As a result, students will gain familiarity with and experience in: reading and analyzing literacy texts; using literary and cinematic terminology (e.g., genre, allegory, character narrative, mis-en-scene, montage, auteur, etc.); and writing critical essays that compare and contrast literary and cinematic works. Novels and films will include: Mary Shelly's *Frankenstein*, Bram Stoker's *Dracula*, Sheridan Le Fanu's *Carmilla*, Shirley Jackson's *The Haunting of Hill House*, and Richard Matheson's *I Am Legend*. In addition, the short stories of Poe, Hawthorne, duMaurier, and others will be read, and films based on these authors' work and/or themes will be discussed.

Prerequisite: ENGL102 – Grade of C or higher

### ENGL230

#### **BRITISH LITERATURE I (3 Cr) (3:0)**

This course is a general survey and analysis of selected representative British authors and works, with a focus on general historical patterns in the different periods of British literature. This course starts with the Middle Ages and progresses through the eighteenth century.

Prerequisite: ENGL102 (Grade of C)

### ENGL231

#### **BRITISH LITERATURE II (3 Cr) (3:0)**

This course begins with a study of the Romantic Period and continues through contemporary British writers. The class will feature readings in the genres of non-fiction, fiction, drama, and poetry to provide a broad perspective of the innovations in the literature of these periods.

Prerequisite: ENGL102 (Grade of C)

### ENGL250

#### **SPECIAL TOPICS IN LITERATURE (3 Cr) (3:0)**

This course focuses on selected topics in literature. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

### ENGL260

#### **SPECIAL TOPICS IN WRITING (3 Cr) (3:0)**

This course focuses on selected topics in writing. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

## ENGINEERING

### ENGR100

#### **INTRODUCTION TO ENGINEERING (3 Cr) (3:0)**

This course explores the topic of engineering and is appropriate for both those intending to major in engineering and those with an interest in learning about the various fields of engineering and other aspects of what engineers do. You will learn how to formulate, articulate, and solve problems, how to analyze problems using various case studies, and how to present the results of engineering work in a suitable format. They will also learn about the different disciplines of engineering and the multidisciplinary nature of modern engineering design.

Corequisite: *PHYS120*

Prerequisite: *MATH113*

### ENGR210/ PHYS210

#### **MECHANICS (4 CR) (4:0)**

This course studies the equilibrium of particles and rigid bodies subject to concentrated and distributed Newtonian forces. These studies are also applied to particles; rectilinear motion; simple, damped, and driven oscillations; gravitation and central forces; Lagrange's equations and the Hamiltonian.

Corequisite: *MATH220*

Prerequisite: *PHYS120* (Grade of C)

## ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

### ESOL035

#### **BASIC ESOL SKILL DEVELOPMENT (3-IC) (3:0)**

This is an intensive, core language development class for non-native speakers of English. Emphasis will be placed on basic language skills: listening comprehension, speaking, reading, and writing, and grammar. This course will be offered in seven and a half-week modules, meeting twice per week.

Prerequisite: ESOL Placement Test

### ESOL037

#### **BASIC ESOL SKILL DEVELOPMENT II (3-IC Cr) (3:0)**

This is an intensive intermediate core language course. Emphasis is placed on all disciplines of language learning: listening comprehension, speaking, reading, writing, and grammar. This course is offered in seven and a half week modules, and meets twice a week.

Prerequisite: ESOL035 or ESOL Placement Test

**ESOL039****BASIC ESOL SKILL DEVELOPMENT III (3-IC Cr) (3:0)**

This is an intensive advanced core language course. Emphasis is placed on all disciplines of language learning: listening comprehension, speaking, reading, writing, and grammar. This course is offered in seven and a half week modules, and meets twice a week.

Prerequisite: ESOL037 or ESOL Placement Test

**ESOL057****ESOL INTRODUCTION TO BASIC ENGLISH GRAMMAR I (3-IC) (3:0)**

This is a beginning grammar course for non-native speakers of English. It introduces basic grammar, vocabulary, and pronunciation in conversational context based on survival skills.

Prerequisite: ESOL Placement Test

**ESOL058****ESOL INTRODUCTION TO BASIC ENGLISH GRAMMAR II (3-IC) (3:0)**

This is an intermediate grammar course for non-native speakers of English. Grammar pronunciation and vocabulary are further developed in conversational context.

Prerequisite: ESOL Placement Test

**ESOL059****ESOL INTRODUCTION TO BASIC ENGLISH GRAMMAR III (3-IC) (3:0)**

This is an advanced grammar course for non-native speakers of English. Grammar skills are further refined to a college level.

Prerequisite: ESOL Placement Test

**ESOL060****ESOL WRITING I (3-IC Cr) (3:0)**

This is a beginning writing course for non-native speakers of English. Emphasis is placed on the development of writing skills at sentence and paragraph level.

Prerequisite: ESOL Placement Test

**ESOL061****ESOL WRITING II (3-IC) (3:0)**

This is an intermediate writing course for non-native speakers of English. Topics include paragraph and short composition development.

Prerequisite: Grade of C in ESOL058 or ESOL Placement Test

**ESOL062****ESOL WRITING III (3 Cr) (3:0)**

This is an advanced writing course for non-native speakers of English. Emphasis is placed on achieving writing skills required to function on a college level.

Corequisite: ESOL059

Prerequisite: Grade of C in ESOL061 or ESOL placement test

**ESOL074****ESOL READING AND VOCABULARY I (3IC) (3:0)**

This is a beginning level reading and vocabulary course for non-native speakers of English. Emphasis will be placed on

reading comprehension, developing dictionary skills, recognizing spelling patterns, and acquisition of vocabulary themes centering around everyday American life.

Prerequisite: Grade of C in ESOL035 or ESOL Placement Test

**ESOL075****ESOL READING AND VOCABULARY II (3 IC) (3:0)**

This is an intermediate level reading and vocabulary development course for non-native speakers of English. Students will increase reading comprehension, vocabulary, and understanding of American Idioms. Emphasis will be placed on reading comprehension, independent reading, and accurate use of vocabulary in context.

Prerequisite: Grade of C in ESOL074 or ESOL Placement Test

**ESOL076****ESOL READING AND VOCABULARY III (3IC) (3:0)**

This is an advanced level reading and vocabulary course for non-native speakers of English. Students will be introduced to American Literature and college texts. Emphasis will be placed on reading independently in English, and acquisition of vocabulary suitable for successful transition into college courses.

Prerequisite: Grade of C in ESOL075 or ESOL Placement Test

**ESOL084****TOEFL PREPARATION (3-IC) (3:0)**

This is a very advanced preparation course for non-native speakers of English who must take the Test of English as a Foreign Language. Students seeking college level skills in structure, written expression, listening and speaking and reading comprehension may also attend.

Prerequisite: Grade of C in ESOL059 or ESOL Placement Test

**ESOL085****ESOL LISTENING AND SPEAKING I (3IC) (3:0)**

This is an introductory course to the sound systems and speech patterns of American English for non-native speakers. Emphasis will be placed on proper pronunciation, listening comprehension, and basic conversational skills centering around topics concerning everyday American life.

Prerequisite: Grade of C in ESOL035 or ESOL Placement Test

**ESOL086****ESOL LISTENING AND SPEAKING II (3IC) (3:0)**

This is an intermediate course in communication for non-native speakers of English. Students will be introduced to the International Phonetic Alphabet, articulation diagrams, and participate in interactive dialogues for more fluency in the English language. Emphasis will be placed on communicating clearly by expanding conversational skills and listening comprehension.

Prerequisite: Grade of C in ESOL085 or ESOL Placement Test

## COURSE DESCRIPTIONS

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### ESOL087

#### **ESOL LISTENING & SPEAKING III (3IC) (3:0)**

This is a high intermediate communication course for non-native speakers of English. Students will further study: the International Phonetic Alphabet, stress, rhythm, and intonation patterns of American English. Emphasis will be on developing effective communication skills for the successful transition into an academic or professional environment.

Prerequisite: ESOL086

### ESOL097

#### **COMMUNICATION AND PRESENTATION SKILLS FOR ESOL STUDENTS (3IC) (3:0)**

This is an advanced course for non-native speakers of English in public speaking. Emphasis will be placed on speech organization, effective delivery, public presentations, and critical listening skills for effective note taking in the academic environment. A strong emphasis is placed on student performance to help the student gain speech practice, and develop self-confidence in addressing a variety of audiences in multiple speaking situations.

Prerequisite: ESOL086 and ESOL087

## FRENCH

### FREN101

#### **ELEMENTARY FRENCH I (3 Cr) (3:0)**

This is an introductory course in French emphasizing the fundamentals of speaking, reading, writing, and listening. The course focuses on building basic vocabulary and introducing students to the French culture. It is designed for students with no French experience.

### FREN102

#### **ELEMENTARY FRENCH II (3 Cr) (3:0)**

This course is a continuation of FREN101 with an emphasis on the fundamentals of speaking, reading, writing, and listening. The course focuses on building basic vocabulary and introducing students to the French culture.

Prerequisite: FREN101 (Grade of C) or two years of high school French (Grade of C)

### FREN201

#### **INTERMEDIATE FRENCH I (3 Cr) (3:0)**

This course is a continuation of FREN102, developing skills in speaking, reading, writing, and listening at the intermediate level.

Prerequisite: FREN102 (Grade of C) or three years of high school French (Grade of C), or its equivalent.

### FREN202

#### **INTERMEDIATE FRENCH II (3 Cr) (3:0)**

This is a continuation of FREN201, developing skills in speaking, reading, writing, and listening at the intermediate level.

Prerequisite: FREN201 (Grade of C) or Permission of Instructor.

### FREN250

#### **SPECIAL TOPICS IN FRENCH (3 Cr) (3:0)**

This course focuses on selected topics in French. This

course will provide an opportunity to expand the modern language offerings into the areas of history, literature, and civilization.

## FIRE SCIENCE

### FRST101

#### **INTRODUCTION TO FIRE SCIENCE (3 Cr) (3:0)**

This course is an introduction to the fundamentals of fire protection engineering. It is a study of fire hazards and controlling mechanisms, detection and alarm systems, fire behavior and the physical and chemical effects of combustion upon a single dwelling to problem areas such as high-rise buildings.

### FRST103

#### **FIRE PREVENTION (3 Cr) (3:0)**

This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

Prerequisite: FRST101

### FRST104

#### **FIRE ADMINISTRATION (3 Cr) (3:0)**

This course examines the organization and management of the fire service. Topics include discussion of new technologies, changing organization structures, personnel and equipment, manpower and training, reporting systems and municipal budgets.

Prerequisite: FRST101

### FRST105

#### **FIRE PROTECTION SYSTEMS (3 Cr) (3:0)**

This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers.

Prerequisite: FRST101

### FRST106

#### **FIRE TACTICS AND STRATEGY (3 Cr) (3:0)**

This course progressively covers fireground tactics and strategies from before the fact fireground preparation, through systematically planning, implementing and managing the strategic and/or tactical plan, to a process of reviewing events and critiquing performance.

Prerequisite: FRST101

### FRST107

#### **FIRE INVESTIGATION (3 Cr) (3:0)**

This course instructs fire personnel to observe fire patterns, cause and origin, and clues of arson presented. Preserving the fire scene, the fire setter, legal considerations and fire investigations are also discussed.

Prerequisite: FRST101

**FRST110****FIRE BEHAVIOR AND COMBUSTION (3 Cr) (3:0)**

This course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled.

Prerequisite: FRST101

**FRST202****BUILDING CONSTRUCTION FOR FIRE PROTECTION (3 Cr) (3:0)**

This course studies the components of building construction that relate to fire and safety. The focus of this course is on fire fighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

Prerequisite: FRST101

**FRST205****FIRE PROTECTION HYDRAULICS AND WATER SUPPLY (3 Cr) (3:0)**

This course is a review of hydraulic calculations and formulas, how to apply the standards to firefighting equipment and water supply.

Sprinkler systems, fire pumps and hose lines are covered.

This course requires fieldwork.

Prerequisite: FRST101

**FRST208****HAZARDOUS MATERIALS (3 Cr) (3:0)**

This course provides basic fire chemistry relating to the categories of hazardous materials including problems of recognition, reactivity, and health encountered by firefighters.

Prerequisite: FRST101

**FRST210****OCCUPATIONAL HEALTH AND SAFETY (3 Cr) (3:0)**

This course covers the basic principles of Federal, State and FFA standards and legislation emphasizing such topics as blood borne pathogens, NJ PEOSHA codes and related codes for general industry. It also addresses issues facing the firefighter such as injury, death, and health. This course is designed for N.F.P .A. 1500.

Prerequisite: FRST101

**FRST230****LEGAL ASPECTS OF THE FIRE SERVICE (3 Cr) (3:0)**

This course introduces the Federal, State, and local laws that regulate emergency services, national standards influencing emergency services, standards of care, tort, liability, and review of relevant court cases.

Prerequisites: FRST101 and FRST103 (or FRST101 and permission of Program Coordinator of Fire Science Technology)

**FRST250****SPECIAL TOPICS IN FIRE SCIENCE (3 Cr) (3:0)**

This course focuses on selected topics in Fire Science technology. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

**GEOGRAPHY****GEOG105****CULTURAL GEOGRAPHY (3 Cr) (3:0)**

This course will function as a map to the cultural landscape of our world. It combines aspects of economic and cultural geography. It will examine the interrelations between humans and their natural environments as well as examine the difference between one place and another in terms of the customs, mores and institutions that create and maintain human societies.

**GEOG110****WORLD GEOGRAPHY (3 Cr) (3:0)**

This course is an introduction to the study of geography focusing on a regional geographic approach. Particular reference is placed on the relationship of geographic features, natural resources, and economic development.

**GEOG250****SPECIAL TOPICS IN GEOGRAPHY (3 Cr) (3:0)**

This course focuses on special topics in Geography. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

**GEOLOGY****GEOL101****PHYSICAL GEOLOGY (4 Cr) (3:3)**

This course is designed to introduce students to earth and its physical processes, including the origin and nature of rocks and minerals, weather and its erosional forces, mountain building, volcanism, metamorphism, origin of ore deposits, plate tectonics, and problems of water supply and pollution. Field trips will be an integral part of the course.  
Lab Fee Required

**GEOL110****HISTORICAL GEOLOGY (4 Cr) (3:3)**

This course will introduce the student to the study of planet Earth through time. The class will study the concepts of stratigraphy (the study of strata) and the fossils they contain. This course will concentrate on the geologic history of North America with special attention to the Appalachian Basin and New Jersey. This course will discuss the history of the Earth, geological processes and biological history. This course will include labs and several field trips to observe concepts taught in the lectures.

Prerequisite: GEOL101

Lab Fee Required

**GEOL250****SPECIAL TOPICS IN GEOLOGY (3 Cr) (3:0)**

This course focuses on special topics in Geology. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

## COURSE DESCRIPTIONS

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### GRAPHIC DESIGN

#### GRAD101

##### **INTRODUCTION TO GRAPHIC DESIGN (3 Cr) (3:0)**

This course covers the history and changing face of graphic design in the new millennium. Topics discussed will include advertising design, form and function, design trends and influence focusing on aesthetics. Students will come away with a basic understanding of typographical terms and techniques, creative problem solving with an emphasis on 2D layout, and a design concept of thumbnails, comps, and storyboarding. The use of art and design as a means of communication in business and industry is emphasized. Projects may cover magazine, newspaper, brochure, editorial presentations using art, photography, type, and illustrations and package design.

#### GRAD103

##### **PRINCIPLES AND HISTORY OF GRAPHIC DESIGN AND ILLUSTRATION (3 Cr) (2:2)**

This course provides the student with a detailed study of the evolution of design in all of its various forms (e.g., architecture, typography, industrial, etc.) with special emphasis on the evolution of graphic design from its inception through the era of the Computer Revolution. The development of all forms of design concepts in different cultures and periods will be discussed and compared. Students will utilize studio concepts, computer technology, creative writing, and creative visualization to broaden their knowledge of the history of design and strengthen their individual design skills.

Lab Fee Required

#### GRAD105

##### **COMPUTER GRAPHICS I (3 Cr) (2:2)**

This course emphasizes techniques and applications used to produce published documents for both Internet and print media. Students will learn to design documents, publications, and related projects using industry standard software on both MAC and PC platforms. An emphasis is placed on basic computer graphic skills through practical experience with two-dimensional paint and draw programs, as well as layout programs for print and web. Projects covered include advertising design, page layout, computer illustrations, digital imaging, and the scanning and manipulation of images.

Prerequisite: Any COMS course

Lab Fee Required

#### GRAD107

##### **DRAWING FOR DESIGNERS (3 Cr) (2:2)**

This is a studio course where students will observe and create in the physical world away from the computer. This course suggests that real-world observation is invaluable in the planning of traditional illustration, digital illustration, 2D graphics, and 3D generated images. Areas of instruction will include graphic design drawing elements (such as line, value, texture, color, and composition), perspective, architecture, and environments. The course will also

emphasize basic drawing techniques, anatomy for the artist, life drawing, lighting, texturing, and storyboarding. Students will learn how to efficiently work with pencil, charcoal, ink, markers, and mixed media.

Lab Fee Required

#### GRAD108

##### **HISTORY OF GRAPHIC DESIGN (3 Cr) (2:2)**

This course explores art and design in historical and philosophical context from the Paleolithic to the Digital Age utilizing visual, literary and web sources. In considering art and design beyond the aesthetic, emphasis will be placed on its role of these two forces in the areas of commerce, culture, propaganda, ideology and the social and political arenas. Through a series of workshop projects in a variety of media, this course will serve as a laboratory for students to express their understanding of the presence of the history of visual communication in contemporary life and raise informed questions about their own contributions to the future of the field.

Lab Fee Required

#### GRAD122

##### **TYPOGRAPHY AND LAYOUT (3 Cr) (2:2)**

This course is an introduction to typography and layout as applied to visual communication. Students will explore the history of typography, type recognition, typographic terms, fundamentals of type, and the appropriate use of typography in a variety of design applications. Emphasis is placed on the basic design principles of typographic compositions and typesetting. A range of theoretical and applied projects will be used to investigate typography as a fundamental communication tool. Students use both traditional and digital media employing page layout and software programs that utilize type.

Prerequisite: GRAD101, GRAD105

Lab Fee Required

#### GRAD128

##### **COMPUTER GRAPHICS II (3 Cr) (2:2)**

This course provides students with the intensive exploration of advanced digital imaging as it applies to photography creating PDF documents, optimizing web graphics and complex layered images. Students will perfect their ability to creatively use digital imaging software to create sophisticated graphics for print and the web. Further study and practical application will be applied to creating documents for both the Internet and print mediums. An emphasis is placed on developing quality portfolio pieces.

Prerequisite: GRAD105

Lab Fee Required

#### GRAD132

##### **DESIGNING AND PRINTING STYLIZED BOOKS (3 Cr) (2:2)**

This course is designed for art and design students who wish to create and publish children's books, short stories, cartoons, anime, poems, or collections. Students will learn to design and lay out their material (drawings, paintings, photographs, and scanned images) through the use of illustration software (Adobe Illustrator®). The resulting images will be managed through the use of software designed for image manipulation (Adobe PhotoShop®). The

culmination of the artistic rendering will be integrated into a high-end composition through the use of specialized software (Adobe InDesign®) for output to print. In addition to the use of software, the course will introduce the student to the basics of color theory, typography, design, layout, pagination, preparation for print, and final print. The focus of the student's creative efforts throughout the semester will be upon the creation of a full color bound booklet.

Prerequisite: GRAD105

Lab Fee Required

### GRAD135

#### **ADVERTISING & PACKAGE DESIGN (3 Cr) (2:2)**

This course introduces the student to the development, scheduling, and production of 3D primary and secondary packaging plus related print materials. The focus of the course is on design, research, marketing, advertising, and sales for the retail marketplace. Students will obtain a working knowledge of product related resources such as photography, printing, product/model comprehensives, sales samples, molding, and quality control. The course will also explore the preparation of all products and material for final production.

Prerequisite: GRAD122

Lab Fee Required

### GRAD140

#### **DIGITAL ILLUSTRATION AND PRODUCTION (3 Cr) (2:2)**

This course focuses on the introduction and development of studio skills in the creative use of illustration materials and design principles. The student will experiment with a wide range of techniques and media including colored pencil, graphite, watercolors, and computer illustration using industry standard paint and drawing software. Students will work with their hand drawings and scanning, combining fine art and graphic design to develop professional portfolio pieces. The student will learn illustration theory as a means of communication and will work on projects including children's book and magazine illustration, spot illustrations for the web, print and pre-press information. Final art projects will be produced in a variety of media, while students combine illustration with other fine art and advertising design skills to create a professional commercial art portfolio.

Prerequisite: GRAD105 and GRAD128

Lab Fee Required

### GRAD141

#### **ANIMATION AND DESIGN (3 Cr) (2:2)**

In this course, students will learn to create 2-dimensional animations and interactive websites using a variety of art software. Topics covered include good interface design, character animation, morphing, tweening, storyboarding, sound and interactivity. Students will create a complete story animation and an interactive portfolio or website for their final project.

Prerequisite: GRAD105

Lab Fee Required

### GRAD142

#### **TYPOGRAPHY AND COLOR FOR DESIGNERS (3 Cr) (2:2)**

This course is an introduction to the fundamentals of type. Topics covered will include letterforms, text layout and problem solving for print and digital media. The technology and history of typography will be covered as well as page layout and software programs utilizing type. Students will also learn about the nature of color on paper and on the computer, in the printing press and beyond. Color theory, history and preparation information about color for print and web will be covered.

Prerequisite: GRAD101 and GRAD105

Lab Fee Required

### GRAD144

#### **COLOR FOR DESIGNERS (3 Cr) (2:2)**

This course is an introduction to color intended for the designer in a technology driven world. The course will emphasize insight into color terminology, traditional color theory, and the perception and use of color in all media. Additional focus is placed on the essential principles and elements of design and their application to a variety of studio projects. Further exploration of the future of color will also be covered.

Prerequisite: GRAD101, GRAD105

Lab Fee Required

### GRAD150

#### **STORYBOARDING AND SEQUENTIAL STORYTELLING (3 Cr) (2:2)**

This course is designed to introduce the student to techniques used by artists and graphic designers when they create characters and environments prior to animation on the computer. Students begin by using a paper and pencil approach to create characters and the world they inhabit. Students then learn to map out on paper the way that the story will unfold. The use of this "pencil and paper" approach helps students explore and develop their own creative process and teaches them to take their ideas from intangible abstracts to fully visualized concepts.

Lab Fee Required

### GRAD153

#### **CHARACTER DESIGN (3 Cr) (2:2)**

This course is designed to introduce the student to the essential craft of developing characters for stories, games, and other forms of video entertainment. Before any of these entertainment forms can be pursued, an artist must develop successful characters. Students will learn that the thousands of hours of work and countless frames of video involved in these endeavors all depend on the success of the artist's vision, and they will have the opportunity to study different forms of character development ranging from the elegant lines of Japanese Anime to the poignant expressions of King Kong. Pencil, paper, clay, and polymer will all be used along with sketched storyboards to help character designer's work with authors and directors to identify and realize projects.

Lab Fee Required



## COURSE DESCRIPTIONS

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### GRAD158

#### **3D MODELING (3 Cr) (2:2)**

This course is designed to introduce the student to the basic concepts of modeling, texturing, and lighting and their application to 3D projects. Students will learn how artists build and sculpt 3D models, give them detailed textures, and light them in dozens of different ways using computer software. Topics include user interface, polygonal modeling, NURBS modeling, 3D cameras, lighting execution, textures and mapping.

Prerequisite: COMS110 or COMS113

Lab Fee Required

### GRAD162

#### **CHARACTER MODELING IN 3D (3 Cr) (2:2)**

This course introduces students to the art of 3D anatomy and sculpting. Using conceptual drawings and sculptures, students will learn to visualize and render their creations in a 3D perspective. Utilizing 3DS Max, bones and controllers will be added to these characters, enabling them to become animated works of art.

Prerequisite: GRAD153 and GRAD158

Lab Fee Required

### GRAD163

#### **3D ENVIRONMENTS (3 Cr) (2:2)**

This course is designed to introduce the student to advanced, organic modeling techniques, advanced texturing, and lighting and their applications to 3D Environments. Students will learn how to utilize these advanced techniques to construct a virtual environment with creativity and appeal. Topics include organic modeling and edge flow, environmental textures and their applications, 3D cameras and the viewer perspective and advanced lighting.

Prerequisite: GRAD158

### GRAD164

#### **CHARACTER ANIMATION IN 3D (3 Cr) (2:2)**

This course is designed to help the student develop skill in the animation of inanimate objects, character and interactivity between the two. Students will use a predetermined character to develop weight, emotion, and interactivity with personality and purpose. The course will expose students to traditional animation techniques, such as keyframing, pose-to-pose, and then help students see how these techniques apply to sophisticated 3D animation software such as 3DMAX.

Prerequisite: GRAD158

Lab Fee Required

### GRAD201

#### **PRESENTATION AND PRINT PRODUCTION (3 Cr) (2:2)**

This course will begin with training in various hand cutting and assembly techniques enabling the student to develop professional-level skills in craftsmanship. These skills combined with methods of presenting work will allow the student to develop into a well-rounded creative professional. Emphasis is placed on basic skills in cutting, mounting, folding, 3D construction and wrapping. Students will have the opportunity to apply these skills on a variety of

projects. In the later part of the class lectures and projects will focus on preparing accurate files using a variety of software applications. Topics include setting up mechanical files, film separations, screen angles, trapping, process and spot color, file formats, creating plates for specialized inks and processes, and an overview of the life cycle of a print job. Completed projects would be suitable for inclusion in student portfolios.

Prerequisite: GRAD122, GRAD128

Lab Fee Required

### GRAD203

#### **PRINT PRODUCTION (3 Cr) (2:2)**

This course places emphasis on student proficiency in the pre-press stage of graphic design. Beginning with traditional paste-up skills and concepts, and transitioning to computer, students will learn how to make the artwork they create suitable for printing. Class lectures and projects will focus on preparing accurate files using a variety of software applications. An in-depth study of various printing processes, links, and paper is also included in the course. Students will learn to work effectively with service bureaus, and, when possible, the course will include tours of printing plants and a large, full-service output bureau. Completed projects would be suitable for inclusion in student portfolios.

Prerequisite: GRAD122, GRAD144

Lab Fee Required

### GRAD210

#### **DESIGNING FOR INTERACTIVITY (3 Cr) (2:2)**

This course is an introduction to multimedia production using the latest professional authoring software to learn design principles and production processes essential to the creation of successful web design and multimedia projects, including basic animation and interactivity with the integration of sound and graphics. Planning complete projects as well as screen and interface design are covered at the introductory level. The emphasis is on practical experience using multimedia and web design software on both the MAC and PC platforms. Preparation of a digital portfolio is emphasized, as is the development of presentation skills for the corporate or freelance environment. Practical experience in concept generation, thumbnail sketching, storyboarding, and project organization are covered.

Prerequisite: GRAD128

Lab Fee Required

### GRAD220

#### **DIGITAL FINE ART I (3 Cr) (2:2)**

This fine art course serves as an introduction to the history, theory and software applications that are currently employed in the field of digital art. As a foundation for future creative endeavors, students will gain understanding of the aesthetic and creative possibilities inherent in the relationship between digital and traditional fine art mediums. Using digital tools, students will engage in drawing and painting.

Prerequisite: ARTA101 and ARTA180

Lab Fee Required

**GRAD235****VIDEO AND MOTION GRAPHICS (3 Cr) (2:2)**

This course introduces students to software products (editing suites and special effects) that are now widely used in the gaming and entertainment industries for editing and graphic manipulation. Students will learn to use specialized compositing tools to edit scenes, insert graphic effects, place sound effects, and blend music to create a final professional product. Software packages used in this class include Adobe's After Effects® and Premiere®.

Lab Fee Required

Prerequisite: GRAD128 and GRAD164

**GRAD240****MULTIMEDIA DESIGN FOR DIGITAL VIDEO AND AUDIO (3 Cr) (2:2)**

This course uses state of the art digital video and audio editing software so students will learn how to capture and manipulate video and sound, how to create streaming audio and video, how to create QuickTime movies and panoramas along with advanced Flash based movies for the Internet. Topics covered will include the latest web technologies to keep current in an ever-changing field. Students will work on both MAC and PC platforms and will also work in a studio environment for further experience on current and industry standard equipment.

Prerequisite: GRAD105

**GRAD250****SPECIAL TOPICS IN GRAPHIC DESIGN (3 Cr) (3:0)**

This course focuses on selected topics in graphic design technology. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

Prerequisite: GRAD105

Lab Fee Required

**GRAD280****GRAPHIC DESIGN INTERNSHIP (2 Cr) (1:6)**

This course is designed for Graphic Design majors who have demonstrated advanced skill levels and for those who have potential to perform professionally in a work environment. Internships include practical work experience in an on or off campus business or project (i.e. advertising agencies, graphic design businesses or corporate art departments). An emphasis on personal presentation and success in the workplace is covered

Corequisite: GRAD135

Prerequisite: GRAD122, GRAD144

**GRAD281****PORTFOLIO PREPARATION AND PRESENTATION (1 Cr) (1:0)**

In this course, students will develop a portfolio of professional quality which is representative of technical and creative skills and career objectives. Excellent portfolio organization and resume presentation, will be stressed. Cover letters, interviewing styles and image presentation will be discussed. Students will write their goals, both short and

long range, create a resume and develop a digital and printed portfolio for critique, suitable for presentation to a school, client or job interview.

Corequisite: GRAD135

Prerequisite: GRAD122, GRAD144

**GERMAN****GRMN101****ELEMENTARY GERMAN I (3 Cr) (3:0)**

This is an introductory course in German emphasizing fundamentals of speaking, reading, writing, and listening. The course focuses on building basic vocabulary and introducing students to the German culture. It is designed for students with no German experience.

**GRMN102****ELEMENTARY GERMAN II (3 Cr) (3:0)**

This course is a continuation of GRMN101 with an emphasis on the fundamentals of speaking, writing and listening. The course focuses on building basic vocabulary and continuing the study of German culture.

Prerequisite: GRMN101 (Grade of C) or two years of high school German (Grade of C)

**GRMN201****INTERMEDIATE GERMAN I (3 Cr) (3:0)**

This course is a continuation of GRMN102, developing skills in speaking, reading, writing, and listening at the intermediate level.

Prerequisite: GRMN102 (Grade of C) or three years of high school German (Grade of C), or its equivalent.

**GRMN202****INTERMEDIATE GERMAN II (3 Cr) (3:0)**

This is a continuation of GRMN201 developing skills in speaking, reading, writing, and listening at the intermediate level.

Prerequisite: GRMN201 (Grade of C) or Permission of Instructor.

**GRMN250****SPECIAL TOPICS IN GERMAN (3 Cr) (3:0)**

This course focuses on selected topics in German. This course will provide an opportunity to expand the modern language offerings into the areas of history, literature, and civilization.

**HISTORY****HIST101****HISTORY OF WESTERN CIVILIZATION I (3 Cr) (3:0)**

This course emphasizes the political, social, economic, technological, and cultural forces that influenced the historical development of Western Civilization to 1648. Major topics include: Ancient Civilizations, Greece and Rome, Middle Ages, Renaissance, and Reformation.

## COURSE DESCRIPTIONS

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### HIST102

#### **HISTORY OF WESTERN CIVILIZATION II (3 Cr) (3:0)**

This course is a survey of Western Civilization since 1648 with emphasis on the concepts and historical movements vital to understanding the modern world. Major topics include the development of law and government, the emergence of the major ideologies of the nineteenth and twentieth centuries, the industrial revolution and economic modernization, 20th century “isms” and the impact of social and cultural development in Western Europe.

### HIST105

#### **U.S. HISTORY I (3 Cr) (3:0)**

This course is an examination of United States history from the age of discovery through the Civil War. Particular emphasis will be placed on the social, economic, and political forces that were responsible for the development of the new nation.

### HIST106

#### **U.S. HISTORY II (3 Cr) (3:0)**

This course is an examination of United States history from Reconstruction through the present. Particular emphasis will be placed on major themes in United States' politics, society, economics, and diplomacy.

### HIST110

#### **HISTORY & HERITAGE OF SUSSEX COUNTY (3 Cr) (3:0)**

This course will present a study of Sussex County history and heritage. Using speakers, tours, and study materials, students will be exploring 200 years of Sussex County history and heritage.

### HIST201

#### **20th CENTURY ASIA (3 Cr) (3:0)**

This course will examine the major events, ideas, and forces that have shaped the Asian world in the years after 1898. Special attention will be paid to the interaction of Western ideas of political freedom, economic development, and imperialism with the classical ideas of Asian societies. Demographic and other social cultural traits as well as the impact of modernization on traditional societies will likewise be assessed.

### HIST250

#### **SPECIAL TOPICS IN HISTORY (3 Cr) (3:0)**

This course focuses on selected topics in History. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

### HOST101

#### **INTRODUCTION TO HOTEL, RESTAURANT, AND INSTITUTIONAL MANAGEMENT (3 Cr) (3:0)**

This course is designed to provide the student with an overview of the hospitality industry and focuses on the role of the professional manager within the industry. Topics include hotel and restaurant operation; meeting, event, and convention planning; travel and tourism; recreation and leisure management; gaming and casino operation; hospitality marketing; and human resource management

within the framework of the hospitality industry. Career opportunities within the industry will also be addressed, as well as the ethical operation of hospitality enterprises.

### HOST108

#### **HOTEL AND RESTAURANT OPERATIONS (3 Cr) (3:0)**

This course provides an in-depth study of restaurant and hotel operations. Topics include the history of lodging; the evolution and classification of lodging and food service establishments; staff selection, training, supervision and motivation; front office operation; reservation systems; housekeeping and sanitation; dining room design and management; hotel security; bookkeeping systems; franchise operations and branding; customer service; hospitality law; productivity, cost control, and risk management.

Prerequisite/Corequisite: HOST101

### HOST120

#### **FOOD PREPARATION I (3 Cr) (1:4)**

This course provides the student with an introduction to the commercial preparation of food. Students will have the opportunity to plan menus and practice the use of hand tools, common utensils, and powered food preparation equipment. In addition to the hands-on preparation of food in economic quantities, the course will provide students with managerial perspectives and the opportunity to operate an off-site restaurant. This course is intended to serve as a foundation for further study in the culinary arts.

### HOST125

#### **BAKING AND PASTRY ARTS (3 Cr) (1:4)**

This course provides students with the opportunity to develop the knowledge and skills needed for employment in the baking and pastry field. Students will have the opportunity to study and practice a variety of general and specialized baking techniques that will be used in the preparation of cakes, pastries, pies, cookies, and various other goods as part of a “made-to-order” bakery service in a student operated off-site restaurant.

### HOST136

#### **HOSPITALITY MARKETING (3 Cr) (3:0)**

This course provides students with an overview of all critical marketing functions as they apply specifically to the hospitality industry. Topics include the marketing mix; consumer behavior and decision-making; market segmentation; market research; promotion of services; branding, positioning and image management; merchandising; public relations, and publicity. Special emphasis is placed on the promotion of lodging, food, beverages, and special events. Students will also develop practical market plans for enterprises in the hospitality industry.

Prerequisite/Corequisite: HOST101

### HOST201

#### **FOOD AND BEVERAGE MANAGEMENT (3 Cr) (3:0)**

This advanced course is designed to acquaint the student with the management of commercial and on-site food and

beverage service operations. The primary emphasis of the course is on purchasing for the hospitality field, and includes topics such as preparation of specifications, selection of suppliers, grading of food products, government regulation and inspection of foods, ordering, receiving, storage, and inventory management. In addition, the course will examine the basic principles of dining service management, restaurant design, menu management, and the selection, sale, and control of alcoholic beverages.

Prerequisite/Corequisite: HOST1

### HOST203

#### **FOOD SERVICE SANITATION (3 Cr) (3:0)**

This course provides the student with an in-depth study of food microbiology and significant food-borne illnesses. Emphasis will be placed on food safety and adherence to local, state, and federal regulations that address food service sanitation. The course is intended to prepare students for the National Restaurant Association Educational Foundation Certification exam and the New Jersey State Department of Health Food Service Manager's Sanitation course exam.

Prerequisite/Corequisite: HOST101

### HOST222

#### **COMMERCIAL FOOD SERVICE OPERATIONS (4 Cr) (2:4)**

This course provides students with hands-on experience in the planning and operation of a food service enterprise. Topics covered include concept development, menu and nutritional concerns, budgeting and cost control, procurement and inventory management, marketing and promotion, dining room operation and related inventory management, marketing and promotion, dining room operation and related aspects of effective food service operation. Students will have the ability to develop and refine their management and operational skills in a restaurant located off site.

Prerequisite: HOST120

### HOST250

#### **SPECIAL TOPICS IN RESTAURANT AND HOTEL MANAGEMENT (3 Cr) (3:0)**

This course focuses on selected topics in Restaurant and Hotel Management. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

## HUMANITIES

### HUMN101

#### **SURVEY OF WORLD CULTURE I (3 Cr) (3:0)**

This survey course explores the evolution of western and non-western key ideas in art, music, and literature from prehistoric times to the 14th century. Emphasis is placed on the comparison of social, economic, religious, and political forces in the arts in a variety of cultures and diverse people.

### HUMN102

#### **SURVEY OF WORLD CULTURE II (3 Cr) (3:0)**

This survey course explores the evolution of western and non-western key ideas in art, music, and literature from the 15th to 21st century societies. Emphasis is placed on the comparison of social, economic, religious, and political forces in the arts in a variety of cultures and diverse people.

### HUMN250

#### **SPECIAL TOPICS IN WORLD CULTURE (3 Cr) (3:0)**

This course focuses on selected topics in World Culture. Since the topics may change each time the course is offered; students should consult the course offering schedule each semester.

## HUMAN SERVICES

### HUMS101

#### **INTRODUCTION TO SOCIAL WORK AND SOCIAL WELFARE (3 Cr) (3:0)**

This course introduces students to social service agencies and policies, the history of social welfare programs, and the goals and values of social work as a profession.

### HUMS120

#### **INTERVIEWING AND COUNSELING (3 Cr) (3:0)**

This course will focus on skills, theories, and principles of interviewing in human service settings. Emphasis will be placed on counseling techniques, group dynamics and cultural bias in the interview process. Offered fall semester only.

### HUMS160

#### **CRISIS INTERVENTION (3 Cr) (3:0)**

This course will assist individuals who are in frontline positions to make decisions and provide assessments when dealing with clients in a crisis situation.

Corequisite: HUMS101

Prerequisite: PSYC101 or Permission of Instructor

### HUMS170

#### **INTRODUCTION TO GERONTOLOGY (3 Cr) (3:0)**

This course introduces the student to a range of topics relevant to working directly with the elderly population, including the changing roles of older adults in post-industrial societies, the human services needs of older adults, community resources for older adults, issues involved in working with families and caregivers, and knowledge of adult developmental processes.

### HUMS175

#### **INTRODUCTION TO DEVELOPMENTAL DISABILITIES (3 Cr) (3:0)**

This course provides an overview of developmental disabilities. Emphasis is placed on the history of developmental disabilities, details of various disabilities, the community and institutional service delivery system, and state and federal funding systems. Additionally, the course will examine health, adaptive behavior, abuse and neglect issues, as well as program planning and individual supports that contribute to greater quality of life for persons with developmental disabilities.

## COURSE DESCRIPTIONS

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### HUMS203

#### **HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT: DIVERSITY (3 Cr) (3:0)**

This course explores the interaction between the individual and the social environment. Emphasis is placed on effects of and responses to varying forms of prejudice and discrimination. Additionally, issues of race/ethnicity, socio-economic class, gender and sexual orientation are examined as they impact upon direct practice in the social work field.

Prerequisite: HUMS101, PSYC101

### HUMS205

#### **SOCIAL WELFARE POLICY (3 Cr) (3:0)**

This course examines the history and philosophy of U.S. social welfare policy from World War I through the present. The relative impact of political, social, and economic forces on policy decisions is examined in depth, and U.S. Policy is compared to that of other western democracies.

Prerequisite: HUMS101 and SOCA101

### HUMS210

#### **INTERPERSONAL VIOLENCE INTERVENTIONS (3 Cr) (3:0)**

This course explains all aspects of domestic violence, sexual violence and abuse from a feminist perspective. Completion of this course may be considered as the volunteer and/or staff training required by Domestic Abuse & Sexual Assault intervention Services D.A.S.I

### HUMS220

#### **FIELD EXPERIENCE IN HUMAN SERVICES (3 Cr) (1:4)**

This course serves as an internship providing experiential learning through student involvement in a local agency. Prerequisite: Completion of 21 credits of Human Services Coursework (Grade of C) and permission of Certificate Coordinator.

### HUMS221

#### **FIELD EXPERIENCE IN HUMAN SERVICES II (3 Cr) (1:8)**

This course serves as an internship providing experiential learning through student involvement in a local agency. Prerequisite: HUMS220 and Permission of Program Coordinator

### HUMS250

#### **SPECIAL TOPICS IN HUMAN SERVICES (3 Cr) (3:0)**

This course focuses on selected topics in human services. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

## ITALIAN

### ITAL101

#### **ELEMENTARY ITALIAN I (3 Cr) (3:0)**

This is an introductory course in Italian emphasizing the fundamentals of speaking, reading, writing, and listening.

The course focuses on building basic vocabulary and introducing students to the Italian culture. It is designed for students with no Italian experience.

### ITAL102

#### **ELEMENTARY ITALIAN II (3 Cr) (3:0)**

This course is a continuation of ITAL101 with an emphasis on the fundamentals of speaking, reading, writing, and listening. The course focuses on building basic vocabulary and continuing the study of the Italian culture.

Prerequisite: ITAL101 (Grade of C) or two years of high school Italian (Grade of C)

### ITAL201

#### **INTERMEDIATE ITALIAN I (3 Cr) (3:0)**

This course is continuation of ITAL102, developing skills in speaking, reading, writing, and listening at the intermediate level.

Prerequisite: ITAL102 (Grade of C) or three years of high school Italian (Grade of C) or its equivalent

### ITAL202

#### **INTERMEDIATE ITALIAN II (3 Cr) (3:0)**

This is a continuation of ITAL201, developing skills in speaking, reading, writing, and listening at the intermediate level..

Prerequisite: ITAL201 (Grade of C) or permission of the instructor.

### ITAL250

#### **SPECIAL TOPICS IN ITALIAN (3 Cr) (3:0)**

This course focuses on selected topics in Italian. This course will provide an opportunity to expand the modern language offerings into the areas of history, literature, and civilization.

## LEGAL STUDIES

### LEGA100/ POLS111

#### **INTRO TO THE AMERICAN LEGAL SYSTEM (3 Cr) (3:0)**

This course is an introduction to the fundamental principles of the American Legal System. Topics include the structure of the state and federal court systems, legal terminology, and constitutional law decisions affecting every citizen and how to work within the system. Students will visit the Superior Court.

### LEGA103

#### **NEW JERSEY PRACTICE (3 Cr) (3:0)**

This course is an in-depth study of the Civil Court Rules for the New Jersey Court System. Each student will draft a summons, complaint, an answer, affirmative defenses, a counterclaim, a cross-claim, a third-party complaint, discovery requests and motions consistent with New Jersey Court Rules.

### LEGA105

#### **LEGAL RESEARCH & WRITING I (3 Cr) (3:0)**

This course is an introduction to the legal research process and legal writing. Topics include use of a law library,

research techniques, computer-assisted legal research, writing office memoranda and case briefs.

Prerequisite: ENGL101

### LEGA106

#### **CIVIL LITIGATION (3 Cr) (3:0)**

This course is an introduction to the principles of civil litigation. Topics include client interview, investigation and evidence, courts and jurisdiction, alternative dispute resolution, pleadings, discovery, motion practice, and trial. Special emphasis is given to the Canon of Ethics and the Code of Professional Responsibility in representing clients during the litigation process.

### LEGA110

#### **ESTATES & TRUSTS (3 Cr) (3:0)**

This course is a study of basic estate planning and administration of decedents' estates. Topics include intestacy, wills, probate, federal and state taxes, accounting, and distribution of assets. Students learn to draft wills and prepare inheritance tax forms.

Prerequisite: LEGA100

### LEGA115

#### **REAL ESTATE TRANSACTIONS (3 Cr) (3:0)**

This course is a study of New Jersey real estate legal practice and procedures. Topics include conveyancing, forms, and the theory and practice of real estate transactions. Sample cases are used to illustrate the legal assistant's role in real property conveyance. Landlord-tenant laws and eviction procedures are also discussed.

Prerequisite: LEGA100

### LEGA120

#### **FAMILY LAW (3 Cr) (3:0)**

This course is an introduction to New Jersey family law. Topics include divorce, annulment, property distribution, child custody, alimony, and support and visitation of children. New Jersey forms and procedures are reviewed. Students examine case studies and prepare matrimonial pleadings, agreements, and pre-trial memoranda.

Prerequisite: LEGA100

### LEGA210

#### **LEGAL RESEARCH AND WRITING II (3 Cr) (3:0)**

This course builds upon the knowledge gained in Legal Research and Writing I. Emphasis is placed on computer assisted legal research and advanced brief writing.

Prerequisite: LEGA105

### LEGA215

#### **BANKRUPTCY (3 Cr) (3:0)**

This course will provide an overview of the three most utilized Chapters of the Bankruptcy Code: Chapters 7, 11, and 13. Concepts covered will include Property of the Estate, Exemptions, Discharge of Debts, Claims and Business and Personal Reorganizations. Additionally, the roles of the parties in a Bankruptcy case will be identified and students will be familiarized with various research sources.

### LEGA217

#### **WORKER'S COMPENSATION (3 Cr) (3:0)**

This course will provide an overview and practical application of the Workers Compensation statutory method of providing benefits to an employee or his dependent who suffers a personal injury or death by accident or occupational disease arising out of and in the course of employment.

### LEGA218

#### **TORTS (3 Cr) (3:0)**

This course is an introduction to the Law of Torts. Topics include torts against the person, torts against property, torts against reputation, malpractice, torts against civil rights, defenses to tort claims, remedies for tort claims, and careers in tort law.

Prerequisite: LEGA100

### LEGA223

#### **CONSTITUTIONAL LAW (3 Cr) (3:0)**

This course will examine the U.S. Constitution as the framework for government. Leading decisions of the U.S. Supreme Court will be analyzed in the areas of Civil Rights and Civil Liberties with emphasis on the Bill of Rights, the 13th, 14th and 15th amendments.

### LEGA225

#### **LAW OFFICE MANAGEMENT (3 Cr) (3:0)**

This course will cover the fundamentals of law office management and organization. Subjects covered include: basic principles and structure of management, employment opportunities for the paralegal, timekeeping, trust, accounting systems, marketing issues, administrative and substantive systems in the law office and law practice technology.

### LEGA250

#### **SPECIAL TOPICS IN PARALEGAL STUDIES (3 Cr) (3:0)**

This course focuses on special topics in Paralegal Studies. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

### LEGA281

#### **PARALEGAL INTERNSHIP (3 Cr) (2:7)**

This course places the student in a supervised internship. Students will complete a minimum of 100 hours in the field. Classroom components of this course focus on legal ethics, portfolio development, interpersonal skills, resume preparation and interviewing techniques.

Prerequisite: LEGA100, LEGA103, LEGA105, LEGA106, 3 additional LEGA credits and Permission of Program Coordinator

## MATHEMATICS

### MATH005

#### **BASIC MATH REVIEW (1-IC) (1:0)**

This course is a brief review of basic mathematical concepts designed specifically for students who have taken the

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mathematics placement test and have not yet taken Basic Mathematics. Topics include whole numbers, fractions, decimals, ratios and proportions, percents, exponents, and square roots. In order to pass the course, students must achieve proficiency on a retake of the mathematics placement test.

Prerequisite: Appropriate mathematics placement score and no previous enrollment in MATH010

### MATH010

#### **BASIC MATHEMATICS (3 IC) (3:0)**

This course equips students with a working knowledge of the fundamentals of mathematics. Emphasis is placed on the understanding of basic mathematical concepts. Topics include whole numbers, fractions, decimals, ratios and proportions, percents, exponents, and square roots. Basic Mathematics is offered in the traditional classroom setting or in a self-paced computerized setting.

### MATH012

#### **BASIC ALGEBRA REVIEW (1-IC) (1:0)**

This course provides a review of the content of MATH023, Basic Algebra. It is designed for students who have taken the algebra placement test and have not yet taken Basic Algebra or Introductory Algebra I or II. In order to pass this course, students must achieve proficiency on a retake of the algebra placement test.

Prerequisite: Appropriate algebra placement score and no previous enrollment in MATH023

### MATH015

#### **INTRODUCTORY ALGEBRA I (3-IC) (3:0)**

This course, the first part of a two-semester basic algebra sequence, equips students with a working knowledge of basic algebraic concepts with a strong emphasis on problem-solving skills. Topics include variable expressions, first degree equations and inequalities, exponents, and polynomials. Upon successful completion of this course, the student must enter MATH017.

Prerequisite: MATH010 (Grade of C) or appropriate mathematics placement score

### MATH017

#### **INTRODUCTORY ALGEBRA II (3-IC) (3:0)**

This course is a required continuation of MATH015. Successful completion of this course constitutes completion of the MATH015/017 math sequence. This course equips students with a working knowledge of basic algebraic concepts with a strong emphasis on problem-solving skills and prepares students to enter MATH040, MATH104, MATH106, or MATH108. Topics include factoring, algebraic fractions, graphing, systems of equations, radical expressions and quadratic equations.

Prerequisite: MATH015 (Grade of C)

### MATH023

#### **BASIC ALGEBRA (3-IC) (3:0)**

This course equips students with a working knowledge of basic algebraic concepts with a strong emphasis on problem-solving skills and prepares students to enter MATH040, MATH104, MATH106, or MATH108. Topics

include variable expressions, first degree equations and inequalities, exponents, polynomials, factoring, algebraic fractions, graphing, systems of equations, radical expressions, and quadratic equations. Students who want a slower-paced course may elect to enroll in the MATH015/MATH017 sequence.

Prerequisite: MATH010 (Grade of C) or appropriate mathematics placement score; and appropriate algebra placement score

### MATH040

#### **INTERMEDIATE ALGEBRA (3-IC) (3:0)**

This course equips students with the algebraic concepts necessary for pre-calculus. Topics include completing the square, the quadratic formula, absolute value equations and inequalities, graphing linear and quadratic functions, rational exponents, radical equations, and complex numbers.

Prerequisite: MATH017 (Grade of C) or MATH023 (Grade of C) or appropriate algebra placement score

### MATH104

#### **CONTEMPORARY MATHEMATICS (3 Cr) (3:0)**

This course surveys several basic concepts of mathematics designed to give non-scientific/non-technical majors an understanding of the breadth of mathematics in areas other than computational application. Topics include: logic, financial management, geometry, measurement, probability and statistics.

Prerequisite: Grade of C or better in MATH017/MATH023 or appropriate algebra placement score

### MATH105

#### **TECHNICAL MATHEMATICS I (3 Cr) (3:0)**

This course is designed to increase students' mathematical knowledge and skills with an emphasis on applications in technological occupations. Topics include measurement analysis, algebraic and geometric topics, graphics, problem solving, logarithms and an introduction to trigonometry and vectors.

### MATH106

#### **MATHEMATICAL CONCEPTS (3 Cr) (3:0)**

This course surveys several concepts of mathematics designed to give non-scientific/non-technical majors an understanding of the breadth of mathematics in areas other than computational application. Topics include: problem solving, the real number system, linear and quadratic equations, exponents and logarithms, graphs and functions, and mathematical systems.

Prerequisite: MATH017 (Grade of C) or MATH023 (Grade of C) or appropriate algebra placement score

### MATH108

#### **STATISTICS (3 Cr) (3:0)**

This course includes the following topics: organization of data, measures of central tendency and dispersion, probability, the normal and binomial distributions, confidence intervals, hypothesis testing, analysis of variance, and correlation.

Prerequisite: MATH017 (Grade of C) or MATH023 (Grade of C) or appropriate algebra placement score

**MATH110****PRE-CALCULUS I (3 Cr) (3:0)**

This course is designed to strengthen algebraic skills and give students the math confidence to proceed with calculus and other higher forms of mathematics. Topics include the study of functions, graphing techniques, polynomial, rational, exponential and logarithmic functions and systems of equations and inequalities.

Prerequisite: MATH040 (Grade of C) or appropriate pre-calculus placement score

**MATH112****PRE-CALCULUS II (3 Cr) (3:0)**

This course is a continuation of Pre-Calculus I. It emphasizes mastery of the basic concepts of trigonometry, vectors, and conic sections. Topics include trigonometric functions, applied and analytical trigonometry, and an introduction to analytic geometry.

Corequisite: MATH110

**MATH113****CALCULUS I (4 Cr) (4:0)**

This course includes a review of algebraic and transcendental functions and their graphs; study of the concepts of limits and continuity, the derivative and its applications; indeterminate forms; introduction to integration and its applications.

Prerequisite: MATH110 and MATH112 (Grades of C) or appropriate pre-calculus placement score

**MATH114****CALCULUS II (4 Cr) (4:0)**

This course is the second semester of a three semester sequence of introductory calculus. Topics include integration techniques, applications of integration, double integrals, infinite series, parametric equations, and polar coordinates.

Prerequisite: MATH113 (Grade of C)

**MATH118****APPLIED COLLEGE MATH (4 Cr) (4:0)**

This course is a study in topics which provides a basis for continuing courses in mathematics and the physical sciences. This course includes trigonometric, exponential and logarithmic functions, the theory of equations, and introductions to statistics and to complex numbers. This course transfers only to an Engineering Technologies degree program.

Prerequisite: MATH040 or equivalent

**MATH119****APPLIED CALCULUS (4 Cr) (4:0)**

This course is a continuation of Applied College Mathematics and covers analytic geometry, differentiation, trigonometric identities, and methods of integration.

Prerequisite: MATH118

**MATH201****DISCRETE MATHEMATICS (4 Cr) (4:0)**

This course provides an introduction to discrete mathematics and its applications. Topics include elementary

set theory, logic, combinatorics, relations, graphics and trees, functions and number theory.

Prerequisite: MATH113 (Grade of C or higher)

**MATH205****BUSINESS CALCULUS (3 Cr) (3:0)**

This course introduces students to the techniques of differential and integral calculus. Emphasis is placed on the applications of limits, derivatives and integrals in the field of business.

Prerequisite: MATH110 (Grade of C or higher)

**MATH213****CALCULUS III (4 Cr) (4:0)**

This course is a continuation of Calculus II. Topics include analytic geometry in three dimensions, functions of several variables, partial derivatives, multiple integrals, vectors, and introduction to vector calculus.

Prerequisite: MATH114 (Grade of C)

**MATH215****LINEAR ALGEBRA (4 Cr) (4:0)**

This course provides an introduction to Linear Algebra and its applications. Topics include systems of linear equations and matrices, determinants, vectors and vector spaces, linear transformations, eigenvalues and eigenvectors.

Prerequisite: MATH114 (Grade of C or higher)

**MATH220****ORDINARY DIFFERENTIAL EQUATIONS WITH APPLICATIONS (4 Cr) (4:0)**

This course covers first and second order ordinary differential equations; systems of ordinary differential equations; applications of ordinary differential equations; and numeric and computational modeling techniques. The numeric modeling will be done by computer programming.

Prerequisite: MATH114 (Grade of C or higher)

**MATH250****SPECIAL TOPICS IN MATHEMATICS (3 Cr) (3:0)**

This course focuses on selected topics in mathematics. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

**MUSIC****MUSC101****MUSIC APPRECIATION (3 Cr) (3:0)**

This course is a study and appreciation of music through directed listening of recordings, films, demonstrations, live performances and readings. The class will focus on the elements of music by exploring examples from a range of musical styles, including classical music, ethnomusical traditions, jazz, and rock. Active class participation and attendance of live performance(s) are required.



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### MUSC105

#### **CHORUS I (1 Cr) (1:0)**

This course provides training in style and interpretation of music from all periods of history. It allows students the opportunity to perform in public. (Students may participate on a non-credit basis).

### MUSC106

#### **CHORUS II (1 Cr) (1:0)**

Continuation of MUSC105.

### MUSC107

#### **CHORUS III (1 Cr) (1:0)**

Continuation of MUSC105 and MUSC106.

### MUSC110

#### **INTRODUCTORY MUSIC THEORY (3 Cr) (3:0)**

This course is a beginning level study of music theory, including: notation (reading and dictation), ear training, keyboard skills and basic harmony. Active class participation is required, and students must have regular access to a piano or keyboard.

### MUSC250

#### **SPECIAL TOPICS IN MUSIC (3 Cr) (3:0)**

This course focuses on selected topics in Music. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

## OFFICE SYSTEMS TECHNOLOGY

### **MEDICAL TERMINOLOGY I (3 Cr) (3:0)**

This course is an introduction to the world of medicine through a system of building thousands of medical terms. It begins the study of the fascinating terminology used in this critical, high-tech and stimulating world. This course is designed for anyone who wishes to learn medical terminology

### OSTE246

#### **MEDICAL TERMINOLOGY II (3 Cr) (3:0)**

This course continues the building of thousands of medical terms via its specialized fields and anatomical systems. Because of the continual growth and advances in the medical field, thousands of words are constantly being added to the dictionary annually; thus, contributing significantly to the progress of medicine and its terminology. This course is designed for anyone interested in the world of medicine or anyone pursuing the medical transcription certificate.

Prerequisite: OSTE244

## PERFORMING ARTS

### PERA102

#### **ACTING I (3 Cr) (3:0)**

This is a course that offers an in depth study of character portrayal and scene development with a focus on improving

the skills required to perform a role from a script or from improvisation. This course requires student collaboration and attendance at local professional theater productions at an additional cost to the student.

### PERA103

#### **ACTING II (3 Cr) 3:0)**

This course is a continuation of Acting I with an emphasis on theory and practice, including class and public performance. This course requires student collaboration and attendance at professional theater productions at an additional cost to the student.

Prerequisite: PERA101

### PERA106

#### **ADVANCED ACTING I (3 Cr) (3:0)**

This is a course that offers an in depth study of character portrayal and scene development with a focus on improving the skills required to perform a role from a script or from improvisation. This course requires student collaboration and attendance at professional theater productions at an additional cost to the student.

Prerequisite: PERA103

### PERA107

#### **ADVANCED ACTING II (3 Cr) 3:0)**

This course is a continuation of Advanced Acting I with an emphasis on theory and practice, including class and public performance. This course requires student collaboration and attendance at professional theater productions at an additional cost to the student.

Prerequisite: PERA103 or other acting class experience

### PERA110

#### **THEATER WORKSHOP I (3 Cr) (1:6)**

This course is a practical study of theatrical production by intensive script study and supervised technical projects which culminate in performances for live audiences. Students work as cast or production staff and receive periodic evaluation. This course requires student collaboration and attendance at professional theater productions at an additional cost to the student.

### PERA111

#### **THEATER WORKSHOP II (3 Cr) (1:6)**

This course is a continuation of Theater Workshop I with emphasis on study of theatrical production by intensive script study and supervised technical projects which culminate in performances for live audiences. Students work as cast or production staff and receive periodic evaluation. . This course requires student collaboration and attendance at professional theater productions at an additional cost to the student.

Prerequisite: PERA110

### PERA120

#### **PERFORMANCE AND PRODUCTION I (3 Cr) (2:2)**

This course is a hands-on experience for those accepted for the College's theatre productions, either as a performer or production support personnel. The course content includes,

but is not limited to: acting, stage designing, lighting, sound, costumes, makeup, stage management, assistant directing, and understudying.

Prerequisite: Permission of Instructor

### **PERA121**

#### **PERFORMANCE AND PRODUCTION II (3 Cr) (2:2)**

This course is a continuation of Performance and Production II.

Prerequisite: PERA120 and Permission of Instructor

### **PERA208/ ENGL208**

#### **HISTORY OF THE THEATER I (3 Cr) (3:0)**

This course is a survey of dramatic literature and theatrical history from ancient times through the Renaissance. Students will be introduced to all areas of the theater including: acting, directing, design, and theater architecture. Prerequisite: ENGL101

### **PERA209/ ENGL209**

#### **HISTORY OF THE THEATER II (3 Cr) (3:0)**

This course is a survey of dramatic literature and theatrical history from the Renaissance through modern times. Students will be introduced to all areas of the theater including: acting, directing, design, and theater architecture. Prerequisite: ENGL101

### **PERA220**

#### **PERFORMANCE AND PRODUCTION III (3 Cr) (2:2)**

This course is a continuation of Performance and Production II.

Prerequisite: Permission of Instructor

### **PERA221**

#### **PERFORMANCE AND PRODUCTION IV (3 Cr) (2:2)**

This course is a continuation of Performance and Production III.

Prerequisite: Permission of Instructor

### **PERA250**

#### **SPECIAL TOPICS IN PERFORMING ARTS (3 Cr) (3:0)**

This course focuses on special topics in Performing Arts. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

## **PHILOSOPHY**

### **PHIL110**

#### **PHILOSOPHY AND THE MEANING OF LIFE (3 Cr) (3:0)**

This course is an introduction to philosophical analysis through an examination of the recurring issue of philosophy and the meaning of life. Topics of discussion will include: nature and methodology of philosophy, reality, existence of God, human freedom, and the value of existence.

### **PHIL201**

#### **COMPARATIVE RELIGIONS (3 Cr) (3:0)**

This course introduces students to religions of the world and fosters mutual respect and interreligious understanding. Topics include Buddhism (including Zen), Christianity, Hinduism, Islam, Jainism, Judaism, Shintoism and Taoism

### **PHIL203**

#### **HISTORY OF MODERN PHILOSOPHY (3 Cr) (3:0)**

Introduction to modern philosophy from the Renaissance to present. Study of ideas of Descartes, Spinoza, Leibniz; empiricism of Locke, Berkeley, Hume; idealism of Kant, Hegel and others.

### **PHIL205**

#### **CONTEMPORARY ETHICAL ISSUES (3 Cr) (3:0)**

This course is an introduction to the study of moral theories and their justification, including an examination of contemporary moral concerns as test cases.

### **PHIL250**

#### **SPECIAL TOPICS IN PHILOSOPHY (3 Cr) (3:0)**

This course focuses on selected topics in Philosophy. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

## **PHOTOGRAPHY**

### **PHOT110**

#### **PHOTOGRAPHY I (3 Cr) (2:2) + Studio 1 hr.**

This art course is designed for the beginning student of black and white photography. Students are introduced to the basic technical skills of operating a 35mm camera, recording images on film, and using a darkroom to create photographic prints. Critiques, reference to digital technologies, to important photographers, and trips to museums and galleries guide students in understanding the aesthetic implications of their technical decisions in this medium. Students must provide a 35-mm camera with manual settings and additional materials. Lab Fee Required

### **PHOT112**

#### **PHOTOGRAPHY II (3 Cr) (2:2) + Studio 1 hr.**

This course will present advanced camera handling, darkroom and presentation methods. Students will apply these techniques to a single thematic project throughout the semester, developing a body of work related by content as well as style. Prerequisite: PHOT110 Lab Fee Required

### **PHOT120**

#### **HISTORY OF PHOTOGRAPHY (3 Cr) (3:0)**

This course is an historical survey of fine art photography from the camera obscura to 21st century digital techniques. The course will emphasize the aesthetics, applications, and social impact of photography on our culture; this course will include the relationship of photography to other visual art forms.

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### PHOT130

#### **INTRODUCTION TO COLOR PHOTOGRAPHY (3 Cr) (2:2) + 1 Studio hr.**

This course explores the fundamental theory and practices of color photography. The student learns exposure development, color, and digital printing. Assignments and critiques are directed toward solving technical and aesthetic problems.

Prerequisite: PHOT112

Lab Fee Required

### PHOT135

#### **ALTERNATIVE PROCESSES IN PHOTOGRAPHY (3 Cr) (2:2) + 1 Studio hr.**

This course introduces the artist to hand coated photographic processes that include cyanotype, gum bichromate, platinum/palladium, vandyke and albumen printing. The fundamental theory and practices of color photography will also be discussed. Methods for the production of enlarged duplicate negatives will be covered.

Prerequisite: PHOT110

Lab Fee Required

### PHOT140

#### **DIGITAL PHOTOGRAPHY (3 Cr) (2:2) + 1 Studio hr.**

The course emphasizes the aesthetics of photography. It was designed for Photography Option students to extend their aesthetic choices outside of the traditional darkroom. It introduces students to digital photographic processes after they have learned the basics of fine art, black and white photography. It emphasizes the essential principles and tools of digital photography as it relates to the Fine Art Program. Students are taught how to manipulate photographic prints and how digital photography can improve traditional picture taking in conjunction with fine art photography.

Prerequisite: PHOT110 or Permission of Instructor

Lab Fee Required

### PHOT201

#### **ADVANCED STILL PHOTOGRAPHY (3 Cr) (2:2) + 1 Studio hr.**

In this course, students produce a portfolio of photographs using the traditional photographic studio, employing techniques involving essentials such as lighting, use of tripods, the still life genre, and life study compositions.

Prerequisite: ARTA101, PHOT112

Lab Fee Required

### PHOT202

#### **DOCUMENTARY PHOTOGRAPHY (3 Cr) (2:2) + 1 Studio hr.**

This studio course will explore the vanguard of photography today; Documentary Photography. Considered by the art-world as “the new function” of photography, Documentary Photography is an application of direct and realistic work dedicated to the profound and sober chronicling of the external world. The course will investigate the history of documentary photography, including among many others, work by Lewis Hine, Paul Strand, and Charles

Sheeler, and address the applications of documentary photography in the contemporary world. It will explore the theoretical questions; “photography: reality vs. the lie”, in a spirit of new realism and contemporary art and will require students to demonstrate the technical skills necessary to complete their own documentary projects in black and white film.

Prerequisite: PHOT110

Lab Fee Required

### PHOT205

#### **STUDIO PHOTOGRAPHY (3 Cr) (2:2) + 1 Studio hr.**

This course enables students to practice large format photography by using a 4” x 5” large format camera to achieve mastery of camera movements for the control of perspective and sharpness. Assignments relate to fine art photography as well as commercial applications.

Prerequisite: PHOT112

Lab Fee Required

### PHOT240

#### **DIGITAL PHOTOGRAPHY II (3 Cr) (2:2)**

This course is designed to further the understanding of digital photography and digital manipulation of original photographs by concentrating on special projects. Among the special topics that may be included are photo montages, high dynamic range (HDR) photographs, depth of field mapping, selective exposure control in post processing, understanding the difference in exposure control with a digital camera, blending options to extend the range of traditional photographs. Completed work in each of the special topics covered is expected.

Prerequisite: PHOT140 or Permission of the Instructor

Lab Fee Required

### PHOT250

#### **SPECIAL TOPICS IN PHOTOGRAPHY (3 Cr) (3:0)**

This course focuses on selected topics in Photography. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

## PHYSICS

### PHYS100

#### **CONCEPTS OF PHYSICS (4 Cr) (3:3)**

This course will introduce the student to the basic concepts of Physics. Topics include kinematics and dynamics, principles of conservation of energy, heat and selected topics in electricity, magnetism and modern physics.

Prerequisite: Proficiency on the College Placement Test

### PHYS105

#### **INTRODUCTORY ASTRONOMY (4 Cr) (3:3)**

This course provides an introduction to descriptive space science covering the historical development of astronomy and planetology. Basic physical laws are introduced to help explain the tools used in the investigation of solar systems. Appropriate laboratory experiences are provided.

Prerequisites: MATH106 or higher, or Permission of Instructor

**PHYS107****INTRODUCTORY METEOROLOGY (4 Cr) (3:3)**

This introductory course consists of five areas of concentration—atmospheric components; weather systems; upper air dynamics; satellite and radar interpretation of severe and weather elements; a review of historical weather events and their social and geographical effects; systems examined include hurricanes; severe thunderstorms and the mesocyclone; forms of precipitation; hourly observations; cloud identification; interpretation NCEP/NOAH data for forecast modeling data.

**PHYS108****THE PHYSICS AND TECHNOLOGY OF CLEAN ENERGY (4 Cr) (3:3)**

This course is designed to explore the approaches to energy that are more sustainable for the earth and its people. Students will learn the design and specific uses of appropriate clean energy systems. Topics include energy, electricity, biofuels, wind energy, hydroelectric power, solar power, connection to the grid and the human and environmental effects of energy use. Lab exercises and field trips will supplement the theory presented.

Prerequisite: MATH017 or MATH023 or Proficiency on the College Placement Test

Lab Fee Required

**PHYS110****PHYSICS I (4 Cr) (3:3)**

This course is designed to introduce students to problem-solving techniques in physics. Topics include forces, energy, mechanics, momentum, heat, and kinetic theory. Includes applications to the life sciences and everyday life.

Prerequisite: MATH112 (Grade of C)

Lab Fee Required

**PHYS112****PHYSICS II (4 Cr) (3:3)**

This course is a continuation of Physics I. Emphasis is placed on showing the connections found in electromagnetism, optics, and modern physics. Includes applications to the life sciences and everyday life.

Prerequisite: PHYS10I (Grade of C)

Lab Fee Required

**PHYS120****PHYSICS I WITH CALCULUS (4 Cr) (3:3)**

This course will introduce the student to problem solving and laboratory techniques in calculus based physics. Topics include vectors, forces, mechanics, kinematics, fluids, thermodynamics, and waves.

Prerequisite: MATH113, MATH114 (Grade of C) (MATH114 may be taken concurrently)

Lab Fee Required

**PHYS121****PHYSICS II WITH CALCULUS (4 Cr) (3:3)**

This course is a continuation of Physics I with Calculus. Topics include electromagnetism, circuits, electromagnetic waves, optics, and relativity.

Corequisite: MATH115 (Grade of C)

Prerequisite: PHYS120 (Grade of C)

Lab Fee Required

**PHYS205****MODERN PHYSICS (4 Cr) (3:3)**

This course covers the modern era of Physical Science from Relativity, quantum properties, Schrodinger's equation, and their applications. It begins where PHYS121 ends (with Optical Systems) and finishes the student's introduction to basic Physics concepts.

Corequisite: MATH115, MATH215

Prerequisite: PHYS121

**PHYS210/ ENGR210****MECHANICS (4 Cr) (4:0)**

This course studies the equilibrium of particles and rigid bodies subject to concentrated and distributed Newtonian forces. These studies are also applied to particles; rectilinear motion; simple, damped, and driven oscillations; gravitation and central forces; Lagrange's equations and the Hamiltonian.

Corequisite: MATH220

Prerequisite: PHYS120 (Grade of C)

**PHYS250****SPECIAL TOPICS IN PHYSICS (3 Cr) (3:0)**

This course focuses on special topics in Physics. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

**POLITICAL SCIENCE****POLS101****INTRODUCTION TO POLITICAL SCIENCE (3 Cr) (3:0)**

This course provides a general introduction to the discipline of political science. The course focuses on the major sub-disciplines of political science including practical theory, international relations, comparative politics, and identity politics. The course is designed to encourage active student participation in the political process.

**POLS105****AMERICAN GOVERNMENT (3 Cr) (3:0)**

This course provides a general introduction to the study of the American Political System. This course focuses on the U.S. Constitutional System, the institutions of government, and means of popular participation. The course is designed to encourage active student participation in the political process.

**POLS106****STATE AND LOCAL GOVERNMENT (3 Cr) (3:0)**

This course provides a general introduction to the study of sub-national governments within the American political system. The course is designed to encourage active student participation in the political process.

**POLS109****MODERN POLITICAL IDEOLOGIES (3 Cr) (3:0)**

This course provides a general introduction to the study of political ideologies. Students will compare and contrast various forms of political thinking over the past five

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centuries. In addition, the material covered in this course will be placed into historical context by discussing the political, economic and social and social impact of the actual practice of these various theories.

### **POLS110**

#### **INTERNATIONAL RELATIONS (3 Cr) (3:0)**

This course is a study of world politics: the nation-state system, patterns of conflict and cooperation in the international arena and the theories that try to explain these behaviors. International organizations (e.g. monetary fund, the United Nations, etc.), international business and selected foreign policies of particular nation-states will be among the topics included.

### **POLS111**

#### **INTRO TO THE AMERICAN LEGAL SYSTEM (3 Cr) (3:0)**

This course is an introduction to the fundamental principles of the American Legal System. Topics include the structure of the state and federal court systems, legal terminology, constitutional law decisions affecting every citizen and how to work within the system.

Students will visit the Superior Court.

### **POLS223**

#### **CONSTITUTIONAL LAW (3 Cr) (3:0)**

This course will examine the U.S. Constitution as the framework for government. Leading decisions of the U.S. Supreme Court will be analyzed in the areas of Civil Rights and Civil Liberties with emphasis on the Bill of Rights, the 13th, 14th and 15th amendments.

### **POLS250**

#### **SPECIAL TOPICS IN POLITICAL SCIENCE (3 Cr) (3:0)**

This course focuses on special topics in Political Science. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

## **PSYCHOLOGY**

### **PSYC100**

#### **LEARNING STRATEGIES SEMINAR (1 Cr) (1:0)**

This course is a seminar designed to assist students in their learning process. Topics include note taking, time management, textbook mastery, and strategies for taking essay and objective tests.

### **PSYC101**

#### **INTRODUCTION TO PSYCHOLOGY (3 Cr) (3:0)**

This course is an introduction to the science of human behavior and mental processes. Emphasis is placed on the relationship between the nervous system and behavior, learning, perception, development, motivation, personality, attitude formation and prejudice, psychopathology and psychotherapy.

### **PSYC105**

#### **PSYCHOLOGY OF HUMAN RELATIONS (3 Cr) (3:0)**

This course focuses on developing skills necessary to maintain and enhance adult relationships. Emphasis is placed on the transactional nature of interactions and the

communication techniques needed to achieve intrapersonal and interpersonal satisfaction. Topics include verbal and nonverbal behaviors, perception, listening, emotions, conflict, power, and sexual communication in intimate relationships.

### **PSYC109**

#### **PSYCHOLOGY OF HUMAN GROWTH AND DEVELOPMENT (3 Cr) (3:0)**

This course is a study of the development of the individual from prenatal life through adulthood including biological, mental, emotional, and social patterns of growth.

Prerequisite: PSYC101 (for nursing students only)

### **PSYC111**

#### **CHILD PSYCHOLOGY (3 Cr) (3:0)**

This course studies human behavior from prenatal development to puberty. Emphasis is placed upon physical, social, intellectual and personality development during childhood.

Prerequisite: PSYC101

### **PSYC201**

#### **ABNORMAL PSYCHOLOGY (3 Cr) (3:0)**

This course is an introduction to the study of symptoms' etiologies and treatments of mental disorders. Emphasis is placed on understanding psychopathology from the psychoanalytic, behavioristic and humanistic viewpoints.

Prerequisite: PSYC101

### **PSYC203**

#### **THEORIES OF PERSONALITY (3 Cr) (3:0)**

This course is a survey of the major theoretical viewpoints concerning the development and maintenance of personality. Psychoanalytic, trait, behavioristic, and humanistic theories will be covered. Emphasis is placed on current research on personality factors.

Prerequisite: PSYC101

### **PSYC204**

#### **THEORY AND PRACTICE OF PSYCHOLOGICAL COUNSELING (3 Cr) (3:0)**

This course will provide an introduction to counseling theory and practice with an emphasis on the principles of the counseling process including the APA Code of Ethics, methods, assessment, diagnostic categories, client change, and empathy. The learning experience will include individual and/or group projects.

Prerequisite: PSYC101 and PSYC203

### **PSYC205**

#### **PSYCHOLOGY OF GENDER (3 Cr) (3:0)**

This course examines issues of gender in human development, psychopathology, family structure and social structure. The construction and maintenance of gender is explored from varied theoretical perspectives, including psychoanalytic, ecological, behavioral and object relations theory.

Prerequisite: PSYC101

**PSYC210****SOCIAL PSYCHOLOGY (3 Cr) (3:0)**

This course provides an introduction to social psychological theory, research and application. Topics covered include attitude formation and change, social influences/processes, social cognition, moral development, interpersonal attraction, aggression, prejudice, and political psychology. Prerequisite: PSYC101

**PSYC212****ADOLESCENT PSYCHOLOGY (3 Cr) (3:0)**

This course studies human behavior from puberty to early adulthood. Emphasis is placed on various theoretical approaches to understanding adolescence. Prerequisite: PSYC101, PSYC111 or Permission of Instructor

**PSYC215****PSYCHOLOGY OF AGING (3 Cr) (3:0)**

This course involves an investigation of the theory and research involved in the study of the psychology of aging. Particular attention is focused on role and identity changes, personality changes, intelligence, sexuality, the psychosocial aspects of retirement, and death and dying. Prerequisite: PSYC101

**PSYC220****PSYCHOLOGY OF HUMAN SEXUALITY (3 Cr) (3:0)**

This course focuses on the physiological and psychological factors involved in human sexuality. Emphasis is placed on the impact of cultural forces and interpersonal factors in the development of sexual identity. Prerequisite: PSYC101

**PSYC232****DRUGS, BEHAVIOR, AND MODERN SOCIETY (3 Cr) (3:0)**

This course will have a strong emphasis on prevention and education; the psychological, sociological, and health perspective. This includes the study of therapeutic and recreational uses of psychoactive drugs, such as alcohol, nicotine, and caffeine. Emphasis will be on modes of action, behavioral effects, psychological/societal aspects of abuse and dependence, and intervention processes in addiction. Prerequisite: PSYC101

**PSYC237****MULTICULTURAL PSYCHOLOGY (3 Cr) (3:0)**

This course introduces students to major theoretical perspectives on the experience and social construction of cultural difference. Drawing on theories from social, clinical, developmental and cognitive psychology, the course provides students with a foundation for understanding the origins and maintenance of various cultures within the United States, while also including global cultural comparisons. Prerequisite: PSYC101

**PSYC250****SPECIAL TOPICS IN PSYCHOLOGY (3 Cr) (3:0)**

This course focuses on selected topics in Psychology. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.

**PSYC280****EDUCATIONAL PSYCHOLOGY (3 Cr) (3:0)**

This course explores the application of psychological principles to the educational environment. Theories of learning, memory, cognition, and behavior management are used to help the student who is a prospective teacher find an optimal instructional approach. Prerequisite: PSYC101

**RUSSIAN****RUSS101****ELEMENTARY RUSSIAN I (3 Cr) (3:0)**

This is an introductory course in Russian emphasizing the fundamentals of speaking, reading, writing, and listening. The course focuses on building basic vocabulary and introducing students to the Russian culture. It is designed for students with no Russian experience.

**RUSS102****ELEMENTARY RUSSIAN II (3 Cr) (3:0)**

This course is a continuation of RUSS101 with an emphasis on the fundamentals of speaking, reading, writing, and listening. The course focuses on building basic vocabulary and continuing the study of Russian culture. Prerequisite: RUSS101 (Grade of C) or two years of high school Russian (Grade of C)

**RUSS250****SPECIAL TOPICS IN RUSSIAN (3 Cr) (3:0)**

This course focuses on special topics in Russian. Since the topics may change each time the course is offered, students should consult the course-offering schedule each semester.

**SOCIOLOGY****SOCA101****INTRODUCTION TO SOCIOLOGY (3 Cr) (3:0)**

This course is an introduction to the analysis and description of structures and dynamics of human society. Emphasis is placed on the application of scientific methods of observation and analysis of social groups, intergroup relations, social change, social stratification, and social institutions.

## COURSE DESCRIPTIONS

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### SOCA115

#### **INTRODUCTION TO SOCIETY & ENVIRONMENT (3 Cr) (3:0)**

This course is the study of the complex and various ways people interact with the environment. This course provides an examination of how people's actions have, usually unforeseen, environmental consequences. This course will be offered during the spring semester.

### SOCA150

#### **CONTEMPORARY SOCIAL ISSUES (3 Cr) (3:0)**

This course will focus on a limited number of controversial and/or problematic social issues. Readings and discussions will center on the major sociological perspective on these bases, including functionalist, conflict and interactionist viewpoints.

Prerequisite: SOCA101

### SOCA201

#### **DEVIANT BEHAVIOR (3 Cr) (3:0)**

This course is the study of how social structures deal with deviants and the adaptive behavior of those identified as deviant. The course emphasizes the importance of the role which persons in political power or those who enforce the law play in the labeling of acts and actors as deviant.

Prerequisite: SOCA101

### SOCA202

#### **THE SOCIOLOGY OF SPORTS (3 Cr) (3:0)**

Students will analyze the impact of sports on society. Students will focus specifically on how the social institution of sports reinforces race, class, and gender arrangements in the United States and how sports act as a key socializing agent of children.

Prerequisite: SOCA101 or SOCA150

### SOCA203

#### **SOCIAL RESEARCH METHODS (3 Cr) (3:0)**

This course will teach students to apply the scientific method to the social world. Students will focus on the most widely used methods including ethnography, survey, and experimental designs and carry-out their own research projects. Students will also examine a number of ethical issues in conducting social research.

Prerequisite: SOCA101 or SOCA150 or SOCA115 or ANTH101 or ANTH120

ANTH131 or POLS101 or POLS105 or POLS106 or POLS109 or PSYC101 or PSYC105

PSYC106 or PSYC109 or PSYC110 or PSYC111 or PSYC112 or PSYC215

### SOCA207

#### **SOCIOLOGY OF RELIGION (3 Cr) (3:0)**

The aim of this course is to critically analyze the relationship between religion and other social institutions such as the family, school, polity, and economy. Emphasis will be placed on how society uses the conceptualization of the sacred and profane to organize everyday life. Attention will also be given to current debates regarding religion's place in modern American society and international relations.

Prerequisite: SOCA101 or SOCA150

### SOCA208

#### **SOCIOLOGY OF THE FAMILY (3 Cr) (3:0)**

Analysis of families in various cultures, with in-depth study of the contemporary United States including historical development and future trends. Topics discussed are romantic love, courtship, marital interaction, divorce, gender roles, and the feminist movement. Special attention is given to the post-modern family.

Prerequisite: SOCA101

### SOCA215

#### **PERSPECTIVES ON RACE, GENDER, CLASS AND CULTURE (3 Cr) (3:0)**

This course explores the effects of social structure and of dominant and sub-cultural norms and values on individuals, families and groups. Racism, sexism, homophobia, ageism, class bias and rigid gender roles are examined in depth with focus on the effects of advanced industrial capitalism on these phenomena.

Prerequisite: SOCA101

### SOCA250

#### **SPECIAL TOPICS IN SOCIOLOGY (3 Cr) (3:0)**

This course focuses on selected topics in sociology. Since topics may change each time the course is offered, students should consult the course offering schedule each semester.

## SPANISH

### SPAN101

#### **ELEMENTARY SPANISH I (3 Cr) (3:0)**

This is an introductory course in Spanish emphasizing the fundamentals of speaking, reading, writing, and listening. The course focuses on building basic vocabulary and introducing students to the Hispanic culture. It is designed for students with no Spanish experience.

### SPAN102

#### **ELEMENTARY SPANISH II (3 Cr) (3:0)**

This course is a continuation of SPAN101 with an emphasis on the fundamentals of reading, speaking, writing, and listening. The course focuses on building basic vocabulary and continuing the study of Hispanic culture.

Prerequisite: SPAN101 (Grade of C) or two years of high school Spanish (Grade of C)

### SPAN120

#### **ELEMENTARY SPANISH I GRAMMAR REVIEW (1 Cr) (1:0)**

This course is a review of the major points of Elementary Spanish I grammar. Focus is on formal structure of Spanish. This course is designed to prepare students for Elementary Spanish II.

Prerequisite: 2 years of High School Spanish

### SPAN201

#### **INTERMEDIATE SPANISH I (3 Cr) (3:0)**

This course is a continuation of SPAN102, developing skills in speaking, reading, writing, and listening at the



intermediate level.

Prerequisite: SPAN102 (Grade of C) or three years of high school Spanish (Grade of C) or its equivalent.

### SPAN202

#### **INTERMEDIATE SPANISH II (3 Cr) (3:0)**

This course is a continuation of SPAN201 developing skills in speaking, reading, writing, and listening at the intermediate level.

Prerequisite: SPAN201 (Grade of C) or Permission of Instructor.

### SPAN220

#### **SPANISH CONVERSATION AND COMPOSITION (3 Cr) (3:0)**

This course further develops students' understanding and use of Spanish by clarifying points of grammar and vocabulary. Intensive practice in writing on different levels of usage and style, combined with guided oral practice will be emphasized.

### SPAN250

#### **SPECIAL TOPICS IN SPANISH (3 Cr) (3:0)**

This course focuses on selected topics in Spanish. This course will provide an opportunity to expand the modern language offerings into the areas of history, literature, and civilization.

## WOMEN STUDIES

### WMST101

#### **WOMEN IN CONTEMPORARY SOCIETY (3 Cr) (3:0)**

This is an introduction to the theoretical study of women's lives as they vary within a culture and across cultures. Differences according to sex, gender, race, class, ethnicity and age will be examined. Through a feminist lens, this course examines how gender intersects with ethnicity, class, race and sexuality, and age. A primary focus of the course is on the social construction of gender over the life course by looking at women in both the United States and women in other cultures. Women's lives within economic, political, and social structures will be examined. An overview of issues affecting women's lives, including sexuality, reproduction, work, family, health, poverty and violence will be provided.

### WMST110

#### **WOMEN IN BUSINESS (3 Cr) (3:0)**

This interdisciplinary course examines topical issues related to women in business, enabling students to acquire valuable assets and tools for competing successfully in the business world. Topics include demographics, legal rights, sexual harassment, career vs. family, career pathing, negotiating skills, networking, mentors, and office politics.

### WMST207/ ENGL207

#### **LITERATURE BY WOMEN (3 Cr) (3:0)**

This course will explore the writing of 19th, 20th, and 21st century women authors, poets and dramatists with an

emphasis on the diversity of women's voices, and on the impact of the inclusion of their works on the literary canon. Prerequisite: ENGL102 (Grade of "C")

### WMST250

#### **SPECIAL TOPICS IN WOMEN'S STUDIES (3 Cr) (3:0)**

This course focuses on selected topics in Women's Studies. Since topics may change each time the course is offered, students should consult the course-offering schedule each semester.





# DIVISION OF COMMUNITY EDUCATION AND WORKFORCE DEVELOPMENT

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## Community Education (CE)

Academic and Athletic Building • 973.300.2140

The Division of Community Education (CE) and Workforce Development Department provides a wide variety of quality, relevant and essential traditional and non-traditional educational programs to individuals, businesses and the community at large to help fulfill employer training needs, as well as the career and/or personal training aspirations of our students.

### Alternate Route for Teacher Certification (NPTNJ)

The NPTNJ program is the fastest way for anyone with a Bachelor's Degree to become a certified teacher in New Jersey. The program consists of two sessions, one in the spring or summer semester and the second one in the Fall through Spring semesters. Many of our students in the program have already found meaningful full-time teaching positions. Expansion in this program has been a result of the high demand for teachers throughout the state. Through a partnership with NJCU, we offer students an opportunity to earn fifteen graduate level credits upon program completion.

### Community Education

Community Education offers numerous educational and enrichment opportunities in areas such as art and culture, finance, health and wellness and personal enrichment. CE offers career and professional development courses to entry-level job seekers requiring specific course work or certification and to professionals who need continuing education in order to stay competitive. The following courses, many leading to certification, are available:

- Alternate Route Teacher Certification – New Pathways to Teaching in New Jersey
- Building Inspector RCS, ICS, HHS
- Certified Substitute Teacher
- Child Development Associate/Certificate
- Computerized Accounting with QuickBooks
- Computer Software (Microsoft Office Products, Adobe Products, QuickBooks, etc.)
- Construction Official
- Education for New Jersey Notaries
- Emergency Management & Homeland Security
- Emergency Medical Technician
- Firefighter 1, 2 & 3
- Fire Protection Inspector HHS
- Food Safety for Food Handlers
- Introduction to AutoCAD 2D
- Legal Secretary
- Modern Office Administration
- Plumbing Inspector ICS, HHS

- Professional Development Program for Teachers
- Project Management – Online
- Real Estate Broker
- Real Estate Pre-licensing
- Reiki I, II, III Certification
- ServSafe®1 Day Training
- Small Business Management
- Solar Panel Pre-Construction
- Subcode Official
- Technical Assistant
- Web Design

### Customized Training for Businesses

Community Education contributes to the enhancement of business creation and development by providing quality post-secondary technical and other career education that is accessible on a continuous basis, throughout the working career of local employees. CE provides local businesses with training in computer technology, business operations, finance, supervision, team building, ESOL and other customized employee training both on campus and at area business sites. Corporate and customized training initiatives assist area employers to retain employees through upgrading their skills to meet the ever-changing technology and business demands. Working with the local business community and the New Jersey Department of Labor, Morris/Sussex/Warren Workforce Investment Board, Sussex County Chamber of Commerce & Economic Development Partnership and the NJSBDC of Northwest Jersey, CE seeks to identify individual businesses and workers who would benefit from this training.

### Public Safety Training Academy

Sussex County Public Safety Training Academy (PSTA) is located approximately 5 miles from the SCCC main campus at the Sussex County Homestead Complex in Frankford Twp. The Academy offers relevant, quality training, educational programs and opportunities to the fire service, law enforcement, emergency medical personnel, government employees and the general public in all aspects of public safety.

The facility is accredited by the Division of Fire Safety to deliver state fire service courses and is also licensed for live burns and various simulators by the Division. The Fire Service trains over 1500 people annually in courses such as Firefighter 1, Firefighter 2, Firefighter 3, Strategies & Tactics and Incident Management, as well as other state & federally approved courses. It is also the hub for police service training as well as HAZMAT and Special Operations training and EMT Training.

In addition, the Academy trains local businesses and institutions in various types of fire safety both at the Academy and at the employer's location. There is also a Summer Fire Academy held in July for high school students as well as an antique fire truck show (Muster) every October.



## Health Sciences

Health Sciences & Performing Arts Bldg • 973.300.2136

*The Department of Health Sciences at Sussex County Community College strives to provide each student enrolled in the health related programs with the skills and knowledge that will enable them to effectively and efficiently contribute to the health care community in their chosen field of expertise, while always striving to maintain the dignity of their patients, to perform within the scope of their training and to practice within the ethical boundaries of humanity.*

The Department works closely with health care professionals in Sussex County and in the surrounding vicinity to develop and offer courses of study that are in demand in the local community thus insuring that employment opportunities are available to students upon completion of their programs. These professionals are instrumental in the design and implementation of programs and many offer their expertise in terms of teaching, program assessment and participation on Advisory Boards to insure that programs remain current in this fast-paced and ever-changing world of medicine.

Sussex County Community College Department of Health Sciences offers various career training certificate programs. Students who successfully complete any one of these non-credit health care courses of study are eligible to continue their education at SCCC in a unique program designed specifically for health care professionals. The Associate of Applied Science Health Science degree offers college credit to health care professionals who have completed formal education and training in a health related field. This degree provides the general education courses that are necessary to complete an associate degree and recognizes the previous health care training as the concentration component of the degree requirements thus offering graduates the ability to earn an associate degree while working in the profession they enjoy.

### Health Sciences Tuition and Fees

The tuition for clock-hour Health Science educational programs is based on a fee per clock hour. Programs vary in the fee that they charge and the number of clock hours required for program completion. To receive a current estimate of the costs associated with a specific program please contact us at us at (973) 300-2136. Financial Aid is available to students in programs that qualify.

### Emergency Medical Technician-Basic Program

EMT-Basics have fulfilled prescribed requirements by a credentialing agency to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Through performance of assessments and

providing medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury for emergency patients in the out-of-hospital setting.

EMT-Basics possess the knowledge, skills and attitudes consistent with the expectations of the public and the profession. EMT-Basics recognize that they are an essential component of the continuum of care and serve as a link for emergency patients to acute care resources. The primary roles and responsibilities of EMT-Basics are to maintain high quality, out-of-hospital emergency care. Ancillary roles of the EMT-Basic may include public education and health promotion programs as deemed appropriate by the community.

EMT-Basics are responsible and accountable to medical direction, the public and their peers. EMT-Basics seek to take part in life-long professional development, peer evaluation and assume an active role in professional and community organizations.

In order to practice in the State of New Jersey, all Emergency Medical Technicians- Basic (EMT-B) must be certified. Individuals are required to pass the 190 hour EMT course as well as the State of New Jersey Department of Health practical and written examinations.

SCCC offers an official United States Department of Transportation, EMT-Basic course designed to teach the emergency care and transportation of the sick and injured. The specific curriculum, prepared by the National Highway Traffic Safety Administration (NHTSA) is responsive to the standards established by the National Highway Safety Act. The curriculum is the core of required information presented within a 190 hour training program. It is intended to prepare a medically competent EMT-Basic to operate in the field. Students will complete 10 hours of assigned clinical work as a part of this course. Students who successfully complete this course will be eligible to sit for the certification examination administered by the New Jersey State Department of Health and Senior Services, Office of Emergency Medical Services.

### Emergency Medical Technician-Basic Program Requirements

| CODE                       | FIRST SEMESTER (15 Weeks)    | Hrs        |
|----------------------------|------------------------------|------------|
| EMT101                     | Emergency Medical Technician | 190        |
| <b>Program Total Hours</b> |                              | <b>190</b> |

### Certified Homemaker-Home Health Aide Program

Certified Home Health Aides (CHHAs) assist elderly, convalescent, and disabled persons in their activities of daily living in the home. CHHAs work for Home Care and Hospice Agencies providing personal care to clients including bathing, dressing, toileting, and nail/foot/hair care. They assist with ambulation and exercises. CHHAs also

## DIVISION OF COMMUNITY EDUCATION AND WORKFORCE DEVELOPMENT

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perform household tasks, marketing chores and prepare and serve/feed their clients.

Employment opportunities for CHHAs are expected to grow at a rate of 50% in New Jersey through 2018. The growth rate is a result of the demand for home services for an aging population, and a shift towards shorter term stays in hospitals and nursing homes.

The CHHA program at SCCC meets the requirements for the NJ Board of Nursing. Students are eligible for certification as CHHAs after successful completion of the 76-hour training program, competency evaluation, NJ Board of Nursing criminal background investigation/fingerprinting, and promise of employment from a licensed Home Care agency.

The 76-hour training program at SCCC consists of 60 hours of classroom instruction and 16 hours of clinical laboratory instruction.

Income eligible students may have tuition and fees for the CHHA program waived under the NJ Health Professions Opportunity Grant.

New Jersey Board of Nursing  
Homemaker-Home Health Aide Department  
PO Box 47030, Newark, NJ 07101  
Phone: 973-504-6430 • Fax: 973-648-6914

### Certified Homemaker-Home Health Aide Program Requirements

| CODE                       | FIRST SEMESTER (7 Weeks)   | Hrs       |
|----------------------------|----------------------------|-----------|
| HHA101                     | Homemaker-Home Health Aide | 76        |
| <b>Program Total Hours</b> |                            | <b>76</b> |

### Medical Assistant Program

Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. The combination of these skills, plus many others, makes the medical assistant an indispensable part of a healthcare organization.

Students who successfully complete the program will receive a Certificate of Completion and will be eligible to sit for the National Certification Exam from the American Association of Medical Assistants.

Students who successfully complete the Phlebotomy and EKG sections of the MA program will also be eligible to sit for the national certification exams through the NHA(National Healthcareers Association), finishing with three professional certificates in total.

Commission on Accreditation of Allied Health  
Education Programs ([www.caahep.org](http://www.caahep.org))  
1361 Park Street, Clearwater, FL 33756  
Phone: 727-210-2350 • Fax: 727-210-2354

### Medical Assistant Program Requirements

| CODE                       | FIRST SEMESTER (15 Weeks)                                   | Hrs        |
|----------------------------|---|------------|
| AH012                      | Human Anatomy and Terminology I                             | 45         |
| AH031                      | Pharmacology for the Medical Professional                   | 30         |
| AH031L                     | Pharmacology for the Medical Professional Lab               | 45         |
| IC030                      | Intro. to Medical Insurance & Coding                        | 45         |
| MA100                      | Computer Applications for the Medical Professional          | 45         |
| MA200                      | Medical Office Administration                               | 45         |
| MA300                      | Assisting with Medical Exams                                | 90         |
| CODE                       | SECOND SEMESTER (15 Weeks)                                  | Hrs        |
| AH013                      | Human Anatomy and Terminology II                            | 45         |
| AH090                      | Health Information Technology and Electronic Health Records | 45         |
| MA110                      | Computerized Medical Practice Management                    | 45         |
| MA310                      | Clinical Procedures for Medical Assisting                   | 90         |
| MA400                      | Hematology & Phlebotomy                                     | 60         |
| MA500                      | Electrocardiography   | 60         |
| CODE                       | THIRD SEMESTER (13 Weeks)                                   | Hrs        |
| AH050                      | Psychology of Patient Relations                             | 15         |
| AH060                      | Medical Law & Ethics  | 15         |
| AH070                      | CPR & First Aid   | 10         |
| MA060                      | Medical Assistant Practicum                                 | 160        |
| MA600                      | Professional Medical Assistant                              | 20         |
| <b>Total Program Hours</b> |   | <b>910</b> |

### Medical Office Administration Program

A Certified Medical Administrative Assistant serves a key role in many medical facilities. This multi-skilled practitioner is knowledgeable in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and other fundamental medical office management tasks. The Certified Medical Administrative Assistant must maintain familiarity with clinical and technical concepts required to coordinate administrative office functions in the healthcare setting. At Sussex County Community College, we are proud to offer this credentialed, entry-level, 19 week program to our community. Upon successful completion of all course work, all students will be placed in a local medical facility for an 80 hour practicum. Under the

supervision of a physician or practice manager, and with the guidance of the medical facility's support staff, the student is encouraged to experience and perform duties that he/she has trained for in the classroom. The practicum is the capstone course for the Medical Office Administration Program. After completing the Medical Office Administration Program and successfully passing the NHA certification exam, students will receive the credential of Certified Medical Administrative Assistant (CMAA).

**National Healthcareer Association (www.nhanow.com)**  
 7500 West 160th Street, Stilwell, Kansas 66085  
 Phone: 240-370-4120 • Fax: 913-661-6266

**Medical Office Administration Program Requirements**

| CODE                       | FIRST SEMESTER (15 Weeks)                                   | Hrs        |
|----------------------------|---|------------|
| AH090                      | Health Information Technology and Electronic Health Records | 45         |
| IC030                      | Intro. to Medical Insurance & Coding                        | 45         |
| MA100                      | Computer Applications for the Medical Professional          | 45         |
| MA110                      | Computerized Medical Practice Management                    | 45         |
| MA200                      | Medical Office Administration                               | 45         |
| MAA100                     | Principles of Medical Administrative Assistant              | 45         |
| MAA200                     | Human Anatomy & Terminology                                 | 45         |
| CODE                       | SECOND SEMESTER (4 Weeks)                                   | Hrs        |
| MAA300                     | Medical Office Administration Practicum                     | 80         |
| <b>Total Program Hours</b> |   | <b>395</b> |

**Coding & Billing Specialist Program**

Billing and Coding Professionals are individuals who transform written descriptions of disease, injuries, and procedures into numerical designations. This information is then used for clinical decisions, reimbursement of insurance claims, and indexing statistics and research. Medical Coders help prevent legal difficulties and ensure that providers received full reimbursement in a timely manner. Medical Coders are employed by hospitals, clinics, physicians' offices, ambulatory care facilities, nursing facilities, health maintenance organizations (HMOs), insurance companies, and health data organizations. The Billing & Coding Specialist Program is designed to prepare students for entry-level employment in the field of Medical Coding. Courses include Medical Insurance, Medical Coding, Using ICD-9-CM, ICD-10, CPT/HCPCS, Computer Applications (Medisoft), Encoders, and many others. This introductory program is 270 hours. Students who successfully complete the program are awarded a certificate and are eligible to sit for the National

Healthcareer Associations (NHA) Certified Billing & Coding Specialist exam.

**AHIMA www.ahima.org**  
 233 N. Michigan Avenue, 21st Floor  
 Chicago, IL 60601-5809  
 Phone: 312-233-1100 • Fax: 312-233-1090

**Coding & Billing Specialist Program Requirements**

| CODE                       | FIRST SEMESTER (15 Weeks)                                   | Hrs        |
|----------------------------|---|------------|
| IC022                      | Medical Terminology for Health Professionals                | 45         |
| IC030                      | Introduction to Medical Insurance & Coding                  | 45         |
| MA110                      | Computerized Medical Practice Management                    | 45         |
| CODE                       | SECOND SEMESTER (15 Weeks)                                  | Hrs        |
| AH090                      | Health Information Technology and Electronic Health Records | 45         |
| IC041                      | Basic ICD-9-CM and ICD-10 Coding                            | 45         |
| IC050                      | Basic CPT / HCPCS Coding                                    | 45         |
| <b>Program Total Hours</b> |   | <b>270</b> |

**Surgical Technology Program**

Surgical technology is a fascinating, challenging, and exciting field in healthcare. Our program at SCCC is approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This accreditation gives our graduates the eligibility to take the national certification examination that would enable them to work anywhere in the country. This nationally accredited certificate program is 12 months in length beginning each September and concluding each August. This highly competitive program accepts 12 full-time students each year. Classes are generally held on the SCCC campus, although some classes are offered online and others as hybrid classes, in which part of the class is on campus and part of the class is online. Currently our students complete their offsite clinical rotations at Chilton Memorial Hospital, Morristown Memorial Hospital, Newton Medical Center, Overlook Hospital, Saint Clare's Hospital (Dover and Denville Campuses), and Eye Care Northwest.

**CAAHEP (www.caahep.org)**  
 1361 Park Street, Clearwater, Florida 33756  
 Phone: 727-210-2350 • Fax: 727-210-2354

**Surgical Technology Program Requirements**

| CODE  | FIRST SEMESTER (15 Weeks)                 | Hrs |
|-------|---|-----|
| AH010 | Human Biology/Disease Processes I         | 45  |
| AH020 | Medical Terminology I                     | 45  |
| AH031 | Pharmacology for the Medical Professional | 30  |
| ST010 | Microbiology for the Operating Room       | 45  |

## DIVISION OF COMMUNITY EDUCATION AND WORKFORCE DEVELOPMENT

8

|                            |  |             |
|----------------------------|--|-------------|
| ST030                      | Introduction to Surgical Technology              | 45          |
| ST040                      | Principles & Practices of<br>Surgical Technology | 120         |
| ST051                      | Computer Essentials                              | 15          |
| <b>CODE</b>                | <b>SECOND SEMESTER (15 Weeks)</b>                | <b>Hrs</b>  |
| AH011                      | Human Biology/Disease Processes II               | 45          |
| AH021                      | Medical Terminology II                           | 45          |
| ST060                      | Surgical Procedures I                            | 90          |
| ST070                      | Clinical Rotation I                              | 315         |
| <b>CODE</b>                | <b>THIRD SEMESTER (15 Weeks)</b>                 | <b>Hrs</b>  |
| ST061                      | Surgical Procedures II                           | 88          |
| ST071                      | Clinical Rotation II                             | 352         |
| <b>Program Total Hours</b> |  | <b>1280</b> |

### Certified Nurse Aide Program

Certified Nurse Aides (CNAs) care for patients and residents in long-term care facilities, assisted living centers, and some hospitals. CNAs are responsible for meeting the physical needs of the patients and residents, including hygiene, safety, comfort, nutrition, exercise and toileting.

In addition, CNAs play an important role in meeting patient and resident emotional needs. As a member of the healthcare team with the most interaction with patients or residents, CNAs are able to observe changes in physical or mental status and report observations to the nurse.

The Certified Nurse Aide programs are approved by the NJ Department of Health and Senior Services, and are held in partnership with two long-term care facilities:

- Homestead Rehabilitation and Healthcare Center, LLC
- Barn Hill Care Center

The 90-hour training program consists of 50 hours of classroom instruction and 40 hours of clinical training. Upon completion of the training program, and the State Competency Skills Evaluation, students take the State Written Exam. Certification is granted after passing the exam and criminal background investigation/fingerprinting.

Income eligible students may have tuition and fees for the CNA program waived under the NJ Health Professions Opportunity Grant.

New Jersey Department of Health and Senior Services  
Division of Health Facilities Evaluation and Licensing  
PO Box 385, Trenton, NJ 08625 • 866-561-5914

### Certified Nurse Aide Program Requirements

| CODE                       | FIRST SEMESTER (5 Weeks) | Hrs       |
|----------------------------|--------------------------|-----------|
| CNA101                     | Certified Nurse Aid      | 90        |
| <b>Program Total Hours</b> |                          | <b>90</b> |

### EKG Technician Program

Without the heart, life ceases to exist. Electrocardiograms were designed to assist in the diagnosis and treatment of diseases and disorders of the heart. In this course you will be introduced to the electrical conduction system of the heart, proper application and execution of electrocardiograms and learn to recognize and correct artifacts associated with electrocardiograms. Students will also learn to recognize both basic and life-threatening arrhythmias. Upon successful completion of this course, students will receive a certificate of completion and be eligible to sit for the national certification exam through the:

National Healthcareer Association (NHA)  
11161 Overbrook Road, Leawood, Kansas 66211  
Phone: 800-499-9092 • Fax: 913-661-6291

### EKG Technician Program Requirements

| CODE                       | FIRST SEMESTER (5 Weeks) | Hrs       |
|----------------------------|--------------------------|-----------|
| EKG101                     | EKG Technician           | 60        |
| <b>Program Total Hours</b> |                          | <b>60</b> |

### Phlebotomy Technician Program

This program is designed for students with little or no prior medical education. The program is approximately 8 weeks in length and teaches the fundamentals of phlebotomy and the anatomy associated with the circulatory system. The Phlebotomy Technician Program provides the theoretical and clinical education necessary for the proficient and accurate performance in the arena of entry-level medical phlebotomy. Upon completion of this 100 hour program, students are eligible to sit for the national certification examination offered by NHA (National Healthcareers Association). This exam is offered on campus and students who pass the examination will attain the credential of Certified Phlebotomy Technician, CPT (NHA). The CPT is an entry-level credential that validates competence of phlebotomy fundamentals in new graduates and those new to the profession.

National Healthcareer Association (NHA)  
11161 Overbrook Road, Leawood, Kansas 66211  
Phone: (800) 499-9092 • Fax: (913) 661-6291

### Phlebotomy Technician Program Requirements

| CODE                       | FIRST SEMESTER (8 Weeks) | Hrs        |
|----------------------------|--------------------------|------------|
| PHB101                     | Phlebotomy Technician    | 80         |
| PHB102                     | Phlebotomy Practicum     | 20         |
| <b>Program Total Hours</b> |                          | <b>100</b> |

## CULTURAL AND COMMUNITY ACTIVITIES

### Alumni Association

The SCCC alumni association exists to advance and promote the educational resources of the College and to provide opportunities for alumni to continue to participate in various aspects of the campus community. All students who have completed 30 credits or more are eligible to become members of the alumni association. Events, fundraisers and alumni meeting information are posted on the College website.

### Art Gallery

Art work from faculty, students and area artists is featured throughout the year in the Art Gallery (Building C) and in the Atrium of the Performing Arts Center. The schedule of shows is presented with the Performing Arts schedule and posted online.

### Betty June Silconas Poetry Center

The Betty June Silconas Poetry Center honors the memory of Betty June Silconas, a Sparta resident, who celebrated life in her poems. The joy and love she had for family, friends, and her home are evident in her work. Ms. Silconas never sought to be recognized. She wrote for the bliss she experienced as she chronicled the events in her life: seasons, celebrations, and her spirituality. Thanks to a generous donation from her family, the Silconas Poetry Center is a place where anyone can come to read and write poetry. The Betty June Silconas Poetry Center also sponsors events such as readings and workshops.

### College Hill Perspectives

The College Hill Perspective is a weekly radio program produced by the Director of EDTV and Media Services. The program airs on Sunday mornings at 8 am on WSUS 102.3 and features interviews with national, local and campus leaders on various subjects from science to politics to the arts. Past programs are available at [sussex.edu](http://sussex.edu).

### Cultural Affairs

**Health Sciences & Performing Arts Center • 973.300.2360**  
Sussex County Community College is committed to lifelong learning and community enrichment. We have a long tradition of offering diverse cultural programming and enrichment programs for our students and community. In 2008, we opened a state-of-the-art Performing Arts Center and launched a whole new era of art, entertainment and cultural activity on campus. The Performing Arts Center has become the flagship theater in Northwest New Jersey presenting exceptional entertainment that engages, excites, provokes and inspires both artists and audiences. An annual schedule of events at the Performing Arts Center, the Student Center Theater and around campus is published each fall. Activities are also posted on the college website.

### EDTV, Channel 20

SCCC hosts a local educational access television station on cable through the facilities of Service Electric Cable TV. EDTV provides educational programming, course support, college and high school programs, sports and local programming of community interest. SCCC broadcast students help support the programming and gain valuable experience in their field of interest.

### Foundation

**Administration Building • 973.300.2124**

The Foundation for Sussex County Community College enhances the College's mission of providing educational excellence and cultural opportunities to the residents of Sussex County and beyond. The Foundation supports this mission through fund-raising and friend-raising efforts on the College's behalf. Funds are generated through annual giving campaigns, special events, and direct contributions. The funds raised support student scholarships, infrastructure, and expansion.

Scholarships are available for the fall and spring semesters. The timeframe and process is posted on the website and applications can be submitted online.

### Job Board

SCCC posts an online job board on the College website with full and part-time positions available throughout the community. Area businesses can contact the Counseling and Advising Center to add job announcements to the job board.

### Teen Arts

SCCC hosts the annual Teen Arts Festival every spring featuring works from area Middle and High School Students. Works are displayed throughout the campus.



## CAMPUS DEPARTMENTS & PHONE NUMBERS

| Department  | Direct Lines        | Building                                       | Rm         |
|---|---------------------|--|------------|
| Academic Affairs  | (973) 300-2132/2130 | Administration Bldg.                           | B301       |
| Admissions  | (973) 300-2223      | Administration Bldg.                           | B204       |
| Art Studio  | (973) 300-2228      | Art Studio                                     |            |
| Athletics   | (973) 300-2230/2231 | Academic & Athletic Bldg.                      |            |
| Bookstore   | (973) 579-6118/6577 | Bookstore                                      |            |
| Box Office  | (973) 300-3171      | Health Sciences & Performing Arts Center Bldg. |            |
| Business Office   | (973) 300-2106/2107 | Administration Bldg.                           | B203       |
| <i>Billing and Payment Plans</i>                                |                     |  |            |
| Community Education   | (973) 300-2140      | Academic & Athletic Bldg.                      | E108       |
| Counseling & Advising Center                                    | (973) 300-2207/2206 | Administration Bldg.                           | B206       |
| <i>Advisement, Career Development, and Transfer Information</i> |                     |  |            |
| Cultural Affairs  | (973) 300-2120      | Health Sciences & Performing Arts Center Bldg. |            |
| Evening Supervisor  | (973) 300-2236      | Student Center                                 | D319       |
| Faculty Area  | (973) 300-2165/2166 | Administration Bldg.                           |            |
| Financial Aid   | (973) 300-2225/2227 | Administration Bldg.                           | B212       |
| Foundation  | (973) 300-2124      | Administration Bldg. B314                      |            |
| Health Sciences   | (973) 300-2149      | Health Sciences & Performing Arts Center Bldg. |            |
| Learning Center   | (973) 300-2150/2152 | Administration Bldg.                           | C300       |
| <i>Academic Support, Tutoring, Learning Disabilities, ESOL</i>  |                     |  |            |
| Library   | (973) 300-2162/2160 | Library/Science Bldg.                          |            |
| Main Lobby Receptionist   | (973) 300-2100      | Administration Bldg.                           |            |
| Maintenance   | (973) 300-2113      | Administration Bldg.                           | B106       |
| Marketing & Public Information                                  | (973) 300-2295      | Student Center                                 | D114       |
| Parking   | (973) 300-2104      | Administration Bldg.                           | Front Desk |
| Registrar   | (973) 300-2218/2215 | Administration Bldg.                           | B217       |
| <i>FERPA, Transcripts, Student Records</i>                      |                     |  |            |
| Scheduling  | (973) 300-2235      | Student Center                                 | D319       |
| Security  | (973) 300-2104      | Administration Bldg.                           | Front Desk |
| Student Activities  | (973) 300-2232      | Student Center                                 | D105a      |
| <i>Clubs, SGA</i>   |                     |  |            |
| Student Government Assoc.                                       | (973) 300-2304      | Student Center                                 | D105a      |
| Student Services  | (973) 300-2200      | Student Center                                 | D110b      |
| Transcript Information  | (973) 300-2216      | Administration Bldg.                           | B217       |
| Testing Center  | (973) 300-2155      | Administration Bldg.                           | B317       |
| Veterans' Affairs   | (973) 300-2236      | Student Center                                 | D319       |



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