HUDSON COUNTY COMMUNITY COLLEGE

2021-2022 COLLEGE CATALOG

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

In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (1990, as amended in 2008) and applicable state law, Hudson County Community College is committed to provide equal access to all individuals with disabilities.

Questions regarding the equal opportunity policy and compliance statement may be directed to the Office of Human Resources, 70 Sip Avenue, Third Floor, Jersey City, New Jersey 07306.

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

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

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

Message from the President

Dear HCCC Students,

Welcome to Hudson County Community College!

We are delighted that you have chosen to pursue your academic and career dreams here at Hudson County Community College (HCCC). We know the world has changed, and we are adapting and preparing for what lies ahead. Readying you for the future is the foremost concern of all the members of our HCCC family – students, faculty, staff, alumni, and Trustees.

Whether your classes are held in our state-of-the-art classrooms or online, you will be learning from nationally acclaimed faculty – dedicated teachers and mentors who will guide, instruct, assist, and support you in every way possible. The HCCC award-winning tutors, academic support staff and peer leaders will assist you in succeeding in your studies. Our financial aid experts are known for helping 80% of our students obtain scholarships and other financial aid. And, thanks to the generosity of our HCCC Foundation Directors and other benefactors, our Hudson Helps program provides services, programs and resources to address everyday necessities beyond the classroom.

We consider you, the students of Hudson County Community College, our inspiration and our community's promise for tomorrow. We will help you to attain the college degree or certificate that will help ensure a brighter, more stable future for you and your families.

I look forward to meeting and speaking with you.

Sincerely,

Christopher M. Reber
President

TABLE OF CONTENTS

DIRECTORY

DEPARTMENT NAME	PHONE	EMAIL | WEBSITE
Academic Affairs	(201) 360-4010	academicaffairs@hccc.edu | www.hccc.edu/programs-courses/
Academic Foundations/English	(201) 360-4380	english@hccc.edu | www.hccc.edu/programs-courses/academic-pathways/af-english.html
Academic Foundations/Mathematics	(201) 360-5356	www.hccc.edu/programs-courses/academic-pathways/af-math.html
Accessibilty Services	(201) 360-5157	as@hccc.edu | www.hccc.edu/student-success/personal-support/accessibility-services.html
Admissions Office	(201) 714-7200	admissions@hccc.edu | www.hccc.edu/admissions/index.html
Advising and Counseling	(201) 360-4150	advising@live.hccc.edu | www.hccc.edu/student-success/advisement-transfer/index.html
Alumni Affairs	(201) 360-4009	alumni@hccc.edu | www.hccc.edu/community/alumni-services/index.html
Bookstore (Journal Square)	(201) 360-4390	0188mgr@follett.com | www.hccc.edu/student-success/student-resources/bookstore.html
Bookstore (North Hudson Campus)	(201) 360-4398	
Bursar's Office/Student Accounts	(201) 360-4100/4735	bursar@hccc.edu | www.hccc.edu/paying-for-college/tuition-fees/index.html
Business, Culinary Arts & Hospitality Management	(201) 360-4630	bch@hccc.edu www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html
Career Services	(201) 360-4184	career@hccc.edu | www.hccc.edu/student-success/career-services/index.html
Center for Business and Industry	(201) 360-4247	cbi@hccc.edu | https://www.hccc.edu/programs-courses/workforce-development/business/index.html
College Libraries	(201) 360-4360	librarian@hccc.edu | www.hccc.edu/libraries/index.html
Communications	(201) 360-4060	communications@hccc.edu | www.hccc.edu/administration/communications/index.html
Continuing Education	(201) 360-4246	ce@hccc.edu | www.hccc.edu/programs-courses/continuing-education/index.html
Cultural Affairs/Art Gallery	(201) 360-4182	gallery@hccc.edu | www.hccc.edu/community/arts/cultural-affairs/index.html
Division of Academic Development & Support Services (DADSS)	(201) 360-4179	academicsupport@hccc.edu | www.hccc.edu/student-success/tutoring-services.html
Early College Program	(201) 360-5330	earlycollege@hccc.edu | www.hccc.edu/programs-courses/academic-pathways/early-college/index.html
Educational Opportunity Fund (EOF)	(201) 360-4180	eof@hccc.edu | www.hccc.edu/student-success/eof/index.html
English as a Second Language (ESL)	(201) 360-4380	ESL@hccc.edu | www.hccc.edu/programs-courses/academic-pathways/esl.html
Enrollment Services	(201) 714-7200	enrollment@hccc.edu | www.hccc.edu/enrollmentguide
Evening, Weekend, & Off-Site Programs/ New Pathways to Teaching in NJ	(201) 360-4244	ewos@hccc.edu
Financial Aid	(201) 360-4200	Financial_aid@hccc.edu | www.hccc.edu/paying-for-college/financial-aid/index.html
Food Pantries	201-360-4109	studentservices@hccc.edu | www.hccc.edu/student-success/personal-support/hudsonhelps/index.html
Hudson Helps	201-360-4109	studentservices@hccc.edu | www.hccc.edu/student-success/personal-support/hudsonhelps/index.html
Human Resources	(201) 360-4070	hr@hccc.edu | www.hccc.edu/administration/hr/index.html
Humanities & Social Sciences	(201) 360-4750	HUM-SS@hccc.edu | www.hccc.edu/programs-courses/academic-pathways/social-science/index.html
International Student Services	(201) 360-4136	internationalstudents@hccc.edu | www.hccc.edu/admissions/applyinghccc/international-students.html
North Hudson Campus	(201) 360-4600	studentservices@hccc.edu | www.hccc.edu/locations/nhc/index.html
Nursing and Health Sciences	(201) 360-4338	nursingprogram@hccc.edu | healthprograms@hccc.edu www.hccc.edu/programs-courses/academic-pathways/nursing-health/index.html
Registrar (Records)	(201) 360-4120	registrar@hccc.edu | www.hccc.edu/administration/registrar/index.html
Scholarships/HCCC Foundation	(201) 360-4004	scholarships@hccc.edu | www.hccc.edu/paying-for-college/scholarships/index.html
Science, Technology, Engineering, and Mathematics (STEM)	(201) 360-4265	STEMprograms@hccc.edu | www.hccc.edu/programs-courses/academic-pathways/stem/index.html
Secaucus Center	201-360-4388	secaucuscenter@hccc.edu | www.hccc.edu/locations/secaucus-center.html
Security	(201) 360-4080	Security@hccc.edu
Student Life & Leadership	(201) 360-4195	studentlife@hccc.edu | www.hccc.edu/student-success/studentlife-leadership/index.html
Student Affairs	(201) 360-4160	studentaffairs@hccc.edu
Student Government	(201) 360-4196	sga@live.hccc.edu
Testing Center	(201) 360-4190	testing@hccc.edu | www.hccc.edu/admissions/placement-testing/index.html
Tutorial Services	(201) 360-4187	tc@hccc.edu | www.hccc.edu/student-success/tutoring-services.html
Veteran's Affairs	(201) 360-4135	veterans@hccc.edu | www.hccc.edu/programs-courses/workforce-development/veterans/index.html
Weather/School Closings	(201) 714-7100	communications@hccc.edu | www.hccc.edu/administration/communications/emergency-notification.html

OUR CAMPUSES:

JOURNAL SQUARE:
70 Sip Avenue, Jersey City, NJ 07306

NORTH HUDSON:
4800 Kennedy Boulevard, Union City, NJ 07087

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

OFF-SITE LOCATIONS (for classes only):
Bayonne High School
Kearny High School
Union City High School
Washington Middle School (Harrison)

ACADEMIC DIVISIONS

VICE PRESIDENT FOR ACADEMIC AFFAIRS
70 Sip Avenue
201.360.4010

Division of Business, Culinary Arts & Hospitality Management
161 Newkirk Street
201.360.4639
bch@hccc.edu
www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html

Division of Academic Development and Support Services (DADSS)
2 Enos Place
201.360.4186
www.hccc.edu/student-success/tutoring-services.html

Academic Foundations
Mathematics: 201.360.5356
English: 201.360.4380

Division of English and English as a Second Language (ESL)
119 Newkirk Street
201.360.4380
English@hccc.edu
ESL@hccc.edu
www.hccc.edu/programs-courses/academic-pathways/esl.html

Division of Humanities and Social Sciences
71 Sip Avenue
201.360.4751
HUM-SS@hccc.edu
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

Division of Nursing and Health Sciences
870 Bergen Avenue
201.360.4267
nursingprogram@hccc.edu
healthprograms@hccc.edu
www.hccc.edu/programs-courses/academic-pathways/nursing-health/index.html

Division of Science, Technology, Engineering and Mathematics (STEM)
263 Academy Street
201.360.4652
STEMprograms@hccc.edu
www.hccc.edu/programs-courses/academic-pathways/stem/index.html

ABOUT HCCC

Hudson County Community College (HCCC) is an award-winning, comprehensive, urban college committed to offering high-quality programs that are affordable, accessible, and community-centered. It is the largest institution of higher education in Hudson County, one of the most historic, densely populated and ethnically diverse areas of the United States. The College offers more than 60 nationally recognized degree, certificate, noncredit and workforce development programs in day, evening, weekend, fully online and hybrid sessions. The HCCC Journal Square Campus (Jersey City) and North Hudson Campus (Union City) are adjacent to public transportation hubs. The new Secaucus Center offers ample free parking. Dual-admission and/or articulation agreements with every major four-year college and university in the greater NY/NJ area make transitioning to baccalaureate degree studies seamless.

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

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

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

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

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

EDUCATIONAL PHILOSOPHY

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

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

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

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

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

MISSION STATEMENT:

Hudson County Community College provides its diverse communities with inclusive, high-quality educational programs and services that promote student success and upward social and economic mobility.

VISION STATEMENT:

As one of the nation's leading and most diverse urban community colleges, we aspire to offer consistently best-practice, transformative educational and economic opportunities for our students and all residents of Hudson County.

VALUES STATEMENT:

Hudson County Community College is committed to these values:
Holistic Services
Understanding through
Data Diversity, Equity and Inclusion
Student Success
Open to All
National Distinction

Collaboration and Engagement
Academic Excellence
Responsible Stewardship of Resources
Ethical Behavior, Integrity, and Transparency
Support of Innovation and Leadership

STRATEGIC PLANNING

Hudson County Community College is committed to fulfilling the educational needs of the residents and businesses of our community. To attain this goal, the College formulates and implements a detailed strategic plan every three-to-five years. At its September 2021 meeting, the Hudson County Community College Board of Trustees approved the 2021-24 Strategic Plan, entitled, Hudson is Home! The plan may be viewed at https://www.hccc.edu/abouthccc/vision/strategic-plan.html.

The strategic planning process provided an opportunity to engage our entire community in helping shape the vision and direction of the College over the next three-to-five years. The Core Planning Team - composed of faculty, staff, and administrators – reviewed environmental scan data and conducted a series of open fora among the members of the College community, which included faculty, staff, administrators, students, and members of the external community. Small group discussions focused on identifying the College's existing strengths, opportunities for continued growth, members' aspirations for the future direction of the College, and the results of a realized strategic plan.

ACCREDITATION

*The Accreditations We Have Earned Ensure
You a Quality Education at HCCC!*

When you register at Hudson County Community College, you may register with confidence that you will receive a top-quality education at an institution that has achieved full institutional accreditation and many specific program accreditations. Our accreditations are authorized approvals of our performance and ability to continue providing and improving top-notch classes and courses.

Hudson County Community College operates under the authority of the New Jersey Commission on Higher Education.

HCCC is fully, and unconditionally, accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. The Commission on Higher Education is an institutional accrediting agency recognized by the United States Secretary of Education and the Commission on Recognition of Post-Secondary Accreditation. (3264 Market Street, Philadelphia, PA; phone: 267-284-5000).

The AAS degrees in Culinary Arts and Culinary Arts-Option in Baking and Pastry and the Certificates in Culinary Arts and Culinary Arts-Baking and Pastry are accredited by the Accrediting Commission of the American Culinary Federation Education Foundation (180 Center Place Way, St. Augustine, FL, 32095, 800-624-6458).

The Nursing (NSG) Program offered at the Journal Square Campus is approved by the New Jersey Board of Nursing (124 Halsey Street, Newark, New Jersey, 07102) and accredited by the Accreditation Commission for Education in Nursing (ACEN), located at 3390 Peachtree Road NE, Suite 1400 Atlanta, Georgia 30326 Phone: (404) 975-5000 - www.acenursing.org.

The Practical Nursing (PNU) Program offered at the Journal Square Campus is sanctioned by the New Jersey Board of Nursing (124 Halsey Street, Newark, New Jersey, 07102).

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

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

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

The Joint Review Committee on Education in
Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182
(312) 704-5300 | Email: mail@jrcert.org

See www.jrcert.org for program information and Radiography Standards of Education.

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

Contact Information
Dr. Heather DeVries, Accreditation Liaison Officer
70 Sip Avenue, Fourth Floor, Jersey City, NJ 07306
201-360-4660 | hdevries@hccc.edu

MEMBERSHIPS

The College, its faculty, administrators, staff, and students maintain memberships in a wide variety of academic and professional associations, including:

Achieving the Dream (ATD)

American Association of Collegiate Registrars and Admissions Officers (AACRAO)

American Council on Education (ACE)

American Association of Community Colleges (AACC)

Association of Community College Trustees (ACCT)

American Society for Industrial Security (ASIS)

Council for the Advancement and Support of Education (CASE)

Council for Higher Education Accreditation (CHEA)

Eastern Association Student Financial Aid Administrators (EASFAA)

Hispanic Association of Colleges and Universities (HACU)

Hudson County Chamber of Commerce

Hudson County Economic Development Corporation

International Council on Hotel Restaurant and Institutional Education

League for Innovation in the Community College

Learning Ally (Accessibility Services)

LGBTQ Presidents in Higher Education

Middle States Association of Collegiate Registrars and Officers of Admission (MSACROA)

Middle States Commission on Higher Education (MSCHE)

National Alliance of Concurrent Enrollment Partnerships (NACEP)

National Association of College and University Attorneys (NACUA)

National Association of College and University Business Officers (NACUBO)

National Association for Community College Entrepreneurship (NACCE)

National Association of Student Financial Aid Administrators (NASFAA)

National Institute for Staff and Organizational Development (NISOD)

New Jersey Association for College Admission Counseling (NJACAC)

New Jersey Association of Veterans' Program Administrators (NJAVPA)

New Jersey Council of County Colleges (NJCCC)

New Jersey Library Association (NJLA)

New Jersey Presidents' Council

Phi Theta Kappa International Honor Society

REFORMA (Affiliate of the American Library Association - ALA)

Student Affairs Administrators in Higher Education (NASPA)

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

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

COLLEGE OFFERINGS

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

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

I.   ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

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

According to the Comprehensive State-Wide Transfer Agreement approved by the New Jersey Presidents' Council (NJTransfer.org), an Associate in Arts (A.A.) or Associate in Science (A.S.) degree from a New Jersey community college will be fully transferable as the first two years of a baccalaureate degree program at New Jersey public four-year institutions. Additionally, students transferring with an A.A. or A.S. degree will be considered to have completed all lower division General Education requirements. For Associate in Fine Arts (A.F.A.) and Associate in Applied Science (A.A.S.) programs, HCCC has negotiated articulation agreements to facilitate the transfer of credits from HCCC to participating institutions. Students should discuss transfer opportunities with an advisor.

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

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

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

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

Associate in Science (A.S.)
The Associate in Science degree is awarded to students who successfully complete programs which emphasize mathematics, the biological sciences, physical sciences, computer sciences, or engineering sciences. An A.S. program prepares students for transfer to bachelor's degree granting institutions or qualification for entry-level career opportunities.

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

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

The most current list of program offerings can be found at
https://www.hccc.edu/programs-courses/explore-all-programs.html

DIVISION OF BUSINESS, CULINARY ARTS & HOSPITALITY MANAGEMENT

161 Newkirk Street | 201.360.4630 | cai@hccc.edu
www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html

Associate in Arts (A.A.) Program
Liberal Arts – Business

Associate in Science (A.S.) Programs
Accounting
Business Administration

Associate in Applied Science (A.A.S.) Programs
Culinary Arts
Culinary Arts – Baking & Pastry Option
Hospitality Management (HMT)
HMT – Entrepreneurship Option
HMT – Hotel Restaurant Management Option
HMT – Travel and Tourism Option

Certificate Programs
Accounting
Culinary Arts
Culinary Arts - Baking and Pastry
Culinary Business Innovation
Hospitality Management
Transportation, Logistics, and Distribution

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

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

119 Newkirk Street | 201.360.4380 | English@hccc.edu | ESL@hccc.edu
www.hccc.edu/programs-courses/academic-pathways/esl.html

Associate in Arts (A.A.) Program
English

Proficiency Certificate
English as a Second Language (ESL)

DIVISION OF HUMANITIES & SOCIAL SCIENCES

71 Sip Avenue | 201.360.4750 | HUM-SS@hccc.edu
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

Associate in Arts (A.A.) Programs
English – Communication Studies Option
Liberal Arts –
Early Childhood Education
Elementary and Secondary Education
General
History
Infant/Toddler Education
Psychology
Special Education
Sociology
Theatre Arts

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

Associate in Science (A.S.) Programs
Criminal Justice
Criminal Justice – Homeland Security Option
Human Services – Pre-Social Work
Human Services – Pre-Social Work
  - Addictions Counseling Option

Associate in Applied Science (A.A.S.) Programs
Early Childhood Education
Child Development Associate (CDA) in Infant/
  Toddler and Preschool coursework available

Certificate Programs
Digital Art & Design

Proficiency Certificate
Addictions Counseling
Digital Art & Design

DIVISION OF NURSING AND HEALTH SCIENCES

870 Bergen Avenue | 201.360.4267 | nursingprogram@hccc.edu | healthprograms@hccc.edu
www.hccc.edu/programs-courses/academic-pathways/nursing-health/index.html

Associate in Science (A.S.) Programs
Exercise Science
Health Services
Health Services – Public Health Option
Medical Science – Pre-Professional
Medical Science – Pre-Professional – Pre-Nursing Option
Nursing
Occupational Therapy Assistant
  (Joint program with Rutgers University)
Radiography

Associate in Applied Science (A.A.S.) Programs
Health Science
Medical Assisting
Paramedic Science
  (Partnership with RWJ/Barnabas Health at Jersey City
  Medical Center)

Certificate Programs
Medical Billing & Coding
Personal Fitness Training
Practical Nursing

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

263 Academy Street | 201.360.4265 | STEMprograms@hccc.edu |
www.hccc.edu/programs-courses/academic-pathways/stem/index.html

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

Associate in Applied Science (A.A.S.) Programs
Advanced Manufacturing
Advanced Manufacturing - Woodwork Option
Computer Technology
Construction Management
Electronics Engineering Technology
Technical Studies

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

II.   DIVISION OF CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

CONTINUING EDUCATION
161 Newkirk Street | 201.360.4224/4246 | continuingeducation@hccc.edu
www.hccc.edu/programs-courses/continuing-education/index.html

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

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

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

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

English as a Second Language
Learn to speak American English and to read and write in English.

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

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

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

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

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

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

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

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

THE CENTER FOR BUSINESS & INDUSTRY (CBI)
161 Newkirk Street | 201.360.4247 | communityed@hccc.edu
www.hccc.edu/programs-courses/continuing-education/index.html

The Center for Business & Industry (CBI) creates and delivers quality, customized training designed by experts in the field to enhance employee performance and further organizational goals. CBI is dedicated to providing the Hudson County business community with the skilled and educated workforce that will allow the area to continue to prosper.

CBI develops and delivers affordable training to businesses from small local companies to large corporate businesses, community, government, and non-profit organizations. Training can be provided on-campus or at the business location. The CBI team assesses the training needs of employees and provides customized, affordable training options, including eligibility for grant-funded training through the New Jersey Business and Industry Association (NJBIA) Workforce Training Program. Training courses include: Microsoft Office including Excel, Word and Outlook; Communications and Customer Service; ESL; Math in the Workplace; Team Building; Problem Solving; Time Management; Diversity in the Workplace, and others.

For a free consultation, or to obtain additional information regarding CBI, visit www.hccc.edu/programs-courses/continuing-education/index.html or call (201) 360-4247.

III. EARLY COLLEGE PROGRAM AND HIGH SCHOOL PARTNERSHIPS

2 Enos Place, J104 | 201.360.5330 | EarlyCollege@hccc.edu |
www.hccc.edu/programs-courses/academic-pathways/early-college/index.html

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

These collaborative projects can include, but are not limited to the use of the College Placement Test (CPT) as a tool in providing an early measure of preparedness for college; alignment of high school and college curricula; and dual enrollment/credit program for current high school students.

EARLY COLLEGE AT HCCC

The Early College Program allows all high school juniors and seniors to take classes at the college for 50% off the in-county tuition rate. Enterprising students can take up to a total of 36 credits in the program.

In addition, HCCC has a number of partnerships with local high schools that allow students to earn a certificate or even a full Associate Degree upon high school graduation through dual enrollment agreements. Participating students may take a combination of courses offered as part of the high school curriculum and additional courses offered after school.

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

High School (Early College) Admissions Process
High school students, approved to participate in the Early College program may be admitted by submitting the Early College application for high school students at www.hccc.edu/programs-courses/academic-pathways/early-college/index.html. Students may be required to take the college placement examination.

IV. CULTURAL AFFAIRS

71 Sip Avenue, 6th Floor | 201.360.4182 | gallery@hccc.edu
www.hccc.edu/community/arts/cultural-affairs/index.html
Instagram: @dineenhullgallery | Facebook: facebook.com/dineenhullgalleryhccc

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

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

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

GETTING INTO HUDSON COUNTY COMMUNITY COLLEGE

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

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

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

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

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

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

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

3. New students enrolling in a public or private institution of higher education in New Jersey are required by state law (P.L. 2019, c.332) to receive meningococcal vaccines as recommended by the Advisory Committee on Immunization Practices (ACIP) and the Centers for Disease Control and Prevention (CDC).

The following documents are acceptable as evidence of immunization:
a) Official School Immunization Record.

b) A record from any public health department or a physician.

To be exempt from providing immunizations, students must meet ONE of the following conditions:

a) Medical reasons (for example, pregnancy or immunity). A physician's statement or official records must be submitted.

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

c) Those individuals born before January 1, 1957 (does not apply to Hepatitis B).

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

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

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

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

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

ADMISSIONS TESTING AND PLACEMENT

Testing Center

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

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

Students must complete one of the following placement methods:

1) Before taking the placement test (CPT), students are encouraged to review our test exemption waiver criteria. Students may be exempt based on:

- Overall High School GPA of 3.0+
- SAT
- ACT
- AP
- TOEFL
- GED
- HiSET
- TASC
- Accuplacer scores from another college/institution

For more information on placement test exemption/waiver criteria, please visit: www.hccc.edu/testing

2) Take the HCCC College Placement Test (CPT). Students who have not completed 4 years of high school in the U.S. may be required to take the ESL placement test. The results of the CPT are used to determine whether students require the English as a Second Language (ESL) program or the Academic Foundations program to strengthen basic skills before taking college level courses.

Students who require special testing accommodations for placement testing are encouraged to visit the Accessibility Services Office or email as@hccc.edu.

3) Have successfully taken and exited developmental coursework at another community college within the last two years. Student must provide college transcripts. Unofficial transcripts are acceptable for placement only. Official transcripts from all colleges attended are required if student is seeking transfer credit.

4) Provide an official transcript showing completion of college-level English composition and/or mathematics courses with a minimum grade of 'C' at another college.

5) Provide an official transcript showing a degree earned from a regionally accredited United States college or university. Students whose degrees did not include college-level English composition or mathematics courses are required to take the CPT. Graduates of foreign universities should have their records evaluated by any member agency of the National Association of Credential Evaluation Services (NACES) before submitting to transferevaluations@hccc.edu.

For more information, visit www.naces.org.

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

1) ESL placement testing

2) College Level Examination Program (CLEP)

3) NLN Pre-Admissions Exams (PAX)

4) Assessment Technologies Institute – Test of Essential Academic Skills (ATI TEAS)

5) Distance Education Exam Proctoring

6) NYU Foreign Language Proficiency Test

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

STUDENT TYPES AND DEFINITIONS

First-Year Students
Students who have completed fewer than 30 credits.

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

International Students
70 Sip Avenue | (201) 360-4136 | internationalstudents@hccc.edu
www.hccc.edu/admissions/applyinghccc/index.html

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

Enrollment Services includes International Student Services (ISS), and provides guidance and assistance to F-1 international students. However, the office does not provide assistance with processing Change of Status to F-1 Visas. Students who need a Form I-20 must complete an Admission Application as well as an International Student Application. International students are considered nonresidents in regard to tuition payments. International students must maintain full-time status during the fall and spring semesters. Summer sessions are optional. International students are limited to the number of online credits they may enroll in. Students can take only one online class per semester, including the summer term, and the class cannot exceed 3 credits. International students must maintain satisfactory academic progress as stated in the Academic Progress section of the College Catalog.

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

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

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

International Student Application Deadlines:

Fall Semester	June 1
Spring Semester	October 1

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

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

Non-Matriculated
Any student who is a part-time, non-degree seeking student is considered a non-matriculating student. Non-matriculated students attend the same classes as degree-seeking students and earn credit upon satisfactory completion of courses. Normal course pre-requisites apply, which may include passing one or more sections of the College Placement Test (CPT) or providing the College with a college transcript showing successful completion of pre-requisite courses. Non-matriculated students are not eligible for financial aid.

Non-Matriculated High School Students (Early College)
Students taking courses prior to high school graduation through the Early College Program.

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

Second-Year Students
Students who have completed more than 30 credits.

Students Seeking a Second HCCC Degree
HCCC graduates may be permitted to apply for a second degree under the following conditions:

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

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

3. Students must consult with the appropriate Division Deans or Academic Program Directors to determine the courses which must be completed to satisfy the requirements of the second degree. Students must also complete a Second Degree Request Form, which can be obtained from the Division Dean or Academic Program Director. Approval from the Office of Academic Affairs is required prior to official enrollment into the Second Degree Program.

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

Transfer Students

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

Veteran Students

70 Sip Avenue | Phone 201.360.4135
veterans@hccc.edu
www.hccc.edu/admissions/applyinghccc/veteran.html

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

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

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

CREDIT FOR PRIOR LEARNING EXPERIENCES

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

Advanced Placement (AP)

Hudson County Community College may award up to eight credits to entering students who complete Advanced Placement (AP) courses in secondary school, and achieve score of 3 or higher on the Advanced Placement Examinations. Credits may be awarded if the courses can be equated with specific courses offered by the College, are part of the student's major, and are completed within specified timelines.

Applicants should have their official scores sent from the College Entrance Examination Board — Advanced Placement Examination Program to the Office of the Registrar for evaluation by the end of their first semester of enrollment to avoid course duplication. Course credits are reported on the student transcript as transfer credits and are not used in computing the student's GPA.

College Level Examination Program (CLEP)

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

The HCCC testing center is an authorized CLEP testing center. Students are encouraged to sit for the CLEP exam as soon as possible in their college careers to avoid course duplication. Credits will be awarded only for those courses which are a part of a specific degree program at HCCC. Therefore, students should seek advisement from the Center for Academic and Student Success (CASS), or their Division Dean or Academic Program Director, to be sure that such credit is acceptable in their major. To receive CLEP credit, students must achieve the required cut-off score. CLEP credit scores should be forwarded to the Office of the Registrar. Course credits are reported on the College transcript as transfer/examination credit and are not used in computing a student's GPA.

Credit for Courses Completed at Non-Collegiate or Proprietary Institutions

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

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

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

Military Education Courses

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

NYU Foreign Language Proficiency Tests

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

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

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

• For the associate degree, the student must fulfill the HCCC residency requirement of a minimum of 30 credits, of which at least 12 credits must be in major-required courses.

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

Course Age Restrictions

English and/or mathematics courses taken more than 10 years prior to the first semester will be accepted if the student passes a proficiency test in writing and/or a placement test in mathematics.

For other specified courses, age limits (typically 5 or 10 years) have been set by the appropriate academic areas. The granting of credits for such courses may require successful completion of a proficiency examination, or review by the Division Dean or Academic Program Director to determine currency of knowledge. The list of age-restricted courses and requirements for granting credits is available in the Center for Academic and Student Success, Enrollment Services Office, and the Office of the Registrar.

For more information about transfer credit, visit www.hccc.edu/programs-courses/academic-pathways/transfer-dual-admissions/index.html.

Transfer Credit from Foreign Institutions

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

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

Work/Life Portfolio Credit

Students matriculated in a degree program may earn up to thirteen (13) credits for work/life experience that is demonstrated to be the equivalent of college-level study. Such credit requires the submission of a Work/Life Portfolio to determine if that experience is the equivalent of college-level study. This credit is not just for work experience, but for college-level knowledge gained from work or life experience. Students who satisfy the following requirements may apply for Work/Life portfolio credit:

• Graduated from high school or received a GED certificate five (5) or more years ago.

• Have completed at least four (4) college-level courses at HCCC as a matriculated student with a minimum 2.0 GPA, but are not in their final, degree-awarding semester.

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

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

EDUCATIONAL OPPORTUNITY FUND (EOF)

2 Enos Place, Lower Level | 201.360.4180 | eof@hccc.edu | www.hccc.edu/student-success/eof/index.html

The Educational Opportunity Fund (EOF) Program is an academic support program. For more than 50 years, EOF has served students from educationally and economically disadvantaged backgrounds in the State of New Jersey. EOF provides wraparound academic services to assist students in developing the skills needed to navigate and graduate from Hudson County Community College. Students are assigned a personal advisor who will assist them in reaching their academic, career and personal goals. Support services include academic advisement, transfer and career advisement, tutorial services, supplemental instruction, mentoring, and enrichment workshops. The EOF program offers a robust summer experience for all new EOF scholars providing developmental courses and academic support services.

EOF scholars may be eligible to receive an EOF grant through the New Jersey Office of the Secretary of Higher Education (OSHE). To be eligible to participate in the EOF program, a scholar must be enrolled as a full-time student, be a resident of New Jersey for at least one year, meet the state's income eligibility criteria. Interested students must submit a completed EOF application found at www.hccc.edu/student-success/eof/index.html.

COURSE REGISTRATION

Enrollment Services

70 Sip Avenue, Jersey City or 4800 Kennedy Boulevard, Union City

201.714.7200 | enrollment@hccc.edu | https://www.hccc.edu/admissions/index.html

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

When to Register:

• Registration for the summer and fall terms begins in April.

• Registration for the winter and spring terms begins in November.

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

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

Where to Register:

• In-person registration: All new students and current students who have yet to exit ESL or English Academic Foundations requirements must register in person. In-person registration takes place at both campuses. Students should visit the Enrollment Services Office for registration clearance and will be directed to the appropriate office from there.

• Online registration: Current students who have exited all ESL and English Academic Foundations requirements should register online. Online registration is completed via Student Planning at http://libertylink.hccc.edu.

PAYING FOR COLLEGE AT HCCC

Bursar's Office/Student Accounts

Main Campus: 70 Sip Avenue, Building A, 1st Floor | 201.360.4100 | fax: 201.795.3105
North Hudson Campus: 4800 Kennedy Boulevard, 1st Floor | 201.360.4735
bursar@hccc.edu | www.hccc.edu/paying-for-college/tuition-fees/index.html

Tuition Rates:
1. Hudson County residents – A student is considered a Hudson County resident if they maintain a permanent home within Hudson County, New Jersey.

2. Out-of-county residents – A student is considered out-of-county if they live outside of Hudson County but still reside in New Jersey.

3. Out-of-state and International residents – Students who reside outside of New Jersey.

Address Changes
All students must file a Change of Address Form in the Office of Enrollment Services as soon as their address changes. The form must be accompanied by documents verifying the new address (NJ State ID/County ID/home phone bill or utility bill in the student's name) in order for a change of address to occur. The Change of Address Form is available at www.hccc.edu/paying-for-college/financial-aid/policies-procedures/federal-verification.html. If a change of address requires a tuition adjustment, the change must be made before the end of the add/drop period.

Out-of-County Chargeback Assistance

Students who reside in a county other than Hudson and who take courses at HCCC because their school does not offer a specific academic program may avoid paying the out-of-county rate for tuition. Students must apply for and be accepted for admission at HCCC and then must submit HCCC's letter of acceptance to their home community college's Admission or Bursar's office, and obtain a "Certification of Inability to Admit" from that school.

Students must send or bring that certificate to their home county Chief Fiscal Officer. The county will then issue a "Certification of Residence" to the student. Both certifications must be submitted to the Bursar's Office at HCCC. Students are responsible to make copies of chargeback documents before submitting them to the Bursar's office. The Bursar's office will then bill the appropriate county for the difference between the in-county and out-of-county tuition rate. All students are responsible for payment of other charges on their student accounts and any tuition charges not paid by their home county. Students are responsible for ensuring that completed forms are filed in the Bursar's office each semester.

Tuition Waivers

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

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

Tuition & Fee Estimates for School Year 2020-2021

Hudson County Community College - Cost of Attendance Estimate Grid
The figures presented below are by term, may be subject to change without notice and may not reflect the actual cost associated with your registration.

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

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

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

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

Student Life Fee - This fee is charged per credit hour to all students enrolled in courses for credit. Departments and programs receiving funding from this fee may include: Student Life and Leadership, Student Government Association, Student Clubs and Activities, Honor Societies, Cultural Affairs, Career Services, Advising & Transfer, Academic Affairs, and costs related to graduation events and Commencement.

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

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

Payment Deadlines

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

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

Missed Payments

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

Refund Policy

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

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

Upon registration of classes, the student creates a contract with the College by which HCCC commits to hold class seats for students. This contract automatically produces a financial obliga-tion to the College. Students can reduce or cancel this obligation by adhering to the published add/drop, withdrawal, and refund dates.

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

PAYMENT METHODS

Students Using Financial Aid
Financial Aid Office:

Main Campus: 70 Sip Avenue, Building A, 2nd Floor
North Hudson Campus: 4800 John F. Kennedy Boulevard, 1st Floor
201.360.4200 | financial_aid@hccc.edu | www.hccc.edu/paying-for-college/financial-aid/index.html

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

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

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

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

Eligible students may be aided through a combination package of scholarships or grants (which need not be repaid), student loans (which are repaid after graduation or when enrollment drops below part-time or ceases), and work (part-time campus employ-ment). The amount and type of aid will depend upon available funds and the degree of need. Students should carefully check deadline dates for financial aid applications. Financial aid awards are disbursed to students' accounts at least once during each semester of enrollment.

Students interested in applying for financial assistance must file the Free Application for Federal Student Aid (FAFSA), which is the application for federal and state aid. Applications must be completed at least three months prior to the beginning of a new semester to ensure consideration for aid under the following programs: Federal Work Study, Federal Supplemental Educa-tion Opportunity Grant, Educational Opportunity Fund, Federal PELL Grant, Tuition Aid Grant, Educational Opportunity Grant, Community College Opportunity Grant, New Jersey Governor's Industry Vocations Scholarships, Governor's Urban Scholarships, New Jersey STARS, Federal Student Loan, and PLUS Programs. To be eligible to receive aid, students must demonstrate the ability to benefit from the programs offered at the College by either having a high school diploma or GED. Students must also be U.S. citizens or eligible non-citizens, have a valid Social Security number, comply with Selective Service if required, and have not received a baccalaureate degree. For more detailed information regarding eligibility requirements please contact the Financial Aid Office.

Steps to FAFSA Application Process

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

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

The steps to applying for financial aid from the State of New Jersey are:
1. Complete the FAFSA.
2. Establish an NJFAMS account (https://njfams.hesaa.org)

For more information, go to
www.hccc.edu/paying-for-college/financial-aid/index.html

Financial Aid Refund Policy

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

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

Federal Pell Grant

Students must be U.S. citizens or eligible non-citizens, and meet all other requirements. Pell Grants are awarded to undergraduate students who have not earned a bachelor's or graduate degree. Federal Pell Grant for the 2021-2022 award year is $6,495. The amount an individual student may receive depends on a number of factors. Grants are renewable annually based on financial need, enrollment status, and satisfactory academic progress. Students selected for verification are required to submit to the Office of Student Financial Assistance all requested financial documentation from both the student and parent before any financial aid is awarded.

Federal Student Loan

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

Loan amounts are $3,500.00 for first-year undergraduate students and $4,500.00 for second-year undergraduate students, depending upon financial need. The interest rates for Direct Subsidized Loans first disbursed on or after July 1, 2021 is 3.734%.

Unsubsidized Federal Direct Loans are available and students are responsible for payment of interest while in school and during grace periods. The interest rates for Direct Unsubsidized Loans first disbursed on or after July 1, 2021 is 3.734%.

Subsidized and Unsubsidized loans are available through the Federal Direct loans program. Students must submit, in addition to the FAFSA, a separate loan application. Loans are renewable annually based upon satisfactory academic progress and continued eligibility. The Federal Perkins Loan is not available at HCCC.

Federal PLUS Loan

The PLUS Loan is for parents of undergraduate dependent students. The loan is made to the parent by the Federal Direct loan program. The parent may apply for the total cost of attendance minus any financial aid received. Repayment begins within 60 days of disbursement. The interest rates for Direct PLUS Loans first disbursed on or after July 1, 2021 is 6.284%

Tuition Aid Grant (TAG)

Students are eligible if they are enrolled as undergraduates in a program that leads to a degree or certificate at HCCC and are enrolled for at least half-time. Applicants must demonstrate need for student aid and must have lived in New Jersey for 12 consecutive months prior to September 15 for fall awards or 12 consecutive months prior to February 15 for spring only awards before receiving the grant. Students must be citizens or eligible non-citizens of the U.S. All applicants must submit a FAFSA to determine eligibility by the specified deadlines. For additional requirements, please visit www.hesaa.org. The amount of the grant differs in value based on the students' needs, the tuition cost, and the funds available for distribution to students. For the current academic year, grants range in value from $305 to $2,790 per year at HCCC. Grants are renewable annually based upon satisfactory academic progress and continued eligibility. However, the maximum numbers of semester payments students may receive are defined by regulation and relate to students' course of study as follows:

PROGRAM	NUMBER OF TAG PAYMENTS
2-Year Program	5
2-Year Program with Remedial/ESL	6
2-Year EOF Program	6-8

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

NJ Dreamers Grant

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

Community College Opportunity Grant

The Community College Opportunity Grant (CCOG) is a tuition-free program administered by the New Jersey Higher Education Student Assistance Authority (HESAA). Students with adjusted gross incomes between 0 and $65,000, and enrolled for six or more credits will be eligible to receive CCOG awards to cover tuition and approved educational fees. CCOG is a last-dollar scholarship, therefore the full amount of all-state, federal, institutional and community aid received by the student shall be applied to the tuition and approved educational fee charges to reduce the amount of the CCOG award. Students must complete either the FAFSA or the New Jersey Alternative Aid Application by the state deadline.

Federal Supplemental Opportunity Grant (FSEOG)

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

Federal Work-Study Program (FWS)

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

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

In order to receive federal, state, or institutional financial aid, students must demonstrate satisfactory academic progress toward the attainment of a degree. At HCCC, the financial aid satisfactory academic progress is determined annually. These standards have been developed in accordance with regulations that govern financial aid programs.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. Maximum Time Frame. Students must successfully complete their coursework within 150% of the credit hours needed for their current degree to maintain financial assistance eligibility. For example, if a student's degree requires 66 credits, they must complete their program within 99 credits. Once a student has attempted more than 99 credits, they are no longer eligible for financial aid.

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

The student must complete the SAP Appeal within the first two weeks of the semester.

SAP Appeal Review and Verification

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

Financial Aid Probation

If the appeal is approved, the student will be placed on Financial Aid Probation. A student on Financial Aid Probation may only receive Title IV funds for ONE payment period. A student on Financial Aid Probation may not receive Title IV funds for the subsequent payment period UNLESS: Student is now making SAP or Student has met requirements specified in the academic plan.

Students on Financial Aid Probation must meet with an academic advisor to complete an academic plan. Failure to complete the academic plan with a counselor in the Advisement and Transfer Center will result in loss of funding for the semester. The academic plan will be for the time period required for the student to achieve academic progress. Satisfactory Academic Progress will be reviewed each semester for students on Financial Aid Probation.

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

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

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

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

Other federal regulations:

Non-required Courses

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

Remedial Credit Limitation

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

Repeated Coursework

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

Maximum Number of Semesters of Pell Grant Awards

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

Year-Round Pell Grants

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

STUDENTS NOT USING FINANCIAL AID

Third-Party Billing

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

All letters are subject to review and must include the following information:
- Student name
- Student ID number
- Semester(s)/Academic Year covered
- Number of credits or course work covered
- Dollar or percentage limit (tuition and/or fees) if applicable
- Sponsoring company's name, billing address, contact person, e-mail address, and telephone number

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

Payment Plans

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

Veterans Benefits

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

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

Benefits will not be paid for courses in which students receive non-punitive grades such as "W" or audit. Educational benefits may be suspended when veteran students fail to maintain the minimum standards of attendance and academic progress required of all students. For more information on Veterans Benefits, visit www.hccc.edu/veteranservices

Scholarships

HCCC offers a host of merit-based and needs-based scholarships. Some of the scholarships include HCCC Foundation scholarships and Hudson County Government scholarships.
For a full listing of available scholarships, visit:
www.hccc.edu/paying-for-college/scholarships/index.html

For more information on HCCC Foundation scholarships, contact the Development Office at 201.360.4009 and for additional information on other scholarship opportunities, students should contact the Student Services Office at 201.360.4020.

ACADEMIC POLICIES AND PROCEDURES

Courses are recorded in terms of semester hours. Normally, one semester hour of credit is earned for one hour of class attendance per week for a semester. The semester hours of credit assigned to a course are not necessarily determined by the number of class hours per week. Lab hours, for example, are calculated on the basis of two hours of lab time for one semester hour of credit. In general, a semester consists of 15 weeks of regularly scheduled, student-faculty instructional activity, which includes final exams. HCCC also offers Quick Term courses, which are 12 weeks long, and hybrid/online courses, which are 7 weeks long. Certain select programs are taught on different schedules.

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

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

ACADEMIC FOUNDATIONS/PRE-COLLEGE COURSEWORK

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

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

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

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

ACADEMIC FOUNDATIONS MATHEMATICS

263 Academy Street, Jersey City | Room 505 | 201.360.5356

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

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

Basic Mathematics & Algebra Courses
(see course descriptions on page 124-125)

Course Number	Course Name	Number of Credits
MAT 071	Basic Mathematics	3
MAT 070	Basic Algebra Workshop	1
MAT 073	Basic Algebra	3
MAT-073-ALP	Basic Algebra (connected with College Algebra MAT-100-ALP)	3 3
MAT-071-AMA	Basic Mathematics (7-week)	3
MAT-073-AMB	Basic Algebra (7-week)	3

Academic Foundations Mathematics Center
263 Academy Street, Jersey City | Room 514 | 201.360.5356 | afmathcenter@hccc.edu

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

ACADEMIC FOUNDATIONS ENGLISH

119 Newkirk Street, Jersey City | 201.360.4380

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

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

Basic English Courses
(See Course Descriptions on pages 113,114 and 132)

	Course Number/Name	Number of Credits
Level I	ENG 071-Basic Writing I	3
	RDG 071-Basic Reading I	3
		Total 9
Level II	ENG 072-Basic Writing II	3
	RDG 072-Basic Reading II	3
		Total 6
Level III	ENG 073-ALP - Basic Writing III (Connected with ENG-101-AL – College Composition I)	3 3
		Total 6
	Total for AFE 30 Credits	

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

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

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

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

The ESL Program provides five levels of instruction with courses in Writing, Grammar for Writing, and Reading, at each level and Academic Discussion at the first four levels; in the highest level, Reading is paired with Speech, a college-level course. The writing and grammar components of the program are integrated. Students learn how to use grammar to communicate effectively in writing. The reading, listening, and speaking components of the program are also integrated and content-based.

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

ESL Courses
(See Course Descriptions on pages 112 & 113)

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

English Foundations and ESL Placement/Exit Testing
At the end of the semester, students taking Academic Foundations English courses take a departmental writing exam (25% of the overall grade) and a departmental reading exam (25% of the overall grade) as part of the student's overall assessment. In addition, each student must submit a portfolio, which counts as 50% of the student's placement grade.

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

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

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

Foundational Learning Institute
Academic Foundations English and ESL students can develop their English and study skills by participating in a variety of learning activities offered in the English and ESL Foundational Learning Institute (FLI). The FLI is equipped with computers, tablets, and other technologies to assist students in building their English and study skills. The FLI is located in I-102 on the Main Campus and N408 on the North Hudson Campus. Faculty and staff are available during posted hours to assist students with their coursework and additional practice of their reading, writing, grammar, and speaking and listening skills.

Resources for Language Practice
English as a Second Language (ESL) students can build their English skills in computer labs, using audio and video materials that coordinate with activities and materials used in HCCC's ESL classes. Trained lab assistants are available to assist both walk-in students and regularly scheduled classes in the productive use of the labs. Additional resources for ESL students are available in the library, including graded readers, textbooks and recordings. Students can also get help at both the Writing Center and the Tutorial Center, with locations in North Hudson and Journal Square.

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

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

GRADING

All student progress is evaluated by instructors at the mid-semester and end-of-semester points. Mid-semester grades are advisory and are not recorded on the student's permanent record. Counseling and tutoring are available to assist students in academic difficulty.

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

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

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

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

Grade Point Average
To determine the grade point average (GPA), multiply the number of grade point equivalents for each grade received by the number of credits for the course, then divide the total number of grade points by the total number of credits attempted.

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

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

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

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

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

Students who need to take the same course a third time will be placed on probation with a reduced load. Students who unsuccessfully attempt the same course three (3) times will be suspended. After four (4) unsuccessful attempts, they will be subject to dismissal. Students may be permitted to take the course again only in the framework of the Academic Fresh Start Policy.

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

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

W - Withdraw (No Credit)
Students who wish to withdraw must complete and submit a withdrawal form to the Office of the Registrar. Except for selected programs (e.g., Nursing), students may withdraw from a course without academic penalty until a specified point of the semester. Withdraw dates and deadlines can be found on the academic and refund calendar at www.hccc.edu/refund. Beyond the withdraw deadline, students may only withdraw from a course by submitting a Special Circumstance for Withdraw (SCW) form, which will be reviewed by the Division Dean. If approved, students will receive a grade of "W". The SCW form can be accessed at www.hccc.edu/forms.

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

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

P/F- Pass/Fail
For degree-credit courses, a Pass/Fail determination must be made at the time of registration and cannot be changed. If a student passes the course, the grade point average is not affected; however, if a student fails, an "F" grade is given (for an "F" grade, see above). Students who wish to withdraw from a Pass/Fail course must follow the established course withdrawal procedures. Pass (P) is also used for the College Student Success (CSS) course.

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

CX – Credit by Examination
Used for credit awarded for prior learning (AP, CLEP, Work/life portfolio)

NP- Not Passed
Used for College Student Success (CSS) course in place of "F". Students receiving an "NP" grade would be required to retake CSS to meet requirements.

Academic Standing
Students who maintain a cumulative grade point average (GPA) of 2.0 and who successfully complete 67% of their attempted credits maintain satisfactory academic progress. Academic Foundations and ESL students are considered to be making satisfactory academic progress if they earn the prescribed percent of all credits attempted in a semester by attaining grades of "E" and "P", and if their cumulative grade point average (GPA) meets the acceptable minimum standards set by the College. Students should be aware that poor grades, failures, and withdrawals from courses may adversely affect their academic standing. Students should seek personal and academic counseling immediately if their grade point averages fall below the 2.0 cumulative GPA required for graduation.

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

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

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

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

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

*   In cases where a "D" requires the class to be repeated.

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

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

Academic Probation
In any semester, students who fail to meet the College's minimum academic standards will be placed on academic probation and may be required to take a reduced load.

- Students on academic probation must consult with the Advising and Counseling Office concerning course selection and academic load, and must sign an academic contract form prior to registering.

- Students on academic probation may not enroll in more than 14 credits without the permission of the Division Dean or Academic Program Director. Students enrolled in more than 14 credits will be notified to drop additional courses. Failure to do so will result in the College automatically dropping students from the additional courses.

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

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

Academic Dismissal

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

Academic Appeals Procedure

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

To appeal a probation or suspension action, students must complete and submit a Probation/Suspension Appeal Form and supporting documentation to the Academic Action Appeals Committee within the timeframe specified in the notification. In considering student appeals, the Committee/Division Dean will examine the student's entire academic record. An appeal of probation or suspension will be granted by the Chief Academic officer at the committee's recommendation.

Grade Disputes

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

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

A student may dispute a grade for the following reasons:

1. The instructor manifestly does not follow the grading policy published in the course syllabus.

2. The instructor has made an error in evaluating one or more graded submissions (e.g., marked correct answers as wrong).

3. The instructor has made a clerical error in tabulating or averaging grades.

4. The instructor has manifestly evaluated a student's submission(s) in a manner different from that of other students.

5. The instructor failed to provide accommodations for disabilities that had been documented per college policy prior to the award of the grade, and that failure adversely influenced the grade awarded.

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

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

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

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

Academic Fresh Start Policy

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

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

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

1. Coursework to be excluded must have been completed at least three (3) years prior to applying for Academic Fresh Start.

2. The cumulative GPA for all coursework taken three (3) or more years prior to application must be below 2.0.

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

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

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

The following guidelines apply to College Fresh Start Policy:

- Academic Fresh Start will be granted only once.

- Academic Fresh Start does not affect or alter the student's records.

- Coursework to be excluded must have been completed at least 3 years prior to applying for Academic Fresh Start.

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

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

- Subject to the discretion of the relevant division dean or program director, time limitations on any course current at the time of application may be applied.

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

- Students granted Academic Fresh Start must maintain regular contact with an advisor to monitor academic progress.

Course Repetition

If a student earns a grade of "R", "D", or "F" in a major-required or pre-requisite course, the course must be repeated or equivalent credit earned. However, students have the option to repeat any non-required course in which a "D" or "F" grade is earned. Students who wish to repeat a course with a grade of C or better may do so with approval of the Division Dean/Academic Program Director. In all cases where a course is repeated, both the original and repeated grades will remain on the transcript. However, the first unsatisfactory grade will not be used in calculating the grade point average. Any subsequent grades will be calculated in the student's grade point average. Students may not take a course more than twice without permission from the Division Dean/ Academic Program Director of their major. If students withdraw from a repeated course, the original grade prevails. Students who unsuccessfully attempt the same course three (3) times will be suspended. After four (4) unsuccessful attempts, the student will be subject to dismissal.

Students enrolled in Academic Foundations or English as a Second Language courses must repeat all such courses in which a grade of "R" or "F" is earned. Additionally, if a student earns a grade of "R", "D", or "F" in a major-required or pre-requisite course, the course must be repeated or equivalent credit earned. In all cases where a course is repeated, both the original and repeated grades will remain on the transcript. However, while the first unsatisfactory grade will not be used in calculating the grade point average, any subsequent grades will be calculated in the student's grade point average. If a student withdraws from a repeated course, the original grade prevails.

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

Normal Academic Load

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

Change of Major

Students can request a change of major on the MyHudson portal. The request will be reviewed by an academic advisor and if approved, processed by the Registrar's Office. Students should verify all changes by visiting their MyHudson portal.

Attendance

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

Dean's List

Full-time degree students who have completed all Academic Foundations, ESL courses have a grade point average of 3.5 or higher, and no grades of F in the current semester are eligible for the Dean's List. Students with a grade of I on their records shall be evaluated after the period allowed for completion of course work. Part-time degree students earning 12 credits within a calendar year and who meet requisite criteria are also eligible for the Dean's List.

GENERAL EDUCATION REQUIREMENTS

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

General Education Goals and Objectives

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

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

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

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

CSS 100	College Student Success
ENG 101	College Composition I
ENG 102	College Composition II
ENG 112	Speech
CSC 100	Introduction to Computers & Computing
MAT 1**	College Algebra/Math Elective

Effective Fall 2008, all 19 New Jersey community colleges have implemented statewide General Education Foundation guidelines in compliance with the New Jersey Statewide Transfer Agreement. The state-affirmed HCCC general education requirements, when taken in accordance with HCCC A.A. and A.S. degree curricula, will be accepted for transfer in fulfillment of up to half of the credits required for a basic four-year bachelor's degree at any New Jersey public institution. HCCC graduates with an A.A or A.S. will also be considered to have completed all lower division General Education requirements. Detailed information regarding the statewide General Education Foundation guidelines and the statewide transfer agreement can be obtained at www.njtransfer.org.

A complete list of all HCCC degree curricula and General Education requirements can be found at https://www.hccc.edu/programs-courses/explore-all-programs.html

New Jersey Statewide Transfer Agreement

Effective Fall 2008, all 19 New Jersey community colleges have implemented statewide General Education Foundation guidelines in compliance with the New Jersey Statewide Transfer Agreement. The state-affirmed HCCC General Education requirements, when taken in accordance with HCCC AA and AS degree curricula, will be accepted for transfer in fulfillment of up to half of the credits required for a basic four-year bachelor's degree at any New Jersey public institution. HCCC graduates with an A.A. or A.S. will also be considered to have completed all lower division General Education requirements. Detailed information regarding the statewide General Education Foundation guidelines and the statewide transfer agreement can be obtained at www.njtransfer.org.

GRADUATION

Auto-Graduation Policy

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

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

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

Associate Degree and Certificate Requirements

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

- Complete Academic Foundations and/or ESL requirements.

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

- Earn an overall GPA of at least 2.0.

- Earn a grade of C or higher in all required courses in their field of concentration.

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

- Resolve all financial obligations to the College.

- Return all Library books and College materials.

Commencement

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

Graduation Honors

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

3.45 - 3.64 GPA: Cum laude (with honors)

3.65 - 3.84 GPA: Magna cum laude (with high honors)

3.85 - 4.00 GPA: Summa cum laude (with highest honors)

Student Records Policy

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

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

These rights include:

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

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the Office of the Registrar for the record, clearly identify the part of the record the student wants changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

The name and address of the office that administers FERPA is:

> Family Policy Compliance Office
> U.S. Department of Education
> 400 Maryland Avenue, SW
> Washington, DC 20202

Policy on Use of Preferred Name

The College and its Board of Trustees ("Board") recognize that many individuals use and are known by a name other than their legal name because of their gender identity, cultural background, or other aspects of their social or personal identity. College students, faculty and staff shall be allowed to use and be known by a preferred first name. All College offices and personnel are expected to respect an individual's request to be known by their preferred name, and to use that name when interacting with, addressing or referring to the individual who has selected a preferred name following the process outlined in this policy. The College will make good faith efforts to utilize an individual's preferred name throughout the College community, where feasible and appropriate, and to update reports, documents, processes, and systems approved for display and use of preferred names. The College cannot guarantee that the preferred name will appear in all locations or in all circumstances.

Procedure on Use of Preferred Name

A Preferred Name is the name by which an individual wishes to be known and to have appear in College systems and when conducting day-to-day College business because it affirms that individual's gender, culture and other aspects of social identity. The preferred name will consist of a preferred first name. The preferred name does not affect the individual's middle or last name, which must remain the individual's legal name. Legal Name is defined as the name that is recorded on an individual's legal identification and used on formal legal records at the College.

Requesting a Preferred Name:

* To request a preferred name after admission to the College, a student must complete the Preferred Name Request Form at https://myhudson.hccc.edu/registrar.

* To request a change in preferred name or to revert back to use of a legal name, the student must complete a new Preferred Name Request Form.

* To request a preferred name, to change a preferred name or revert back to use of a legal name, College faculty or staff must contact Human Resources.

Approval and Prohibited Use:

When an individual requests use of a preferred name, the individual's records will be updated to display the preferred name in a timely manner, typically within five (5) business days, except in the following circumstances:

a) The name is intended to misrepresent the person's identity and/or misappropriate the identity of another person or organization. https://myhudson.hccc.edu/registrar

b) The use of the name is an attempt to avoid a legal obligation.

c) The appearance of the requested name on the College ID or other records would be harmful to the reputation or interests of the College; and/or

d) The name is derogatory, obscene, conveys an offensive message, or is otherwise inappropriate.

If the preferred name is prohibited for any one of these four reasons, the College reserves the right to deny the request for use of a preferred name. In these circumstances, the individual requesting the preferred name shall be notified of the reason(s) for denial and be given the opportunity to address the concerns. The final determination shall be made at the reasonable discretion of the Chief Student Affairs Officer (or designee) for students or the Chief Human Resources Officer (or designee) for College faculty and staff.

Appearance of the Preferred Name:

Once approved, the preferred name will appear and be used in the following College documents, systems, and processes:

a) Hudson County Community College ID card (ID)
    i.   Students may need to use an ID with a legal name to enter clinical or internship sites.
    ii. Once approved, individuals may obtain an ID card with the preferred name imprinted on the card in place of the legal name. The first card issued with a preferred name imprinted will be provided at no charge. If a replacement card is requested, the individual will be charged the normal fee for issuance of a replacement card.
b) College E-mail
c) Class Rosters
d) Advising Lists
e) Learning Management System (Canvas)
f) "MyHudson" Portal

Use of Legal Name:

The College will not use the preferred name on documents or in systems that require the use of a legal name for legal or business-related reasons. The individual's legal name will continue to be used for these records, which include but are not limited to the following:

a) Admissions records

b) Official transcripts

c) Enrollment verifications

d) Employment and personnel records

e) Paychecks and tax documents

f) Financial aid records

g) Medical records

h) Disciplinary records

i) Public Safety/Security reports

j) Law enforcement records

k) Study Abroad documents and travel records

l) Mandated Reporting

m) Identification to enter clinical or internship sites

The College will change a legal name on legal and business-related documents only upon receipt of documentation evidencing a legal name change.

Diploma Name:
The College considers the diploma to be a ceremonial document, and students may request that either a legal name or a preferred name appear on a diploma. If the diploma will be used for any type of legal verification, it is recommended the student request their legal name be used. Students who request a preferred name to appear on their diploma, and who later wish to have a diploma issued in their legal name or any other name may be charged a fee for that service.

Background Checks and Legal Processes:
Individuals who request and use a preferred name must be aware that the preferred name will constitute an alias that they may be required to disclose in some circumstances including during background checks and other legal processes. This responsibility may be lifelong and may cover each preferred name used even if they later change or discontinue use of the preferred name.

Individuals are encouraged to candidly disclose the existence of any aliases, when appropriate, to avoid discrepancies or the appearance they are attempting to conceal the information. Individuals must also be aware that the existence of an alias may trigger heightened scrutiny during certain federal or state security clearances or background checks, especially in cases where the individual does not disclose the information to authorities. The College will disclose and/or confirm the preferred name(s) used by the individual in accordance with any lawful request for this information, and/or upon request by the individual.

Non-compliance and Complaints:
When an individual who has selected a preferred name in accordance with this policy believes that their selection and use of a preferred name is not being accommodated as required by this policy, the individual is encouraged to resolve the issue informally by communicating their concern directly to the College personnel or office that has failed to interact with, address or refer to the individual using the preferred name.

- In cases where a student feels that they would benefit from additional support or advocacy, or desires to initiate a formal complaint about non-compliance in the use of such student's preferred name, they may contact the Chief Student Affairs Officer.

- In cases where a member of the College faculty or staff feels that they would benefit from additional support or advocacy, or desires to initiate a formal complaint about non-compliance in the use of such member's preferred name, that member may contact the Chief Human Resources Officer.

Use, Abuse, or Misuse:
A Hudson County Community College student ID card with a preferred name imprinted on it may be used as a valid identification card (ID) within the College. However, an ID card with a preferred name imprinted may not be used as an alternate to a legal ID.

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

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

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

Course Add/Drop Process
Add/drop dates and deadlines for each term can be found in the refund and academic calendar at www.hccc.edu/paying-for-college/tuition-fees/refund-policy.html. Students can add/drop courses online. Students may not switch sections without officially changing their course registration, or they may receive a failing grade. Students are not permitted to sit in any class for which they are not officially registered. Students may not enroll in a course that has met for more than three lecture hours. Students who decide not to attend HCCC must drop their courses during the add/drop period. Non-attendance does not constitute an official withdrawal. The College does not drop students for non-attendance.

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

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

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

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

Withdrawal from Health Professions Courses
Students may not withdraw from Nursing (NSG) or Practical Nursing (PNU) or Radiography (RAD) courses without written permission from the Division Dean. To be eligible to withdraw, students must be in good academic standing. Beyond the withdraw deadline, withdrawals will only be considered if the student goes through the Special Circumstances for Withdrawal process.

Requests to Take Courses at Other Institutions:
Occasionally, a currently enrolled HCCC student may request to take a course at another institution. To be sure that the course is acceptable, the student must complete a Concurrent Enrollment Approval Form and get approval from the Division Dean or Academic Program Director. It is essential that the course description from the current catalog of the outside institution be forwarded along with the Concurrent Enrollment Approval Form.

Once approved, one copy of the form is forwarded to the Office of the Registrar, one is retained by the Division Dean or Academic Program Director, and the third and final copy is given to the student, who will present it to the outside institution. Upon completion of the course, the student must arrange to have an official transcript sent from the outside institution to the Office of the Registrar. Credit cannot be awarded until the official transcript has been received. Only fully program-ready students in good academic standing will be permitted to enroll concurrently in selected courses at another institution. Students who enroll concurrently in another institution without approval risk the denial of transfer credit.

ACADEMIC INTEGRITY POLICY

Academic Integrity Standards

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

Violations of the principle of academic integrity include:

- Cheating on exams.
- Reporting false research data or experimental results.
- Allowing other students to copy one's work to submit to instructors.
- Communicating the contents of an exam to other students who will be taking the same test.
- Submitting the same project in more than one course without discussing this first with instructors.
- Submitting plagiarized work. Plagiarism is the use of another writer's words or ideas without properly crediting that person. This unacknowledged use may be from published books or articles, the Internet, or another student's work.

Violations of Academic Integrity

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

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

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

RESOURCES AND SERVICES

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

ABEGAIL DOUGLAS-JOHNSON (ADJ) ACADEMIC SUPPORT SERVICES DEPARTMENT

Academic Support Services Centers:

Tutorial Center (Journal Square Campus)
71 Sip Ave., Jersey City | Lower-Level of the Gabert Library Building | (201) 360-4187 | tc@hccc.edu

Writing Center (Journal Square Campus)
2 Enos Pl., Jersey City | Room J-204 | (201) 360-4370 | wc@hccc.edu

Academic Foundations (AF) Math Center (Journal Square Campus)
263 Academy St., Jersey City | Room S-514 | (201) 360-5356 | afmathcenter@hccc.edu

Academic Support Center (North Hudson Campus)
4800 Kennedy Blvd., Union City | Room N-704 | (201) 360- 4623 | nhtc@hccc.edu

The ADJ Academic Support Services Department is composed of four centers: The Tutorial Center, the Writing Center, the Academic Foundations Math Center, and the Academic Support Center. Each location provides free academic support in a broad range of subject areas designed to help students become autonomous and efficient learners. Tutors and students work collaboratively in one-on-one, small group, and workshop settings to reinforce course material, develop confidence, and foster independence. Each center offers the option to either walk-in or create an appointment ahead of time using WCOnline (hccc.mywconline.com). WCOnline is accessible to students at their convenience on their phone, tablet, or personal computer. We also offer and encourage students to take advantage of creating recurring weekly appointments to maintain consistent tutoring sessions. During the fall and spring semesters, all four centers on both campuses are open Monday through Friday, 10:00 am - 7:00 pm and Saturday, 10:00 am - 3:00 pm (Academic Foundations Math Center is closed on Saturdays).

In addition to in-center tutoring, the In-Class Tutoring Program provides students with an embedded tutor in and out of the classroom, who works collaboratively with the professor, and is dedicated to that one class. Academic workshops are also offered throughout the academic year to supplement what students are learning in their courses, and online tutoring is available through Smarthinking to all enrolled students. The department also includes the Transitional Program, which offers Enrichment Programs, Accelerated Programs, Boot Camps, and Bridge Program.

Online Tutoring (Smarthinking)

Smarthinking is an Online Tutoring service made available to students through the online portal learning management system (LMS) Canvas, at no extra cost, giving students direct access to support services 24 hours a day and 7 days a week.

Smarthinking offers the following features:

- Work with a Tutor or Career Coach: Connect with a live tutor on demand

- Submit my Writing or Career Documents: Send an essay or career document for review

- Submit a Question: Ask a question to be answered offline usually within 24 hours

- Review my Sessions and Submissions: Review previous online tutoring sessions

- Study Aids: access to 1,500 mathematics tutorials, math resources, an accounting study guide, a Writer's Handbook and more

In-Class Tutoring Program

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

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

Academic Workshops

The ADJ Academic Support Services Department offers a variety of workshops that aim to provide supplemental academic supplemental instruction. All of our workshop offerings can be found on the HCCC Portal and you can register on involved.hccc.edu and www.hccc.mywconline.com. Listed below are some of the workshops that are offered:

- Speech Writing Workshops

- Honors Guide to Designing a Poster Presentation Workshop

- Honors Poster Presentation Feedback Workshop

- College Composition I Writing Workshops

- Typing Workshops

- ESL Workshops (Level 0-4): Conversation/Pronunciation & Grammar Review and Practice

- Exit Exam Prep Workshops: ESL IV & Basic Reading/ Writing Exit Exam Preparation Workshops

Transitional Opportunity Program (T.O.P.)

71 Sip Ave., Jersey City | Lower-Level of the Gabert Library Building | 201.360.4036 | transitionalprogram@hccc.edu

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

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

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

STUDENT SUPPORT SERVICES

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

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

Advisement and Transfer

70 Sip Avenue, 2nd Floor |
(201) 360-4150/4152 | 201-360-4627 NHC
advising@live.hccc.edu
www.hccc.edu/advising@live.hccc.edu

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

Academic counselors and advisors support matriculated students on both campuses, as well as remotely. Students are encouraged to meet with their advisor early on in the academic term to plan out their courses for their respective academic programs.

Mental Health Counseling & Wellness

70 Sip Avenue, 3rd Floor
(201) 360-4229 | mentalhealthcounseling@hccc.edu

HCCC is proud to be a stigma-free campus. Mental Health Counseling & Wellness is here to help Students with obstacles that might impact their academic goals. The office embraces diversity and acknowledges that students are all unique and special. Counselors treat students with the respect and dignity they deserve. Their role is to advocate, support, and help students achieve their individualized dreams, by providing a Safe Place for all. Services provided:
   - Short term mental health counseling by a licensed provider
   - Support Groups
   - Psycho-educational workshops
   - Referrals
   - 24/7 support via Peer-to-peer support through the
     TalkCampus App
  -Internship experience opportunities

Office of Accessibility Support Services

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

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

Students with disabilities must identify themselves to the College by submitting documentation to the Counselor/Coordinator, Disability Support Services (DSS). Documentation provided by students is kept confidential. Only information regarding specific recommendations is released to faculty and only with student permission. Every effort is made to review the documentation of each individual student to determine the appropriate accommodations to provide the optimum learning environment. For a listing of available types of assistance, please refer to the ACCESS Handbook located on the DSS student portal page and the College Catalog.

Service Animal Policy

Hudson County Community College (HCCC) limits the presence of privately owned animals on campus. However, the College permits exceptions for Service Animals on campus when they are doing work or performing tasks required by a student, employee, or visitor.

The term "Service Animal" as used in this Policy means a Service Animal as defined in the regulations of the Americans with Disabilities Act (ADA) as promulgated by the United Stated Department of Justice in 28 C.F.R. §§ 36.104 and 35.136. Service Animals are working animals, not pets. The work or task that a Service Animal has been trained to provide must be directly related to the person's needs or disability. Animals whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or to promote emotional wellbeing do not qualify as Service Animals under the ADA regulations.

III. Permitted Use of Service Animals

Visible display or documentation of service designation, such as proof that the animal has been certified, trained, or licensed as a Service Animal is not required. Inquiry about a Service Animal shall not be made when it is readily apparent that the Service Animal is trained to do work or perform a task for an individual with a disability. In cases where it is not readily apparent, inquiry shall be limited to the following:

1.   Is the Service Animal required because of a disability?
2.   What job or task is the dog trained to perform? Service Animals are not required to be registered with the College; however, the Service Animal must display current licensing tags for the town in which the Service Animal's owner resides. The handler of any Service Animal found on campus without proper tags will be asked to remove the Service Animal from the campus immediately. Permission for use of a Service Animal on campus is conditioned upon compliance with the responsibilities of the handler/partner set forth in Section IV.

Responsibility of Handler/Partner

1.   The Service Animal must be leashed and under the control of the handler/partner at all times except when the Service Animal is performing a specific duty that requires it to be unleashed.
2.   The Service Animal must be as unobtrusive as possible. Exception is when the Service Animal is performing the task that it is trained to do.
3.   The handler/partner is responsible for properly maintaining the Service Animal's hygiene, immediately cleaning up or soliciting the proper assistance for cleaning up if the Service Animal defecates or becomes ill and either vomits and/or becomes incontinent.
4.   The handler/partner must be in full control of the Service Animal at all times. The handler/partner may be asked to remove a Service Animal from the campus or program if the Service Animal is out of control and the handler/partner is not able to take effective action to control it. If the Service Animal displays unwanted behavior, the College reserves the right to ban the S ervice Animal from the campus or program until the handler/partner can demonstrate that corrective steps have been taken to mitigate the unwanted behavior. Additionally, a handler/partner may be asked to remove the Service Animal from a designated area of the campus if the Service Animal is deemed to be a direct threat to others or if the Service Animal's presence in a specific facility compromises the legitimate requirements necessary for the safe operation of the facility or appropriate conduct of the program in the facility.

5.   The handler/partner must ensure that the Service Animal refrains from behavior that threatens the health or safety of others. The handler/partner of the Service   Animal may be responsible for any injuries caused to other persons or any damages caused to property of others or to campus facilities or grounds.

Conflicting Disabilities
Allergic reactions to animals are common. Allergies or fear of a Service Animal is not a reason for denying or refusing service to a disabled individual. When the user of a Service Animal or a person who is allergic or fearful are required to be in the same environment, the needs of both persons will be considered in resolving the issue.

Conflicts that arise in an academic setting (e.g., classrooms, laboratories, extracurricular functions) should be brought to the attention of the Office of Accessibility Services. Conflicts in administrative areas should be brought to the attention of the Department of Human Resources.

Complaint Procedure
•   Students: Complaints should be made in writing to the Office of Accessibility Services.

•   Employees: Complaints should be made in writing to the Department of Human Resources.

•   Visitors: Complaints should be made in writing to the Office of Accessibility Services.

OTHER COLLEGE RESOURCES

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

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

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

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

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

HCCC Honors Program
Each semester, Hudson County Community College offers a number of courses that carry an "Honors Only" designation. In order to register in one of these courses, students must meet specified academic criteria established to guarantee their ability to benefit from the rigor of Honors Program sections. In these courses, students should expect smaller class size, more one-to-one instructor contact, assignments of greater complexity and breadth, and the opportunity to work alongside other students with similarly exceptional initiative and ability. Honors students are required to complete a capstone project for every Honors course, attend the Honors Showcase at the end of the semester, and participate in college-wide as well as Honors Program sponsored events.

Members of the College's Honors Program are provided with many unique opportunities. Some of the benefits include: the designation of Honors courses on students' transcripts, access to the private Honors Lounge, an opportunity to meet, work, and socialize with other Honors students, stimulating, smaller classes that provide challenging course work and exciting class discussions, and milestone recognitions upon completion of three and five Honors courses. Honors students also have leadership opportunities through participation in the Honors Newsletter and the Honors Student Council as well as numerous events sponsored by the Honors Program and partner 4-year universities.

Admissions requirements are listed on the program's webpage.

To find out more, visit www.hccc.edu/programs-courses/special-programs/honors-program/index.html

HCCC Learning Communities
Learning Communities are linked courses that provide students the opportunities for deeper understanding and integration of the materials they are learning. Learning Communities are a small group or cohort of students who share similar academic goals and work collaboratively in the classroom with one or more professors. Students may enroll in Learning Community courses in ESL and Academic Foundations English and Math. These courses are linked with a college – level course. Learning Communities are also offered with two linked college – level courses. Students who are enrolled in a learning community receive extra support both inside and outside of the classroom.

To find out more, visit https://www.hccc.edu/programs-courses/special-programs/learning-communities.html

HONOR SOCIETIES

For more information on Honor Societies, contact Student Life & Leadership at studentlife@hccc.edu

Alpha Sigma Lambda (ΣΑΛ) is a National Leadership and Honors Organization serving adult learners seeking an undergraduate degree in higher education with a 70 year established history in higher education. Alpha Sigma Lambda represents the top non-traditional students for more than 300 institutions across the United States. Alpha Sigma Lambda is dedicated to developing individuals and serving the community through local chapter efforts and national initiatives. The HCCC Upsilon Omega Chapter was chartered in January 2020. Eligible adult student learners shall be selected from the highest twenty percent of the students who have twenty-four graded credits, are matriculated in an undergraduate degree program, and hold a minimum 3.3 cumulative GPA.

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

National Society of Leadership and Success (NSLS) is the nation's largest leadership honor society with chapters at over 700 college campuses. NSLS aims to build leaders of tomorrow by helping people discover and achieve their goals. The Society offers life-changing lectures from the nation's leading presenters and a community where like-minded, success-oriented individuals come together and help one another succeed. The Society also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world. HCCC's chapter of NSLS was chartered in December 2013. Eligible students must have completed at least 12 semester hours of college credit, passed CSS-100, and have a minimum GPA of 2.5.

Phi Theta Kappa (PTK) is the internationally acclaimed honor society for students in community and junior colleges. The organization provides members with opportunities to develop character, leadership and service, to exchange ideas and ideals, and to stimulate interest in continuing to achieve academic excellence. There are scholarship opportunities for members continuing at HCCC and for members preparing to transfer to four-year colleges. Approximately 800 four-year colleges have Phi Theta Kappa scholarships. Beta Alpha Phi, HCCC's Chapter of Phi Theta Kappa, was established at Hudson County Community College in 1995. There are scholarship opportunities for members continuing at HCCC and for members preparing to transfer to four-year colleges. Approximately 800 four-year colleges have Phi Theta Kappa scholarships. Full and part-time students who have completed at least 12 semester hours of college credit at HCCC with a cumulative GPA of 3.5 or higher are eligible for membership in Beta Alpha Phi, HCCC's chapter of Phi Theta Kappa.

Psi Beta is the National Honor Society in Psychology for Community and Junior Colleges and offers its members many benefits. In addition to recognizing outstanding academic performance, Psi Beta provides opportunities for members to learn more about the field, to meet and interact with professionals working in various areas of psychology, to acquire leadership skills, to participate in community service, and to work with peers with similar interests. In order to qualify for Psi Beta membership, students must have a genuine interest in the study of psychology, have a GPA of at least 3.2, a "B" average or above in psychology courses, and have completed at least 12 semester hours of college credit.

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

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

For more information, go to
https://involved.hccc.edu/organizations?categories=10784

Service Learning and Externships

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

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

Student Handbook/Planner

The Student Handbook is distributed by the Associate Dean of Student Services to help students familiarize themselves with College policies and procedures. However, it is not the official statement of the College's policies and procedures and is subject to change without notice.

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

PREPARING FOR LIFE AFTER HCCC

Transferring to Other Institutions

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

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

Dual Enrollment and Articulation Agreements with Senior Institutions

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

Statewide Reverse Transfer Agreements

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

Instant Decision Days

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

Career Services

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

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

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

Qualifications for Select Careers

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

For more information about Transfer Pathways, visit https://www.hccc.edu/programs-courses/academic-pathways/transfer-dual-admissions/index.html

DEGREE AND CERTIFICATE PROGRAMS

The following section lists program and course offerings in detail. Students are urged to study the requirements of the curriculum and consult regularly with an advisor. Elective courses are listed on pages 94-96

COURSE ABBREVIATIONS

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

DEGREE PROGRAM INDEX –

AA = Associate in Arts	AFA = Associate in Fine Arts
AS = Associate in Science	AAS = Associate in Applied Science
CERT = Certificate	PROF = Specialized Proficiency Certificate/ Professional Development Certificate

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

CONTENTS

ACADEMIC DIVISIONS

VICE PRESIDENT FOR ACADEMIC AFFAIRS
70 Sip Avenue • 201-360-4010

Academic Development & Support Services
2 Enos Place • 201-360-4179

Business, Culinary Arts & Hospitality Management
161 Newkirk Street • 201-360-4631
cai@hccc.edu
https://www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html

English & ESL
119 Newkirk Street • 201-360-4380
https://www.hccc.edu/programs-courses/academic-pathways/esl.html
https://www.hccc.edu/programs-courses/academic-pathways/visual-arts/index.html

Humanities & Social Sciences
71 Sip Avenue, L 420 • 201-360-4750
HUM-SS@hccc.edu
https://www.hccc.edu/programs-courses/academic-pathways/visual-arts/index.html
https://www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

Nursing and Health Sciences
870 Bergen Avenue • 201-360-4338
nursingprogram@hccc.edu
healthprograms@hccc.edu
https://www.hccc.edu/programs-courses/academic-pathways/nursing-health/index.html

Science, Technology, Engineering and Mathematics (STEM)
263 Academy Street • 201-360-4265
STEMprograms@hccc.edu
https://www.hccc.edu/programs-courses/academic-pathways/stem/index.html

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

Business, Culinary Arts & Hospitality Management
161 Newkirk Street • (201) 360-4631
www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ACC 121	Principles of Accounting I	3
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT 100	College Algebra	3
	TOTAL	16
SECOND SEMESTER		
ACC 221	Principles of Accounting II	3
ENG 102	College Composition II	3
MAN 121	Principles of Management	3
••• •••	Humanities/Social Science (Diversity recommended) Elective*	3
MAT 114	Introduction to Statistics & Probability	3
	TOTAL	15
THIRD SEMESTER		
ACC 211	Computerized Accounting	3
ACC 240	Intermediate Accounting I	4
ECO 201	Principles of Macroeconomics	3
••• •••	Social Science/ Humanities Elective*	3
MAN 221	Marketing	3
	TOTAL	16

Course #	Course Title	Credits
FOURTH SEMESTER		
ACC 241	Intermediate Accounting II	4
BUS 230	Business Law	3
ECO 202	Principles of Microeconomics	3
••• •••	Lab Science Elective*	3
	TOTAL	13

General Education Requirements and Electives

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

Major Requirements and Electives

CSS-100	College Student Success	1
ACC 121	Principles of Accounting I	3
ACC 221	Principles of Accounting II	3
ACC 211	Computerized Accounting	3
ACC 240	Intermediate Accounting I	4
ACC 241	Intermediate Accounting II	4
MAN 121	Principles of Management	3
BUS 230	Business Law	3
ECO 202	Principles of Microeconomics	3
MAN 221	Marketing	3
	TOTAL	30

Total number of credits required for degree: 60

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

++ Students transferring to NJCU take MAT 114

\# Must have a grade of B or better to transfer to Kean and Fairleigh Dickinson

Students transferring to Montclair must take challenge examination.
See Electives Section on pages 95-97

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www.hccc.edu/apply

ACCOUNTING
ACADEMIC CERTIFICATE

Business, Culinary Arts & Hospitality Management
161 Newkirk Street (201) 360-4631

https://www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html

The Certificate in Accounting program prepare graduates already in the field of accounting along with new accounting students with the minimal accounting job skills required for employment.

Potential careers include positions in accounting, bookkeeping, financial analysis, tax preparation and payroll accounting.

Course #	Course Title	Credits
SUMMER SESSION 1		
ACC 121	Principles of Accounting 1	3
	TOTAL	3

FALL SEMESTER		
ACC 211	Computerized Accounting	3
ACC 221	Principles of Accounting II	3
BUS 230	Business Law	3
CSC 100	Intro to Computers	3
ENG 101	College Composition I	3
	TOTAL	15

SPRING SEMESTER		
ACC 240	Intermediate Accounting I	4
ACC 224	Federal Taxation	3
MAN 121	Principles of Management	3
MAT 114	Intro to Stats & Probability	3
	TOTAL	13

General Education Requirements and Electives

ENG 101	College Composition I	3
MAT 114	Intro to Stats & Probability	3
	TOTAL	6

Major Requirements and Electives

ACC 121	Principles of Accounting I	3
ACC 211	Computerized Accounting	3
ACC 221	Principles of Accounting II	3
ACC 224	Federal Taxation	3
ACC 240	Intermediate Accounting I	4
BUS 230	Business Law	3
CSC 100	Introduction to Computers	3
MAN 121	Principles of Management	3
	TOTAL	25

Total number of credits required for academic certificate: 31

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

Science, Technology, Engineering and Mathematics (STEM) Division

263 Academy Street • (201) 360-4265
www.hccc.edu/programs-courses/academic-pathways/stem/index.html

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

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

SECOND SEMESTER		
••• •••	Humanities or Social Science Elective*	3
CSC 118	Python Programming	3
ADM 201	Materials Science	3
ENG 211	Business Communication	3
ADM 120	Manufacturing Processes	3
	TOTAL	15

THIRD SEMESTER		
ENG 112	Speech	3
ADM 230	Plastic Manufacturing	3
ADM 231	Computer Numeric Control (CNC)	3
••• •••	Science / Lab Science Elective*	4
ADM•••	Advanced Manufacturing Elective**	4
	TOTAL	17

FOURTH SEMESTER		
SCM 101	Supply Chain Management	3
ENG 103	Technical Report Writing	3
ADM 240	Computer Integrated Manufacturing (Robotic)	3
ADM 241	Manufacturing Design	3
	TOTAL	12

General Education Requirements and Electives

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

Major Requirements and Electives

EGS 100	Fundamentals of Engineering Design	3
ADM 120	Manufacturing Processes	3
ADM 230	Plastic Manufacturing	3
ADM 231	Computer Numeric Control (CNC)	3
ADM 240	Computer Integrated Manufacturing (Robotic)	3
ADM 241	Manufacturing Design	3
ADM •••	Major Restricted Elective**	4
SCM-101	Supply Chain Management	3
CSC 118	Python Programing	3
ENG 103	Technical Report Writing	3
ENG 211	Business Communication	3
EGS 101	Engineering Graphic	2
ADM 201	Materials Science	3
	TOTAL	39

Total number of credits required for degree: 60

Major Restricted Electives**

ADM 232	Welding	4
ADM 233	Mechatronics	4

* See Electives Section on pages 95-97

ADVANCED MANUFACTURING – WOODWORK OPTION
ASSOCIATE OF APPLIED SCIENCE (A.A.S.)

Science, Technology, Engineering and
Mathematics (STEM) Division
263 Academy Street (201) 360-4265
www.hccc.edu/programs-courses/academic-pathways/stem/index.html

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

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

Course #	Course Title	Credits
SECOND SEMESTER		
••• •••	Humanities or Social Science Elective*	3
CSC 118	Python Programming	3
ADM 201	Materials Science	3
ENG 211	Business Communication	3
ADM 185	Fundamentals of Architectural Manufacturing	3
		TOTAL 15

Course #	Course Title	Credits
THIRD SEMESTER		
ENG 112	Speech	3
ADM 182	Wood Science	3
ADM 256	CNC for Woodworking	3
••• •••	Science / Lab Science Elective*	4
ADM•••	Advanced Manufacturing Elective**	4
		TOTAL 17

Course #	Course Title	Credits
FOURTH SEMESTER		
SCM 101	Supply Chain Management	3
ENG 103	Technical Report Writing	3
ADM 282	Machine Process in Architecture Woodworking	3
ADM 241	Manufacturing Design	3
		TOTAL 12

General Education Requirements and Electives

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

Major Requirements and Electives

••• •••	Science elective	3
ADM 185	Fundamental of Architectural Manufacturing	3
ADM 182	Wood Science	3
ADM 256	CNC for Woodworking	3
ADM 282	Machine Process in Architecture for Woodworking	3
ADM 241	Manufacturing Design	3

ADM •••	ADM Elective	4
SCM 101	Supply Chain Management	3
CSC 118	Python Programing	3
ENG 103	Technical Report Writing	3
ENG 211	Business Communication	3
EGS 101	Engineering Graphics	2
ADM 201	Materials Science	3
		TOTAL 39

ADM Electives:

ADM 232	Welding	4
ADM 233	Mechatronics	4

Total number of credits required for degree: 60

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

Science, Technology, Engineering and
Mathematics (STEM) Division

263 Academy Street • (201) 360-4265
www.hccc.edu/programs-courses/academic-pathways/stem/index.html

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

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
BIO 115	Principles of Biology I	4
MAT 110	Pre-calculus OR	
MAT 111	Calculus I	4
PSY 101	Introduction to Psychology	3
		TOTAL 15

Course #	Course Title	Credits
SECOND SEMESTER		
ENG 102	College Composition II	3
BIO 116	Principles of Biology II	4
BIO 111	Anatomy & Physiology I	4
CHP 111	College Chemistry I	4
		TOTAL 15

Course #	Course Title	Credits
THIRD SEMESTER		
BIO 211	Anatomy & Physiology II	4
BIO 240	Genetics	4
CHP 211	College Chemistry II	4
HUM 101	Cultures and Values	3
		TOTAL 15

Course #	Course Title	Credits
FOURTH SEMESTER		
BIO 230	Histology	4
PHY 113	Physics	4
SOC 101	Introduction to Sociology	4
••• •••	Approved Science Elective*	3
		TOTAL 15

* See Electives Section on pages 95-97

General Education Requirements and Electives

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

Major Requirements and Electives

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

Total number of credits required for degree: 60

Restricted Major Electives

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

* See Electives Section on pages 95-97

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

Science, Technology, Engineering and Mathematics (STEM) Division

263 Academy Street • (201) 360-4265
www.hccc.edu/programs-courses/academic-pathways/stem/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
PSY 101	Introduction to Psychology	3
CHP 111	College Chemistry I	4
BIO 115	Principles of Biology I	4
		TOTAL 15

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

THIRD SEMESTER

SOC 101	Introduction to Sociology	3
CHP 225	Organic Chemistry I	4
BIO 270	Cell Biology	4
PHY 113	Physics I	4
		TOTAL 15

FOURTH SEMESTER

BIO 260	Molecular Biology	4
CHP 230	Organic Chemistry II	4
••• •••	Restricted Major Elective	4
HUM 101	Cultures and Values	3
		TOTAL 15

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 110	Pre-calculus	
	OR	
MAT 111	Calculus I	4
CHP 111	College Chemistry I	4
CHP 211	College Chemistry II	4
PSY 101	Introduction to Psychology	3
HUM 101	Cultures & Values	3
SOC 101	Introduction to Sociology	3
BIO 115	Principles of Biology	4
PHY 113	Physics I	4
		TOTAL 36

Major Requirements and Electives

BIO 116	Principles of Biology II	4
BIO 260	Molecular Biology	4
BIO 270	Cell Biology	4
CHP 225	Organic Chemistry I	4
CHP 230	Organic Chemistry II	4
••• •••	Restricted Major Elective	4

Total number of credits required for degree: 60

Restricted Major Electives

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

* See Electives Section on pages 95-97

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

Business, Culinary Arts & Hospitality Management

161 Newkirk Street • (201) 360-4631

www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition I	3
ENG 112	Speech	3
••• •••	Mathematics or Science Elective	3
CSS 100	College Student Success	1
	TOTAL	13
SECOND SEMESTER		
ACC 121	Principles of Accounting I	3
ENG 102	College Composition II	3
MAN 121	Principles of Management	3
MAT 110	Pre-calculus OR	
MAT 116	Pre-calculus for Business	4
••• •••	Humanities Elective	3
	TOTAL	16
THIRD SEMESTER		
MAN 221	Principles of Marketing	3
ECO 201	Principles of Macroeconomics	3
••• •••	Lab Science	4
HIS 210	History of Western Civilization OR	
HIS 105	U.S. History I	3
ACC 221	Principles of Accounting II	3
	TOTAL	16
FOURTH SEMESTER		
ECO 202	Principles of Microeconomics	3
HIS 211	History of Western Civilization II OR	
HIS 106	U.S. History II	3
••• •••	Humanities Elective	3
••• •••	Humanities Elective	3
••• •••	Diversity Elective	3
	TOTAL	15

General Education Requirements and Electives

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

Major Requirements and Electives

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

Total number of credits required for degree: 60

* See Electives Section on pages 95-97

BUSINESS ADMINISTRATION
ASSOCIATE IN SCIENCE (A.S.)

Business, Culinary Arts & Hospitality Management

161 Newkirk Street • (201) 360-4631

www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html

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

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ACC 121	Principles of Accounting I	3
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition I	3
ENG 112	Speech	3
BUS 103	Introduction to Business	3
	TOTAL	16
SECOND SEMESTER		
ACC 221	Principles of Accounting II	3
MAT 114	Introduction to Statistics & Probability	3
ENG 102	College Composition II	3
••• •••	Diversity Elective	3
BUS 230	Business Law	3
	TOTAL	15
THIRD SEMESTER		
ECO 201	Principles of Macroeconomics	3
MAN 121	Principles of Management	3
MAT 110	Pre-calculus OR	
MAT 116	Pre-calculus for Business	4
••• •••	Lab Science	4
	TOTAL	14

FOURTH SEMESTER

ENG 211	Business Communications	3
ECO 202	Principles of Microeconomics	3
MAN 221	Marketing	
	OR	
HMT 202	Innovation, Creativity, and Marketing	3
••• •••	Restrictive Major Elective	3
••• •••	Humanities Elective	3
	TOTAL	15

General Education Requirements and Electives

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

Major Requirements and Electives

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

Total number of credits required for degree: 60

Restricted Major Electives

ACC 211	Computerized Accounting	3
BUS 205	Global Business	3
BUS 299	Business Internship	3
CAI 206	Introduction to Sustainability	3
HMT 111	Introduction to Entrepreneurship	3
SCM-101	Supply Chain Management Principles	3

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

263 Academy Street • (201) 360-4265
www.hccc.edu/programs-courses/academic-pathways/stem/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CHP 111	College Chemistry I	4
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition I	3
MAT 111	Calculus I	4
	TOTAL	15

SECOND SEMESTER

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

THIRD SEMESTER

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

FOURTH SEMESTER

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

General Education Requirements and Electives

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

Major Requirements and Electives

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

Total number of credits required for degree: 60

Major Restricted Electives

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

* See Electives Section on pages 95-97

CHILD DEVELOPMENT ASSOCIATE (CDA)

See EARLY CHILDHOOD EDUCATION

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

71 Sip Avenue, L420 • (201) 360-4750
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
*** ***	Math, Science or Technology General Education Elective	3
ART 103	Two-Dimensional Design	3
ART 106	Drawing I	3
ARC 106	Digital Imaging	3
	TOTAL	16

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

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

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

General Education Requirements and Electives

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

Major Requirements and Electives

ART 103	Two-Dimensional Design	3
ART 106	Drawing I	3
ART 113	Three-Dimensional Design	3
ART 114	Color Theory	3

Major Requirements and Electives (cont.)

ARC 106	Digital Imaging	3
ARC 107	Print Design	3
ARC 109	Interactive/Web Design	3
ARC 115	3D Digital Design	3
ARC 201	Digital Video	3
ARC 202	Digital Animation	3
ART/ARC	Major Restricted Elective (Studio Art or Computer Art Elective)**	3
ART 220	Art in Context	2
ARC 280	Computer Arts Portfolio and Presentation	3
	TOTAL	38

Total number of credits required for degree: 60

Major Restricted Electives**

ARC 105	Introduction to Computer Arts	3
ART 101	Experiencing Art	3
ART 107	Painting I	3
ART 116	Drawing II	3
ART 117	Painting II	3
ART 126	Figure Drawing	3
ART 127	Water Color	3

See Electives Section on pages 95-97

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

263 Academy Street • (201) 360-4265
www.hccc.edu/programs-courses/academic-pathways/stem/index.html

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

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

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

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

FOURTH SEMESTER

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

General Education Requirements and Electives

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

Major Requirements and Electives

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

Total number of credits required for degree: 60

Major Restricted Electives
One Hundred Level Electives

CSC-117	Java Programming	3
CSC-118	Python Programming	3

Two Hundred Level Electives

CSC-226	Database Design and Concepts	3
CSC-227	Operating System	3
CSC-230	Data Communication	3
CSC-231	Information Systems Analysis & Design	3
CSC-232	Cybersecurity	3
CSC-235	Network Security	3
CSC-240	Intro to Networks & Networking	3
CSC-242	Computer Forensics	3
CSC-245	Ethical Hacking	3

See Electives Section on pages 95-97

COMPUTER SCIENCE - CYBERSECURITY ASSOCIATE IN SCIENCE (A.S.)

Science, Technology, Engineering and Mathematics (STEM) Division

263 Academy Street • (201) 360-4265
www.hccc.edu/programs-courses/academic-pathways/stem/index.html

Graduates of the Associate in Science degree in Computer Science/ Cybersecurity are prepared for transfer to four-year institutions to complete bachelor's degrees in Computer Science, Mathematics, or related fields. The curriculum provides instruction in computer programming on the application and system levels, an understanding of computer hardware organization and architectures, and a working knowledge of network security, Cybersecurity, data communications and local area networks. Students may choose from two tracks, one leading to a Bachelor of Science degree in computer science and the other leading to a Bachelor of Science degree in computer science/Cybersecurity.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 113	Computer Logic & Discrete Math	3
ENG 101	College Composition I	3
ENG 112	Speech	3
CSC 117	Java Programming	3
MAT 111	Calculus I	4
	TOTAL 17	
SECOND SEMESTER		
MAT 112	Calculus II	4
CSC 214	Data Structures & Advanced Programming	3
ENG 102	College Composition II	3
PHL 218	Contemporary Moral Problem	3
CSC 232	Cybersecurity	3
	TOTAL 16	
THIRD SEMESTER		
••• •••	Social Science Elective	3
••• •••	Humanities Elective*	3
CSC 226	Database Design and Concepts	3
CSC 227	Operating Systems	3
CSC 230	Data Communications Concepts OR	
CSC 240	Intro to Networks & Networking	3
	TOTAL 15	
FOURTH SEMESTER		
CSC 2••	Cyber Security 200 Level Elective	3
CSC 245	Ethical Hacking	3
MAT 114	Introduction to Statistics	3
••• •••	Humanities or Social Science Elective	3
	TOTAL 12	

General Education Requirements and Electives

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

Major Requirements and Electives

CSC 113	Computer Logic & Discrete Math	3
CSC 117	Java Programming	3
CSC 214	Data Structures & Advanced Programming	3
CSC 226	Database Design and Concepts	3
CSC 227	Introduction to Operating Systems	3
CSC 230	Data Communications Concepts OR	
CSC 240	Intro to Networks & Networking	3
CSC 232	Cybersecurity	3
CSC 245	Ethical Hacking	3
CSC 2**	Cybersecurity 200 Level Elective	3
	TOTAL 27	

Major Restricted Electives

Course #	Course Title	Credits
CSC-235	Network Security	3
CSC-242	Computer Forensics	3
CSC-2xx	Cryptography	3
	Total number of credits required for degree: 60	

* See Electives Section on pages 95-97

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

Science, Technology, Engineering and Mathematics (STEM) Division

263 Academy Street • (201) 360-4265

www.hccc.edu/programs-courses/academic-pathways/stem/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 117	Java Programming	3
CSC 113	Computer Logic & Discrete Math	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT 110	Precalculus	4
		TOTAL 17
SECOND SEMESTER		
CHP 111	College Chemistry	4
CSC 227	Introduction to Operating Systems	3
ENG 102	College Composition II	3
MAT 111	Calculus I	4
••• •••	Social Science Elective*	3
		TOTAL 17
THIRD SEMESTER		
CSC 1••	CSC 100 Level Elective	3
ECO 201	Principle of Macroeconomics	3
MAT 112	Calculus II	4
••• •••	Humanities Elective, with HUM-101, Cultures and Values recommended	3
		TOTAL 13
FOURTH SEMESTER		
CSC 226	Database Design and Concepts	3
CSC 231	Information Systems Analysis & Design	3
CSC •••	CSC 200 Level Elective	3
PHY 113	Physics I	4
		TOTAL 13

General Education Requirements and Electives

Course #	Course Title	Credits
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 110	Precalculus	4
MAT 111	Calculus I	4
PHY 113	Physics	4
••• •••	Social Science Elective*	3

General Education Requirements and Electives (cont.)

Course #	Course Title	Credits
••• •••	Humanities Elective, with HUM-101, Cultures and Values recommended	3
ECO 201	Principle of Macroeconomics	3
ENG 112	Speech	3
MAT 112	Calculus II	4
		TOTAL 35

Major Requirements and Electives

Course #	Course Title	Credits
CSC 117	Java Programming	3
CSC 113	Computer Logic & Discrete Math	3
CHP 111	College Chemistry I	4
CSC 227	Introduction to Operating Systems	3
CSC 226	Database Design and Concepts	3
CSC 231	Information Systems Analysis & Design	3
CSC 1••	CSC 100 Level Elective	3
CSC 2••	CSC 200 Level Elective	3
		TOTAL 25
	Total number of credits required for degree: 60	

Major Restricted Electives
One Hundred Level Electives

Course #	Course Title	Credits
CSC-111	Computer Science	3
CSC-115	Programming in C++ for Computer Science	3
CSC-118	Python Programming	3

Two Hundred Level Electives

Course #	Course Title	Credits
CSC-230	Data Communication	3
CSC-232	Cybersecurity	3
CSC-235	Network Security	3
CSC-240	Intro to Networks & Networking	3
CSC-242	Computer Forensics	3
CSC-245	Ethical Hacking	3

* See Electives Section on pages 95-97

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

Science, Technology, Engineering and Mathematics (STEM) Division

263 Academy Street • (201) 360-4265

www.hccc.edu/programs-courses/academic-pathways/stem/index.html

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

Suggested Semester Course Sequence

Course #	Course Title	Credits
FIRST SEMESTER		
CSC 100	College Student Success	1
CSC 113	Computer Logic & Discrete Math	3
EET 111	Electric Circuits I	4
ENG 101	College Composition I	3
MAT 110	Precalculus	4
		TOTAL 15

SECOND SEMESTER

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

THIRD SEMESTER

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

FOURTH SEMESTER

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

General Education Requirements and Electives

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

Major Requirements and Electives

CSC 113	Computer Logic & Discrete Math	3
CSC 115	Programming in C++	3
CTC/CSC 212	Computer Organization & Design	4
CSC 214	Data Structure & Advanced Programming	3
EET 111	Electric Circuits I	4
EET 211	Electric Circuits II	4
EET 212	Active Electronics Devices	4
MAT 111	Calculus I	4
MAT 112	Calculus II	4
••• •••	Major Restricted Elective	3
	TOTAL	36

Total number of credits required for degree: 60

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

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

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

263 Academy Street • (201) 360-4265
www.hccc.edu/programs-courses/academic-pathways/stem/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
CSC 100	Introduction to Computers & Computing	3
MAT 100	College Algebra	3
ENG 112	Speech	3
	TOTAL	13

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

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

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

* See Electives Section on pages 93-96

Major (Specialized) Requirements

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

General Education Requirements

Course	Title	Credits
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 103	Technical Report Writing	3
ENG 112	Speech	3
CSC 100	Introduction to Computers & Computing	3
MAT 100	College Algebra	3
ECO 201	Principles of Macroeconomics	3
••• •••	Diversity Elective*	3
		TOTAL 22

Total number of credits required for degree: 60

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

71 Sip Avenue • (201) 360-4750
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition I	3
CRJ 111	Introduction to Criminal Justice	3
CRJ 214	Corrections	3
ENG 112	Speech	3
		TOTAL 16
SECOND SEMESTER		
SOC 101	Introduction to Sociology	3
CRJ 215	The Juvenile Justice System	3
••• •••	Lab Science Elective	4
ENG 102	College Composition II	3
HIS 105	U.S. History I	3
		TOTAL 16
THIRD SEMESTER		
PSC 102	American Government	3
HIS 106	U.S. History II	3
CRJ 230	Ethics and Justice	3
MAT 114	Introduction to Statistics and Probability	3
SOC 260	Race and Ethnic Relations (Diversity Elective)	3
		TOTAL 15
FOURTH SEMESTER		
CRJ 221	The Police Role and the Community	3
CRJ 290	Criminal Justice Externship	4
••• •••	Criminal Justice Elective	3
••• •••	Criminal Justice Elective	3
		TOTAL 13

General Education Requirements and Electives

Course	Title	Credits
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
CSC 100	Introduction to Computers & Computing	3
••• •••	Lab Science Elective*	4
MAT 114	Introduction to Statistics and Probability	3
PSC 102	American Government	3
HIS 105	U.S. History I	3
HIS 106	U.S. History II	3
ENG 112	Speech	3
SOC 260	Race and Ethnic Relations (Diversity Elective)	3
		TOTAL 32

Major Requirements and Electives

Course	Title	Credits
CRJ 111	Introduction to Criminal Justice	3
CRJ 214	Corrections	3
CRJ 215	The Juvenile Justice System	3
CRJ 221	The Police Role and the Community	3
CRJ 230	Ethics and Justice	3
CRJ 290	Criminal Justice Externship	4
SOC 101	Introduction to Sociology	3
••• •••	Major Restricted Elective	3
••• •••	Major Restricted Elective	3
		TOTAL 28

Total number of credits required for degree: 60

Major Restricted Electives

Course	Title	Credits
CRJ 120	Introduction to Criminal Law	3
CRJ 200	Constitutional Liberties and Rights	3
CRJ 220	General Police Organization	3
CRJ 222	Criminal Investigations	3
SOC 240	Criminology	3

See Electives Section on pages 95-97

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

71 Sip Avenue • (201) 360-4750
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

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

Suggested Semester Course Sequence

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 100	Introduction to Computers	3
ENG 101	College Composition I	3
CRJ 111	Introduction to Criminal Justice OR	
HMD 111	Introduction to Homeland Security	3
CRJ 214	Corrections	3
ENG 112	Speech	3
		TOTAL 16
SECOND SEMESTER		
SOC 101	Introduction to Sociology	3
ENG 102	College Composition II	3
HMD 110	Fundamentals of Emergency Management	3
••• •••	Lab Science Elective*	4
HIS 105	U.S. History I	3
		TOTAL 16

THIRD SEMESTER

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

FOURTH SEMESTER

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

General Education Requirements and Electives

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

Major Requirements and Electives

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

Total number of credits required for degree: 60

Program Restricted Electives

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

See Electives Section on pages 95-97

CULINARY ARTS (A.A.S.)
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Business, Culinary Arts & Hospitality Management

161 Newkirk Street • (201) 360-4631
cai@hccc.edu
www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html

This degree program provides comprehensive two-year training in culinary arts, preparing students for entry-level restaurant and food service positions as chefs, station chefs, sous-chefs, bakers, and restaurant managers. Required courses introduce students to all facets of food service operations, including food preparation, nutrition, purchasing procedures, menu planning, equipment, and table service. The 450-hour externship trains students in fine restaurants and hotels. HCCC's Culinary Arts Institute, opened in 2005, is equipped with an elegant dining room, modern instructional kitchens, and classrooms.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
CAI 114	Table Service I	2
CAI 115	Food Sanitation & Culinary Principles	3
CAI 117	Production Kitchen Skills I	2
CAI 118	Pantry & Breakfast Cookery	2
CAI 119	Bakeshop I	2
		TOTAL 15

SECOND SEMESTER		
CSC 100	Introduction to Computers & Computing	3
••• •••	Humanities/ Social Sciences	3
CAI 121	Product Identification & Purchasing	3
CAI 127	Production Kitchen Skills II	2
CAI 128	Introduction to Garde Manger	2
CAI 129	Bakeshop II	2
		TOTAL 15

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

FOURTH SEMESTER		
••• •••	Major Restricted Elective	3
HUM 128	Food and Culture	3
CAI 224	Advanced Table Service IV	2
CAI 225	Externship III	2
CAI 227	Advanced Kitchen – Classical	2
CAI 228	Advanced Garde Manger	2
		TOTAL 14

General Education Requirements and Electives

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

Major Requirements and Electives

CSS-100	College Student Success	1
CAI 114	Table Service I	2
CAI 214	Advanced Table Service III	2
CAI 224	Advanced Table Service IV	2
CAI 117	Production Kitchen I	2
CAI 127	Production Skills Kitchen II	2
CAI 217	Advanced Kitchen – International	2
CAI 227	Advanced Kitchen – Classical	2
CAI 118	Pantry & Breakfast Cookery	2
CAI 128	Introduction to Garde Manger	2
CAI 218	Intermediate Garde Manger	2
CAI 228	Advanced Garde Manger	2
CAI 119	Bakeshop I	2
CAI 129	Bakeshop II	2
CAI 125	Externship I	1
CAI 225	Externship III	2
CAI 115	Food Sanitation & Culinary Principles	3

Major Requirements and Electives (cont.)

CAI 121	Product Identification & Purchasing	3
••• •••	Major Restricted Elective	3
		TOTAL 39

Total number of credits required for degree: 60

Major Restricted Electives

CAI 206	Introduction to Sustainability	3
CAI 210	Menu & Facilities Design	3
CAI 223	Food, Beverage, & Labor Cost Control	3
BIO 201	Nutrition	3
		TOTAL 22

* See Electives Section on pages 95-97

CULINARY ARTS - BAKING & PASTRY OPTION ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Business, Culinary Arts & Hospitality Management

161 Newkirk Street • (201) 360-4631
cai@hccc.edu
www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
FIRST		
CSS 100	College Student Success	1
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition I	3
CAI 115	Food Sanitation & Culinary Principles	3
CAI 117	Production Kitchen Skills I	2
CAI 118	Pantry and Breakfast Cookery	2
CAI 119	Bakeshop I	2
		TOTAL 16

SECOND SEMESTER		
ENG 102	College Composition II	
	OR	
ENG 103	Technical Report Writing	3
CAI 121	Product Identification & Purchasing	3
CAI 129	Bakeshop II	2
CAI 219	Advanced Bakeshop III	2
CBP 120	Introduction to Professional Baking	2
CBP 121	Basic Bench Work	2
		TOTAL 14

THIRD SEMESTER		
••• •••	Humanities/Social Science Elective*	3
CAI 125	Externship I	1
CBP 124	Tarts, Tortes, and Gateaux	2
CBP 211	Meringues, Soufflés, & Frozen Desserts	2
CBP 212	Desserts for Restaurant & In-Store Retail	2
HUM 128	Food & Culture	3
ENG 112	Speech	3
		TOTAL 16

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

General Education Requirements and Electives

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

Major Requirements and Electives

CSS-100	College Student Success	1
CAI 115	Food Sanitation & Culinary Principles	3
CAI 117	Production Kitchen Skills I	2
CAI 118	Pantry & Breakfast Cookery	2
CAI 119	Bakeshop I	2
CAI 129	Bakeshop II	2
CAI 121	Product Identification & Purchasing	3
CAI 125	Externship I	1
CAI 219	Advanced Bakeshop III	2
CAI 225	Externship III	2
CAI 229	Advanced Bakeshop IV - Classical	2
CBP 120	Introduction to Professional Baking	2
CBP 121	Basic Bench Work	2
CBP 124	Tarts, Tortes, & Gateaux	2
CBP 211	Meringues, Soufflés, & Frozen Desserts	2
CBP 212	Desserts for Restaurant & In-Store Retail	2
CBP 220	Petits Fours, Mignardise & Candies	2
CBP •••	CBP Major Restricted Elective	2
••• •••	Major Restricted Elective	3
		TOTAL 39

Total number of credits required for degree: 60

Major Restricted Electives

CBP 225	Artisanal Breads	2
CBP 226	Chocolate and Sugar	2
BIO 201	Nutrition	3
CAI 206	Introduction to Sustainability	3
CAI 210	Menu & Facilities Design	3
CAI 223	Food, Beverage, & Labor Cost Control	3

* See Electives Section on pages 95-97

CULINARY ARTS - CERTIFICATE
Business, Culinary Arts & Hospitality Management

161 Newkirk Street • (201) 360-4631
cai@hccc.edu
www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html

The Culinary Arts Certificate Program trains students for entry-level positions in the food service industry as station cooks, short order cooks, breakfast cooks, and pantry personnel. The program includes a 300-hour externship during which students receive on-site training in fine restaurants and hotels.

Course #	Course Title	Credits
FIRST SEMESTER		
ENG 101	College Composition I	3
CSC 100	Intro to Computers & Computing	3
CAI 114	Table Service I	2
CAI 115	Food Sanitation & Culinary Principles	3
CAI 117	Production Kitchen Skills I	2
CAI 118	Pantry and Breakfast Cookery	2
CAI 119	Bakeshop I	2
	TOTAL	16

Course #	Course Title	Credits
SECOND SEMESTER		
CAI 121	Product Identification and Purchasing	3
CAI 125	Externship I	1
CAI 127	Production Kitchen Skills II	2
CAI 128	Intro to Garde Manger	2
CAI 129	Bakeshop II	2
CAI 223	Food, Beverage, & Labor Cost Control	3
	TOTAL	14
	Total Course Credits Required	30

Major Requirements

CAI 114	Table Service I	2
CAI 115	Food Sanitation & Culinary Principles	3
CAI 117	Production Kitchen Skills I	2
CAI 119	Bakeshop I	2
CAI 125	Externship I	1
CAI 118	Pantry and Breakfast Cookery	2
CAI 121	Product Identification & Purchasing	3
CAI 127	Production Kitchen Skills II	2
CAI 128	Intro to Garde Manger	2
CAI 129	Bakeshop II	2
CAI 223	Food, Beverage, & Labor Cost Control	3
	TOTAL	24

General Education Requirements and Electives

ENG 101	College Composition I	3
CSC 100	Intro to Computers & Computing	3
	TOTAL	6
	Total Certificate Credits:	**30**

CULINARY ARTS
- BAKING AND PASTRY CERTIFICATE
Business, Culinary Arts & Hospitality Management

161 Newkirk Street • (201) 360-4631
cai@hccc.edu
www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html

The Certificate in Baking and Pastry Arts provides career-oriented curriculum designed to develop skills beyond a proficiency level. This Certificate is designed for individuals who may not initially desire a degree but who wish to increase opportunities for employment in the field of baking and pastry within restaurants, cruise ships, assisted living facilities, hotels, resorts, institutional foodservice facilities and product development. Upon completion, students will be professionally certified to enhance skills for future employment opportunities.

Course #	Course Title	Credits
FIRST SEMESTER		
ENG 101	College Composition I	3
CAI 115	Food Sanitation and Culinary Principles	3
CAI 118	Pantry and Breakfast Cookery	2
CAI 119	Bakeshop I	2
CAI 129	Bakeshop II	2
CAI 219	Advanced Bakeshop III	2
CAI 229	Advanced Bakeshop IV	2
	Total Semester Credits	16

Course #	Course Title	Credits
SECOND SEMESTER		
CSC 100	Intro to Computers & Computing	3
CBP120	Intro to Professional Baking	2
CBP 121	Basic Benchwork	2
CBP***	Elective	2
CBP***	Elective	2
CBP***	Elective	2
CAI 125	Externship I	1
	Total Semester Credits	14
	Total Certificate Credits	30

Major Requirements

CAI 115	Food Sanitation and Culinary Principles	3
CAI 118	Pantry and Breakfast Cookery	2
CAI 119	Bakeshop I	2
CAI 129	Bakeshop II	2
CAI 219	Advanced Bakeshop III	2
CAI 229	Advanced Bakeshop IV	2
CBP120	Intro to Professional Baking	2
CBP 121	Basic Benchwork	2
CBP***	Elective	2

Major Requirements (cont.)

CBP***	Elective	2
CBP***	Elective	2
CAI 125	Externship I	1
	Total	24

General Education Requirements

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

CBP Electives *** (choose 3 from this list)

CBP 124	Tarts, Tortes, and Gateaux***	2
CBP 211	Meringues Souffles and Frozen Desserts***	2
CBP 212	Desserts for Restaurant & Instore Retail***	2
CBP 220	Petit Fours, Mignardise and Candies***	2
CBP 225	Advanced Artisinal Bread Baking ***	2
CBP 226	Chocolate and Sugar***	2

CULINARY ARTS
SPECIALIZED PROFICIENCY
CERTIFICATES
Business, Culinary Arts & Hospitality Management

161 Newkirk Street • (201) 360-4631
cai@hccc.edu
www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html

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

Hot Food Production Certificate
(Certificat de Cuisine)

Course #	Course Title	Credits
CAI 115	Food Sanitation & Culinary Principles	3
CAI 117	Production Kitchen Skills I	2
CAI 127	Production Kitchen Skills II	2
CAI 217	Advanced Kitchen - International	2
CAI 227	Advanced Kitchen – Classical	2
	TOTAL	11

Cold Food Production Certificate
(Certificat de Garde Manger)

CAI 115	Food Sanitation & Culinary Principles	3
CAI 118	Pantry and Breakfast Cookery	2
CAI 128	Introduction to Garde Manger	2
CAI 218	Intermediate Garde Manger	2
CAI 228	Advanced Garde Manger	2
		TOTAL 11

Baking Certificate
(Certificat de Patisserie)

CAI 115	Food Sanitation & Culinary Principles	3
CAI 119	Bakeshop I	2
CAI 129	Bakeshop II	2
CAI 219	Advanced Bakeshop III	2
CAI 229 –	Advanced Bakeshop IV	2
		TOTAL 11

CULINARY BUSINESS INNOVATION – ACADEMIC CERTIFICATE

Business, Culinary Arts & Hospitality Management

161 Newkirk Street • (201) 360-4631
cai@hccc.edu
www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html

The Academic Certificate in Culinary Business Innovation provides career-oriented curriculum designed to develop skills beyond a proficiency level. This Certificate is designed for individuals currently preparing foods for sale from a residence or commercial kitchen. It is also for those who may have been recently employed in the food service industry. This two-semester Certificate will increase students' access to employment opportunities. Students will learn how to advance an employer's business or create their own entrepreneurial venture within the industry. Students will also learn how to respond to a changing industry climate. Upon successful completion, students will be professionally certified with Servsafe Food Manager Certification to further enhance their employment opportunities.

Course #	Course Title	Credits
FIRST SEMESTER		
MAT 103	Business Mathematics	
	OR	
ACC 121	Principles of Accounting I	3
CAI 115	Food Sanitation and Culinary Principles	
	OR	
HMT 204	Fundamentals of Wine & Food	
	OR	
HMT 116	Restaurant Operations Management I	3
HMT 104	Culinary for Hospitality	3
HMT 111	Introduction to Entrepreneurship	3
ENG 101	College Composition I	3
	Total Semester Credits	**15**

Course #	Course Title	Credits
SECOND SEMESTER		
HMT 202	Innovation, Creativity, & Marketing	3
ENG 102	College Composition II (Business or Culinary variation)	
	OR	
ENG 103	Technical Report Writing	
	OR	
ENG 115	Writing for Emerging Media	
	OR	
ENG 211	Business Communications	3
HMT 210	Hospitality Law	3
CAI 223	Food, Beverage, Labor Cost Control	3
ENG 112	Speech	3
	Total Semester Credits	**5**
	Total Certificate Credits	**30**

General Education Requirements

ENG-101	College Composition I	3
ENG 102	College Composition II (Business or Culinary variation, strongly recommended)	
	OR	
ENG 103	Technical Report Writing	
	OR	
ENG 115	Writing for Emerging Media	
	OR	
ENG 211	Business Communications	3
	TOTAL: 6	

Major Specialized Requirements

MAT 103	Business Mathematics	
	OR	
ACC 121	Principles of Accounting I	3
CAI 115	Food Sanitation and Culinary Principles	
	OR	
HMT 204	Fundamentals of Wine & Food	
	OR	
HMT 116	Restaurant Operations Management I	3
CAI 223	Food, Beverage, Labor Cost Control	3
ENG 112	Speech	3
HMT 104	Culinary for Hospitality	3
HMT 111	Introduction to Entrepreneurship	3
HMT 202	Innovation, Creativity, & Marketing	3
HMT 210	Hospitality Law	3
	TOTAL: 24	
	Total Credits Required: 30	

DIGITAL ART & DESIGN – ACADEMIC CERTIFICATE

Humanities & Social Sciences Division

71 Sip Avenue, L 420 • (201) 360-4750
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
ENG 101	College Composition I	3
ART 103	Two-Dimensional Design	3
ART 106	Drawing I	3
ARC 105	Introduction to Computer Art	3
ARC 106	Digital Imaging	3
	TOTAL 15	

Course #	Course Title	Credits
SECOND SEMESTER		
••• •••	Humanities/Social Sci./Math Elective	3
ARC 107	Print Design	3
ARC 109	Interactive/Web Design	3
ARC 201	Digital Video	3
ARC 202	Digital Animation	3
	TOTAL 15	
	Total Course Credits Required 30	

Major Requirements and Electives

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

General Education Requirements and Electives

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

DIGITAL ART & DESIGN
– PROFICIENCY CERTIFICATE
Humanities & Social Sciences Division
71 Sip Avenue, L 420 • (201) 360-4750
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

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

Recommended Sequence of Courses:

Course #	Course Title	Credits
ARC 105	Introduction to Computer Art	3
ARC 106	Digital Imaging	3
ARC 107	Print Design	3
ARC 109	Interactive/Web Design	3
ARC 201	Digital Video	3
	OR	
ARC 202	Digital Animation	

Total Course Credits Required 15

ARC-105 must be taken first in the sequence. The prerequisite for ARC-201 or ARC-202 may be waived for Proficiency Certificate students upon successfully passing the HCCC Writing Proficiency Test with a score of 7 or more. Students transferring credits to the 30-credit Certificate in Digital Media Art or the A.F.A. program are required to take the College Placement Test before matriculation into those programs.

Note: Basic computer skills are required for success in this program. Students who are uncertain of their level of expertise should consult with the program coordinator before enrolling.

EDUCATION -
EARLY CHILDHOOD EDUCATION
CHILD DEVELOPMENT ASSOCIATE (CDA) COURSEWORK
Humanities & Social Sciences Division
71 Sip Avenue, L420 • (201) 360-4750
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

The Child Development Associate curriculum consists of short-term, career-oriented courses designed to prepare students for the Child Development Associate (CDA) National Credentialing process and provide comprehensive instruction in early childhood education and child development. Course work satisfies the 120 hours of formal training required by the Council for Professional Recognition, which awards and administers the CDA National Credentialing Program. All Early Childhood Education credits earned may be applied to Early Childhood Education degree programs. The coursework is designed to articulate into either the A.A.S. in Early Childhood Education, the A.A. in Early Childhood Education, or the A.A. in Infant/Toddler Education (see CDA Internal Coursework Equivalencies below). Hudson County Community College will support and facilitate the development of the candidate's CDA professional portfolio.

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

- The candidate is also responsible for obtaining 480 hours of professional work experience;
- The application fee to the Council for Professional Recognition is $500 ($425 on-line) for testing and licensing.

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

Course Requirements

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

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

Course Requirements

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

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

71 Sip Avenue, L420 • (201) 360-4750
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

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

Suggested Semester Course Sequence

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
CSC 100	Introduction to Computers and Computing	3
MAT 100	College Algebra	
	OR	

FIRST SEMESTER (cont.)

MAT 123	Mathematics for the Liberal Arts	3
PSY 101	Introduction to Psychology	3
ENG 112	Speech	3
		TOTAL: 16

SECOND SEMESTER

ENG 102	College Composition II	3
ECE 201	Introduction to Early Childhood (OR CDP/CDI 100)	3
SOC 101	Introduction to Sociology	3
ECE 211	Early Childhood Curriculum (OR CDP 110)	3
ECE 230	Infant Toddler Curriculum (OR CDI 110)	3
ECE 216	Clinical Observation (OR CDP/CDI 120)	2
		TOTAL 17

THIRD SEMESTER

PSY 211	Developmental Psychology	3
INTD 235	Exploring Multicultural Studies OR	
SOC 260	Race and Ethnic Relations	3
ECE 215	Emerging Literacy	3
ECE 214	Guiding Young Children's Behavior	3
INTD 250	Child Family Community	3
		TOTAL 15

FOURTH SEMESTER

SED 235	Young Children with Special Needs OR	
SED 290	Inclusive Teaching and Learning	3
LIT 209	Children's Literature	3
••• •••	Humanities/Diversity Elective*	3
BIO 100	General Biology	3
		TOTAL 12

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 100	College Algebra OR	
MAT 123	Mathematics for the Liberal Arts	3
PSY 101	Introduction to Psychology	3
ENG 112	Speech	3
CSC 100	Introduction to Computers & Computing	3
BIO 100	General Biology	3
SOC 101	Introduction to Sociology	3
		TOTAL 25

Major Requirements and Electives

(CDA Infant/Toddler Preschool Embedded Option)

ECE 201	Introduction to Early Childhood (OR CDP/CDI 100)	3
ECE 211	Early Childhood Curriculum (OR CDP 110)	3
ECE 230	Infant Toddler Curriculum (OR CDI 110)	3
ECE 216	Clinical Observation (OR CDP/CDI 120)	2
ECE 215	Emerging Literacy	3
ECE 214	Guiding Young Children's Behavior	3
SED 235	Young Children with Special Needs OR	
SED 290	Inclusive Teaching & Learning	
LIT 209	Children's Literature	3
INTD 250	Child Family Community	3
PSY 211	Developmental Psychology	3
INTD 235	Exploring Multicultural Studies OR	
SOC 260	Race and Ethnic Relations	3

••• •••	Humanities/Diversity Elective*	3
		TOTAL 35

Total number of credits required for degree: 60

*/** See Electives Section on pages 94-96*

Recommendations

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

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

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

71 Sip Avenue, L 420 • (201) 360-4750
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

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

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

Successful graduates of this degree program will be able to:

1. Seek CDA and Infant/Toddler Credentialing which enables employability.

2. Continue their studies at a senior institution to attain a Bachelor degree in a Teacher Education program.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
BIO 100	General Biology	3
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition I	3
MAT 100	College Algebra OR	
MAT 123	Mathematics for Liberal Arts	3
ENG 112	Speech	3
		TOTAL 16
SECOND SEMESTER		
ENG 102	College Composition II	3
HUM 101	Cultures and Values	3
HIS 105	U.S. History I	3
PSY 101	Introduction to Psychology	3
INTD 235	Exploring Multicultural Studies	3
		TOTAL 15
THIRD SEMESTER		
ECE 201	Introduction to Early Childhood Education OR	
CDI 100	Infant Toddler CDA Workshop I	3
HIS 106	U.S. History II	3
••• •••	Humanities Elective*	3

THIRD SEMESTER (cont.)

PSY 211	Developmental Psychology	3
BIO 107	Human Biology	4
		TOTAL 16

FOURTH SEMESTER

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

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT 100	College Algebra	
	OR	
MAT 123	Mathematics for Liberal Arts	3
CSC 100	Introduction to Computers & Computing	3
BIO 107	Human Biology	4
BIO 100	General Biology	3
PSY 101	Introduction to Psychology	3
PSY 211	Developmental Psychology	3
HUM 101	Cultures and Values	3
••• •••	Humanities Elective*	3
••• •••	Humanities Elective*	3
HIS 105	U.S. History I	3
HIS 106	U.S. History II	3
INTD 235	Exploring Multicultural Studies	3
		TOTAL 47

Major Requirements and Electives

ECE 201	Introduction to Early Childhood Education	
	OR	
CDI 100	Infant Toddler CDA Workshop I	3
ECE-230	Infant Toddler Curriculum	
	OR	
CDI 110	Infant Toddler CDA Workshop II	3
ECE-241	ECE Externship	
	OR	
CDI 120	Field Experience Infant/Toddler Setting	3
ECE 224	Infant Toddler Social Emotional Growth	
	OR	
ECE 225	Infant Toddler Health, Safety, and Special Needs	3
EDU 221	Clinical Experience	1
		TOTAL 13

Total number of credits required for degree: 60

* See Electives Section on pages 95-97

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

71 Sip Avenue, L 420 • (201) 360-4750
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

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

Course #	Course Title	Credits
Suggested Semester Course Sequence		
FIRST SEMESTER		
CSS 100	College Student Success	1
BIO 100	General Biology	3
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition I	3
MAT 100	College Algebra	
	OR	
MAT 123	Mathematics for the Liberal Arts	3
HUM 101	Cultures and Values	3
		TOTAL 16

SECOND SEMESTER

ENG 102	College Composition II	3
ENG 112	Speech	3
HIS 105	U.S. History I	3
PSY 101	Introduction to Psychology	3
INTD 235	Exploring Multicultural Studies	3
		TOTAL 15

THIRD SEMESTER

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

FOURTH SEMESTER

SED 235	Young Children with Special Needs	
	OR	
SED 290	Inclusive Teaching & Learning	3
ECE 215	Emerging Literacy	3
ECE 214	Guiding Young Children's Behavior	3
••• •••	Humanities Elective*	3
EDU 221	Clinical Experience	1
		TOTAL 13

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT 100	College Algebra	
	OR	
MAT 123	Mathematics for the Liberal Arts	3
CSC 100	Introduction to Comp & Computing	3

General Education Requirements and Electives (cont.)

BIO 107	Human Biology	4
BIO 100	General Biology	3
PSY 101	Introduction to Psychology	3
PSY 211	Developmental Psychology	3
HUM 101	Cultures and Values	3
••• •••	Humanities Elective*	3
••• •••	Humanities Elective*	3
HIS 105	U.S. History I	3
HIS 106	U.S. History II	3
INTD 235	Exploring Multicultural Studies	3
		TOTAL 47

Major Requirements and Electives

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

*,** See Electives Section on pages 95-97*

Recommendations

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

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

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

71 Sip Avenue, L 420 • (201) 360-4750
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

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

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
BIO 100	General Biology	3
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition I	3
MAT 100	College Algebra OR	
MAT 123	Mathematics for the Liberal Arts	3
ENG 112	Speech	3
		TOTAL 16

SECOND SEMESTER

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

THIRD SEMESTER

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

FOURTH SEMESTER

SED 290(1)	Inclusive Teaching & Learning	3
ECE 215	Emerging Literacy	3
ECE 214	Guiding Young Children's Behavior	3
••• •••	Humanities Elective	3
EDU 221	Clinical Experience	1
		TOTAL 13

* See Electives Section on pages 95-97

(1) Requires a B- or better to transfer

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT 100	College Algebra OR	
MAT 123	Mathematics for the Liberal Arts	3
CSC 100	Introduction to Comp & Computing	3
BIO 107	Human Biology	4
BIO 100	General Biology	3
PSY 101	Introduction to Psychology	3
PSY 211	Developmental Psychology	3
HUM 101	Cultures and Values	3
••• •••	Humanities Elective*	3
••• •••	Humanities Elective*	3
HIS 105	US History I	3
HIS 106	US History II	3
INTD 235	Exploring Multicultural Studies	3
		TOTAL 47

Major Requirements and Electives

EDU 211	Foundations of American Education	3
SED 290(1)	Inclusive Teaching & Learning	3
ECE 215	Emerging Literacy	3
ECE 214	Guiding Young Children's Behavior	3
EDU-221	Clinical Experience	1
		TOTAL 13

Total number of credits required for degree: 60

* See Electives Section on pages 95-97

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

Humanities & Social Sciences Division

71 Sip Avenue, L 420 • (201) 360-4750
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

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

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
BIO 100	General Biology	3
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition I	3
MAT 100	College Algebra	
	OR	
MAT 123	Mathematics for the Liberal Arts	3
ENG 112	Speech	3
	TOTAL	16

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

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

FOURTH SEMESTER		
HUM••• (3)	Humanities Elective	3
SED 290	Inclusive Teaching & Learning	3
SED 235	Young Children with Special Needs	3
ECE 214	Guiding Young Children's Behavior	3
EDU 221	Clinical Experience	1
	TOTAL	13

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT 100	College Algebra	
	OR	
MAT 123	Mathematics for the Liberal Arts	3

General Education Requirements and Electives (cont.)

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

Major Requirements and Electives

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

Total number of credits required for degree: 60

See Electives Section on pages 94-96

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

Science, Technology, Engineering and Mathematics (STEM) Division

263 Academy Street • (201) 360-4265
www.hccc.edu/programs-courses/academic-pathways/stem/index.html

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

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

SECOND SEMESTER		
EET 211	Electric Circuits II	4
EET 212	Active Electronics Devices	4
ENG 102	College Composition II	
	OR	
ENG 103	Technical Report Writing	3
MAT 110	Precalculus	4
	TOTAL	15

THIRD SEMESTER

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

FOURTH SEMESTER

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

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II OR	
ENG 103	Technical Report Writing	3
MAT 100	College Algebra	3
••• •••	Social Science/Humanities Elective*	3
ENG 112	Speech	3
••• •••	Diversity Elective*	3
PHY 113	Physics I	4
	TOTAL	23

Major Requirements and Electives

CSC 101	Scientific Programming OR	
CSC 115	Programming in C++	3
EET 111	Electric Circuits I	4
EET 211	Electric Circuits II	4
EET 212	Active Electronics Devices	4
EET 214	Active Circuit Analysis & Design	4
EET 223	Integrated Circuits in Digital Systems	4
EET 228	Electronics Project Laboratory	2
EET •••	Major Restricted Elective**	4
MAT 110	Precalculus	4
MAT 111	Calculus I	4
	TOTAL	37

Total number of credits required for degree: 60

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

EET 222	Analog Integrated Circuits	4
EET 226	Communications Systems	4
EET 229	Microprocessor/Microcomputer System Design	4

*,**See Electives Section on pages 95-97*

EMERGENCY MEDICAL TECHNICIAN CERTIFICATE OF ACHIEVEMENT
Nursing & Health Sciences Division

870 Bergen Avenue • (201) 360-4338
www.hccc.edu/programs-courses/academic-pathways/nursing-health/index.html

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

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

General Education Requirement		Credits
BIO 107	Human Biology	4
PSY 101	Intro to Psychology	3

Major (Specialized) Requirement

EMT 100	Emergency Medical Technician	6
	Total Credits Required	**13**

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

263 Academy Street • (201) 360-4265
www.hccc.edu/programs-courses/academic-pathways/stem/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	English Composition I	3
ECO 201	Principles of Macroeconomics	3
MAT 111	Calculus I	4
PHY 111	Engineering Physics I	4
	TOTAL	15
SECOND SEMESTER		
ENG 102	English Composition II	3
MAT 112	Calculus II	4
EGS 100	Engineering Design	3
CHP 111	Chemistry I	4
	TOTAL	14
THIRD SEMESTER		
MAT 211	Calculus III	4
PHY 211	Engineering Physics II	4
ENG 112	Speech	3
EGS 230	Statics and Dynamics OR	
CHP 211	Chemistry II	4
	TOTAL	15
FOURTH SEMESTER		
MAT 212	Differential Equations	4
••• •••	Major Restricted Elective	3
••• •••	Social Science elective	3
••• •••	Humanities or Social Science Elective	3
••• •••	Humanities Elective	3
	TOTAL	16

General Education Requirements and Electives

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

Major Requirements and Electives

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

Total number of credits required for degree: 60

Major Restricted Electives**

CSC 101	Scientific Programming	3
CSC 117	Java Programming	3
CSC 118	Pythion Programming	3

*,** See Electives Section on pages 95-97*

ENGLISH
ASSOCIATE IN ARTS (A.A.)
English & ESL Division
119 Newkirk Street • (201) 360-4380

www.hccc.edu/programs-courses/academic-pathways/visual-arts/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 100	Intro to Computers & Computing	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT •••	Mathematics Elective*	3
••• •••	Humanities Elective**	3
		TOTAL 16
SECOND SEMESTER		
ENG 102-LIT	College Composition II	3
HIS 210	History of Western Civilization I	3
LIT •••	Literature Elective (a)**	3
••• •••	Social Science Elective*	3
••• •••	Lab Science Elective*	4
		TOTAL 16

THIRD SEMESTER

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

FOURTH SEMESTER

ENG 290	Advanced English Seminar	3
	Humanities Requirement* (LIT 215, LIT 216, or LIT 225)	3
••• •••	Lab Science Elective*	4
••• •••	Literature/English Elective (a) (b)	3
		TOTAL 13

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
CSC 100	Intro to Computers & Computing	3
••• •••	Mathematics Elective*	3
••• •••	Lab Science Elective*	4
••• •••	Lab Science Elective*	4
	Social Science Elective*	3
••• •••	Social Science Elective*	3
LIT •••	Humanities Elective (LIT 215, LIT 216, OR LIT 225)	3
LIT •••	Humanities Elective (LIT 215, LIT 216, OR LIT 225)	3
••• •••	Humanities Elective*, Students are encouraged to select a course with one of the following prefixes: ART, FLM, MUS, or THA	3
HIS 210	History of Western Civilization I	3
HIS 211	History of Western Civilization II	3
LIT •••	Diversity Elective (LIT 205, LIT 210, LIT 211, LIT 214, LIT 215, OR LIT 225)	3
		TOTAL 48

Major Requirements and Electives

••• •••	Restricted Major Literature Elective** (a)	3
••• •••	Restricted Major Literature or English Elective** (a)(b)	3
••• •••	Restricted Major English Elective** (b)	3
ENG 290	Advanced English Seminar	3
		TOTAL 12

Total number of credits required for degree: 60

Restricted Major Electives**
Category (a) - Literature Electives

LIT 201	Introduction to Literature	3
LIT 202	Survey of American Literature	3
LIT 204	Introduction to the Short Story	3
LIT 205	Introduction to Cultural Studies	3
LIT 206	Introduction to Poetry	3
LIT 207	Introduction to Drama	3
LIT 208	Contemporary Drama	3
LIT 209	Children's Literature	3
LIT 210	Latin American Literature	3
LIT 211	African-American Literature	3
LIT 214	Introduction to the Novel	3
LIT 217	Women and Literature	3
LIT 220	Science Fiction	3
FLM 102	Latin American Literature in Film	3

Category (b) - English Electives

Course #	Course Title	Credits
ENG 103	Technical Report Writing	3
ENG 113	Introduction to Journalism	3
ENG 115	Writing for Emerging Media	3
ENG 210	Creative Writing	3
ENG 211	Business Communications	3
ENG 215	Memoir and Creative Non-Fiction	3
ENG 220	English Internship	3
THA 205	Introduction to Playwriting	3

* See Electives Section on pages 95-97

ENGLISH – COMMUNICATION STUDIES OPTION ASSOCIATE IN ARTS (A.A.)

Humanities & Social Sciences Division
71 Sip Avenue, L 420 • (201) 360-4750
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

The Associate of Arts in English – Communication Studies Option provides students with the knowledge and skills necessary for transfer into a Communication Studies or related Baccalaureate program or entry-level employment in private, government, and non-profit arenas. Required courses introduce students to communication theory, intercultural communication, interpersonal communication, and an introduction to mass media.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 100	Intro to Computers & Computing	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT •••	Mathematics Elective*	3
COM 101	Interpersonal Communication	3
	TOTAL	16
SECOND SEMESTER		
ENG 102-LIT	College Composition II	3
HIS 210	History of Western Civilization I	3
COM 1**	Introduction to Mass Media	3
••• •••	Humanities Elective*	3
••• •••	Lab Science Elective*	4
	TOTAL	16
THIRD SEMESTER		
HIS 211	History of Western Civilization II	3
COM 2**	Diversity Elective: Intercultural Communication	3
COM 2**	Humanities Requirement: Communication Theory	3
••• •••	Social Science Elective*	3
ENG/COM	English/Communications Elective	3
	TOTAL	15
FOURTH SEMESTER		
COM 290	Advanced Communication Seminar	4
••• •••	Humanities Elective*	3
••• •••	Science Elective*	3
••• •••	Social Science Elective	3
	TOTAL	13

Total number of credits required for degree: 60

General Education Requirements and Electives

Course #	Course Title	Credits
CSS-100	College Student Success	1
ENG-101	College Composition I	3
ENG-102	College Composition II	3
ENG-112	Speech	3
CSC-100	Introduction to Computers & Computing	3
MAT •••	Mathematics Elective* (MAT-123 Recommended)	3
••• •••	Science Elective*	3

General Education Requirements and Electives (cont.)

Course #	Course Title	Credits
••• •••	Lab Science Elective*	4
••• •••	Social Science Elective * (PSC-210 Recommended)	3
••• •••	Social Science Elective*	3
COM 102	Communication Theory	3
LIT •••	Humanities Literature Elective (LIT-215, LIT-216, or LIT-225)	3
••• •••	Humanities Elective* (ART/FLM/MUS/THA)	3
HIS 210	History of Western Civilization I	3
HIS 211	History of Western Civilization II	3
COM 201	Intercultural Communication (Diversity Elective)	3
	TOTAL:	47

Major Requirements and Electives

Course #	Course Title	Credits
COM 101	Interpersonal Communication	3
COM 202	Mass Media	3
COM 290	Advanced Communication Seminar	4
••• •••	English/Communications Elective (ENG-113, ENG-115, ENG-211, or THA-205)	3
	TOTAL:	13

Total number of credits required for degree: 60

ENGLISH AS A SECOND LANGUAGE (ESL) PROFICIENCY CERTIFICATE

English & ESL Division
119 Newkirk Street • (201) 360-4380

www.hccc.edu/programs-courses/academic-pathways/esl-certificate.html

The ESL Proficiency Certificate provides an opportunity for immigrant students to enhance their employment opportunities by certifying that they possess the knowledge of Academic English and capacity to work with an array of college texts (science, social science, and humanities). By virtue of the program design, the certificate helps students complete a number of general education courses which allow them to continue their education and work toward an Associate degree in Liberal Arts.

Course #	Course Title	Credits
Pathway A		
ENG-112	Speech	3
CSC-100	Introduction to Computers and Computing	3
••• •••	General Education Mathematics or Science Elective	3
••• •••	General Education Humanities o or Social Science Elective (that does not require ENG-101 as a pre- or co-requisite)	3
••• •••	General Education Humanities or Social Science Elective (that does not require ENG-101 as a pre- or co-requisite)	3
	TOTAL:	15
Pathway B		
ENG-112	Speech	3
CSC-100	Introduction to Computers and Computing	3
••• •••	General Education Mathematics or Science Elective	3
ENG-101	College Composition I	3
••• •••	General Education Humanities or Social Science Elective (that either does not require ENG-101 as a pre-requisite; course may require ENG-101 as a co-requisite)	3
	TOTAL:	15

The ESL Proficiency Certificate will be awarded to students who
- Fully exit the ESL Program in Reading and Writing*;

- Satisfactorily complete ENG 112 - Speech and CSC 100 - Introduction to Computers and Computing;

- Satisfactorily complete any general education course in Mathematics or Science – 3 or 4 credits;

- Satisfactorily complete any two general education courses in Humanities or Social Sciences - 6 credits (courses that do not require ENG 101 as pre- or co-requisite):

Social Science Electives:

ECO 201	Principles of Macroeconomics (pre-requisite: MAT 100 or above)	
ECO 202	Principles of Microeconomics (pre-requisite: ECO 201)	
PSC 101	Introduction to Political Science	
PSC 102	American Government	
PSC 200	State and Local Government	
PSY 101	Introduction to Psychology	
SOC 10	Principles of Sociology	

Humanities Electives:

ART 101	Experiencing Art
ASL 101	American Sign Language I
ASL 102	American Sign Language II (pre-requisite: ASL 101) OR

Satisfactorily complete ENG 101 and a 3 credit-course in Humanities or Social Sciences – 6 credits (a course that does not require ENG 101 as pre-requisite OR a course that requires ENG 101 as a co-requisite)**

FLM 101	Introduction to Film
MUS 101	Introduction to Music
MUS 102	Introduction to World Music
MUS 104	The African-American Musical Heritage
MUS 105	Intro to Latin American Music
THA 102	Introduction to Theatre

ENTREPRENEURSHIP OPTION
HOSPITALITY MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Business, Culinary Arts & Hospitality Management

161 Newkirk Street • (201) 360-4631
cai@hcc.edu
www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 112	Speech	3
CSC 100	Introduction to Computers & Computing	3
HMT 111	Introduction to Entrepreneurship	3
HMT 110	Introduction to the Hospitality Industry	1
		TOTAL 14

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

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

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

General Education Requirements and Electives

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

Major Requirements and Electives

CSS 100	College Student Success	1
ACC 121	Principles of Accounting I	3
CAI 225	Externship II	2
ECO 201	Principles of Macroeconomics	3
HMT 104	Culinary for Hospitality	3
HMT 110	Introduction to the Hospitality Industry	1
HMT 111	Introduction to Entrepreneurship	3
HMT 115	The Urban Entrepreneur	3
HMT 121	Hotel Practicum	2
HMT 202	Innovation, Creativity and Marketing	3
HMT 217	Franchising	3
HMT 210	Hospitality & Travel Law	3
MAN 121	Principles of Management	3
••• •••	Restricted Program Elective	3
••• •••	Restricted Program Elective	3
		TOTAL 39

Total number of credits required for degree: 60

Major Restricted Electives

CAI 223	Food, Beverage, and Labor Cost Control	3
ACC 221	Principles of Accounting II	3
ACC 211	Computerized Accounting	3
BUS 230	Business Law	3
CAI 206	Introduction to Sustainability	3
ECO 202	Principles of Microeconomics	3
HMT 106	Culture and Geography in Tourism	3
HMT 116	Restaurant Operations Management I	3
HMT 122	Front Office Operations	3
HMT 128	Event Planning in Travel & Tourism	3
HMT 204	Fundamentals of Wine & Food	3
HMT 206	Information Systems in Hospitality & Tourism	3
HMT 209	Tour Marketing, Sales, and Promotions	3
HMT 214	Hotel Group and Convention Sales	3
HMT 215	Housekeeping Management	3
HMT 216	Restaurant Operations Management II	3
MAN 221	Marketing	3
MAN 232	Human Resources Management	3

Major Restricted Electives (cont.)

MAT 100	College Algebra	3
MAT 114	Introduction to Statistics & Probability	3

* See Electives Section on pages 95-97

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

263 Academy Street • (201) 360-4265
www.hccc.edu/programs-courses/academic-pathways/stem/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
MAT 100	College Algebra	3
BIO 100	General Biology	3
CSC 100	Introduction to Computers & Computing	3
SCI 101	Introduction to Physical Science	3
	TOTAL	16

Course #	Course Title	Credits
SECOND SEMESTER		
ENG 102	College Composition II	3
SOC 101	Introduction to Sociology	3
ENV 110	Introduction to Environmental Studies	3
ENV 105	Weather and Climate	3
GIS 104	Introduction to GIS	3
	TOTAL	15

Course #	Course Title	Credits
THIRD SEMESTER		
ENG 112	Speech	3
ENV 103	Sustainability and Conservation	3
GEO 111	Physical Geology	
	OR	
BIO 208	Ecology	4
CHP 105	Introduction to Environmental Chemistry	4
	TOTAL	14

Course #	Course Title	Credits
FOURTH SEMESTER		
ENV 201	Urban Ecology	3
ENV 205	Environmental Public Policy	3
PHL 218	Contemporary Moral Issues	3
SS/ HUM	Humanities or Social Science Elective*	3
••• •••	Diversity Elective	3
	TOTAL	15

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 100	College Algebra	3
CSC 100	Introduction to Computers & Computing	3
BIO 100	General Biology	3
SOC 101	Introduction to Sociology	3
PHL 218	Contemporary Moral Issues	3
••• •••	Diversity Elective*	3
••• •••	Humanities or Social Science Elective*	3
ENG 112	Speech	3
	TOTAL	31

Major Requirements and Electives

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

Total number of credits required for degree: 60

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

870 Bergen Avenue • (201) 360-4338
www.hccc.edu/programs-courses/academic-pathways/nursing-health/index.html

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

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

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

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

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

General Education Requirements and Electives

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

Major Requirements and Electives

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

Total number of credits required for degree: 60

Major Restricted Electives

EXS 115	Sports Nutrition	3
HLT 103	Principles of First Aid and CPR	3
HLT 124	Health and Wellness	3
PFT 103	Health Fitness Management	3
EXS 224	Principles of Athletic Injuries	3
PFT 220	Advanced Personal Training	3

See Electives Section on pages 95-97

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

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

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

870 Bergen Avenue • (201) 360-4338
www.hccc.edu/programs-courses/academic-pathways/nursing-health/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
BIO 111	Anatomy & Physiology I	4
MAT •••	MAT 100 or Higher*	3
CSC 100	Intro to Computers & Computing	3
ENG 112	Speech	3
		TOTAL 17

SECOND SEMESTER

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

Total Course Credits at HCCC   36 credit
Prior Certificate/License (awarded up to) 24 credits*
Total Course Credits Required 60 credits
See Electives Section on pages 95-97

Credit award will be assessed by the HCCC Director of Health Related Programs or a designee. Students whose certificate/license completion was less than 500 hours must complete additional courses.

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

BIO 111	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4
••• •••	Major Elective**	3
••• •••	Major Elective**	3
		TOTAL 14

**Suggested electives to fulfill program requirements:

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

General Education Requirements and Electives:

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II OR	
ENG 103	Technical Report Writing	3
ENG 112	Speech	3
CSC 100	Intro to Computers & Computing	3
MAT •••	MAT 100 or Higher*	3
PSY 101	Intro to Psychology	3
••• •••	Diversity Elective*	3
		TOTAL 22

See Electives Section on pages 95-97

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

870 Bergen Avenue • (201) 360-4267
www.hccc.edu/programs-courses/academic-pathways/nursing-health/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
MAT 114	Introduction to Statistics & Probability	3
HLT 103	Principles of First Aid & CPR	3
HLT 115	Dynamics of Healthcare	3
ENG 112	Speech	3
	TOTAL	16

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

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

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

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

Major Requirements and Electives

HLT 103	Principles of First Aid & CPR	3
HLT 110	Culture, Diversity, & Health	3
HLT 111	Introduction to Healthcare	2
HLT 115	Dynamics of Healthcare	3
HLT 124	Health & Wellness	3
HLT 210	Medical Law & Ethics	3
HLT 211	Community Health	
	OR	
HLT 207	Environmental Health	3
HLT 212	Substance Abuse & Addiction	3
HLT 215	Service Learning Internship	2
BIO 120	Human Sexual Biology	3
	TOTAL	28

Total number of credits required for degree: 60

See Electives Section on pages 95-97

HEALTH SERVICES – PUBLIC HEALTH OPTION
ASSOCIATE IN SCIENCE (A.S.)
Nursing and Health Sciences Division

870 Bergen Avenue • (201) 360-4267
www.hccc.edu/programs-courses/academic-pathways/nursing-health/index.html

Public Health is a dynamic field that focuses on improving and maintaining health on a population level through disease and injury prevention strategies. Public Health includes a variety of challenging disciplines such as epidemiology, biostatistics, environmental health, behavioral health, and occupational health. Health risk assessments, health screenings, health promotion programming, and surveillance of disease outbreaks are examples of public health services. Public Health professionals work within a variety of settings including state and local health departments, hospitals, workplace wellness programs, government agencies, educational institutions, research organizations, and international development agencies.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
MAT 114	Introduction to Statistics & Probability	3
ENG 112	Speech	3
PSY 101	Introduction to Psychology	3
HLT 111	Introduction to Healthcare	2
	TOTAL	15

SECOND SEMESTER		
ENG 102	College Composition II	3
CSC 100	Intro to Computers & Computing	3
BIO 107	Human Biology	4
HLT126	Principles of Public Health	3
HLT128	Consumer Health	3
	TOTAL	16

THIRD SEMESTER		
SOC 101	Introduction to Sociology	3
HLT 110	Culture, Diversity & Healthcare	3
HLT 207	Environmental Health	3
HLT 130	Global Health	3
HLT 112	Pathophysiology	3
	TOTAL	15

FOURTH SEMESTER		
CHOICE	Diversity Elective	3
CHOICE	Humanities Elective	3
HLT 216	Healthcare Navigation	3
HLT 218	Health Disparities in the US	3
HLT 215	Service-Learning Internship	2
	TOTAL	14

Course #	Course Title	Credits
General Education Requirements		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 114	Statistics & Probability	3
CSC 100	Introduction to Computers & Computing	3
BIO 107	Human Biology	4
PSY 101	Introduction to Psychology	3
CHOICE	Diversity Elective	3
CHOICE	Humanities Elective	3
SOC 101	Introduction to Sociology	3
ENG 112	Speech	3
	TOTAL	32

Course	Title	Credits
Major (Specialized) Requirement		
HLT 126	Principles of Public Health	3
HLT 130	Global Health Issues	3
HLT 128	Consumer Health	3
HLT 112	Pathophysiology	3
HLT 207	Environmental Health	3
HLT 216	Healthcare Navigation	3
HLT 218	Health Disparities in the United States	3
HLT 110	Culture, Diversity, & Health	3
HLT 111	Introduction to Healthcare	2
HLT 215	Service Learning Internship	2
	TOTAL	28

Total Credits Required For Degree 60

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

Humanities & Social Sciences Division

71 Sip Avenue, L 420 • (201) 360-4750

www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition I	3
MAT 123	Mathematics for the Liberal Arts	3
ENG 112	Speech	3
SOC 101	Introduction to Sociology	3
	TOTAL	16

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

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

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

General Education Requirements and Electives		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT 123	Mathematics for the Liberal Arts	3
CSC 100	Introduction to Computers and Computing	3
••• •••	Lab Science Elective*	4
••• •••	Lab Science Elective*	4
SOC 101	Introduction to Sociology	3
PSC 102	American Government	3
PHL 101	Introduction to Philosophy	3
ART 115	Art History I	
	OR	
ART 125	Art History II	3
LIT •••	Humanities Literature Elective*	3
HIS 210	History of Western Civilization I	3
HIS 211	History of Western Civilization II	3
••• •••	Diversity Elective*	3
	TOTAL	48

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

Total number of credits required for degree: 60

* See Electives Section on pages 94-96

** A list of History Electives and Philosophy Electives can be found on p. 95-97

HOSPITALITY MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Business, Culinary Arts & Hospitality Management

161 Newkirk Street • (201) 360-4631
cai@hccc.edu
www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
CAI 115	Food Sanitation & Culinary Principles	3
CAI 114	Table Service I	2
CAI 117	Production Kitchen Skills I	2
CAI 119	Bakeshop I	2
CAI 118	Pantry & Breakfast Cookery	2
	TOTAL	15

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

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

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

General Education Requirements and Electives

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

Major Requirements and Electives

CSS 100	College Student Success	1
BIO 201	Practical Nutrition	3
CAI 115	Food Sanitation & Culinary Principles	3
CAI 114	Table Service I	2
CAI 117	Production Kitchen Skills I	2
CAI 118	Pantry and Breakfast Cookery	
CAI 119	Bakeshop I	2
CAI 121	Product Identification & Purchasing	3
CAI 125	Externship I	1
HMT 116	Restaurant Operation Management I	3
CAI 223	Food, Beverage, & Labor Cost Control	3
CAI 210	Menu & Facilities Design	3
HMT 121	Hotel Practicum	2
••• •••	Major Restricted Electives (3)	9
	TOTAL	39

Total number of credits required for degree: 60

Major Restricted Electives**

ACC 121	Principles of Accounting I	3
ACC 211	Computerized Accounting	3
BUS 230	Business Law	3
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
HMT 106	Culture & Geography	3
HMT 111	Introduction to Entrepreneurship	3
HMT 112	Introduction to Travel and Tourism	3
HMT 115	The Urban Entrepreneur	3
HMT 128	Event Planning in Travel and Tourism	3
HMT 202	Innovation, Creativity, and Marketing	3
HMT 209	Tour Marketing, Sales, and Promotions	3
HMT 217	Franchising	3
MAN 221	Marketing	3
MAT 103	Business Mathematics	3
MAT 114	Introduction to Statistics and Probability	3

See Electives Section on pages 95-97

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

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

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

HOSPITALITY MANAGEMENT CERTIFICATE

Business, Culinary Arts & Hospitality Management

161 Newkirk Street • (201) 360-4631
cai@hccc.edu
www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
ENG 101	College Composition I	3
HMT 110	Intro to the Hospitality Industry	1
CAI 115	Food Sanitation & Culinary Principles	3
CAI 121	Product Identification & Purchasing	3
HMT 104	Culinary for Hospitality	3
HMT 204	Fundamentals of Wine & Food	3
	TOTAL	16
SECOND SEMESTER		
CSC 100	Introduction to Computers	3
HMT 121	Hotel Practicum	2
HMT 122	Front Office Operations	3
CAI 223	Food, Beverage, and Labor Cost Control	3
HMT 210	Hospitality & Travel Law	3
MAN 121	Principles of Management	3
	TOTAL	17

Total Course Credits Required 33

Major Requirements and Electives

HMT 110	Intro to the Hospitality Industry	1
CAI 115	Food Sanitation & Culinary Principles	3
CAI 121	Product Identification and Purchasing	3
CAI 223	Food, Beverage, and Labor Cost Control	3
HMT 121	Hotel Practicum	2
HMT 122	Front Office Operations	3
HMT 104	Culinary for Hospitality	3
HMT 204	Fundamentals of Wine and Food	3
HMT 210	Hospitality and Travel Law	3
MAN 121	Principles of Management	3
	TOTAL	30

General Education Requirements and Electives

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

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

Business, Culinary Arts & Hospitality Management

161 Newkirk Street • (201) 360-4631
cai@hccc.edu
www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 112	Speech	3
CSC 100	Introduction to Computers & Computing	3
HMT 110	Introduction to the Hospitality Industry	1
HMT 122	Front Office Operations	3
	TOTAL	14
SECOND SEMESTER		
ENG 102	College Composition II	3
••• •••	Humanities/ Social Science Elective*	3
MAN 121	Principles of Management	3
••• •••	Restricted Program Elective**	3
HMT 104	Culinary Arts for Hospitality	3
	TOTAL	15
THIRD SEMESTER		
••• •••	Diversity Elective*	3
HMT 121	Hotel Practicum	2
HMT 210	Hospitality & Travel Law	3
CAI 223	Food, Beverage, & Labor Cost Control	3
HMT 116	Restaurant Operations Management I	3
HMT 204	Fundamentals of Wine & Food	3
	TOTAL	17
FOURTH SEMESTER		
••• •••	Humanities/ Social Science Elective*	3
ACC 121	Principles of Accounting I	3
CAI 225	Externship III	2
HMT 216	Restaurant Operations Management II	3
••• •••	Restricted Program Elective**	3
	TOTAL	14

General Education Requirements and Electives

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

Major Requirements and Electives

CSS 100	College Student Success	1
HMT 110	Introduction to the Hospitality Industry	1
HMT 122	Front Office Operations	3
MAN 121	Principles of Management	3
HMT 104	Culinary for Hospitality	3

Major Requirements and Electives (Cont.)

HMT 121	Hotel Practicum	2
HMT 210	Hospitality & Travel Law	3
CAI 223	Food, Beverage, & Labor Cost Control	3
HMT 116	Restaurant Operations Management I	3
HMT 204	Fundamentals of Wine & Food	3
ACC 121	Principles of Accounting I	3
CAI 225	Externship III	2
HMT 216	Restaurant Operations Management II	3
••• •••	Major Restrictive Elective**	3
••• •••	Major Restrictive Elective**	3
	TOTAL	39

Total number of credits required for degree: 60

Major Restricted Electives**

ACC 221	Principles of Accounting II	3
ACC 211	Computerized Accounting	3
BUS 230	Business Law	3
CAI 115	Food Sanitation & Culinary Principles	3
CAI 121	Product Identification and Purchasing	3
CAI 206	Introduction to Sustainability	3
ECO 202	Principles of Microeconomics	3
HMT 111	Introduction to Entrepreneurship	3
HMT 115	The Urban Entrepreneur	3
HMT 202	Innovation, Creativity & Marketing	3
HMT 217	Franchising	3
MAN 221	Marketing	3
MAT 100	College Algebra	3
MAT 103	Business Mathematics	3
MAT 114	Introduction to Statistics & Probability	3

* See Electives Section on pages 95-97

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

71 Sip Avenue, L 420 • (201) 360-4750
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

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

Upon completion of this program, graduates have fulfilled the educational requirements to become a Certified Alcohol and Drug Counselor. Students begin to fulfill the 3000 hours of required related work experience while in the program. Students are able to find employment at Substance Abuse facilities with this degree. The proposed option in Addictions Counseling also prepares graduates for transfer to a senior institution to complete a baccalaureate degree in Human Services/Social Work or related field.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT •••	Mathematics Elective*, MAT-114 suggested	3
HUS 101	Introduction to Human Services	3
	TOTAL	13

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

THIRD SEMESTER

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

FOURTH SEMESTER

HUS 153	Recovery in Addictions	3
HUS 163	Assessment and Treatment in Addictions Counseling	3
HUS •••	Practicum in Addictions	4
HUM 101	Cultures and Values	3
SOC 101	Introduction to Sociology	3
	TOTAL	16

General Education Requirements and Electives

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

Major Requirements and Electives

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

Total number of credits required for degree: 60

* See Electives Section on pages 95-97

HUMAN SERVICES
– PRE-SOCIAL WORK ADDICTIONS
COUNSELING - PROFICIENCY CERTIFICATE
Humanities and Social Sciences Division

71 Sip Avenue, L 420 • (201) 360-4750
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

The Proficiency Certificate in Addictions Counseling provides students with the educational requirements needed to become a Certified Alcohol and Drug Counselor (CADC) in the state of New Jersey. Through its curricular structure, the program provides students with the competencies needed to fulfill the educational requirements to become a Certified Alcohol and Drug Counselor. Domains of competencies include Assessment, Counseling, Case Management, Client Education, and Professional Responsibility. Students develop an understanding of addiction. Students gain knowledge in the fundamental effects of addiction on the abuser and families as well as the biopsychosocial impacts of use. Students learn various counseling skills and then demonstrate these skills during fieldwork.

Upon completion of this program, graduates have fulfilled the educational requirements to become a Certified Alcohol and Drug Counselor. Graduates will still need to fulfill externally the 3,000 hours of required related work experience for the certification. Graduates are able to obtain employment in the field.

Recommended Sequence of Courses:

Course #	Course Title	Credits
HUS 123	Introduction to Addictions	3
HUS 133	Counseling Theory and Techniques	3
HUS 143	Addictions Counseling	3
HUS 153	Recovery in Addictions	3
HUS 163	Assessment and Treatment in Addictions Counseling	3
	Total Credits Required	**15**

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

71 Sip Avenue, L 420 • (201) 360-4750
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT •••	Mathematics Elective*, with MAT-114 suggested	3
HUS 101	Introduction to Human Services	3
	TOTAL	13
SECOND SEMESTER		
ENG 102	College Composition II	3
HUS 121	Helping Strategies and Relationships	3
CSC 100	Introduction to Computers & Computing	3
SOC 101	Introduction to Sociology	3
BIO 107	Human Biology OR	
BIO 111	Anatomy and Physiology I	4
	TOTAL	16
THIRD SEMESTER		
HUS 231	Internship in Human Services I	3
HUS 230	Interviewing Techniques	3
PSY 101	Introduction to Psychology	3
HIS 105	US History I	3
SOC 201	Sociology of the Family OR	
SOC 280	Social Research Methods	3
	TOTAL	15

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

General Education Requirements and Electives

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

Major Requirements and Electives

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

Total number of credits required for degree: 60

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

71 Sip Avenue, L 420 • (201) 360-4750
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

The A.A. Liberal Arts General degree program prepares students for transfer to a four-year college after completing two years of undergraduate coursework at HCCC. Graduating students may advance to many different majors, for instance, in the social sciences, humanities, business, or education. The Liberal Arts program allows many options when choosing courses; students should plan carefully by researching the degree requirements of four-year colleges which interest them.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT •••	Mathematics Elective*, with MAT-123 recommended	3
••• •••	Fine Arts Elective	3
	TOTAL	16
SECOND SEMESTER		
ENG 102	College Composition II	3
••• •••	Humanities Elective*	3
••• •••	Social Science Elective*	3
••• •••	Lab Science Elective*	4
••• •••	Modern Language/Humanities/Social Science/Math (103 or higher)/Science/ Fine Arts Elective	3
	TOTAL	16
THIRD SEMESTER		
HIS 210	History of Western Civilization I	3
••• •••	Humanities Elective*	3
LIT •••	Literature Elective*	3
••• •••	Social Science Elective*	3
••• •••	Lab Science Elective*	4
	TOTAL	16
FOURTH SEMESTER		
••• •••	Diversity Elective*	3
HIS 211	History of Western Civilization II	3
••• •••	Humanities Elective*	3
••• 2••	Humanities/Social Science/Diversity Elective* (200 level)	3
	TOTAL	12

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT •••	Mathematics Elective*, with MAT-123 recommended	3
CSC 100	Introduction to Computers & Computing	3
••• •••	Lab Science Elective*	4
••• •••	Lab Science Elective*	4
HIS 210	History of Western Civilization I	3
HIS 211	History of Western Civilization II	3
••• •••	Humanities Elective*	3
••• •••	Humanities Elective*	3
••• •••	Humanities Elective*	3
••• •••	Social Science Elective*	3
••• •••	Social Science Elective*	3
••• •••	Diversity Elective*	3
	TOTAL	48

Major Requirements and Electives

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

Total number of credits required for degree: 60

*,** See Electives Section on pages 95-97

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

263 Academy Street • (201) 360-4265
www.hccc.edu/programs-courses/academic-pathways/stem/index.html

Graduates of this Associate in Science program with concentration in Mathematics transfer to four-year colleges and universities to complete bachelor's degrees in mathematics or related subjects requiring a strong background in mathematics and natural sciences.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 100	Introduction to Computers & Computing	3
ENG 101	College Composition	3
ENG 112	Speech	3
MAT 111	Calculus I	4
	TOTAL	14
SECOND SEMESTER		
CHP 111	College Chemistry I	4
ENG 102	College Composition II	3
MAT 112	Calculus II	4
PHY 111	Engineering Physics I	4
	TOTAL	15
THIRD SEMESTER		
MAT 211	Calculus III	4
MAT 215	Linear Algebra	3
PHY 211	Engineering Physics II	4
••• •••	Humanities Elective* with, HUM-101, Cultures & Values recommended	3
	Social Science Elective*	3
	TOTAL	17
FOURTH SEMESTER		
MAT 212	Differential Equations	4
PHY 212	Engineering Physics III	4
••• •••	Diversity Elective*	3
••• •••	Social Science/Humanities Elective*	3
	TOTAL	14

General Education Requirements and Electives

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

General Education Requirements and Electives (cont.)

Course #	Course Title	Credits
••• •••	Diversity Elective*	3
ENG 112	Speech	3
		TOTAL 33

Major Requirements and Electives

Course #	Course Title	Credits
MAT 111	Calculus I	4
MAT 112	Calculus II	4
MAT 211	Calculus III	4
MAT 212	Differential Equations	4
MAT 215	Linear Algebra	3
PHY 211	Engineering Physics II	4
PHY 212	Engineering Physics III	4
		TOTAL 27

Total number of credits required for degree: 60

*, ** *See Electives Section on pages 95-97*

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

870 Bergen Avenue • (201) 360-4338
www.hccc.edu/programs-courses/academic-pathways/nursing-health/index.html

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

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

Upon completion of the Medical Assisting Program, students are qualified to take the Registered Medical Assistant (RMA) Examination, a credential that is required by the State of New Jersey for the performance of subcutaneous and intramuscular injections. Individuals who have been found guilty of, or pleaded guilty to, a felony are not eligible to take the examination.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
BIO 111	Anatomy & Physiology I	4
MAT 102	Math for Health Sciences	3
PSY 101	Intro to Psychology	3
		TOTAL 17
SECOND SEMESTER		
CSC 100	Introduction to Computers & Computing	3
ENG 103	Technical Report Writing OR	
ENG 102	College Composition II	3
BIO 211	Anatomy & Physiology II	4
HUM 101	Cultures & Values	3
HLT 115	Dynamics of Healthcare	3
		TOTAL 16

THIRD SEMESTER

Course #	Course Title	Credits
HLT 110	Culture, Diversity, & Health	3
HLT 112	Pathophysiology	3
MDA 113	Clinical Office Procedures I	3
MDA 114	Medical Office Procedures I	3
		TOTAL 12

FOURTH SEMESTER

Course #	Course Title	Credits
HLT 210	Medical Law & Ethics	3
MDA 211	Clinical Office Procedures II	3
MDA 214	Medical Office Procedures II	3
MDA 224	Pharmacology	3
MDA 231	Medical Assisting Externship	3
		TOTAL 15

General Education Requirements and Electives

Course #	Course Title	Credits
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 103	Technical Report Writing OR	
ENG 102	College Composition II	3
CSC 100	Introduction to Computers & Computing	3
HUM 101	Cultures & Values	3
BIO 111	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4
		TOTAL 21

Major Requirements and Electives

Course #	Course Title	Credits
MDA 106	Medical Terminology	3
MDA 113	Clinical Office Procedures I	3
MDA 114	Medical Office Procedures I	3
MDA 211	Clinical Office Procedures II	3
MDA 214	Medical Office Procedures II	3
MDA 224	Pharmacology	3
MDA 231	Medical Assisting Externship	3
HLT 110	Culture, Diversity & Health	3
HLT 112	Pathophysiology	3
HLT 115	Dynamics of Healthcare	3
HLT 210	Medical Law & Ethics	3
MAT 102	Mathematics for the Health Sciences	3
PSY 101	Introduction to Psychology	3
		TOTAL 39

Total number of credits required for degree: 60

MEDICAL BILLING & CODING
ACADEMIC CERTIFICATE
Nursing and Health Sciences Division

870 Bergen Avenue • (201) 360-4338
www.hccc.edu/programs-courses/academic-pathways/nursing-health/index.html

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

PROGRAM ADMISSION REQUIREMENTS

- Clear criminal background evaluation must be obtained prior to MDC 220.

- Demonstrate proficiency in Microsoft Word or take CSC 100 – Intro to Computers and Computing

Course #	Course Title	Credits
FALL SEMESTER		
ENG 101	College Composition I	3
MDA 106	Medical Terminology	3
MDC 101	Clinical Coding I	3
MDC 110	CPT/HCPCS Coding I	3
	TOTAL	12

SPRING SEMESTER		
BIO 107	Human Biology	4
MDC 112	Clinical Coding II	3
MDC 120	CPT/HCPCS Coding II	3
MDC 124	Pathopharmacology	4
	TOTAL	14

SUMMER SEMESTER		
HLT 210	Medical Law & Ethics	3
MDC 210	Health Information & Reimbursement	3
MDC 200	Medical Billing	3
	CCS Exam Prep	0
	TOTAL	9
	Total Credits Required:	35

General Education Requirement

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

Major Requirements

HLT 210	Medical Law & Ethics	3
MDA 106	Medical Terminology	3
MDC 101	Clinical Coding I	3
MDC 110	CPT/HCPCS Coding I	3
MDC 112	Clinical Coding II	3
MDC 120	CPT/HCPCS Coding II	3
MDC 124	Pathopharmacology	4
MDC 200	Medical Billing	3
MDC 210	Health Information & Reimbursement	3
	TOTAL	28
	Total Credits Required:	**35**

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

870 Bergen Avenue • (201) 360-4338
www.hccc.edu/programs-courses/academic-pathways/nursing-health/index.html

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

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

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

SECOND SEMESTER		
ENG 102	College Composition II	3
ENG 112	Speech	3
PSY 101	Introduction to Psychology	3
BIO 211	Anatomy & Physiology II	4
••• •••	Diversity Elective* (ANT-101, HUM-101, SOC-260)	3
	TOTAL	16

THIRD SEMESTER		
••• •••	Humanities Elective	3
BIO 115	Principles of Biology I	4
BIO 250	Microbiology OR	
PHY 113	Physics I	4
••• •••	Major Elective(s)	4
	TOTAL	15

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

General Education Requirements and Electives

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

Major Requirements and Electives

BIO 211	Anatomy & Physiology II	4
BIO 115	Principles of Biology I	4
BIO 116	Principles of Biology II	4
BIO 250	Microbiology OR	
PHY 113	Physics I	4
HLT 210	Medical Law & Ethics	3
••• •••	Major Electives	8
	TOTAL	27
	Total number of credits required for degree:	**60**

Major Electives: 8-credit combinations
Pre-Pharmacy

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

Pre-Physical Therapy/Pre-Athletic Trainer

EXS 101	Introduction to Exercise Science	2
EXS 224	Principles of Athletic Injuries	3
HLT-103	Principles of First Aid	3

Pre-Health Sciences

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

Pre-Medicine

Course #	Course Title	Credits
EMT 100	Emergency Medical Technician	6
HLT 111	Introduction to Health Care	2

* See Electives Section on pages 94-96

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

870 Bergen Avenue • (201) 360-4338
www.hccc.edu/programs-courses/academic-pathways/nursing-health/index.html

The Associate in Science in Medical Sciences Pre-Professional Option in Pre-Nursing degree that prepares students for transfer to associate and/or baccalaureate degree programs that will lead to careers in nursing.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
BIO 111	Anatomy & Physiology I	4
MAT 100	College Algebra	3
CSC 100	Computers & Computing	3
	TOTAL	14
SECOND SEMESTER		
ENG 102	College Composition II	3
BIO 211	Anatomy & Physiology II	4
PSY 101	Intro to Psychology	3
ENG 112	Speech	3
Major Elective	Elective Choice	3
	(CHP 100 recommended)	
	TOTAL	16
THIRD SEMESTER		
PSY 260	Lifespan Development	3
BIO 250	Microbiology	4
BIO 115	Principles of Biology I	4
HUM 101	Cultures & Values	3
	TOTAL	14
FOURTH SEMESTER		
SS/HUM	Elective	3
BIO 116	Principles of Biology II	4
HLT 210	Medical Law & Ethics	3
Major Elective	Elective Choice	3
Major Elective	Elective Choice	3
	TOTAL	16

**Restricted MAJOR Electives:

Course #	Course Title	Credits
MDA 106	Medical Terminology	3
MDA 224	Pharmacology	3
HLT 112	Pathophysiology	3
HLT 110	Culture, Diversity & Healthcare	3
CHP 100	Introduction to Chemistry	3

General Education Requirements

Course #	Course Title	Credits
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
PSY 101	Introduction to Psychology	3
MAT 100	College Algebra (or MAT 114)	3
CSC 100	Introduction to Computers & Computing	3
BIO 111	Anatomy & Physiology I	4
PSY 260	Lifespan Development	3
SS/HUM	Social Science / Humanities Elective	3
HUM 101	Cultures & Values	3

Major Specialized Requirements and Electives

Course #	Course Title	Credits
CSS 100	College Student Success	1
BIO 211	Anatomy & Physiology II	4
BIO 115	Principles of Biology I	4
BIO 116	Principles of Biology II	4
BIO 250	Microbiology	4
HLT 210	Medical Law & Ethics	3
MAJOR ELECTIVES** Choose from below		9
	TOTAL CREDITS =	60

**Restricted MAJOR Electives:

Course #	Course Title	Credits
MDA 106	Medical Terminology	3
MDA 224	Pharmacology	3
HLT 112	Pathophysiology	3
HLT 110	Culture, Diversity & Healthcare	3
CHP 100	Introduction to Chemistry	3

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

870 Bergen Avenue • (201) 360-4767 or (201) 360-4765
www.hccc.edu/programs-courses/academic-pathways/nursing-health/index.html

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

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

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

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

Contact information is as follows:
New Jersey Board of Nursing, 124 Halsey Street 6th Floor
Newark, New Jersey 07102 - 973-504-6200
www.state.nj.us/lps/ca/medical/nursing.htm

Accreditation Commission for Education in Nursing (ACEN), located at 3390 Peachtree Road NE, Suite 1400 Atlanta, Georgia 30326
Phone: (404) 975-5000 - www.acenursing.org

Admission Requirements:
Candidates, for admission to the program, must have a high school diploma or GED, high school chemistry (or take CHP 100, Introduction to Chemistry, or higher at HCCC) [Course must be completed within the last 5 years], acceptable exam results for the NLN Pre-entrance examination or SAT exam or ATI Teas Exam and have minimum overall GPA of 2.5 (College credit of 12 or more, if less than 12 credits in college then High School GPA will be used), and 2 letters of references.

Legal Considerations: Acceptance into the Nursing Program (RN) is contingent upon student showing permanent U.S. Residency, Citizenship, DACA status, or other legal visa status   which will allow the student to qualify for employment authorization and a social security card. In addition, students in this program are required to pass a criminal background check and drug screening with satisfactory results acceptable by Hudson County Community College ("HCCC") and/or participating clinical facilities. Failure to maintain legal status, qualify for employment authorization, or pass a criminal background check or drug screening may result in

admission being denied/rescinded or termination of enrollment. If for any reason, a student does not complete the clinical requirement of the Nursing Program, that student will not be eligible to graduate from the Nursing Program. Questions about immigration status and whether a candidate will qualify for professional licensure under the federal law should be directed to the U.S. Citizen and Immigration Services at: 1-800-375-5283.

Acceptance is contingent on submission of all required documents. In addition, prior to clinical courses, students will be required to complete a criminal background check and a drug screen, as well as provide proof of CPR certification, malpractice insurance, complete medical records and immunizations, and medical health insurance.

Functional Requirements of the Nursing Program

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

Course #	Course Title	Credits
RECOMMENDED COURSE SEQUENCE:		
SUMMER SESSION		
MAT 100	College Algebra	3
	OR	
MAT 114	Intro to Statistics & Probabilities	
CSS 100	College Student Success	1
PSY 101	Introduction to Psychology	3
		TOTAL 7
FALL SEMESTER		
BIO 111	Anatomy & Physiology I	4
ENG 101	College Composition I	3
NSG 110	Nursing I	6
		TOTAL 13
WINTER/SPRING SEMESTER		
CSC 100	Intro to Computers & Computing	3
NSG 120	Nursing II	8
BIO 211	Anatomy & Physiology II	4
ENG 102	College Composition II	3
		TOTAL 18
SUMMER SESSION		
BIO 250	Microbiology	4
ENG 112	Speech	3
		TOTAL 7
FALL SEMESTER		
NSG 210	Nursing III	9
PSY 260	Life Span Development	3
		TOTAL 12
WINTER/SPRING SEMESTER		
••• •••	Diversity Elective	
ANT 101	Intro to Cultural Anthropology	
	OR	
HUM 101	Cultures and Values	
	OR	
HUM 128	Food & Culture	
	OR	
SOC 260	Race & Ethnic Relations	3
NSG 220	Nursing IV	9
NSG 240	Nursing Leadership	2
		TOTAL 14

Total Course Credits Required 71

Major Requirements

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

General Education Requirements and Electives

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

OCCUPATIONAL THERAPY ASSISTANT ASSOCIATE IN SCIENCE (A.S.) JOINT PROGRAM – with Rutgers University Nursing and Health Sciences Division

870 Bergen Avenue • (201) 360-4267
www.hccc.edu/programs-courses/academic-pathways/nursing-health/index.html

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

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

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

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

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

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

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

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

OCTH 1010	Occupational Therapy Foundations for the OTA	3
PSRT 1102	Communication Techniques	3
OCTH 1020	Occupational Performance and Participation: Skills and Client Factors	3
OCTH 1031	Conditions Impacting Occupation, Participation, & Health I: Adult/Older Adult	2
OCTH 1019	Level I Fieldwork A: Integration and Practice Applications	1
PSRT 1103	Group Dynamics	3
OCTH 1051	Principles and Practices I: Wellness and Mental Health	2
OCTH 1040	Occupational Performance and Participation: Therapeutic Applications	3
OCTH 1052	Principles and Practices II: Rehabilitation, Disability, Aging, and Participation	3
OCTH 1029	Level I Fieldwork B: Integration and Practice Applications	1
OCTH 1032	Conditions Impacting Occupation, Participation & Health II: Child/Adolescent	2
OCTH 1053	Principles and Practices III: Children and Youth	2
OCTH 1071	Professional Seminar I	1
OCTH 1039	Level I Fieldwork C: Integration and Practice Applications	1
OCTH 2019	OTA Practice: Fieldwork II, Adult/Older Adult	5
OCTH 2029	OTA Practice: Fieldwork II, Child/Adolescent	5
OCTH 2072	Professional Seminar II	2
	Total Course Credits Required 75	

* See Electives Section on pages 95-97

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

870 Bergen Avenue • (201) 360-4338
www.hccc.edu/programs-courses/academic-pathways/nursing-health/index.html

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

Students must be 18 years of age, pass a criminal background check, possess a valid New Jersey Driver's License, a post-secondary EMT – Basic Certificate, and earn the sponsorship of the Jersey City Medical Center. A second application to the Jersey City Medical Center is required.

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

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

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
BIO 111	Anatomy and Physiology I	4
ENG 101	College Composition I	3
MAT 102	Math for Health Sciences	3
	TOTAL	11
SECOND SEMESTER		
BIO 211	Anatomy and Physiology II	4
ENG 102	College Composition II	3
	OR	
ENG 112	Speech	
	OR	
COM 101	Interpersonal Communication	3
HLT 210	Medical Law & Ethics	3
	TOTAL	13
THIRD SEMESTER		
EMT 101	Intro to Pre-Hospital Emergency Care	3
EMT 110	Pre-Hospital Medical Emergencies (Paramedics I)	4
EMT 120	Pharmacological Intervention (Paramedics II)	4
EMT 124	Clinical Practicum I	2
	TOTAL	13

FOURTH SEMESTER

EMT 220	Emergency Cardiac Care (Paramedics III)	5
EMT 230	Special Populations in Pre-Hospital Care (Paramedics IV)	4
EMT 235	Clinical Practicum II	3
		TOTAL 12

FIFTH SEMESTER

EMT 240	Pre-Hospital Shock/Trauma Mgmt. (Paramedics V)	3
EMT 245	Pre-Hospital Special Operations (Paramedic Operations)	2
EMT 248	Clinical Practicum III	3
EMT 250	Field Internship	4
EMT 252	Capstone	2
		TOTAL 14

Total Course Credits Required 63

Major Requirements and Electives

BIO 111	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
HLT 210	Medical Law & Ethics	3
EMT 101	Intro to Pre-Hospital Emergency Care	3
EMT 110	Pre-Hospital Medical Emergencies (Paramedics I)	4
EMT 120	Pharmacological Intervention (Paramedics II)	4
EMT 124	Clinical Practicum I	2

Major Requirements and Electives (cont.)

EMT 220	Emergency Cardiac Care (Paramedics III)	5
EMT 230	Special Populations in Pre-Hospital Care (Paramedics IV)	4
EMT 235	Clinical Practicum II	3
EMT 240	Pre-Hospital Shock/Trauma Mgmt. (Paramedics V)	3
EMT 245	Pre-Hospital Special Operations (Paramedic Operations)	2
EMT 248	Clinical Practicum III	3
EMT 250	Field Internship	5
EMT 252	Capstone	2
		TOTAL 50

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II OR	3
ENG 103	Technical Report Writing OR	
ENG 112	Speech OR	
COM 101	Interpersonal Communication	
MAT 102	Math for Health Sciences	3
		TOTAL 10

* See Electives Section on pages 95-97

PERSONAL FITNESS TRAINING ACADEMIC CERTIFICATE
Nursing and Health Sciences Division

870 Bergen Avenue • (201) 360-4338

www.hccc.edu/programs-courses/academic-pathways/nursing-health/index.html

The program in Personal Fitness Training provides a knowledge base in scientific principles and requires the development of basic skills in exercise assessment. Prescription and programing in healthy populations, performance enhancement, nutritional principles applied to exercise and sports, patient/client interpersonal relations and professional ethics and behavior within a safe practice format. This program, prepares graduates to sit for a national certification in Personal Training from the National Academy of Sports Medicine (NASM). Additional certificates CPR/AED are available. The PFT certificate is seamlessly transferred into the HCCC Associate Degree in Science (AS) in Exercise Science.

Course #	Course Title	Credits
FIRST SEMESTER		
BIO 107	Human Biology OR	
BIO 111	Anatomy & Physiology I	4
ENG 101	College Composition I OR	
ENG 112	Speech	3
PFT 101	Foundations of Personal Training	2
EXS 102	Resistance Training Methods	3
		TOTAL 15
SECOND SEMESTER		
PFT 103	Health Fitness Management	3
EXS 115	Sports Nutrition	3
PFT 202	Program Design & Implementation	4
PFT 230	Internship/Test Preparation	2
		TOTAL 15

Total course credits required: 30

Major Requirements:

PFT 101	Foundations of Personal Training	2
PFT 103	Health Fitness Management	3
EXS 102	Resistance Training Methods	3
EXS 103	Aerobic Training	3
EXS 115	Sports Nutrition	3
PFT 202	Program Design and Implementation	4
PFT 220	Advanced Personal Training	3
PFT 230*	Internship/Test Preparation	2
		TOTAL 23

General Education Requirements

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

* Students who wish to continue with the A.S. Degree in Exercise Science should consult with the Program Director before registering.

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

263 Academy Street • (201) 360-4265
www.hccc.edu/programs-courses/academic-pathways/stem/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 100	Introduction to Computers & Computing	3
ENG 101	English Composition I	3
ENG 112	Speech	3
MAT 111	Calculus I	4
		TOTAL 14

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

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

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

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

Major Requirements and Electives
Course #	Course Title	Credits
MAT 211	Calculus III	4
MAT 212	Differential Equations	4
PHY 111	Engineering Physics I	4
PHY 211	Engineering Physics II	4
PHY 212	Engineering Physics III	4
CSC 101	Scientific Programming	3
••• •••	Major Restricted Elective**	3
		TOTAL 26

Total number of credits required for degree: 60

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

*,** See Electives Section on pages 95-97

PRACTICAL NURSING
CERTIFICATE
Nursing and Health Sciences Division

870 Bergen Avenue • (201) 360-4338
www.hccc.edu/programs-courses/academic-pathways/nursing-health/index.html

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

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

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

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

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

Course #	Course Title	Credits
Pre-requisites:		
ENG 101	College Composition I	3
MAT 102	Math for Health Sciences	3
BIO-107	Human Biology	
	OR	
BIO-211	Anatomy & Physiology II	4
		TOTAL 10

Course #	Course Title	Credits
FIRST SEMESTER		
PNU 101	Practical Nursing – Fundamentals of Practice	8
PSY 101	Introduction to Psychology	3
		TOTAL 11

Course #	Course Title	Credits
SECOND SEMESTER		
PNU 102	Practical Nursing – Clients with Alterations of Basic Needs	8
		TOTAL 8

THIRD SEMESTER

PNU 201	Practical Nursing – Maternal Child Health	5
PNU 203	Role Transition	1
	TOTAL 6	

FOURTH SEMESTER

PNU 202	Practical Nursing – Clients with Complex Needs	8
PNU 204	Capstone/NCLEX Prep	2
	TOTAL 10	

Major Requirements and Electives

BIO 107	Human Biology OR	
BIO 211	Anatomy & Physiology II	4
PNU 101	Practical Nursing – Fundamentals of Practice	8
PNU 102	Practical Nursing – Clients with Alterations of Basic Needs	8
PNU 201	Practical Nursing – Maternal Child Health	5
PNU 202	Practical Nursing – Clients with Complex Needs	8
PNU 203	Role Transition	1
PNU 204	Capstone/NCLEX Review	2
PSY 101	Introduction to Psychology	3
	TOTAL 37	

General Education Requirements and Electives

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

Total Course Credits Required 43

PSYCHOLOGY OPTION
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)
Humanities & Social Sciences Division

71 Sip Avenue, L 420 • (201) 360-4750
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

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

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

SECOND SEMESTER		
ENG 102	College Composition II	3
••• •••	Diversity Elective*	3
PSY 121	Psychological Methods and Applications	3
••• •••	Humanities Elective*	3
SOC-101	Introduction to Sociology	3
	TOTAL 15	

THIRD SEMESTER

HIS 210	History of Western Civilization I	3
PHL 101	Introduction to Philosophy	3
••• •••	Humanities Elective*	3
••• •••	Major Restricted Elective**	3
••• •••	Lab Science Elective*	4
	TOTAL 16	

FOURTH SEMESTER

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

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT ***	Mathematics Elective*	3
CSC 100	Introduction to Computers & Computing	3
••• •••	Lab Science Elective*	4
••• •••	Lab Science Elective*	4
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
PHL 101	Introduction to Philosophy	3
••• •••	Humanities Elective*	3
••• •••	Humanities Elective*	3
HIS 210	History of Western Civilization I	3
HIS 210	History of Western Civilization II	3
••• •••	Diversity Elective*	3
	TOTAL 48	

Major Requirements and Electives

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

Total number of credits required for degree: 60

Major Restricted Electives**

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

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

870 Bergen Avenue • (201) 360-4338
www.hccc.edu/programs-courses/academic-pathways/nursing-health/index.html

The Radiography Program includes 33 credits of general education and science courses, and 30 credits of specialized Radiography courses. Upon completion of total credits, students will receive an Associate Degree in Science. The Radiography program (professional component), is a 24-month clinical competency based educational program. Students accomplish this by integrating science, technology and learning how to provide compassionate, caring, and unbiased patient care to people of all ages and backgrounds. The Radiography program is fully accredited by the Joint Review Committee on Education in Radiologic Technology and approved by the New Jersey Radiologic Technology Board of Examiners. Graduates of the program must pass the national examination provided by the American Registry of Radiologic Technologists in order to practice Radiographic Imaging.

Contact Information:
American Registry of Radiologic Technologists (ARRT)
1255 Northland Drive
St. Paul, MN 55120-1155
651-687-0048   l   https://www.arrt.org/

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182
312-704-5300   l   https://www.jrcert.org

New Jersey Radiologic Technology Board of Examiners.
25 Arctic Parkway, Ewing, NJ 08638
https://www.state.nj.us/dep/rpp/tec/index.htm

Admission Requirements:

Candidates may apply prior to completion of their pre-requisites. All pre-requisites must be completed with a "C" grade or higher. All RAD courses (professional component) must be completed with a "B" grade or higher. Applicants must have a high school diploma or US equivalent. If high school is from outside the United States, approved evaluation and translation from an approved agency is required. (Contact Program for ARRT approved agency list). Acceptable entrance exam results for the TEAS examination or SAT exam and have minimum overall GPA of 2.5. Submission of application, resume and 2 references.

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

Acceptance is contingent on submission of all required documents. In addition to completing a criminal background check and a drug screen, as well as provide proof of CPR certification, malpractice insurance, complete medical records and immunizations, and medical health insurance to the prior to the professional component.

For some applicants a pre-application to the www.ARRT.org (fee $100.00) may be required due to a conviction record that may affect their eligibility to sit for the Registry examination.

Functional Requirements of the Radiography Program

Any student who because of a disabling condition may require some special arrangements in order to meet the essential eligibility requirements and meet course requirements should contact ACCESSIBLITY SERVICES at HCCC as soon as possible. Students should be prepared to present a disability verification form from their physician and update information periodically. The student will then be referred to the Disability Support services at HCCC. The Radiography Program applicant and/or student would be considered ineligible to participate in the radiography program when his/her physical, emotional, and/or intellectual disability and/or incapacitated state is such that they would be unable to meet the Essential Job Functions for Admission "Required Technical Standards".

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

SECOND SEMESTER

ENG 102	English Composition II	3
ENG 112	Speech	3
BIO 211	Anatomy & Physiology I	4
CSC 100	Introduction to Computers	3
DI •••	Diversity Elective	3
		TOTAL 16

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

THIRD SEMESTER (FALL)

RAD 101	Radiography I	4
RAD 104	Rad Imaging I W/Lab	3
••• •••	Clinical Practicum	

FOURTH SEMESTER (SPRING)

RAD 102	Radiography II	4
RAD 105	Rad Imaging II w/Lab	3
••• •••	Clinical Practicum	

FIFTH SEMESTER (SUMMER I)

RAD 103	Radiography III	3
RAD 106	Rad Imaging III w/Lab	1

SIXTH SEMESTER (SUMMER II)

••• •••	Clinical Practicum	

SEVENTH SEMESTER (FALL)

RAD 204	Radiography IV	4
RAD 207	Rad Imaging IV w/Lab	3
••• •••	Clinical Practicum	

EIGHTH SEMESTER (SPRING)

RAD 205	Radiography V	4
••• •••	Clinical Practicum	

NINTH SEMESTER (SUMMER I)

RAD 208	Radiography VI	1
••• •••	Clinical Practicum	

Total Course Credit Required 63

Major (Specialized) Requirement

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

College Requirement:
General Education Requirements and Electives

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

SCIENCE AND MATHEMATICS-GENERAL ASSOCIATE IN SCIENCE (A.S.)

Science, Technology, Engineering and Mathematics (STEM) Division

263 Academy Street • (201) 360-4265
www.hccc.edu/programs-courses/academic-pathways/stem/index.html

Graduates of the Associate in Science in Science and Mathematics transfer to four-year colleges and universities to complete a bachelor's degree in one of the sciences. The curriculum permits students to tailor the program to individual goals. Students undecided about a field of specialization may explore the various sciences before committing to a more specific major. Those with clearly defined goals may transfer into specialized programs, such as majors in the statistical or actuarial fields, pre-medicine, pre-dentistry, physical therapy, pharmacy, physics, engineering, or related subjects.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	English Composition I	3
CSC 100	Introduction to Computers & Computing	3
MAT 110	Precalculus	4
CHP 100	Introduction to Chemistry OR	
ENV 110	Introduction to Environmental Studies OR	
MAT 100	College Algebra	3
BIO 100	General Biology	3
	TOTAL	17
SECOND SEMESTER		
CHP 111	College Chemistry I	4
MAT 111	Calculus I	4
ENG 102	English Composition II	3
ENG 112	Speech	3
	TOTAL	14
THIRD SEMESTER		
CHP 211	College Chemistry II	4
PHY 111	Engineering Physics I	4
BIO 111	Anatomy and Physiology I OR	
BIO 115	Principles of Biology I	4
••• •••	Social Science Elective*	3
	TOTAL	15
FOURTH SEMESTER		
BIO 211	Anatomy and Physiology II OR	
BIO 116	Principles of Biology II	4
PHY 211	Engineering Physics II	4
••• •••	Humanities Elective*	3
••• •••	Humanities or Social Science Elective*	3
	TOTAL	14

General Education Requirements and Electives

CSS-100	College Student Success	1
CSC 100	Introduction to Computers & Computing	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 112	Speech	3
BIO 100	General Biology	3
MAT100	College Algebra OR	
CHP100	Introduction to Chemistry OR	
ENV 110	Introduction to Environmental Studies	3
MAT 110	Precalculus	4

••• •••	Social Science Elective*	3
••• •••	Humanities Elective*	3
••• •••	Humanities/Social Science Elective*	3
	TOTAL	32

Major Requirements and Electives

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

Total number of credits required for degree: 60

*,** See Electives Section on pages 95-97*

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

Humanities & Social Sciences Division

71 Sip Avenue, L 420 • (201) 360-4750
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

HCCC's Associate in Arts Liberal Arts - Sociology degree program prepares students for transfer to four-year colleges or universities after completing two years of undergraduate coursework at HCCC. Graduating students may advance to majors in sociology or related subjects. Given the embedded flexibility in this program, students should plan carefully for the future by researching the degree requirements of four-year institutions of their choice.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 112	Speech	3
MAT 100	College Algebra	3
SOC 101	Introduction to Sociology	3
	TOTAL	13
SECOND SEMESTER		
HUM •••	Elective	3
ENG 102	College Composition II	3
ANT 101	Introduction to Cultural Anthropology	3
SOC 201	Sociology of the Family	3
MAT 114	Introduction to Prob. & Statistics	3
	TOTAL	15
THIRD SEMESTER		
BIO 107	Human Biology/lab	4
HUM •••	Elective	3
SOC 211	Social Problems	3
HIS 210	History of Western Civ. I	3
LIT 201	Introduction to Literature	3
	TOTAL	16
FOURTH SEMESTER		
HIS 211	HIS of Western Civ. II	3
SOC 280	Social Research Methods	3
Science	Elective/Lab	4
SOC 260	Race & Ethnic Relations	3
SOC •••	Elective	3
	TOTAL	16

General Education Requirements and Electives

Course	Title	Credits
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT 100	College Algebra	3
••• •••	Lab Science Elective*	4
BIO 107	Human Biology (Lab)	4
MAT 114	Introduction to Statistics & Probability	3
SOC 101	Introduction to Sociology	3
SOC 260	Race & Ethnic Relations	3
LIT 201	Introduction to Literature	3
••• •••	Humanities Elective*	3
••• •••	Humanities Elective*	3
HIS 210	History of Western Civilization I	3
HIS 211	History of Western Civilization II	3
ANT 101	Introduction to Cultural Anthropology	3
	TOTAL	48

Major Requirements and Electives

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

Total number of credits required for degree: 60

Major Restricted Electives

Course	Title	Credits
SOC 203	Environmental Sociology	3
SOC 230	Religion and Society	3
SOC 240	Criminology	3

*,** See Electives Section on pages 95-97

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

71 Sip Avenue, L 420 • (201) 360-4750

www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

The two-year Associate in Fine Arts-Studio Arts (AFA) degree program provides students with a solid foundation in the visual arts. HCCC studio arts majors take a series of courses in drawing, design, color theory, and art history as well as electives in other studio disciplines. In the final semester of study, students learn how to present their portfolios to four-year colleges and universities and potential employers. In addition, AFA students take general education courses in order to develop important skills in communications, research, and computer technology. Other courses in the humanities and the social sciences are designed to broaden knowledge essential for a successful career in the arts.

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ART 103	Two-Dimensional Design	3
ART 106	Drawing I	3
ART 114	Color Theory	3
ENG 101	College Composition	3
MAT/SCI/ CSC •••	GE Math, Science, Technology	3
	TOTAL	16

SECOND SEMESTER

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

THIRD SEMESTER

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

FOURTH SEMESTER

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

General Education Requirements and Electives

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

Major Requirements and Electives

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

Total number of credits required for degree: 60

Major Restricted Electives

Course	Title	Credits
ARC 105	Introduction to Computer Arts	3
ARC 106	Digital Imaging	3
ARC 107	Print Design	3
ARC 109	Interactive/Web Design	3
ARC 115	3D Digital Design for Fabrication	3
ARC 201	Digital Video	3
ARC 202	Digital Animation	3

* See Electives Section on pages 95-97

STUDIO ARTS - COMPUTER ARTS OPTION

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

TRANSPORTATION, LOGISTICS, AND DISTRIBUTION
ACADEMIC CERTIFICATE

Business, Culinary, and Hospitality Division

161 Newkirk Street • (201) 360-4631
www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html

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

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

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

Major (Specialization) Requirements

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

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

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

General Education Requirements

CSC 100	Introduction to Computers & Computing	3
ENG 112	Speech *	3
		TOTAL 6

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

Science, Technology, Engineering and Mathematics (STEM) Division

263 Academy Street • (201) 360-4265
www.hccc.edu/programs-courses/academic-pathways/stem/index.html

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

This program is only open to students who have completed an appropriate military, industrial, or business training program that has been accredited by a recognized organization that calculates credit-hour equivalence or that has been evaluated by HCCC faculty for equivalence.

Course #	Course Title	Credits
General Education Requirements and Electives		
CSS 100	College Student Success	1
ENG 101	College Composition I	3
ENG 103	Technical Report Writing	
	OR	
ENG 112	Speech	3
MAT 100	College Algebra	
	OR	
MAT 114	Introduction to Statistics and Probability	
	OR	
MAT 123	Mathematics for Liberal Arts	3
••• •••	Approved Humanities	
	OR	
	Social Science elective	3
••• •••	Approved Mathematics	
	OR	
	Laboratory Science	4
••• •••	Approved Mathematics	
	OR	
	Laboratory Science	4
		TOTAL 21

Major Requirements and Electives

Core	Technical Studies credits may be earned for corporate, industrial, or military training programs. Courses must be accredited or evaluated by HCCC faculty for equivalence.	27
Electives	Students must select courses in one of the concentrations below.	12
		TOTAL 39
	Total number of credits required for degree: 60	

Technical Studies Areas of Concentration:
Business

ACC 121	Principles of Accounting I	3
MAN 121	Principles of Management	3
MAN 221	Marketing	3
ECO 201	Principles of Macroeconomics	
	OR	
BUS 230	Business Law	3

Computer Science

CSC 115	C++ Programming	3
CSC 117	Java Programming	3
CSC 214	Data Structure & Advanced Programming	3
CSC 227	Introduction to Operating Systems	
	OR	
CSC 230	Cybersecurity	3

Computer Technology

CSC 115	C++ Programming	3
CSC 117	Java Programming	3
CSC 214	Data Structures and & Advanced Programming	3
CSC 227	Introduction to Operating Systems OR	
CSC 230	Data Communication Concepts	3

Electronics Engineering Technology

EET-111	Electric Circuits I	4
EET-211	Electric Circuits II	4
EET-212	Active Electronic Devices	4

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

71 Sip Avenue, L 420 • (201) 360-4750
www.hccc.edu/programs-courses/academic-pathways/social-science/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
CSC 100	Introduction to Computers	3
ENG 101	College Composition I	3
MAT 123	Mathematics for Liberal Arts	3
ENG 112	Speech	3
THA 102	Introduction to Theatre	3
		TOTAL 16
SECOND SEMESTER		
ENG 102	College Composition II	3
••• •••	Science Elective*	4
HIS 210	History of Western Civilization I	3
FLM 101	Introduction to Film	3
LIT 207	Introduction to Drama	3
		TOTAL 16
THIRD SEMESTER		
HIS 211	History of Western Civilization II	3
••• •••	Social Science Elective*	3
••• •••	Lab Science Elective*	4
THA/LIT 208	Contemporary Drama	3
THA 101	Introduction to Acting	3
		TOTAL 16
FOURTH SEMESTER		
HUM 101	Cultures & Values	3
••• •••	Social Science Elective*	3
THA 205	Introduction to Playwriting	3
THA 201	Acting II	3
		TOTAL 12

General Education Requirements and Electives

CSS 100	College Student Success	1
ENG-101	Composition I	3
ENG-102	Composition II	3
ENG-112	Speech	3
MAT-123	Mathematics for the Liberal Arts	3
CSC-100	Introduction to Computers & Computing	3
••• •••	Science Elective*	4
	Lab Science Elective*	4

General Education Requirements and Electives (cont.)

	Social Science Elective*	3
	Social Science Elective*	3
THA-102	Introduction to Theatre	3
FLM-101	Introduction to Film	3
THA/LIT-208	Contemporary Drama	3
HIS-210	History of Western Civilization I	3
HIS-211	History of Western Civilization II	3
HUM-101	Culture & Values	3
		TOTAL 48

Major Requirements and Electives

THA-101	Introduction to Acting	3
THA-201	Acting II	3
THA-205	Introduction to Playwriting	3
LIT-207	Introduction to Drama	3
		TOTAL 12

Total number of credits required for degree: 60

* See Electives Section on pages 95-97

TRAVEL AND TOURISM OPTION
HOSPITALITY MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Business, Culinary Arts & Hospitality Management

161 Newkirk Street • (201) 360-4631
cai@hccc.edu

www.hccc.edu/programs-courses/academic-pathways/business-culinary-hospitality/index.html

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

Course #	Course Title	Credits
FIRST SEMESTER		
CSS 100	College Student Success	1
ENG 112	Speech	3
CSC 100	Introduction to Computers & Computing	3
HMT 106	Culture & Geography in Tourism	3
HMT 112	Introduction to Travel & Tourism	3
HMT 110	Introduction to the Hospitality Industry	1
		TOTAL 14
SECOND SEMESTER		
ENG 101	College Composition I	3
••• •••	Humanities/ Social Science Elective*	3
MAN 121	Principles of Management	3
ECO 201	Principles of Macroeconomics	3
HMT 128	Event Planning in Travel & Tourism	3
		TOTAL 15
THIRD SEMESTER		
••• •••	Diversity Elective*	3
HMT 121	Hotel Practicum	2
HMT 206	Information Systems in Hospitality & Tourism	3
HMT 210	Hospitality & Travel Law	3
••• •••	Major Restricted Elective**	3
ENG 102	College Composition II	3
		TOTAL 17

FOURTH SEMESTER

••• •••	Humanities or Social Science Elective*	3
ACC 121	Principles of Accounting I	3
CAI 225	Externship III	2
HMT 209	Tour Marketing, Sales & Promotions	3
••• •••	Major Restricted Elective**	3
	TOTAL	14

General Education Requirements and Electives

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

Major Requirements and Electives

CSS 100	College Student Success	1
ACC 121	Principles of Accounting I	3
CAI 206	Introduction to Sustainability	3
CAI 225	Externship III	2
ECO 201	Principles of Macroeconomics	3
HMT 106	Culture & Geography in Tourism	3
HMT 110	Introduction to the Hospitality Industry	1
HMT 112	Introduction to Travel & Tourism	3
HMT 121	Hotel Practicum	2
HMT 128	Event Planning in Travel & Tourism	3
HMT 206	Information System in Hospitality & Tourism	3
HMT 209	Tour Marketing, Sales & Promotions	3
HMT 210	Hospitality & Travel Law	3
MAN 121	Principles of Management	3
••• •••	Major Restricted Elective**	3
••• •••	Major Restricted Elective**	3
	TOTAL	39

Total number of credits required for degree: 60

See Electives Section on pages 95-97

ELECTIVES SECTION

Each major program curriculum includes general education and major requirements.

Electives should be chosen from the corresponding list.

* Electives for General Education Requirements (NJ GE Electives)

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

Oral and Written Communication Electives

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

Mathematics Electives

MAT 100	College Algebra
MAT 102	Math for the Health Sciences (selected AAS programs)
MAT 110	Pre-Calculus
MAT 111/112/211	Calculus I/II/III
MAT 114	Intro to Statistics & Probability
MAT 116	Precalculus for Business
MAT 116	Precalculus for Business and Social Sciences
MAT 123	Mathematics for the Liberal Arts
MAT 212	Differential Equations
MAT 215	Linear Algebra

Science/Lab Science Electives

BIO 100	General Biology
BIO 107	Human Biology (lab)
BIO 111/211	Anatomy & Physiology I/II (lab)
BIO 115/116	Principles of Biology I/II (lab)
BIO 120	Human Sexual Biology
BIO 208	Ecology (lab)
BIO 230	Histology (lab)
BIO 240	Genetics (lab)
BIO 250	Microbiology (lab)
CHP 100	Introduction to Chemistry (lab)
CHP 111/211	College Chemistry I/II (lab)
CHP 225/230	Organic Chemistry I/II (lab)
ENV 110	Introduction to Environmental Science
GEO 111	Physical Geology (lab)
PHY 111/211	Engineering Physics I/II (lab)
PHY 113/213	Physics I/II (lab)
SCI 101	Introduction to Physical Science (lab)
SCI 102	Introduction to Science in the Real World (lab)

Social Science Electives

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

Technology Competency Elective

CSC 100	Introduction to Computers & Computing

Humanities Electives

AMS 135	Introduction to American Studies
ART 101	Experiencing Art
ART 115/125	Art History I/II
ART 120	Survey of Contemporary Art (or Diversity)
ASL 101	American Sign Language I
ASL 102	American Sign Language II
FLM 101	Introduction to Film
HUM 101	Cultures and Values (or Diversity)
HUM 128	Food & Culture (or Diversity)
LIT 201	Introduction to Literature
LIT 202	Survey of American Literature
LIT 204	Introduction to the Short Story
LIT 205	Introduction to Cultural Studies
LIT 206	Introduction to Poetry
LIT 207	Introduction to Drama
LIT 208	Contemporary Drama
LIT 210	Latin American Literature
LIT 211	African-American Literature
LIT 214	Introduction to the Novel (or Diversity)
LIT 215	World Literature to 1650 (or Diversity)
LIT 216	British Literature to 1650
LIT 217	Women and Literature
LIT 225	World Literature 1650 to Present (or Diversity)
MLA 101/102	Elementary Arabic I/II
MLA 111/112	Arabic for Heritage Speakers I/II
MLF 101/102	Basic French I/II
MLS 101/102	Basic Spanish I/II
MLS 111	Spanish for Heritage Speakers
MLS 201	Intermediate Spanish
MLS 202	Latin American Literature -1500 to Present
PHL 101	Introduction to Philosophy
PHL 102	Religions of Asia (or Diversity)
PHL 103	Religions of the West (or Diversity)
PHL 218	Contemporary Moral Issues
MUS 101	Introduction to Music
MUS 102	Introduction to World Music
MUS 104	The African-American Musical Heritage
MUS 105	Intro. to Latin American Music
THA 102	Introduction to Theatre
THA 208	Contemporary Drama

History Electives (or Humanities)

HIS 104	History of American Immigration & Ethnicity
HIS 105/106	U.S. History I/II
HIS 130	African-American History
HIS 131	Islamic & African History
HIS 135	History of Latin America
HIS 137	Women in American History
HIS 210	History of Western Civilization I
HIS 211	History of Western Civilization II

Diversity Electives

ANT 101	Introduction to Anthropology (or Social Science)
ANT 102	Introduction to Physical Anthropology (or Social Science)
ART 120	Survey of Contemporary Art (or Humanities)
HUM 101	Cultures and Values (or Humanities)
HUM 128	Food & Culture (or Humanities)
HIS 104	History of Amer. Immigration & Ethnicity (or Humanities)
HIS 135	History of Latin America (or Humanities)
INTD 235	Exploring Multicultural Studies
LIT 214	Introduction to the Novel (or Humanities)
LIT 215	World Literature to 1650
LIT 225	World Literature from 1650 to Present
MUS 102	Introduction to World Music (or Humanities)
MUS 104	The African-American Musical Heritage (or Humanities)
MUS 105	Intro. to Latin American Music (or Humanities)
PHL 102	Religions of Asia (or Humanities)
PHL 103	Religions of the West (or Humanities)
SOC 230	Religion & Society
SOC 260	Race & Ethnic Relations

** Electives for Major Program Requirements
The following electives satisfy the program major requirements as prescribed for each degree program.

Approved Liberal Arts Electives

(AA - American Studies, General, Psychology)

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

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

Computer Science Electives

CSC 101	Scientific Programming
CSC 104	Introduction to Geographic Information Systems
CSC 109	Web Page Design
CSC 111	Computer Science I
CSC 112	Computer Science II
CSC 117	Java Programming
CSC 226	Database Design and Concepts
CSC 227	Introduction to Operating Systems
CSC 230	Data Communications Concepts
CSC 231	Information Systems Analysis and Design
CSC 240	Intro to Networks & Networking

Early Childhood Education Electives

ECE 211	Early Childhood Curriculum
ECE 213	Creative Experience
ECE 214	Guiding the Young Child's Behavior
ECE 215	Emerging Literacy
ECE 220	The Anti-Bias Curriculum
ECE 230	Infant and Toddler Curriculum
ECE 231	ECE Externship I
ECE 241	ECE Externship II

EDU 211	Foundations of American Education (For AAS Program Majors Only)
SED 235	Young Children with Special Needs
SED 290	Inclusive Teaching & Learning (For AAS Program Majors Only)
INTD250	Child, Family and Community
PSY 270	Psychology of Teaching and Learning

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

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

Electronics Engineering Electives

CTC 221	Microprocessor/Microcomputer System Design
EET 226	Communications Systems
EET 229	Microprocessor/Microcomputer System Design

Engineering Science Electives

CHP 225	Organic Chemistry I
CHP 230	Organic Chemistry II
CSC 212	Computer Organization and Design
CSC 214	Data Structures & Advanced Programming
CSC 240	Intro to Networks & Networking
EET 111	Electric Circuits I
	(This course provides foundation may not transfer to BS)
PHY 212	Engineering Physics III

Electronics Engineering Technology Electives

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

Humanities Electives

Unless the curriculum outline states otherwise, Humanities Electives may be chosen from Art, Creative Writing, Cultures and Values, Film, History, Journalism, Literature, Modern Languages, Music, Philosophy, Theater Arts, Women's Studies, and Interdisciplinary courses.

Literature Electives

Any literature course (LIT) is permitted and	
THA 208	Contemporary Drama

Mathematics Electives (Liberal Arts)

Any college-level mathematics course is permitted with the exception of MAT 102 or MAT 104.

Approved Math & Science Electives (AS degrees)

BIO 111	Anatomy & Physiology I
BIO 211	Anatomy & Physiology II
BIO 115	Principles of Biology I
BIO 116	Principles of Biology II
BIO 208	Ecology
BIO 230	Histology
CHP 230	Organic Chemistry II
CSC 115	Programming in C++ for Computer Science & Engineering
CSC 117	Java Programming
CSC 118	Python Programming
EGS 101	Engineering Graphics
GEO 111	Physical Geology
MAT 211	Calculus III
MAT 212	Differential Equations
MAT 215	Linear Algebra
PHY 212	Engineering Physics III

Modern Languages Elective

Any Modern Language course (ML*) is permitted.

Philosophy Electives

Any philosophy course (PHL) is permitted.

Psychology Electives

PSY 120	Psychological Methods and Applications
PSY 211	Developmental Psychology I
PSY 212	Developmental Psychology II
PSY 215	Psychology of Women
PSY 216	Theories of Personalities
PSY 260	Life Span Development
PSY 270	Psychology of Teaching and Learning
PSY 280	Abnormal Psychology

Science Electives (AA or AAS Degrees)

Science courses (Biology, Chemistry, Physics, and Physical Science) with or without laboratory components are allowed. However, some four-year colleges specifically require laboratory science courses for transfer.

Social Science Electives (for Program Major Requirements)

Students may choose from Anthropology, Criminal Justice, Communications, Economics, History, Political Science, Psychology, Sociology, or Interdisciplinary courses.

Sociology Electives

SOC 200	Introduction to Gerontology
SOC 201	Sociology of the Family
SOC 211	Social Problems
SOC 230	Religion & Society
SOC 240	Criminology
SOC 260	Race & Ethnic Relations
SOC 280	Social Research Methods

Visual Arts Electives (AFA – Studio Arts degrees)

ARC 105	Introduction to Computer Arts
ARC 106	Digital Imaging
ARC 107	Print Design
ARC 109	Interactive/Web Design
ARC 115	3D Digital Design for Fabrication
ARC 201	Digital Video
ARC 202	Digital Animation
ART 101	Experiencing Art
ART 103	Two-Dimensional Design
ART 106	Drawing I
ART 107	Painting I
ART 113	Three-Dimensional Design
ART 114	Color Theory
ART 115	Art History I
ART 116	Drawing II
ART 117	Painting II
ART 120	Survey of Contemporary Art
ART 125	Art History II
ART 126	Figure Drawing
ART 127	Water Color

ACCOUNTING

ACC 121   Principles of Accounting I   3 CR
Previous accounting knowledge is not required. The course covers the entire accounting cycle from analysis of transactions, journalizing, posting, worksheets, preparation of financial statements, closing entries, post-closing trial balance and reversing entries. Also introduced are the accounting principles as applied in the United States (GAAP). Emphasis is placed on practical applications of accounting procedures as well as conceptual comprehension of accounting principles used in both service- and product-related businesses. *Pre-requisite: Exit MAT-071 and MAT-073; or any MAT-100 and above*

ACC 211   Computerized Accounting   3 CR
An introduction to the construction and implementation of computerized accounting systems used to accurately document, record and summarize financial information. The course emphasizes how such systems safeguard the assets of the client and ensure the integrity of the reporting system. Students will use source documents as a means of developing an information base. Students will design special journals and voucher systems as a means of facilitating recording functions and they will also develop a subsidiary ledger for purposes of recording secondary information. The course will conclude with students operating a fully-integrated computerized general ledger system that may be applied to the accounting needs of individuals, organizations and small business enterprises. Students will also independently complete computer laboratory projects using specialized computer software. *Pre-requisite: ACC-121*

ACC 221   Principles of Accounting II   3 CR
Continuation of Principles of Accounting I, emphasizing accounting applications for partnerships, corporations, and manufacturing. A survey of cost accounting and budgetary procedures including the preparation and use of financial information needed for management planning and decision-making.
Pre-requisite: ACC-121

ACC 224   Federal Taxation   3 CR
A study of Federal Income Tax law and its practical application in the preparation of tax forms for the individual, partnerships, and corporations. *Pre-requisite: ACC-221*

ACC 226   Auditing   3 CR
This course will cover the theory of auditing principles and standards employed by the external and internal auditor. These standards are based on generally- accepted auditing standards and the related literature of the American Institute of Certified Public Accountants. Emphasis is on auditing procedures.
Pre-requisite: ACC-221

ACC 228   Cost Accounting   3 CR
Examines cost accounting information systems; cost of materials, labor and manufacturing expenses, standards, and cost controls; direct costing and cost analysis. *Pre-requisite: ACC-221*

ACC 240   Intermediate Accounting I   4 CR
This course presents a balanced approach to the treatment of conceptual and procedural problems in accounting. The course explains the rationale behind business transactions and addresses the accounting and reporting of those transactions. The course will include discussions of the latest developments in the accounting profession and practice. *Pre-requisite: ACC-221*

ACC 241   Intermediate Accounting II   4 CR
This course is a continuation of Accounting 240, Intermediate Accounting I. It covers Long-Lived Assets, Long-Term Liabilities, Stockholders' Equity, Financial Statement Preparation and Analysis. *Pre-requisite: ACC-240*

ADVANCED MANUFACTURING

ADM 120   Manufacturing Processes   3 CR
This course covers the basic processing methods for metals and woods. Topics include hand tools and power tools, machining, joining, shaping, bending, surface preparation and finishing, Computer-Aided Drafting (CAD) and blueprint. Pre-requisite: Exit Basic Mathematics.

ADM 182   Wood Science   3 CR
This course familiarizes the student with the basic structure, anatomy, moisture relationships, and deterioration process of the various woods used in the U.S. commercial manufacturing. *Pre-requisite: Exit Academic Foundations English or ESL, and Academic Foundations Mathematics.*

ADM 185   Fundamentals of Architectural Manufacturing   3 CR
This course covers the basic processing methods for woodworking. Students will learn to safely use hand tools and power tools, machining, joining, shaping, bending, surface preparation and finishing, Computer-Aided Drafting (CAD) and blueprint. Concepts discussed during lectures are reinforced during laboratory hours. Students may not receive credits for both ADM120 and this course.*Pre-requisite: Exit Basic Math.*

ADM 201   Materials Science   3 CR
This course is an introduction to materials science. Topics include physical and mechanical properties of materials including metal alloys, plastics, rubbers, ceramics, glass, and composites. Students learn standard techniques for measuring mechanical properties including American Society for Testing and Materials (ASTM) D638 Tensile Test, ASTM D2240 Hardness Test, ASTM D5630 Ash Test, ASTM D3418 Melting Point and Crystallization Point Test, ASTM D256 Impact TEST and ASTM D648 Heat Deflection Test. Hands-on laboratory sessions reinforce topics covered during lecture. Pre-requisite: MAT-100.

ADM 230   Plastic Manufacturing   3 CR
This course covers the basic processing methods for plastics and rubbers. Topics include introduction to plastics, injection molding, compression molding, blow molding, thermoforming, compound extrusion, pipe extrusion, film casting, film blowing, additives and fillers, and color matching. This course meets two hours per week for lecture, as well as an additional two hours of lab per week where concepts introduced during lecture are reinforced. *Pre-requisite: CHP course 100-level or higher*

ADM 231   Computer Numeric Control   3 CR
This course introduces students to basic Computer Numeric Control (CNC) Mill and Lathe operation. Concepts to be covered include Pendant operation, basic G and M coding, and tool setup. This course prepares students for the National Institute for Metalworking Skills (NIMS) CNC Milling Operator certificate test. The concepts covered in lab reinforce concepts covered in lecture.

ADM 232   Welding   4 CR
This course introduces the students to the fundamentals of welding. It provides the student with opportunities for training in Shielded Metal Arc Welding (SMAW) and Tungsten Inert Gas (TIG) welding. This course prepares students for the Certified Welder Test accredited by the American Welding Society.

ADM 235   Statics   3 CR
This course examines the basic principles of static equilibrium. Topics include the use of free-body diagrams and vector mechanics, the application of torque, moment and couples, the analysis of structures, and the calculation of center of gravity and centroids. *Pre-requisites: PHY-111 and MAT-112*

ADM 240   Robotics   3 CR
This course addresses autonomous control of robots for wood working application and machine learning. The course covers a variety of multidisciplinary topics necessary to understand the fundamentals of designing, building, and programming robots. Students lean to write their own programs and build their own robot prototypes using a hands-on approach to engineering design. Each topic is presented in the format of two-hour lectures immediately followed by a two-hour laboratory where students will apply the concepts discussed during the lecture.
Pre-requisite: CSC 101 or CSC 115 or CSC 117 or CSC 118.

ADM 241   Manufacturing Design   3 CR
This course is an overview of the manufacturing industry. Topics include organization structure, lean manufacturing, regulations, environmental and safety concerns, quality assurance, and modern manufacturing. There will be two field trips visiting nearby manufacturers. Students will also work on Capstone projects. Concepts discussed during lecture are reinforced during laboratory hours. *Pre-requisites: EGS-100 or EGS-101; ADM-120; and ADM-201*

ADM 256   Computer Numeric Control
for Woodworking   3 CR
This course introduces students to basic Computer Numeric Control (CNC) Mill, Router, and Lathe operation. Concepts to be covered include woodworking router operation, basic G and M coding and tool setup. Concepts discussed during lectures are reinforced during laboratory hours. This course prepares students for the NJ DOE Recognized CTE End-of-Program Assessments, which involves the CNC skills. Students may not receive credits for both ADM231 and this course. *Pre-requisite: ADM 185 or ADM 120.*

ADM 282   Machine Processes in Architectural
Woodwork   3 CR
This course covers the processing methods for woodworking. Students will learn to set up and properly use woodworking equipment including Gang Ripsaw, Shapers, Sliding Table Saw, Double Miter Saw, Wide Belt Sander, Dovetailer, Band Saw, Pocket Screw Machine, Planer, and Jointer. Concepts discussed during lecture are reinforced during laboratory hours. *Pre-requisite: ADM-120.*

AMERICAN STUDIES ▰

AMS 135   Intro to American Studies   3 CR
This course provides an introductory overview to the field of American Studies. It seeks to answer the question, "What does it mean to be an American?" It integrates several disciplines, taking a holistic view of the American perspective. The goal is to introduce students to the ideas and theories most closely linked to the field. These include topics in American history, philosophy, cultural studies, art, literature, political science and international relations. *Pre-requisite: ENG-101*

ANTHROPOLOGY ▰

ANT 101   Intro to Cultural Anthropology   3 CR
This course offers an introduction to the anthropological study of the nature and functions of human culture. Using anthropological concepts and theories, student explore how different cultures respond to certain needs expressed by religion, art, social organization and general patterns of life. The cultural diversity of humankind is emphasized.   Pre-requisite: ENG-101

ANT 102   Intro to Physical Anthropology   3CR
In this course, students examine evidence for the origin and evolution of humankind for our earliest ancestors to modern populations. This course incorporates theories and data from a host of anthropological, biological, and archaeological expertise and seeks to explain how and why human beings developed and adapted all over the world. *Pre-requisite: ENG-101*

COMPUTER ARTS ▰

ARC 105   Intro to Computer Arts   3 CR
This course provides an introductory level exploration of the Macintosh Operating System; print, interactive and time-based graphics applications; typography; and color theory for print, web and video. Students will also learn conceptual, historical, and theoretical aspects of art and design made with digital media. *3 hours lecture/1 hour lab.*

ARC 106   Digital Imaging   3 CR
This course provides students with the necessary knowledge and techniques for the creation and manipulation of photographic digital images using digital cameras and scanners for input, Photoshop for editing and manipulation, and photo quality inkjet printers for output. Assignments and discussions address critical issues in contemporary digital practices.

ARC 107   Print Design   3 CR
This course will provide students with the necessary technical, conceptual and aesthetic knowledge to create effective designs for print that comprehensively communicate ideas through visual graphic form. Preparation of photos, graphics and text for use in layout and design will be thoroughly addressed. The use of typography and its integration with images to communicate specific ideas and content to a desired audience will also be a main focus of the course. Adobe InDesign, Illustrator and Photoshop software applications will be utilized.

ARC 109   Interactive/Web Design   3 CR
This course will provide students with the necessary conceptual knowledge of the visual aesthetics of interactive design. Students will design websites that use intuitive visual layouts and interactivity to communicate information and ideas to a specific audience. The course also covers the basic technical skills required to prepare images and content for the web. The Adobe Dreamweaver software application will be utilized in this course.

ARC 115   3D Digital Design for Fabrication   3 CR
The course provides students with the foundation knowledge of the technical and creative aspects of digital three-dimensional design that will allow students to conceive, edit and fabricate objects using 3D scanners, 3D modeling software and 3D printers. *Prerequisites: Exit Basic Math; Basic English*

ARC 201   Digital Video   3 CR
Through lectures, demonstrations and project-based assignments, students will acquire knowledge of digital video preproduction, production and post production by studying treatment and storyboard design, lighting techniques, shot composition using high-definition video cameras, editing video and sound, creating title sequences, compositing video, compressing data, and publishing digital video. Industry standard desktop video and audio editing software applications will be utilized. This course will also examine the role digital video and moving images have played in contemporary art, documentation, and mass media. Equipment will be supplied.
Pre-requisites: ENG-101 and any ARC-100 courses

ARC 202   Digital Animation   3 CR
This course provides students with the necessary knowledge and skills to create dynamic two-dimensional digital animation and motion graphics. Students will acquire the analytical and critical thinking skills required to conceive, produce and publish original digital animations utilizing industry standard software applications. Students will use storyboarding, rotoscoping, animated typography, original character development and scene production techniques. 2D animation fundamentals as well as concepts of motion and continuity will be thoroughly covered in this course. This course will also briefly introduce 3D compositing and interactivity. Equipment will be supplied.
Pre-requisites: ENG-101 and any ARC-100 course.

ARC 280   Computer Arts Portfolio & Presentation   3 CR
Computer Arts Portfolio and Presentation provides student artists and designers with the knowledge to meet both their educational and professional goals. Students will prepare their work to be presented to both future clients and employers as well as for admission to senior academic institutions. Students will acquire conceptual knowledge and technical skills to effectively present their work in many formats including as a printed portfolio, a web-based portfolio, a video reel for animation and video works, an interactive video disk, in an exhibition setting and as a multimedia presentation to an audience. The course will culminate with an exhibition and presentation of students' work. Computer Arts Portfolio and Presentation is the capstone course for the A.F.A. Studio Arts - Computer Arts Option.   *Pre-requisites: ENG-101, plus 24-credits of core curriculum "ARC/ART" courses inclusive of ARC-106 ARC-107 ARC-109 ART-103 and ART-106.*

ART

ART 101   Experiencing Art   3 CR
This course is designed as an introduction to the Studio Arts for non-art majors. Students will learn through the basic theories and practices of Art History, Drawing, Painting, Printmaking, and Sculpture.

ART 103   Two-Dimensional Design   3 CR
Two-dimensional Design introduces the organization of visual elements on a two-dimensional plane. The elements of art and concepts of design such as composition, perspective, color and other art elements will be examined through lectures, demonstrations and related studio problems for the students to explore and solve. Techniques for handling materials will be developed.

ART 106   Drawing I   3 CR
This is an introductory course in basic drawing skills. Emphasis is on drawing from direct observation or life with a variety of traditional drawing materials and techniques. It includes an introduction to various systems of drawing - e.g., linear perspective and principles of chiaroscuro.

ART 107   Painting I   3 CR
This course is an introductory studio (laboratory) course in basic painting skills and techniques. Focus will be upon the use of paint to create fine art and explore individual creative potential. Emphasis will be on control and proficiency in handling the medium of paint and learning the fundamental painting techniques. This course is designed for beginners with little or no experience of painting. Proficiency in drawing is beneficial but not critical to successful completion of the course.   *Pre-requisite: ART-106*

ART 113   Three-Dimensional Design   3 CR
Student artists will learn to create practical and theoretical three-dimensional objects using a variety of techniques and materials. Through the study of nature and geometry, students will learn to use line, plane, mass, volume and surface. *Pre-requisites: ART-103, ART-106.*

ART 114   Color Theory   3 CR
Color theory teaches student artists how color affects the human brain, psyche, emotion and eye. Through lecture, multimedia presentation, and hands-on studio assignments, they learn how color functions with light, computers, and pigment.

ART 115   Art History I   3 CR
Art History Part I traces the development of art from prehistory through the early Renaissance. The course surveys the major developments in painting, drawing, sculpture, ceramics and architecture through the western canon and provides an introduction to the art of Africa, the Near East, South and Southeast Asia, China and Japan.   *Pre-requisite: ENG-101*

ART 116   Drawing II   3 CR
A continuation of Drawing I, this course will focus on individual development, a thorough understanding of drawing principles and further the use of drawing materials and techniques. Students are responsible for the purchase of their own supplies.
Pre-requisite: ART-106

ART 117   Painting II   3 CR
A continuation of Painting I, this course is an advanced studio painting class stressing individual painting skills and personal style. Painting II focuses on compositional theories and practice, experimentation with mediums, and creative approaches to subjects. Students are responsible for the purchase of their own supplies. *Pre-requisite: ART-107*

ART 120   Survey of Contemporary Art   3 CR
Survey of Contemporary Art examines the development of the formal and conceptual concerns that have shaped 21st Century art. Distinguished by the absence of a uniform organizing principle or label, contemporary art is a diverse and eclectic combination of subjects, concepts, materials, and methods. Students explore the notion of what art is and how it can be made through the consideration of ideas, practices and concepts that are unique to our contemporary world.   *Co-requisite: ENG-101*

ART 125   Art History II   3 CR
Art History II traces the development and evolution of techniques and styles from the 15th to the 20th century. This course will cover major movements of art including the Baroque, Rococo, Neo-Classicism, Romanticism, Impressionism, Post Impressionism, Dada, Surrealism, and Modernism. Students follow art into the twenty first-century, and view how social, technological, and spiritual changes affected its development.   *Pre-requisite ENG-101*

ART 126   Figure Drawing   3 CR
Student artists will learn to draw the nude and clothed male and female form. Emphasis is placed on scale, proportion, anatomy, expression and appreciation of the figure.   *Pre-requisite ART-116*

ART 127   Watercolor   3 CR
In this course, students will learn through demonstration and experience how to paint using the medium of watercolor. Students will create still life, landscape (out of doors, weather-permitting), figurative, and abstract paintings. Students who successfully complete this course will possess a basic painting kit, a portfolio of watercolor paintings, and the fundamental knowledge and basic skills needed to effectively use the medium.
Pre-requisite ART-106

ART 130   Portfolio & Presentation   3 CR
Portfolio and Presentation will provide student artists with the knowledge and skills to meet both their educational and professional goals. First, student artists will develop a physical and digital portfolio showcasing their best works created at HCCC. This will allow students to seamlessly enter the third year of any four-year art program. Second, student artists will learn to market themselves to clients, museums, and galleries. A résumé, artist's statement, PowerPoint presentation, slide packet and website will be produced. New technologies will be stressed along with traditional (non-digital) methods to prepare the student for the professional art world. *Pre-requisite ART-113 and ART-116*

ART 210   Introduction to Gallery Management   3 CR
Introduction to Gallery Management introduces students to the hybrid nature of arts-related careers including museum education, curatorship, arts administration, and operating commercial galleries. Students gain first hand experience in the day-to-day gallery experience working in the Benjamin J. Dineen, III and Dennis C. Hull Gallery and demonstrate the scholarship, production and marketing skills necessary for the successful creation of an art exhibition and/or sustained gallery program. The material covered in Introduction to Gallery Management provides students with a general model of how art galleries function as cultural institutions that collect, display and interpret art and objects. Topics include the history of art display and art exhibition education and students explore curatorial practice within the vast range of gallery and museum exhibition spaces. The course provides practical experience for students interested in pursuing a career in the visual arts. As students engage with the course material they also develop and enhance their skills in visual and verbal literacy, self-expression, creative problem solving, writing, and critical thinking. The course material is complemented by field trips to museums and galleries in New York and New Jersey. Students will complete independent work as a docent at the Benjamin J. Dineen, III and Dennis C. Hull Gallery for twelve hours over the course of the semester.
Co-requisite 1 course; from ART-115, ART-120, ART-125

ART 220   Art in Context   2 CR
ART 220 is a co-requisite course to ART 130 and ARC 280 that enables students to identify and research major trends in visual arts and their cultural and historical context through first-hand experience. Students develop a deeper understanding of the contemporary art world through increased engagement and familiarity with various New York and New Jersey art institutions. Students visit museums, galleries, art fairs, artist and design studios, auction houses, conservation studios and attend artist lectures to experience and better understand contemporary art and the structure of the contemporary art world.
Co-requisite: ART-130 or ARC-280

AMERICAN SIGN LANGUAGE ▐▬▬▬▬▬

ASL 101   American Sign Language I   3 CR
ASL 101 is an introductory course to American Sign Language as it is used within the American Deaf community, as well as an introduction to Deaf Culture and history. The class will emphasize non-verbal communication as students learn basic vocabulary, sentence structure, facial expressions, signing parameters and other grammatical markers. Students will start to build basic expressive and receptive skills in American Sign Language that will be reinforced by a variety of activities.
Prerequisite: Basic English Writing/Reading II or ESL Level III

ASL 102   American Sign Language II   3 CR
ASL 102 is a second level course in American Sign Language as it is used within the American Deaf community, as well as a continuation of discussion of Deaf Culture and history. The class will emphasize non-verbal communication as students continue to build their sign vocabulary, sentence-structure, facial expression, and other grammatical markers. Students will continue to strengthen their expressive and receptive skills in American Sign Language as they engage in conversations that will be reinforced by a variety of activities. Content from ASL 101 will be continually reviewed and built on in this course.   *Pre-requisite ASL-101*

BIOLOGY ▐▬▬▬▬▬▬▬▬▬

BIO 100   General Biology   3 CR
This is an introductory course in contemporary biology designed to provide a foundation for further studies in biology. Instructional techniques include lectures, demonstrations and laboratory.

BIO 107   Human Biology   4 CR
This course focuses on an understanding of the biological functioning of humans. Additional emphasis is given to genetics, ecology and microbiology. Laboratories include hands-on exercises and lab dissections.

BIO 111   Anatomy and Physiology I   4 CR
This course examines the structure and physiological processes of the human body and provides a background for understanding health problems, diagnosis, and treatment.
Pre-requisite: Exit Basic Math and Algebra

BIO 115   Principles of Biology I   4 CR
Biology is a vast subject that explores all of life, from molecules to ecosystems. Students will acquire a framework of key biological concepts into which they can fit the many new things they will learn. They will become familiar with the scientific process, in particular, the posing and testing of hypotheses, and the scientific study of life, evolution, ecology, plants, and animal forms and functions. Laboratory exercises will encourage students to practice science through hands-on experiments. *Co-requisite MAT-071 and MAT-073, OR any math course at level 100 or above.*

BIO 116   Principles of Biology II   4 CR
This course is a continuation of Principles of Biology I. Students will study the structure, function, and behavior of organisms and the unity and diversity of life. They will learn about biological organisms and processes and how to correlate new biological concepts with the ones previously learned. Laboratory exercises will encourage students to practice science through hands-on experiments. *Pre-requisite BIO-115*

BIO 120   Human Sexual Biology   3 CR
This non-lab science course is designed for liberal arts and other non-science majors. It gives students the opportunity to discover and understand the major biological aspects of human sexuality. It focuses on the anatomical and physiological study of the reproductive system, conception process, pregnancy period, prenatal development and delivery stages, sexual maturation, gender distinctiveness, and the infectious maladies and specific medical conditions associated with human sexuality. Video simulations in selected topic are incorporated to reinforce scientific exploration and formulation.   *Co-requisite ENG-101*

BIO 201   Practical Nutrition   3 CR
This course stresses the application of nutritional principles to daily health maintenance and conditions that require special diet management. It is designed for Nursing and Health-related or Culinary Arts/Hospitality Management programs.

BIO 208   Ecology   4 CR
In this course, students will understand the mechanisms governing the structure and function of ecological systems, particularly the relationship between organisms and the environment. Students will investigate key environment issues such as; global climate change, acid deposition, loss of biodiversity and genetically modified food.   *Pre-requisite BIO-100 or BIO-115*

BIO 211   Anatomy and Physiology II   4 CR
This course is a continuation of Anatomy and Physiology I. Students will become acquainted with the basic functions, complexities, and inter-relationships of the components of the human body.   Topics will include the circulatory, endocrine, digestive, excretory, and reproductive systems. Lectures are supplemented by laboratory sessions which will include dissection and elementary physiologic experiments.
Pre-requisite BIO-111

BIO 230   Histology   4 CR
In this course, students will recognize the structure and function of cells, tissues, and organs at the microscopic level. They will identify and recognize all of the major cell and tissue types of the human body. Histology is a laboratory course and lectures often take the form of slide demonstrations. The lab and lecture will be combined into a single learning experience.
Pre-requisite BIO-116 or BIO-211.

BIO 240   Genetics   4 CR
This course examines the principles of inheritance and gene action, from the molecular to the organism level, and populations. Topics include Mendelian principles, molecular genetics, genetic mapping, population generics, quantitative genetics, gene regulation, mutations, repair mechanisms, and the modern genetic manipulation. *Prerequisite: BIO-116*

BIO 250   Microbiology   4 CR
This course is geared for individuals entering the medical or health sciences professions. It will encompass a survey of microorganisms with emphasis on bacteria and applications of microbiology. The laboratory sessions will stress isolation, cultivation, and various biochemical and identification techniques of selected bacteria and other microorganisms.
Pre-requisite: BIO-211 or BIO-116.

BIO 260   Molecular Biology   4 CR
This course is designed to give students a comprehensive understanding of the function and structure of nucleic acids and proteins in cells. Students learn various cell signaling pathways including protein transport, protein activation, apoptosis, and cell cycle control in both Eukaryotic and Prokaryotic Cells. Students also learn various Molecular Biology laboratory techniques including gene expression, recombinant DNA technology, Chromosome mapping, Protein and RNA extraction.
Pre-requisite BIO-116

BIO 270   Cell Biology   4 CR
This course is a study of the mechanisms occurring within the cell. It is an overview of the structure and function of eukaryotic cells. It reviews in depth the organization of the cell plasma membrane and organelles. The physiology of each cell component is further detailed. *Pre-requisite: BIO 115.*

BUSINESS

BUS 103   Introduction to Business   3 CR
This is an introductory course in contemporary business practices. Students develop a basic understanding of key functional areas of business including management, marketing, finance, economics, accounting and technology. The course focuses on current dynamic issues facing business such as globalization, entrepreneurship, ethical reasoning and the legal/regulatory environment.

BUS 205   Global Business   3 CR
The course provides a broad overview of international/global Business highlighting the opportunities and challenges multinational organizations face in today's dynamic environment. Students are introduced to the cultural, economic, political, competitive and legal environments in which international/global businesses operate. *Pre-requisite BUS-103 Co-requisite: ECO-201*

BUS 230   Business Law   3 CR
Provides a basic knowledge of business law covering the nature, structure and processes of our legal systems and the laws involving constitutional law, contracts, intellectual property, torts, and product liability. The case study approach will be used extensively, and the ethical issues in the business environment will also be addressed throughout the course.

BUS 299   Business Internship   3 CR
This course provides the student with on-the-job business experience. The course allows the student to gain supervised practical experience working in a setting related to the student's area of business interest. Students must successfully complete 225 hours of practical experience in an approved business workplace. There is an additional lecture component for students to share their experience and discuss lessons learned.
Pre-requisite BUS-103, MAN-121, MAN-221 and ACC-121.
Must receive Division Dean's approval.

CULINARY ARTS

CAI 114   Table Service I   2 CR
An introduction to the various types of table service styles and settings, including American, French, Russian, banquet, and family style. Emphasis is placed in proper dining room preparations, customer relations, placing and retrieving orders, clearing of tables, and securing the dining room. Students will also be exposed to the role of the dining room in the overall business plan of the restaurant business. The course also covers an introduction of wines and wine making.

CAI 115   Food Sanitation & Culinary Principles   3 CR
This course introduces students to the principles of conduct and employment in the food service industry, coupled with sanitation

concepts in the operation of a food service establishment. Professionalism, ethics, conduct, and employment opportunities during and after completion of a degree are discussed. Personal hygiene, fire safety regulations, including state and federal laws pertaining to the handling of food products are studied. This course prepares students for a nationally recognized ServSafe certification exam provided by the National Restaurant Association Educational Foundation (NRAEF) *Pre-requisite: ENG-073 or higher.*

CAI 117   Production Kitchen Skills I   2 CR
This course is intended to provide a strong foundation in the basic fundamentals of commercial food preparation and practices. Proper knife skills and the use and care of tools and equipment is demonstrated and practiced in the laboratory. Emphasis is placed with students using hands-on experience in food production utilizing designed introductory menus. The hands-on experience is supported with demonstrations and lecture in the laboratory. Students will learn the appropriate cooking methods that may be applied to meats, fish, poultry, starches, and vegetables. The basic cooking methods are introduced and practiced in the laboratory. Students will also learn the proper techniques used in the preparation of stocks, soups, and sauces.

CAI 118   Pantry and Breakfast Cookery   2 CR
An introduction to the basic and advanced level of breakfast cookery, including basic egg preparations, breakfast meats, potatoes, quick breads, batters, various breakfast items, farinaceous and hot and cold cereals. Students will experience short order cooking, and will gain knowledge of time and temperature in the preparation of various breakfast items. Skills and techniques will be developed in the preparation of meat products, such as sausage-making, and in the preparation of other breakfast meats. Ethnic and multicultural breakfast foods will be explored, as well as creative and modern breakfast alternatives. This course also serves as an introduction to the preparation of various salads, including simple, composed, bound, and hot/cold combinations. Emphasis will be on the preparation of dressings, dips, spreads, classical and modern sandwich-making, identification and use of salad greens, and fruit preparations.

CAI 119   Bakeshop I   2 CR
An introduction to the preparation of basic quick breads, rolls, breakfast items, and basic desserts, including various icings and butter cream, puddings, cakes, cookies, and pies. Students will gain skills in the preparation of pie crusts, pie washes, and pie fillings. Emphasis will be placed on the understanding and use of ingredients, weights and measures, tools, and equipment used in the bakeshop.

CAI 121   Product Identification & Purchasing   3 CR
This course brings together the four most important foundations in foodservice purchasing: market and distribution systems, storeroom operations, cost controls, and product identification. In addition, this course covers current issues like security, legal and regulatory compliance, sustainable agriculture, aquaculture and genetically modified organisms (GMOs).
Exit MAT-071; Pre-requisite: CAI-115.

CAI 124   Table Service II   2 CR
An extension and reinforcement of the skills practiced in Table Service I. Emphasis is placed on knowledge of the menu, suggestive selling techniques, napkin folding, and the use of wines and spirits in the restaurant business. Banquet service will be performed through a designed and scheduled buffet.
Pre-requisite CAI-114.

CAI 125   Externship I   1 CR
This is a course designed to provide the student with on-the-job food service experience. The course allows the student to gain supervised practical experience working in a variety of food-service settings related to the student's area of interest. Students must successfully complete 150 hours of practical experience in an approved food-service establishment.
Pre-requisite CAI-117 & CAI-118

CAI 127   Production Kitchen Skills II   2 CR
A continuation and reinforcement of the concepts and practices of Production Kitchen Skills I. This course exposes the students to more advanced techniques and applications utilizing different cooking methods. Students will be exposed to a variety of seafood items, as well as commercial meat cuts used for beef, lamb, veal, pork and poultry. *Pre-requisite CAI 117.*

CAI 128   Introduction to Garde Manger   2 CR
This course exposes students to the preparation of brunch items, fish and shellfish, hot and cold hors d'oeuvres, cold canapés, cold plated entrées, and specialty sandwiches as well as the design of salad bar setups. Basic forcemeat preparations used for pâtés, galantines, terrines, and spreads are practiced in the laboratory. This course also includes the preparations of basic cheesemaking, relishes, condiments and chutneys, including jams and jellies. Students will also prepare various entrée salads.
Pre-requisite CAI-118.

CAI 129   Bakeshop II   2 CR
This course is an extension and reinforcement of the concepts and practices of Bakeshop I. Students will be exposed to a variety of designed menus to strengthen their skills in the preparation of baked goods. They will also learn how to utilize leftover baked goods to prepare various products. Emphasis is placed on the preparation of various cake batters and icings.
Pre-requisite CAI-119

CAI 206   Introduction to Sustainability   3 CR
This course addresses the costs and ethical implications of utilizing sustainable resources within the hospitality industry. The course covers alternative energy, recycling, and preservation of our diverse world's resources. World hunger and its ethical impact are addressed. Corporate responsibility in promoting socially-positive consumer behavior is also addressed.
Pre-requisite: ENG-101

CAI 210   Menu and Facilities Design   3 CR
This course introduces students to the fundamental principles of menu development as well as the procedure for designing and building a foodservice operation. Strong emphasis is given to the consequential interrelationship between the two and is substantiated through cogent explanation and demonstration. Students develop basic menus for a variety of meal periods based on a learned systemization. The course examines the tried and true process for designing, building and commissioning a restaurant including space allocation, work and product flow, facilities engineering, equipment selection and energy practices.
Exit Basic English and Basic Algebra.
Pre-requisites: CAI-121; Exit Basic English and Basic Algebra

CAI 214   Advanced Table Service III   2 CR
The student will gain knowledge of the overall operation of a restaurant, including the training of various techniques and styles of service. Emphasis will be placed on the study of wines from various regions, and the art of pairing wine with food. Hands-on beverage service and mixology are practiced in the laboratory. French culinary terminology will be integrated.
Pre-requisite: CAI-114

CAI 215   Externship II   1 CR
This is a course designed to provide the student with on-the-job food service experience. The course allows the student to gain supervised practical experience working in a variety of food service settings related to the student's area of interest. Students must successfully complete 150 hours of practical experience in an approved food service establishment.
Pre-requisite: CAI-125

CAI 217   Advanced Kitchen - International   2 CR
Students will become familiar with the characteristics of various national cuisines, as well the global interaction of cooking techniques, equipment and ingredients affecting the modern professional kitchen. Students will prepare a variety of international soups, sauces, vegetables, starches and entrees from various regions around the world, as well as gaining an understanding of dietary guidelines and dining habits of numerous regions of the world.
Pre-requisite: CAI-127

CAI 218   Intermediate Garde Manger   2 CR
An introduction to the preparation of vegetable and fruit carvings, ice sculpturing, aspics, chaud-froid, and timbales through lectures, demonstrations, and hands-on experience. Emphasis will be placed on the proper techniques of garde manger preparations, terminology, departmental structure and design, and the use of various equipment and tools. Students are also introduced to the preparation of marinades, mousses, pickling, canning, pates, forcemeats, galantines, sausages and charcuterie. The techniques, terminology, planning and design of buffets are also learned and practiced.   *Pre-requisite: CAI-128*

CAI 219   Advanced Bakeshop III   2 CR
Students are introduced to advanced pastries, classical desserts, and cake decorations. They will learn various mixing methods, the preparation of mousses, and advanced piping techniques with an overall emphasis on plate presentation.
Pre-requisite: CAI-129

CAI 223   Food, Beverage, and Labor Cost Control   3 CR
This course is designed to familiarize the student with the methods, tools, and procedures used to control food, beverage, and labor costs in a food service organization. Emphasis is placed on each step in the flow of costs: purchasing, receiving, storage, issuing, preparation, portioning, service and accounting for sales. Labor costs as they relate to the operation are discussed. Active problem-solving and practical applications are used in class. Basic computer applications of cost-control systems will be introduced. Applied problems in the hospitality industry will also be included.   *Exit Basic Algebra and Basic English.*

CAI 224   Advanced Table Service IV   2 CR
This course examines the techniques, methodologies and procedures involved in the successful operation of a restaurant. Students will develop skills in the tableside preparation and service of appetizers, entrées, salads, and desserts. This course will include the perspective on meeting customer expectations, and the importance of the interaction with guests. The student will gain practical knowledge of structuring a banquet, and the ability to design and coordinate a buffet. French culinary terminology will be emphasized. *Pre-requisite: CAI-214*

CAI 225   Externship III   2 CR
This is a course designed to provide the student with on-the-job food service experience. The course allows the student to gain supervised practical experience working in a variety of food service settings related to the student's area of interest. Students must successfully complete 300 hours of practical experience in an approved food-service establishment.
Pre-requisite: CAI 125 or HMT 110

CAI 227   Advanced Kitchen-Classical   2 CR
Students will gain an understanding of the historical importance and effect of classical French cuisine on cooking in the 21st century. Emphasis will be placed on the preparation of classical soups, sauces, vegetables, starches, and entrées. In addition, students will examine contemporary interpretations of traditional dishes and how variations can be introduced and executed in kitchens across each segment of the foodservice industry.
Pre-requisite: CAI-217

CAI 228   Advanced Garde Manger   2 CR
This course is structured to provide the student with theoretical and practical experiences in advanced garde manger. Students will also be introduced to salt sculpturing, cold sauces and dressings, curing and smoking of foods, sushi and sashimi preparations, international appetizers and hors d'oeuvres, and cheese identification and presentation. Emphasis will be placed on the planning, preparation, design, and setup of cold food preparations for a buffet. They will also be introduced to tallow and shortening sculpturing, platter garnishes, and decorative show platters. Lectures will include off-premise catering, food show rules and regulations, food presentation and platter arrangement.
Pre-requisite: CAI-218

CAI 229   Advanced Bakeshop IV - Classical   2 CR
Students will be introduced to classical showpiece mediums, such as nougat, pastillage, chocolate work and advanced cake preparations. The course will focus on the various techniques needed to produce these mediums, along with learning how to prepare a classical dessert buffet.
Pre-requisite: CAI-219

BAKING AND PASTRY ▰▰▰▰▰▰

CBP 120   Introduction to Professional Baking   2 CR
This course introduces the basic principles and techniques used in bread baking and pastry arts. It covers: Product identification, proper use of equipment, measurements, baking terminology along with food costing and storeroom procedures, and demonstrations of mixing methods for yeast raised breads, cakes, custards, chocolate, sugar and creams are included.
Pre-requisite: CAI 117, CAI 118, and CAI 119

CBP 121   Basic Bench Work   2 CR
Emphasis will be on various bread mixing methods and their characteristics. Students will learn the relationship between mixing and fermentation. The understanding of gluten and its importance in the bakeshop will be a key component to the lab. Lean and rich doughs will be produced using hands-on techniques. Also the craft of artisan breads will be taught using a diversity of pre-ferments and sponges showing their advantages and disadvantages. *Pre-requisite: CAI-119*

CBP 124   Tarts, Tortes and Gateaux   2 CR
Students will utilize cake mixing methods to create traditional and nontraditional desserts. The use of timeless fillings and icings such as ganache and Bavarian cream will culminate with the student creating classical desserts such as Linzer Torte, Sacher Torte and Gateau St. Honore. The ever popular cupcake will also be produced showing its versatility in today's market.
Pre-requisite: CAI-129

CBP 211   Meringues, Souffles, and Frozen Desserts   2 CR
Students will learn how to work with an ice cream machine to create basic frozen desserts, such as sorbets, sherbets, ice creams, and Italian ices. Techniques to produce meringues and their various applications will be taught. An introduction of hot and cold soufflés completes the course.
Prerequisite: CBP-124

CBP 212   Desserts for Restaurant and in Store Retail 2 CR
This class is designed for students to have an understanding of a different career option available in the pastry arts. The class is divided into two distinct styles of desserts. The first half of the class will be devoted to learning restaurant and café style pastries along with the art of plating. The second half of the course will cover the mass production aspect of the pastry industry. The focus will be on in-store retail/bakery style desserts using pre-mixes. *Prerequisite: CBP-211*

CBP 220   Petits Fours, Mignardise and Candies   2 CR
The art of working with chocolate, candy making, and petits fours is the emphasis of this class. Students learn chocolate tempering, and will be able to apply it to create a wide variety of truffles, molded candies and decorations. Students produce popular candies using knowledge gained in Introduction to Professional Baking. The course also covers the production of mignardise, petits fours, such as sec and glace.
Pre-requisite: CBP 212

CBP 225   Advanced Artisanal Bread Baking   2 CR
The Advanced Bread Baking class is designed for bakers seeking to further their technical knowledge and to refine their hands-on skills in the art of making artisanal bread. The course offers a complex and detailed examination of the bread baker's art. Content material focuses extensively on the creation and use of sprouted, whole, and heirloom, flours in the maintenance of sourdough and levain cultures, as well as the production of sourdough bread using ancient grains. Students produce various breads of both contemporary and ancient origin. Hands-on time is also devoted to the creation of a decorative bread display. A key focus is on naturally leavened breads that use ancient grains.
Pre-requisite: CBP-121.

CBP 226   Chocolate and Sugar   2 CR
Students use classical and current techniques to create a Chocolate, Sugar and Pastillage showpiece. Students learn the elements of planning, designing and assembling a competition caliper showpiece of their own design. Through multiple techniques inclusive of template making, casting, sculpting, blowing, pulling, and decorating, students will create a multiple medium showpiece. *Pre-requisite: CBP-124*

CHILDHOOD DEVELOPMENT ASSOCIATE – INFANT/TODDLER

CDI 100   Infant/Toddler CDA Workshop I   4 CR
This course introduces students to the Child Development Associate Credentialing process and provides comprehensive instruction in early childhood education/child development. Students will begin development of a Professional Portfolio and practice strategies for observing and recording children's behavior. At the conclusion, students will have satisfied 60 hours of the 120 hours of formal training, covering the six Competency Standards required by the Council for Professional Recognition, which issues the CDA to qualified candidates. Students are expected to be employed, or to volunteer, either full- or part-time, in an Early Head Start program or a child care center, with children between the ages of birth through 36 months. *The course may be applied to the Early Childhood Education programs as a substitute for ECE 201, Introduction to Early Childhood Education.*

CDI 110   Infant/Toddler CDA Workshop II   4 CR
This course helps students expand their knowledge of the Child Development Associate credentialing process and provides comprehensive instruction in early childhood education/child development. Students will develop skills in planning curriculum for infants and toddlers and complete the Professional Portfolio. The course offers 60 contact hours of formal training covering the six Competency Standards as required by The Council for Professional Recognition. Combined with CDI 100, Infant/Toddler CDA Workshop I, students will satisfy the 120 contact hours of formal training, as required by the CDA National Credentialing System. Students are expected to be employed, or to volunteer, either full- or part-time, in an Early Head Start program or a child care center, with children between the ages of birth through 36 months. *The course can be applied to the Early Childhood Education programs as a substitute for ECE 230, Infant/Toddler Curriculum. Pre-requisite: CDI-100; Co-requisite: CDI-120*

CDI 120   Field Experience Infant/Toddler Setting   3 CR
Students will be expected to self-place in a licensed Infant/Toddler center, an Early Head Start program or may be observed in their place of employment. All students will meet once a week for 50 minutes of class time, as well. These 120 hours may be applied to the 480 hours necessary to apply for the Infant/Toddler CDA Credential. *Pre-requisite: CDI-100 Co-requisite: CDI-110*

CHILD DEVELOPMENT ASSOCIATE – PRESCHOOL

CDP 100   Preschool CDA Workshop   4 CR
This course introduces students to the Child Development Associate Credentialing process and provides comprehensive instruction in early childhood education/child development. Students will begin development of a professional resource file and practice strategies for observing and recording children's behavior. At the conclusion, students will have satisfied 60 hours of the 120 hours of formal training required by the CDA National Credentialing Program. Students are expected to be employed, or to volunteer, either full or part-time, in a child care center, preschool, or pre-kindergarten program with children between the ages of 3 and 5. *The course may be applied to the Early Childhood Education programs as a substitute for ECE-201, Introduction to Early Childhood Education.*

CDP 110   Preschool CDA Workshop II   4 CR
This course helps students expand their knowledge of the Child Development Associate credentialing process and provides comprehensive instruction in early childhood education/child development. Students will develop skills in planning curriculum for preschoolers and complete their professional resource file. The course offers 60 contact hours of formal training. Combined with CDP 100, Preschool CDA Workshop I, students will satisfy the 120 contact hours of formal training, as required by the CDA National Credentialing System. Students are expected to be employed, or to volunteer, either full- or part-time, in a child care center, preschool or pre-kindergarten program, with children between the ages of 3 and 5. *The course can be applied to the Early Childhood Education programs as a substitute for ECE-211, Early Childhood Curriculum.*
Pre-requisite: CDP-100 or ECE-100;
Corequisite CDP-120 or ECE-120.

CDP 120   Field Experience in a Preschool Setting 3 CR
Students will be expected to self-place in a licensed preschool center, a Head Start program, or may be observed in their place of employment. All students will meet once a week for 50 minutes of class time, as well. These 120 hours may be applied to the 480 hours necessary to apply for the Preschool CDA Credential.
CDP 110 Pre-requisite: CDP-100 or ECE-100;
Co-requisite CDP-110 or ECE-110.

CHEMISTRY

CHP 100   Introduction to Chemistry   3 CR
This course is designed for students who have not had high school chemistry and for those who wish to review the subject. The course emphasizes descriptive chemistry. Topics include measurements and units, the periodic table, the atom, nuclear radioactivity, bond formation, simple stoichiometry, acid-base, redox, and organic compounds. The associate laboratory involves common measurement techniques and illustrates the lecture materials presented. *Exit CPT Math*

CHP 105   Introduction to Environmental Chemistry   4 CR
This course explores the earth's atmosphere, hydrosphere, lithosphere and biosphere from a chemical perspective, and investigates the chemical composition and reactions that characterize the earth's systems. Chemical processes in each of these spheres are used to illustrate and explain fundamental chemical concepts. Other topics include ozone depletion, acid rain, radiochemical dating, and global climate change. *Exit Basic Math*

CHP 111   College Chemistry I   4 CR
This course is an introduction to common physical and chemical properties of substances and solutions. Topics cover scientific measurements and SI units, atomic structure and the periodic table, inorganic nomenclature, gas laws, chemical stoichiometry, chemical bonding, molecular geometry and polarity, thermochemistry, liquid properties, cubic crystals, and solutions. Laboratory work illustrates common lab techniques as well as chemical principles. *Co-requisite: MAT course Level 100 or 200.*

CHP 201   Environmental Chemistry   4 CR
Students study pollutants in air, water and solid waste, as well as their sources, lifetimes, spread, and toxicity to human health. The explanation is based on chemical reactions, mechanisms rate, and some physiology. Laboratory work introduces experiments pertinent to the lecture subjects, using micro-scale chemical

analysis, instrumental analysis, and computer-interface.
Pre-requisite: CHP-111.

CHP 211   College Chemistry II   4 CR
This course is a continuation of College Chemistry I and an introduction to physicochemical concepts. Topics cover reaction rate, chemical equilibria, precipitation, acid-base, complexion, redox, electrochemistry, nuclear reactions and thermodynamic quantities. Laboratory work introduces experiments pertinent to lecture subjects and consists of semiqualitative analysis.
Pre-requisite: CHP-111

CHP 225 Organic Chemistry I   4 CR
This is the first of a two-course sequence of introductory organic chemistry. The physical and chemical properties of organic compounds, including aliphatics, alicyclics, and aromatics are studied through an examination of their structure, preparation, reactivity, and spectral properties. The study of organic functionality centers in the hydroxyl and carbonyl groups. The laboratory component includes separation and purification techniques and other synthetic procedures. *Pre-requisite: CHP-211*

CHP 230   Organic Chemistry II   4 CR
This course is a continuation of Organic Chemistry I. The studies proceed to aromatic compounds, aldehydes, ketones, carboxylic acids and their functional derivatives, amines, phenols and arylhalides. Emphasis is placed on group functionality and reaction mechanisms. Laboratory work illustrates organic synthesis, reactions, chemical analysis, and spectroscopic identification.
Pre-requisite: CHP-225

CONSTRUCTION MANAGEMENT

CNM 120   Intro Engineering Sci. & Calc.   4 CR
This is a preparatory class for the students who intend to pursue a career in Construction Management or in the field of Civil Engineering.   The course develops an understanding of the science and mathematics involved in engineering. Students learn to perform mathematical calculations used in construction and project management. Students analyze physical laws and how to apply that analysis in engineering fields.
Pre-requisite: MAT-100; Co-requisite: CHP-100, CSC-100

CNM 201   Introduction to Basic Structures   3 CR
This course provides students with a basic knowledge of structural analysis and design for buildings, bridges and other structures. Students   investigate the behavior of structural systems and elements through design exercises, case studies, and load testing of models. Students design structures using timber, masonry, steel, and concrete and gain an appreciation of structural design, with an emphasis on environmental impact associated with large scale construction.
Pre-requisite: MAT-100

CNM 202   Const. Proceed Materials & Tests   4 CR
Construction Procedures, Materials and Testing is a course in which construction systems are discussed along with material stresses and other engineering concepts. The course provides an introduction to materials used in construction as well as techniques used in blueprint reading for building construction. Students learn about construction methods through demonstrations and lab experiments. The main emphasis is on structural steel, masonry, wood, reinforced concrete, and combined structural systems.   Students develop understanding of the construction

process with different materials. They understand the relevant engineering and mathematical relationships.
Co-requisite: ENG-103.

CNM 205   Surveying and Site Planning   3 CR
Students learn site development, site selection, site analysis, site plans, designs, and approval processes. Students are introduced to the principles of construction surveying, project layout, and operation of surveying equipment. Topics include: interaction of surveying with other disciplines, measurements, concepts, accuracy, precision, and levelling; methods for measuring distance, elevation angles, bearings and azimuths using level instrument and transits; traverses and computations; basic topography and mapping. Laboratory and fieldwork experiences include a field trip to a nearby construction project to review equipment site planning and surveying procedures; and a team project to review steps involved in site planning through completion of two types of construction sites: a traverse and an as-built survey.
Pre-requisite: CSC-100

CNM 220   Construction Codes   3 CR
This course provides students with a theoretical understanding of how to examine new and old structures to ensure they are built properly and follow applicable building codes and safety regulations. This course provides an introduction to the basics of working in the building inspection field with the knowledge of construction codes, required documentation protocol, and standard practices.

CNM 222   Construction Project Management   4 CR
Students learn the processes, techniques and procedures involved in a construction project from conception to completion. The course provides an opportunity to learn about common construction methods and materials involved. Students also learn technical skills involving in the areas of cost control, scheduling, risk analysis, delay analysis, administrative procedures, safety regulations, labor relations, and record keeping.
Exit English Foundations.

CNM 225   Cost Estimation   3 CR
Students acquire a basic understanding of managing a project's cost. The course introduces the types of cost estimation from the conceptual design phase through the more detailed design phase of a construction project. In addition, the course highlights the importance of controlling costs and how to monitor project cash flow. Students develop a break-even analysis of construction tasks in a project. *Pre-requisites: CSC-100 and MAT-103.*

CNM 230   Project Planning and Control   3 CR
Students develop a basic understanding of project management by comparing alternative designs and construction plans, methods of contracting, design management, and forms of information flow. Activities include preparing master plan schedules, tendering procedures, contractor cost calculations, and bid preparation. Students learn to budget, to plan and schedule construction, to manage production, and to employ project controls. Students acquire a basic level of proficiency in appropriate software.
Pre-requisites: CSC-100 and MAT-103.

COMMUNICATIONS ■■■■■■■■■

COM 101   Interpersonal Communication   3 CR
This course introduces students to the fundamentals of interpersonal communication. Students learn about the communication process, interpersonal theories and research, and the various ways that gender and cultural differences can affect interpersonal communication. Students also learn how to use effective communication skills in professional, social, and personal relationships. Students analyze the elements of interpersonal communication through group discussions, written assignments, and assessments. *Pre-requisite: Exit Basic English.*

COM 102   Introduction to Communication Theory   3 CR
Introduction to Communication Theory is an introductory survey of human communication on many levels of interaction, from interpersonal to mass communication. Through the study of theoretical communication models, students will analyze the influence of language, perceptions, culture, and media on the communication process. Theoretical and practical skills will help students become more competent communicators with other individuals and groups. This course introduces students to several prominent communication theories, and how these theories can be reflected in various aspects of our professional and personal lives.
Co-requisite: ENG-101

COM 115   Writing for Emerging Media   3 CR
Writing for Emerging Media introduces students to the theories and practices behind interactive new media writing including the history of and ethics involved in writing for online media. Students analyze new media and write their own online projects such as blogs, websites and wikis. *Pre-requisite: ENG-101.*

COM 202   Mass Media   3 CR
Mass Media explores the themes, issues, and theoretical debates central to the modern study of mass communication. Mass Media examines factors that influence the media and, in turn, examines the influence of media on attitudes, values, and behaviors, both individual and social. Mass media literacy, media economics and ethics, modern trends and changes in mass communication, and the critique of mass media as a source of information and influence of all "new media" are examined to aid students in understanding the evolution of mass communication as an academic discipline. *Co-requisite: COM-102.*

CRIMINAL JUSTICE ■■■■■■■■■

CRJ 111   Intro to Criminal Justice   3 CR
This is an introductory course on the nature of the criminal justice system. The history, development, and current functioning of the system are examined. Emphasis is on the inter-relationship of various elements within this system including the police, the prosecutor, the defense, the courts, corrections, probation and parole officers.

CRJ 120   Intro to Criminal Law   3 CR
This course is a case and textbook study of substantive criminal law, and the variations and similarities between the states and the federal system of criminal law principles, with an emphasis on New Jersey criminal law.

CRJ 200   Constitutional Liberties & Rights   3 CR
An introduction to the Constitutional civil liberties and rights assured to the American people. The course provides students with an understanding of the dynamics of the United States Supreme Court's approach to the Constitution's guarantees of personal liberties and civil rights. Students will explore such diverse topics as the preferred freedoms of speech, press and religious expression, separation of Church and State, the Constitutional right of privacy, the rights of persons accused of crime and the civil rights of historically- disadvantaged groups and persons. *Pre-requisite: ENG-101*

CRJ 213   Criminal Justice Report Writing   3 CR
Focuses on report content through interpretation and evaluation of information. Emphasis is placed on accurate terminology.

CRJ 214   Corrections   3 CR
Various correctional settings and approaches are examined. Topics include punishment, probation, the prison community, and parole. Also studied is the role of community resources in treating the non-institutionalized offender, i.e. through halfway houses, alternative programs, and work and study release.

CRJ 215   Juvenile Justice System   3 CR
An introduction to the American juvenile justice system. The course provides an overview of the history of juvenile justice and a theoretical basis for interpreting the meaning and frequency of delinquent behavior and status offenses. Students will explore the various causes of delinquency, including psychological and sociological theories, the relationship between gangs, drugs and delinquency and the modes of interaction between law enforcement and juveniles. Students will also examine juvenile court procedures, due process rights of juveniles, alternative dispositions of offenders, including community intervention and residential/institutional confinement, and the future of juvenile justice.
Pre-requisite: ENG-101

**CRJ 220   General Police Organization
                    & Administration   3 CR**
Examines the organization and functioning of law enforcement agencies including recruitment, career development and leadership selection. The historical and contemporary relationships of various levels of police organization are examined as well as the structure of police organizations in the United States.

CRJ 221   Policeman's Role in the Community   3 CR
Focuses on the nature and responsibilities of the police officer's role. Topics include the following: police work as a profession, image of the police, tensions, conflicts, and the cooperation between the police and the community.

CRJ 222   Criminal Investigation   3 CR
Examines the techniques, methodologies, and procedures of criminal investigation. Topics include conduct at the scene of the crime, recognition, development and the preservation of evidence, and interview and interrogation techniques. Finally, the role of surveillance and use of informants are analyzed. Legal and ethical issues are also discussed.

CRJ 230   Ethics and Justice   3 CR
This course explores a wide range of ethical issues and moral dilemmas confronting practitioners in the field of criminal justice. The student is exposed to the traditional and competing theories of ethics in general; and, using case studies, applies these approaches to contemporary issues and problems confronting persons engaged or practicing in law enforcement, the courts, corrections and criminal justice policy-making.
Pre-requisite: ENG-101 and CRJ-111

CRJ 290   Criminal Justice Externship   4 CR
The externship in Criminal Justice is designed to develop professional standards and practical skills. This elective course will provide students with the opportunity to integrate theoretical principles learned in the classroom with first-hand experience in actual Criminal Justice agency settings. Students will perform tasks and engage in meaningful learning activities in order to acquire knowledge of the workings of a significant component of the criminal justice system. Students will develop interpersonal skills, values and the attitudes associated with professional growth. Under the direction of a faculty member and the supervision of an agency Field Supervisor, students will perform agency tasks eight (8) hours per week for 15 consecutive weeks for a total of 120 hours. In addition, students will attend weekly seminars at the College during the externship to discuss and share their experiences and observations with faculty and peers.
Pre-requisite: ENG-102, CRJ-111, CRJ-120 and CRJ-214

COMPUTER SCIENCE ▪

CSC 100   Intro to Computers & Computing   3 CR
This course introduces beginning students to computers and the latest application software. The course includes the history of computers, information processing, file management, discussion of hardware and software, operating systems and utility programs, and the Internet. The laboratory component includes Microsoft Office (Word, Excel, Access, PowerPoint). *This course may not be used for credit by Computer Science or Management Information Systems majors.*

CSC 101   Scientific Programming   3 CR
This is an introductory course in scientific programming using a current programming language to solve science and engineering problems. Emphasis is on the logical analysis of a problem and the formulation of a computer programming leading to the solution.
Co-requisite: Exit CPT in Algebra.

CSC 109   Web Page Design   3 CR
This course introduces the different tools needed to design and maintain web pages. The standard tool of web page design, HTML (HyperText Markup Language), will be the core design tool. Interactivity through the use of scripts will also be addressed. The process of transferring HTML pages through FTP (File Transfer Protocol) to be published on an official web site will also be addressed. Auxiliary tools such as graphics design, which is an important component of web page design, will also be investigated. *Pre-requisite: CSC-100 or permission of instructor.*

CSC 111   Computer Science I   3 CR
Introduces the fundamentals of computer science. Algorithm design, flowchart, structure, programming methodology, hardware and software are discussed. A programming language such as Pascal, C++, or Visual Basic 6.0 is used to illustrate these concepts.

CSC 112   Computer Science II   3 CR
Provides further study of the construction of algorithms and their implementation in a programming language. Techniques of structured programming are featured. Emphasis is placed on the solution of engineering problems. Students are expected to construct and execute problems using top-down step-wise refinement approach. *Pre-requisite: CSC-111*

CSC 113   Computer Logic & Discrete Math   3 CR
The basics of number systems. Boolean algebra and logic gates lay the foundation for the study of combinational logic and computer science. Combinatorial applications include Karnaugh Map techniques for logic simplification.
Co-requisite: MAT-100, MAT-110, or MAT-111.

CSC 115   Programming in C++ for Computer Science 3 CR
In this course the fundamentals of computer science are introduced, with emphasis on programming methodology and problem-solving. Topics include, but are not limited to,

concepts of computer systems, software engineering, and algorithm design, programming languages and data abstraction, with applications. A high level language is fully discussed and implemented and serves as a vehicle to illustrate many of the concepts taught. *Pre-requisite: MAT-100 or MAT-110*

CSC 117   Java Programming   3 CR
This course will introduce students to Java Programming, an object-oriented language. Students will develop stand-alone business applications and create applications called from within HTML page (applets) designed to be transported over the Internet and executed by browsers.   The syntax, control structures, methods, arrays, strings and characters and graphics will be applied to bring interactive applications to web clients. *Pre-requisite: MAT-100 or higher.*

CSC 118   Python Programming   3 CR
The course is an introduction to basic principles of programming using Python. Python is an open-source scripting language that allows rapid application development of both large and small software systems. The course introduces students to the fundamentals of data storage, input and output, control structures, functions, sequences and list, dictionary, sets, and file Input/Output. Students learn how to design algorithms, write external and internal documentation and design and write source code in Python. *Pre-requisite: MAT-100 or higher.*

CSC 211   Computer Systems and Assembly Language 3 CR
Includes a detailed study of components of computer systems, structures, machine language instruction set and assembly language for both 8-bit and 32-bit processors. Projects are assigned in assembly language. Other topics covered are addressing techniques, macros, file I/O, storage, program segmentation, and linkage. Data structures are covered by means of program preparation.
Pre-requisite: CSC-101, CSC-111, CSC-115 or CSC-117

CSC 212   Computer Organization & Design   4 CR
The operation of Flip-Flops as memory elements and counter analysis of Ripple/Synchronous mod counters are covered as building blocks for future design application. The major emphasis on counters is on the design of irregular and truncated counters using D and J-K Flip-Flops and integrated circuit applications of Up/Down counters and dividers. Also includes a coverage of timers, oscillators, and three-state operation. Registers are covered and include counting (Ring and Twisted Ring) shifting (Left/Right) and timing applications. The latter part of the course is devoted to arithmetic applications including 2's complement adders and subtractors with overflow and underflow detection, and BCD arithmetic and arithmetic/logic I.C. units. Computer instructions, timing and control, executions of instructions, and designs of a basic accumulator-based computer are also covered. The laboratory exercises are organized to support the above theory and to enable students to design, assemble, and test applications constructed with MSI/LSI chips.
Pre-requisite: CSC-113

CSC 214   Data Structures & Advanced Programming 3 CR
Examines data structures and their software implementation. Topics include top-down design; pointer variables and dynamic data structures; linked lists, stacks, queues, recursion, graphs, tree search and backtracking; and sorting/searching techniques.
Pre-requisite: CSC-115 or CSC 117

CSC 226   Database Design and Concepts   3 CR
Provides both the basis for a solid education in the fundamentals of database technology and an introductory coverage of SQL. Topics include database management systems, relational data base systems, query languages, and application development systems. *Pre-requisite: CSC-111 OR CSC-115 OR CSC-117 OR CSC-118*

CSC 227   Intro to Operating Systems   3 CR
This course is structured to explain the functions of an operating system. During the course, students will be introduced to what operating systems are, what they do, how they do it, how their performance can be evaluated, and how various operating systems compare with each other. The main purpose of this course is to give students a solid background in the components of the operating system, their function and goals, and how to interact and interrelate with them.
Pre-requisite: one course from CSC-111, CSC-115, CSC-117, or CSC-118.

CSC 230   Data Communication Concepts   3 CR
Introduces students to the technology of data communications. Topics covered include data transmission mode, techniques, devices, link control and characteristics, use of modems and multiplexers, fundamentals of communication software, and data networks. Laboratory exercises will include file transfer, the use of modems on a dedicated of dial-up link, on-line database search, and use of remote timesharing. *Pre-requisite: one course from: CSC-101 or , CSC-111, or CSC-115 OR CSC-117 OR CSC-118*

CSC 231   Information Systems Analysis & Design   3 CR
The course will cover the basic theoretical and analytical foundations for systems planning, formulating strategic plans, optimizing operations in business, designing information systems, and augmenting business activities on web. Topics include five systems cycles, hardware selection criteria, input/output design, file structures, and design. This is a case study-oriented course. *Pre-requisite: CSC-101 OR CSC-111 OR CSC-115 OR CSC-117 OR CSC-118*

CSC 232   Cybersecurity   3 CR
This course covers several topics such as Computer Security Technology and Principals, software security and trusted systems, threats, attacks and assets, security functional requirements, computer security strategy (security policy, security implementation, assurance and evaluation), data integrity, data confidentiality, data authenticity and data availability.
Pre-requisite: CSC-115 or CSC-117 or CSC-118

CSC 235   Network Security   3 CR
In this course, students learn to analyze and detect potential threats related to networked or to standalone computers. The course addresses security issues for TCP/IP at various network layers of the Internet including different strategies to harden the system against threats and attacks. Topics covered include data privacy availability and integrity, security issues, basic cryptography, email security, ways to provide privacy, source authentication, message flow confidentiality, and management business responsibility regarding compromised confidential data. The laboratory portion of the course reinforces topics covered in lecture as students gain experience in detecting vulnerabilities, identifying malicious malware, and hardening the network by implementing countermeasures against cyber threats and attacks. *Pre-requisite: MAT-110 or Higher; and Co-requisite: CSC-230 or CSC-240.*

CSC 240 Intro to Networks & Networking 3 CR

This course provides students with the basic concepts of network computing, the seven layers of the Open System Interconnection (OSI) Model, Institute for Electrical and Electronics Engineering (IEEE) 802 networking model, and the benefits of various protocols. Students will understand peer-to-peer and server-based networks and their differences. They will become familiar with various networking topologies and how to select the best network topology for an environment. Students will learn how to install and configure NetWare TCP/IP software, how to use common TCP/IP applications, and how to troubleshoot common problems that may occur in a TCP/IP environment. This course also provides the background information needed in preparation for network management and certification.
Pre-requisite: CSC-101, CSC-111, CSC-115, or CSC 117 or CSC 118.

CSC 242 Computer Forensics and Investigation 3 CR

This course is a restricted program elective required for students majoring in Cybersecurity. Students learn about the science of computer forensics and the important procedures necessary for investigating various cybercrimes. Digital forensics investigations are based on the concepts of collecting, analyzing, recovering, and preserving forensic evidence; students learn computer file system storage, analysis, and retrieval. This course prepares students to take and pass the Certified Forensic Investigation Practitioner exam (CCE), industry recognized certificate by forensic investigators and law enforcement. This course requires two hours of lecture and two hours of hands-on lab. *Co-requisite: CSC-230 or CSC-240*

CSC 245 Ethical Hacking 3 CR

This course provides students with the skills and knowledge required in the field of ethical hacking. Lecture topics introduce the concepts of security testing and network defense/countermeasures against vulnerabilities in networks and incident-handling-methods used when information security is compromised. Students learn how hackers compromise systems and remove their footprints. The laboratory portion of the course reinforces topics covered in lecture by enabling students to learn how to protect networks and systems by using methods learned in class. This course prepares students to take and pass the Ethical Hacking Certificate, which is recognized by industry and sponsored by the Ethical Hacking Console (EC).
Pre-requisite: MAT 110 or higher; CSC-230 OR CSC-240.

COLLEGE STUDENT SUCCESS

CSS 100 College Student Success 1 CR

Helps students acquire the skills and perspective they need in order to simultaneously succeed in college and prepare for careers. Students explore the cultures of college and the workplace with an emphasis on the role of communication skills, credentials, and research techniques in each. Time and stress management are also considered. Students submit weekly journals on assigned topics. In addition, they participate in small group discussions and seminars, investigate the support services available in the College and community, and prepare job search portfolios.

COMPUTER TECHNOLOGY

CTC 212 Computer Organization & Design 4 CR

The operation of Flip-Flops as memory elements and counter analysis of Ripple/Synchronous mod counters are covered as building blocks for future design application. The major emphasis on counters is on the design of irregular and truncated counters using D and J-K Flip-Flops and integrated circuit applications of Up/Down counters and dividers. Also includes a coverage of timers, oscillators, and three-state operation. Registers are covered and include counting (Ring and Twisted Ring) shifting (Left/Right) and timing applications. The latter part of the course is devoted to arithmetic applications including 2's complement adders and subtractors with overflow and underflow detection, and BCD arithmetic and arithmetic/logic I.C. units. Computer instructions, timing and control, executions of instructions, and designs of a basic accumulator-based computer are also covered. The laboratory exercises are organized to support the above theory and to enable students to design, assemble, and test applications constructed with MSI/LSI chips.
Co-requisite: EET-212

CTC 221 Microprocessor/Microcomputer System Design 4 CR

Presents the architecture and operation of the microcomputer. Topics include an introduction to the 8086 microprocessor including its architecture, operation, and instruction set. The instruction set is studied through programming examples. Interfacing to the 8086 microprocessor is thoroughly studied. Input/output port configuration and interrupt management are introduced and used in numerous design projects. The laboratory experiments consist of designing projects. Students are exposed to projects that include solving both software and hardware issues. The tools used include a PC loaded with an 8086 assembler and connected serially to a SDK-86 kit. Laboratory experiments cover an 8086 arithmetic program, accessing data in memory, using a PC to write a program with an assembler, generating digital waveforms, nested loops programming, reaction time programming, using D/A converters with microprocessors and vector graphics.
Pre-requisite: CTC-212.

EARLY CHILDHOOD EDUCATION

CDP 100 Child Dev. Associate CDA Workshop 4 CR

This course introduces students to the Child Development Associate Credentialing process and provides comprehensive instruction in early childhood education/child development. Students will begin development of a professional resource file and practice strategies for observing and recording children's behavior. At the conclusion, students will have satisfied 60 hours of the 120 hours of formal training required by the CDA National Credentialing Program. Students are expected to be employed, or to volunteer, either full-or- part-time, in a child care center, preschool or pre-kindergarten program. The course is required for the Child Care Certificate and can be applied to the A.A.S. in Early Childhood Education as a substitute for ECE-201, Introduction to Early Childhood Education.

CDP 110 Child Dev. Associate CDA Workshop 4 CR

This course helps students expand their knowledge of the Child Development Associate Credentialing process and provides comprehensive instruction in early childhood education/child development. Students will develop skills in planning curriculum for preschoolers and complete their professional resource file. The course offers 60 contact hours of formal training. Combined with ECE 100, CDA Workshop I, students will satisfy the 120 contact hours of formal training, as required by the CDA National Credentialing System. Students are expected to be employed, or to volunteer, either full- or-part-time, in a child care center, preschool or pre-kindergarten program. This course is required for the Child

Care Certificate and can be applied to the A.A.S. degree in Early Childhood Education as a substitute for ECE 211, Early Childhood Curriculum. Co-requisite: Take CDP-120

CDP 120   Externship for CDA   3 CR
Students are either placed, or expected to be employed, at a child care center, school or site that provides care and education to children. Students will demonstrate competence in assisting the regular classroom teacher and gradually assume the responsibilities of a "group teacher." Students will plan and implement activities that are appropriate to both the age and developmental level of the children. This course is required for the Child Care Certificate and can be applied to the A.A.S. degree program in Early Childhood Education as equivalent to ECE 231, Early Childhood Education Externship I. Co-requisite: CDP-110

ECE 201   Intro to Early Childhood Education   3 CR
An introduction to the field of early childhood care and education, core knowledge is introduced in the areas of child development theory, a healthy, safe environment, developmentally-appropriate curriculum, child guidance, family relationships, cultural and individual diversity and professionalism. Students will understand the importance of early childhood education as part of the whole educational process. *(This course meets one of the required components of the New Jersey Infant/Toddler Credential.)*
Pre-requisite: ENG-101.

ECE 211   Early Childhood Curriculum   3 CR
In this course, students extend their understanding of early childhood education. Emphasis will be on planning programs and activities that are developmentally-appropriate for children ages birth through eight. To help in understanding and meeting the needs of different age groups, developmental characteristics for each age group will be related to planning, curriculum, and general expectations. Students will develop themes and lesson plans, construct learning materials, and collect ideas for interest areas and activities. *Pre-requisite: ECE-201*

ECE 214   Guiding the Young Child's Behavior   3 CR
Students will acquire knowledge, skills and dispositions in using individual and group guidance and problem-solving techniques to develop positive and supportive relationships with children. Methods will be practiced in promoting positive strategies of conflict resolution, and in developing personal self-control, self-motivation and positive self-esteem for the child, ages birth to eight. *Pre-requisite: ECE-201 or EDU-211 for all education programs; ECE 110 for Child Care Certificate.*

ECE 215   Emerging Literacy   3 CR
Students will learn how children acquire communication skills, and how teachers can strengthen children's natural explorations of speaking, listening, writing and reading. Whole language, the natural approach and emerging literacy will be presented. The goal is for students to understand their role in helping children to become readers. *Pre-requisite: ECE-201 or EDU211*

ECE-216   Clinical Observations   2 CR
In this course students learn to be reflective educators by documenting and assessing student learning, analyzing classroom management strategies, collecting information relating to instruction, and evaluating professional relations to support the process of teaching and learning. This course is a two-hour lecture for a full semester and complements the field work requirements of the courses in the A.A.S. Early Childhood degree program.
Pre-requisite: ECE-201 or CDP-100.

ECE 224   Infant/Toddler Social Emotional Growth   3 CR
This course focuses on the ways early experiences and relationships impact infants and toddlers from birth to age 3, emphasizing infant/toddler mental health, risk and resiliency, family-centered practice, social emotional development, supportive families, parenting, and the influences of cultural diversity. Students participate in 12 additional hours of observation outside of class time. *Pre-requisite: ECE-201*

ECE 225   Infant/Toddler Health and Special Needs   3 CR
This course involves the study of policies, guidelines, and procedures of providing high quality care in safety, health, nutrition, and special needs for children from birth to age three. Topics include creating and maintaining safe indoor/outdoor learning environments, emergency response procedures, promoting health and preventing illnesses, providing and fostering good nutrition, and recognizing, understanding, and supporting children with special needs. Developmentally appropriate materials, practices, and activities are discussed as they relate to infant toddlers' safety, health, nutrition and needs.
Pre-requisite: ECE-201 and Co-requisite: ENG-102.

ECE 230   Infant and Toddler Curriculum   3 CR
This course is an introduction to the practice of caring for infants and toddlers in a group care setting. Students will become familiar with child development, the role of caregivers, developmentally-appropriate curriculum and materials associated with the care of infants and toddlers. Students will explore the importance of developing positive relationships with culturally diverse parents and communities. The course will involve students in observations, group discussions and projects, material-making, and reviewing infant and toddler policies and practices. Field work requirement is 12 hours of observations.
(This course meets one of the required components of the New Jersey Infant/Toddler Credential.) Pre-requisite: ECE-201

ECE 231   Early Childhood Education Externship I   3 CR
The Externship courses in the Early Childhood Education Program are designed to allow the student to develop professional standards and practical skills in an early childhood setting. This course will provide the student opportunity to gain first-hand experience and learn the process of integrating knowledge skills and techniques with teaching practice. Students work or volunteer in 120-hour field experience at a child care center, school or site that provides care and education to children. They are expected to perform the required professional tasks of assisting the regular classroom teacher in implementing the center's child development and activity program, and to gradually assume the responsibilities of a "group teacher." Under the direction and supervision of the regular classroom teacher, the student will plan and implement activities that are appropriate to both the age and developmental level of the children.
Pre-requisite: ECE-201 and ECE-211, ECE-213, ECE-214, ECE-215, ECE-220, ECE-230, or EDU-211

ECONOMICS

ECO 201   Principles of Macroeconomics   3 CR
This course introduces students to the basic structure, terminology, and scope of macroeconomics. Topics include a definition of economics; supply, demand, and the resulting macroeconomic problems; national income accounting; determination of output and employment levels; savings and investments; inflation and unemployment; money and banking; and fiscal and monetary policy. *Pre-requisite: MAT-100 or above.*

ECO 202   Principles of Microeconomics   3 CR
This course is a continuation of ECO 201. It covers market structures; theory of consumer behavior; supply, demand and elasticity; costs of production; price and output determination; current economic problems; and international economics. *Pre-requisite: ECO-201 with C or higher.*

EDUCATION

EDU 211   Foundations of American Education   3 CR
Based on the current ideas about teaching in America today, this course is a practical introduction to the teaching profession. It explores the knowledge attitudes, behaviors, and skills of good teachers and provides a realistic foundation for understanding the field of education and teaching as a profession. Students build a foundation of self-knowledge, knowledge of education as an institution and as a career, knowledge of teaching competencies and of issues in education. Students are required to spend a minimum of 12 hours in an elementary or secondary school classroom observing and recording child behaviors. *Pre-requisite: ENG-101 and Co-requisite ENG-102.*

EDU- 221   Clinical Experience   1 CR
In this course students learn to be reflective educators by documenting and assessing student learning, analyzing classroom management strategies, collecting information relating to instruction, and evaluating professional relations to support the process of teaching and learning. This course is a one-hour lecture for a full semester and complements the field work requirements of the courses in the Education degree programs. Pre-requisite: ECE-201 or CDP-100 or EDU-211.

ELECTRONIC ENGINEERING TECHNOLOGY

EET 111   Electric Circuits I   4 CR
An integrated study of AC and DC circuits in which the sinusoidal system is introduced early in the course. The course covers the concepts of Ohm's Law, Kirchhoff's Laws, and DC circuits such as series circuits, parallel circuits, and series-parallel circuits. The study of capacitors and inductors serves as an introduction to the sinusoidal system and the behavior of R, L, and C in such a system. The laboratory component includes the use of test instruments in experiments dealing with Ohm's Law, series circuits, parallel circuits, and series-parallel circuits, followed by a study of internal resistance and loading. The final experiment supplies facility in the applications of the oscilloscope. *Co-requisite: MAT-100 or above*

EET 211   Electric Circuits II   4 CR
Continuation of the integrated approach of Electric Circuits I. Concepts are extended to the analysis of AC systems power transformers, network theorems, network analysis, resonance, and filters. The associated laboratory supplements the course and introduces the use of additional test instruments as signal generators, frequency counters, and AC measuring instruments. The experiments cover Thevenin's Theorem, RC transients, Lissajous figures for phase-shift measurement, AC series circuits, AC parallel circuits, and series and parallel resonance. *Pre-requisite: EET-111; Co-requisite: MAT-110.*

EET 212   Active Electronic Devices   4 CR
Introduces solid state devices. Emphasis on device terminal characteristics and models. The course includes the PN junction transistor characteristics, BJT biasing techniques, BJT models, BJT small signal amplifiers, junction field effect (JFET) and metaloxide

silicon-field effect (MOSFET) transistor characteristics. Experiments cover semiconductor diode circuits, half-wave rectifier, full-wave characteristics, common emitter transistor characteristics and the parameters and components of a transistor amplifier circuit. *Co-requisite: EET-211*

EET 214   Active Circuit Analysis & Design   4 CR
Continuation of EET 212, Active Electronics Devices. Bipolar junction transistor (BJT) small signal multistage amplifiers, decibels, and power amplifiers are studied. Junction field effect and metal-oxide-silicon field effect transistor biasing, and small-signal operations are covered. Consideration will be given to the frequency response characteristics of BJT and JFET circuits. The experiments study the performance of small-signal amplifiers, connected in the common-emitter mode, the emitter-follower mode, and the common-based mode, followed by an analysis of cascaded RC coupled amplifiers. The analysis and design of biasing, and FET small-signal amplifiers. The final experiment is a detailed analysis of the frequency response of a transistor amplifier. *Pre-requisite: EET-212*

EET 216   Pulse and Digital Circuits   4 CR
Examines the characteristics, analyses and design of wave-shaping, switching, and digital circuits. Emphasis is on circuits and systems which use discrete semiconductor devices. Integrated circuit fundamentals and applications are present in succeeding courses. Topics include switching operation and characteristics of semiconductor devices; clipping, clamping, and limiting circuits; pulse nomenclature; logic circuit fundamentals; binary arithmetic and truth tables; triggered devices, and multivibrator circuits and counter circuits. The laboratory component of the course is intended to analyze circuit components, breadboarding of basic logic circuits, experimental analysis of pulse switching, and triggering circuits. In addition, proper testing techniques for these systems are developed. Experiments cover pulse fundamentals, pulsed response of RC circuits, diode clippers and clampers, BJT and FET switches, logic inverters and gates, discrete logic gates, Schmitt- trigger circuits, the unijunction transistor, the monostable and astable multivibrator, and the bistable multivibrator. *Pre-requisite: EET-212*

EET 222   Analog Integrated Circuits   4 CR
Introduces the characterization and operation of integrated circuits in analog systems. Follows the sequence of courses in active electronic devices and their applications. This covers descriptions and applications of operational amplifiers and linear integrated circuits, as well as their use as building-blocks for linear and nonlinear analog systems. Topics included are inverting and noninverting amplifiers, buffer amplifiers, signal generators, timers, voltage regulators, active filters, function generators, multipliers, and D/A conversion. Limitations of op-amps are discussed, as well as other topics dictated by student and instructor interest. The laboratory component complements the course material. Proper breadboarding techniques are introduced and integrated circuit testing and evaluation are performed. The laboratory supports the theory with experiments in linear application of op-amps, nonlinear application of op-amps, signal generators and timers, data presentation-differentiator, integrator and triangular wave generator, and active filters. The student selects a project from the text or other literature. *Pre-requisite: EET-214*

EET 223   Integrated Circuits in Digital Systems   4 CR
An introduction to the characterization and operation of integrated circuits in digital systems. A description of the various families of digital integrated circuits are given, including T-FL, ECL, and

CMOS. Emphasis is on the operation and applications of TTL digital IC's such as the 7400 family of chips. Basic digital blocks such as the AND, OR and NOR gates are first studied, followed by the combinational and sequential IC systems, which are commercially available. These include the hex inverter, NAND/NOR gates, BCD to decimal decoder, exclusive OR, AND-ORINVERT gate, full adder flip-flops, and emory. Also, counters shift registers and A/D-D/A conversion are discussed. The laboratory component of the course permits the student to properly breadboard, test, and evaluate digital integrated circuits and to observe and verify the applications of these systems by performing experiments in IC logic elements, combinational logic analysis and implementation, decoders, data selectors and data distributors, counter analysis, counters and registers, and trouble-shooting project.
Pre-requisite: EET-212

EET 228   Electronics Projects Lab   2 CR
This course involves the student in the practical aspects of electronic fabrication from proposal preparation to printed circuit board assembly and test. Application of electronic schematics, parts lists, layouts and artwork enables the students to produce similar documentation for a personal project that he/she will select as part of the course requirement. Heavy emphasis on parts selection and procurement, breadboarding, printed circuit board fabrication, assembly, soldering techniques and heat sinking are provided in this laboratory-based course.
Pre-requisite: EET-214; Co-requisite: EET-222.

EET 229   Microprocessor/Microcomputer Sys. Design 4 CR
Presents the architecture and operation of the microcomputer. Topics include an introduction to the 8086 microprocessor including its architecture, operation, and instruction set. The instruction set is studied through programming examples. Interfacing to the 8086 microprocessor is thoroughly studied. Input/output port configuration and interrupt management are introduced and used in numerous design projects. The laboratory experiments consist of designing projects. Students are exposed to projects that include solving both software and hardware issues. The tools used include a PC loaded with an 8086 assembler and connected serially to an SDK-86 kit. Laboratory experiments cover an 8086 arithmetic program, accessing data in memory, using a PC to write a program with an assembler, generating digital waveforms, nested loops programming, reaction time programming, using D/A converters with microprocessors and vector graphics.
Pre-requisite: CTC-212 or EET-223

ENGINEERING SCIENCE ■■■■■■■

EGS 100   Fundamentals of Engineering Design   3 CR
The course covers the fundamentals of engineering and technical drawing as well as an introduction to computer-aided design (CAD). Topics include the development of visualization and technical sketching skills in conjunction with orthographic projections; isometric drawings; auxiliary and section views; dimensioning, tolerance and annotation. Lab work includes hand sketching and use CAD software packages to draft and model various objects. Students may receive credits for both EGS 101 and this course.
Co-requisites: MAT 100, College Algebra, or higher (MAT-110 or MAT-111 only)

EGS 101   Engineering Graphics   2 CR
The course is designed to familiarize students with technical drawing and design, orthographic projections, perspective, freehand sketching, instrumental drawing, tolerance, sectional views, descriptive geometry.   Students are introduced to AUTOCAD

mid-semester and perform some projects using this software.
Pre-requisite: 1 course: MAT-100, MAT-110 ,MAT-111, MAT-112, or MAT-211

EGS 230   Statics and Dynamics   4 CR
This course is an extension of engineering physics courses on mechanics. Topics covered include the equilibrium of particle and rigid body systems subject to concentrated and distributed forces, the motion of particles and rigid bodies, the relation of motion of particles to various force distributions and torques, work energy relations, impulse momentum relations, and conservation principles. *Pre-requisite: PHY -111 and MAT-112.*

PARAMEDIC SCIENCE ■■■■■■■

EMT 100 Emergency Medical Technician   6 CR
The EMT course provides the didactic knowledge and practical skills required to become certified as an Emergency Medical Technician (EMT). Upon successful completion of this course, the student will be eligible to take both the State of New Jersey and National Registry of EMTs certification exams for EMT - Basic Providers. Note: There is a significant amount of lab/practice hours required for this course.   *Co-requisite: BIO-107*

EMT 101   Intro to Pre-Hospital Emergency Care   3 CR
This is the introductory course for the Paramedic Program. The student will be introduced to their role and responsibility, concepts of illness/injury prevention; medical/legal issues, and communications.
Pre-requisite: ENG-101; Co-requisite: EMT-110 and EMT-120

EMT 110   Pre-Hospital Medical Emergencies
**   (Paramedics I)   4 CR**
This course covers airway management and ventilation, all areas of patient assessment and physical examination. Pathophysiology, pharmacology clinical decision-making, communication and documentation will be emphasized. *Co-requisite: EMT-101 & EMT-120*

EMT 120   Pharmacological Intervention
**   (Paramedics II)   4 CR**
This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patients experiencing problems with the following systems: pulmonary, cardiology, neurology, endocrinology, allergy /anaphylaxis, gastroenterology, and renal/urology. *Co-requisite: EMT-101 & EMT-110*

EMT 124   Clinical Practicum I   2 CR
In Clinical Practicum I, students participate in activities with live patients. Students rotate through various departments within the hospital gaining practical experience in patient assessment, basic and advanced medical procedures within the scope of practice for a New Jersey Paramedic. Students integrate into a comprehensive, multidisciplinary medical team who manage patients in the in-hospital setting in various levels of health. Co-requisites: EMT 101, EMT 110, and EMT 120

EMT 220   Emergency Cardiac Care (Paramedics III)   5 CR
This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for patients experiencing emergent problems of the following conditions: toxic exposure, hematopoietic dysfunction, environmentally induced (or exacerbated) medical condition, infectious and communicable diseases, and behavioral/psychological, gynecological, and obstetrical emergencies.
Co-requisite: EMT-230

EMT 230   Special Populations in Pre-Hospital Care
(Paramedics IV)   4 CR
This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for neonatal, pediatric, geriatric, patients and persons who have sustained abuse/assault, those with special challenges, and those with acute deterioration of a chronic problem. *Pre-requisite: EMT-101, EMT-110 & EMT-120;*
Co-requisite: EMT-220

EMT 235   Clinical Practicum II   3 CR
In Clinical Practicum II, students continue to participate in activities with live patients. Students rotate through various departments within the hospital gaining practical experience in patient assessment, basic and advanced medical procedures within the scope of practice for a New Jersey Paramedic. Students have the opportunity to integrate into a comprehensive, multidisciplinary medical team who manage patients in the in-hospital setting in various levels of patients' health. Pre-requisite: EMT-124; Co-requisites: EMT-220 and EMT-230.

EMT 240   Pre-Hospital Shock/Trauma Management
(Paramedics V)   3 CR
This course covers aspects of trauma care including: mechanisms of injury, hemorrhage, shock, soft tissue trauma, burns, head and facial, spinal, thoracic, abdominal, and musculoskeletal trauma. *Pre-requisite: EMT-220, EMT-230 and Co-requisite EMT-245*

EMT 245   Pre-Hospital Special Operations
(Paramedics Operations)   2 CR
This course integrates the principles of assessment-based management in the implementation and plan for patients with common complaints. In addition, the course will cover the safe and effective ground and air medical transport, general incident management, multiple casualty management, rescue awareness and operations, hazardous material incidents, and crime scene awareness. *Pre-requisite: EMT-220, EMT-230 and*
Co-requisite EMT-240

EMT 248   Clinical Practicum III   3 CR
In Clinical Practicum III, students conclude their clinical experience while continuing to participate in activities with live patients. Students rotate through various departments within the hospital gaining practical experience in patient assessment, basic and advanced medical procedures within the scope of practice for a New Jersey Paramedic. Students have the opportunity to integrate into a comprehensive, multidisciplinary medical team who manage patients in the in-hospital setting in various levels of health. Pre-requisite: EMT 235; Co-requisites: EMT 240 and EMT 245.

EMT 250   Paramedic Field Internship   5 CR
This course provides extensive clinical practice experiences so that the student may apply learned theories and skills while still under the guidance of a preceptor. Once completed, the student will be eligible for the certification examination for EMT – Paramedic status. *Pre-requisite: EMT-101, EMT-110, EMT-120, EMT-220, EMT-230 and EMT-245.*

EMT 252   Clinical Capstone   2 CR
The Paramedic Clinical Capstone are activities which occur at the end of the educational process to allow students to demonstrate and practice high-level decision making by integrating and applying all of their Paramedic learning. The capstone experience is the final clinical clearance before National Registry Testing. Students are required to successfully complete 18 out of 20 patient contacts in order to complete the requirement, as well as successfully complete the terminal simulation with the program's Medical Director. Pre-requisite: EMT 248; Co-requisite: EMT 250.

ENGLISH

ENG 071   Basic Writing I   3 CR
This course is designed for students who need to develop writing skills before attempting college-level coursework. Students are guided through the writing process and practice such pre-writing activities as freewriting, brainstorming and outlining. They learn the principles of paragraph structure and development strategies for editing, and review essential grammar. Offered in conjunction with RDG 071, Basic Reading I.
Co-requisite: RDG-071

ENG 072   Basic Writing II   3 CR
This course is designed for students who need to develop writing skills before attempting a full college-level schedule. Students are guided through the writing process and practice such pre-writing activities as freewriting, brainstorming and outlining. They learn the principles of paragraph structure and development, strategies for editing, and review essential grammar. In addition, they learn the principles of developing and organizing longer essays. Offered in conjunction with RDG 072, Basic Reading II.
Co-requisite: RDG-072

ENG 073   Basic Writing III   3 CR
This course is designed for students who need preparatory work in writing before attempting a full college-level program. Students practice developing and organizing essays in response to a series of challenging readings. Grammar is reviewed on an individual basis as needed. Offered in conjunction with ENG-101 sections.

ENG 096   College Composition Workshop   1 CR
This workshop, required of ENG 101 students whose writing sample score is less than 7, provides instruction in essay revision. Students use word processors to facilitate revisions; instructors meet with students as essays are revised both at the terminals and at the conference desk. *Co-requisite: ENG-101*

ENG 097   Composition Workshop
for English Learners   1 CR
This workshop is required of ENG 101 students whose Writing Sample score is less than 7 and who are enrolled in dedicated sections of College Composition I for former ESL students. The course provides guided practice in writing, revising and editing while offering additional instruction in two areas where proficiency is needed for communicative competence, but where non-native speakers' less extensive knowledge puts them at a disadvantage: grammar and culture. Students use a word processor to write and revise paragraphs and short essays.
Co-requisite: ENG-101

ENG 101   College Composition I   3 CR
College Composition I helps students strengthen their college level writing skills. Students deepen their critical thinking and hone their writing process and judgement as they compose for a variety of purposes and audiences. Throughout the semester, students revise and edit their writing to produce well-developed, grammatically clear, and coherent academic prose. While Composition I does not require a research paper, students begin to select, integrate, and synthesize outside sources into their compositions. Pre-requisite: Passing score on college placement test, or exit AFE, or exit ESL.

ENG 102   College Composition II   3 CR
This course is a continuation of College Composition I. It provides instruction in writing essays, with a special focus on argumentation and research. Required readings survey a range of current social and political issues. The course culminates in a research paper based on library research.
Pre-requisite: ENG-101 with a minimum grade of "C"

ENG 103   Technical Report Writing   3 CR
This is a writing course that prepares students for the many technical writing tasks they will encounter in the workplace. It provides thorough coverage of the basic skills and common techniques of technical writing. Students will use a wide range of examples and model documents to help them develop the skills necessary to produce clear and effective reports.   *Pre-requisite: ENG-101*

ENG 112   Speech   3 CR
This course teaches the oral communication skills students need in order to accomplish their college and career goals. All students address the class in talks designed to inform, persuade, and instruct. They also explore interviewing strategies; giving and using feedback; group discussion rules and roles, and the impact of culture, gender, and politics on communication. Students submit weekly logs chronicling their responses to readings and films as well as their own selected speaking/listening experience.

ENG 113   Intro to Journalism   3 CR
This course is designed for students interested in learning the art and science of journalism, including how to write a feature, conduct an interview and edit columns. It covers fundamental concepts and techniques that are common to all the media, with practical experience in those techniques; analysis of what is produced in the media; techniques that are specific to print, radio or television news reporting, with experience in producing material in the three media; and some of the professional issues, standards and traditions that inform journalism as a career. Further, it introduces electronic resources that are now part of everyday life for a journalist.   *Pre-requisite: ENG-101*

ENG 115   Writing for Emerging Media   3 CR
Writing for Emerging Media introduces students to the theories and practices behind interactive new media writing including the history of and ethics involved in writing for online media. Students analyze new media and write their own online projects such as blogs, websites and wikis.   *Pre-requisite: ENG-101*

ENG 210   Creative Writing   3 CR
Students will develop their skills as fiction, poetry and drama writers. They work at conceptualizing, composing, revising, and editing their work. They keep a writer's journal, discuss assigned readings, participate in peer group criticism, and meet for individual conferences with the instructor. Key goals are to increase students' awareness of the possibilities of expressive writing forms, styles, and themes, and also to increase awareness of the creative process in its many variations.   *Pre-requisite: ENG-101*

ENG 211   Business Communications   3 CR
This course offers instruction in the techniques of effective business communication. Students practice formats and rhetorical strategies required in the business environment, including common types of letters, memoranda, and reports. Organization, tone, and diction are stressed, as are grammar, punctuation, and spelling. *Pre-requisite: ENG-101*

ENG 215   Memoir and Creative Non-Fiction   3 CR
Students read diverse selections of non-fiction create their own personal essays and develop in-depth memoirs, develop, and submit portfolios at mid semester and end of semesters.
Co-requisite: ENG-101

ENG 220   English Internship   3 CR
English Internship is a practical course supplying English majors with hands-on experience in a work environment. Students gain experience in a supervised work setting related to the student's area of interest. Internships include government, non-profit, small businesses, newspapers, publishing, education, advertising, and other settings. Students must successfully complete 150 hours of practical experience in an approved internship site. Students may find their own placements, or seek help from the Career Services Office. Internships will include a significant writing component, and may include writing in social media, marketing, websites, emails, letters, documents, reports, and creative expression. During the one hour of lecture time each week, students share internship experiences and the professor covers writing styles appropriate to various settings. *Pre-requisite: ENG-101*

ENG 290   Advanced English Seminar   3 CR
Advanced English Seminar is a culminating course for the English major. Students choose a focused and appropriate topic with significant direction and support from professor(s) and librarians, concentrating reading and research on a literary work(s), theme, time period, or author. Advanced English Seminar promotes advanced critical awareness of, and engagement with, a specialized topic and promotes creative and intellectual development. In addition to a final writing project and presentation, students compile a portfolio of their work throughout their college career. Advanced English Seminar prepares student writers to meet their educational and professional goals. Class lectures and discussion emphasize student-driven inquiry to include close reading, research, literary criticism and analysis, and synthesizing sources.
Pre-requisites: ENG-102, plus 6 credits of LIT courses.

ENVIRONMENTAL STUDIES ◼◼◼◼

ENV 103   Sustainability and Conservation   3 CR
This course introduces principles and practices of sustainability and conservation. It explores the origins and evolution of the discourse surrounding the idea of sustainable development, as it applies to local and global processes and practices. Other topics include: population and consumption, sources of energy, pollution, climate change, food, and water cycle and use.
Pre-requisite: ENG-101, Exit Basic Math and Basic Algebra.

ENV 105   Weather & Climate   3 CR
This course is designed for both students majoring in Environmental Studies and also for non-science majors who are interested in learning the fundamental weather and climate principles with major focus on the atmosphere as an important part of our environment. The topics will include the composition and general structure of the atmosphere, energy balance and energy exchange, atmospheric moisture and cloud formation, atmospheric pressure and wind, as well as general, regional and local circulations, cyclonic and several storms, climate classification and climate change and environmental issues relating to weather and climate.
Pre-requisites: Exit Basic Mathematics and Basic Algebra.

ENV 110   Introduction to Environmental Studies   3 CR
This course is designed to serve as an introduction to interdisciplinary thinking about the relationships between humans and their environments, and it seeks to explore the problems and possibilities that emerge from these relationships. Students will also learn the importance of natural resources, ecosystems and biodiversity; evaluate and discuss the effectiveness of environmental policies, and identify energy resources and approaches to waste management. *Pre-requisite: ENG-101*

ENV 201   The Urban Environment   3 CR
The course explores the relationship between theory, policy and the social construction of the urban environment. It examines the social, cultural and technological forces that shape our contemporary cities. The course also addresses issues that continue to challenge urban society, including environmental injustice and racism, degradation of local environmental quality, and the impact of local and global relationships on community scale environments. *Co-requisite: ENG-101*

ENV 203   Environmental Sociology   3 CR
This course focuses on the interactions between the natural environment, social organizations, and social behavior, with studies of the social factors that cause environmental problems, the societal impacts of those problems, and societal efforts to solve these problems. The course explores issues of science and technology, popular culture, economics, urbanization, racial and gender relations, as well as social movements. This course develops a broad understanding of society and environmental issues. Complete ENG-101 with a minimum grade of "C."
Pre-requisite: ENG-101 with a minimum grade of "C".

ENV 205   Environmental Public Policy   3 CR
This course deals with environmental policies and how American society has responded to environmental problems through law and policy. Current environmental policies expressed in State and Federal legislation are examined. The course examines governmental agencies involved in regulations and implementing policies and acts, such as the National Environmental Policy Act, the Endangered Species Act, the Clean Water Act, and Right-to-Know Law. *Co-requisite: ENG-102*

ENV 207/
HLT 207   Environmental Health   3 CR
This course introduces students to environmental effects on human health. Students gain an understanding of the impact of natural environmental factors and pollutants on human disease as well as formulate possible solutions to the major environmental health problems facing individuals and communities in industrialized and developing countries. Lecture topics include the effects of the environmental pollutants and chemicals on human health such as asbestos, lead, pesticides and tobacco. Students examine health issues through various case studies with an emphasis on possible future approaches to control health problems influenced by the environment. *Pre-requisite: ENG-101 and BIO-100 or BIO 107 or BIO 111*

ENGLISH AS A SECOND LANGUAGE ▬▬

ESL 020   Introduction to ESL Writing   3 CR
Introduction to ESL Writing, in conjunction with ESL 030 Introduction to Grammar for ESL Writing, is designed for students whose placement scores indicate limited or no ability to write in English. Students begin by writing simple sentences about their own lives and experience. As they study vocabulary and the organization of writing in English, including concepts of main ideas and supporting details, they gradually move to writing multi-paragraph compositions using the structures and concepts they have studied. *Co-requisite: ESL-030*

ESL 021   ESL Writing I   3 CR
Introduces the beginning ESL student to writing in English using the process approach and self- and peer-editing strategies. Fluency and correctness are developed through the application of basic grammatical structures taught in ESL 031.
Co-requisite: ESL-031

ESL 022   ESL Writing II   3 CR
ESL Writing II builds upon the writing skills acquired in Level I. Using the process approach to writing, this course focuses on developing topic sentences and expanding compositions through the use of supporting ideas and details. Editing skills are developed through the application of grammatical structures taught in Grammar for ESL Writing II. *Co-requisite: ESL-032*

ESL 023   ESL Writing III   3 CR
ESL Writing III provides intensive writing practice for low-intermediate ESL students. Both the writing process and the development of a clearly-written product are addressed. The course introduces multi-paragraph essays and focuses on paragraph and essay development in a variety of rhetorical modes. Use of coherence markers, cohesive devices and sentence variety is emphasized. Intermediate grammatical structures taught in ESL 033 are applied to writing using self- and peer-editing strategies. *Co-requisite: ES-033*

ESL 024   ESL Writing IV   3 CR
ESL Writing IV builds upon the writing skills acquired in Level III. Using the process/product approach to writing, this course focuses on writing multi-paragraph essays. The thesis statement with appropriate topic sentences and supporting ideas and details are developed in a variety of rhetorical modes. Editing skills are developed through the application of grammatical structures taught in Grammar for ESL IV. *Co-requisite: ESL-034*

ESL 030   Intro to Grammar for ESL Writing   3 CR
Introduction to Grammar for ESL Writing combined with Introduction to ESL Writing supports and develops the ability of beginning writers to express themselves in English. It is designed for those students whose placement scores indicate limited or no knowledge of English. Basic grammatical structures are introduced and practiced in class through speaking and writing. Proficiency in grammar is defined as the ability to use the structures studied in the writing the students do. *Co-requisite: ESL-020*

ESL 031   Grammar for ESL Writing I   3 CR
Introduces basic grammatical structures in the context of writing. Structures such as the present and simple past tense verb forms, subject-verb agreement, basic modifiers as well as word order are studied and applied in writing activities using peer- and self-editing strategies. *Co-requisite: ESL-021*

ESL 032   Grammar for ESL Writing II   3 CR
Grammar for ESL Writing II develops usage of previously learned basic grammatical structures by focusing on word and tense choice in narrative and descriptive writing. Additional basic structures such as adverbs, prepositions, and future forms are addressed in the context of writing. Students apply grammar concepts in writing activities using self- and peer-editing strategies. *Co-requisite: ESL-022*

ESL 033   Grammar for ESL Writing III   3 CR
Grammar for ESL Writing III continues study and application of grammatical structures in the context of writing. The course refines usage of previously-learned structures and introduces use of perfect tenses, comparatives and superlatives, and adjective clauses. Students apply grammar concepts to writing activities using self- and peer-editing strategies.   *Co-requisite: ESL-023*

ESL 034   Grammar for ESL Writing IV   3 CR
Grammar for ESL Writing IV continues emphasis on structures acquired in previous levels and on self-editing strategies. More complex structures, such as the passive, noun clauses, unreal conditionals, and reported speech are introduced and incorporated in writing activities.   *Co-requisite: ESL-024*

ESL 040   Intro to ESL Reading   3 CR
Introduction to ESL Reading together with ESL 060 Introduction to ESL Academic Discussion is designed for those students whose placement scores indicate limited ability to comprehend written English. Phonics and pronunciation, vocabulary, reading strategies, and skills such as comprehension, drawing inferences, identifying main ideas and supporting details are taught and practiced in the context of thematically related readings.
Co-requisite: ESL-060

ESL 041   ESL Reading I   3 CR
ESL Reading I is taught in conjunction with ESL Academic Discussion I and builds upon the skills acquired in ESL Level 0 courses. Through texts, supplementary readings and audio and visual media related to an academic theme, students learn to read for overall meaning and to identify main ideas, distinguishing them from supporting ideas. They develop critical thinking skills, increase their vocabularies and improve their reading comprehension.   *Co-requisite: ESL-061*

ESL 042   ESL Reading II   3 CR
ESL Reading II is taught in conjunction with ESL Academic Discussion II and builds upon the skills acquired in ESL Level I courses. Through texts, supplementary readings and audio and visual media related to an academic theme, students sharpen their critical thinking skills, increase their vocabularies and improve their reading comprehension. *Co-requisite: ESL-062*

ESL 043   ESL Reading III   3 CR
ESL Reading III is taught in conjunction with ESL Academic Discussion III. Through texts, supplementary readings, and audio-video media related to an academic theme, students increase reading comprehension by developing their understanding of the relationship between textual content and structure. They learn to identify different rhetorical modes, word connotations and denotations, and the writer's purpose.
Co-requisite: ESL-063

ESL 044   ESL Reading IV   3 CR
ESL Reading IV is taught in conjunction with ESL Academic Discussion IV. Through texts, supplementary readings, and audio-visual media related to an academic theme, students refine their critical thinking skills, improve their reading comprehension, and develop an ability of thinking beyond the text. *Co-requisite: ENG-112 must be taken at the same time as this course.*

ESL 054   College Course Workshop   3 CR
College Course Workshop is a co-requisite of any content course offered to ESL students through paired-course-learning communities. It helps students meet linguistic challenges that they may encounter in the content course. At the same time that it helps students meet these challenges, it promotes students' development of the reading and writing skills that they need to cope with the content course demands. The instructors of both courses share materials and coordinate lessons throughout the semester.

ESL 060   Intro to ESL Academic Discussion   3 CR
Introduction to ESL Academic Discussion is taught in conjunction with Introduction to ESL Reading. It is the listening and speaking component of a four-course program designed for those students whose placement scores indicate limited or no ability to understand spoken English. Phonics and pronunciation, vocabulary, reading strategies, and skills such as comprehension, drawing inferences, identifying main ideas and supporting details are taught and practiced in the context of thematically related readings.
Co-requisite: ESL-040

ESL 061   ESL Academic Discussion I   3 CR
ESL Academic Discussion I is taught in conjunction with ESL Reading I and builds upon the academic and communicative skills acquired in ESL Level 0 courses.   Audio and visual media are used to support and enhance the content of the linked reading course. Students also learn to recognize and produce the sounds of American English in the context of the reading course material.
Co-requisite: ESL-041

ESL 062   ESL Academic Discussion II   3 CR
ESL Academic Discussion II is taught in conjunction with ESL Reading II and builds upon the skills acquired in ESL Level I courses. Audio and visual media are used to support and enhance the content of the linked reading course. Students also learn and practice discussion strategies and the principles of English pronunciation in the context of the reading course material.
Co-requisite: ESL-042

ESL 063   ESL Academic Discussion III   3 CR
ESL Academic Discussion III is taught in conjunction with ESL Reading III. Audio and video media are used to support and enhance the content of the linked reading course. Students refine their pronunciation and communication skills through active listening, academic discussion, and presentation.
Co-requisite: ESL-043

ESL 064   ESL Academic Discussion IV   3 CR
ESL Academic Discussion IV is taught in conjunction with ESL Reading IV. Audio and video media are used to support and enhance the content of the linked reading course. Students learn and practice discussion strategies, debating techniques, presentation skills, and effective academic communication skills required in mainstream college level courses. *Co-requisite: ESL-044*

ESL 083   ESL Reading and Discussion III   4 CR
ESL Reading and Discussion III is a four-credit course which combines ESL Reading III, ESL Academic Discussion III and the content presented in the linked college-level course, as a paired-course learning community. The course teaches content vocabulary and general reading and academic discussion skills to help students meet the linguistic demands of a content course.
Co-requisite: ESL-022, ESL-032, ESL-042, ESL-062

ESL 084   ESL Reading and Discussion IV   4 CR
ESL Reading and Discussion IV is a four-credit course taught in conjunction with a college course, as a paired-course-learning community. Through texts, supplementary readings and audio-visual media related to the college course, students refine their critical thinking skills, improve their reading comprehension skills, and develop effective oral communication skills required for the linked college course.
Pre-requisite: ESL-023, ESL-033, ESL-043, ESL-063

EXERCISE SCIENCE

EXS 101   Intro to Exercise Science   2 CR
This course provides an overview of exercise physiology, sport and exercise psychology, biomechanics, motor behavior, sociocultural aspects of sport and exercise, sports nutrition, and other related topics. Various aspects of careers, requirements for advanced study and learning, certifications, and license necessary for professions in Exercise Science fields are explored. *Co-requisite: ENG-101*

EXS 102   Resistance Training Methods   3 CR
This course introduces students to simple and complex movements using free weights and machines. Students learn the principles underlying strength training and its relationship to human movement patterns. Students learn how to design personal resistance training programs that safely strengthen musculature. Lab activities apply lecture material and focus on safe and effective resistance training principles, basic functional anatomy, muscular strength and endurance, and basic nutrition. *Pre-requisite: Exit Basic English; Exit Basic Mathematics.*

EXS 103   Aerobic Training   3 CR
Students learn a variety of formats for cardiovascular exercises and training. Self-assessment and development of realistic programs using specific training methods and equipment provide the student with a broad spectrum of options in cardiovascular training. Through lecture and laboratory exercises, students are introduced to both the practical and physiological aspects of a safe and effective workout program. *Pre-requisites: Exit Basic English, Exit Basic Mathematics*

EXS 115   Sports Nutrition   3 CR
This course is an introductory study of nutrition. Sports nutrition incorporates the principles of biochemical and physiological processes related to cells and tissue responses to exercise. This course includes specific applications of nutritional theory to help individuals reach and maintain maximum sports performance. Students learn the basics of sports nutrition and how to apply this knowledge to their own active lifestyles. Additionally, this course examines vitamins, nutritional supplements, body composition, weight management and eating disorders in both male and female athletes. *Pre-requisite: Exit Basic Mathematics; Co-requisite: ENG-101.*

EXS 201   Biomechanics   3 CR
This course emphasizes the analysis of the principles of movement through anatomical design. Major joints of the body, their actions, and muscles that do those actions are stressed. Application to physical exercise is stressed in lab work on strength, endurance and potential motion of major joints. *Pre-requisites: EXS 102, MAT-100, and BIO-111*

EXS 202   Exercise Physiology   3 CR
This course includes the study of human responses and adaptations to exercise of varying levels of stress and intensity. Major topics include bioenergetics, the physiology of the circulatory, respiratory, muscular and nervous systems as they apply to exercise, and the underlying physiological basis of fitness. Laboratory experiences illustrate practical application of theoretical content with hands-on experiences to measure and apply the concepts learned in lecture. *Pre-requisites: EXS 102, MAT-100, and BIO-111*

EXS 203   Exercise Measurement and Prescription   4 CR
This course stresses the appropriate measurement of various aspects of human exercise. Measurement of body composition, cardiovascular efficiency, muscular strength and endurance, flexibility and other physiological parameters are explored during lecture and reinforced with hands-on experiences during laboratory sessions. Students learn how to develop individualized and properly designed exercise prescriptions for adults, including special populations. *Pre-requisites: EXS 201; and EXS 202*

EXS 224   Principles of Athletic Injuries   3 CR
This course introduces students to common athletic injuries and illnesses, prevention measures, signs and symptoms, emergency management, and common treatments. Emphasis is placed on prevention and emergency management of acute and overuse injuries common to active lifestyles. *Pre-requisites: BIO-211, ENG-101.*

FILM

FLM 101   Introduction to Film   3 CR
This is a basic course in film history focusing on the technical and artistic evolution of the medium and including the basic vocabulary of the cinema. Students view films from a variety of periods and genres by influential directors and studios, considering the political and social impact as well as historic perspective. *Co-requisite: ENG-101*

FLM 102   Latin American Literature in Film   3 CR
This course provides an introduction to the literature of Latin America through the examination of selected films. Major Latin American literary and historical periods are examined as represented within these films. Writing, in the form of reaction papers and a research paper, is an essential component of the class. The course is taught in English. *Co-requisite: ENG-101*

FLM 103   Women in Film   3 CR
This course explores the roles played by women in the movies, past and present, both on screen and behind the camera. Students consider the history of female directors, producers, and screen writers as well as actresses. Students also examine the ways the cinema has shaped the images of women in our society. *Pre-requisite: ENG-101*

GEOLOGY

GEO 111   Physical Geology   4 CR
This course introduces basic landforms and geological processes. Topics include an introduction to plate tectonics, rocks and minerals, volcanoes, weathering, geologic history, earthquakes, crustal deformation, mountain building, and formation of the continents. The concept of global plate tectonic will be a frame structure for discoveries through the course. Laboratory work includes minerals and rocks analysis, earthquakes, and review of the geologic calendar. *2 hours lecture and 2 hours lab Pre-requisite: Exit all Basic Skills, MAT-071 and MAT-073; or any MAT-100 or above.*

GEOGRAPHIC INFORMATION SCIENCE

GIS 104   Introduction to Geographic Information   3 CR
This introductory course covers the evolution of maps and projections, as well as the modern uses of GIS and Remote Sensing (RS). This course explores various methods of capturing data for use in GIS, including digitizing from maps, digital photos, satellite imagery, and Global Positioning Systems (GPS). A NASA program

used to simulate satellite movements is utilized in this course.
2 hours lecture/2 hours lab Pre-Requisite: Exit all Basic Skills Co-requisite: MAT-071 and MAT-073; or any MAT-100 or above.

HISTORY

**HIS 104   History of American Immigration
               and Ethnicity   3 CR**
This course surveys the history of American immigration both forced and voluntary from colonial times to the present. Emphasis is placed on understanding how America changes immigrants and how immigrants have changed America. The course explores the formation of identity and values by different ethnic groups over time and the resultant tensions created within the common bonds of community. *Pre-requisite: ENG-101*

HIS 105   U.S. History I   3 CR
This course examines the various social, cultural, economic, and political currents that led to the formation of the United States of America. The course considers the first Americans, the settlement of North America by Europeans, the American Revolution, Federalism and the Constitution, slavery, the Civil War, and other key issues and events in the American past from pre-Columbian times to 1877. *Pre-requisite: ENG-101*

HIS 106   U.S. History II   3 CR
This course traces the course of American history over the last 110 years. Subjects to be considered include Reconstruction, the destruction of the Plains Indians, the peopling of America, ethnic and racial tension, the rise of America to a global power, the Great Depression, World War II, the Cold War, the Civil Rights Movement, the Sixties, and the recent past. *Pre-requisite: HIS-105*

HIS 130   African-American History   3 CR
The historical experience of African-Americans has often underlined the shortcomings of American society: slavery, Civil War, racism and Jim Crow laws. Yet, from Jamestown in 1619 to Anytown, USA today, African-Americans have helped build America, fought its wars, and, most importantly, helped to define our unique American identity. This is a story for all Americans. *Pre-requisite: ENG-101*

HIS 131   Islamic and African History   3 CR
This course considers Africa and the Islamic Middle East by examining their often intersecting histories. Key issues include African kingship, the gold and slave trades, the rise and spread of Islam, the Ottoman Empire, European Imperialism, nationalism, and the challenges of the recent past. *Pre-requisite: ENG-101*

HIS 135   History of Latin America   3 CR
This course surveys the broad sweep of Latin American history from the eve of European contact in the fifteenth century through the recent past. Patterns of change overtime, and their notable exceptions, are recurrent themes in the course, including colonialism, independence, nationalism, transculturation, artistic and literary expression, neoliberalism, and the region's contributions to important hemispheric and global developments. *Pre-requisite: ENG-101*

HIS 137   Women in American History   3 CR
From the U.S. Congress to corporate boardrooms, women seem to have more power than ever. Yet signs of gender inequality still linger in America. This course examines what has, and has not, changed for American women from pre-European contact to the present. Students will examine the diversity of women's experiences over time and how such experiences are central to U.S. history. *Pre-requisite: ENG-101*

HIS 210   History of Western Civilization I   3 CR
This course examines the history of "the West" to about 1600 C.E.. Students are asked to critically analyze various themes, including human origins, the emergence of agriculture and patriarchy, the first complex societies, the development of major world religions, the origins of democracy, and many other crucial beginnings. While the focus shifts geographically, the subject always remains the same: the rise of "the West" from a global perspective. Students will also acquire the basic skills professional historians use to learn about this past. *Pre-requisite: ENG-101*

HIS 211   History of Western Civilization II   3 CR
This course examines the principal social, political, economic, cultural, demographic, and intellectual transformations that have shaped "the West" since about 1600 C.E.. Among the course themes are the emergence of modern states, industrialization, imperialism, nationalism, scientific and intellectual developments, technological change, artistic achievements, and globalization. Consideration will also be given to the horrors and accomplishments of the twentieth century on a global level, as well as the major developments of the recent past. *Pre-requisite: HIS-210*

HEALTH

HLT 103   Principles of First Aid   3 CR
This course combines lectures, demonstrations, and hands-on training and practice. Students will learn to recognize and respond to emergencies including shock, cardiac emergencies, poisonings and first aid assessments and interventions. A significant amount of the course involves demonstrations and practice labs. *Exit AF English*

HLT 110   Culture, Diversity, & Healthcare   3 CR
This course is intended to cultivate a student's knowledge and skill necessary to effectively communicate and interact with culturally diverse populations in the health care setting. Students gain an understanding of the process in developing cultural competence as a means of responding effectively to the ethnic and racial demographic changes challenging our health care system, identify potential social, political, and economic determinants of health care disparities; and understand the importance of providing culturally and linguistically appropriate healthcare services with accreditation and regulatory agencies. *Pre-requisite: ENG-101*

HLT 111   Introduction to Healthcare   2 CR
This is an introductory course for students who are planning a career in healthcare or a health-related field. This course provides students with a foundation for success in future courses as well as an introduction to the various health professions and the inter-related interdisciplinary health care teams. The course explores resources for health career planning and the concepts of professionalism, healthcare ethics, cultural competence, global health issues and health care polices.

HLT 112   Pathophysiology   3 CR
Examines the concepts of both wellness and illness in terms of causation, prevention, diagnosis, treatment, and classification. Knowledge of anatomy and physiology and medical terminology is helpful for the successful completion of this course. Course may be offered only once during an academic year.
Pre-requisite: MDA-106 and BIO-211

HLT 115   Dynamics of Health Care in Society   3 CR
This course provides students with an understanding of the basic concepts and issues that are associated with the management and regulation of healthcare providers and the delivery of health services. Emphasis is placed on third party payers in reimbursement of health care services. These include Medicare, Medicaid and Private Insurers. Alternative systems of organization are also introduced, as are changes occurring in the health care professions and the health care sector as a whole. *Prerequisite: Exit Basic English*

HLT 124   Personal Health and Wellness   3 CR
This is a course designed to identify principles of health, disease, nutrition, stress management, and exercise necessary in maintaining a healthy lifestyle. Concepts of risk factors, morbidity, and mortality are discussed. *Exit AF English and Basic Math*

HLT-126   Principles of Public Health   3 CR
This course provides a broad perspective of public health and presents both local and global public health challenges that face our society in the 21st century. The course provides an overview of the dynamic field of public health, its basic framework, concepts, and methodologies. The focus of this overview is on improving and maintaining health on a population level through identification, surveillance of disease, and injury prevention strategies. *Pre-requisite: ENG-101*

HLT 128   Consumer Health   3 CR
This course allows students to have a framework for evaluating consumer health information. This course enables students to make intelligent decisions about how to obtain and use health related products, services, facilities, and personnel. Co-requisite: ENG-101.

HLT-130   Global Health   3 CR
This course presents an overview of global health issues from the perspective of health as a human right. The course analyzes the impact of biological, socio-cultural, economic, environmental, and political determinants of health. Students examine past and emerging infectious diseases, chronic disease, and the impact of environmental and political emergencies on the delivery of disease prevention and health promotion. *Pre-requisite: ENG-101*

HLT 207/ENV 207 Environmental Health   3 CR
This course introduces students to environmental effects on human health. Students gain an understanding of the impact of natural environmental factors and pollutants on human disease as well as formulate possible solutions to the major environmental health problems facing individuals and communities in industrialized and developing countries. Lecture topics include the effects of the environmental pollutants and chemicals on human health such as asbestos, lead, pesticides and tobacco. Students examine health issues through various case studies with an emphasis on possible future approaches to control health problems influenced by the environment.
Pre-requisite: ENG-101 and BIO-100 or BIO 107 or BIO 111

HLT 210   Medical Law and Ethics   3 CR
This course examines the legal aspects of the relationship between the patient and health care service providers. The legal obligations of health care providers are discussed. Subject matter covered includes, but is not limited to, topics such as negligence, malpractice, uniform donor acts, informed consent, medical ethics, living wills, and current trends in this area.

HLT 211   Community Health   3 CR
Community Health is three hour lecture course that introduces the major concepts and principles of community health and the determinants of health status in communities. Community health covers the basics of administration, public health laws, and human resources managements. The course also discusses areas, such as health information, ethics and leadership.
Pre-requisite: ENG-101 and College Level Math.

HLT 212   Substance Abuse and Addiction   3 CR
The course provides an overview of the field of substance abuse and addictions including but not limited to the psychopharmacology related to treatment. In addition, the course conveys an understanding of the impact of abuse on individuals, families, communities and society. Substance use is approached from a variety of prospective; behavioral, pharmacological, historical, social, and clinical. *Pre-requisite: ENG-101.*

HLT 215   Service Learning in Community Health   2 CR
This service-learning course focuses on preparing Health Services students for working in and with vulnerable populations in an inter-professional, practice-based setting. C*o-requisite: HLT-211.*

HLT 216   Healthcare Navigation   3 CR
This course incorporates the many areas of responsibility for healthcare navigators. Students learn to build client relationships, communicate in a culturally competent manner, assess patients' needs, and locate health care resources to help overcome barriers to access and to resolve problems. *Pre-requisites: ENG-101 and HLT-126.*

HLT 218   Health Disparities in the United States   3 CR
This course introduces students to the concepts of health equity and health disparities. The course uses the lens of social justice as the broad overview of health disparities in the United States is explored. The course examines relevant historical issues, theories, and empirical data, emphasizing critical analysis and application of knowledge. Students gain a better understanding of research on health disparities and interventions to promote health equity. *Pre-requisite: ENG-101.*

HOMELAND SECURITY

HMD 110   Fundamentals of Emergency Management 3 CR
Students develop a basic understanding of the contemporary threats to, and challenges of, maintaining the safety and security of the citizens, critical infrastructure and interests of the United States. Students are introduced to the concepts of identification, mitigation, preparedness, response, and discovery when dealing with various civil crises.
Pre-requisite: CRJ-111 or HMD-111 and ENG-101

HMD 111   Introduction to Homeland Security   3 CR
Students develop an understanding of the contemporary threats and challenges of maintaining the safety and security of the citizens, critical infrastructure, and interests of the United States. Through lecture and discussion, students develop an understanding of the balance between the identification of threats and the vulnerabilities of individual rights in a democratic society.

HMD 112   Introduction to Intelligence Function   3 CR
This course provides students with a comprehensive overview of the role of intelligence gathering as historically practiced in the United States and the way the intelligence community looks and operates today. Students in this course read, analyze, and discuss

the role of intelligence gathering in maintaining the security of the United States. Students learn to identify and assess potential terror threats to the county taken from intelligence information. *Pre-requisite: CRJ-111 or HMD-111.*

HMD 221   Domestic and International Terrorism   3 CR
This course provides insight into and analysis of the ideology, structure, financing, and driving forces behind domestic and international terrorist individuals and groups. Students explore the cultural and ideological philosophies as well as the social, economic, political, and religious conditions of select states, groups, and individuals that comprise the phenomenon of terrorism. Additionally, the course offers a critical analysis of governments' responses to the war on terrorism, including contemporary models of counterterrorism. *Pre-requisite: CRJ-111 or HMD-111; Exit AF English or ESL coursework*

HOSPITALITY MANAGEMENT ▬▬▬▬

HMT 104   Culinary for Hospitality   3 CR
This course is designed for Hospitality Management students with emphasis on equipment, tools and cooking methods used in the Culinary Arts. The student will develop an understanding of the "back of the house" operations and basic customer service from a management perspective.

HMT 106   Culture & Geography in Tourism   3 CR
This course is designed to provide students with the knowledge and skills necessary to work and travel in a global environment focusing on the interrelationships between geography, tourism, & culture. The course includes the cultural, recreational, and social significance of geography and regional economy to the traveler.

HMT 110   Introduction to the Hospitality Industry   1 CR
This course is an introduction to the organization and structure of hospitality organizations from a management perspective. It is designed to provide the student with the basic understanding of the dimensions and scale of the hospitality industry, and identify many of the career opportunities available to them. Guest lecturers are utilized to provide a balance from the industry's perspective. *Co-requisite: HMT-122.*

HMT 111   Introduction to Entrepreneurship   3 CR
This course is designed to provide a foundation in entrepreneurship. The course will provide students with an understanding of the ongoing challenges for entrepreneurs in the key functional areas such as marketing, finance, and operations. Learning media, such as case studies and business plan templates, will be used to examine the opportunities that exist in new venture planning. Individual and organizational level issues will be addressed. Additionally, the course covers the legal and ethical implications that exist for Entrepreneurial planning. Pre-requisite: Exit Basic Math and Basic English II

HMT 112   Introduction to Travel and Tourism   3 CR
This course will cover an overview of the travel & tourism industry, through its involvement of transient clientele. Students will learn about the dynamics of the industry and its many foreign and domestic elements. The course will include an overview of the history of travel, including the characteristics of the popular modes of travel. Favorable destinations and career opportunities that can service those destinations will be covered.
Co-requisite: HMT-110

HMT 115   The Urban Entrepreneur   3 CR
The urban approach to entrepreneurship will be discussed, emphasizing the successful use of interpersonal and presentation skills. This course is designed to assist students in identifying the environments within which urban entrepreneurs operate. While not only discussing the significant role that business owners play in urban communities, the course will also offer cross-functional solutions to business problems.
Pre-requisite: HMT-111 or MAN-121 and Exit Basic English.

HMT 116   Restaurant Operations Management I   3 CR
The student will gain knowledge of the overall operation and management of a restaurant, including employee training and the organizational structure of the service staff. Emphasis will be placed on strategies of servicing food, wines, and beverages. This course will include management's perspective on meeting customer expectations and the importance of the interaction with guests. This course will also cover a financial overview of the industry, the major factors affecting the growth of the business, food merchandising, promotion and sales. Students will learn the crucial elements involved in the successful operation of a restaurant.

HMT 121   Hotel Practicum   2 CR
Students must successfully complete 300 hours of practical experience within the 15 weeks of the semester at an approved establishment. Practical experiences may include hotel front office, telecommunications, guest reception, cash handling and control, housekeeping, and convention sales and services. Assistance in finding appropriate placement is provided. The employers evaluate the student's performance, and a coordinator monitors each student's progress. Practicum sites must be approved prior to the beginning of the semester by the Coordinator or Executive Director.

HMT 122   Front Office Operations   3 CR
This course introduces the student to the overall operations of a hotel through the front office guest cycle. It features information on front office computer/technology, yield management, and reservation systems. Emphasis is on the front office responsibilities and the various tasks involved during a guest's stay.
 Co-requisite: HMT-110

HMT 128   Event Planning Travel & Tourism   3 CR
This course is designed to introduce students to the methods and techniques utilized in planning, organizing, and promoting events specific to the travel and tourism industry. The course will emphasize the planning process and students will develop the skills expected of meeting and event planners within travel tourism. Topics will include negotiations and contracts, site selection, and program development.
Pre-requisite: Exit CPT English and Math

HMT 202   Innovation, Creativity & Marketing   3 CR
This course focuses on factors that contribute to creativity and innovation within organizations. The course includes experiential methods, case studies, workshops, team projects, guest speakers, and readings. Students are encouraged to try new approaches to creative problem solving in many different environments. Each class will focus on different variables related to creativity, such as team dynamics, creativity under pressure, or managing creative individuals. *Co-requisite: ENG-101*

HMT 204   Fundamentals of Wine and Food   3 CR
This course will cover the basic knowledge of wine and food pairing. The student will review the categories of wine and how they may be used to make food combinations on menus and wine lists. This course will incorporate etiquette and protocol in business and social settings to include domestic and international common courtesies, greetings and introductions, communications, and dining etiquette.

**HMT 206   Information Systems in
Hospitality and Tourism   3 CR**
This course introduces Hospitality Management students to the dynamic and critical field of technology within the hospitality and travel industry. Students learn the basics of purchasing, implementing, maintaining, and effectively managing today's information systems in hospitality and travel.
Pre-requisite: HMT-128, HMT-112, and CSC-100

HMT 209   Tour Marketing, Sales and Promotions   3 CR
This course introduces Hospitality Management students to the dynamic and diverse tourism industry. This course views the industry from a business perspective - examining the management, marketing, and finance issues most important to industry members. Students learn the basics of marketing, selling and promoting to the traveling public, how to connect with tourism service suppliers, and the steps to putting together a tour for a specific market segment. This course offers a view of today's tourism industry that is as interesting and multi-faceted as the field itself. *Pre-requisites: HMT-112, and HMT-128*

HMT 210   Hospitality and Travel Law   3 CR
This course is designed to enable the students to identify and understand the principles of laws and their relevance to the hospitality industry. Students will obtain the legal knowledge needed to enhance the guest experience and to prevent hazards that could potentially lead to lawsuits. *Pre-requisite: ENG-101*

HMT 214   Hotel Group and Convention Sales   3 CR
This course introduces students to the related responsibilities involved in managing convention and group business. Convention sales, planning, post-convention evaluations, and marketing techniques used to promote ideas into the various market segments are discussed. The course is useful for both meeting planners and convention service managers. *Pre-requisite: HMT-110*

HMT 215   Housekeeping Management   3 CR
This course is an overview of all aspects of housekeeping management. It includes the phases of staffing, planning and organizing the technical details of covering each area of a hotel. Topics covered also include laundry room management, inventory control, departmental operating budgeting, and risk and environmental management.

HMT 216   Restaurant Operations Management II   3 CR
The student will gain an in-depth knowledge of the overall operation and management of a restaurant. This course will also include the human resources aspect of restaurant operations to include employee training and the organizational structure of the service staff. Emphasis will also be placed on strategies of serving food, wines, and beverages. A financial overview of the industry will cover the financial analysis relative to operational costs and controlling variable expenses. *Pre-requisite: HMT-116.*

HMT 217   Franchising   3 CR
This course will help students to understand franchising and its role in the hospitality industry. Students will learn the differences between entrepreneurship and franchising, franchise selection, and market analysis. Topics for the course will include legal and business issues that arise in the franchise relationship.
Co-requisite: ENG-101, HMT-115, and HMT-210

HUMANITIES

HUM 101   Cultures and Values   3 CR
Integrates materials from literature, the fine arts, the social sciences, and religion. Students learn about cultures and perspectives other than their own and write a series of essays examining value systems and cultural differences. Readings for the course are chosen from novels, short stories, plays, autobiographies, and ethnographic works. *Pre-requisite: ENG-101*

HUM 120   Intro to Women's Studies   3 CR
An introductory course in Women's Studies that includes explanation of the origins of traditional male and female roles and the effects of these on work, family, sexuality and education.
Pre-requisite: ENG-101

HUM 121   Seminar in Women's Issues   3 CR
The Seminar on Women's Issues examines the principles of feminist literary analysis, scholarship and research through texts authored by women writers and through diverse theoretical writings on race, language, sexuality, creativity, class and subordination which form the basis of feminist criticism. Within the theoretical context students will explore writings by women from diverse ethnic and cultural traditions on issues of current feminist scholarship. *Pre-requisite: ENG-101 and HUM-120*

HUM 128   Food and Culture   3 CR
This course examines the effect that food acquisition and production has had on the development of civilization. Topics include ancient to modern methods of food-gathering and preparation, as well as technological developments. These topics will be examined for their relationships to the anthropological and sociological evolutions as affected by the diets throughout the history of humanity. Different cultures will be explored in an effort to better understand their origins and how they evolved.
Pre-requisite: ENG-101

HUMAN SERVICES

HUS 101   Intro to Human Services   3 CR
This introductory course offers an overview of the human services profession. It emphasizes human needs and social problems; provides an historical perspective of the development of the profession; and introduces students to professional values, ethical behavior, theories, knowledge and methods necessary for helping others.

HUS 121   Helping Strategies and Relationships   3 CR
Students deepen their understanding of professional values, strategies of intervention, and behavior necessary for helping others. Students learn problem-solving skills and participate in activities to increase self-understanding. *Pre-requisite: HUS-101*

HUS 123   Introduction to Addictions   3 CR
This course reviews and reinforces the fundamentals of the effects of addictions on the abuser and the family. Biopsychosocial information is reviewed. Students develop competency in areas

of ethical and legal conduct necessary to begin entry-level work in the addictions field. Competency is also developed in the area of multiculturalism as it impacts counselors at all service levels. This course emphasizes knowledge of the effects of the different drugs (i.e., Opioids, Stimulants, Depressants, Analgesics, THC). Students are able to define co-dependency and the roles commonly assumed by families affected by Substance Use Disorder.

HUS 133   Counseling Theory and Techniques   3 CR
This course promotes competence in addictions counseling by focusing on the following topics: individual, group, and family counseling; treatment of the addicted person; familial aspects of counseling; techniques of crisis intervention; and ways to provide education. Students already employed in fields related to Addictions Counseling can enroll in these courses to become a Certified Alcohol and Drug Counselor (CADC) working under the supervision of a Licensed Clinical Alcohol and Drug Counselors (LCADC). This course helps to fulfill the Counseling educational domain for the certification.

HUS 143   Addictions Counseling   3 CR
This course introduces students to the fundamentals of addictions counseling and emphasizes the role of collaboration in seeking and using community resources. Students learn about resources available in New Jersey to assist clients. The course looks at the criminal justice system and its levels of involvement in addictions treatment. This course introduces students to the basic skills required for professional readiness including documentation and identifying levels of care. This class identifies and introduces underlying principles and competencies of modern addiction counseling, its complexity and application. This course helps to fulfill the educational requirements of the Certification Board of NJ to become a Certified Alcohol and Drug Counselor (CADC). Following completion of the educational requirements for the CADC students need to complete 3,000 hours of supervised fieldwork experience to receive the certification.

HUS 153   Recovery in Addictions   3 CR
This course introduces standards for ensuring thorough documentation in addictions counseling. Students learn about the counselor's need for cultural competence, personal growth, and professional growth. The course explores counselor/client expectations based on goals, objectives, rules, and obligations. This course reviews and reinforces the fundamentals of addictions counseling professionals' conduct related to ethical, legal, personal, and professional development, and the practice and benefit of clinical supervision. The importance of community involvement including professional networking is emphasized through lecture. This course helps to fulfill the educational requirements of the Certification Board of NJ to become a Certified Alcohol and Drug Counselor (CADC). Following completion of the educational requirements for the CADC students need to complete 3,000 hours of supervised fieldwork experience to receive the certification.

**HUS 163   Assessment and Treatment
             in Addictions Counseling   3 CR**
This course addresses initial interviewing, assessment, intake and early phase counseling processes utilized at addiction treatment centers. Students address the role of screening and assessment in the initial intake process. Students develop skills in the area of initial assessment. Students analyze the current DSM categories and criteria of Substance Use Disorder and their implementation. Students learn about different forms of addiction including gambling. Students learn the about co-occurring disorders and how

to differentiate between disorders. Students discuss the physical impacts addiction can have. This course helps to fulfill the educational requirements of the Certification Board of NJ to become a Certified Alcohol and Drug Counselor (CADC). Following completion of the educational requirements for the CADC students need to complete 3,000 hours of supervised fieldwork experience to receive the certification.

HUS 200   Group Work in Human Services   3 CR
This course exposes students to various groups that are encountered when working in the Human Services field. Students observe and analyze key aspects of group dynamics such as power and control within a variety of small-group settings: counseling, discussion, support groups. Students explore and practice key interpersonal skills such as conflict resolution, decision-making and goal-setting under instructor-guided simulations. Leadership skills are developed along with personal behavioral style. Various theoretical perspectives are discussed throughout the course. *Pre-requisite: ENG-101 and Co-requisite ENG-112*

HUS 210   Human Services and the Aged   3 CR
Students study the range of health care and social services as it applies to the aging population in the United States. Emphasis is on examining the aging process from the prospective of wellness. Students identify the appropriate range of human services specific to problems as they commonly appear in the elderly and impact on the family and other social environments.

HUS 221   Community Organization   3 CR
Students learn how human service professionals produce change in the communities in which they live, work and participate in order to improve the quality of life and relationships among the members of those communities.   *Pre-requisite: HUS-121*

HUS 230   Interviewing Techniques   3 CR
Examines the methods of data collection employed within a variety of social service agencies. Emphasis is placed on the helping interview, its elements and characteristics. In addition, concepts of communication, interaction, the self, and interviewing skills will be examined and practiced.
Pre-requisite: ENG-101 and Co-requisite: ENG-112

HUS 231   Internship in Human Services I   3 CR
Students are placed in a social service agency to perform tasks and engage in learning activities associated with acquiring professional standards, behaviors, and conduct. Under the supervision of a faculty member and a field supervisor, students are expected to fulfill these requirements 8 hours per week for 15 consecutive weeks. In addition, students attend a weekly seminar to discuss their experiences and observations. *Co-requisite: HUS-121.*

HUS 241   Internship in Human Services II   4 CR
Students are placed in a second social service agency that extends and deepens HUS 231. The expectation in this course is the integration of knowledge and theory gained from the classroom throughout the human services sequence as it is applied in the field experience. The requirements are fulfilled on the basis of working 9 hours per week for 15 consecutive weeks for a total of 135 hours. In addition students attend a weekly seminar to discuss their experiences. Students may remain in the same agency two terms with permission from the faculty member.
Pre-requisite: HUS-231

HUS 251   Addictions Counseling Practicum   4 CR
Students are placed in an agency that focuses on addictions issues in order to apply their coursework in the field. This course integrates knowledge and theory gained from the classroom

throughout the human services and addictions sequence as it is applied to the field experience. Students use evidence based practices. The requirements are fulfilled on the basis of working 135 hours of work at a site placement and attending a weekly seminar class to discuss their experiences. *Pre-requisite- HUS 231*

INTERDISCIPLINARY STUDIES

INTD 200   Death and the Human Experience   3 CR
This course examines the important place that death and dying hold in the human experience and the many ways in which people come to terms with this essential aspect of living. Students will learn about the impact of history, culture, religion and developmental status on understanding death and final rites and rituals. Contemporary ethical issues involved with death and technology will also be considered.

INTD 235   Exploring Multicultural Studies   3 CR
This course will explore the significance, purpose and aim of multicultural studies in a diverse society. Relying on history, sociology, anthropology, political science and education, students will focus on learning the content and meaning of multiculturalism in America. Students will be encouraged and required to participate in activities intended to deepen their understanding of diversity and then reflect on the ways in which this knowledge might inform multicultural studies in practice. Aspects of culture and identity that will be covered include race, socioeconomic class, religion, ethnicity, gender and ability. Students will also be encouraged to consider the various approaches to multicultural studies and the schooling practices that result. *Pre-requisite: ENG-101*

INTD 250   The Child, Family & Community   3 CR
This course examines the nature of the contemporary family and its relationship to the school and provides practical advice for developing strong home-school relationships. Examples of building good home-school partnerships and fostering familial involvement in schools with examples of activities and strategies will be practiced. Students are required to spend a minimum of 12 hours in interviewing, observing and recording parent and child behaviors. *(This course meets one of the required components of the New Jersey Infant/Toddler Credential.) Co-requisite: ENG-101*

LITERATURE

LIT 201   Introduction to Literature   3 CR
This course aims at fostering appreciation for the language of literature, as well as for literature as an examination of human experience and values. Students read short stories, poetry, drama, and one or two novels. The readings for the course illustrate a variety of cultural perspectives. Students are required to write a series of interpretive essays. *Pre-requisite: ENG-101*

LIT 202   Survey of American Literature   3 CR
This course fosters appreciation for the forms and content of American literature as an imaginative exploration of the nation's experience and values. It is a representative survey of American fictional and non-fictional prose and verse. Students read a variety of writers and genres from all periods of American literature, 1600 to the present. Students are required to write a series of interpretive essays. *Pre-requisite: ENG-101*

LIT 203   Caribbean Women Writers   3 CR
This course introduces students to the literature of Caribbean women. Readings highlight Caribbean women's heroism, grassroots activism, courage and struggles in their own words from their own perspectives. Through a variety of readings, students will gain knowledge and an understanding of the struggles, difficulties and triumphs in the lives of Caribbean women. *Pre-requisite: ENG-101*

LIT 204   Introduction to the Short Story   3 CR
In this course students read, discuss, analyze, write about and experience the short story, in the process learning about the genre's elements and its variety of forms. Students are exposed to a range of periods, regions, and sensibilities, and are made familiar with a variety of literary sub-genres and literary terminology. *Pre-requisite: ENG-101*

LIT 205   Introduction to Cultural Studies   3 CR
This course introduces students to the academic study of culture. Novels, songs, movies and other cultural artifacts will be analyzed in the context of race, class, gender, ethnicity, etc. The students will read the writings of literary and cultural critics and learn to write and present their own analyses. *Pre-requisite: ENG-101*

LIT 206   Introduction to Poetry   3 CR
Introduction to Poetry is a survey class that introduces students to poetry as a literary form. Students analyze poems in terms of language, meaning, form, and cultural and historical contexts. *Pre-requisite: ENG-101*

LIT 207   Introduction to Drama   3 CR
This course introduces students to a wide variety of dramatic forms through the study of plays ranging from ancient Greece to modern times. Students will learn to read, discuss and write about plays exemplifying a variety of approaches to drama. *Pre-requisite: ENG-101*

LIT 208   Contemporary Drama   3 CR
Contemporary Drama focuses on late 20th - 21st century plays, and the analysis of their theatrical structures from the perspective of theatre artists - playwrights, actors, directors, and designers. The emphasis of the course is to develop the student's ability to appreciate the intellectual and intuitive work required to create a theatrical experience from a written text in today's theatre. *Pre-requisite: ENG-101*

LIT 209   Children's Literature   3 CR
In this course, students examine children's literature in its historical, cultural and literary contexts. Poetry, fiction, and nonfiction for children from infancy through adolescence are examined in the light of cultural and historical ideas about children and their development. Special attention is given to ways in which issues of culture, ethnicity, race, and gender are represented in children's literature. *Pre-requisite: ENG-101 with a minimum grade of "C"*

LIT 210   Latin-American Literature   3 CR
This course provides an introduction to a variety of literature from Central and South America and the Caribbean. Special attention is given to the ways in which literary works reflect Latin America's political turmoil, social tensions, and remarkable cultural history. All works are taught in English translation. *Pre-requisite: ENG-101*

LIT 211   African-American Literature   3 CR
In African-American Literature, students read a variety of fictional and non-fictional prose and verse by African-Americans from the eighteenth century to the present. In addition to oral literature, autobiographies, slave narratives and letters, the course surveys poetry, drama, the short story, and the novel. The material is

treated in both literary and non-literary contexts in order to foster understanding and appreciation of the African-American experience. *Pre-requisite: ENG-101*

**LIT 212   Introduction to the Latino
                     Literature of the US   3 CR**
This course provides an introduction to the Latino literature of the United States, which is written in English. Although writers from various Latino backgrounds will be studied, the course will primarily examine the literature of the Chicano, Cuban-American, and Nuyorican writers who write from an American perspective. Topics such as identity, assimilation, bilingualism, and growing up in the U.S. are analyzed while exploring this new literature. *Pre-requisite: ENG-101*

LIT 213   Women's Voices: Autobiography   3 CR
The many changes in women's autobiographical works of the 20th century now make it possible to explore contemporary issues of and about self in rewarding and challenging ways. Students will read a richly diverse selection of 20th century women writers across cultures. This course develops an understanding of the female experience through women's autobiographies and participants' writings including students' autobiographical essays. Discussions will be focused on literary techniques and the genre of autobiography. *Pre-requisite: ENG-101*

LIT 214   Intro to the Novel   3 CR
Introduction to The Novel traces this literary form from its beginnings in Don Quixote to the present time. Students read excerpts and full-length novels, learning what differentiates the novel from earlier literary forms: length of over 150 pages; a primary plot, and possibly several sub-plots; populated with several characters, showcasing a protagonist and an antagonist; depth and development of characters' inner lives. *Pre-requisite: ENG-101*

LIT 215   World Literature to 1650   3 CR
World Literature to 1650 is a historical survey introducing the literary masterworks of the great world civilizations from the first extant creation narratives through the European Renaissance or 16th Century. Attention is also given to religious works underlying major world religions. *Pre-requisite: ENG-101*

LIT 216   British Literature to 1650   3 CR
British Literature to 1650 is a historical survey introducing the literary masterworks of Great Britain from the earliest writings to 1650. This course introduces pivotal literary works such as *Beowulf* and *Canterbury Tales;* Arthurian literature; and medieval poetry, prose and drama. The course concludes with William Shakespeare. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. *Pre-requisite: ENG-101 with a "C" or better.*

LIT 217   Women and Literature   3 CR
Women and Literature more than introduces students to writings by and about women; it helps students explore and understand the varied roles women writers play in history. Students read global selections of twentieth century and contemporary writings—fiction, essays, drama, and memoir— that examine diverse issues such as gender, politics, cultural division, and social status. *Pre-requisite: ENG-101.*

LIT 220   Science Fiction   3 CR
An introduction to science fiction through a range of novels and short stories. Special attention will be given to ways in which science fiction imagines the impact of scientific and technological change. *Pre-requisite: ENG-101*

LIT 225   World Literature from 1650 to Present   3 CR
World Literature from 1650 to Present is a historical survey introducing the literary masterworks of the great world civilizations from the 17th century to the present. This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. *Pre-requisite: ENG-101*

MANAGEMENT

MAN 121   Principles of Management   3 CR
An introduction to the basic functions underlying the sound management of a business enterprise. Topics covered are planning, organizing, staffing, influencing, and controlling.

MAN 221   Marketing   3 CR
A study of business activities involved in the flow of goods from physical production to consumption. Operations management, international management and business ethics are also studied. *Pre-requisite: MAN-121 or BUS-103.*

MAN 231   Management of Small Enterprise   3 CR
Introduction to the challenges and problems encountered in small business operations. Specific evaluation of organizational, financial, and personnel aspects are studied. The role of the Small Business Administration is examined as well as other types of assistance to the small enterprise.
Pre-requisite: MAN-121 or permission of instructor.

MAN 232   Human Resource Management   3 CR
The development and direction of personnel, including job planning, recruitment, selection, career development, evaluation, grievances, and discipline. *Pre-requisite: MAN-121*

MAN 241   Corporate Finance   3 CR
The financial problems and policies of a business corporation are discussed. The following areas are covered: financial planning, management of short-term and intermediate credit, working capital, trade credit, financial statements, retained earnings, credit and collection practices. *Pre-requisite: ACC-221 and MAT-114*

MAN 242   Labor Relations   3 CR
A study of labor/management relations focuses on the collective bargaining process. Federal/state legislation, grievance procedures, and wage issues are discussed. *Pre-requisite: MAN-121*

MATHEMATICS

MAT 070   Basic Algebra Workshop   1 CR
This workshop is required for all students taking MAT 073, Basic Algebra I. The workshop emphasizes problem-solving.
Co-requisite: MAT-073

MAT 071   Basic Mathematics   3 CR
Basic computational skills and problem-solving using these skills. Topics include whole numbers, common fractions, decimals, percents, ratio and proportion, measurement, and geometry. Placement is determined by the College Placement Test.

MAT 073   Basic Algebra   3 CR
Topics in this elementary algebra course include signed numbers, linear equations, polynomials, factoring, algebraic fractions, quadratic equations, simultaneous equations, and the coordinate system. Placement is determined by the College Placement Test. *Co-requisite: MAT-070*

MAT 080   College Algebra Workshop   1 CR
This course covers topics in pre-calculus, including polynomials, rational, logarithmic, and exponential functions and their applications. The lab hour reinforces concepts discussed during the lecture hour. *Pre-requisite: MAT-100 or High School Algebra I*

MAT 100   College Algebra   3 CR
This course teaches the essentials of college algebra. The topics include polynomials, first-degree equations, word problems, graphing, systems of linear equations, factoring, exponents, quadratic equations, matrices, and radicals.
Pre-requisite: MAT-071 and MAT-073; or any MAT-100 or above.
Co-requisite: Enrollment in ALP and MAT-073.

MAT 102   Mathematics for the Health Science   3 CR
This course provides an introduction to the logic of mathematics and measurement. The role of mathematics in the health professions and the application to problems encountered by the health professional are discussed. Topics covered include basic computation with non-negative rational and real numbers, ratios and proportions, scientific notation, and logarithms. The metric system, its nature, and specific applications to medical dosages and other health problems are also examined.
Pre-requisite: Exit Academic Foundations Mathematics.

MAT 103   Business Mathematics   3 CR
This course covers the mathematical and numerical skills for ratios, proportions, rate and percentage problems, and the metric system. Also included are the following: the mathematics of buying, pricing and selling, payrolls, insurance, depreciation and profits, simple and compound interest, bank discounts, consumer credit, corporation stocks and bonds, and other investments.
Pre-requisite: MAT-071 and MAT-073 or any MAT 100 or above.

MAT 110   Precalculus   4 CR
This course provides the preparation necessary for students who intend to study calculus for science and engineering programs. Topics include the following: fundamentals of algebra; linear inequalities; functions and relations; polynomial, rational, exponential, and logarithmic functions; trigonometric functions; analytic trigonometry; analytic geometry; complex numbers; and discrete algebra, logic, and proof. *Pre-requisite: MAT-100*

MAT 111   Calculus I   4 CR
This course considers the limits, continuity, theory and techniques of differentiation and integration, with applications of both processes to science/engineering. The use of mathematical software in problem-solving is emphasized. *Pre-requisite: MAT-110.*

MAT 112   Calculus II   4 CR
This course is a continuation of MAT 111. Topics include calculus of transcendental functions, integrations by parts, trigonometric integrals, improper integrals, sequences and infinite series. The use of mathematical software in problem-solving is emphasized.
Pre-requisite: MAT-111

MAT 114   Introduction to Statistics and Probability   3 CR
This course offers an analysis of the basic ideas and methods of collecting, tabulating, and representing data. Topics include frequency distributions, histograms and frequency polygons: measures of central tendency, variability percentiles; Z-scores, elementary probability, binomial and normal distributions; linear regression and correlation, and hypothesis testing.
Pre-requisite: Exit through CPT or Exit Academic Foundations Mathematics Coursework.

MAT 116   Pre-Calculus for Business   4 CR
A course in mathematics with special emphasis on applications to business, economics and related fields. Topics include linear, quadratic, exponential and logarithmic functions with applications involving supply, demand, revenue, cost, profit and break-even points, matrices and systems of linear equations, graphing, Leontief Input-Output model, and mathematics of finance. Classroom instructions will be presented using a TI-83+ graphing calculator. *Pre-requisite: MAT-100 College Algebra or equivalent.*

MAT 123   Mathematics for Liberal Arts   3 CR
Students in appropriate non-STEM programs apply mathematics to real-world problem solving. Topics include critical thinking skills, sets, Venn diagrams and their applications, logic, tree diagrams, graphs and sets, mathematical system, graphs, functions, linear and quadratic functions, probability, and statistics.
Pre-requisite: Exit Basic Algebra.

MAT 211   Calculus III   4 CR
Continuation of MAT 112. The main topics considered are conic sections; parameterized curves; polar, cylindrical, and spherical coordinates; vectors in plane and space; functions of two or more variables; multiple integrals; and integrations in vector fields. Use of mathematical software in problem-solving is emphasized.
Pre-requisite: MAT-112

MAT 212   Differential Equations   4 CR
Methods for solving ordinary differential equations are studied, together with physical and geometrical applications. Laplace transforms and numerical and series solutions are included. Use of mathematical software in problem- solving is emphasized.
Pre-requisite: MAT-211

MAT 215   Linear Algebra   3 CR
Systems of linear equations, Gauss elimination, matrices, determinants, vector spaces of ordered n-tuples and functions, linear transformations, inner products, orthogonal basis, eigenvalues, eigenvectors and related vectors. Machine computation will be used to illustrate and supplement mathematical ideas and concepts. *Pre-requisite: MAT-112*

MEDICAL ASSISTING

MDA 106   Medical Terminology   3 CR
This is a basic course in the development of the medical vocabulary commonly used in medical practice. Emphasis is placed on the study of prefixes, suffixes, root words, and combining forms. Physiologic and anatomic terms referring to human tissues and organ systems are introduced. Emphasis is also placed on building the professional vocabulary required of a career in a health care facility.

MDA 113   Clinical Office Procedures I   3 CR
An introduction to the clinical aspects of medical assisting. Practical experience is provided in the following areas: vital signs, positioning and draping, assisting with examinations, sterilization, asepsis, dressing wounds, recording health history, nutritional needs. Course is offered only once during the academic year.
Pre-requisites: MDA-106, BIO-111 and BIO-211

MDA 114   Medical Office Procedures I   3 CR
This course begins the administrative portion of the medical assisting curriculum. It is a study of the techniques associated with patient reception, appointment scheduling, processing mail, management of telephone calls, medical record keeping, maintenance of medical office files, composing and processing medical

correspondence. Course is offered only once during the academic year. *Pre-requisite: MDA-106*

MDA 211   Clinical Office Procedures II   3 CR
This course is a continuation of COP I. Practical experience is provided in the following: minor office surgery, administration of medications, venipuncture, ECG, asepsis, examinations and procedures in specialties, first aid and CPR. Course is offered only once during the academic year. *Pre-requisite: MDA-113*

MDA 214   Medical Office Procedures II   3 CR
This course continues the study of the administrative aspects of a medical practice, beginning with professional fees and credit arrangements to an overview of management responsibilities CPT-4 and ICD9 CM coding will be introduced and the student will code insurance forms. Course is offered only once during the academic year. Pre-requisite: MDA-114

MDA 223   Typing & Medical Machine Transcription   3 CR
The course focuses on the mastery of the typewriter, PC, dictaphone, and care and operation of the equipment. Correct English usage, business letter forms, and the transcription of recorded medical dictation in appropriate report form are stressed. Emphasis is placed on the development of accuracy and speed to meet the special requirements of the medical field.
Pre-requisite: MDA-106.

MDA 224   Pharmacology   3 CR
This course is an introduction to drugs and drug therapy, including sources of drugs, dosage forms, drug legislation, principles of drug action and pharmacokinetic factors in drug therapy, drug interactions and incompatibilities. Major drug classifications are identified and studied according to physiologic action and/or body system affected. Course is offered only once during the academic year. *Pre-requisites: MDA-106, MAT-102, and BIO-211*

MDA 231   Medical Assisting Externship   3 CR
Students are placed in the offices of participating physicians, HMOs, or clinics for a minimum of 200 hours of practical experience in medical assisting during the health care facility's regular hours of operation. They perform all the duties of a medical assistant under the direction and supervision of the physician and those health care provides employed in the practice. Students gain insight into the operation of health care facilities and will perform all the duties expected of medical assistants. Students will meet for a regularly-scheduled seminar to discuss experiences and to prepare résumés and cover letters. Students are supervised and evaluated by the site supervisor and the faculty member assigned to the externship program. All prerequisite courses must be completed with a grade-point average of 2.0 before the student is permitted to begin the externship. Course is offered only once during the academic year. *Pre-requisite: MDA-211, MDA-214, and MDA-224*

MEDICAL CODING ▬▬▬▬▬

MDC 101   Clinical Coding I   3 CR
This course familiarizes the student with coding and classification systems used in health information management. Emphasis is on inpatient coding and classification utilizing ICD-10-CM/PCS. Course work focuses on the official coding guidelines and use of the two volumes of ICD-10-CM and ICD-10-PCS. The laboratory component of the course emphasizes the use of computer-based coding software (encoder) to assign diagnostic and procedural codes by abstracting information from patient records. Students learn to determine the DRG for each patient record coded. Additional classifications are briefly studied stems such as DSM-5, ICD-O, and SNOMED-CT. *Co-requisite: MDC-110 and MDA-106;*

MDC 110   CPT/HCPCS Coding I   3 CR
This course provides the student with an overview of the guidelines, rules, and terms for the Current Procedural Terminology (CPT) coding classification and the application of those rules to code patient services. A major focus of the course is to prepare the students to correctly code using the CPT manual. Students will learn how to recognize CPT symbols, use the CPT Index, use modifiers, and read an operative report. A laboratory component will allow students to develop skills in coding using computer software and sample health records. *Co-requisite: MDC-101, MDA-106*

MDC 112   Clinical Coding II   3 CR
The emphasis of this course is on coding procedures using ICD-10-PCS classification system. The course also contains advance coding of diagnosis using ICD-10-CM. The history, structure, and organization of ICD-10-PCS is reviewed and reinforced with exercises and homework assignments. The sixteen sections of ICD-10-PCS are defined along with their application in coding procedures. The values of each character of a code from each section is applied to create surgical codes. The Tables, Index, and the list of codes are used to access the root operation tables and the construction of a surgical code. The use of the Index and Table conventions are described and used to construct procedural codes. The Medical and Surgical section are emphasized in the courses with the thirty-one body system values and its root operations, body parts, approaches, devices and qualifiers. The organization and classification of the ancillary section such as imaging, nuclear medicine, radiation oncology, physical rehabilitation and diagnostic audiology, mental Attachment II health and substance abuse treatment are studied and coded. In addition, students conduct case mix analysis, identify severity of illnesses and create reports on coding quality monitors.
Pre-requisite: MDC-101; Co-requisite: MDC-120

MDC 120   CPT/HCPCS Coding II   3 CR
This course is a continuation of CPT/HCPCS Coding I, providing the student with the knowledge and skills to code ambulatory procedures and services by applying guidelines, rules and terms for the Current Procedural Terminology (CPT) coding classification. CPT/HCPCS codes are used for reporting services and procedures performed by physicians and hospital based ambulatory departments. A major focus of the course is to prepare the students to correctly code case studies using the CPT manual or computer based encoder. Students demonstrate the ability to correctly use the CPT book or CPT coding software by recognizing CPT symbols, the use of CPT Index, use of modifiers and how to read an operative reports. Attachment III Students also learn how to use and report codes from the Evaluation and Management (E&M) section, Surgery section, Radiology section and Medicine section of CPT manual. A laboratory component allows students to develop skills in coding using computer software and sample health records.
Pre-requisite: MDC-110; Co-requisite: MDC-112

MDC 124   Pathopharmacology   4 CR
The pathophysiology component of this course places emphasis on the disease process affecting the human body course. The etiology and pathogenesis of diseases are described in the course with the application of diagnostic procedures and patient

care. The pathology and the underlying principles of the following human systems are presented in this course: inflammation, diseases of the immunity, neoplasia, genetic and developmental diseases, fluid and hemodynamic disorders, cardiovascular pathology, respiratory and gastrointestinal pathology, renal and endocrine pathology, skeletal, male and female reproductive pathology, endocrine systems, the skin, bones and joints, muscles and the nervous system. The second component of the course is the study of pharmacology and diagnostic testing. Students will be able to define adverse reaction to drugs, interactions, and contraindications. Attachment IV Differentiation among drug names, generic names, trade names, and chemical names are discussed. Students are able to identify drugs according to body systems. Classes of drugs that will be covered in this class are: Adrenergic drugs affecting the neurological system, Psychiatric drugs, anticonvulsants and antiparkinsonism drugs, anesthetic drugs, anaglesics and antagonistic drugs, antihistamines, Bronchodilators, Antineoplastic Drugs, Cardiovascular Drugs, Musculoskeletal and Anti-inflammatory Drugs, antihypertensive drugs, antidiabetic drugs, antibacterial drugs, anti-infective drugs, and diuretics. The laboratory component allows students to reinforce didactic content. *Pre-requisite: MDA-106*

MDC 200   Medical Billing   3 CR
This course prepares the students for working as a medical biller. Students learn the medical and ethical concepts of billing as well as computer skills necessary to construct a clean claim. Students see the continuum of the entire process from medical coding, medical billing, submission of claims and the appeals process. *Pre-requisite: MDA-106 BIO-107 and ENG-101.*

MDC 210   Health Information and Reimbursement   3 CR
This course is a comprehensive study of health information and reimbursement. The health information component of the course includes   health record documentation, the electronic health record, healthcare delivery systems, and information technology and systems. Data retrieval, data security and data integrity processes are identified and evaluated. The second focus of the course is on the basic concepts and principles of healthcare reimbursement in healthcare settings and managed care. The current healthcare insurance programs   both commercial and government sponsored are described in the context of the United States' health delivery system. Students also learn the management of the revenue cycle. In the laboratory portion of the course, students gain knowledge of and skills in the use of electronic health records. This course requires students to purchase AHIMA Virtual Lab software to complete the laboratory exercises. *Co-requisite: MDC-112 and MDC-120.*

MDC 220   Professional Practice Experience   5 CR
The professional practice experience (PPE) is a supervised practical experience in a health information management department in a acute and/or non-acute healthcare facility. The focus of the PPE is to provide the student with practical experience in ICD-10CM/PCS and CPT/HCPCS coding, computerized information systems, billing and reimbursement, and the electronic health record. Students will have supplemental practice through practice exercises to enhance all aspects of coding areas. *Pre-requisite: MDC-210; Co-requisites: MDC-120; MDC-112*

MODERN LANGUAGE

MLA 101   Elementary Arabic I   4 CR
Elementary Arabic I provides students with an introduction to the Arabic language and culture through a competency-based approach. Pronunciation and vocabulary are emphasized through guided student interaction with one another and with the instructor. Cultural awareness and grammar are integrated as students' progress through the course. *This course is not open to, or designed for, Arabic heritage speakers. Heritage speakers are encouraged to enroll in MLA 111 Arabic for Heritage Speakers or an alternate modern language course such as Spanish, French or American Sign Language.*

MLA 102   Elementary Arabic II   4 CR
Elementary Arabic II is a proficiency-based course designed to continue development of linguistic skills necessary for academic, personal, and professional modes of communication. The course will continue the development of all four major language skills (listening, speaking, reading, and writing), and will expose the student to additional aspects of Arab cultures beyond those to which the students were first introduced in Basic Arabic I, the prerequisite to this course. Arabic is the primary language of instruction. *Pre-requisite: MLA-101*

MLA 111   Arabic for Heritage Speakers I   4 CR
Arabic for Heritage Speakers I is a course designed for students who are familiar with spoken Arabic ('Ammiyya) to develop proficiency in Modern Standard Arabic (Fusha) , the variety of the language that is learned in school. The course is intensive by design, as it combines into one semester all of the material that is taught in two semesters of Basic Arabic. Its focus is on the productive skills (speaking and writing) in Fusha, while simultaneously exposing students to grammar and vocabulary of a high register. Successful completion of this course and its sequel, Arabic for Heritage Speakers II (MLA-112), will permit a student to enroll in Third Year Arabic. Modern Standard Arabic is the primary language of Instruction.

MLA 112   Arabic for Heritage Speakers II   4 CR
Arabic for Heritage Speakers II is a continuation course that follows Arabic for Heritage Speakers I - MLA 111. The course is designed for students of Arabic descent who are familiar with spoken Arabic ('Ammiyya) to develop proficiency in Modern Standard Arabic (Fusha), the variety of the language that is learned in school. MLA 112, and its predecessor, MLA 111, are intensive by design, as they combine into two semesters all of the material that is taught in four semesters of Basic Arabic. The two courses focus on the productive skills (speaking and writing) in Fusha, while simultaneously exposing students to grammar and vocabulary of a high register. Successful completion of both courses, i.e., MLA 111 and 112, will permit a student to enroll in Third Year Arabic. Modern Standard Arabic is the primary language of Instruction. *Pre-requisite: MLA 111*

MLF 101   Basic French I   3 CR
Basic French I provides students with an introduction to the French language and French and Francophone cultures through a competency-based approach. Pronunciation and vocabulary are emphasized through guided student interaction with one another and with the instructor. Cultural awareness and grammar are integrated as students' progress through the course. *This course is not open to, or designed for, French heritage speakers. Heritage speakers are encouraged to enroll an alternate modern language course, such as Spanish, Arabic, or American Sign Language.*

MLF 102   Basic French II   3 CR
This course is a continuation of Basic French I. Language skills are developed further through intensive practice of listening, speaking, grammar, and writing.
Pre-requisite: MLF-101

MLS 101   Basic Spanish I   3 CR
Basic Spanish I provides students with an introduction to the Spanish language and culture through a competency-based approach. Pronunciation and vocabulary are emphasized through guided student interactions with one another and with the instructor. Cultural awareness and grammar are integrated as students' progress through the course. *This course is not open to, or designed for, Spanish heritage speakers. Heritage speakers are encouraged to enroll in MLS 111 Spanish for Heritage Speakers or an alternate modern language course such as Arabic, French, or American Sign Language.*

MLS 102   Basic Spanish II   3 CR
This course is a continuation of Basic Spanish I. Students are encouraged to expand acquired listening, speaking, grammar, reading, and writing skills in Spanish by the use of real-life situations in the classroom. In addition, students are introduced to social customs and attitudes of Spanish-speaking people.
NOTE: This course is not open to Spanish speakers.
Pre-requisite: MLS-101

MLS 103   Spanish for Health Professions   3 CR
This course is intended for students who are interested in pursuing a career in one of the health professions or who are already working in a health-related field. In this course, students will be exposed to the terminology needed for basic communication with patients and colleagues in elementary Spanish. *No prior knowledge or formal study of the Spanish language is needed.*

MLS 111   Spanish for Heritage Speakers   3 CR
This course is intended for those students whose first language is Spanish, but who have had little or no formal instruction in the language. The course is appropriate for those who lack the necessary skills to read and/or write Spanish at the level required to be considered literate in the language. If you speak Spanish at home or with your friends, but find that you cannot communicate as well in it as you can in English, and feel more comfortable expressing yourself in the latter, this course is for you. *The course is conducted in Spanish.*

MLS 201   Intermediate Spanish   3 CR
This course is designed for the fluent or near-fluent speaker of Spanish who needs to develop proficiency in reading and writing. Oral presentations, reading, and numerous written assignments emphasize speaking and writing skills. Attention is given to individual grammatical problems. *The course is taught in Spanish.*

**MLS 202   Latin American Literature -
                  1500 to Present   3 CR**
In this course, students are introduced to the literature of Latin America, from pre-Columbian times to the present. The course proceeds in chronological fashion, and each literacy period and its works are studied within the historical framework in which they were created. All work in this course, from the readings to the assignments, is done in Spanish. *Pre-requisite: MLS-201*

MUSIC

MUS 101   Introduction to Music   3 CR
Introduction to Music is designed to foster an appreciation for a range of musical forms and styles. Students are introduced to   the basic elements of music, including the fundamentals of rhythm, harmony, structure, and instrumentation. The course is centered on a survey of the Western Classical tradition. Varieties of American music and some non-Western traditions are also examined.   Special attention is given to the social and cultural roles of music. Co-Requisite: ENG 101

MUS 102   Intro to World Music   3 CR
Introduction to World Music is a survey of musical traditions found around the world. The course examines the interaction of music with larger cultural and social patterns. MUS 102 includes an introduction to the fundamentals of musical sound and the principles of ethnomusicology. *Co-requisite: ENG-101*

MUS 104   The African American Musical Heritage   3 CR
This course surveys the forms of music associated with the African-American community from the 19th century to the present – worksongs, spirituals, gospel, blues, jazz, R&B, soul and hip-hop, among others. The course considers the influence of the music's African roots and also the role of race in American cultural history. *Co-requisite: ENG-101*

MUS 105   Intro. to Latin-American Music   3 CR
Introduction to Latin-American Music explores the rich musical diversity of Latin American cultures through observation and discussion of the music, and sociological elements that create and define these distinct genres. The course focuses on the inter-relation of religion, dance, cultural traditions and socio-historical background of Native American, African, Mestizo-Criollo and Iberian- European have on the region's music.
Co-requisite: ENG-101

NURSING

NSG 110   Nursing I   6 CR
This introductory nursing course includes basic nursing concepts and skills. The focus is on wellness. Areas of emphasis will include the profession of nursing, values, communication, nursing process, physical / psychosocial assessment, nutrition, pharmacodynamics and care of patients in acute, long term and community health care settings. QSEN concepts of patient–centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics, will be integrated throughout the course. 3 credit hours Theory and 3 credit hours Clinical (1:3). Theory 3 hours per week, Clinical 9 hours per week. *Pre-requisites: PSY-101, MAT-100 or MAT-114.*

NSG 120   Nursing II   8 CR
This course focuses on the knowledge and skills learned in the first nursing course. The student will care for patients with simple acute and simple chronic health alterations. Content will be arranged in concepts related to oxygenation, nutrition, elimination, activity and rest, protection, sensing, fluid and electrolytes, neurologic and endocrine function. Pharmacology and QSEN concepts of patient–centered care, teamwork and collaboration, evidence–based practice, quality improvement, safety, and informatics, will be integrated throughout the course. It will include Mental Health Nursing and physical/psychosocial assessment of those experiencing health deviations. Emphasis will be placed on managing nursing care for one patient. 4 credit hours Theory and 4 credit hours Clinical (1:3) Theory 4 hours per week, Clinical 12 hours per week. *Pre-requisites: BIO-111, ENG-101.*

NSG 210   Nursing III   9 CR
This course continues to examine more complex, acute and chronic health alterations. Content will be arranged in concepts related to oxygenation, nutrition, elimination, activity, rest, and sensing, protection, and endocrine function. Pharmacology and QSEN concepts of patient–centered care, teamwork and collaboration, evidence–based practice, quality improvement, safety, and informatics, will be integrated throughout the course. The Childbearing Family is also included. 4 credit hours Theory and 5 credit hours Clinical (1:3.75) Theory 4 hours per week, Clinical 15 hours per week. *Pre-requisites: ENG-102, CSS-100, BIO-211, CSC-100*

NSG 220   Nursing IV   9 CR
This course focuses on patients in crisis requiring complex nursing care. Content will be arranged in concepts related to oxygenation, nutrition, elimination, activity and rest, protection, sensing, fluid and electrolytes, neurologic and endocrine function. Pharmacology and QSEN concepts of patient-centered care, teamwork and collaboration, evidence–based practice, quality improvement, safety, and informatics, will be integrated throughout the course. It will include Child Health Nursing. Emphasis will be placed on managing nursing care for multiple patients, delegation and assumption of a leadership role. 4 credit hours Theory and 5 credit hours Clinical (1:3.75). Theory 4 hours per week, Clinical 15 hours per week. *Pre-requisites: HUM-101, PSY-260, BIO-250, ENG-112.*

NSG 240   Nursing Leadership   2 CR
This course consists of an analysis of selected current health trends and issues and their impact on the practice of nursing. Content will focus on exploration of contemporary ethical dilemmas, economic and social issues, and concepts related to nursing leadership role transition, and safety and quality concepts. Emphasis in clinical will be placed on functioning as a part of the interdisciplinary team, while managing patient care for multiple patients utilizing principles of leadership and management.   1 credit hour Theory and 1 credit hour Clinical (1:3). Total Theory 15 hours and 45 Clinical hours. *Pre-requisites: NSG-220.*

PERSONAL FITNESS TRAINING▰▰▰▰

PFT 101   Foundations of Personal Training   2 CR
This course is the first of three major courses that are linked to provide in depth study of the basic policies, guidelines, and procedures of providing high quality personal fitness training with emphasis on safety, health, nutrition, and special needs of chronic health conditions, children, women and the aging population. Topics include scientific rationale for integrated training, basic exercise science including functional anatomy, biomechanics and exercise physiology. The cardiovascular system is examined in conjunction with exercise metabolism and bioenergetics. Health risk appraisal enable students to practice pre-activity screenings and fitness decision making Attachment III skills. Students explore the legal responsibilities of this profession and their scope of practice. The development of communication styles and teaching practices lead students to developing trusting relationships with clients. Basic elements of behavioral change and health psychology encourages students to look at all aspects of motivation for exercise, fitness and health changes in their own lives and their clients. Course materials and class activities provide a means for students to develop a commitment to meeting individual needs of all genders, ages, and special needs populations in the realm of personal fitness training. Through class discussions, role playing, case studies, lab experiments and other active learning techniques students acquire the knowledge, attitude, and skills to support and promote a safe, healthy and realistic program for clients who want to see a positive change in their fitness and health. *Co-requisite: 1 course; from ENG-101 or ENG-112*

PFT 103   Health Fitness Management   3 CR
This course in an introductory course exploring all aspects of the health and fitness industry and the multiple knowledge areas that are required by trainers and managers to run a successful business. Incorporation of health and fitness principles are applied to business practices. Areas included are: the individual trainer, private personal training business; independent club or a chain/franchise group of clubs.
Pre-requisite: Exit Basic English, or Academic Foundations English or ESL coursework; Co-requisite: PFT-101.

PFT 202   Program Design and Implementation   4 CR
This course provides students with practical application of current testing procedures and instrumentation used in exercise testing. Students perform and interpret basic measurement protocols for cardiorespiratory endurance, muscular strength and endurance, flexibility, body composition, and blood pressure. Concepts and procedures are introduced through lecture and applied in the laboratory setting. Students learn the principles related to exercise prescription and develop the necessary skills to design and implement training programs. Safeguards and effectiveness for all fitness levels are addressed. This course incorporates American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), and American Council on Exercise (ACE) curriculum, with a focus on National Academy of Sports Medicine (NASM). *Pre-requisite: PFT-101; Co-requisite: PFT-220.*

PFT 220   Advanced Personal Training   3 CR
The Personal Fitness course prepares students to work as personal fitness trainers to clients of all ages. Students design and practice components of physical fitness to create an appropriate fitness/exercise program that is based on an analysis of the client's needs. Every class session includes essential theory (lecture) and a practical lab application. In the lab session, students gather and then critically analyze the data to tailor the program for the client's specific needs, goals and abilities. Students obtain opportunities to incorporate the newest practical and technical skills into their assessment planning. This course incorporates American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), and American Council on Exercise (ACE) curriculum, with a focus on National Academy of Sports Medicine (NASM). *Pre-requisite: BIO-107; Co-requisite: PFT-202; EXS-115.*

PFT 230   Internship/Test Preparation   2 CR
The internship in Personal Fitness Training affords students the opportunity to learn from personal trainers, exercise scientists, athletic trainers, and owners/managers of fitness studios/gymnasiums, and current industry professionals in various types of fitness programs, including corporate fitness, wellness, and health care facilities. Students gain hands-on experience and develop health and fitness industry knowledge. Students apply their pre-existing knowledge in real-world settings by interacting with clients and professionals. Each setting or placement is unique and individualized. Students complete a minimum of ninety (90) hours in their internship placement. Students receive weekly didactic reviews in preparation for a national certification exam.
Co-requisites: PFT-220 and PFT-202.

PHILOSOPHY

PHL 101   Introduction to Philosophy   3 CR
This course introduces students to the nature, history, patterns, and problems of philosophic thought. In addition, students are encouraged to understand philosophy as a means of learning about the world and our place in it.   *Pre-requisite: ENG-101*

PHL 102   Religions of Asia   3 CR
This course is an introduction to the major religions of Asia, focusing on Buddhism, Hinduism, Taoism, Confucianism, Shinto, and other Asian cultural traditions. The course includes perspectives from indigenous cultures, and ways that local folk traditions have influenced expressions of faith and belief in Asia, and beyond.
Pre-requisite: ENG-101

PHL 103   Religions of the West   3 CR
Religions of the West is an exploration of the origin, meaning, and evolution of three major monotheistic religions: Judaism, Christianity, and Islam. The course covers the beliefs and approaches to the divine, their respective heritages and spiritual practices, and the many forms each of these religions has taken through history. The course also considers religions of antiquity, indigenous traditions and beliefs, and new religions and movements. *Pre-requisite: ENG-101*

PHL 218   Contemporary Moral Issues   3 CR
This course introduces students to a variety of ethical approaches to moral issues and to general problems involved in moral reasoning. Various controversial contemporary moral problems relating to business, science, law, medicine, and personal relations are examined. *Pre-requisite: ENG-101*

PHYSICS

PHY 111   Engineering Physics I   4 CR
This is an introductory course in calculus-based mechanics. Topics include vector algebra, equilibrium of particles and rigid bodies, and kinematics and dynamics of particles and simple rigid body systems. Emphasis is placed on Newton's laws of motion and conservation principles involving work, energy, and momentum. *Co-requisite: MAT-111*

PHY 113   Physics I   4 CR
This is the first of a two-course sequence in introductory physics that deals with mechanics. Topics include measurements, vectors, simple kinematics of uniformly accelerating bodies, projectile and circular motion work, energy, power, and simple rotational dynamics. *Pre-requisite: MAT-100 or MAT-106 or MAT-110 or MAT-111.*

PHY 211   Engineering Physics II   4 CR
Provides an introduction to electricity and magnetism. The course starts with electrostatics and culminates with Maxwell's equations. Topics covered include Coulomb's laws, the electric and magnetic field, the electrostatic potential, Gauss's law, Biot-Savart law, Ampere's law, and Basic DC and AC circuit theory.
Pre-requisite: PHY-111

PHY 212   Engineering Physics III   4 CR
The third course of a three-course sequence on introductory engineering physics. Topics covered include vibratory and wave motion in general, interference of mechanical waves and related standing wave patterns, resonance and phenomena of beats, Doppler shift of sound waves, geometrical optics and applications to lens and mirror system, diffraction interference, and polarization of light. Also covered are special relativity, photoelectric effect, Bohr-atom, continuous and discrete spectra, Compton effect, DeBroglie and wave particle duality of matter, wave mechanics modification of classical mechanics, and the nuclear atom. Lab experiments are performed spanning the broad-spectrum of topics discussed in lecture.   *Co-requisite: PHY-211*

PHY 213   Physics II   4 CR
Covers the following topics: simple harmonic motion, wave motion, light and lenses, electric forces and Coulomb's Law, electric fields, and electromagnetism.   *Pre-requisite: PHY-113*

PRACTICAL NURSING

PNU 101   Practical Nursing:
Fundamentals of Practice   6 CR
This introductory nursing course presents basic nursing concepts and skills. The focus is on wellness and disease prevention. Using Maslow's Hierarchy of Needs, concepts basic to physical, psychological, sociocultural, developmental, and spiritual needs are presented. Clinical experiences are provided in varied sites caring for adult and geriatrics clients. These sites include hospitals and nursing homes.   *Pre-requisites: ENG-101 and MAT-102*

PNU 102   Practical Nursing: Nursing Clients
With Alterations in Basic Needs   8 CR
This course builds on the knowledge and skills learned in PNU 101. It will focus on acute health problems that occur in adults causing alterations in basic human needs. Mental health concepts and alterations will also be discussed. Clinical experiences are provided in varied sites.   *Pre-requisite: PNU-101*

PNU 201   Practical Nursing: Maternal Child Health   5 CR
This Nursing course builds on the knowledge and skills learned in PNU 101 and PNU 102. The course focuses on reproduction, childbearing, and child- rearing families. Clinical experiences are provided in varied clinical sites.   *Pre-requisite: PNU-102*

PNU 202   Practical Nursing: Nursing Clients
With Complex Needs   8 CR
This course builds on the knowledge and skills learned in the first three nursing courses. It will focus on chronic and emergent health problems that occur in adults across the life span and cause alterations in basic human needs. Clinical experiences are provided at varied sites.

PNU 203   Practical Nursing: Role Transition   1 CR
This course will focus on current trends and issues that impact nursing practices and health care delivery. Concepts related to role transition will be explored.

POLITICAL SCIENCE

PSC 101   Introduction to Political Science   3 CR
Provides an introduction to political theories and methods of politics as a science. The course includes analysis of structures and processes that characterize political behavior and political institutions.

PSC 102   American Government   3 CR
Examines the structure and operations of the American political system, the philosophical principles and theories upon which it rests, and the social forces and pressures operating on it.

PSC 200   State & Local Government   3 CR

This course is an introduction to the structures and functions of state and local government in the United States. The student is exposed to state and local institutions, processes and policies including their powers, organizations, functions and development as well as the interrelationship between the federal, state, and local political jurisdictions.

PSC 210   International Relations   3 CR

This course introduces students to the development and contemporary status of international relations and world politics. The course examines the emergence of the modern nation-state system, competing theories and strategies in foreign policy decision making, the great power rivalries between states, including their causes, consequences and implications for the future. Other topics include the status of power politics in the 21st century, terrorism, non-state actors in the global system of politics, the emergence of a global-political economy and the Global South in a world of wealthy nation-states. *Pre-requisite: ENG-101*

PSYCHOLOGY

PSY 101   Introduction to Psychology   3 CR

This course is designed to present an overview of psychology. As an introduction to the field, students learn current perspectives and the methods used in psychology today. They become familiar with problems and general findings in the processes of sensation, perception, learning and memory, and consider issues related to language, thought, and intelligence. They focus, too, on understanding the connections between emotions, stress, and health, and examine current theories in developmental, personality, and abnormal psychology. Students are encouraged to apply psychological principles to personal and social concerns.

PSY 121   Psychological Methods and Applications   3 CR

This course offers students majoring in the field or those interested in further study of psychology an opportunity to familiarize themselves with theories within selected areas of scientific psychology (Interpersonal and Social relations, Sensation, Perception, Emotions, Motivation, Intelligence, Personality Assessment, Psychological Disorders and Therapies).
Pre-requisite: PSY-101 and ENG-101;

PSY 211   Developmental Psychology I   3 CR

This course is designed to investigate human development from the prenatal period through adolescence using a life-span approach. The class will focus on the interaction of biological, social, emotional, and cognitive factors as they affect the developing child. Contemporary developmental theories and research issues will be discussed, and emphasis will be placed on the applications of theory to parenting, education, and therapy.
Pre-requisite: PSY-101

PSY 216   Theories of Personality   3 CR

This course reviews the psychoanalytic, sociocultural, trait, learning, sociobiological, and existential-humanistic theories of personality. Personality characteristics are emphasized and basic assumptions underlying selective theoretical approaches are examined. Empirical research findings used to support various theoretical paradigms are critically evaluated and real-world applications are explored. *Pre-requisite: PSY-101 and ENG-101;*

PSY 260   Lifespan Development   3 CR

Lifespan Development investigates current theories related to the changes that occur from the prenatal period through old age.

Emphasis is placed on understanding the complex interactions of biological, cognitive, social and emotional factors that shape the life course. Students will be expected to apply developmental theories to their own life experiences.
Pre-requisite: PSY-101 with minimum grade of "C"

PSY 270   Psychology of Teaching and Learning   3 CR

This course is intended primarily for students majoring in education or interested in the learning process. Psychological theories related to development, learning, cognition and motivation will be reviewed and applied to an understanding of student characteristics and differences, the importance of classroom environment, and various means of assessment. Emphasis will be placed on the practical implications of psychological theory, a constructivist approach to learning, and the importance of reflective teaching.
Pre-requisite: PSY-101

PSY 280   Abnormal Psychology I   3 CR

This course examines historical views of abnormal behavior and focuses on contemporary causes, classifications and treatments. Major disorders are considered from psychodynamic, cognitive, humanistic, biological and sociocultural perspectives.
Pre-requisite: PSY-101

RADIOGRAPHY

RAD 101   Radiography I   4 CR

Content is designed to provide an overview of the general principles of patient care, ethics and medico-legal standards. Principles of mathematical formulas, prime factors and electromagnetic energy are introduced. Equipment operation introduces the use of grids, screens, darkroom and digital imaging processing, and all components involved in image production. The foundation of radiation protection and safety standards in radiographic imaging is emphasized. The history of radiography, career opportunities and human diversity and its relationship in the health care system are covered. Learning the basics of medical terminology for use in the health care environment is given. *Co-requisite: RAD-104*

RAD 102   Radiography II   4 CR

This course builds upon the foundation of image production identifying the prime components of radiographic image quality and its control. Image processing for screen -film versus digital imaging along with radiographic accessories for routine diagnostic radiography are analyzed. Radiation protection and biology discuss radiation interaction with atoms and cellular structures. Patient care methodologies are continued emphasizing imaging techniques for mobile, OR and trauma patients including age specific routines. Quality management will include theory and application of basic quality control tests of radiographic equipment.
Pre-requisites: RAD-101, RAD-104; Co-requisite: RAD-105

RAD 103   Radiography III   3 CR

Biological Aspects of Radiation, personnel protection and minimizing patient exposure are studied in depth. Patient Care introduces the relationship of pharmacology to contrast media studies along with learning venipuncture technique and patient assessment skills. Advanced modalities and special studies will prepare students for senior year clinical rotations. *Pre-requisites: RAD-101, RAD-102, RAD-104, RAD-105; Co-requisite: RAD-106*

RAD 104   Radiographic Imaging I/Lab   3 CR

In this first course, anatomy and positioning terminology and their procedure protocols for chest, abdomen, and upper extremity are presented. Demonstration of applicable factors and radiation protection methods are learned in order to achieve

quality radiographs while providing compassionate and optimum patient care. Clinical lab experience will complement didactic instruction. *Co-requisite: RAD-101*

RAD 105   Radiographic Imaging II/Lab   3 CR
In this second course of imaging series, anatomy and positioning terminology and their procedure protocols for lower extremity, shoulder and pelvic girdles, ribs and sternum as well as pediatric and geriatric methodologies are learned. Patient care protocols are always emphasized. Clinical lab experience will complement didactic instruction.
Pre-requisites: RAD-101, RAD-104; Co-requisite: RAD-102

RAD 106   Radiographic Imaging III/Lab   1 CR
In this third course of imaging series, anatomy and positioning terminology and their procedure protocols for the entire spinal column are presented. Patient care protocols are always emphasized. Clinical lab experience will compliment didactic instruction. *Pre-requisites: RAD-101, RAD-102; Co-requisites: RAD-103*

RAD 204   Radiography IV   4 CR
Content continues with Cross-Sectional Anatomy providing the entry-level radiography student with knowledge of sectional imaging components, the concepts of transverse radiography and image reconstruction and the sectional anatomy of the head, thorax and abdomen. Advanced principles of digital radiography and radiation physics will be explored. Radiographic Pathology will incorporate causation of certain radiologic selected diseases, its age specific responses, and the radiographic technical changes used to provide diagnostic radiographs incorporating the ALARA principle.
Pre-requisites: RAD-101,RAD-102:, RAD-103, RAD-104, RAD-105, RAD-106; Co-requisites: RAD-207

RAD 205   Radiography V   4 CR
This course finalizes the student radiographer's foundation of the previous courses learned. Quality Assurance, repeat analysis and trouble-shooting procedures are taught. Image production incorporates technique charts, conversion exposure problems, and factors used for achieving quality radiographs. Radiographic pathology summarizes the pathological effect on radiographs. Students will create critical thinking radiographic analysis projects affirming their understanding of image production and evaluation. *Pre-requisites: RAD-101, RAD-102, RAD-103, RAD-104, RAD-106, RAD-204, RAD-207.*

RAD 207   Radiographic Imaging IV/Lab   3 CR
In this last course of imaging series, anatomy and positioning terminology and their procedure protocols for contrast studies, skull, and advanced studies such as Myelography, Arthrography and ERCP are learned. Patient care protocols are always emphasized. Clinical lab experience will complement didactic experience.
Pre-requisites: RAD-101, RAD-102, RAD-103, RAD-104, RAD-105, RAD-106; Co-requisite: RAD-204.

RAD 208   Radiography VI   1 CR
A general comprehensive review of all learned material prepares the student for the upcoming ARRT national registry examination. Content Specifications, test taking preparation, and continuing education opportunities will be discussed. Students will be required to pass mock simulated registry exams and comprehensive tests by the required 80% grade in order to pass this final course in order to graduate.   *Pre-requisite: RAD-101, RAD-102, RAD-103, RAD-104, RAD-106, RAD-204, RAD-205, RAD-207*

READING

RDG 071   Basic Reading I   3 CR
This course is designed for students who need to develop reading skills before attempting college-level coursework. Students are encouraged to become active readers, listeners and thinkers through a variety of reading and study experiences. Assistance is given with comprehending, summarizing, analyzing, and evaluating assigned readings, including full-length works of fiction or non-fiction. *Co-requisite: ENG-071 and RDG-075*

RDG 072   Basic Reading II   3 CR
This course is designed for students who need to improve reading skills before attempting a full college-level schedule. Students develop their skill in comprehending, summarizing, analyzing and evaluating assigned readings, including full-length works of fiction or non-fiction. *Co-requisite: ENG-072*

RDG 074   Intro to Analytical and Critical Reading   3 CR
This course is designed for students needing preparatory instruction before entering ENG/RDG 071 and RDG 075. It offers practical application of study skills by using a variety of written materials. Students will learn to identify central ideas, supporting details, and to imply meaning from the text. In addition, they will apply annotating, note taking and summarizing skills in various content area materials. Vocabulary development will be an important component of instruction in this course.
Co-requisite: ENG-070 and RDG-070

SCIENCE

SCI 101   Introduction to Physical Science   3 CR
This course is for students who have not had high school physics and for those who wish to review the subject. It covers mechanics, electricity and magnetism, elements of heat, work, and waves. The associated laboratory supplements and illustrates the principles discussed in class.
Pre-requisites: MAT-071 and MAT-073 or any MAT-100 or above.

SCI 102   Introduction to Science in the Real World   4 CR
This course introduces students to real world problems and their solutions through the process of scientific inquiry. Students explore the relationship between science and everyday life. The instructor provides the research question, and students are responsible for the design, data collection, analysis, interpretation, and reporting of their investigations. To reinforce the concepts covered in lecture, laboratory classes include hands-on, inquiry-based laboratory investigations. Pre-requisite: Exit Basic Mathematics. *Co-requisite: ENG-101.*

SPECIAL EDUCATION

SED 235   Young Children with Special Needs   3 CR
This course focuses on the origins, theoretical and philosophical foundations, and practical issues associated with education and intervention services for children birth through eight years of age. This unique group may have disabilities, or may be developmentally delayed, or at risk for problems in learning. Topics include issues related to public laws, effectiveness of early intervention, biological and environmental influences on development, definitions of "at-risk" and "disabled" populations and assessment. Students will gain knowledge in curriculum design and strategies for teaching young children with special needs in collaboration with their families. Students will gain practical experience via field assignments. They are expected to complete observations of young children with special needs in various settings, as well as implement an extensive case study.
Pre-requisite: ENG-101; Co-requisite: ECE-201 or EDU-211 or PSY-270.

SED 290   Inclusive Teaching & Learning   3 CR
An introduction to the field of special education, the etiology, societal attitudes, federal and state laws, and responsibility of educators will be explored. Emphasis will be on the exceptional child as a learner by developing an understanding of the handicapping conditions and applying modifications to educational practices and environments. Current programs and services for educating exceptional children in the State of New Jersey will be discussed.
Pre-requisite: ECE-201 or EDU-211; Co-requisite: ENG-102.

SOCIOLOGY

SOC 101   Introduction to Sociology   3 CR
This course provides an introduction to the discipline of sociology, its major concepts, theories, and research methods, as well as key findings in the field. Using scientific and theoretical principles, students learn about the relationship between social organization, group dynamics, and human behavior, and about the functions of institutions such as religion, family, economy, government, education, the media, and medicine. Sub-topics include culture and identity development; group formation and dynamics; urban life and social change; causes and consequences of social inequality in areas of race, ethnicity, gender, sexuality, and social class.

SOC 200   Intro to Gerontology   3 CR
Students in this course examine the aging process and problems of aged people. The biological, psychological and sociological dimensions of aging are explored. Implications for social policy will be addressed. *Pre-requisite: ENG-101*

SOC 201   Sociology of the Family   3 CR
Students in this course examine the family as a social institution and explores its functions, structure and change. The family in a multicultural environment is examined and a comparative approach is applied. Challenges of modern times are addressed.
Pre-requisite: ENG-101

SOC 203   Environmental Sociology   3 CR
Students in this course explore and study the interactions between the natural environment, social organizations, and social behavior, with studies of the social factors that cause environmental problems, the societal impacts of those problems, and societal efforts to solve these problems. The course explores issues of science and technology, popular culture, economics, urbanization, racial and gender relations, as well as social movements. This course develops a broad understanding of society and environmental issues. *Pre-requisite: ENG-101 with a minimum grade of "C"*

SOC 211   Social Problems   3 CR
Students in this course study and explore the dysfunctions and contradictions in social institutions, structures and processes. The role of power in social and individual problems is emphasized.
Pre-requisite: ENG-101

SOC 230   Religion and Society   3 CR
Using sociological perspectives, students in this course study the diversity of world religions and their structure and function. The role of religion in pluralistic societies will be explored. The conflicting trends of fundamentalism and secularization will also be addressed. *Pre-requisite: ENG-101*

SOC 240   Criminology   3 CR
This course covers historical and contemporary as well as philosophical and scientific approaches to the understanding of criminal behavior. Medical, psychological, political, economic and sociological dimensions will be explored. Crime statistics are also examined. *Pre-requisite: ENG-101*

SOC 260   Race & Ethnic Relations   3 CR
Using sociological perspectives, students in this course learn and explore the structure, functions, and conflicts associated with race and ethnic relations, and the interaction between minority and majority groups. Emphasis is placed on the intersection of race, ethnicity, gender, class and religion and its impact on racial/ethnic identities. Historical and contemporary experiences of various racial/ethnic groups will be explored and various sociological perspectives will be applied. Race and ethnic relations will be explored from both the national and the global perspectives.
Pre-requisite: ENG-101

SOC 280   Social Research Methods   3 CR
This course offers an introduction to the main concepts and methods of social research. It is designed to develop an understanding of scientific methods of inquiry. Both quantitative and qualitative methods are covered. Students gain expertise in report writing. Creative and critical thinking skills are also emphasized.
Pre-requisite: SOC-101 or PSY-101

SUPPLY CHAIN MANAGEMENT

SCM 101   Supply Chain Management Principles   3 CR
This course defines the concept of a supply chain and all of its components from raw materials extracted from the earth to retail products ready for purchase by consumers. The principles learned in this track provide the necessary foundation for fully comprehending the following certification tracks. Supply Chain Management Principles assures success in the remaining certification SCM tracks and is recommended as a prerequisite to other certification tracks. The Supply Chain Management Principles certification also stands alone as a high level overview of supply chain management.

SCM 110   Transportation Operations   3 CR
Transportation Operations explains in detail the different types of transportation modes: air, water, rail, and pipeline used throughout the supply chain and reasons for selected modes. Transportation Operations looks at cost drivers such as dimension, weight and speed along with delivery requirements and other special

requirements as input to key transportation decisions.
Pre-requisite: SCM-101

SCM 115   Warehousing Distribution   3 CR
Warehousing Distribution introduces the student to the processes, software, and terminology used in modern distribution operations. This course trains students on the basics of warehousing so that they may quickly acclimate themselves and be effective contributors in warehousing and distribution operations. Discussion centers on the role of warehousing regarding facility configuration, storage and handling techniques, performance metrics, customer service considerations, and safety concerns across various types of distribution facilities. Pre-requisite: SCM-101

THEATRE ARTS ▮▮▮▮▮▮▮

THA 101   Introduction to Acting   3 CR
The course is designed for the college student possessing little or no background in the performing arts, and for experienced performers who wish to brush up on their skills. Course content includes beginning technique, theory, and the methodology needed to grasp the concept of acting. The practice of acting is explored through exercises using imagination, concentration, relaxation, intention, improvisation, spontaneity, and the reality of doing (as each applies to the craft of acting).
Co-requisite: ENG-101

THA 102   Introduction to Theatre   3 CR
Introduction to Theatre explores the fundamentals of the theatre by bringing to the forefront the work of the theatre practitioners -- playwrights, actors, directors and designers -- working in the world theatre today. The course will also examine the social, political, and artistic forces that shape a play in relation to culture and history. *Co-requisite: ENG-101*

THA 201   Acting II   3 CR
Acting II is an intermediate level acting course that delves more intensely into scene work, and builds upon the basic skills acquired in Intro to Acting. The curriculum focuses primarily on the foundations of Stanislavski's Method, but also emphasizes two offshoots of his concepts - the distinctive acting styles of both Stella Adler and Sanford Meisner. By concentrating on objectives, given circumstances, sensory work, affective memories, characterization, and moment-to-moment work, students will acquire the discipline and framework necessary to create a theatrical performance.
Pre-requisite: THA-101 and ENG-101.

THA 205   Introduction to Playwriting   3 CR
Introduction to Playwriting is designed to create a supportive and stimulating environment for student playwrights to develop the essential tools necessary to craft plays. The art of playwriting is explored through analytic as well as creative work, including the use of writing prompts, play analysis, re-writing exercises, and play readings. The study and practice of these fundamental playwriting techniques culminate in the writing of a 10-minute play.
Pre-requisite: ENG-101.

THA 208   Contemporary Drama   3 CR
Contemporary Drama focuses on late 20th - 21st Century plays, and the analysis of their theatrical structures from the perspective of theatre artists - playwrights, actors, directors, and designers. The emphasis of the course is to develop the student's ability to appreciate the intellectual and intuitive work required to create a theatrical experience from a written text in today's theatre.
Pre-requisite: ENG-101.

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M.S., B.S. Steven Institute of Technology
A.S. Hudson County Community College

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Instructor, English
M.A. New York University
B.A. New School University

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M.F.A. Ohio University
B.A. Rowan University

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Ed.D. Rutgers University
M.A. University of Leningrad

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Academic Foundations
M.A. The City College of New York
B.A. University of Southern Maine

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Ph.D. University of Medicine & Dentistry of NJ
B.A. Rutgers University

Karen Hosick
Instructor, Health Sciences
M.A. University of North Carolina
B.S. Ithaca College

Mohammad Imam
Assistant Professor, Computer Science
M.S. City College of New York
M.Sc. & B.Sc. Physics, Magadh University

Syeda Jesmin
Associate Professor,
English Academic Foundations
M.A., B.A. University of Dhaka
M.A. New Jersey City University

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Associate Professor, Biology
M.D. Medical University of the Americas
M.S. Seton Hall University
B.S Montclair State University

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Professor, English
Doctorate, Drew University
M.A., B.A. City College of New York

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Interim Associate Dean, Business, Culinary
Arts, and Hospitality Management
Ed.D. Rowan University
MBA, B.S., A.A.S., Johnson & Wales University

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Professor, Culinary Arts
A.A.S. Hudson County Community College

Evgeniya Kozlenko
Assistant Professor, ESL
M.A., B.A. Vladivostok University

Kewal Krishan
Assistant Professor, Mathematics
Academic Foundations
M.A. Guru-Nanak University, India
B.S. Punjab University, India

Theodore Lai
Professor, Mathematics
Ed.M., M.A. Columbia University
M.S., B.A. Hunter College

Jerry Lamb
Assistant Professor, Criminal Justice
Ed.D. Nova Southeastern University
M.A. Baruch College
M.A. John Jay College
B.S. John Jay College

Clive Li
Instructor, STEM
Ph.D. Stony Brook University

Azhar Mahmood
Assistant Professor, Chemistry
Ph.D. University of Rhode Island
M.S. Manhattan College

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Professor
Ph. D. Seton Hall University
M.S. Seton Hall University
B.S. New Jersey City University

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Assistant Professor, Psychology
M.A. Seton Hall University
B.A. Seton Hall University

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Assistant Professor, Business/Accounting
MBA Pace University
B.S. New Jersey City University

Linda Miller
Associate Professor, ESL
Ed.M. Rutgers University
B.A. New York University

Patrick Moore
Professor, Psychology
Ph.D. City University of New York
M.S. St. John's University
B.A. Saint Peter's College

Jihan Nakhla
Instructor, Medical Assisting
Ph.D./M.A Menia University (Egypt)

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Assistant Professor, English
Academic Foundations
M.A. Teachers College, Columbia University
B.A. Queens College, CUNY

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Professor, Culinary Arts
B.S. Farleigh Dickinson University
A.O.S. Culinary Institute of America

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Assistant Professor, Education
Ph. D. Montclair State University
M.S. Bank Street College of Education, NY
B.A. George Washington University

Courtney Payne
Assistant Professor, Culinary Arts
B.A. College of New Jersey

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Professor, Biology
Ph.D., M.D. University of Medical School, Italy

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Assistant Professor, ESL
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B.A. Pace University

Mohammad Qasem
Instructor, Physics
M.A. University of Alabama
B.A. University of Jordan

Ahmed Rakki
Assistant Professor
M.S., B.S. University de Poitiers, France

Gilda Reyes
Instructor, Romance Languages
M.A. Teachers College – Columbia University
B.A. Fordham University

Laurie Riccadonna Lewis
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M.F.A. Yale University
B.F.A. Pennsylvania State University

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Assistant Professor, Human Services
M.A. Farleigh Dickinson University
B.S. St. John's University

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Professor, English
M.A.T. University of Chicago
M.A. Jersey City State College
A.B. Oberlin College

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Academic Foundations
Masters, Jersey City University
B.S. University at Albany

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M.A., B.A. University of Bucharest, Romania

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M.A. Rutgers University
J.D. Yeshiva University
B.A. Wheaton College

Mohamedrafiq Siddiqui
Assistant Professor, Computer Science
M.A., B.S. Farleigh Dickinson University

Robin Singer
Assistant Professor, Early Childhood Education
M.A. Teacher's College,
Columbia University
B.A. Columbia University

Richard Skinner
Associate Professor, ESL
M.A. New York University
B.A. Columbia University

Catherine Sweeting
Associate Professor, English
M.A. Queens College
B.A. California State University

Fatma Tat
Instructor, Chemistry
Post Ph.D. Rockefeller University and
New York University
Ph.D. Karaelmas University
M.Sc. Karaelmas University
B.Sc. Uludag University

Jeremiah Teipen
Professor, Fine Arts
M.F.A. School of Visual Arts, NYC
B.F.A Columbus College of Art & Design

Elana Twersky-Winslow
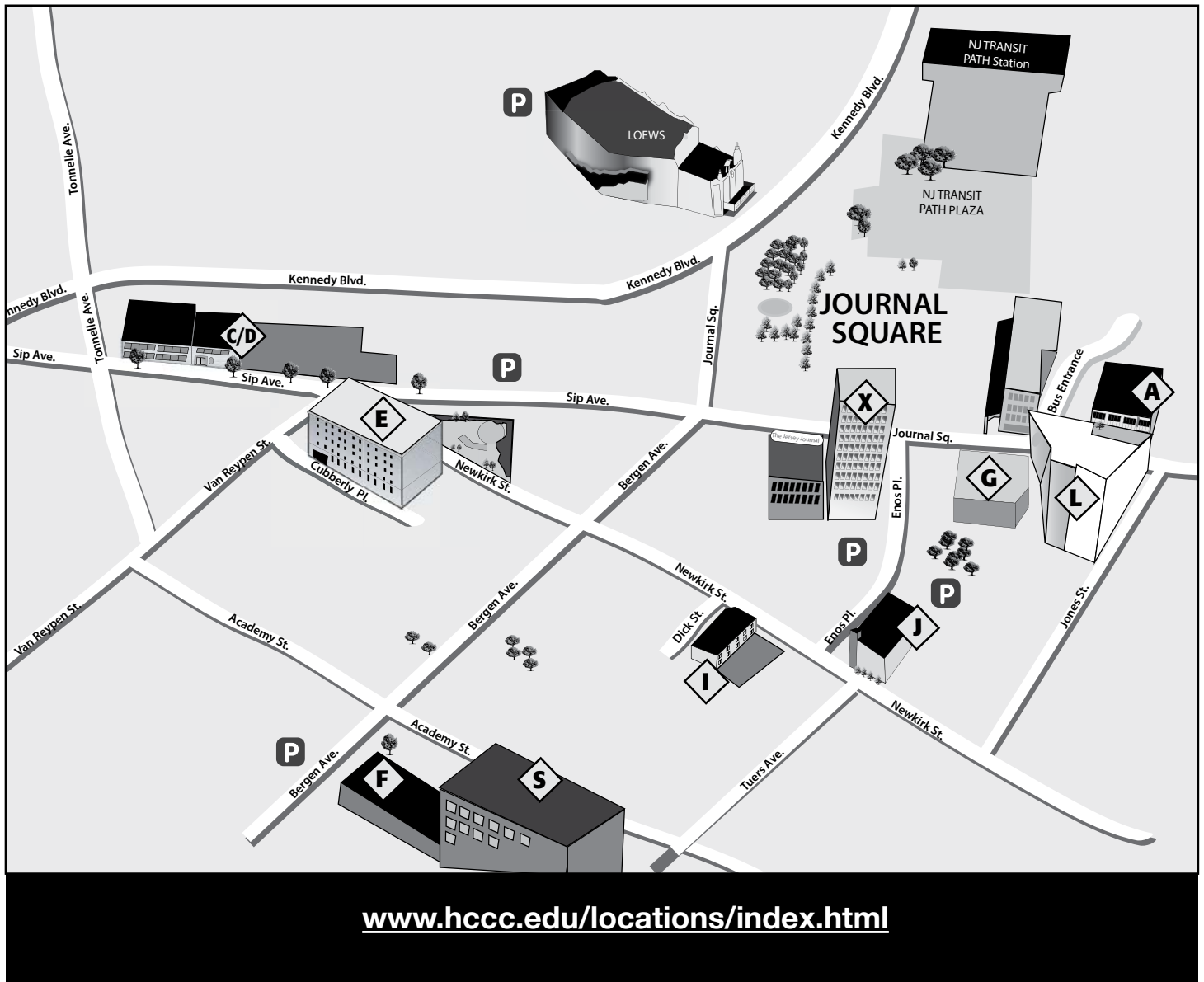Assistant Professor, Business
MBA Rutgers University
B.S. Yeshiva University

Alison Wakefield
Assistant Professor, Education
Ed.D., M.A., B.S. Seton Hall University

Susannah Wexler
Assistant Professor, English
M.F.A. Sarah Lawrence College
B.A. Vassar College

David Winner
Assistant Professor, English
Ph.D. New York University
M.F.A. University of Arizona
B.A. Oberlin College

Rong (Carrie) Xiao
Instructor, Accounting
M.B.A. Virginia Tech University

JOURNAL SQUARE CAMPUS

www.hccc.edu/locations/index.html

P Discounted Parking For Jersey City Campus

Welcome Parking- 20 Jones Street (next to J Bldg.)

Welcome Parking- 30 Journal Square
(across from Jones Street lot- behind X Building)

Impark (Square Ramp)- 801 Pavonia Avenue (behind Loews Theatre)

Impark- 130 Sip Avenue (Across from E Bldg.)

Bergen Avenue Parking- 871 Bergen Avenue (Across from F Bldg.)

Discounted parking is available at Journal Square Ramp Garage (270 Magnolia Avenue). To access the discount, download the Parking.com app and select location code 91132. Add your license plate and select hours needed for parking; then press "Checkout." On the checkout page, enter promo code HCCCF21 for 50% off parking and click Apply.

JOURNAL SQUARE CAMPUS

A **70 Sip Avenue**
Academic Affairs
Bursar
Career Development
Center for Academic & Student Success
Conference/Workshop Rooms
College Foundation
Disability Support Services
Enrollment Services (Admissions/Registrar)
Faculty & Staff Professional Development Office
Financial Aid
Help Desk
Hudson Helps Resource Center
Human Resources
Mary T. Norton Board Room
Office of Information Technology
Office of the President
Office of Student Affairs

C/D **162-168 Sip Avenue**
Campus Store
Classrooms
Communications
Customer Service/Mailroom
Facilties Department
Grants
Institutional Research & Planning
Year Up NY/NJ

E **Culinary Conference Center**
161 Newkirk Street
Business, Culinary Arts & Hospitality
 Management Division
Center for Business & Industry
Classrooms
Continuing Education & Workforce Development
Conference/Workshop Rooms
Evening/Weekend/Off-Campus Services
Follett Room
Johnston Room
Scott Ring Room
The Robert L. Clare Reading Room

F **870 Bergen Avenue**
Classrooms
Computer Labs
LPN Lab
MDA Lab
Nursing & Health Sciences Division
Radiography Lab

G **Student Center**
Facilities
Libby's Home Kitchen
Security
Student Government Association (SGA)
Student Life and Leadership
The Bunker Veterans' Lounge

I **119 Newkirk Street**
Classrooms
English & ESL Division

J **2 Enos Place**
Classrooms
Computer Labs
Educational Opportunity Fund (EOF)
Food Pantry
LEAP Program
Student Lounge
Writing Center

L **Gabert Library**
71 Sip Avenue
Abegail Douglas-Johnson (ADJ) Academic Support Services
Alfred E. Zampella Lecture Hall
Benjamin J. Dineen, III - Dennis C. Hull Gallery
Center for Online Learning (COL)
Classrooms
Computer Lab
Cultural Affairs Office
Dean of Instruction
Division of Academic Development & Support Services
Early Childhood Education Lab/ Classroom
Humanities & Social Sciences Division
Honors Program
Liberty Café
Library
Security
Studio Arts Classrooms/Lab
Testing Center
Thomas J. Fleming Community Education Classrooms
Coming Soon! Student Center

S **STEM (Science, Technology,**
Engineering & Mathematics) Building
263 Academy Street
Academic Foundations - Math
Bits and Bytes Cafe
Classrooms
Computer Labs
Science Labs
STEM Division
Student Lounge
The Mark Oromaner Room

X **26 Journal Square**
Administrative Offices

NORTH HUDSON CAMPUS

N **4800 Kennedy Blvd.**
Union City, NJ

1st Floor
Bookstore
HCCC Enrollment Center
• Bursar's Office
• Enrollment Services
• Financial Assistance
• Testing & Assessment
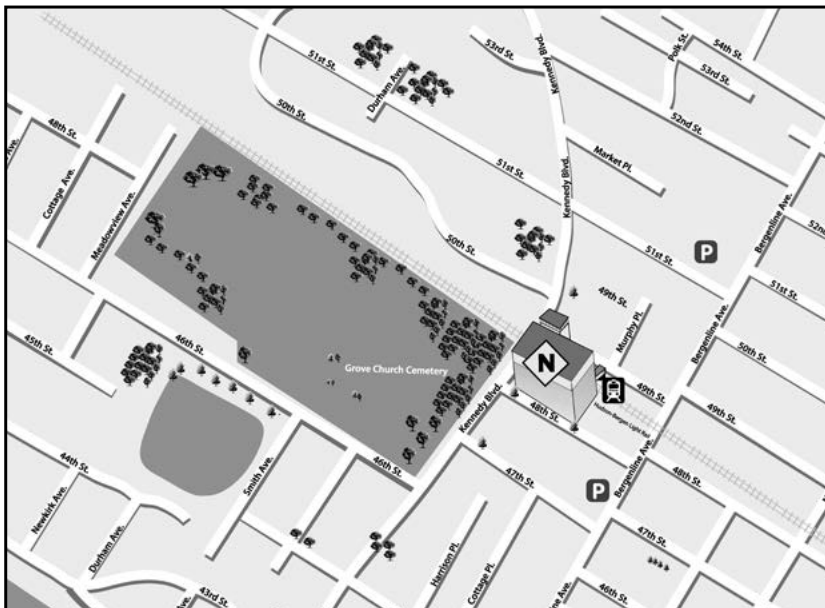• Academic Advisement
• Continuing Education Office

2nd Floor
Open-Access Computer Lab
Outdoor Courtyard
Student Life and Leadership
Student Lounge
Multipurpose Room

3rd Floor
Bridge/Walkway to Light Rail Station
ITS Help Desk
Library
Computer Lab
Mac Lab

4th Floor
Language Labs (3)
General Classrooms (7)
Seminar Room

5th Floor
Biology Lab and Chemistry Lab
Computer Lab
Film & Music Studies Room
Food Pantry
General Classrooms (6)

6th Floor
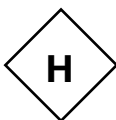County of Hudson One-Stop Center
(Only Accessible by 48th Street Entrance)

7th Floor
Administrative Offices
• Office of the Executive Director of
  the North Hudson Campus
• Faculty Offices
• Mail Room/Copy Center
• Conference Rooms
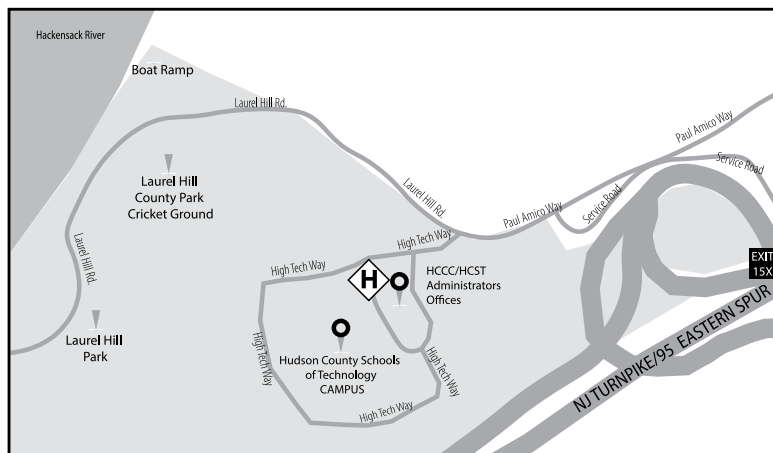• Outdoor Terrace
• Classrooms (2)
• Tutorial Services

P **Metered Parking Lots**

West New York Lot –Between 51st St. & 52nd St. off Bergenline Avenue

Union City Lot –Between 47th St. & 48th St. off Bergenline Avenue

H **SECAUCUS CENTER**
One High Tech Way
Secaucus, NJ

www.hccc.edu/campus

Directions to the Journal Square (Main) Campus:

by car to Journal Square

New Jersey Turnpike to Exit 15 E. At toll booths, bear right on to ramp and follow sign which says "Truck Route 1& 9 North, Jersey City". Proceed over two bridges toward the intersection of Route 440. Bear left past the second bridge, take 1&9 North, proceed to second right onto Sip Avenue. Continue on Sip Avenue up the hill to the Journal Square section of Jersey City. The administrative building is located between Bergen & Summit Avenues.

by PATH to Journal Square

Take PATH train to Journal Square Transportation Center. 70 Sip Avenue (Building A) adjoins the PATH Transportation Center.

by bus to Journal Square

from North Hudson

NJT 82	Union City to Jersey City
NJT 83	Hackensack to Jersey City
NJT 84/86	North Bergen to Jersey City
NJT 87	Hoboken to Jersey City
NJT 88	North Bergen to Jersey City

Directions to North Hudson Campus:

Via car from Jersey City:

Kennedy Blvd. north to 49th Street.

Via Light Rail:

West Side-Tonnelle Ave. line to Bergenline Ave. (at 49th Street).

Via New Jersey Transit buses

to Bergenline Ave. Transit Center:
22, 22X, 84, 86, 89, 156, 181, 88, 154.

Directions to Secaucus Center:

From the North: Take NJ Turnpike South Eastern Spur to Exit 15X to Seaview Drive in Secaucus. Turn left onto New County Road/Paul Amico Way. Turn left on High Tech Way.

From the South: Take NJ Turnpike North Eastern Spur to Exit 15X to Seaview Drive in Secaucus. Turn left onto New County Road/Paul Amico Way. Turn left on High Tech Way.

From the South (Tonnelle Ave.): Take slight right toward County Road; continue onto County Road. County Road turns right and becomes New County Road. Continue on Paul Amico Way; turn left on High Tech Way.

From the East: Take Paterson Plank Road to Secaucus. Turn left on County Road. Continue onto New County Road/Paul Amico Way. Turn left on High Tech Way.

From the West: Follow Route 3 East to Meadowlands Parkway. Turn left onto Seaview Drive. Turn right onto New County Road/Paul Amico Way. Turn left on High Tech Way.