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

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

Questions regarding the equal opportunity policy and compliance statement may be directed to the Office of Human Resources, 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.
On behalf of the administration, faculty and staff, it’s my pleasure to welcome you to Hudson County Community College!

Hudson County Community College is one of the fastest growing colleges in New Jersey. The number of full- and part-time students who study at HCCC has increased steadily these past few years, and as a result, we have expanded our spectrum of course offerings as well as the number of our facilities. We are dedicated to meeting the educational needs and expectations of the residents and business people who are our neighbors here in Hudson County. We are committed to providing you with the instructors, programs, support services, technologies and equipment you need to succeed in preparing for continued learning, and creating — or recreating — a career in our global economy.

There is a wealth of resources to make your learning experience at HCCC successful, and we encourage you to become acquainted with and to utilize as many of them as necessary. Our Academic Affairs, Student Affairs, Student Activities and Financial Aid departments, and our renowned Culinary Arts Institute and Center for Business & Industry are here to support you in setting and achieving your goals.

We want you to acquire a good college education, one that will help you to think critically, to understand the broad context of facts and figures you learn, and to be able to make more appropriate choices. We also hope you will develop significant and lasting friendships through your college studies. Most importantly, we want you to develop an appreciation for learning that will last a lifetime.

I hope you will be successful in all of your pursuits, and that you will consider your decision to study at Hudson County Community College one of the best you ever made.

Dr. Glen Gabert  
President
**TABLE OF CONTENTS**

**Communicating with the College** .............................................4

**About Hudson County Community College** ......................5
- Philosophy ....................................................................................................6
- Mission ...........................................................................................................6
- Accreditation .................................................................................................7

**What Does Hudson County Community College Offer** ............9
- Associate Degree and Certificate Programs ........................................10 -11
- Financial Aid ................................................................................................12
- Scholarships and the Foundation .............................................................15

**Getting Into Hudson County Community College** .................16
- Admissions ....................................................................................................17
- Testing and Placement .............................................................................23
- Tuition and Fees .........................................................................................25
- Registration ................................................................................................27

**Academic Policies and Procedures** ...........................................28
- Grading ........................................................................................................29
- Academic Standards ..................................................................................31
- Academic Honors and Graduation .........................................................34-35
- Attendance ................................................................................................34

**Resources and Services** .................................................................39
- Instructional Resources .............................................................................40
- Student Services .........................................................................................42-46
- Student Activities ......................................................................................45
- Student Life Policies ..................................................................................47-48
- The Division of Community Education ..................................................49

**Academic Programs** ........................................................................51-99
- (Accounting - Theater Arts)
- Degree Program Index .............................................................................55
- Electives ......................................................................................................100-102

**Course Descriptions** .................................................................103-135
- Accounting through Women’s Studies

**Faculty and Administration** .........................................................136-143

**Campus Maps** ................................................................................144-145

**Directions** ..........................................................................................146
## Communicating with the College...

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

**ON MATTERS CONCERNING:**

<table>
<thead>
<tr>
<th>Area Code (201)</th>
<th>Category</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>360-4010</td>
<td>Academic Affairs</td>
<td></td>
</tr>
<tr>
<td>360-4362</td>
<td>Academic Foundations</td>
<td></td>
</tr>
<tr>
<td>714-7200</td>
<td>Admissions - <a href="mailto:admissions@hccc.edu">admissions@hccc.edu</a></td>
<td></td>
</tr>
<tr>
<td>360-4006</td>
<td>Alumni Affairs</td>
<td></td>
</tr>
<tr>
<td>360-4670</td>
<td>Bilingual Education</td>
<td></td>
</tr>
<tr>
<td>360-4390</td>
<td>Bookstore (Journal Square)</td>
<td></td>
</tr>
<tr>
<td>360-4398</td>
<td>Bookstore (North Hudson Higher Education Center)</td>
<td></td>
</tr>
<tr>
<td>360-4184</td>
<td>Career &amp; Transfer Resource Center</td>
<td></td>
</tr>
<tr>
<td>360-4150</td>
<td>Center for Academic &amp; Student Success</td>
<td></td>
</tr>
<tr>
<td>360-4243</td>
<td>Center for Business &amp; Industry</td>
<td></td>
</tr>
<tr>
<td>360-4060</td>
<td>Communications</td>
<td></td>
</tr>
<tr>
<td>360-4246</td>
<td>Community Education Courses and Certificates</td>
<td></td>
</tr>
<tr>
<td>360-4410</td>
<td>Courses, Curricula and Registration</td>
<td></td>
</tr>
<tr>
<td>360-4630</td>
<td>Culinary Arts Institute</td>
<td></td>
</tr>
<tr>
<td>360-4180</td>
<td>Educational Opportunity Fund (EOF)</td>
<td></td>
</tr>
<tr>
<td>714-7200</td>
<td>Enrollment Services</td>
<td></td>
</tr>
<tr>
<td>360-4614</td>
<td>ESL/Bilingual and Developmental Education</td>
<td></td>
</tr>
<tr>
<td>360-4200</td>
<td>Financial Aid</td>
<td></td>
</tr>
<tr>
<td>360-4265</td>
<td>Health, Science &amp; Technology</td>
<td></td>
</tr>
<tr>
<td>360-4070</td>
<td>Human Resources</td>
<td></td>
</tr>
<tr>
<td>360-4650</td>
<td>Humanities &amp; Social Sciences</td>
<td></td>
</tr>
<tr>
<td>360-4030</td>
<td>International Education</td>
<td></td>
</tr>
<tr>
<td>360-4360</td>
<td>Library/Learning Resource Center</td>
<td></td>
</tr>
<tr>
<td>360-4627</td>
<td>North Hudson Higher Education Center</td>
<td></td>
</tr>
<tr>
<td>360-4381</td>
<td>Off-Campus Credit Courses</td>
<td></td>
</tr>
<tr>
<td>360-4120</td>
<td>Registrar (Records)- <a href="mailto:registrar@hccc.edu">registrar@hccc.edu</a></td>
<td></td>
</tr>
<tr>
<td>360-4006</td>
<td>Scholarships/HCCC Foundation</td>
<td></td>
</tr>
<tr>
<td>360-4080</td>
<td>Security</td>
<td></td>
</tr>
<tr>
<td>360-4020</td>
<td>Student Affairs</td>
<td></td>
</tr>
<tr>
<td>360-4195</td>
<td>Student Activities &amp; Clubs</td>
<td></td>
</tr>
<tr>
<td>360-4196</td>
<td>Student Government</td>
<td></td>
</tr>
<tr>
<td>360-4190</td>
<td>Testing Center</td>
<td></td>
</tr>
<tr>
<td>360-4102</td>
<td>Tuition and Fees</td>
<td></td>
</tr>
<tr>
<td>360-4185</td>
<td>Tutoring</td>
<td></td>
</tr>
<tr>
<td>360-4135</td>
<td>Veteran's Affairs- <a href="mailto:veterans@hccc.edu">veterans@hccc.edu</a></td>
<td></td>
</tr>
<tr>
<td>714-7100</td>
<td>Weather</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.hccc.edu">www.hccc.edu</a></td>
<td>Web Site Address</td>
<td></td>
</tr>
</tbody>
</table>
About
Hudson County Community College

Hudson County Community College is a vibrant urban institution offering courses and classes in a wide variety of disciplines and studies primarily in two locations. The College services the people and businesses of one of the most densely populated and most ethnically diverse areas in the United States.

The College was established in 1974 when the New Jersey Board of Higher Education approved the establishment of a community college commission in Hudson County, the first of its kind in the country. The College began as a “contract” college. As one of only two such colleges in the United States, and the sole contract college in New Jersey, its goal was to offer programs to students that reflected the nature of the job market. Hudson County Community College received its official name in 1981.

In the mid-1990’s, the College formulated plans for academic and physical growth based upon the needs of the ethnically and culturally diverse Hudson County community. The administration and Board of Trustees have worked to ensure that all of the people of the Hudson County area have access to an affordable education that provides them with the knowledge and skills needed in today’s global society.

In the past several years, Hudson County Community College has realized unprecedented growth, with enrollment and graduation rates increasing significantly each year. Enrollment has risen from 4,129 students in 1996 to 9,400 in Fall 2011. This growth is a result of careful and thoughtful planning to (1) enlarge the depth and number of course/class offerings (including scheduling “sunrise,” weekend, and online classes), (2) enhance students’ experiences (including the establishment of a central counseling program, and reorganized student activities and student government programs), and (3) expand the number and quality of its facilities by adding more than eight state-of-the-art buildings to the College’s campuses.

HCCC is fully accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Other accreditations include: the Technology Accreditation Commission of the Accreditation Board of Engineering Technology; the National League for Nursing Accrediting Commission; and the Committee on Accreditation of Respiratory Care. The College’s award-winning and nationally recognized Culinary Arts Institute (CAI) curriculum is one of only two programs in the New York region to be accredited by the American Culinary Federation Accrediting Commission.

The HCCC Center for Business & Industry works in conjunction with the CAI, and in partnership with a number of local community-based groups, to provide training, job-readiness/lifeskills instruction, and certification examinations.

In addition to offering one of the most extensive programs of financial aid, the College’s Foundation provides scholarships for deserving students, and has awarded more than $1.25 million in scholarships to more than 1,000 students since its founding in 1997.
PHILOSOPHY

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

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

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

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

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

MISSION STATEMENT

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

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

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

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

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

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

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

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

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

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

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

Hudson County Community College is committed to providing for the educational needs of the residents and businesses of our area. To attain this goal, the College formulates and implements a detailed strategic plan every five years.

The strategic-planning process involves collecting and analyzing a comprehensive list of relevant, current, and accurate data so that the College’s administration may make informed decisions on effectively serving the community. Some of the elements considered in developing the strategic plan include:

- How to reach and serve more constituencies within Hudson County;
- The development of a comprehensive academic plan that sets priorities for the next stage of the College’s development;
- Ensuring the operational and financial infrastructure to accommodate the College’s future growth is in position; and
- Initiating and strengthening partnerships with community, educational, and business leaders throughout the area.

The College’s newest strategic plan is in the final stages of development and will be available soon. Once approved, it will be made accessible to all members of the community on the College’s website.

ACCREDITATION

Hudson County Community College operates under the authority of the New Jersey State Commission on Higher Education. The College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

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

The Cooperative Nursing (NSG) Program, offered in conjunction with the Schools of Nursing of Bayonne Medical Center and Christ Hospital, is accredited by the National League for Nursing Accrediting Commission (NLNAC). Christ Hospital is a National League of Nursing Center for Excellence.

The Paramedic Science (EMT) program is offered in conjunction with the Jersey City Medical Center and is accredited by the Commission of Accreditation of Allied Health Education Programs (CAAHEP).

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

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

ACCESS: Associate Degree Early Childhood Education Teacher Educators
Alliance for Community College Innovation
American Association of Collegiate Registrars and Admissions Officers
American Association of Community Colleges
American Culinary Federation Educational Institute
American Educational Research Association
American Library Association
American Society for Engineering Education
American Sociological Association
Association for Childhood Education International
Association of College and University Auditors
Association of Community College Trustees
Association for Gerontology in Higher Education
Association for Institutional Research
College and University Professional Association for Human Resources
College Students Educators International
Council for the Advancement of Standards in Higher Education
Council on Hotel, Restaurant and Institutional Education
County College Association of Institutional Research and Planning
Council for Opportunity in Education
Hudson County Chamber of Commerce
National Association College Admission Counselors
National Association of College & University Business Officers
National Association of Community College Teacher Education Programs
National Association of Early Childhood Teacher Education
National Council for Marketing and Public Relations
National Council for Research and Planning
National Council for Resource Development
National Tutoring Association
New Jersey Association of Institutional Research
New Jersey Association of Student Financial Aid Administrators
New Jersey Association of Veterans Programs
New Jersey Association for College Admission Counseling
New Jersey Community Colleges Academic Officers Association
New Jersey Community Colleges Business Officers Association
New Jersey Library Association
New Jersey Virtual Community College Consortium
Public Relations Society of America
Student Affairs Administrators in Higher Education (NASPA)
What Does Hudson County Community College Offer?

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

The Associate in Applied Science (A.A.S.) degree programs offered at the College are designed to prepare graduates for immediate employment or for continuing their education at a four-year institution. The Associate in Arts (A.A.), Associate in Fine Arts (A.F.A.), and Associate in Science (A.S.) degree programs are designed specifically for transfer to a bachelor’s degree program. According to the Comprehensive State-Wide Transfer Agreement approved by the New Jersey Presidents’ Council (NJTransfer.org), an A.A. or A.S. degree from a New Jersey community college will be fully transferable as the first two years of a baccalaureate degree program at New Jersey public four-year institutions. Additionally, students transferring with an A.A. or A.S. degree will be considered to have completed all lower division General Education requirements. For Associate in Fine Arts (A.F.A.) and transfer programs, Hudson County Community College has negotiated articulation agreements to facilitate the transfer of credits from HCCC to participating institutions. Students should discuss transfer opportunities with a counselor in the Career & Transfer Services Center.

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

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

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

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

Associate 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 four-year institutions. Students develop a portfolio of work that is integral to the transfer process.

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

Proficiency Certificate
The Proficiency certificate (required 12-15 credits) is a short-term program intended to enhance employment opportunities through a carefully structured course sequence in a specialized field.

For additional details go to www.hccc.edu/programs
BUSINESS, CULINARY ARTS & HOSPITALITY MANAGEMENT
PHONE: (201) 360-4631

Associate in Science (A.S.) Programs
Accounting

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

Certificate Programs
Culinary Arts
Hospitality Management

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

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

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

Associate in Applied Science (A.A.S.) Programs
Criminal Justice
Early Childhood Education

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

Certificate Programs
Child Care
Digital Art & Design
Criminal Justice

Proficiency Certificate
Digital Art & Design
FINANCIAL AID

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

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

AFFIRMATIVE ACTION

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

FINANCIAL ASSISTANCE

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

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

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

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

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

The completed FAFSA form must be submitted electronically to the following web site: www.fafsa.ed.gov

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

All students who complete the FAFSA will receive two notices of eligibility, normally between two and six weeks after the application is filed with the Processor. The notices include the Student Eligibility Notice (SEN) issued by the New Jersey Higher Education Student Assistance Authority (the state) and the Student Aid Report (SAR) issued by the federal government.

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

FINANCIAL AID REFUND POLICY

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

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

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

Students must be U.S. citizens or eligible non-citizens and meet all other requirements. Pell Grants are awarded to undergraduate students who have not earned a bachelor’s or graduate degree. Grant amounts range from $602.00 to $5,550.00 per year. Grants are renewable annually based on financial need, enrollment status, and satisfactory academic progress. Students selected for verification are required to submit to the Financial Aid office all requested financial documentation from both the student and parent before any financial aid is awarded.

FEDERAL STAFFORD LOAN (Subsidized and Unsubsidized)

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

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

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

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

FEDERAL PLUS LOAN

The PLUS Loan is for parents of undergraduate dependent students. The loan is made to the parent by the Federal Direct loan program. The parent may apply for the total cost of attendance minus any financial aid received. Repayment begins within 60 days of disbursement.

TUITION AID GRANT (TAG)

Students are eligible if they are enrolled as undergraduates in a program that leads to a degree or certificate at HCCC and are enrolled for at least half-time. Applicants must demonstrate need for student aid and must have lived in New Jersey for 12 consecutive months prior to September 15 for fall awards or 12 consecutive months prior to February 15 for spring only awards before receiving the grant. Students must be citizens or eligible non-citizens of the U.S. All applicants must submit an FAFSA to determine eligibility by the specified deadlines. The amount of the grant differs in value based on the students’ needs, the tuition cost, and the funds available for distribution to students. For the current academic year, grants range in value from $488.00 to $2,398 per year at HCCC. Grants are renewable annually based on 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:

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>MAXIMUM NUMBER OF SEMESTER PAYMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular two-year program</td>
<td>5</td>
</tr>
<tr>
<td>Remedial/Developmental or Bilingual (ESL) Curriculum</td>
<td>6</td>
</tr>
<tr>
<td>Two-year EOF Program</td>
<td>6 (8 with EOF approval)</td>
</tr>
</tbody>
</table>

FEDERAL SUPPLEMENTAL OPPORTUNITY GRANT (FSEOG)

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

FEDERAL WORK-STUDY PROGRAM (FWS)

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

In order to receive federal, state or institutional financial aid, students must demonstrate satisfactory academic progress toward the attainment of a degree. At HCCC, the 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.

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

1. Qualitative Measure (Financial Aid GPA). You must maintain a Minimum Cumulative Financial Aid GPA of 2.0 to maintain financial aid assistance eligibility. Transfer, ESL and Remedial credits will be included in the Financial Aid GPA calculation.
   - Students will have two GPA calculations, the Institutional GPA and Financial Aid GPA. Transfer, ESL and Remedial credit hours must be included in the GPA calculation for purposes of determining Financial Aid Satisfactory Academic Progress.

2. Quantitative Measure (Pace). Students must successfully complete 67% of hours attempted to maintain financial assistance eligibility. Grades of F, W, I, R and TR will be counted as credits attempted.
   - Students may only change their major once for the purpose of calculating the Financial Aid Satisfactory Academic Progress.

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

REMEDIAL CREDIT LIMITATION

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

REPEATED COURSEWORK

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

MAXIMUM NUMBER OF SEMESTERS OF PELL GRANT AWARDS

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

SAP APPEAL PROCEDURE

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

FINANCIAL AID PROBATION

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

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

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.

Hudson County Community College
a world of possibilities
ABOUT THE HUDSON COUNTY COMMUNITY COLLEGE FOUNDATION

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

Officers:
Chanda Gibson, Chair
James Egan, Vice Chair
Benjamin Dineen, Treasurer
Mandy Otero, Secretary
Michael Raimonde, Officer at Large
Dr. Glen Gabert, College President
Joseph Sansone, Vice President for Development

Directors:
Arnold Alston
Mark Bann
Donnett Barnett-Verley
Jack Bataglia
Orlando Bru
Jeanne Cretella
Joseph Cundari
Angel Denis
Richard Di Marchi
Patrick Di Santo
Richard Dwyer
Lisa Epstein
Karen Fahrenholz
Scott Harwood
Joseph Hotendof
Antonio Ibarria, Sr.
Philip Johnston, Past Chair (’10-’12)
Richard Mackiewicz, Jr., Esq.
Joseph Napolitano, Sr.
Maria Nieves
Michael Novak
Kevin O’Connor
Stephanie Panepinto
Raju Patel
Tony Rico
Kendrick Ross
Michael Ryan
John Sabates
Ronald Schwarz, Past Chair (’08 - ’10)
Paul Silverman, Past Chair (’05-’07)
Richard Zaborowski

The College gratefully acknowledges our scholarship sponsors.

- American Association of University Women
- Automated Building Scholarship
- Bender Anne & Thomas Scholarship
- Borden Perlman Scholarship
- Boys & Girls Club of Hudson County
- Brooks Georgia Family & Friends Scholarship
- Capital One Scholarship
- Chef Jimbo Crowley Memorial Scholarship
- CHIP in for the Children Foundation
- Cunningham Sandra & Glenn Foundation
- Cundari Joseph Scholarship
- Doria Family Scholarship
- Encore Catering Scholarship
- Fidelity Investment Scholarship
- Golden Alfred and Antoinette Scholarship
- Goldman Sachs Scholarship
- Goya Foods Scholarship
- Harwood Laura & Sonny Scholarship
- HCCC Culinary Faculty Scholarship
- HCCC Faculty & Staff Scholarship
- HCCC Trustees Scholarship
- Hudson County Government Scholarship Fund
- Hudson City Lions Club Scholarship
- Hudson City Savings Scholarship
- Independence Community Foundation Scholarship
- Jersey City Asian Merchants Association
- Johnston Communications Scholarship
- Kearny Federal Savings Scholarship
- Khyrn Foundation Scholarship
- Lakeland Bank Scholarship
- Liberty Board of Realtors Scholarship
- MAST Construction Services Scholarship
- Panepinto Family Scholarship
- Pershing Field Babe Ruth League Scholarship
- Pioneer Boys and Girls Club Scholarship
- Provident Bank Scholarship
- Provident Foundation Scholarship
- PSE&G Engineering Scholarship
- Rotary Club of Jersey City-Daybreak Scholarship
- Scott Ring Scholarship
- Silverman Family Scholarship
- TransNet Corporation Scholarship
- United Water Scholarship
- United Way of Hudson County Scholarship
- Verizon Scholarship
- Wells Fargo-Robert Sidney Needham Foundation Scholarship

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

ADMISSIONS AND REGISTRATION

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

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

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

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

Application Procedure

Applicants must obtain an Admission Application form from the Office of Enrollment Services. The appropriate, non-refundable application fee, payable to Hudson County Community College, must accompany a completed application.

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

All inquiries concerning applications for admission should be directed to:

The Office of Enrollment Services
Hudson County Community College
70 Sip Avenue
Jersey City, NJ 07306
(201) 714-7200
admissions@hccc.edu

OR

North Hudson Higher Education Center
4800 Kennedy Blvd.
Union City, NJ 07087
(201) 360-4627

Application Information

In addition to submitting the complete application form, applicants must:

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

2. HCCC, as mandated by the State of New Jersey, is required to ask for proof that all students enrolled full-time must have been immunized against certain preventable diseases (Measles, Mumps & Rubella) or provide evidence that they are exempt.

Exempt students must meet ONE of the following conditions:

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

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

c) Those individuals born before January 1, 1957.

The following documents are acceptable as evidence of immunization and the date the immunization was administered:

a) Official School Immunization Record

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

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

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

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

Non-Graduates of High School

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

Students are enrolled and admitted according to general admission policies and procedures. Non-high school graduates who may be seeking financial aid must meet the “Ability to Benefit” requirements (test scores) in order for eligibility to be determined.

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

Health Professions Programs

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

Residency Requirements

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

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

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

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

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

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

International Student Application Deadlines:
- Fall Semester: July 1
- Spring Semester: November 1

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

Visiting Students

Students currently enrolled in other colleges and universities who wish to earn credits at Hudson County Community College for transfer to that college or university must obtain advance written approval from the appropriate academic office of the home institution. Students take full responsibility in ensuring that their home institution will accept credits attained at HCCC. Students must make certain they have met the proper prerequisites or corequisites at their home institution before enrolling at HCCC. An official transcript may be requested as proof of pre- or co-requisite satisfaction. Visiting students should submit an Admission Application and pay any associated fees by the respective registration deadlines. Visiting students are not eligible for financial aid.

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

Veterans

Hudson County Community College celebrates veterans and encourages their admission and enrollment. HCCC participates with the Veterans Administration provisions of the federal laws which entitle veterans to educational benefits. The requirements and services for the various programs can be reviewed through the VA website at www.gibill.va.gov. To be certified for VA educational assistance, students must submit DD-214, which shows discharge type or NOBE (Notice of Basic Eligibility) showing length and percentage of entitlement.

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

Classification of Students

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

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

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

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

Full-Time Student:
A student carrying a course load of at least 12 credit hours for the fall and spring semesters.

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

Second-Year Student:
A student who has completed 30 or more credits.
Evaluation of Prior Learning Experience

Students who believe that previous educational studies, training programs, or work experience may entitle them to an adjustment in the course work required in a particular curriculum should contact their Division Dean or Academic Program Director to determine procedures for applying for waiver of course requirements. Upon acceptance to HCCC, students may be awarded up to 30 credits toward a degree and 15 credits toward a certificate for their prior educational experience in several ways: Transfer Credit, CLEP, Advanced Placement, NYU Foreign Language Proficiency Tests, Work/Life Portfolio Assessment, Military Courses, and Credit by Examination. Intent to apply for a waiver of credit should be made at the point of admission by checking the appropriate box on the application form, or well in advance of the term in which the course(s) are offered. The College does not guarantee the transferability to other institutions of credit earned in these ways.

TRANSFER POLICY
Transfer Credits for Students without College Degrees:

Applicants who wish to transfer credits from an accredited U.S. college or university to HCCC may be granted up to 30 credits toward an associate degree, and 15 credits toward a certificate, for courses completed with a grade of ‘C’ or better, of which at least 12 credits must be in his/her area of specialization at HCCC. Generally, the College will accept credits only for courses in the students’ degree curriculum which are equal in content and credits hours to coursework at HCCC. All such courses taken within five years prior to the students’ first semester at HCCC will be accepted. However, for certain courses taken five or more years prior to the first semester at HCCC, certain restrictions apply.

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

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

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

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

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

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

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

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

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

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

- Course age restrictions may apply for certain courses.

Transfer Credit from Foreign Institutions

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

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

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

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

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

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

Requests to Take Courses at Other Institutions:

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

Once approved, one copy of the form is forwarded to the Registrar, one is retained by the Division Dean or Academic Program Director, and the third and final copy is given to the
Visiting & Transfer Student Requirements

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

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

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

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

College Level Examination Program (CLEP)

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

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

For information concerning CLEP tests, contact the Testing Center located at 162 Sip Avenue. For more information, go to www.hccc.edu/testing.

Advanced Placement

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

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

High School Initiatives

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

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

Project LEAP (Learning Enables All Possibilities)

HCCC is actively involved in the movement to enhance coordination between secondary and post-secondary education. One of the College’s most noted dual enrollment programs is Project LEAP (Learning Enables All Possibilities).

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

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

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

Students who have successfully completed high school courses that have been aligned with College courses may qualify for transfer credits. Eligible high school courses are those that are aligned and included in a formal articulation agreement between the school district and the College. Copies of these agreements are on file in the Division offices and the high school guidance offices.
Students wishing to apply for such credits must submit an
application for transfer credit at the time of admission, pass a pro-
iciency examination for each course by the end of their first
semester, and comply with any other requirements specified in
the relevant agreement. Credit is awarded only for those cours-
es that pertain to the students’ degree or certificate program.
For more information, go to www.hccc.edu/hsadmissions.

Credit by Examination

For selected courses, students may take an Exemption Test for
Credit on the first day of classes. If students pass the exemption
test with a grade of ‘C’ or better, the course is credited to their
records with a CE grade. No grade points are calculated for a CE
grade, and students are required to register and pay the same
course fee for the CE as they would pay to enroll in the course.
Students may attend the class but are exempt from all examina-
tions. Students who are exempt from the first course may regist-
ner and pay for the next course by completion of an "add" form.
Contact the Division Dean or Academic Program Director for a
listing of applicable courses.

Credits for Non-College
Sponsored Education

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

Military Education Courses

The Registrar 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 the Office of
the Registrar for evaluation.

Credit for Courses Completed at
Non-Collegiate or Proprietary Institutions

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

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

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

Work-Life Portfolio Credit

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

Students who receive transfer credits or other course waivers
may not use Work-Life Credit for any part of the 15-credit HCCC
residential requirements for an Academic Certificate or the 30-
credit HCCC residential requirements for an Associate Degree.

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

Student Records Policy

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

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 can be mailed directly to students
and are stamped “Student Copy - Not for Official Use.” These
unofficial transcripts do not carry the College seal.

Students should allow up to 10 business days for processing a
transcript request.

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

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

Course Withdrawal Process

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

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

Withdrawal forms are available at www.hccc.edu/forms.

Withdrawal from Cooperative Nursing & Practical Nursing Courses

Students may not withdraw from cooperative nursing (NSG) or practical nursing (PNU) courses. Written permission is required from the School of Nursing and/or Program Director. To be eligible to withdraw, students must be in good academic standing. Beyond the midpoint of the semester, withdrawals will only be considered in cases of emergencies.

Leave of Absence

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

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

Re-admission

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

Students must complete and submit to the Office of Enrollment Services an Application for Re-admission and pay the appropriate non-refundable re-admission fee.

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

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

Veterans Information

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

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

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

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

Change of Address

All students must file a Change of Address Form in the Office of Enrollment Services as soon as their address changes. The form must be accompanied by documents verifying the new address (NJ State ID/County ID/home phone bill or PSE&G bill in your name) in order for a change of address to occur. Form available at www.hccc.edu/forms.
Testing and Placement
Following admission to HCCC, all new students are required to take the Placement Test to assist the College in placing them in classes appropriate to their skill level. The Placement Test may also be used to determine eligibility for financial aid for applicants who are non-high school graduates and those who did not finish the GED. Students may take either the computerized or the paper-and-pencil version of the Placement Test. The results of the Placement Test are used to determine whether students need to go through the English as a Second Language (ESL) Program or the Academic Foundations Program to strengthen basic skills in reading, writing, computation and algebra before moving on to college-level courses. For details including practice test go to www.hccc.edu/testing.

The following students are exempt from all or portions of the College Placement Test:
1. Any student with a degree from a regionally accredited United States college or university. Graduates of foreign universities should have their records evaluated by any member agency of the National Association of Credential Evaluation Services (NACES). An official transcript must be submitted to the Office of Enrollment Services located at 70 Sip Avenue in order to determine eligibility of an exemption. Students whose degrees did not include college-level writing or mathematics courses are required to take the Placement Test.
5. Students who have achieved a score of 540 or higher on the math section of the SAT test within five years of admission to HCCC. Official score reports must be submitted at time of admission to HCCC.
6. Students who have achieved a score of 540 or higher on the math section of the SAT test within five years of admission are exempt from the computation/algebra portion of the Test. Official score reports must be submitted at time of admission to HCCC.

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

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

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

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

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

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

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

The following documents are acceptable as evidence of immunization, provided they specifically indicate the immunization and the date it was administered:
1. An official school immunization record,
2. A record from any public health department
   OR
3. A record signed (refer to HCCC’s College Immunization Affidavit Record Form) by a physician.

* Exempt students must meet one of the following conditions:
1. Medical reasons (e.g., pregnancy). A physician’s statement must be submitted.
2. Religious reasons. A statement from an official of the religious organization must be submitted.

Students must submit all immunization documentation to the College by their first term of attendance. For details, go to www.hccc.edu/immunization.
Status of Residency
You are considered a Hudson County resident if you maintain a permanent home within Hudson County, New Jersey.

Types of Tuition
There are three types of tuition rates:
1. Hudson County residents
2. Out-of-county residents
   (but still reside in New Jersey)
3. Out-of-state and International residents
   Please see the table on page 26 for specific rates.

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

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

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

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

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

Graduation Fee
Graduates will be assessed a non-refundable graduation fee of $35.00, even if the student is not attending the graduation ceremony. This fee does not include the rental fee of the cap and gown. The student must contact the bookstore for cap and gown rental fees.
TUITION AND FEES

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

Full payment of tuition and all fees is due on the day of registration. The College accepts payment in cash, check, money order, MasterCard, Visa, American Express, Discover and debit cards.

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

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

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

** College Tuition Refund Policy

<table>
<thead>
<tr>
<th>Refund Percentage</th>
<th>Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Refund</td>
<td>Up to the end of the first week of classes.</td>
</tr>
<tr>
<td>90% Refund</td>
<td>Up to two (2) weeks after the first day of classes.</td>
</tr>
<tr>
<td>50% Refund</td>
<td>Up to five (5) weeks after the first day of classes.</td>
</tr>
<tr>
<td>25% Refund</td>
<td>Up to ten (10) weeks after the first day of classes.</td>
</tr>
</tbody>
</table>

** Summer, Express and Winter Sessions do not apply to the above schedule.

** Refund policy applies to Spring and Fall semesters only.

** All Refund Schedules are available at the Bursar’s Office, 70 Sip Avenue.

For more information, go to www.hccc.edu/refund.
The following table outlines HCCC’s Tuition and Fee Schedule:

### Tuition *
- County Resident .......................................................... 110.25 per credit
- Out of County Resident .................................................. 220.50 per credit
- Out of State Resident/International Student .................. 330.75 per credit

### Fees *
- Registration ........................................................................ 20.00 per semester
- General Service Fee ......................................................... 20.00 per credit
- Student Activities Fee ....................................................... 4.75 per credit
- Technology Fee .......................................................... 14.00 per credit
- Late Registration Fee ...................................................... 20.00 per occurrence
- Lab Fees (varies per course) ........................................... 22-45 per course
- Culinary Fee .............................................................. 275.00 per course
- Culinary Cutlery .................................................. 240.00 per occurrence
- Culinary Uniforms (Freshmen) .................................... 148.00 per year
- Set Tuxedo ................................................................. 120.00 each
- Culinary Uniforms/Certificate Program ....................... 148.00 per year

### Other Fees *
- Application for Admission (Non-Refundable) .................. 20.00 per occurrence
- Application for Readmission (Non-Refundable) ............. 20.00 per occurrence
- Foreign Student Processing Deposit ......................... 250.00 non-refundable deposit
- Graduation ................................................................. 35.00 per occurrence
- Returned Check Fee .................................................... 25.00 per occurrence
- Transcript Fee ............................................................. 5.00 per occurrence
- Health Insurance Fee (Fall/Spring) ............................. 28.00 per term
- Culinary Insurance Fee .................................................. 14.00 per year
- Lost Schedule Fee ......................................................... 2.00 per occurrence
- Replacement of ID Card .............................................. 2.00 per occurrence
- Add/Drop Fee ............................................................ 15.00 per occurrence
- CLEP Exam Fee ........................................................... 20.00 per occurrence
- Work/Life Portfolio Assessment/Processing Fee .......... 100.00 per occurrence
- Re-Test Fee ............................................................... 5.00 per occurrence
- HOBE Test Fee .......................................................... 30.00 per occurrence
- DANTES Test Fee ......................................................... 20.00 per occurrence
- Distance Learning Exam Fee ......................................... 20.00 first 2 hours
  10.00 per hour after 2 hours
- LPN Nursing Test Fee .................................................. 50.00 per occurrence
- LPN Exit Exam ............................................................ 50.00 per occurrence
- NCLEX Test & Prep Program ......................................... $400.00

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

**Selected programs, such as Nursing, Paramedic Science, and Respiratory Care have separate lab fee schedules. A listing of Laboratory Fees is available at the Student Accounts Office at 70 Sip Ave.**

Students are expected to pay for any College property that they may damage or lose.
REGISTRATION

Registration

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

Specific registration dates and course schedule for each term are available through the College’s web site or from the Office of Enrollment Services (www.hccc.edu/schedule). Students must see an academic/faculty advisor before registering for classes and obtain the advisor’s signature on the registration form. Students are encouraged to register as early as possible to ensure the best possible option for course offerings and scheduling.

Priority Registration

Continuing program ready students and new students may register early by making an appointment with either the Center for Academic and Student Success or their assigned faculty advisor. Priority registration begins on or about April 1 for fall and summer semesters and on or about November 1 for winter session and the spring semester. Please check the Academic Calendar for the specific term for exact dates at www.hccc.edu/academiccalendar.

Late Registration

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

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

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

GRADE REPORTS
Grade reports are available by accessing Liberty Link. If students have outstanding balances, grade reports will not be accessible until the balance is paid in full.
**D** Minimally acceptable academic performance for general education courses, but unacceptable academic performance for prerequisite courses and major courses.
(Note: Students should be aware that courses in which they receive a “D” grade generally are not accepted as transfer credits at other institutions.)

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

## Grade Point Average

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Equivalents</th>
<th>X</th>
<th>Credits</th>
<th>=</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>X</td>
<td>3</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>X</td>
<td>3</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>X</td>
<td>3</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>X</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>X</td>
<td>3</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

30 divided by 15 equals a 2.0 grade point average

## Grades for Academic Foundations and ESL Courses

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Grade Points/Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Exit</td>
<td>No weight (not calculated in GPA)</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>No weight (not calculated in GPA)</td>
</tr>
<tr>
<td>R</td>
<td>Repeat</td>
<td>No weight (not calculated in GPA)</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0.0 (calculated in GPA)</td>
</tr>
</tbody>
</table>

---

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

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

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

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

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

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

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

**W - Withdraw (No Credit)**
Withdrawal - Except for selected programs (e.g., cooperative nursing), students may withdraw from a course without academic penalty until the midpoint of the semester. Beyond the midpoint, students may only withdraw from a course in the case of an emergency and must secure the permission of the Vice President for Academic Affairs. If permission is granted, students will receive a grade of ‘W’. Students who wish to withdraw must complete and submit a withdrawal form to the Registrar’s Office. **Note:** While a ‘W’ is not used in computation of the students’ grade point averages, it is calculated against the number of credits attempted. Therefore, course withdrawals can adversely affect academic standing. The number of “W” grades allowed on a student transcript will be limited to a total of 20 credits. No students will be able to withdraw from the same course twice. If a student is taking a class beyond the second attempt, a “W” may not be assigned.

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

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

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

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

**NP - Not Passed**
Used for College Survival Skills (CSS) course in place of “F”. Students receiving an NP grade would be required to retake CSS to meet requirements.
Academic Standing

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

Satisfactory Standards

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

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

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

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

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

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

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

Early Intervention

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

Academic Probation

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

Degree program-ready students who have not completed certain required General Education courses within 45 credits may be placed on Academic Probation and their schedules restricted until required courses have been completed (see page 53)

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

Academic Suspension/Dismissal

Students shall be monitored for academic progress each semester. If performance indicates two consecutive semesters of failure to meet the minimum standards, those students will be suspended. Students who have been suspended for academic reasons must wait one full semester before applying for reinstatement to the College, and may be only reinstated on academic probation and must sign an academic contract form prior to registering. Such reinstatement is contingent on a review by the Division Dean/Academic Program Director or Vice President for Academic Affairs or the Academic Appeals Committee. Failure to maintain this minimum level of academic performance will result in final dismissal from the College. Final Dismissal cannot be appealed. This means that those students may only return within the framework of the College’s Fresh Start Policy.
ACADEMIC INTEGRITY POLICY

I. Academic Integrity Standards

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

Violations of the principle of academic integrity include:

• Cheating on exams.

• Reporting false research data or experimental results.

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

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

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

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

II. Violations of Academic Integrity

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

A. First violation in a course:

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

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

• If the violation merits failure for the course, the violation is reported to the Division Dean or Academic Program Director. A form for reporting academic integrity violations is available for such a report.

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

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

B. Second violation in a course:

• Results in automatic failure for the course and must be reported to the Division Dean’s office.

C. Non-course violations:

• Students who are found in violation of the College code of academic integrity on incoming placement or exit examinations are referred to the appropriate Academic Program Director, Division Dean, and/or Vice President for Student Affairs for disposition.

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

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

Academic Appeals Procedure

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

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

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

Step One

Discussion with the appropriate faculty member.

Step Two

Discussion with the appropriate Division Dean or Academic Program Director. If the grading instructor is still employed at the College, the Division Dean/Academic Program Director’s authority is limited to reviewing the evidence and recommending to the instructor that a grade change may be considered. If the instructor is no longer employed by the College, the Division Dean/Academic Program Director may recommend a change of grade. Such recommendation must be submitted to the Dean of Arts & Sciences or Vice President for Academic Affairs for final action.
Step Three
Written appeal to the Dean of Arts & Sciences summarizing the circumstances of the appeal and indicating the outcomes of steps one and two. Grade appeals must include all relevant materials such as course syllabi, originals or copies of assignments, papers, lab reports, quizzes and examinations. As part of Step 3, the Dean of Arts & Sciences may at his/her discretion convene a meeting of the Academic Appeals Committee. The committee shall consist of a Division Dean/Academic Program Director, a counselor, and at least three faculty members. The Division Head from whose division the appeal emanates may participate on the committee without vote. The Committee Chairperson shall submit the committee’s recommendation in writing to the Dean of Arts & Sciences. The Dean of Arts & Sciences shall examine the evidence and the recommendation, make a final judgment, and communicate the decision in writing to the student. No further appeals may be made. Grade changes accomplished under this procedure are final and cannot be re-appealed.

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

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

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

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

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

• Academic Fresh Start will be granted only once.

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

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

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

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

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

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

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

In all cases where a course is repeated, both the original and repeated grades will remain on the transcript. However, the first unsatisfactory grade will not be used in calculating the grade point average. Any subsequent grades will be calculated in the student’s grade point average. Students may not repeat a course more than once without special permission from the Division Dean/Academic Program Director.

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

Change of Major
HCCC students who wish to change from one program (major or area of concentration) to another are expected to visit the My-Hudson Liberty Link and go to “My Program Evaluation.” Students will be able to review the adjustment to their program prior to filling out a “Change of Major” form. The form is available through Enrollment Services at 70 Sip Avenue.
Attendance
Students are expected to attend all classes. However, in case of an emergency or illness, students are advised to notify their instructor or counselor immediately. The responsibility for any work missed because of absence rests entirely with the student.

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

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

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

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

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

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

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

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

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

Graduation Honors
Students who demonstrate high scholastic achievement are eligible for the following graduation honors:
3.45 - 3.64 GPA: Cum laude (with honors)
3.65 - 3.84 GPA: Magna cum laude (with high honors)
3.85 - 4.00 GPA: Summa cum laude (with highest honors)

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

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

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

Associate Degree and Certificate Requirements

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

- Complete Academic Foundations requirements.

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

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

- Earn an overall GPA of at least 2.0.

- Earn a grade of ‘C’ or better in all required courses in their field of concentration.

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

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

- Resolve all financial obligations to the College.

- Return all library books and College materials.

Second Degree Policy

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

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

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

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

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

Transferring to Other Institutions

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

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

For more information, go to www.hccc.edu/cass.
**Dual Admission and Articulation Agreements**

**Joint Admissions**

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

- Fairleigh Dickinson University
- New Jersey City University
- New Jersey City University – Health Services Program
- Rutgers University - Cooperative Nursing Program
- Saint Peter’s College*

**Dual Admissions**

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

- Bloomfield College
- Fairleigh Dickinson University
- Kean University
- Montclair State University
- New Jersey City University
- New Jersey Institute of Technology
- Saint Peter’s College*
- Thomas Edison State College
- University of Phoenix

* Saint Peter’s College will become Saint Peter’s University during the 2012-2013 academic year.

**Articulation Agreements – General**

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

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

For more information, go to www.hccc.edu/admissions.
Articulation Agreements – Specialized

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

<table>
<thead>
<tr>
<th>Four-Year College/University</th>
<th>Academic Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metropolitan College of New York</td>
<td>Human Services</td>
</tr>
<tr>
<td>Baltimore International College</td>
<td>Culinary Arts and Hospitality Management</td>
</tr>
<tr>
<td>Fairleigh Dickinson University</td>
<td>Culinary Arts and Hospitality Management</td>
</tr>
<tr>
<td></td>
<td>All Programs</td>
</tr>
<tr>
<td></td>
<td>Burgundy &amp; Blue Program</td>
</tr>
<tr>
<td>Felician College</td>
<td>Nursing (Bachelor’s or Master’s)</td>
</tr>
<tr>
<td>Florida International University</td>
<td>Hospitality Management</td>
</tr>
<tr>
<td>Hawaii Pacific University</td>
<td>Culinary Arts</td>
</tr>
<tr>
<td>John Jay College of Criminal Justice</td>
<td>Criminal Justice (BA or BS)</td>
</tr>
<tr>
<td>Johnson &amp; Wales University</td>
<td>Culinary Arts</td>
</tr>
<tr>
<td>Laboratory Institute of Merchandising</td>
<td>Business Management</td>
</tr>
<tr>
<td>Mercer County Community College</td>
<td>Funeral Services</td>
</tr>
<tr>
<td>Montclair State University</td>
<td>Humanities and Social Science Programs</td>
</tr>
<tr>
<td>New England Culinary Institute</td>
<td>Culinary Arts</td>
</tr>
<tr>
<td>New Jersey City University</td>
<td>Nursing</td>
</tr>
<tr>
<td>Paul Smith’s College</td>
<td>Culinary Arts and Service Management</td>
</tr>
<tr>
<td>Rutgers University – Newark</td>
<td>Social Work</td>
</tr>
<tr>
<td>Wagner College</td>
<td>Nursing</td>
</tr>
</tbody>
</table>

Joint Programs

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

Respiratory Care
Dietary Management
• University of Medicine and Dentistry of New Jersey

Cooperative Programs

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

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

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

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

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

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

Qualifications for Select Careers

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

In selecting their majors and College externships/field work, students should familiarize themselves with the selection processes and eligibility criteria of prospective employers or field sites. Students are encouraged to discuss any concerns with the appropriate Program Coordinator, Division Dean/Executive Director, or a member of the College’s counseling staff.

For more information, go to www.hccc.edu/career.
HCCC offers a number of special programs and instructional support services to enhance opportunities for academic success.

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

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

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

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

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

Weekend College

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

Distance Learning Courses

Distance Learning offers students flexibility in completing their programs at HCCC. However, participation requires individuals who are self-directed and can work independently. All distance learning courses are equivalent to on-campus courses in content, credit, and semester length. Students may enroll in online courses, in which students complete all course requirements, maintain regular contact with their instructor, and interact with their classmates via the Internet on a computer. Students must own or have access to a computer and an HCCC e-mail address in order to complete their online courses successfully.

Off-Campus Academic Centers

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

North Hudson Higher Education Center

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

Computer Assisted Instruction

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

Testing & Assessment Center

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

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

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

For more information and a complete listing of testing services, visit: www.hccc.edu/testing.
Writing Center (WC)

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

Language Laboratories

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

Abegail Douglas-Johnson
Academic Support Services

Tutoring for individuals and small groups is available through the Abegail Douglas-Johnson Academic Support Services. Trained tutors provide assistance in all subject areas for both walk-in and regularly scheduled students at the various College sites.

The Abegail Douglas-Johnson Academic Support Services offer students a unique approach to studying with their classmates through small, tutor-led study groups. Sessions are conducted in a relaxed atmosphere immediately following day or before evening classes, often in the same classrooms where instruction is conducted. Group tutorials are available daily at all tutorial centers in response to student needs.

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

Library/Learning Resource Centers

The Learning Resource Centers at Journal Square and North Hudson Higher Education Center provide services and resources that support the research and curricular needs of students and faculty. The LRC website serves as a portal to all library resources and services. Books, magazines, journals, and newspapers are available in both print and electronic formats. All resources are included in InfoPath, the library online catalog. Remote access to databases and electronic reference sources is available with the use of the CWID number. All video and DVD programs are indexed in the online catalog and may be viewed in the library. Streaming video programs are also indexed in the online catalog and may be accessed through the catalog or NJVid. Reserve materials are designated by professors and are available to students for use in the library. Professional librarians present information literacy instruction to classes and provide individualized research assistance to students, staff, and faculty on demand. Print and multimedia instructions for using the databases are available online under the Research Assistance link on the library web page. Media services and audio visual equipment are available to faculty for classroom use. Photocopiers are available to students for a nominal fee. A current HCCC ID card is required to borrow all library materials.

For more information go to www.hccc.edu/library.
STUDENT SERVICES

Center for Academic and Student Success

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

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

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

Office of Advisement & Counseling

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

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

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

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

- Journal Square Campus: (201) 360-4150
- North Hudson Higher Education Center: 4800 Kennedy Blvd.
- Union City, NJ: (201) 360-4600

Office of Career & Transfer Services

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

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

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

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

See www.hccc.edu/cass for more information.
Disability Support Services

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

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

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

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

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

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

The Office of Disability Support Services is located at Building A (70 Sip Avenue, 2nd Floor). To schedule an appointment with the Counselor/Coordinator of Disability Support Services, please call (201) 360-4157 - TTY (201) 360-4028.

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

Educational Opportunity Fund Grant (EOF)

For over 40 years, the Educational Opportunity Fund (EOF) Program has provided students from educationally and/or economically disadvantaged backgrounds an opportunity to pursue a college degree. Created by a statute in 1968, EOF has provided academic, financial and social support to thousands of students. Since the late 70’s, EOF has been an integral part of Hudson County Community College. For more information, go to www.hccc.edu/EOF.

To be eligible an applicant must:

• Be a full-time student in their first semester of enrollment (enrolled in a minimum of 12 credits).

• Have been a resident of New Jersey for at least one full year prior to enrollment.

• Meet the financial eligibility requirements as documented by the student’s FAFSA.

• Provide income documentation for verification purposes.

Grants of up to $525.00 are awarded per semester. Eligibility for renewal is based on academic progress/success (as defined by project standards) and continued eligibility. Program services include advising, tutoring, supplemental instruction, counseling, and workshops/seminars. During the summer and at the end of each semester, EOF operates a series of developmental courses for initial and continuing participants. The EOF Office is located at 25 Journal Square, Third Floor.

For additional information regarding the program and/or to schedule an appointment, please call (201) 360-4180 or send an e-mail to eof@hccc.edu.

The Faculty Advisement Program

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

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

To schedule an appointment to discuss matters related to faculty advisement, please call (201) 360-4150.
Tutorial Services Program

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

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

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

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

Journal Square: (201) 360-4185
25 Journal Square (Room 312)
Jersey City, NJ 07306

North Hudson Higher Education Center
(201) 360-4623
4800 Kennedy Blvd.
Union City, NJ 07087

For more information, go to www.hccc.edu/tutorialservices.
**Student Activities**

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

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

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

**Clubs and Organizations**

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

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

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

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

**Pre-Professional Academic**
- Accounting Club
- Art Club
- Biology Club
- Computer Science Club
- Culinary Club
- Film Club
- Hospitality Club
- Nursing Club
- Psychology Club
- Science & Engineering Club
- Teacher Education Club

**Publication**
- *Reflections* (Yearbook)
- *Tapestry* (Literary Magazine)
- *The Orator* (Newspaper)

**Special Interest**
- Academic Rogues
- Atheist & Agnostic Club
- Black History & Arts Society
- Chess Club
- Council for Unity
- Debate Club
- Electronics Club
- Gay Straight Alliance
- Holistic Horizons
- House of Fashion
- Human Services Club
- Mother Earth Club
- Music Club
- Strength for the Journey
- Student Programming Board
- Theater Arts Club

**Honor Societies**
- Phi Theta Kappa
- Psi Beta

**Service-Oriented**
- Helping Hands
- Key Club

**Cultural**
- Bilingual Coalition Club
- Culture Plus
- French Club
- Indian Cultural Club
- International Student Club
- Japanese Culture
- Middle Eastern Cultural Club
- Muslim Student Association
- Pakistani Culture Promoters

**Student Government Association**

All of these clubs/organizations are student run and provide activities for the College community. Updated information regarding active clubs during the year can be found via MyHudson portal.
Student Handbook/Planner
The Student Handbook is distributed by the Office of Student Activities to help students familiarize themselves with College policies and procedures. However, it is not the official statement of the College’s policies and procedures and is subject to change without notice. The Planner portion of the Handbook allows students to manage their time effectively, and balance their busy schedules.
For more information, go to www.hccc.edu/handbook.

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

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

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

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

STUDENT ACTIVITIES POLICY
FOR TRIPS AND EVENTS
Tickets for trips and events will be sold on a limited basis to students. Ticket limits will be established by the Office of Student Activities to allow as many students the opportunity to experience the event as possible. When tickets are placed on sale, the following procedure is followed -- students must present a valid HCCC ID card with the current semester sticker. Students may purchase the allowed amount per valid HCCC ID, unless otherwise indicated. All tickets are sold on a first come, first served basis. No tickets will be held for anyone. All ticket sales and purchases are non-refundable. The policy reflects the obligation that the Office of Student Activities has with regard to payment of vendors associated with booking any event.

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

This means you are responsible for your guests.
General Rules and Regulations

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

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

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

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

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

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

Anyone found to be in violation of these procedures may be subject to disciplinary action. If you have any questions regarding these policies, you may contact the Assistant Dean of Students at (201) 360-4199 or visit the office at 25 Journal Square, Room 104. For more information, go to www.hccc.edu/activities.

**STUDENT LIFE POLICIES**

**Student Conduct**

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

**Non-Discrimination**

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

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

**Student Privacy**

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

**Drug- and Alcohol-Free Environment**

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

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

Violations of this policy may lead to serious disciplinary action.
Alcohol and Drug Counseling
Resources and Services
The Center for Academic and Student Success is available to assist HCCC students with education, information, counseling, and referral services on alcohol and drug abuse.

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

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

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

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

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

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

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

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

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

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

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

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

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

F. Possession, Use or Sale of Illegal Drugs
The possession, use, sale, or transfer of illegal substances will not be tolerated at HCCC.

G. Possession, Use or Distribution of Alcoholic Beverages
Unauthorized possession or illegal use of and abuse of alcoholic beverages are prohibited at the College.

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

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

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

HCCC provides residents of Hudson County with life-long learning opportunities through Non-credit programs in collaboration with other academic divisions. Non-credit courses are offered daytime, evenings, and weekends, on a quarterly calendar schedule: Fall (September), Winter (January), Spring (March) and Summer (June).

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

Adult Basic Education and Language Programs

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

Non-Credit Culinary Arts (CAI)

Culinary Arts represents an expanding area of Community Education. A wide array of stand-alone cooking/hospitality courses targeted to the home enthusiast and county residents are offered all year round. In addition, the Culinary Arts Institute manages a unique year-long culinary arts program for local high school students who earn school district graduation credits along with professional chef skills training. Many of these students who continue on to a degree program upon high school graduation are awarded credits for courses.

Center for Business and Industry (CBI)

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

College Credit Articulations

HCCC Non-Credit Programs have joined with two degree programs in the College creating an exciting bridge into an Associate Degree. Students who successfully completed the CDA Certificate program can present their certification to the faculty of the Early Childhood Education program and receive up to eleven (11) credits toward the degree. Students successfully completing the CPHE in Hospitality Management and who achieve a passing score on any of three national industry certification exams offered by the American Hotel and Lodging Association will be awarded credits for each certificate earned, up to a maximum of seven (7) credits. Additionally, the certificate program in Digital Design is articulated with the AFA Studio Arts – Computer Arts option for six (6) college credits. The HCCC Non-Credit Programs offer continuing studies gateway certificate programs that articulate for credit at select colleges and universities. Presently the Non-Credit Programs Department is offering a five-course program in Homeland Security, and a program in Leadership and Human Resources is currently under development.
The HCCC Conference Center

Having opened in early 2008, the HCCC Conference Center is devoted to supporting the overall educational goals of the College and reflects the College mission, values, and standards. It is established as an academic conference center that is operated on a sound fiscal basis in accordance with the professional standards of the International Association of Conference Centers. It is positioned as a non-residential, executive level, educational conference center with a focus on the external regional market and the HCCC Center for Business & Industry. In addition, the Center provides a venue for the special events of the College, official College entertaining, and such meetings and programs that may be deemed appropriate. Designed as a “smart building” offering state-of-the-art technology, the Center has a total of 73,000 square feet, 44,000 of which is dedicated to the Culinary Arts Institute. The Conference Center space includes a large banquet room, pre-function space with bar, banquet kitchen, restaurant with restaurant kitchen, two large meeting rooms, one of which can be subdivided, and five meeting rooms. The building features an extensive range of the latest presentation and computer technology, including interactive video conferencing, satellite, and rapid internet accessibility. FLIK Conference Centers, a conference center management company, runs the day-to-day operations.

HCCC Non-Credit Course Offerings

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

**Business Courses**
- Career Development Courses and Services

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

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

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

**Gateway Certificate Programs**
- Homeland Security

**Health Certificates**
- Certified Nurse Assistant

**Languages**
- Spanish levels I, II, III

**Non-Credit Liberal Arts for the Community**

**Offered through CBI**
- Senior Sessions
- Courses of interest to our senior citizens, including Internet, Fraud Protection, and Flower Arrangement
- Customer Service Skills
- Restaurant Operations
- ESL
- Basic Computers
Academic Programs

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

Courses numbered 000-099 are taken by students who need to strengthen their basic skills, or by students whose native language is not English and who need to improve their English skills. The credits earned in these Academic Foundations or ESL courses are not applicable toward certificate and associate degree programs and are not computed in students’ grade point averages for graduation. These courses are, however, counted toward the number of credits attempted.
The ability to comprehend challenging materials and to write clear, well-organized, and grammatical English is a necessary pre-requisite for successful performance in college. Equally important are basic mathematical skills in arithmetic and algebra. No meaningful college experience can be successfully attempted without these fundamental skills. Indeed, college education begins with these basic competencies and requires students to build on them, developing analytical, critical, and creative abilities as they incorporate wider general knowledge and specific knowledge of their areas of concentration into their academic and professional repertoires.

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

**Basic English (see course descriptions on pages 117-118)**

**Fundamentals**

**Level 0**
- ENG 070 – Fundamentals of Basic English
- RDG 070 – Fundamentals of Basic Reading
- RDG 074 – Introduction to Analytical and Critical Reading

**Level I**
- ENG 071 – Basic Writing I
- RDG 071 – Basic Reading I
- RDG 075 – Developing Analytical Thought I

**Level II**
- ENG 072 – Basic Writing II
- RDG 072 – Basic Reading II

**Level III**
- ENG 073 – Basic Writing III
- RDG 073 – Basic Reading III

**Basic Mathematics & Algebra**
(see course descriptions on pages 127-128)

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

**ENGLISH AS A SECOND LANGUAGE PROGRAM**
**ESL/BILINGUAL AND DEVELOPMENTAL EDUCATION DIVISION**

162 Sip Avenue (201) 360-4610

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

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

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

**ESL Courses**
(See Course Descriptions on pages 118-120)

<table>
<thead>
<tr>
<th>Writing/Grammar for Writing</th>
<th>Reading/Academic Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 0 ESL 020/ESL 030</td>
<td>ESL 040/ESL 060</td>
</tr>
<tr>
<td>Level 1 ESL 021/ESL 031</td>
<td>ESL 041/ESL 061</td>
</tr>
<tr>
<td>Level 2 ESL 022/ESL 032</td>
<td>ESL 042/ESL 062</td>
</tr>
<tr>
<td>Level 3 ESL 023/ESL 033</td>
<td>ESL 043/ESL 063</td>
</tr>
<tr>
<td>Level 4 ESL 024/ESL 034</td>
<td>ESL 044/ESL 064</td>
</tr>
<tr>
<td>Level 5 ESL 025/ESL 035</td>
<td>ESL 045/ESL 065</td>
</tr>
</tbody>
</table>

ESL students must pass all components of the College Placement Test before continuing in a degree program. Students who do not pass all components of the test by the end of Level 4 may continue improving their skills in Level 5 and retake the test at the end of the semester.
HCCC provides bilingual instruction in selected college-level courses for students enrolled in the ESL Program who demonstrate readiness for such courses. The textbooks and materials used in these courses are identical to those used in degree programs throughout the College. Classroom discussion is held in the students’ native languages and English.

**GENERAL EDUCATION**

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

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

**GENERAL EDUCATION REQUIREMENTS**

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

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

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

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

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

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

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

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

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

The following section lists program and course offerings in detail. Students are urged to study the requirements of the curriculum and consult regularly with a counselor. Elective courses are listed on page 100-102.

## Course Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>Accounting</td>
</tr>
<tr>
<td>AMS</td>
<td>American Studies</td>
</tr>
<tr>
<td>ANT</td>
<td>Anthropology</td>
</tr>
<tr>
<td>ARC</td>
<td>Art, Computer Arts</td>
</tr>
<tr>
<td>ART</td>
<td>Art</td>
</tr>
<tr>
<td>ASL</td>
<td>American Sign Language</td>
</tr>
<tr>
<td>BIO</td>
<td>Biology</td>
</tr>
<tr>
<td>BUS</td>
<td>Business</td>
</tr>
<tr>
<td>CAI</td>
<td>Culinary Arts</td>
</tr>
<tr>
<td>CBP</td>
<td>Culinary – Baking and Pastry</td>
</tr>
<tr>
<td>CHP</td>
<td>Chemistry</td>
</tr>
<tr>
<td>COM</td>
<td>Communications</td>
</tr>
<tr>
<td>CSC</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CSS</td>
<td>College Survival Skills</td>
</tr>
<tr>
<td>CTC</td>
<td>Computer Technology</td>
</tr>
<tr>
<td>CRJ</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>ECO</td>
<td>Economics</td>
</tr>
<tr>
<td>ECE</td>
<td>Early Childhood Education</td>
</tr>
<tr>
<td>EDU</td>
<td>Education</td>
</tr>
<tr>
<td>EET</td>
<td>Electronics Engineering Technology</td>
</tr>
<tr>
<td>EGS</td>
<td>Engineering Science</td>
</tr>
<tr>
<td>EMT</td>
<td>Paramedic Science</td>
</tr>
<tr>
<td>ENG</td>
<td>English</td>
</tr>
<tr>
<td>ESL</td>
<td>English as a Second Language</td>
</tr>
<tr>
<td>FLM</td>
<td>Film</td>
</tr>
<tr>
<td>GIS</td>
<td>Geographical Information Science</td>
</tr>
<tr>
<td>GEO</td>
<td>Geology</td>
</tr>
<tr>
<td>HIS</td>
<td>History</td>
</tr>
<tr>
<td>HLT</td>
<td>Health</td>
</tr>
<tr>
<td>HMT</td>
<td>Hospitality Management</td>
</tr>
<tr>
<td>HUM</td>
<td>Interdisciplinary Humanities</td>
</tr>
<tr>
<td>HUS</td>
<td>Human Services</td>
</tr>
<tr>
<td>INTD</td>
<td>Interdisciplinary Humanities</td>
</tr>
<tr>
<td>LIT</td>
<td>Literature</td>
</tr>
<tr>
<td>LGA</td>
<td>Legal Assisting</td>
</tr>
<tr>
<td>MAN</td>
<td>Management</td>
</tr>
<tr>
<td>MAT</td>
<td>Mathematics</td>
</tr>
<tr>
<td>MDA</td>
<td>Medical Assisting</td>
</tr>
<tr>
<td>MFS</td>
<td>Management - Funeral Service</td>
</tr>
<tr>
<td>MIS</td>
<td>Management Information Systems</td>
</tr>
<tr>
<td>MLA</td>
<td>Modern Language - Arabic</td>
</tr>
<tr>
<td>MLF</td>
<td>Modern Language - French</td>
</tr>
<tr>
<td>MLR</td>
<td>Modern Language - Russian</td>
</tr>
<tr>
<td>MLS</td>
<td>Modern Language - Spanish</td>
</tr>
<tr>
<td>MUS</td>
<td>Music</td>
</tr>
<tr>
<td>NSG</td>
<td>Nursing</td>
</tr>
<tr>
<td>PHL</td>
<td>Philosophy</td>
</tr>
<tr>
<td>PHY</td>
<td>Physics</td>
</tr>
<tr>
<td>PNU</td>
<td>Practical Nursing</td>
</tr>
<tr>
<td>PSC</td>
<td>Political Science</td>
</tr>
<tr>
<td>PSY</td>
<td>Psychology</td>
</tr>
<tr>
<td>RDG</td>
<td>Reading</td>
</tr>
<tr>
<td>RTP</td>
<td>Respiratory Care</td>
</tr>
<tr>
<td>SCI</td>
<td>Science</td>
</tr>
<tr>
<td>SED</td>
<td>Special Education</td>
</tr>
<tr>
<td>SOC</td>
<td>Sociology</td>
</tr>
<tr>
<td>THA</td>
<td>Theater Arts</td>
</tr>
</tbody>
</table>

## ACADEMIC DIVISIONS

### ARTS & SCIENCES

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

#### Health, Science & Technology
870 Bergen Avenue  201-360-4265
www.hccc.edu/hst

#### ESL/Bilingual & Developmental Education
2 Enos Place  201-360-4179
www.hccc.edu/esl
www.hccc.edu/developmental

#### Humanities & Social Sciences
119 Newkirk Street  201-360-4650
www.hccc.edu/hss
# Degree Program Index

**AA** = Associate in Arts  
**AFA** = Associate in Fine Arts  
**AS** = Associate in Science  
**AAS** = Associate in Applied Science  
**CERT** = Certificate  
**PRO** = Specialized Proficiency Certificate

<table>
<thead>
<tr>
<th>Degree</th>
<th>Program Name</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS</td>
<td>Accounting</td>
<td>56</td>
</tr>
<tr>
<td>AS</td>
<td>Accounting</td>
<td>56</td>
</tr>
<tr>
<td>CERT</td>
<td>Child Care</td>
<td>71</td>
</tr>
<tr>
<td>AS</td>
<td>Computer Science  (Transfer to BS or BA)</td>
<td>61</td>
</tr>
<tr>
<td>AAS</td>
<td>Computer Technology</td>
<td>62</td>
</tr>
<tr>
<td>AS</td>
<td>Cooperative Nursing Program</td>
<td>88</td>
</tr>
<tr>
<td>AAS</td>
<td>Criminal Justice</td>
<td>64</td>
</tr>
<tr>
<td>CERT</td>
<td>Criminal Justice</td>
<td>64</td>
</tr>
<tr>
<td>AAS</td>
<td>Culinary Arts</td>
<td>65</td>
</tr>
<tr>
<td>AAS</td>
<td>Culinary Arts – Baking and Pastry Option</td>
<td>66</td>
</tr>
<tr>
<td>CERT</td>
<td>Culinary Arts</td>
<td>67</td>
</tr>
<tr>
<td>PRO</td>
<td>Culinary Arts, Baking</td>
<td>66</td>
</tr>
<tr>
<td>PRO</td>
<td>Culinary Arts, Cold Food Production</td>
<td>67</td>
</tr>
<tr>
<td>PRO</td>
<td>Culinary Arts, Hot Food Production</td>
<td>67</td>
</tr>
<tr>
<td>CERT</td>
<td>Diet Management</td>
<td>68</td>
</tr>
<tr>
<td>CERT</td>
<td>Digital Art and Design</td>
<td>68</td>
</tr>
<tr>
<td>PROF</td>
<td>Digital Art and Design</td>
<td>69</td>
</tr>
<tr>
<td>AAS</td>
<td>Early Childhood Education</td>
<td>69</td>
</tr>
<tr>
<td>AAS</td>
<td>Electronics Engineering Technology</td>
<td>73</td>
</tr>
<tr>
<td>AS</td>
<td>Engineering Science</td>
<td>74</td>
</tr>
<tr>
<td>AS</td>
<td>Geographical Information Science</td>
<td>78</td>
</tr>
<tr>
<td>AAS</td>
<td>Health Science</td>
<td>78</td>
</tr>
<tr>
<td>AS</td>
<td>Health Services</td>
<td>79</td>
</tr>
<tr>
<td>AAS</td>
<td>Hospitality Management</td>
<td>80</td>
</tr>
<tr>
<td>CERT</td>
<td>Hospitality Management</td>
<td>82</td>
</tr>
<tr>
<td>AAS</td>
<td>Hospitality Management - Entrepreneurship Option</td>
<td>76</td>
</tr>
<tr>
<td>AAS</td>
<td>Hospitality Management - Hotel Restaurant Mgmt. Option</td>
<td>82</td>
</tr>
<tr>
<td>AAS</td>
<td>Hospitality Management - Travel &amp; Tourism Option</td>
<td>98</td>
</tr>
<tr>
<td>AA</td>
<td>Liberal Arts</td>
<td>85</td>
</tr>
<tr>
<td>AA</td>
<td>Liberal Arts, American Studies</td>
<td>57</td>
</tr>
<tr>
<td>AA</td>
<td>Liberal Arts, Business</td>
<td>59</td>
</tr>
<tr>
<td>AA</td>
<td>Liberal Arts, English</td>
<td>75</td>
</tr>
<tr>
<td>AA</td>
<td>Liberal Arts, Criminal Justice</td>
<td>63</td>
</tr>
<tr>
<td>AA</td>
<td>Liberal Arts, Early Childhood Education</td>
<td>70</td>
</tr>
<tr>
<td>PRO</td>
<td>Early Childhood Education/Child Care Development</td>
<td>71</td>
</tr>
<tr>
<td>AA</td>
<td>Liberal Arts, Elementary/Secondary Education</td>
<td>72</td>
</tr>
<tr>
<td>AA</td>
<td>Liberal Arts, History</td>
<td>80</td>
</tr>
<tr>
<td>AA</td>
<td>Liberal Arts, Human Services</td>
<td>83</td>
</tr>
<tr>
<td>AA</td>
<td>Liberal Arts, Latino Studies</td>
<td>84</td>
</tr>
<tr>
<td>AA</td>
<td>Liberal Arts, Psychology</td>
<td>93</td>
</tr>
<tr>
<td>AA</td>
<td>Liberal Arts, Sociology</td>
<td>95</td>
</tr>
<tr>
<td>AA</td>
<td>Liberal Arts, Special Education</td>
<td>73</td>
</tr>
<tr>
<td>AA</td>
<td>Liberal Arts, Theatre Arts</td>
<td>97</td>
</tr>
<tr>
<td>AA</td>
<td>Liberal Arts, Women's Studies</td>
<td>99</td>
</tr>
<tr>
<td>AAS</td>
<td>Management</td>
<td>85</td>
</tr>
<tr>
<td>AAS</td>
<td>Management of Funeral Services</td>
<td>77</td>
</tr>
<tr>
<td>AAS</td>
<td>Medical Assisting</td>
<td>87</td>
</tr>
<tr>
<td>AS</td>
<td>Occupational Therapy Assistant</td>
<td>89</td>
</tr>
<tr>
<td>CERT</td>
<td>Medical Transcription</td>
<td>88</td>
</tr>
<tr>
<td>AAS</td>
<td>Paramedic Science</td>
<td>89</td>
</tr>
<tr>
<td>CERT</td>
<td>Paramedic Science</td>
<td>90</td>
</tr>
<tr>
<td>CERT</td>
<td>Practical Nursing</td>
<td>92</td>
</tr>
<tr>
<td>AS</td>
<td>Respiratory Care (with UMDNJ/SHRP)</td>
<td>93</td>
</tr>
<tr>
<td>AS</td>
<td>Science &amp; Mathematics</td>
<td>94</td>
</tr>
<tr>
<td>AS</td>
<td>Science &amp; Mathematics - Biology Option</td>
<td>58</td>
</tr>
<tr>
<td>AS</td>
<td>Science &amp; Mathematics - Chemistry Option</td>
<td>59</td>
</tr>
<tr>
<td>AS</td>
<td>Science &amp; Mathematics - Mathematics Option</td>
<td>86</td>
</tr>
<tr>
<td>AS</td>
<td>Science &amp; Mathematics - Physics Option</td>
<td>91</td>
</tr>
<tr>
<td>AFA</td>
<td>Studio Arts (Fine Arts)</td>
<td>96</td>
</tr>
<tr>
<td>AFA</td>
<td>Studio Arts (Computer Arts Option)</td>
<td>60</td>
</tr>
<tr>
<td>AAS</td>
<td>Technical Studies</td>
<td>96</td>
</tr>
</tbody>
</table>

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

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

Course # | Course Title | Credits
--- | --- | ---
FIRST SEMESTER
CSS 100 | College Survival Skills | 1
ACC 121 | Principles of Accounting I | 4
MAT 103 | Business Mathematics | 3
CSC 100 | Intro. to Computers & Computing | 3
ENG 101 | College Composition I | 3
\[ \cdots \] | Social Science/Humanities Elective* | 3
TOTAL | 17
SECOND SEMESTER
ACC 221 | Principles of Accounting II | 4
MAT 114 | Intro to Stats & Probability | 3
ENG 102 | College Composition II | 3
ENG 113 | Technical Report Writing | 3
ENG 112 | Speech | 3
MAN 121 | Principles of Management | 3
TOTAL | 16
THIRD SEMESTER
ACC 240 | Intermediate Accounting I | 4
ACC 221 | Computerized Accounting | 3
ECO 201 | Principles of Macroeconomics | 3
MAN 221 | Marketing | 3
\[ \cdots \] | Diversity Elective* | 3
TOTAL | 16
FOURTH SEMESTER
ACC 241 | Intermediate Accounting II | 4
ACC 222 | Federal Taxation | 3
BUS 230 | Business Law | 3
ECO 202 | Principles of Microeconomics | 3
\[ \cdots \] | Science Elective* | 3
TOTAL | 16/17

Total Course Credits Required: 65/66

Major Requirements and Electives
ACC 121 | Principles of Accounting I | 4
ACC 221 | Principles of Accounting II | 4
ACC 240 | Intermediate Accounting I | 4
ACC 241 | Intermediate Accounting II | 4
ACC 222 | Computerized Accounting | 3
ACC 224 | Federal Taxation | 3
MAT 103 | Business Mathematics | 3
BUS 230 | Business Law | 3
ECO 201 | Principles of Macroeconomics | 3
ECO 202 | Principles of Microeconomics | 3
MAN 121 | Principles of Management | 3
MAN 221 | Marketing | 3
\[ \cdots \] | Science Elective* | 3
TOTAL | 43/44

General Education Requirements and Electives
Course # | Course Title | Credits
--- | --- | ---
CSS 100 | College Survival Skills | 1
ENG 101 | College Composition I | 3
ENG 102 | College Composition II | 3
ENG 103 | Technical Report Writing | 3
ENG 112 | Speech | 3
CSC 100 | Intro. to Computers & Computing | 3
MAT 114 | Intro. to Stats & Probability | 3
\[ \cdots \] | Social Science/Humanities Elective* | 3
\[ \cdots \] | Diversity Elective* | 3
TOTAL | 22

Total Course Credits Required: 65/66

* See Electives Section on pages 100-102

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

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

Course # | Course Title | Credits
--- | --- | ---
FIRST SEMESTER
ACC 121 | Principles of Accounting I | 4
CSS 100 | College Survival Skills | 1
CSC 100 | Intro. to Computers & Computing | 3
ENG 101 | College Composition I | 3
ENG 112 | Speech | 3
MAT 100 | College Algebra | 3
TOTAL | 17
SECOND SEMESTER
ACC 221 | Principles of Accounting II | 4
ENG 102 | College Composition II | 3
ENG 103 | Technical Report Writing | 3
ENG 112 | Speech | 3
MAN 121 | Principles of Management | 3
TOTAL | 16/17
THIRD SEMESTER
ACC 224 | Federal Taxation | 3
ECO 201 | Principles of Macroeconomics | 3
ECO 202 | Principles of Microeconomics | 3
MAN 221 | Marketing | 3
\[ \cdots \] | Science Elective* | 3/4
TOTAL | 16/17

Total Course Credits Required: 65/66

SECOND SEMESTER
ACC 221 | Principles of Accounting II | 4
ENG 102 | College Composition II | 3
ENG 103 | Technical Report Writing | 3
ENG 104 | Intro. to Stats & Probability | 3
MAN 121 | Principles of Management | 3
TOTAL | 16/17

THIRD SEMESTER
ACC 221 | Computerized Accounting | 3
ACC 240 | Intermediate Accounting I | 4
ECO 201 | Principles of Macroeconomics | 3
ECO 202 | Principles of Microeconomics | 3
MAN 121 | Principles of Management | 3
\[ \cdots \] | Diversity Elective* | 3/4
TOTAL | 16

TOTAL | 43/44
## AMERICAN STUDIES
### ASSOCIATE IN ARTS – LIBERAL ARTS (A.A.)

**Humanities & Social Sciences Division**

119 Newkirk Street • (201) 360-4650

www.hccc.edu/hss

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 241</td>
<td>Intermediate Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BUS 230</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Lab Science Elective*</td>
<td>3/4</td>
</tr>
</tbody>
</table>

**TOTAL 16/17**

Total Course Credits Required: 65/67

### Major Requirements and Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 221</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC 211</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 240</td>
<td>Intermediate Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 241#</td>
<td>Intermediate Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>MAN 121</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAT 116+</td>
<td>Precalculus for Bus. &amp; Soc. Sc.</td>
<td>4/3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 114++</td>
<td>Intro. to Stats &amp; Probability</td>
<td></td>
</tr>
<tr>
<td>BUS 230</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 34/35**

### General Education Requirements and Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers &amp; Computing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>MAT 100</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Social Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Social Science/Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Diversity Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Lab Science Elective*</td>
<td>3/4</td>
</tr>
</tbody>
</table>

**TOTAL 31/32**

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

++ Students transferring to NJCU take MAT 114

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

Students transferring to Montclair must take challenge examination.

* See Electives Section on pages 100-102

---

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Mathematics Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Fine Art Elective**</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 16**

### SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>AMS 135</td>
<td>Introduction to American Studies</td>
<td>3</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Social Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Literature Elective**</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 15**

### THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 105</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 210</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>PSC 102</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Diversity Electives*</td>
<td>3</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Science Elective*</td>
<td>3/4</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Modern Language/Humanities/Fine Arts Electives**</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 18/19**

### FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 106</td>
<td>U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td>HIS 211</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>PHL 218</td>
<td>Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Lab Science Elective*</td>
<td>3/4</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Approved Liberal Art Elective**</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 15/16**

Total Course Credits Required: 64/66

### Major Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 105</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 106</td>
<td>U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Modern Language/Humanities/Fine Arts Electives**</td>
<td>3</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Literature Elective**</td>
<td>3</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Approved Liberal Arts Elective**</td>
<td>3</td>
</tr>
<tr>
<td><strong>•••</strong></td>
<td>Fine Arts Elective**</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 18**
# Biology

**Biology**

**Associate in Science**

**Science & Mathematics (A.S.)**

Health, Science & Technology Division
870 Bergen Avenue • (201) 360-4265
www.hccc.edu/hst

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 allied health fields can begin with this program.

## Course List

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>...</td>
<td>Mathematics Elective*</td>
<td>3/4</td>
</tr>
<tr>
<td>...</td>
<td>Science Elective*</td>
<td>3/4</td>
</tr>
<tr>
<td>HIS 210</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 211</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>AMS 135</td>
<td>Introduction to American Studies</td>
<td>3</td>
</tr>
<tr>
<td>...</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>PHL 218</td>
<td>Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td>PSC 102</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>...</td>
<td>Social Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>...</td>
<td>Diversity Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 115</td>
<td>Principles of Biology I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 110</td>
<td>Precalculus</td>
<td>4</td>
</tr>
<tr>
<td>CHP 111</td>
<td>College Chemistry I</td>
<td>4</td>
</tr>
</tbody>
</table>

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers and Computing</td>
<td>3</td>
</tr>
<tr>
<td>BIO 116</td>
<td>Principles of Biology II</td>
<td>4</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>...</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
</tbody>
</table>

**THIRD SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 111</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 113</td>
<td>Physics I</td>
<td>4</td>
</tr>
<tr>
<td>CHP 211</td>
<td>College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>...</td>
<td>Diversity Elective*</td>
<td>3</td>
</tr>
</tbody>
</table>

**FOURTH SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 115</td>
<td>Principles of Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 116</td>
<td>Principles of Biology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 230</td>
<td>Histology</td>
<td>4</td>
</tr>
<tr>
<td>PHY 113</td>
<td>Physics I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 111</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>CHP 211</td>
<td>College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>...</td>
<td>Approved Science Elective**</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL 28**

**General Education Requirements and Electives**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers &amp; Computing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>Precalculus</td>
<td>4</td>
</tr>
<tr>
<td>CHP 211</td>
<td>College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>...</td>
<td>Social Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>...</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>...</td>
<td>Social Science/Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>...</td>
<td>Diversity Elective*</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 33**

* See Electives Section on pages 100-102
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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>MAT •••</td>
<td>MAT Elective* (100 or Higher)</td>
<td>3/4</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>17/18</td>
</tr>
</tbody>
</table>

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 221</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAN 121</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAT 114</td>
<td>Introduction to Stats/Probability</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>16</td>
</tr>
</tbody>
</table>

**THIRD SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 211</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Lab Science Elective*</td>
<td>3/4</td>
</tr>
<tr>
<td>HIS 210</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 105</td>
<td>U.S. History I (Non-US HS)</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>15/16</td>
</tr>
</tbody>
</table>

**FOURTH SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 230</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Diversity Elective*</td>
<td>3</td>
</tr>
<tr>
<td>HIS 211</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HIS 106</td>
<td>U. S. History II (Non-US HS)</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

**Major Requirements and Electives**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 221</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BUS 230</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MAN 121</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 221</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

**Course #**  **Course Title**  **Credits**

**FIRST SEMESTER**

| CSS 100  | College Survival Skills         | 1       |
| CHP 111  | College Chemistry I             | 4       |
| CSC 102  | Understanding Microcomputers    | 3       |
| CSC 100  | Intro. to Microcomputers        |         |
| ENG 101  | College Composition I           | 3       |
| ENG 112  | Speech                          | 3       |
| MAT 110  | Precalculus                     | 4       |
|          | **TOTAL**                       | 15      |

**SECOND SEMESTER**

| CHP 211  | College Chemistry II            | 4       |
| ENG 102  | College Composition II          | 3       |
| ENG 112  | Speech                          | 3       |
| MAT 111  | Calculus I                      | 4       |
| ••• •••  | Social Science Elective*        | 3       |
|          | **TOTAL**                       | 17      |

**THIRD SEMESTER**

| CHP 225  | Organic Chemistry I             | 4       |
| MAT 112  | Calculus II                     | 4       |
| PHY 111  | Engineering Physics I           | 4       |
| ••• •••  | Humanities Elective*            | 3       |
|          | **TOTAL**                       | 15      |
### Course # | Course Title | Credits
--- | --- | ---
FOURTH SEMESTER  
CHP 230 | Organic Chemistry II | 4  
... | Diversity Elective* | 3  
PHY 211 | Engineering Physics II | 4  
... | Approved Science Elective** | 4  
... | Social Science/Humanities Elective* | 3  
**TOTAL 18

**Total Course Credits Required: 65**

**Approved Science Electives:**  
BIO 115 | Principles of Biology I | 4  
BIO 208 | Ecology | 4  
BIO 230 | Histology | 4  
BIO 240 | Genetics | 4  
MAT 212 | Differential Equations | 4  
PHY 212 | Engineering Physics III | 4  

* See Electives Section on pages 100-102

---

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

SECOND SEMESTER  
ENG 112 | Speech | 3  
ENG 102 | College Composition II | 3  
... | Humanities/Social Sci. Elective* | 3  
ARC 105 | Introduction to Computer Art | 3  
ARC 106 | Digital Imaging | 3  
ART 115 | Art History I | 3  
**TOTAL 18

THIRD SEMESTER  
ENG 112 | Speech | 3  
ENG 102 | College Composition II | 3  
... | Humanities Elective* | 3  
... | Science Elective* | 3/4  
ARC 107 | Print Design | 3  
ARC 109 | Interactive/Web Design | 3  
ART 125 | Art History II | 3  
**TOTAL 15/16

FOURTH SEMESTER  
... | Diversity Elective* | 3  
AR* | Visual (Studio/Computer) Arts Elective* | 3  
ARC 201 | Digital Video | 3  
ARC 202 | Digital Animation | 3  
ARC 280 | Computer Arts Portfolio | 3  
**TOTAL 15

**Total Course Credits Required: 64/65**

---

| Course # | Course Title | Credits
--- | --- | ---
FIRST SEMESTER  
CSS 100 | College Survival Skills | 1  
ENG 101 | College Composition I | 3  
ENG 102 | College Composition II | 3  
ENG 112 | Speech | 3  
CSC 100 | Introduction to Computers | 3  
... | Humanities/Social Science Elective* | 3  
MAT | Math Elective* | 3  
**TOTAL 22/23

**Total Course Credits Required: 64/65**

---

**Child Development Associate (CDA)**  
See Early Childhood Education

---

**Computer Arts Option**

---

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

---

---

**General Education Requirements and Electives**  
CSS 100 | College Survival Skills | 1  
ENG 101 | College Composition I | 3  
ENG 102 | College Composition II | 3  
ENG 112 | Speech | 3  
CSC 100 | Introduction to Computers | 3  
... | Humanities/Social Science Elective* | 3  
MAT | Math Elective* | 3  
**TOTAL 22/23

---

* See Electives Section on pages 100-102
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:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>CSC 113</td>
<td>Computer Logic &amp; Discrete Math</td>
<td>3</td>
</tr>
<tr>
<td>CSC 115</td>
<td>Programming in C++ for Computer Science &amp; Engineering</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>MAT 111</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

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

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

| **FOURTH SEMESTER** | | |
| CSC 212 | Computer Organization & Design | 4 |
| CSC ••• | Social Science/Humanities Elective* | 3 |
| CSC 214 | Computer Science 200 level Elective** | 3 |
| CSC 214 | Computer Science 200 level Elective** | 3 |
| CSC ••• | Math/Lab Science Elective* (Engineering Physics, College Chemistry, Differential Equations ...)* | 4 |
| **TOTAL** | | **17** |

**Total Course Credits Required 67**

**General Education Requirements and Electives**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>PHY 111</td>
<td>Engineering Physics I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 111</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 112</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>CSC •••</td>
<td>Math or Lab Science Elective* (Engineering Physics, College Chemistry, Differential Equations ...)*</td>
<td>4</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Cultures &amp; Values</td>
<td>3</td>
</tr>
<tr>
<td>CSC •••</td>
<td>Social Science/Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>CSC •••</td>
<td>Social Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>35</strong></td>
</tr>
</tbody>
</table>

* See Electives Section on pages 100-102

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:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>CSC 113</td>
<td>Computer Science I</td>
<td>3</td>
</tr>
<tr>
<td>CSC 115</td>
<td>Computer Logic &amp; Discrete Math</td>
<td>3</td>
</tr>
<tr>
<td>CSC 212</td>
<td>Computer Organization &amp; Design</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>MAT 106</td>
<td>Mathematics Analysis I</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Total Course Credits Required 67**
### Second Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHP 111</td>
<td>College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CSC 227</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 107</td>
<td>Mathematical Analysis II</td>
<td>3</td>
</tr>
<tr>
<td>...</td>
<td>Social Science/Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

### Third Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 117</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSC 212</td>
<td>Computer Organization &amp; Design</td>
<td>4</td>
</tr>
<tr>
<td>MAT 111</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Cultures &amp; Values</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

### Fourth Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 226</td>
<td>Database Design &amp; Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CSC 231</td>
<td>Info. Systems Analysis &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>CSC 117</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>ETC 111</td>
<td>Electric Circuits I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 106</td>
<td>Mathematical Analysis I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

**Total Course Credits Required: 65**

### Major Requirements and Electives

- CSC 111: Computer Science I 3
- CSC 113: Computer Logic & Discrete Math 3
- CSC 227: Introduction to Operating Systems 3
- CSC 200 Level Elective** 3
- ETC 212: Computer Organization & Design 4
- ETC 226: Database Design & Concepts 3
- ETC 227: Information Systems Analysis & Design 3
- CSC 200 Level Elective** 3
- MAT 107: Mathematical Analysis II 3

**Total 31**

### General Education Requirements and Electives

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

**Total 34**

* See Electives Section on pages 100-102

### Computer Technology

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

Health, Science & Technology Division
870 Bergen Avenue • (201) 360-4265
www.hccc.edu/hst

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

**Course # | Course Title | Credits**
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 101</td>
<td>Scientific Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSC 113</td>
<td>Computer Logic &amp; Discrete Math</td>
<td>3</td>
</tr>
<tr>
<td>CTC 212</td>
<td>Computer Organization &amp; Design</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 106</td>
<td>Mathematical Analysis I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

**Second Semester**

- EET 211: Electric Circuits II 4
- EET 212: Active Electronics Devices 4
- CTC 212: Computer Organization & Design 4
- ENG 103: Technical Report Writing 3
- MAT 107: Mathematical Analysis II 3

**Total 18**

**Third Semester**

- MAT 108: Mathematical Analysis III (1) 3
- PHY 113: Physics I 4
- CTC 221: Microprocessor/Microcomputer System Design 4
- ENG 112: Speech 3
- Social Science/Humanities Elective* 3

**Total 17**

**Fourth Semester**

- CSC 111: Computer Science I 3
- CTC 224: Computer Peripherals 3
- EET 222: Analog Integrated Circuits 4
- PHY 213: Physics II 4
- Diversity Elective* 3

**Total 17**

**Total Course Credits Required: 69**

(1) Substitute MAT 111 with Calculus I (4 credits), if transferring to a baccalaureate degree program.

* See Electives Section on pages 100-102
**Major Requirements and Electives (continued)**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 111</td>
<td>Electric Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>EET 211</td>
<td>Electric Circuits II</td>
<td>4</td>
</tr>
<tr>
<td>EET 212</td>
<td>Active Electronics Devices</td>
<td>4</td>
</tr>
<tr>
<td>EET 222</td>
<td>Analog Integrated Circuits</td>
<td>4</td>
</tr>
<tr>
<td>MAT 107</td>
<td>Mathematical Analysis II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 108</td>
<td>Mathematical Analysis III(1)</td>
<td>3</td>
</tr>
<tr>
<td>PHY 213</td>
<td>Physics II</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>46</strong></td>
</tr>
</tbody>
</table>

**General Education Requirements and Electives**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 103</td>
<td>Technical Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td><strong>...</strong></td>
<td>Diversity Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>...</strong></td>
<td>Social Science/Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 106</td>
<td>Mathematical Analysis I</td>
<td>3</td>
</tr>
<tr>
<td>PHY 113</td>
<td>Physics I</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

(1) Substitute MAT 111 with Calculus I (4 credits) if transferring to a baccalaureate degree program.

* See Electives Section on pages 100-102

---

**Criminal Justice Associate in Arts**

**– Liberal Arts (A.A.)**

**Humanities & Social Sciences Division**

119 Newkirk Street • (201) 360-4650

www.hccc.edu/hss

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>CRJ 111</td>
<td>Intro. to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 120</td>
<td>Intro. to Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers &amp; Computing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>MAT</strong></td>
<td>Math Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

| **SECOND SEMESTER** |                                     |         |
| CRJ 214   | Corrections                         | 3       |
| ENG 102   | College Composition II             | 3       |
| ENG 112   | Speech                             | 3       |
| HIS 210   | Hist. of Western Civ. I            | 3       |
| **HIS**   | U.S. History I                     | 3       |
| **SOC**   | Principles of Sociology            | 3       |
| **...**   | Science Elective*                  | 3/4     |
| **TOTAL** |                                     | **18/19** |

---

**THIRD SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC 101</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 120</td>
<td>Intro. to Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 121</td>
<td>Corrections</td>
<td>3</td>
</tr>
<tr>
<td>HIS 211</td>
<td>Hist. of Western Civ. II</td>
<td>3</td>
</tr>
<tr>
<td><strong>HIS</strong></td>
<td>U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td><strong>...</strong></td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>...</strong></td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>15/16</strong></td>
</tr>
</tbody>
</table>

**FOURTH SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 200</td>
<td>Constitutional Civil Liberties &amp; Rights</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 201</td>
<td>Criminal Justice Elective**</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 202</td>
<td>Diversity Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>...</strong></td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>...</strong></td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

* See Electives Section on pages 100-102

---

**Major Requirements and Electives**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 111</td>
<td>Intro. to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 120</td>
<td>Intro. to Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 214</td>
<td>Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 200</td>
<td>Constitutional Liberties &amp; Rights</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**General Education Requirements and Electives**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers</td>
<td>3</td>
</tr>
<tr>
<td>MAT **</td>
<td>Math Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>...</strong></td>
<td>Science Elective</td>
<td>3/4</td>
</tr>
<tr>
<td><strong>...</strong></td>
<td>Lab Science Elective</td>
<td>3/4</td>
</tr>
<tr>
<td><strong>HIS</strong></td>
<td>Hist. of Western Civ. I</td>
<td>3</td>
</tr>
<tr>
<td><strong>HIS</strong></td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td><strong>SOC</strong></td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td><strong>PSC</strong></td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>PSC</strong></td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td><strong>...</strong></td>
<td>Humanities Electives*</td>
<td>3</td>
</tr>
<tr>
<td><strong>...</strong></td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>...</strong></td>
<td>Diversity Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>46/48</strong></td>
</tr>
</tbody>
</table>

* See Electives Section on pages 100-102
CRIMINAL JUSTICE
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650
www.hccc.edu/hss

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>CRJ 111</td>
<td>Intro. to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 120</td>
<td>Intro. to Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSC 101</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>PSC 102</td>
<td>American Government</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total SEMESTER</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 214</td>
<td>Corrections</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>MAT •••</td>
<td>Math Elective*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total SEMESTER</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ •••</td>
<td>Criminal Justice Elective**</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 200</td>
<td>Constitutional Civil Liberties &amp; Rights</td>
<td>3</td>
</tr>
<tr>
<td>PSY 100</td>
<td>Psychology of Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Diversity Elective*</td>
<td>3</td>
</tr>
<tr>
<td>SOC 240</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total SEMESTER</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ •••</td>
<td>Criminal Justice Elective**</td>
<td>3</td>
</tr>
<tr>
<td>CRJ •••</td>
<td>Criminal Justice Elective**</td>
<td>3</td>
</tr>
<tr>
<td>CRJ •••</td>
<td>Criminal Justice Elective**</td>
<td>3</td>
</tr>
<tr>
<td>SOC 260</td>
<td>Race &amp; Ethnic Relations</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Fine Arts Elective*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total SEMESTER</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Total Course Credits Required: 64

* **See Electives Section on pages 100-102

Major Requirements and Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 111</td>
<td>Intro. to Criminal Justice System</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 120</td>
<td>Intro. to Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 214</td>
<td>Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 200</td>
<td>Constitutional Civil Liberties &amp; Rights</td>
<td>3</td>
</tr>
<tr>
<td>CRJ •••</td>
<td>Criminal Justice Elective**</td>
<td>3</td>
</tr>
<tr>
<td>CRJ •••</td>
<td>Criminal Justice Elective**</td>
<td>3</td>
</tr>
<tr>
<td>PSY 100</td>
<td>Psychology of Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 240</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 260</td>
<td>Race &amp; Ethnic Relations</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Fine Arts Elective*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>42</strong></td>
</tr>
</tbody>
</table>

General Education Requirements and Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers</td>
<td>3</td>
</tr>
<tr>
<td>MAT •••</td>
<td>Math Elective*</td>
<td>3</td>
</tr>
<tr>
<td>PSC 101</td>
<td>Introduction to Political Science</td>
<td></td>
</tr>
<tr>
<td>PSC 102</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Diversity Elective*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

* See Electives Section on pages 100-102

CRIMINAL JUSTICE
CERTIFICATE

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650
www.hccc.edu/hss

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 111</td>
<td>Intro. to Criminal Justice System</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 120</td>
<td>Intro. to Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 214</td>
<td>Corrections</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSC 101</td>
<td>Introduction to Political Science</td>
<td></td>
</tr>
<tr>
<td>PSC 102</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>
SECOND SEMESTER
CRJ 200 Constitutional Liberties & Rights 3
CRJ *** Criminal Justice Elective** 3
CRJ *** Criminal Justice Elective** 3
CRJ *** Criminal Justice Elective** 3
ENG 112 Speech 3
SOC 101 Intro. to Sociology 3
TOTAL 18
Total Course Credits Required: 33

* ** See Electives Section on pages 100-102

Major Requirements and Electives
ENG 112 Speech 3
CRJ 111 Intro. to Criminal Justice System 3
CRJ 120 Intro. to Criminal Law 3
CRJ 214 Corrections 3
CRJ 200 Constitutional Liberties & Rights 3
CRJ *** Criminal Justice Elective** 3
CRJ *** Criminal Justice Elective** 3
SOC 101 Intro. to Sociology 3
TOTAL 27

General Education Requirements and Electives
ENG 101 College Composition I 3
PSC 101 Introduction to Political Science 3
PSC 102 American Government 3
TOTAL 6

* ** See Electives Section on pages 100-102

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

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

Course # | Course Title | Credits
--- | --- | ---
FIRST SEMESTER
CSS 100 | College Survival Skills | 1
CSC 100 | Intro. to Computers and Computing | 3
ENG 101 | College Composition I | 3
CAI 113 | Food Service Sanitation | 2
CAI 114 | Table Service I | 2
CAI 117 | Production Kitchen Skills I | 2
CAI 118 | Pantry and Breakfast Cookery | 2
CAI 119 | Bakeshop I | 2
TOTAL 17

SECOND SEMESTER

Course # | Course Title | Credits
--- | --- | ---
CRJ 111 | Intro. to Criminal Justice System | 3
CRJ 120 | Intro. to Criminal Law | 3
CRJ 214 | Corrections | 3
CRJ 200 | Constitutional Liberties & Rights | 3
CRJ *** | Criminal Justice Elective** | 3
CRJ *** | Criminal Justice Elective** | 3
SOC 101 | Intro. to Sociology | 3
TOTAL 18

THIRD SEMESTER
ENG 112 | Speech | 3
BIO 201 | Practical Nutrition | 3
CAI 213 | Menu Planning & Facilities Design | 2
CAI 214 | Advanced Table Service III | 2
CAI 215 | Externship III | 1
CAI 217 | Advanced Kitchen-International | 2
CAI 218 | Intermediate Garde Manger | 2
CAI 219 | Advanced Bakeshop III | 2
TOTAL 17

FOURTH SEMESTER
CAI 223 | Food, Bev., and Labor Cost Control | 3
HUM 128 | Social Science/Humanities Elective* | 3
CAI 224 | Advanced Table Service IV | 2
CAI 225 | Externship IV | 2
CAI 227 | Advanced Kitchen - Classical | 2
CAI 228 | Advanced Garde Manger | 2
CAI 229 | Advanced Bakeshop IV - Classical | 2
TOTAL 19

Total Course Credits Required: 70

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

CSS 100  College Survival Skills  1
ENG 101  College Composition I  3
ENG 102  College Composition II  3
ENG 112  Speech  3
CSC 100  Intro. to Computers and Computing  3
HUM 128  Food & Culture  3

•••• NJ GE Elective*  3
•••• Social Science/Humanities Elective*  3

TOTAL  22

* See Electives Section on pages 100-102

CULINARY ARTS

– BAKING & PASTRY OPTION

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

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

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

Course #  Course Title  Credits

FIRST SEMESTER

CSS 100  College Survival Skills  1
CSC 100  Intro to Computers and Computing  3
ENG 101  College Composition I  3
CAI 113  Food Service Sanitation  2
CAI 114  Table Service I  2
CAI 117  Production Kitchen Skills I  2
CAI 118  Pantry and Breakfast Cookery  2
CAI 119  Bakeshop I  2

TOTAL  17

SECOND SEMESTER

ENG 102  College Composition II

OR

ENG 103  Technical Report Writing  3
ENG 112  Speech  3
CAI 123  Storeroom and Purchasing Oper.  2
CAI 125  Externship I  1
CAI 129  Bakeshop II  2
CBP 120  Intro to Professional Baking  2
CBP 121  Basic Bench Work  2
CBP 124  Tarts, Tortes & Gateaux  2

TOTAL  17

THIRD SEMESTER

•••• NJ GE Elective*  3
BIO 201  Practical Nutrition  3
CAI 213  Menu Planning & Facilities Design  2
CAI 215  Externship II  1

CBP 219  Advanced Bakeshop III  2
CBP 211  Meringues, Souffles & Frozen Desserts  2
CBP 212  Desserts for Restaurant & In-Store Ret.  2

TOTAL  15

FOURTH SEMESTER

CAI 223  Food, Bev., and Labor Cost Control  3
•••• Social Science Elective*  3
HUM 128  Food & Culture  3
CAI 225  Externship III  2
CAI 229  Advanced Bakeshop IV - Classical  2
CBP 220  Petits Fours, Mignardise & Candies  2
CBP •••  Restricted Program Elective  2

TOTAL  17

Total Course Credits Required:  66

Major Requirements

BIO 201  Practical Nutrition  3
CAI 113  Food Service Sanitation  2
CAI 114  Table Service I  2
CAI 117  Production Kitchen Skills I  2
CAI 118  Pantry and Breakfast Cookery  2
CAI 119  Bakeshop I  2
CAI 129  Bakeshop II  2
CAI 123  Storeroom and Purchasing Oper.  2
CAI 125  Externship I  1
CAI 213  Menu Planning & Facilities Design  2
CAI 215  Externship II  1
CAI 219  Advanced Bakeshop III  2
CAI 223  Food, Bev., and Labor Cost Control  3
CAI 225  Externship III  2
CAI 229  Advanced Bakeshop IV - Classical  2
CBP 120  Intro to Professional Baking  2
CBP 121  Basic Bench Work  2
CBP 124  Tarts, Tortes & Gateaux  2
CBP 211  Meringues, Souffles & Frozen Desserts  2
CBP 212  Desserts for Restaurant & In-Store Ret.  2
CBP 220  Petits Fours, Mignardise & Candies  2
CBP •••  Restricted Program Elective  2

TOTAL  44

General Education Requirements and Electives

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

TOTAL  22

* See Electives Section on pages 100-102

Restricted Program Option Electives:

CBP 222  Specialized Baking/Pastries

for Dietary Restrictions  2
CBP 223  Wedding and Sculptured Cakes  2
CBP 224  Cake Decorating and Specialty Cakes  2
CBP 225  Artisanal Breads  2
CBP 226  Chocolate and Sugar  2
The Culinary Arts Certificate Program trains students for entry-level positions in the food service industry as station cooks, short order cooks, breakfast cooks, and pantry personnel. The program includes a 600-hour externship during which students receive on-site training in fine restaurants and hotels.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CAI 113</td>
<td>Food Service Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>CAI 117</td>
<td>Production Kitchen Skills I</td>
<td>2</td>
</tr>
<tr>
<td>CAI 119</td>
<td>Bakeshop I</td>
<td>2</td>
</tr>
<tr>
<td>CAI 125</td>
<td>Externship I</td>
<td>1</td>
</tr>
<tr>
<td>CAI 215</td>
<td>Externship II</td>
<td>1</td>
</tr>
<tr>
<td>CAI 213</td>
<td>Menu Planning &amp; Facilities Design</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL 16</strong></td>
<td></td>
</tr>
</tbody>
</table>

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 201</td>
<td>Practical Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers &amp; Computing</td>
<td>3</td>
</tr>
<tr>
<td>CAI 118</td>
<td>Pantry and Breakfast Cookery</td>
<td>2</td>
</tr>
<tr>
<td>CAI 123</td>
<td>Storeroom and Purchasing Operations</td>
<td>2</td>
</tr>
<tr>
<td>CAI 127</td>
<td>Production Kitchen Skills II</td>
<td>2</td>
</tr>
<tr>
<td>CAI 223</td>
<td>Food, Bever. &amp; Labor Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>CAI 225</td>
<td>Externship III</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL 17</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Total Course Credits Required: 33**

**Major Requirements and Electives**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAI 113</td>
<td>Food Service Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>CAI 117</td>
<td>Production Kitchen Skills I</td>
<td>2</td>
</tr>
<tr>
<td>CAI 119</td>
<td>Bakeshop I</td>
<td>2</td>
</tr>
<tr>
<td>CAI 125</td>
<td>Externship I</td>
<td>1</td>
</tr>
<tr>
<td>CAI 215</td>
<td>Externship II</td>
<td>1</td>
</tr>
<tr>
<td>CAI 213</td>
<td>Menu Planning &amp; Facilities Design</td>
<td>2</td>
</tr>
<tr>
<td>CAI 118</td>
<td>Pantry and Breakfast Cookery</td>
<td>2</td>
</tr>
<tr>
<td>CAI 123</td>
<td>Storeroom and Purchasing Operations</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL 27</strong></td>
<td></td>
</tr>
</tbody>
</table>

**General Education Requirements and Electives**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers &amp; Computing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL 6</strong></td>
<td></td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAI 113</td>
<td>Food Service Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>CAI 117</td>
<td>Production Kitchen Skills I</td>
<td>2</td>
</tr>
<tr>
<td>CAI 123</td>
<td>Storeroom and Purchasing Operations</td>
<td>2</td>
</tr>
<tr>
<td>CAI 127</td>
<td>Production Kitchen Skills II</td>
<td>2</td>
</tr>
<tr>
<td>CAI 217</td>
<td>Advanced Kitchen - International</td>
<td>2</td>
</tr>
<tr>
<td>CAI 227</td>
<td>Advanced Kitchen - Classical</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL 12</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Cold Food Production Certificate**
(Certificat de Garde Manger)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAI 113</td>
<td>Food Service Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>CAI 118</td>
<td>Pantry and Breakfast Cookery</td>
<td>2</td>
</tr>
<tr>
<td>CAI 123</td>
<td>Storeroom and Purchasing Operations</td>
<td>2</td>
</tr>
<tr>
<td>CAI 128</td>
<td>Introduction to Garde Manger</td>
<td>2</td>
</tr>
<tr>
<td>CAI 218</td>
<td>Intermediate Garde Manger</td>
<td>2</td>
</tr>
<tr>
<td>CAI 228</td>
<td>Advanced Garde Manger</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL 12</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Baking Certificate**
(Certificat de Patisserie)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAI 113</td>
<td>Food Service Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>CAI 119</td>
<td>Bakeshop I</td>
<td>2</td>
</tr>
<tr>
<td>CAI 123</td>
<td>Storeroom and Purchasing Operations</td>
<td>2</td>
</tr>
<tr>
<td>CAI 129</td>
<td>Bakeshop II</td>
<td>2</td>
</tr>
<tr>
<td>CAI 219</td>
<td>Advanced Bakeshop III</td>
<td>2</td>
</tr>
<tr>
<td>CAI 229</td>
<td>Advanced Bakeshop IV-Classical</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL 12</strong></td>
<td></td>
</tr>
</tbody>
</table>
The Dietary Management Certificate Program is a 10-month, full-time program combining traditional classroom work with hands-on clinical experience. Students can enroll directly into the program through UMDNJ-SHRP if all prerequisites have been met, or through Hudson County Community College for a joint certificate. The goal of the program is to prepare students to become certified dietary managers (CDM) who are competent in food service management and the nutrition issues in food and dietary services.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 100</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 107</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 201</td>
<td>Practical Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>FIRST SEMESTER</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Students must have a grade point average of 2.75 in general education courses before beginning the professional phase.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR1100</td>
<td>Food Service Management</td>
<td>5</td>
</tr>
<tr>
<td>NUTR1109</td>
<td>Food Safety and Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>NUTR1209</td>
<td>Practicum in Dietary Management</td>
<td>3</td>
</tr>
<tr>
<td>*prerequisite: NUTR1100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR1219</td>
<td>Med. Nutrition Therapy for Dietary Managers</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>SECOND SEMESTER</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Total Course Credits Required: 31

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ART 103</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 107</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ARC 105</td>
<td>Introduction to Computer Art</td>
<td>3</td>
</tr>
<tr>
<td>ARC 106</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>FIRST SEMESTER</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Humanities & Social Sciences Division

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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR1100</td>
<td>Food Service Management</td>
<td>5</td>
</tr>
<tr>
<td>NUTR1109</td>
<td>Food Safety and Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>NUTR1209</td>
<td>Practicum in Dietary Management</td>
<td>3</td>
</tr>
<tr>
<td>*prerequisite: NUTR1100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR1219</td>
<td>Medical Nutrition Therapy for Dietary Managers</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>SECOND SEMESTER</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Total Course Credits Required: 30

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ART 103</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 107</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ARC 105</td>
<td>Introduction to Computer Art</td>
<td>3</td>
</tr>
<tr>
<td>ARC 106</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ARC 107</td>
<td>Print Design</td>
<td>3</td>
</tr>
<tr>
<td>ARC 109</td>
<td>Interactive/Web Design</td>
<td>3</td>
</tr>
<tr>
<td>ARC 201</td>
<td>Digital Video*</td>
<td>3</td>
</tr>
<tr>
<td>ARC 202</td>
<td>Digital Animation*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>SECOND SEMESTER</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Total Course Credits Required: 24

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>HUM/Social Sci./MAT Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>SECOND SEMESTER</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

Total Course Credits Required: 15

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ART 103</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 107</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ARC 105</td>
<td>Introduction to Computer Art</td>
<td>3</td>
</tr>
<tr>
<td>ARC 106</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ARC 107</td>
<td>Print Design</td>
<td>3</td>
</tr>
<tr>
<td>ARC 109</td>
<td>Interactive/Web Design</td>
<td>3</td>
</tr>
<tr>
<td>ARC 201</td>
<td>Digital Video*</td>
<td>3</td>
</tr>
<tr>
<td>ARC 202</td>
<td>Digital Animation*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>SECOND SEMESTER</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Total Course Credits Required: 24

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>HUM/Social Sci./MAT Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>GENERAL EDUCATION</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

Total Course Credits Required: 6

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ART 103</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 107</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ARC 105</td>
<td>Introduction to Computer Art</td>
<td>3</td>
</tr>
<tr>
<td>ARC 106</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ARC 107</td>
<td>Print Design</td>
<td>3</td>
</tr>
<tr>
<td>ARC 109</td>
<td>Interactive/Web Design</td>
<td>3</td>
</tr>
<tr>
<td>ARC 201</td>
<td>Digital Video*</td>
<td>3</td>
</tr>
<tr>
<td>ARC 202</td>
<td>Digital Animation*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>SECOND SEMESTER</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Total Course Credits Required: 24

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>HUM/Social Sci./MAT Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>GENERAL EDUCATION</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

Total Course Credits Required: 6
DIGITAL ART & DESIGN
PROFICIENCY CERTIFICATE
Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650
www.hccc.edu/hss

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:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 105</td>
<td>Introduction to Computer Art¹</td>
<td>3</td>
</tr>
<tr>
<td>ARC 106</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ARC 107</td>
<td>Print Design</td>
<td>3</td>
</tr>
<tr>
<td>ARC 109</td>
<td>Interactive/Web Design</td>
<td>3</td>
</tr>
<tr>
<td>ARC 201</td>
<td>Digital Video</td>
<td>3</td>
</tr>
<tr>
<td>ARC 202</td>
<td>Digital Animation ²</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Total Course Credits Required: 15

EARLY CHILDHOOD EDUCATION
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650
www.hccc.edu/hss

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

Course # | Course Title                      | Credits |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers &amp; Computing</td>
<td>3</td>
</tr>
<tr>
<td>ECE 201</td>
<td>Intro. Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT •••</td>
<td>Math Elective*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 16

FIRST SEMESTER

SECOND SEMESTER

THIRD SEMESTER

FOURTH SEMESTER

TOTAL 16

TOTAL 18

TOTAL 15

TOTAL 15

Total Course Credits Required: 64

¹, ² See Electives Section on pages 100-102
EARLY CHILDHOOD EDUCATION
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650
www.hccc.edu/hss

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

** Early Childhood Education Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 211</td>
<td>Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECE 213</td>
<td>Creative Experience</td>
<td>3</td>
</tr>
<tr>
<td>ECE 214</td>
<td>Guiding the Young Child’s Behavior</td>
<td>3</td>
</tr>
<tr>
<td>ECE 215</td>
<td>Emerging Literacy</td>
<td>3</td>
</tr>
<tr>
<td>ECE 220</td>
<td>The Anti-Bias Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECE 230</td>
<td>Infant and Toddler Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECE 231</td>
<td>ECE Externship I (With Permission of Education Program Coordinator)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 241</td>
<td>ECE Externship II</td>
<td>3</td>
</tr>
<tr>
<td>EDU 210</td>
<td>Foundations of American Education</td>
<td>3</td>
</tr>
<tr>
<td>SED 290</td>
<td>Introduction to Special Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 211</td>
<td>Foundations of American Education</td>
<td>3</td>
</tr>
<tr>
<td>PSY 270</td>
<td>Psychology of Teaching and Learning</td>
<td>3</td>
</tr>
</tbody>
</table>

** Total 22

* See Electives Section on pages 100-102
Course # | Course Title | Credits
---|---|---
ECE 100 | CDA Workshop I | 4
ECE 214 | Guiding Young Child’s Behavior | 3
CS 100 | Intro. to Computers & Computing | 3
ENG 101 | College Composition I | 3
PSY 101 | Introduction to Psychology | 3

**FIRST SEMESTER**

Course # | Course Title | Credits
---|---|---
ECE 110 | CDA Workshop II | 4
ECE 120 | Externship for CDA | 3
ECE 110 | Early Childhood Elective** | 3
LIT 209 | Children’s Literature | 3
*** | Humanities or Social Sciences Elective (no CRJ)** | 3

**SECOND SEMESTER**

Total Course Credits Required: 32

---

**Early Childhood Education Electives**

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

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

**General Education Requirements and Electives**

- CSS 100 College Survival Skills 1
- ENG 101 College Composition I 3
- ENG 102 College Composition II 3
- ENG 112 Speech 3
- CSC 100 Introduction to Computers 3
- MAT 100 College Algebra or higher Math 3
- BIO 100 General Biology 3

**Elective**

TOTAL 46/47

---

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

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

**Course #** | **Course Title** | **Credits**
--- | --- | ---
ECE 100 | Child Development Associate Workshop I | 4
ECE 110 | Child Development Associate Workshop II | 4
ECE 120 | Externship for CDA | 3

**TOTAL 11**

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

EDUCATION – ELEMENTARY/SECONDARY ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)
Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650
www.hccc.edu/hss

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

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

**TOTAL 16**

SECOND SEMESTER
ENG 102 | College Composition II | 3
ENG 112 | Speech | 3
HUM *** | Humanities Elective* | 3
*** *** | Diversity Elective* | 3
*** *** | Humanities Electives* | 3

**TOTAL 15**

* See Electives Section on pages 100-102
(1) Requires a B- or better to transfer

**Major Requirements and Electives**

<table>
<thead>
<tr>
<th><strong>Course #</strong></th>
<th><strong>Course Title</strong></th>
<th><strong>Credits</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 211</td>
<td>Foundations of American Educ.</td>
<td>3</td>
</tr>
<tr>
<td>LIT 209</td>
<td>Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>HIS ***</td>
<td>History Elective*</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 201</td>
<td>Sociology of the Family</td>
<td>3</td>
</tr>
</tbody>
</table>

**OR**

<table>
<thead>
<tr>
<th><strong>Course #</strong></th>
<th><strong>Course Title</strong></th>
<th><strong>Credits</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>INTD 250</td>
<td>The Child, Family and Community</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 18**

**General Education Requirements and Electives**

<table>
<thead>
<tr>
<th><strong>Course #</strong></th>
<th><strong>Course Title</strong></th>
<th><strong>Credits</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Comp. &amp; Computing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 100</td>
<td>College Algebra or higher</td>
<td>3</td>
</tr>
<tr>
<td>BIO 100</td>
<td>General Biology</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Lab Science Elective*</td>
<td>3/4</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Intro. to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 211</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HUM ***</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Diversity Elective*</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>HIS ***</td>
<td>History Elective*</td>
<td>3</td>
</tr>
<tr>
<td>HIS ***</td>
<td>History Elective*</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 46/47**

* See Electives Section on pages 100-102
The Liberal Arts Degree in Special Education is a transfer-oriented degree for students interested in preparing for a professional teaching career in public or private schools and specializing in the education of children with special needs. After earning this degree and satisfying all entrance requirements, students are prepared to transfer to a four-year college or university to earn a Bachelor’s Degree and certification in teaching children with disabilities.

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

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

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

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

* See Electives Section on pages 100-102

**Total Course Credit Required:** 64/65
SECOND SEMESTER
EET 211 Electric Circuits II 4
EET 212 Active Electronic Devices 4
ENG 102 College Composition II OR
ENG 103 Technical Report Writing 3
MAT 107 Mathematical Analysis II 3
PHY 113 Physics I 4
TOTAL 18

THIRD SEMESTER
EET 214 Active Circuit Analysis & Design 4
EET 216 Pulse and Digital Circuits 4
MAT 108(1) Mathematical Analysis III 3
PHY 213 Physics II 4
... ... Social Science/Hum. Elective* 3
TOTAL 18

FOURTH SEMESTER
EET 222 Analog Integrated Circuits 4
EET 223 Integrated Circuits in Digital Systems 4
EET 228 Electronics Project Laboratory 2
EET ... Electronics Engineering Science Elective** 3
... ... Diversity Elective* 3
TOTAL 16

Total Course Credits Required: 69

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

* See Electives Section on pages 100-102

Major Requirements and Electives
CSC 101 Scientific Programming 3
EET 111 Electric Circuits I 4
EET 211 Electric Circuits II 4
EET 212 Active Electronic Devices 4
EET 214 Active Circuit Analysis & Design 4
EET 216 Pulse and Digital Circuits 4
EET 222 Analog Integrated Circuits 4
EET 223 Integrated Circuits in Digital Systems 4
EET 228 Electronics Project Laboratory 2
EET ... Electronics Engineering Science Elective** 3
MAT 107 Mathematical Analysis II 3
MAT 108 Mathematical Analysis III(1) 3
PHY 213 Physics II 4
TOTAL 46

General Education Requirements and Electives
CSS 100 College Survival Skills 1
ENG 101 College Composition I 3
ENG 102 College Composition II 3
OR
ENG 103 Technical Reports Writing 3
ENG 112 Speech 3
... ... Social Science/Hum. Elective* 3
... ... Diversity Elective* 3
MAT 106 Mathematical Analysis I 3
PHY 113 Physics I 4
TOTAL 23

*, ** See Electives Section on pages 100-102
(1) Substitute MAT 108 with Calculus I (4 credits), if transferring to a Baccalaureate Degree Program.

ENGINEERING SCIENCE ASSOCIATE IN SCIENCE (A.S.)
Health, Science & Technology Division
870 Bergen Avenue • (201) 360-4265
www.hgcc.edu/hss

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

Course # Course Title Credits

FIRST SEMESTER
CSS 100 College Survival Skills 1
CHP 111 College Chemistry I 4
CSC 101 Scientific Programming 3
OR
CSC 115 Programming in C++ 3
ENG 101 College Composition I 3
ENG 112 Speech 3
MAT 111 Calculus I 4
TOTAL 18

SECOND SEMESTER
CHP 211 College Chemistry II 4
ENG 102 College Composition II 3
MAT 112 Calculus II 4
PHY 211 Engineering Physics I 4
EGS 101 Engineering Graphics 2
OR
EGS 100 Fundamentals of Engineering 2
TOTAL 17

THIRD SEMESTER
ECO 201 Principles of Macroeconomics 3
EGS 230 Statics and Dynamics 4
MAT 211 Calculus III 4
PHY 211 Engineering Physics II 4
... ... Humanities Elective* 3
TOTAL 18

FOURTH SEMESTER
MAT 212 Differential Equations 4
... ... Diversity Elective 3
... ... Approved Engineering Science Elective** 3
... ... Social Science/Humanities Elective* 3
TOTAL 13

Total Course Credits Required: 66

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

Course # Course Title Credits

FIRST SEMESTER
CSS 100 College Survival Skills 1
CHP 111 College Chemistry I 4
CSC 101 Scientific Programming 3
OR
CSC 115 Programming in C++ 3
ENG 101 College Composition I 3
ENG 112 Speech 3
MAT 111 Calculus I 4
TOTAL 18

SECOND SEMESTER
CHP 211 College Chemistry II 4
ENG 102 College Composition II 3
MAT 112 Calculus II 4
PHY 211 Engineering Physics I 4
EGS 101 Engineering Graphics 2
OR
EGS 100 Fundamentals of Engineering 2
TOTAL 17

THIRD SEMESTER
ECO 201 Principles of Macroeconomics 3
EGS 230 Statics and Dynamics 4
MAT 211 Calculus III 4
PHY 211 Engineering Physics II 4
... ... Humanities Elective* 3
TOTAL 18

FOURTH SEMESTER
MAT 212 Differential Equations 4
... ... Diversity Elective 3
... ... Approved Engineering Science Elective** 3
... ... Social Science/Humanities Elective* 3
TOTAL 13

Total Course Credits Required: 66

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

Course # Course Title Credits

FIRST SEMESTER
CSS 100 College Survival Skills 1
CHP 111 College Chemistry I 4
CSC 101 Scientific Programming 3
OR
CSC 115 Programming in C++ 3
ENG 101 College Composition I 3
ENG 112 Speech 3
MAT 111 Calculus I 4
TOTAL 18

SECOND SEMESTER
CHP 211 College Chemistry II 4
ENG 102 College Composition II 3
MAT 112 Calculus II 4
PHY 211 Engineering Physics I 4
EGS 101 Engineering Graphics 2
OR
EGS 100 Fundamentals of Engineering 2
TOTAL 17

THIRD SEMESTER
ECO 201 Principles of Macroeconomics 3
EGS 230 Statics and Dynamics 4
MAT 211 Calculus III 4
PHY 211 Engineering Physics II 4
... ... Humanities Elective* 3
TOTAL 18

FOURTH SEMESTER
MAT 212 Differential Equations 4
... ... Diversity Elective 3
... ... Approved Engineering Science Elective** 3
... ... Social Science/Humanities Elective* 3
TOTAL 13

Total Course Credits Required: 66

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 101</td>
<td>Scientific Programming</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSC 115</td>
<td>Programming in C++</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EGS 101</td>
<td>Engineering Graphics</td>
<td>2</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EGS 100</td>
<td>Fundamentals of Engineering</td>
<td>4</td>
</tr>
<tr>
<td>EGS 230</td>
<td>Statics and Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>CHS 211</td>
<td>College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>MAT 112</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MAT 211</td>
<td>Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MAT 212</td>
<td>Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHY 211</td>
<td>Engineering Physics II</td>
<td>4</td>
</tr>
<tr>
<td>*** ***</td>
<td>Engineering Elective*</td>
<td>3</td>
</tr>
<tr>
<td>** ** **</td>
<td>TOTAL 32</td>
<td></td>
</tr>
</tbody>
</table>

### General Education Requirements and Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>CHS 115</td>
<td>College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 111</td>
<td>Engineering Physics I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 112</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>*** ***</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Diversity Elective*</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Social Science/Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>** ** **</td>
<td>TOTAL 34</td>
<td></td>
</tr>
</tbody>
</table>

* See Electives Section on pages 100-102

### ENGLISH

#### ASSOCIATE IN ARTS

#### LIBERAL ARTS (A.A.)

**Humanities & Social Sciences Division**

119 Newkirk Street • (201) 360-4650

www.hccc.edu/hss

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>** ** **</td>
<td>** ** **</td>
<td>** ** **</td>
</tr>
</tbody>
</table>

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>MAT ***</td>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>** ** **</td>
<td>TOTAL 16</td>
<td></td>
</tr>
</tbody>
</table>

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HIS 210</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>LIT ***</td>
<td>Literature Requirement(a)</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Social Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>** ** **</td>
<td>TOTAL 15</td>
<td></td>
</tr>
</tbody>
</table>

**THIRD SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 211</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>English Elective(c)</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>(NJGE - ART/FLM/MUS/THA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIT ***</td>
<td>Literature Elective(b)</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Lab Science Elective*</td>
<td>4</td>
</tr>
<tr>
<td>** ** **</td>
<td>TOTAL 16</td>
<td></td>
</tr>
</tbody>
</table>

**FOURTH SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*** ***</td>
<td>Diversity Elective*</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Social Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Literature/English Elective(b)/(c)</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Literature/English Elective(b)/(c)</td>
<td>3</td>
</tr>
<tr>
<td>** ** **</td>
<td>TOTAL 15</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits Required: 62**

**Major Requirements and Electives**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIT ***</td>
<td>Literature Requirement(a)</td>
<td>3</td>
</tr>
<tr>
<td>LIT ***</td>
<td>Literature Elective(b)</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Literature/English Elective(b)/(c)</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>English Elective(c)</td>
<td>3</td>
</tr>
<tr>
<td>** ** **</td>
<td>TOTAL 15</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

**General Education Requirements and Electives**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>MAT ***</td>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Lab Science Elective*</td>
<td>4</td>
</tr>
<tr>
<td>HIS 210</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 211</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>PHL 101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>(NJGE - ART/FLM/MUS/THA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*** ***</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Diversity Elective*</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Social Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>** ** **</td>
<td>TOTAL 47</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits Required: 47**

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

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

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>HMT 111</td>
<td>Intro. to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HMT 104</td>
<td>Culinary Arts for Hospitality</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>17</td>
</tr>
<tr>
<td>SECOND SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAN 121</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>HMT 202</td>
<td>Innovation, Creativity &amp; Market</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>15</td>
</tr>
<tr>
<td>THIRD SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUM •••</td>
<td>Diversity Elective</td>
<td>3</td>
</tr>
<tr>
<td>HMT 121</td>
<td>Hotel Practicum</td>
<td>2</td>
</tr>
<tr>
<td>HMT 115</td>
<td>The Urban Entrepreneur</td>
<td>3</td>
</tr>
<tr>
<td>HMT 210</td>
<td>Hospitality &amp; Travel Law</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Restricted Program Elective**</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Restricted Program Elective**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>17</td>
</tr>
<tr>
<td>FOURTH SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>••• •••</td>
<td>NJ GE Elective*</td>
<td>3</td>
</tr>
<tr>
<td>ACC 121</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>CAI 225</td>
<td>Externship III</td>
<td>2</td>
</tr>
<tr>
<td>HMT 217</td>
<td>Franchising</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Restricted Program Elective**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>15</td>
</tr>
</tbody>
</table>

**Restricted Program Electives

- CAI 223  Food, Beverage & Labor Cost Control  3
- HMT 106  Culture & Geography in Tourism  3
- HMT 112  Introduction to Travel & Tourism  3
- HMT 116  Restaurant Operations Mgmt. I  3
- HMT 122  Front Office Operations  3
- HMT 128  Event Planning in Travel & Tourism  3
- HMT 204  Fundamentals of Wine & Food  3
- HMT 206  Info. Systems in Hospitality & Tourism  3
- HMT 209  Tour Marketing, Sales & Promotions  3
- HMT 213  Principles of Hospitality Marketing  3
- HMT 214  Hotel Group and Convention Sales  3
- HMT 215  Housekeeping Management  3
- HMT 216  Restaurant Operations Mgmt. II  3
- MAN 232  Human Resources Management  3

Major Requirements and Electives

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

TOTAL  42

General Education Requirements and Electives

- CSS 100  College Survival Skills  1
- CSC 100  Introduction to Computers  3
- ENG 101  College Composition I  3
- ENG 102  College Composition II  3
- ENG 112  Speech  3
- ••• •••  Diversity Elective*  3
- ••• •••  Humanities/Social Sci. Elective*  3
- ••• •••  NJ GE Elective*  3

TOTAL  22

* See Electives Section on pages 100-102

Total Course Credits Required: 64

* See Electives Section on pages 100-102
This program prepares students for the business of funeral service and meets the New Jersey requirement for two years of college prior to entrance in the Funeral Service Certificate program located at Mercer County Community College. Instruction includes courses in business management, public health, the social, behavioral, and natural sciences as well as the legal, technical, and regulatory aspects of funeral service. The Funeral Service program prepares students for positions as Funeral Directors and Managers.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>MAT 103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers &amp; Computing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAN 121</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MFS 101</td>
<td>Funeral Service Internship I</td>
<td>2/3</td>
</tr>
<tr>
<td>OR</td>
<td>Business Elective**</td>
<td></td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TOTAL 18/19</td>
<td></td>
</tr>
<tr>
<td>SECOND SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 121</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>CHP 100</td>
<td>Introduction to Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>MFS 102</td>
<td>Funeral Service Internship II</td>
<td>2/3</td>
</tr>
<tr>
<td>OR</td>
<td>Business Elective**</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL 15/16</td>
<td></td>
</tr>
<tr>
<td>THIRD SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 111</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 114</td>
<td>Intro. to Statistics &amp; Probability</td>
<td>3</td>
</tr>
<tr>
<td>MAN 221</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MAN 231</td>
<td>Management of Small Enterprise</td>
<td>3</td>
</tr>
<tr>
<td>MFS 103</td>
<td>Funeral Service Internship III</td>
<td>2/3</td>
</tr>
<tr>
<td>OR</td>
<td>Business Elective**</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL 15/16</td>
<td></td>
</tr>
<tr>
<td>FOURTH SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BUS 230</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>INTD 200</td>
<td>Death and the Human Experience</td>
<td>3</td>
</tr>
<tr>
<td>MFS 104</td>
<td>Funeral Service Internship IV</td>
<td>2/3</td>
</tr>
<tr>
<td>OR</td>
<td>Business Elective**</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL 15/16</td>
<td></td>
</tr>
</tbody>
</table>

Total Course Credits Required: 63/67

* See Electives Section on pages 100-102
Geographical Information Science (GIS) is a growing, diverse field which uses digital technology to help people work with geographic information. GIS technology majors learn to use software and other tools to gather, assemble, and present detailed geographic data in maps and other forms. Graduates will also gain knowledge of how to design a geo-database to store, query, and manipulate geographic information and spatial data. This degree allows students to combine their computer science skills with various science disciplines.

Course # | Course Title | Credits
--- | --- | ---
FIRST SEMESTER
CSS 100 | College Survival Skills | 1
CSC 100 | Intro. to Computers & Computing | 3
ENG 101 | College Composition I | 3
ENG 112 | Speech | 3
GIS 104 | Intro. to Geographical Info Systems | 3
MAT 111 | Calculus I | 4
**TOTAL 17**

SECOND SEMESTER
CSS 113 | Computer Logic & Discrete Math | 3
GIS 105 | Cartography & Visualization of Geospatial Data | 3
ENG 102 | College Composition II | 3
PHY 111 | Engineering Physics I | 4
*** ... | Social Sciences Elective* | 3
**TOTAL 16**

THIRD SEMESTER
CSC 115 | Programming C++ for Comp. Sci. & Engineering<br>OR<br>CSC 117 | Java Programming | 3
GIS 204 | Advanced Applications in GIS | 3
GIS ... | Approved GIS Elective* | 3
*** ... | Humanities/Soc. Sci. Elective* | 3
*** ... | Diversity Elective* | 3
**TOTAL 15**

FOURTH SEMESTER
HUM ... | Humanities Elective* | 3
*** ... | Math/Lab Sci. Elective* | 4
CSC 226 | Database Design & Concepts | 3
GIS 205 | Fundamentals of Remote Sensing | 3
GIS ... | Approved GIS Elective* | 3
**TOTAL 16**

**Total Course Credits Required: 64**

**Major Requirements and Electives**

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

General Education Requirements and Electives

Course # | Course Title | Credits
--- | --- | ---
FIRST SEMESTER
CSS 100 | College Survival Skills | 1
CSC 100 | Intro. to Computers and Computing | 3
ENG 101 | College Composition I | 3
ENG 102 | College Composition II | 3
ENG 112 | Speech | 3
PHY 111 | Engineering Physics I | 4
*** ... | Humanities Elective | 3
*** ... | Social Science Elective | 3
*** ... | Humanities/Soc. Sci. Elective | 3
*** ... | Diversity Elective* | 3
*** ... | MATH/Lab Science Elective | 4
**TOTAL 33**

SECOND SEMESTER
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**

**Total Course Credits at HCCC** 36 credits

Prior Certificate/License (awarded up to) 24 credits*

**Total Course Credits Required:** 60 credits

* See Electives Section on pages 100-102
* Credit award will be assessed by the HCCC Director of Health Related Programs or a designee. Students whose certificate/license completion was less than 350 hours must complete a work/life portfolio for credit evaluation.

**Suggested electives to fulfill program requirements:

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

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 allied health, nursing and health related business and managerial positions.
HCC'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 Survival Skills 1
CSC 100 Introduction to Computers 3
ENG 101 College Composition I 3
ENG 112 Speech 3
MAT *** Mathematics Elective* 3
SOC 101 Principles of Sociology 3
TOTAL 16

SECOND SEMESTER
HIS 105 U.S. History I 3
*** *** Humanities Elective* 3
ENG 102 College Composition II 3
*** *** Diversity Elective* 3
*** *** Social Science Elective* 3
TOTAL 15

THIRD SEMESTER
*** *** Fine Arts Elective** 3
HIS 210 History of Western Civilization I 3
PHL 101 Introduction to Philosophy 3
*** *** Humanities Elective* 3
*** *** Literature Elective** 3
*** *** Science Elective * 3/4
TOTAL 18/19

FOURTH SEMESTER
HIS 106 U.S. History II 3
HIS 211 History of Western Civilization II 3
PHL *** Philosophy Elective** 3
*** *** Fine Arts Electives** 3
*** *** Lab Science Elective* 3/4
TOTAL 15/16

Total Credits Required: 64/66

Major Requirements and Electives
HIS 105 U.S. History I 3
HIS 106 U.S. History II 3
PHL *** Philosophy Elective** 3
*** *** Literature Elective** 3
*** *** Fine Arts Elective** 3
*** *** Fine Arts Elective** 3
TOTAL 18

General Education Requirements and Electives
CSS 100 College Survival Skills 1
ENG 101 College Composition I 3
ENG 102 College Composition II 3
ENG 112 Speech 3
CSC 100 Introduction to Computers 3
MAT *** Mathematics Elective* 3
*** *** Science Elective* 3/4
*** *** Lab Science Elective* 3/4
HIS 210 History of Western Civilization I 3
HIS 211 History of Western Civilization II 3
PHL 101 Introduction to Philosophy 3
*** *** Humanities Elective* 3
*** *** Humanities Elective* 3
*** *** Diversity Elective* 3
SOC 101 Principles of Sociology 3
*** *** Social Science Elective* 3
TOTAL 46/48

*** ** See Electives Section on pages 100-102

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

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

Course # Course Title Credits
FIRST SEMESTER
CSS 100 College Survival Skills 1
ENG 101 College Composition I 3
*** *** NJ GE Elective* 3
HMT 110 Intro. to the Hospitality Industry 1
CAI 113 Food Service Sanitation 2
CAI 114 Table Service I 2
CAI 117 Production Kitchen Skills I 2
CAI 119 Bakeshop I 2
CAI 118 Pantry & Breakfast Cookery 2
TOTAL 18

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 128</td>
<td>Food &amp; Culture</td>
<td>3</td>
</tr>
<tr>
<td>•••</td>
<td>Restricted Program Elective**</td>
<td>2/3</td>
</tr>
<tr>
<td>HMT 213</td>
<td>Principles of Hospitality Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BIO 201</td>
<td>Practical Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HMT 214</td>
<td>Hotel Group &amp; Convention Sales</td>
<td>3</td>
</tr>
<tr>
<td>CAI 125</td>
<td>Externship I</td>
<td>1</td>
</tr>
<tr>
<td>HMT 116</td>
<td>Restaurant Operations Management I</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL** 18/19

### FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>•••</td>
<td>Social Science/Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>CAI 213</td>
<td>Menu Planning &amp; Facilities Design</td>
<td>2</td>
</tr>
<tr>
<td>CAI 215</td>
<td>Externship II</td>
<td>1</td>
</tr>
<tr>
<td>ACC 121</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>MAN 121</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CAI 223</td>
<td>Food, Beverage, &amp; Labor Cost Control</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL** 16

* See Electives Section on pages 100-102

**Restricted Program Electives**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMT 106</td>
<td>Culture &amp; Geography</td>
<td>3</td>
</tr>
<tr>
<td>HMT 111</td>
<td>Introduction to Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>HMT 112</td>
<td>Introduction to Travel &amp; Tourism</td>
<td>3</td>
</tr>
<tr>
<td>HMT 115</td>
<td>The Urban Entrepreneur</td>
<td>3</td>
</tr>
<tr>
<td>HMT 128</td>
<td>Event Planning in Travel &amp; Tourism</td>
<td>3</td>
</tr>
<tr>
<td>HMT 202</td>
<td>Innovation, Creativity &amp; Marketing</td>
<td>3</td>
</tr>
<tr>
<td>HMT 209</td>
<td>Tour Marketing, Sales &amp; Promotions</td>
<td>3</td>
</tr>
<tr>
<td>HMT 213</td>
<td>Principles of Hospitality Marketing</td>
<td>3</td>
</tr>
<tr>
<td>HMT 214</td>
<td>Hotel Group and Convention Sales</td>
<td>3</td>
</tr>
<tr>
<td>HMT 217</td>
<td>Franchising</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL** 46/47

* See Electives Section on pages 100-102

**Major Requirements and Electives**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMT 110</td>
<td>Intro. to the Hospitality Industry</td>
<td>1</td>
</tr>
<tr>
<td>BIO 201</td>
<td>Practical Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CAI 113</td>
<td>Food Service Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>CAI 114</td>
<td>Table Service I</td>
<td>2</td>
</tr>
<tr>
<td>CAI 117</td>
<td>Production Kitchen Skills I</td>
<td>2</td>
</tr>
<tr>
<td>CAI 119</td>
<td>Bakeshop I</td>
<td>2</td>
</tr>
<tr>
<td>CAI 118</td>
<td>Pantry &amp; Breakfast Cookery</td>
<td>2</td>
</tr>
<tr>
<td>CAI 123</td>
<td>Storeroom &amp; Purchasing Oper.</td>
<td>2</td>
</tr>
<tr>
<td>CAI 125</td>
<td>Externship I</td>
<td>1</td>
</tr>
<tr>
<td>HMT 116</td>
<td>Restaurant Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>CAI 223</td>
<td>Food, Beverage, &amp; Labor Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>CAI 213</td>
<td>Menu Planning &amp; Facilities Design</td>
<td>2</td>
</tr>
<tr>
<td>CAI 215</td>
<td>Externship II</td>
<td>1</td>
</tr>
<tr>
<td>HMT 121</td>
<td>Hotel Practicum</td>
<td>2</td>
</tr>
<tr>
<td>HMT 122</td>
<td>Front Office Operations</td>
<td>3</td>
</tr>
<tr>
<td>HMT 213</td>
<td>Principles of Hospitality Marketing</td>
<td>3</td>
</tr>
<tr>
<td>HMT 214</td>
<td>Hotel Group &amp; Convention Sales</td>
<td>3</td>
</tr>
<tr>
<td>ACC 121</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>MAN 121</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>•••</td>
<td>Restricted Program Elective**</td>
<td>2/3</td>
</tr>
</tbody>
</table>

**TOTAL** 68/69

* See Electives Section on pages 100-102

**General Education Requirements and Electives**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>HUM 128</td>
<td>Food &amp; Culture</td>
<td>3</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>•••</td>
<td>Social Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>•••</td>
<td>NJ GE Elective*</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL** 22
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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 103</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>HMT 110</td>
<td>Intro. to the Hospitality Industry</td>
<td>1</td>
</tr>
<tr>
<td>CAI 113</td>
<td>Food Service Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>CAI 114</td>
<td>Table Service I</td>
<td>2</td>
</tr>
<tr>
<td>CAI 117</td>
<td>Production Kitchen Skills I</td>
<td>2</td>
</tr>
<tr>
<td>CAI 119</td>
<td>Bakeshop I</td>
<td>2</td>
</tr>
<tr>
<td>CAI 118</td>
<td>Pantry &amp; Breakfast Cookery</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL 17</strong></td>
<td></td>
</tr>
</tbody>
</table>

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>HMT 121</td>
<td>Hotel Practicum</td>
<td>2</td>
</tr>
<tr>
<td>HMT 122</td>
<td>Front Office Operations</td>
<td>3</td>
</tr>
<tr>
<td>HMT 214</td>
<td>Hotel Group &amp; Convention Sales</td>
<td>3</td>
</tr>
<tr>
<td>HMT 215</td>
<td>Housekeeping Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>CAI 123</td>
<td>Storeroom and Purchasing Oper.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL 16</strong></td>
<td></td>
</tr>
</tbody>
</table>

Total Course Credits Required: 33

**HOTEL RESTAURANT MANAGEMENT OPTION**

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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAN 121</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CAI 225</td>
<td>Externship III</td>
<td>2</td>
</tr>
<tr>
<td>HMT 204</td>
<td>Fundamentals of Wine &amp; Food</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL 15</strong></td>
<td></td>
</tr>
</tbody>
</table>

**THIRD SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAN 121</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>HMT 210</td>
<td>Hospitality &amp; Travel Law</td>
<td>3</td>
</tr>
<tr>
<td>CAI 223</td>
<td>Food, Beverage &amp; Labor Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>HMT 116</td>
<td>Restaurant Operations Management I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL 17</strong></td>
<td></td>
</tr>
</tbody>
</table>

**FOURTH SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>MAT 103</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL 27</strong></td>
<td></td>
</tr>
</tbody>
</table>

Total Course Credits Required: 64

* See Electives Section on pages 100-102
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 in Social Work at senior institutions.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HUS 101</td>
<td>Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>MAT</td>
<td>Mathematics Elective*</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 16**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>HUS 121</td>
<td>Helping Strategies &amp; Relationships</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 15**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC 102</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>HIS</td>
<td>History Elective*</td>
<td>3</td>
</tr>
<tr>
<td>SOC 280</td>
<td>Social Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>HUS 231</td>
<td>Service Learning in HUS II</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 18**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Diversity Elective*</td>
<td>3</td>
</tr>
<tr>
<td>HIS</td>
<td>History Elective*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Lab Science Elective*</td>
<td>4</td>
</tr>
<tr>
<td>HUS 241</td>
<td>Service Learning in HUS II</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 16**

**Total Course Credits Required: 65**

* See Electives Section on pages 100-102
**LATINO STUDIES**  
**ASSOCIATE IN ARTS**  
**LIBERAL ARTS (A.A.)**  
**Humanities & Social Sciences Division**  
119 Newkirk Street • (201) 360-4650  
www.hccc.edu/hss

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>MLS 101</td>
<td>Basic/Advanced Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HIS 132</td>
<td>Latin American/Caribbean History</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 210</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 211</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>Mathematics Elective*</td>
<td>3/4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15/16</strong></td>
</tr>
</tbody>
</table>

**FOURTH SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 210</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 211</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>SOC 260</td>
<td>Race &amp; Ethnic Relations</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**TOTAL Credits Required: 64/66**

---

**MAJOR REQUIREMENTS AND ELECTIVES**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC 102</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>HUS 101</td>
<td>Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUS 121</td>
<td>Helping Strategies &amp; Relationships</td>
<td>3</td>
</tr>
<tr>
<td>SOC 280</td>
<td>Social Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>HUS 231</td>
<td>Service Learning in HUS I</td>
<td>3</td>
</tr>
<tr>
<td>HUS 241</td>
<td>Service Learning in HUS II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>Mathematics Elective*</td>
<td>3/4</td>
</tr>
<tr>
<td>HIS 101</td>
<td>History Elective*</td>
<td>3</td>
</tr>
<tr>
<td>HIS 260</td>
<td>Race &amp; Ethnic Relations</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15/16</strong></td>
</tr>
</tbody>
</table>

**TOTAL Credits Required: 46/48**
LIBERAL ARTS – GENERAL
ASSOCIATE IN ARTS (A.A.)
Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650
www.hccc.edu/hss

HCCC's Associate in Arts General degree program prepares students for transfer to a four-year college after completing two years of undergraduate coursework at HCCC. Graduating students may advance to many different majors, for instance, in the social sciences, humanities, business, or education. The Liberal Arts program allows many options when choosing courses; students should plan carefully by researching the degree requirements of four-years colleges which interest them.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers &amp; Computing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>MAT •••</td>
<td>Mathematics Elective*</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Fine Arts Elective**</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL 16</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SECOND SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Diversity Elective*</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Social Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Science Elective*</td>
<td>3/4</td>
</tr>
<tr>
<td>••• •••</td>
<td>Modern Language/Humanities/Science/Math (103 or higher)/Science/Fine Arts Elective**</td>
<td>3/4</td>
</tr>
<tr>
<td><strong>TOTAL 15/17</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>THIRD SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIS 210</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Philosophy Elective**</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Modern Language/Humanities/Science/Math (103 or higher)/Science/Fine Arts Elective**</td>
<td>3/4</td>
</tr>
<tr>
<td>••• •••</td>
<td>Approved Liberal Arts Elective**</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL 18/19</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FOURTH SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIS 211</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Social Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Lab Science Elective*</td>
<td>3/4</td>
</tr>
<tr>
<td>••• •••</td>
<td>Literature Elective**</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL 15/16</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Course Credits Required: 64/68</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

General Education Requirements and Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers &amp; Computing</td>
<td>3</td>
</tr>
<tr>
<td>MAT •••</td>
<td>Mathematics Elective*</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Science Elective</td>
<td>3/4</td>
</tr>
<tr>
<td>••• •••</td>
<td>Lab Science Elective*</td>
<td>3/4</td>
</tr>
<tr>
<td>HIS 210</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 211</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 46/48**

*,** See Electives Section on pages 100-102

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

The career-oriented A.A.S. Management program trains individuals for entry-level managerial positions in public or private sector organizations, preparing students for positions such as administrative assistant, management trainee, branch manager, small business manager, office manager, or supervisor. Articulation agreements with New Jersey City University and Saint Peter’s College facilitate the transfer of credit toward a bachelor’s degree.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ACC 121</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers &amp; Computing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAN 121</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL 17</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SECOND SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 221</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 103</td>
<td>Technical Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>MAN 221</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Social Science/Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL 16</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Major Requirements and Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>••• •••</td>
<td>Fine Arts Elective**</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Philosophy Elective**</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Literature Elective**</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Modern Language/Humanities/Science/Math (103 or higher)/Science/Fine Arts Elective**</td>
<td>3/4</td>
</tr>
<tr>
<td>••• •••</td>
<td>Modern Language/Humanities/Science/Math (103 or higher)/Science/Fine Arts Elective**</td>
<td>3/4</td>
</tr>
<tr>
<td>••• •••</td>
<td>Approved Liberal Arts Elective**</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL 18/20</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL 64/68**
THIRD SEMESTER
MAT 114  Intro. to Stats & Probability  3
ECO 201  Principles of Macroeconomics  3
MAN 232  Human Resources Management  3
MAN 231  Management of Small Enterprise  3
...  Science Elective*  3/4
TOTAL 15/16

FOURTH SEMESTER
BUS 230  Business Law  3
ECO 202  Principles of Microeconomics  3
ENG 211  Business Communications  3
MAN 241  Corporate Finance  3
MAN 242  Labor Relations  3
TOTAL 18

Total Course Credits Required:  66/67

* See Electives Section on pages 100-102

Major Requirements and Electives
ACC 121  Principles of Accounting I  4
ACC 221  Principles of Accounting II  4
BUS 230  Business Law  3
ECO 201  Principles of Macroeconomics  3
ECO 202  Principles of Microeconomics  3
ENG 211  Business Communications  3
MAN 121  Principles of Management  3
MAN 231  Management of Small Enterprise  3
MAN 232  Human Resources Management  3
MAN 221  Marketing  3
MAN 241  Corporate Finance  3
MAN 242  Labor Relations  3
MAT 103  Business Mathematics  3
MAT 114  Intro. to Stats & Probability  3
TOTAL 44

General Education Requirements and Electives
CSS 100  College Survival Skills  1
CSC 100  Intro. to Computers & Computing  3
ENG 101  College Composition I  3
ENG 102  College Composition II  OR
ENG 103  Technical Report Writing  3
ENG 112  Speech  3
...  Social Science/Humanities Elective*  3
...  Diversity Elective*  3
...  Science Elective*  3/4
TOTAL 22/23

* See Electives Section on pages 100-102

MATHEMATICS
ASSOCIATE IN SCIENCE –
SCIENCE AND MATHEMATICS (A.S.)
Health, Science & Technology Division
870 Bergen Avenue  •  (201) 360-4265
www.hccc.edu/hst

Graduates of this Associate in Science program with concentration in Mathematics transfer to four-year colleges and universities to complete bachelor’s degrees in mathematics or related subjects requiring a strong background in mathematics and natural sciences.

Course #  Course Title  Credits
FIRST SEMESTER
CSC 102  Understanding Microcomputers  OR
CSC 100  Intro. to Computers & Computing  3
CSS 100  College Survival Skills  1
ENG 101  College Composition I  3
ENG 112  Speech  3
MAT 111  Calculus I  3
TOTAL 14

SECOND SEMESTER
CHP 111  College Chemistry I  4
ENG 102  College Composition II  3
...  Social Science/Humanities Elective*  3
MAT 112  Calculus II  4
PHY 111  Engineering Physics I  4
TOTAL 18

THIRD SEMESTER
CSC 101  Scientific Programming  3
MAT 211  Calculus III  4
MAT 215  Linear Algebra  3
...  Humanities Elective*  3
...  Social Science Elective*  3
TOTAL 16

FOURTH SEMESTER
MAT 212  Differential Equations  4
PHY 211  Engineering Physics II  4
LIT ...  Diversity Elective*  3
...  Approved Science Elective*  4
...  Fine Arts Elective*  3
TOTAL 18

Total Course Credits Required:  66

* See Electives Section on pages 100-102

**Approved Science Electives:
BIO 115  Principles of Biology I  4
BIO 208  Ecology  4
BIO 250  Microbiology  4
CHP 211  College Chemistry II  4
CHP 225  Organic Chemistry I  4
CHP 230  Organic Chemistry II  4
PHY 212  Engineering Physics III  4
Major Requirements and Electives

- **CSC 101** Scientific Programming 3
- **MAT 112** Calculus II 4
- **MAT 211** Calculus III 4
- **MAT 212** Differential Equations 4
- **MAT 215** Linear Algebra 3
- **PHY 111** Engineering Physics I 4
- **PHY 211** Engineering Physics II 4
- **Approved Science Elective** 4
- **Fine Arts Elective** 3

TOTAL 33

General Education Requirements and Electives

- **CSS 100** College Survival Skills 1
- **CSC 102** Understanding Microcomputers 3
  OR
- **CSC 100** Intro. to Computers & Computing
- **ENG 101** College Composition I 3
- **ENG 102** College Composition II 3
- **CHP 111** College Chemistry I 4
- **MAT 111** Calculus I 4
- **Diversity Elective** 3
- **Humanities Elective** 3
- **Social Science Elective** 3
- **Social Science/Hum. Elective** 3

TOTAL 33

MEDICAL ASSISTING
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Health, Science & Technology Division
870 Bergen Avenue  • (201) 360-4265
www.hccc.edu/hst

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.

**FIRST SEMESTER**

- **ENG 101** College Composition I 3
- **BIO 111** Anatomy and Physiology I 4
- **CSS 100** College Survival Skills 1
- **MDA 106** Medical Terminology 3
- **MDA 113** Clinical Office Procedures I 3
- **MDA 114** Medical Office Procedures I 3

TOTAL 17

**SECOND SEMESTER**

- **CSS 100** Intro. to Computers & Computing 3
- **ENG 102** College Composition II 3
- **MDA 211** Clinical Office Procedures II 3
- **MDA 214** Medical Office Procedures II 3

TOTAL 16

**THIRD SEMESTER**

- **HLT 112** Pathophysiology 3
- **HLT 115** Dynamics of Health Care in Society 3
- **MDA 224** Pharmacology 3
- **PSY 101** Introduction to Psychology 3
- **BIO 250** Microbiology 4

TOTAL 16

**FOURTH SEMESTER**

- **MAT 102** Math for the Health Sciences 3
- **HUM 101** Cultures & Values 3
- **HLT 210** Medical Law & Ethics 3
- **MDA 223** Typing/Medical Machine Transcription 3
- **MDA 231** MDA Externship 4

TOTAL 16

Total Course Credits Required: 65

* See Electives Section on pages 100-102

Major Requirements and Electives

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

TOTAL 42

General Education Requirements and Electives

- **CSS 100** College Survival Skills 1
- **BIO 111** Anatomy and Physiology I 4
- **ENG 101** College Composition I 3
- **ENG 102** College Composition II 3
- **CSS 100** Intro. to Computers & Computing 3
- **PSY 101** Introduction to Psychology 3
- **MAT 102** Math for the Health Sciences 3
- **HUM 101** Cultures & Values 3

TOTAL 23

* See Electives Section on pages 100-102
MEDICAL TRANSCRIPTION CERTIFICATE
Health, Science & Technology Division
870 Bergen Avenue • (201) 360-4265
www.hccc.edu/hst

Trained medical transcription professionals are in demand in the expanding health care industry. Certificate holders work in hospital departments, public health clinics, school-health facilities, insurance companies, large legal firms, military medical departments, governmental agencies, and physicians’ offices. Many of the courses are also applicable to other health-related degree programs at HCCC.

Course # | Course Title | Credits
--- | --- | ---
FIRST SEMESTER
BIO 107 | Human Biology | 4
ENG 101 | College Composition I | 3
MDA 106 | Medical Terminology | 3
HLT 210 | Medical Law & Ethics | 3
HLT 112 | Pathophysiology | 3
TOTAL 16

SECOND SEMESTER
ENG 103 | Technical Report Writing | 3
CSC 100 | Intro. to Computers & Computing | 3
MDA 223 | Typing/Medical Machine Transcription | 3
ENG 211 | Business Communication | 3
MDA 224 | Pharmacology | 3
TOTAL 15

Total Course Credits Required: 31

NURSING
COOPERATIVE NURSING PROGRAM
ASSOCIATE IN SCIENCE (A.S.)
Health, Science & Technology Division
870 Bergen Avenue • (201) 360-4265
www.hccc.edu/hst

This cooperative program is offered between HCCC and Bayonne Medical Center School of Nursing (BMCSON) or Christ Hospital School of Nursing (CHSON). Students complete their general education and science courses at HCCC and the nursing/clinical courses at one of the two schools of nursing.

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

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

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

Admission Requirements:
Applications must be made to both HCCC and the chosen School of Nursing. Candidates, for admission to the program, must have a high school diploma or GED, high school chemistry (or take CHP 100, Introduction to Chemistry at HCCC), and must pass the entrance examinations at the School of Nursing. In addition, prior to clinical courses, students will be required to complete a criminal background check.

RECOMMENDED COURSE SEQUENCE:
SUMMER SESSION
MAT 100 | College Algebra | 3
CSS 100 | College Survival Skills | 1
PSY 101 | Introduction to Psychology | 3
TOTAL 7

FALL SEMESTER
BIO 111 | Anatomy & Physiology I | 4
ENG 101 | College Composition I | 3
NSG 110 | Nursing I | 6
TOTAL 13

WINTER/SPRING SEMESTER
CSC 100 | Intro. to Computers & Computing | 3
NSG 120 | Nursing II | 8
BIO 211 | Anatomy & Physiology II | 4
ENG 102 | College Composition II | 3
TOTAL 18

SUMMER SESSION
BIO 250 | Microbiology | 4
ENG 112 | Speech | 3
TOTAL 7
FALL SEMESTER
NSG 210  Nursing III  9
PSY 260  Life Span Development  3
TOTAL 12

WINTER/SPRING SEMESTER
•••  Diversity Elective
(ANT 101 or HUM 101 or HUM 128
or SOC 260)  3
NSG 220  Nursing IV  9
NSG 230  Nursing Seminar  1
(Bayonne Medical Center School)
OR
NSG 240  Nursing Leadership  2
(Christ Hospital School)
TOTAL 13/14

Total Course Credits Required 70/71

Major Requirements and Electives
BIO 211  Anatomy & Physiology II  4
NSG 110  Nursing I  6
NSG 120  Nursing II  8
NSG 210  Nursing III  9
NSG 220  Nursing IV  9
NSG 230  Nursing Seminar  1
OR
NSG 240  Nursing Leadership  2
TOTAL 37/38

General Education Requirements and Electives
CSS 100  College Survival Skills* 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  3
HUM 101  Cultures and Values  3

Major (Specialized) Requirement
(Taken at UMDNJ-SHRP) = 42 credits
OCTH 1019  Occupational Therapy Foundations
for the OTA Level 1 Fieldwork  4
PSRT 1102  Communication Techniques  3
OCTH 1020  Lifespan Occupations: Analysis
of Performance Skills and Capacities  3
OCTH 1031  Conditions Impacting Occupation,
Participation, and Health— I:
Adult/Older Adult  2
PRST 1103  Group Dynamics  3
OCTH 1040  Recovery & Wellness  2
OCTH 1050  OTA Skills Across Practice Settings  3
OCTH 1619  Principles and Practices I
– Adult/Older Adult Level 1 Fieldwork  4
OCTH 1032  Conditions Impacting Occupation,
Participation, and Health – II:
Child/Adolescent  2
OCTH 1629  Principles and Practices II –
Child/Adolescent Level 1 Fieldwork  3
OCTH 1081  Professional Seminar I  1
OCTH 2019  OTA Practice: Fieldwork II,
Adult/Older Adult  5
OCTH 2029  TA Practice: Fieldwork II,
Child/Adolescent  5
OCTH 2082  Professional Seminar II  2
TOTAL 33

OCCUPATIONAL THERAPY ASSISTANT
ASSOCIATE IN SCIENCE (A.S.)
Health, Science & Technology Division
870 Bergen Avenue • (201) 360-4265
www.hccc.edu/hst

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 offered in partnership with UMDNJ 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 UMDNJ.

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 Requirements:
General Requirements
(Taken at HCCC) = 33 credits
Course #   Course Title                 Credits
CSS 100   College Survival Skills*  1
ENG 101   College Composition I  3
ENG 102   College Composition II  3
ENG 112   Speech  3
MAT 100   College Algebra  3
MAT 100   Intro. to Computers & Computing  3
BIO 111   Anatomy & Physiology I  4
BIO 211   Anatomy & Physiology II  4
BIO 250   Microbiology  4
PSY 101   Introduction to Psychology  3
PSY 260   Life Span Development  3
•••  Diversity Elective
(ANT 101 or HUM 101 or HUM 128 or SOC 260)
TOTAL 33

Major (Specialized) Requirement
(Taken at UMDNJ-SHRP) = 42 credits
OCTH 1019  Occupational Therapy Foundations
for the OTA Level 1 Fieldwork  4
PSRT 1102  Communication Techniques  3
OCTH 1020  Lifespan Occupations: Analysis
of Performance Skills and Capacities  3
OCTH 1031  Conditions Impacting Occupation,
Participation, and Health— I:
Adult/Older Adult  2
PRST 1103  Group Dynamics  3
OCTH 1040  Recovery & Wellness  2
OCTH 1050  OTA Skills Across Practice Settings  3
OCTH 1619  Principles and Practices I
– Adult/Older Adult Level 1 Fieldwork  4
OCTH 1032  Conditions Impacting Occupation,
Participation, and Health – II:
Child/Adolescent  2
OCTH 1629  Principles and Practices II –
Child/Adolescent Level 1 Fieldwork  3
OCTH 1081  Professional Seminar I  1
OCTH 2019  OTA Practice: Fieldwork II,
Adult/Older Adult  5
OCTH 2029  TA Practice: Fieldwork II,
Child/Adolescent  5
OCTH 2082  Professional Seminar II  2
TOTAL 33

Total Course Credits Required = 75
This program is offered as collaboration between Hudson County Community College and the Jersey City Medical Center and is accredited by the Commission of Accreditation of Allied Health Education Programs (CAAHEP). The program is designed for the post-secondary certified Emergency Medical Technician (EMT) who wishes to further his or her education and/or career opportunities. The program consists of general education and basic sciences at Hudson County Community College and a professional Paramedic Science component at Jersey City Medical Center. The professional curriculum consists of lecture and laboratory courses and practical, hands-on experience at the program’s affiliated clinical laboratory sites. The clinical experiences allow the graduate a smooth transition into the fast-paced, patient-centered environment of a modern emergency medical system.

Students must be 18 years of age, pass a criminal background check, possess a valid New Jersey Driver’s License, a post-secondary EMT – Basic Certificate, and earn the sponsorship of the Jersey City Medical Center. A second application to the Jersey City Medical Center is required.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers &amp; Computing</td>
<td>3</td>
</tr>
<tr>
<td>BIO 111</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 102</td>
<td>Math for Health Sciences</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TOTAL 14</td>
<td></td>
</tr>
<tr>
<td>SECOND SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Intro. to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>Technical Report Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TOTAL 13</td>
<td></td>
</tr>
<tr>
<td>THIRD SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMT 101</td>
<td>Intro. to Pre-Hospital Emergency Care</td>
<td>3</td>
</tr>
<tr>
<td>EMT 110</td>
<td>Pre-Hospital Medical Emergencies</td>
<td>4</td>
</tr>
<tr>
<td>(Paramedics I)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMT 120</td>
<td>Pharmacological Intervention</td>
<td>4</td>
</tr>
<tr>
<td>(Paramedics II)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL 11</td>
<td></td>
</tr>
<tr>
<td>FOURTH SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>... ...</td>
<td>Diversity Elective*</td>
<td>3</td>
</tr>
<tr>
<td>EMT 220</td>
<td>Emergency Cardiac Care</td>
<td>5</td>
</tr>
<tr>
<td>(Paramedics III)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMT 230</td>
<td>Special Populations in Pre-Hospital Care</td>
<td>4</td>
</tr>
<tr>
<td>(Paramedics IV)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL 12</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIFTH SEMESTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>... ...</td>
<td>Fine Art Elective*</td>
<td>3</td>
</tr>
<tr>
<td>EMT 240</td>
<td>Pre-Hospital Shock/Trauma Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>(Paramedics V)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMT 245</td>
<td>Pre-Hospital Special Operations</td>
<td>2</td>
</tr>
<tr>
<td>(Paramedic Operations)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMT 250</td>
<td>Field Internship</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>TOTAL 13</td>
<td></td>
</tr>
</tbody>
</table>

Total Course Credits Required: 63

Major Requirements and Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 111</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>... ...</td>
<td>Fine Arts Elective*</td>
<td>3</td>
</tr>
<tr>
<td>EMT 101</td>
<td>Intro. to Pre-Hospital Emergency Care</td>
<td>3</td>
</tr>
<tr>
<td>EMT 110</td>
<td>Pre-Hospital Medical Emergencies</td>
<td>4</td>
</tr>
<tr>
<td>(Paramedics I)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMT 120</td>
<td>Pharmacological Intervention</td>
<td>4</td>
</tr>
<tr>
<td>(Paramedics II)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMT 220</td>
<td>Emergency Cardiac Care</td>
<td>5</td>
</tr>
<tr>
<td>(Paramedics III)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMT 230</td>
<td>Special Populations in Pre-Hospital Care</td>
<td>2</td>
</tr>
<tr>
<td>(Paramedic Operations)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMT 245</td>
<td>Pre-Hospital Shock/Trauma Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>(Paramedics V)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

General Education Requirements and Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>Technical Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 103</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>MAT 102</td>
<td>Math for Health Sciences</td>
<td>3</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers &amp; Computing</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Intro. to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>... ...</td>
<td>Diversity Elective*</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 22

* See Electives Section on pages 100-102
The certificate in Paramedic Science is offered as a collaboration between Hudson County Community College and Liberty Health System, Inc. (Jersey City Medical Center) for individuals who wish to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Through the performance of patient assessments and the provision of medical care, the paramedic’s goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting.

To be eligible for the Certificate Program, a student must have earned a prior college degree (Associate or higher), and must be sponsored by the JCMC. A maximum of 15 college credits can be transferred into this program.

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

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>EMT 101</td>
<td>Intro. to Pre-Hospital Emergency Care</td>
<td>3</td>
</tr>
<tr>
<td>EMT 110</td>
<td>Pre-Hospital Medical Emergencies (Paramedics I)</td>
<td>4</td>
</tr>
<tr>
<td>EMT 120</td>
<td>Pharmacological Intervention (Paramedics II)</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL 15</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 220</td>
<td>Emergency Cardiac Care (Paramedics III)</td>
<td>5</td>
</tr>
<tr>
<td>EMT 230</td>
<td>Special Populations in Pre-Hospital Care (Paramedics IV)</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL 9</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**THIRD SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 240</td>
<td>Pre-Hospital Shock/Trauma Mgmt. (Paramedics V)</td>
<td>3</td>
</tr>
<tr>
<td>EMT 245</td>
<td>Pre-Hospital Special Operations (Paramedic Operations)</td>
<td>2</td>
</tr>
<tr>
<td>EMT 250</td>
<td>Field Internship</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL 10</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fourth Semester**

**Major Requirements and Electives**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 111</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>EMT 101</td>
<td>Intro. to Pre-Hospital Emergency Care</td>
<td>3</td>
</tr>
<tr>
<td>EMT 110</td>
<td>Pre-Hospital Medical Emergencies (Paramedics I)</td>
<td>4</td>
</tr>
<tr>
<td>EMT 120</td>
<td>Pharmacological Intervention (Paramedics II)</td>
<td>4</td>
</tr>
<tr>
<td>EMT 220</td>
<td>Emergency Cardiac Care (Paramedics III)</td>
<td>5</td>
</tr>
</tbody>
</table>

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 102</td>
<td>Mathematics for Health Sciences</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL 6</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PHYSICS**

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

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**
---|---|---
CSS 100 | College Survival Skills | 1
CSC 100 | Intro. to Computers & Computing | 3
ENG 101 | College Composition I | 3
ENG 112 | Speech | 3
MAT 111 | Calculus I | 4
**TOTAL 14**

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>
| CSC 101 | Scientific Programming | 3
| ENG 102 | College Composition II | 3
| MAT 112 | Calculus II | 4
| PHY 111 | Engineering Physics I | 4
| *** *** | Social Science/Humanities Elective* | 3
| **TOTAL 17** |

**THIRD SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>
| SCI 101 | Introduction to Physical Science | 3
| MAT 211 | Calculus III | 4
| PHY 211 | Engineering Physics II | 4
| *** *** | Humanities Elective* | 3
| **TOTAL 17** |

**FOURTH SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>
| *** *** | Diversity Elective* | 3
| MAT 212 | Differential Equations | 4
| PHY 212 | Engineering Physics III | 5
| *** *** | Approved Science Elective** | 4
| **TOTAL 16** |

**Total Course Credits Required: 64**

* See Electives Section on pages 100-102
**Approved Science Electives:**
- BIO 115 Principles of Biology I 4
- BIO 208 Ecology 4
- BIO 230 Histology 4
- CHP 225 Organic Chemistry I 4
- CHP 230 Organic Chemistry II 4
- EET 111 Electric Circuits I 4

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

**TOTAL 31**

General Education Requirements and Electives
- CSS 100 College Survival Skills 1
- ENG 101 College Composition I 3
- ENG 102 College Composition II 3
- ENG 112 Speech 3
- CSC 100 Intro. to Computers & Computing 3
- MAT 111 Calculus I 4
- PHY 111 Engineering Physics I 4
- ••• Social Science Elective* 3
- ••• Social Science/Humanities Elective* 3
- ••• Humanities Elective* 3
- ••• Diversity Elective* 3

**TOTAL 33**

**PRACTICAL NURSING**

**CERTIFICATE**

Health, Science & Technology Division
870 Bergen Avenue • (201) 360-4265
www.hccc.edu/hst

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

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

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

---

**FIRST SEMESTER**
- BIO 107 Human Biology 4

**TOTAL 4**

**SECOND SEMESTER**
- PNU 101 Practical Nursing – Fundamentals of Practice 8
- PSY 101 Introduction to Psychology 3

**TOTAL 11**

**THIRD SEMESTER**
- BIO 201 Practical Nutrition 3
- PNU 102 Practical Nursing – Clients with Alterations of Basic Needs 8

**TOTAL 11**

**FOURTH SEMESTER**
- PNU 201 Practical Nursing – Maternal Child Health 5

**TOTAL 5**

**FIFTH SEMESTER**
- PNU 202 Practical Nursing – Clients with Complex Needs 8
- PNU 203 Role Transition 1

**TOTAL 9**

**Total Course Credits Required: 46**

Major Requirements and Electives
- BIO 107 Human Biology 4
- BIO 201 Practical Nutrition 3
- PNU 101 Practical Nursing – Fundamentals of Practice 8
- PNU 102 Practical Nursing – Clients with Alterations of Basic Needs 8
- PNU 201 Practical Nursing – Maternal Child Health 5
- PNU 202 Practical Nursing – Clients with Complex Needs 8
- PNU 203 Role Transition 1
- PSY 101 Introduction to Psychology 3

**TOTAL 40**

General Education Requirements and Electives
- ENG 101 English Composition I 3
- MAT 102 Math for Health Sciences 3

**TOTAL 6**
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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>***</td>
<td>Fine Arts Elective**</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**FIRST SEMESTER**  
**TOTAL 16**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>***</td>
<td>Diversity Elective*</td>
<td>3</td>
</tr>
<tr>
<td>MAT ***</td>
<td>Mathematics Elective*</td>
<td>3</td>
</tr>
<tr>
<td>***</td>
<td>Modern Language Elective I*</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**SECOND SEMESTER**  
**TOTAL 15**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 121</td>
<td>Psychological Methods &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>HIS 210</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>PHL 101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>***</td>
<td>Modern Language Elective II*</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>***</td>
<td>Literature Elective**</td>
<td>3</td>
</tr>
<tr>
<td>***</td>
<td>Science Elective *</td>
<td>3/4</td>
</tr>
</tbody>
</table>

**THIRD SEMESTER**  
**TOTAL 18/19**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 114</td>
<td>Intro. to Stats and Probability</td>
<td>3</td>
</tr>
<tr>
<td>HIS 211</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 211</td>
<td>Developmental Psychology I</td>
<td>3</td>
</tr>
<tr>
<td>***</td>
<td>Approved Liberal Arts Elective**</td>
<td>3</td>
</tr>
<tr>
<td>***</td>
<td>Lab Science Elective*</td>
<td>3/4</td>
</tr>
</tbody>
</table>

**FOURTH SEMESTER**  
**TOTAL 15/16**

**Total Course Credits Required: 64/66**

* See Electives Section on pages 100-102

**RESPIRATORY CARE**

**ASSOCIATE IN SCIENCE (A.S.)**  
(Joint Program with UMDNJ/SHRP)

Health, Science & Technology Division  
870 Bergen Avenue • (201) 360-4265  
www.hccc.edu/hst

The North Jersey Respiratory Care Program is a joint venture with six community colleges: Essex, Hudson, Middlesex, Warren, Union, and Raritan Valley in conjunction with the University of Medicine and Dentistry of New Jersey/School of Health Related Professions (UMDNJ/SHRP). Students complete general education courses at HCCC and clinical respiratory core courses at UMDNJ/SHRP.

Admission to UMDNJ is conditioned upon successful completion of various UMDNJ academic and administrative requirements including health and immunization requirements and a satisfactory criminal background check.

Respiratory care practitioners participate in the diagnosis, treatment, management, education, and preventative care of patients with disorders of the cardiopulmonary system. Graduates may assist patients in medical and surgical wards, emergency rooms, neonatal, adult and cardiac intensive care units, outpatient departments, patients’ homes, rehabilitative centers, nursing homes, or other health care facilities. Opportunities for advancement in areas such as supervision, education, equipment sales, and marketing are available to the experienced, credentialed practitioner. All practitioners must be licensed in New Jersey and graduates of an accredited school of respiratory care such as UMDNJ/SHRP. Graduates receive a joint A.S. degree in Respiratory Care from UMDNJ- SHRP and HCCC and are eligible for the entry-level and Advanced Practitioner examinations offered by the National Board for Respiratory Care (NBRC).
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>MAT 100</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 111</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers &amp; Computing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>17</strong></td>
</tr>
<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CHP 111</td>
<td>College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 260</td>
<td>Life Span Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>14</strong></td>
</tr>
<tr>
<td>BIO 250</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>RTP 111</td>
<td>App. Cardiopulmonary Pathophysiology I</td>
<td>3</td>
</tr>
<tr>
<td>RTP 200</td>
<td>Fundamentals of Respiratory Care</td>
<td>4</td>
</tr>
<tr>
<td>RTP 201</td>
<td>Core Concepts Respiratory Care</td>
<td>2</td>
</tr>
<tr>
<td>RTP 208</td>
<td>Clinical Practice I</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>14</strong></td>
</tr>
<tr>
<td>RTP 205</td>
<td>Principles of Ventilatory Support</td>
<td>5</td>
</tr>
<tr>
<td>RTP 209</td>
<td>Clinical Practice II</td>
<td>2</td>
</tr>
<tr>
<td>RTP 211</td>
<td>Applied Cardiopulmonary Pathophysiology II</td>
<td>2</td>
</tr>
<tr>
<td>RTP 212</td>
<td>Cardiopulmonary Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>RTP 223</td>
<td>Cardiopulmonary Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>HLT 210</td>
<td>Medical Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td>RTP 115</td>
<td>Patient Management - Critical Care</td>
<td>3</td>
</tr>
<tr>
<td>RTP 210</td>
<td>Clinical Practice III</td>
<td>3</td>
</tr>
<tr>
<td>RTP 225</td>
<td>Pediatric/Neonatal Respiratory Care</td>
<td>3</td>
</tr>
<tr>
<td>RTP 237</td>
<td>Long-term, Home and Rehabilitative Care</td>
<td>3</td>
</tr>
<tr>
<td>PHL 218</td>
<td>Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>18</strong></td>
</tr>
<tr>
<td>BIO 250</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>RTP 111</td>
<td>Applied Cardiopulmonary Pathophysiology I</td>
<td>3</td>
</tr>
<tr>
<td>RTP 115</td>
<td>Patient Management - Critical Care</td>
<td>3</td>
</tr>
<tr>
<td>RTP 200</td>
<td>Fundamentals of Respiratory Care</td>
<td>4</td>
</tr>
<tr>
<td>RTP 201</td>
<td>Core Concepts Respiratory Care</td>
<td>2</td>
</tr>
<tr>
<td>RTP 205</td>
<td>Principles of Ventilatory Support</td>
<td>5</td>
</tr>
<tr>
<td>RTP 208</td>
<td>Clinical Practice I</td>
<td>1</td>
</tr>
<tr>
<td>RTP 209</td>
<td>Clinical Practice II</td>
<td>2</td>
</tr>
<tr>
<td>RTP 210</td>
<td>Clinical Practice III</td>
<td>3</td>
</tr>
<tr>
<td>RTP 211</td>
<td>Applied Cardiopulmonary Pathophysiology II</td>
<td>2</td>
</tr>
<tr>
<td>RTP 212</td>
<td>Cardiopulmonary Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>RTP 225</td>
<td>Pediatric/Neonatal Respiratory Care</td>
<td>3</td>
</tr>
<tr>
<td>RTP 237</td>
<td>Long-Term, Home and Rehabilitative Care</td>
<td>3</td>
</tr>
<tr>
<td>RTP 223</td>
<td>Cardiopulmonary Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>HLT 210</td>
<td>Medical Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>44</strong></td>
</tr>
</tbody>
</table>

**Major Requirements and Electives**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 111</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers &amp; Computing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 100</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PHL 218</td>
<td>Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 260</td>
<td>Life Span Development</td>
<td>3</td>
</tr>
<tr>
<td>CHP 111</td>
<td>College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

Students must complete 34 general education credits while maintaining a 2.75 GPA to be considered for admission to the professional portion of the academic program.

**SCIENCE AND MATHEMATICS - GENERAL**

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

Health, Science & Technology Division
870 Bergen Avenue • (201) 360-4265
www.hccc.edu/hst

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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 111</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers &amp; Computing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 100</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PHL 218</td>
<td>Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 260</td>
<td>Life Span Development</td>
<td>3</td>
</tr>
<tr>
<td>CHP 111</td>
<td>College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 100</td>
<td>General Biology</td>
<td>3</td>
</tr>
<tr>
<td>CSC 101</td>
<td>Scientific Programming</td>
<td>3</td>
</tr>
<tr>
<td>***</td>
<td>Approved Science Elective**</td>
<td>3/4</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 111</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>16/17</strong></td>
</tr>
</tbody>
</table>

**THIRD SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHP 111</td>
<td>College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 112</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 111</td>
<td>Engineering Physics I</td>
<td>4</td>
</tr>
<tr>
<td>***</td>
<td>Social Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>***</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>
SOCIOLGY
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)

Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650
www.hccc.edu/hss

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>Prealgebra</td>
<td>4</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Sociology of the Family</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 16

** See Electives Section on pages 100-102
STUDIO ARTS
ASSOCIATE IN FINE ARTS (A.F.A.)
Humanities & Social Sciences Division
119 Newkirk Street • (201) 360-4650
www.hccc.edu/hss

The two-year Associate in Fine Arts-Studio Arts (AFA) degree program provides students with a solid foundation in the visual arts. HCCC studio arts majors take a series of courses in drawing, design, color theory, and art history as well as electives in other studio disciplines. In the final semester of study, students learn how to present their portfolios to four-year colleges and universities and potential employers. In addition, AFA students take general education courses in order to develop important skills in communications, research, and computer technology. Other courses in the humanities and the social sciences are designed to broaden knowledge essential for a successful career in the arts.

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

TOTAL 16

SECOND SEMESTER
ENG 112    Speech                          3
ENG 102    College Composition II         3
ART 113    Three-Dimensional Design       3
ART 114    Color Theory                   3
ART 115    Art History I                  3
ART 116    Drawing II                     3

TOTAL 18

THIRD SEMESTER
... ...    Humanities Elective*             3
... ...    Social Science/Humanities Elective*  3
ART •••    Visual Arts Elective           3
ART 125    Art History II                 3
ART 126    Figure Drawing                  3

TOTAL 15

FOURTH SEMESTER
ART •••    Visual Arts Elective**          3
ART •••    Visual Arts Elective**          3
... ...    Diversity Elective*              3
... ...    Science Elective*                3/4
ART 130    Portfolio and Presentation     3

TOTAL 15/16

Total Course Credits Required: 64/65

General Education Requirements and Electives
CSS 100    College Survival Skills        1
ENG 101    College Composition I          3
ENG 102    College Composition II         3
ENG 112    Speech                          3
CSC 100    Intro. to Computers & Computing 3
... ...    Social Science/Humanities Elective* 3
MAT •••    Math Elective*                  3
... ...    Science Elective*                3/4

TOTAL 22/24

* See Electives Section on pages 100-102

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

TECHNICAL STUDIES
ASSOCIATE IN APPLIED SCIENCE
Health, Science & Technology Division
870 Bergen Avenue • (201) 360-4265
www.hccc.edu/hst

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

General Education Requirements and Electives
CSS 100    College Survival Skills        1
ENG 101    College Composition I          3
ENG 102    College Composition II         3
ENG 112    Speech                          3
CSC 100    Intro. to Computers & Computing 3
... ...    Lab Science Elective*            3/4
... ...    Social Science/Humanities Elective* 3
... ...    Diversity Elective*              3

TOTAL 22/24

* See Electives Section on pages 100-102

a world of possibilities
Major Requirements and Electives

Technical Studies Credits (may be earned from Corporate, Industrial, or Military training programs*) 25

Approved courses in area of concentration 13-15

* Student must meet all pre-requisite requirements and must follow the pre-set sequence of courses as outlined in the College Catalog.

BUSINESS CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 121</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>MAN 121</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAT 114</td>
<td>Intro of Statistics and Probability</td>
<td>3</td>
</tr>
<tr>
<td>BUS 230</td>
<td>Business Law</td>
<td>3</td>
</tr>
</tbody>
</table>

COMPUTER SCIENCE

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 101</td>
<td>Scientific Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSC 115</td>
<td>C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSC 117</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSC 214</td>
<td>Data Structure &amp; Advanced Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSC 227</td>
<td>Intro to Operating Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

COMPUTER TECHNOLOGY

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 101</td>
<td>Scientific Programming</td>
<td>3</td>
</tr>
<tr>
<td>CTC 212</td>
<td>Computer Organization &amp; Design</td>
<td>4</td>
</tr>
<tr>
<td>CTC 221</td>
<td>Microprocessor/Microcomputer System Designs</td>
<td>4</td>
</tr>
<tr>
<td>CTC 224</td>
<td>Computer Peripherals</td>
<td>3</td>
</tr>
</tbody>
</table>

ELECTRONICS ENGINEERING TECHNOLOGY

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 111</td>
<td>Electric Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>EET 211</td>
<td>Electric Circuits II</td>
<td>4</td>
</tr>
<tr>
<td>EET 212</td>
<td>Active Electronics Devices</td>
<td>4</td>
</tr>
<tr>
<td>CTC 212</td>
<td>Computer Organization &amp; Design</td>
<td>4</td>
</tr>
</tbody>
</table>

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HIS 210</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>THA 101</td>
<td>Intro to Acting</td>
<td>3</td>
</tr>
<tr>
<td>THA 102</td>
<td>Intro to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>FLM 101</td>
<td>Introduction to Film</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 15

THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 211</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Intro to Playwriting</td>
<td>3</td>
</tr>
<tr>
<td>LIT 207</td>
<td>Intro to Drama</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Lab Science Elective</td>
<td>3/4</td>
</tr>
</tbody>
</table>

Total Credits: 15/16

FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*** ***</td>
<td>Diversity Elective</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>THA ***</td>
<td>Acting II</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Contemporary Drama</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 15

Total Credits Required: 61/63

Major Requirements and Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THA 101</td>
<td>Intro to Acting</td>
<td>3</td>
</tr>
<tr>
<td>LIT 207</td>
<td>Intro to Drama</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>Intro to Playwriting</td>
<td>3</td>
</tr>
<tr>
<td>THA ***</td>
<td>Acting II</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Contemporary Drama</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 15

General Education Requirements and Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>MAT ***</td>
<td>Mathematics Elective</td>
<td>3/4</td>
</tr>
<tr>
<td>*** ***</td>
<td>Science Elective*</td>
<td>3/4</td>
</tr>
<tr>
<td>*** ***</td>
<td>Lab Science Elective*</td>
<td>3/4</td>
</tr>
<tr>
<td>HIS 210</td>
<td>Hist. of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 211</td>
<td>H. of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>THA 102</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>FLM 101</td>
<td>Introduction to Film</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Diversity Elective</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Social Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 46/48

THA 101  | Intro to Acting                | 3       |
| LIT 207  | Intro to Drama                 | 3       |
| *** *** | Creative Writing               | 3       |

Total Credits: 15

THEATRE ARTS

ASSOCIATE IN ARTS

LIBERAL ARTS (A.A.)

Humanities & Social Sciences Division

119 Newkirk Street • (201) 360-4650

www.hccc.edu/hss

The AA 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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>MAT ***</td>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td>*** ***</td>
<td>Science Elective*</td>
<td>3/4</td>
</tr>
<tr>
<td>*** ***</td>
<td>Lab Science Elective*</td>
<td>3/4</td>
</tr>
<tr>
<td>HIS 210</td>
<td>Hist. of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 211</td>
<td>H. of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>THA 102</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>FLM 101</td>
<td>Introduction to Film</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 15

Total Credits: 61/63
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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER</td>
<td>CSS 100</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>ENG 101 College Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 112 Speech</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CSC 100 Intro. to Computers &amp; Computing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HMT 106 Culture &amp; Geography in Tourism</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HMT 112 Introduction to Travel &amp; Tourism</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HMT 110 Intro. to the Hospitality Industry</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>17</strong></td>
</tr>
<tr>
<td>SECOND SEMESTER</td>
<td>ENG 102 College Composition II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>••• ••• Humanities/Social Sci. Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAN 121 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ECO 201 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HMT 128 Event Planning in Travel &amp; Tourism</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td>THIRD SEMESTER</td>
<td>••• ••• Diversity Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HMT 121 Hotel Practicum</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>HMT 206 Info. Systems in Hospitality &amp; Tourism</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HMT 210 Hospitality &amp; Travel Law</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>••• ••• Restricted Program Elective**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>••• ••• Restricted Program Elective**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>17</strong></td>
</tr>
<tr>
<td>FOURTH SEMESTER</td>
<td>••• ••• NJ GE Elective*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ACC 121 Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CAI 225 Externship III</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>HMT 209 Tour Marketing, Sales &amp; Promotions</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>••• ••• Restricted Program Elective**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Total Course Credits Required: 64**

* See Electives Section on pages 100-102
WOMEN’S STUDIES
ASSOCIATE IN ARTS
LIBERAL ARTS (A.A.)

Humanities & Social Sciences Division
119 Newkirk Street  • (201) 360-4650
www.hccc.edu/hss

HCCC’s Associate in Arts Women’s Studies degree program prepares students for transfer to a four-year college after completing two years of undergraduate coursework at HCCC. Graduating students may go on to major in Women’s Studies or other subjects in the social sciences, humanities, business, or education. Liberal Arts degree programs allow many options when choosing courses; students should plan carefully by researching the degree requirements of four-year colleges which interest them.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers and Computing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MAT •••</td>
<td>Mathematics Elective*</td>
<td>3</td>
</tr>
</tbody>
</table>

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 100</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>CSC 100</td>
<td>Intro. to Computers and Computing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MAT •••</td>
<td>Mathematics Elective*</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 16

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Diversity Elective*</td>
<td>3</td>
</tr>
<tr>
<td>HUM 120</td>
<td>Introduction to Women’s Studies</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>FLM 103</td>
<td>Women in Film</td>
<td>3</td>
</tr>
</tbody>
</table>

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Diversity Elective*</td>
<td>3</td>
</tr>
<tr>
<td>HUM 120</td>
<td>Introduction to Women’s Studies</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>FLM 103</td>
<td>Women in Film</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 15

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 121</td>
<td>Seminar in Women’s Issues</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>HIS 137</td>
<td>Women in American History</td>
<td>3</td>
</tr>
<tr>
<td>HIS 210</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Science Elective*</td>
<td>3/4</td>
</tr>
</tbody>
</table>

**THIRD SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 121</td>
<td>Seminar in Women’s Issues</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>HIS 137</td>
<td>Women in American History</td>
<td>3</td>
</tr>
<tr>
<td>HIS 210</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Science Elective*</td>
<td>3/4</td>
</tr>
</tbody>
</table>

TOTAL 18/19

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIT 213</td>
<td>Women’s Voices: Autobiography</td>
<td>3</td>
</tr>
<tr>
<td>HIS 211</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 215</td>
<td>Psychology of Women</td>
<td>3</td>
</tr>
<tr>
<td>INTD 150</td>
<td>Psychology/Biology of Female Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Lab Science Elective*</td>
<td>3/4</td>
</tr>
</tbody>
</table>

**FOURTH SEMESTER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIT 213</td>
<td>Women’s Voices: Autobiography</td>
<td>3</td>
</tr>
<tr>
<td>HIS 211</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 215</td>
<td>Psychology of Women</td>
<td>3</td>
</tr>
<tr>
<td>INTD 150</td>
<td>Psychology/Biology of Female Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>••• •••</td>
<td>Lab Science Elective*</td>
<td>3/4</td>
</tr>
</tbody>
</table>

TOTAL 15/16

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 120</td>
<td>Introduction to Women’s Studies</td>
<td>3</td>
</tr>
<tr>
<td>FL 103</td>
<td>Women in Film</td>
<td>3</td>
</tr>
<tr>
<td>PSY 215</td>
<td>Psychology of Women</td>
<td>3</td>
</tr>
<tr>
<td>LIT 213</td>
<td>Women’s Voices: Autobiography</td>
<td>3</td>
</tr>
<tr>
<td>HUM 121</td>
<td>Seminar in Women’s Issues</td>
<td>3</td>
</tr>
<tr>
<td>INTD 150</td>
<td>Psychology/Biology of Female Sexuality</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Course Credits Required:** 64/66

* See Electives Section on pages 100-102
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 101</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
</tr>
<tr>
<td>ENG 102</td>
<td>College Composition II</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Speech</td>
</tr>
<tr>
<td>ENG 103</td>
<td>Technical Report Writing (for AAS)</td>
</tr>
</tbody>
</table>

## Mathematics Electives

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

## Science/Lab Science Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 100</td>
<td>General Biology</td>
</tr>
<tr>
<td>BIO 107</td>
<td>Human Biology (lab)</td>
</tr>
<tr>
<td>BIO 111/211</td>
<td>Anatomy &amp; Physiology I/II (lab)</td>
</tr>
<tr>
<td>BIO 115/116</td>
<td>Principles of Biology I/II (lab)</td>
</tr>
<tr>
<td>BIO 120</td>
<td>Human Sexual Biology</td>
</tr>
<tr>
<td>BIO 208</td>
<td>Ecology (lab)</td>
</tr>
<tr>
<td>BIO 230</td>
<td>Histology (lab)</td>
</tr>
<tr>
<td>BIO 240</td>
<td>Genetics (lab)</td>
</tr>
<tr>
<td>BIO 250</td>
<td>Microbiology (lab)</td>
</tr>
<tr>
<td>CHP 100</td>
<td>Introduction to Chemistry (lab)</td>
</tr>
<tr>
<td>CHP 111/211</td>
<td>College Chemistry I/II (lab)</td>
</tr>
<tr>
<td>CHP 220</td>
<td>Quant. Anal. &amp; Chem. Computations (lab)</td>
</tr>
<tr>
<td>CHP 225/230</td>
<td>Organic Chemistry I/II (lab)</td>
</tr>
<tr>
<td>PHY 111/211</td>
<td>Engineering Physics I/II (lab)</td>
</tr>
<tr>
<td>PHY 113/213</td>
<td>Physics I/II (lab)</td>
</tr>
<tr>
<td>SCI 101</td>
<td>Introduction to Physical Science (lab)</td>
</tr>
</tbody>
</table>

## Social Science Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 101</td>
<td>Introduction to Anthropology</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>ECO 202</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>PSC 101</td>
<td>Introduction to Political Science</td>
</tr>
<tr>
<td>PSC 102</td>
<td>American Government</td>
</tr>
<tr>
<td>PSC 200</td>
<td>State &amp; Local Government</td>
</tr>
<tr>
<td>PSC 210</td>
<td>International Relations</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>PSY 211/212</td>
<td>Developmental Psychology I/II</td>
</tr>
<tr>
<td>PSY 260</td>
<td>Life Span Development</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Principles of Sociology</td>
</tr>
</tbody>
</table>

## Technology Competency Elective

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 100</td>
<td>Introduction to Computers and Computing</td>
</tr>
</tbody>
</table>

## Humanities Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMS 135</td>
<td>Introduction to American Studies</td>
</tr>
<tr>
<td>ART 101</td>
<td>Experiencing Art</td>
</tr>
<tr>
<td>ART 115/125</td>
<td>Art History I/II</td>
</tr>
<tr>
<td>ASL 101</td>
<td>American Sign Language I</td>
</tr>
<tr>
<td>ASL 102</td>
<td>American Sign Language II</td>
</tr>
<tr>
<td>FLM 101</td>
<td>Introduction to Film</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Cultures and Values</td>
</tr>
<tr>
<td>HUM 128</td>
<td>Food &amp; Culture</td>
</tr>
<tr>
<td>LIT 201</td>
<td>Introduction to Literature</td>
</tr>
<tr>
<td>LIT 202</td>
<td>Survey of American Literature</td>
</tr>
<tr>
<td>LIT 205</td>
<td>Introduction to Cultural Studies</td>
</tr>
<tr>
<td>LIT 207</td>
<td>Introduction to Drama</td>
</tr>
<tr>
<td>LIT 210</td>
<td>Latin American Literature</td>
</tr>
<tr>
<td>LIT 211</td>
<td>African-American Literature</td>
</tr>
<tr>
<td>LIT 215</td>
<td>World Literature I</td>
</tr>
<tr>
<td>LIT 225</td>
<td>World Literature II</td>
</tr>
<tr>
<td>MLA 101/102</td>
<td>Elementary Arabic I/II</td>
</tr>
<tr>
<td>MLA 111/112</td>
<td>Arabic for Heritage Speakers I/II</td>
</tr>
<tr>
<td>MLF 101/102</td>
<td>Basic French I/II</td>
</tr>
<tr>
<td>MLR 101/102</td>
<td>Basic Russian I/II</td>
</tr>
<tr>
<td>MLS 101/102</td>
<td>Basic Spanish I/II</td>
</tr>
<tr>
<td>MLS 111</td>
<td>Spanish for Heritage Speakers</td>
</tr>
<tr>
<td>MLS 201</td>
<td>Intermediate Spanish</td>
</tr>
<tr>
<td>MLS 202</td>
<td>Latin American Literature -1500 to Present</td>
</tr>
<tr>
<td>PHL 101</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>PHL 102</td>
<td>Religions of Asia (or Diversity)</td>
</tr>
<tr>
<td>PHL 103</td>
<td>Religions of the West (or Diversity)</td>
</tr>
<tr>
<td>PHL 218</td>
<td>Contemporary Moral Issues</td>
</tr>
<tr>
<td>MUS 101</td>
<td>Introduction to Music</td>
</tr>
<tr>
<td>MUS 102</td>
<td>Introduction to World Music</td>
</tr>
<tr>
<td>MUS 104</td>
<td>The African-American Musical Heritage</td>
</tr>
<tr>
<td>THA 102</td>
<td>Introduction to Theatre</td>
</tr>
</tbody>
</table>
### History Electives
- HIS 104 History of American Immigration & Ethnicity
- HIS 105/106 U.S. History I/II
- HIS 130 African-American History
- HIS 131 Islamic & African History
- HIS 132 Latin-American & Caribbean History
- HIS 137 Women in American History
- HIS 210 History of Western Civilization I
- HIS 211 History of Western Civilization II

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

### **Electives for Major Program Requirements**

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

### Approved Liberal Arts Electives

**AA - American Studies, General, Psychology**

Courses may be chosen from the list of NJ GE Electives/or any of the following subjects:
- American Studies
- Anthropology
- Art, Art History
- Biology
- Chemistry
- Communications
- Computer Art
- Creative Writing
- Criminal Justice
- Economics
- Film
- History
- Interdisciplinary
- Journalism
- Literature
- Mathematics (excluding MAT 102 and MAT 109)
- Modern Languages
- Music
- Philosophy
- Physics
- Political Science
- Psychology
- Sociology
- Women's Studies
- Theatre Arts

### Computer Science Electives
- CSC 101 Scientific Programming
- CSC 102 Understanding Micro-Computers
- CSC 104 Introduction to Geographic Information Systems
- CSC 109 Web Page Design
- CSC 111 Computer Science I
- CSC 112 Computer Science II
- CSC 117 Java Programming
- CSC 226 Database Design and Concepts
- CSC 227 Introduction to Operating Systems
- CSC 230 Data Communications Concepts
- CSC 231 Information Systems Analysis and Design
- CSC 240 Fundamentals of Computer Networking

### Criminal Justice Electives
- CRJ 213 Criminal Justice Report Writing
- CRJ 215 Juvenile Justice
- CRJ 220 Police Organization & Administration
- CRJ 221 Police Role in the Community
- CRJ 222 Criminal Investigations
- CRJ 224 Community-Based Corrections
- CRJ 230 Ethics and Justice
- CRJ 290 Criminal Justice Externship

### Early Childhood Education Electives
- ECE 211 Early Childhood Curriculum
- ECE 213 Creative Experience
- ECE 214 Guiding the Young Child’s Behavior
- ECE 215 Emerging Literacy
- ECE 220 The Anti-Bias Curriculum
- ECE 230 Infant & Toddler Curriculum
- ECE 231 ECE Externship I
  - for AAS Early Childhood Education program only
- ECE 241 ECE Externship II
  - with Permission of Education Program Coordinator
- INTD 250 The Child, Family and Community
- EDU 211 Foundations of American Education
- PSY 270 Psychology for Teaching & Learning
- SED 235 Young Children with Special Needs
- SED 290 Introduction to Special Education

### 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 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 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
- THA 101 Introduction to Acting
- THA 102 Introduction to Theatre

---

**a world of possibilities**

Hudson County Community College
Electronics Engineering Electives
CTC 221  Microprocessor/Microcomputer System Design
CTC 224  Computer Peripherals
EET 226  Communications Systems
EET 227  Control Systems
EET 229  Microprocessor/Microcomputer System Design

Engineering Science Electives
CHP 225  Organic Chemistry I
CHP 230  Organic Chemistry II
CSC 115  Programming in C++ for Computer Science & Engineering
CSC 212  Computer Organization and Design
CSC 214  Data Structure
CSC 240  Fundamentals of Computer Networking
PHY 212  Engineering Physics III

Geographic Information Science Electives
GIS 105  Cartography and Visualization of Geospatial Data
GIS 201  Surface Analysis
GIS 204  Advanced Applications in Geographic Information Systems
GIS 205  Fundamentals of Remote Sensing
GIS 206  Three-Dimensional (GIS) Visualization

Literature Electives
Any literature course (LIT) is permitted.

Mathematics Electives (Liberal Arts)
Any college-level mathematics course is permitted with the exception of MAT 102, MAT 104, MAT 109 and MAT 114.

Approved Math & Science Electives (AS degrees)
BIO 115  Principles of Biology I
BIO 116  Principles of Biology II
BIO 208  Ecology
BIO 230  Histology
CHP 220  Quantitative Analysis
CHP 230  Organic Chemistry II
EGS 101  Engineering Graphics
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.

Psychology Electives
PSY 120  Psychological Methods and Applications
PSY 211  Developmental Psychology I
PSY 212  Developmental Psychology II
PSY 215  Psychology of Women
PSY 260  Life Span Development
PSY 270  Psychology of Teaching and Learning
PSY 280  Abnormal Psychology

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 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 125  Art History II
ART 126  Figure Drawing
ART 127  Water Color
Course Descriptions

Courses numbered 000-099 are taken by students who need to strengthen their basic skills, or by students whose native language is not English and who need to improve English skills. The credits earned in these courses are not applicable toward degree or certificate programs. Courses numbered 100 level or above are applicable toward certificate and associate degree programs.

COURSE CREDITS
The credit value of each course appears to the right of each course title. One credit is equivalent to one weekly lecture period of 50 minutes during the course of a 15-week semester.

The Catalog refers to the number of laboratory and lecture periods as “contact” hours, indicating the time spent under the direct supervision of a faculty member. It is possible for a course to have more “contact” hours than its credit value. Lecture hours include seminar and discussion periods; laboratory hours include supervised practicum and “hands-on” work experience.

PREREQUISITES AND CO-REQUISITES
Enrollment in most degree credit courses requires students to attain appropriate scores on the College Placement Test (CPT) in Reading, Writing, Basic Mathematics, and Algebra. Certain other courses may be permitted while students are taking Academic Foundations or ESL courses to strengthen skills in Reading, Writing, and/or Basic Mathematics or Algebra. Rules for placement in college level courses are defined in the College Placement Matrices, and are determined by scores on the College Placement Test.

Prerequisites are courses or their equivalents that must be taken prior to enrolling in advanced courses. Courses appearing in special sequences (usually identified by the numerals indicated in the course descriptions) require that prerequisites be completed prior to taking the course. Co-requisites are courses taken at the same time. Some courses may not be offered every semester; check with your counselor for information.
ACCOUNTING

ACC 121  Principles of Accounting I  4 CR
Previous accounting knowledge is not required. The course covers the entire accounting cycle from analysis of transactions, journalizing, posting, worksheets, preparation of financial statements, closing entries, post-closing 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. Prerequisite: Exit CPT in Math and Algebra

ACC 211  Computerized Accounting  3 CR
An introduction to the construction and implementation of computerized accounting systems used to accurately document, record, and summarize financial information. The course emphasizes how such systems safeguard the assets of the client and ensure the integrity of the reporting system. Students will use source documents as a means of developing an information base. Students will design special journals and voucher systems as a means of facilitating recording functions and they will also develop a subsidiary ledger for purposes of recording secondary information. The course will conclude with students operating a fully-integrated computerized general ledger system that may be applied to the accounting needs of individuals, organizations, and small business enterprises. Students will also independently complete computer laboratory projects using specialized computer software. Prerequisite: ACC 121

ACC 221  Principles of Accounting II  4 CR
Continuation of Principles of Accounting I, emphasizing accounting applications for partnerships, corporations, and manufacturing. A survey of cost accounting and budgetary procedures including the preparation and use of financial information needed for management planning and decision-making. Prerequisites: ACC 121 or equivalent knowledge/experience

ACC 224  Federal Taxation  3 CR
A study of Federal Income Tax law and its practical application in the preparation of tax forms for the individual, partnerships, and corporations. Prerequisite: ACC 221

ACC 226  Auditing  3 CR
This course will cover the theory of auditing principles and standards employed by the external and internal auditor. These standards are based on generally accepted auditing standards and the related literature of the American Institute of Certified Public Accountants. Emphasis is on auditing procedures. Prerequisite: ACC 221

ACC 228  Cost Accounting  3 CR
Examines cost accounting information systems; cost of materials, labor and manufacturing expenses, standards, and cost controls; direct costing, and cost analysis. Prerequisite: ACC 221

ACC 240  Intermediate Accounting I  4 CR
This course presents a balanced approach to the treatment of conceptual and procedural problems in accounting. The course explains the rationale behind business transactions and addresses the accounting and reporting of those transactions. The course will include discussions of the latest developments in the accounting profession and practice. Prerequisite: ACC 221

ACC 241  Intermediate Accounting II  4 CR
This course is a continuation of Accounting 240, Intermediate Accounting I. It covers Long-Lived Assets, Long-Term Liabilities, Stockholders’ Equity, Financial Statement Preparation, and Analysis. Prerequisite: ACC 240

AMERICAN SIGN LANGUAGE

ASL 101  American Sign Language I  3 CR
ASL 101 is an introductory course to American Sign Language as it is used within the American Deaf community, as well as an introduction to Deaf Culture and history. The class will emphasize non-verbal communication as students learn basic vocabulary, sentence structure, facial expressions, signing parameters, and other grammatical markers. Students will start to build basic expressive and receptive skills in American Sign Language that will be reinforced by a variety of activities. Prerequisite: Basic English Writing/Reading II or ESL Level III

ASL 102  American Sign Language II  3 CR
ASL 102 is a second-level course in American Sign Language as it is used within the American Deaf community, as well as a continuation of discussion of Deaf Culture and history. The class will emphasize non-verbal communication as students continue to build their sign vocabulary, sentence-structure, facial expression, and other grammatical markers. Students will continue to strengthen their expressive and receptive skills in American Sign Language as they engage in conversations that will be reinforced by a variety of activities. Content from ASL 101 will be continually reviewed and built on in this course. Prerequisite: ASL 101

AMERICAN STUDIES

AMS 135  Introduction to American Studies  3 CR
This course provides an introductory overview to the field of American Studies. It seeks to answer the question, “What does it mean to be an American?” It integrates several disciplines, taking a holistic view of the American perspective. The goal is to introduce students to the ideas and theories most closely linked to the field. These include topics in American history, philosophy, cultural studies, art, literature, political science, and international relations. Prerequisite: ENG 101

ANTHROPOLOGY

ANT 101  Intro. to Cultural Anthropology  3 CR
This course is an introduction to the anthropological study of the nature and functions of human culture. The course examines how different cultures respond to certain needs expressed by religion, art, social organization, and general patterns of life. The cultural diversity of humankind is emphasized. Prerequisite: ENG 101
ART & COMPUTER ARTS

ARC 105  Introduction to Computer Arts  3 CR
This course provides an introductory level exploration of the Macintosh Operating System®; print, interactive and time-based graphics applications; typography; and color theory for print, web, and video. Students will also learn conceptual, historical, and theoretical aspects of art and design made with digital media.
3 hours lecture/1 hour lab. Co-requisite: ENG 101

ARC 106  Digital Imaging  3 CR
This course provides students with the necessary knowledge and techniques for the creation and manipulation of photographic digital images using digital cameras and scanners for input, Photoshop® for editing and manipulation, and photo quality inkjet printers for output. Assignments and discussions address critical issues in contemporary digital practices.
3 hours lecture/1 hour lab Co-requisite: ENG 101

ARC 107  Print Design  3 CR
This course will provide students with the necessary technical, conceptual and aesthetic knowledge to create effective designs for print that comprehensively communicate ideas through visual graphic form. Preparation of photos, graphics, and text for use in layout and design will be thoroughly addressed. The use of typography and its integration with images to communicate specific ideas and content to a desired audience will also be a main focus of the course. Adobe® InDesign®, Illustrator®, and Photoshop® software applications will be utilized.
3 hours lecture/1 hour lab

ARC 109  Interactive/Web Design  3 CR
This course will provide students with the necessary conceptual knowledge of the visual aesthetics of interactive design. Students will design web sites that use intuitive visual layouts and interactivity to communicate information and ideas to a specific audience. The course also covers the basic technical skills required to prepare images and content for the web. The Adobe Dreamweaver® software application will be utilized in this course.
3 hours lecture/1 hour lab

ARC 201  Digital Video  3 CR
Through lectures, demonstrations, and project-based assignments, students will acquire knowledge of digital video pre-production, production and post-production by studying treatment and storyboard design, lighting techniques, shot composition using high-definition video cameras, editing video and sound, creating title sequences, compositing video, compressing data, and publishing digital video. Industry standard desktop video and audio editing software applications will be utilized. This course will also examine the role digital video and moving images have played in contemporary art, documentation, and mass media. Equipment will be supplied. Prerequisites: ENG 101 and any ARC 100 courses
3 hours lecture/1 hour lab.

ARC 202  Digital Animation  3 CR
This course provides students with the necessary knowledge and skills to create dynamic two-dimensional digital animation and motion graphics. Students will acquire the analytical and critical thinking skills required to conceive, produce, and publish original digital animations utilizing industry standard software applications. Students will use storyboarding, rotoscoping, animated typography, original character development, and scene production techniques. 2D animation fundamentals as well as concepts of motion and continuity will be thoroughly covered in this course. This course will also briefly introduce 3D compositing and interactivity. Equipment will be supplied. Prerequisites: ENG 101 and any ARC 100 courses

ARC 280  Computer Arts Portfolio & Presentation  3 CR
Computer Arts Portfolio and Presentation provides student artists and designers with the knowledge to meet both their educational and professional goals. Students will prepare their work to be presented to both future clients and employers as well as for admission to senior academic institutions. Students will acquire conceptual knowledge and technical skills to effectively present their work in many formats including as a printed portfolio, a web-based portfolio, a video reel for animation and video works, an interactive video disk, in an exhibition setting, and as a multimedia presentation to an audience. The course will culminate with an exhibition and presentation of students’ work. Computer Arts Portfolio and Presentation is the Capstone course for the A.F.A. Studio Arts - Computer Arts Option. Prerequisites: ENG 101, plus 24 credits of core curriculum “ARC/ART” courses inclusive of ARC 105, 106, 107, 109, ART 103, 106

ART 101  Experiencing Art  3 CR
This course is designed as an introduction to the Studio Arts for non-art majors. Students will learn through the basic theories and practices of Art History, Drawing, Painting, Printmaking, and Sculpture.
3 hours lecture/1 hour lab.

ART 103  Two-Dimensional Design  3 CR
Two-Dimensional Design introduces the organization of visual elements on a two-dimensional plane. The elements of art and concepts of design such as composition, perspective, color, and other art elements will be examined through lectures, demonstrations and related studio problems for the students to explore and solve. Techniques for handling materials will be developed.
3 hours lecture/1 hour lab.

ART 106  Drawing I  3 CR
This is an introductory course in basic drawing skills. Emphasis is on drawing from direct observation or life with a variety of traditional drawing materials and techniques. It includes an introduction to various systems of drawing - e.g., linear perspective and principles of chiaroscuro.
3 hours lecture/1 hour lab.

ART 107  Painting I  3 CR
This course is an introductory studio (laboratory) course in basic painting skills and techniques. Focus will be upon the use of paint to create fine art and explore individual creative potential. Emphasis will be on control and proficiency in handling the medium of paint and learning the fundamental painting techniques. This course is designed for beginners with little or no experience of painting. Proficiency in drawing is beneficial but not critical to successful completion of the course.
3 hours lecture/1 hour lab. Prerequisite: ART 106

ART 113  Three-Dimensional Design  3 CR
Student artists will learn to create practical and theoretical three-dimensional objects using a variety of techniques and materials. Through the study of nature and geometry, students will learn to use line, plane, mass, volume, and surface.
3 hours lecture/1 hour lab. Prerequisites: ART 103, ART 106
ART 114  Color Theory  3 CR
Color theory teaches student artists how color affects the human brain, psyche, emotion, and eye. Through lecture, multimedia presentation, and hands-on studio assignments, they learn how color functions with light, computers, and pigment. 3 hours lecture/1 hour lab.

ART 115  Art History I  3 CR
Art History Part I traces the development of art from prehistory through the early Renaissance. The course surveys the major developments in painting, drawing, sculpture, ceramics, and architecture through the western canon and provides an introduction to the art of Africa, the Near East, South and Southeast Asia, China and Japan. Prerequisites: ENG 101

ART 116  Drawing II  3 CR
A continuation of Drawing I, this course will focus on individual development, thorough understanding of drawing principles, and further the use of drawing materials and techniques. Students are responsible for the purchase of their own supplies. 3 hours lecture/1 hour lab. Prerequisite: ART 106

ART 117  Painting II  3 CR
A continuation of Painting I, this course is an advanced studio painting class stressing individual painting skills and personal style. Painting II focuses on compositional theories and practice, experimentation with mediums, and creative approaches to subjects. Students are responsible for the purchase of their own supplies. 3 hours lecture/1 hour lab. Prerequisite: ART 107

ART 125  Art History II  3 CR
Art History II traces the development and evolution of techniques and styles from the 15th to the 20th century. This course will cover major movements of art including the Baroque, Rococo, Neo-Classicism, Romanticism, Impressionism, Post-Impressionism, Dada, Surrealism, and Modernism. Students follow art into the twenty-first century, and view how social, technological, and spiritual changes affected its development. Prerequisite: ENG 101

ART 126  Figure Drawing  3 CR
Student artists will learn to draw the nude and clothed male and female form. Emphasis is placed on scale, proportion, anatomy, expression, and appreciation of the figure. 3 hours lecture/1 hour lab. Prerequisite: ART 116

ART 127  Watercolor  3 CR
In this course, students will learn through demonstration and experience how to paint using the medium of watercolor. Students will create still life, landscape (out of doors, weather-permitting), figurative, and abstract paintings. Students who successfully complete this course will possess a basic painting kit, a portfolio of watercolor paintings, and the fundamental knowledge and basic skills needed to effectively use the medium. 3 hours lecture/1 hour lab. Prerequisite: ART 106

ART 130  Portfolio and Presentation  3 CR
Portfolio and Presentation will provide student artists with the knowledge and skills to meet both their educational and professional goals. First, student artists will develop a physical and digital portfolio showcasing their best works created at HCCC. This will allow students to seamlessly enter the third year of any four-year art program. Second, student artists will learn to market themselves to clients, museums, and galleries. A résumé, artist’s statement, PowerPoint® presentation, slide packet, and website will be produced. New technologies will be stressed along with traditional (non-digital) methods to prepare the student for the professional art world. 3 hours lecture/1 hour lab. Prerequisites: ART 113 and ART 116

BIOLOGY

BIO 100  General Biology  3 CR
This is an introductory course in contemporary biology designed to provide a foundation for further studies in biology. Instructional techniques include lectures, demonstrations, and laboratory.

BIO 107  Human Biology  4 CR
This course focuses on an understanding of the biological functioning of humans. Additional emphasis is given to genetics, ecology, and microbiology. Laboratories include hands-on exercises and lab dissections. 3 hours lecture/3 hours lab.

BIO 111  Anatomy and Physiology I  4 CR
This course examines the structure and physiological processes of the human body and provides a background for understanding health problems, diagnosis, and treatment. 3 hours lecture/3 hours lab.

BIO 115  Principles of Biology I  4 CR
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. 3 hours lecture/3 hours lab.

BIO 116  Principles of Biology II  4 CR
This course is a continuation of Principles of Biology I. Students will study the structure, function, and behavior of organisms and the unity and diversity of life. They will learn about biological organisms and processes and how to correlate new biological concepts with the ones previously learned. Laboratory exercises will encourage students to practice science through hands-on experiments. 3 hours lecture/3 hours lab.

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 topics are incorporated to reinforce scientific exploration and formulation. Co-requisite: ENG 101

BIO 201  Practical Nutrition  3 CR
This course stresses the application of nutritional principles to daily health maintenance and conditions that require special diet management. It is designed for Nursing and Health-related or Culinary Arts/Hospitality Management programs.
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.

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.

Prerequisite: BIO 100 or BIO 115

BIO 211 Anatomy and Physiology II 4 CR
This course is a continuation of Anatomy and Physiology I. Students will become acquainted with the basic functions, complexities, and inter-relationships of the components of the human body. Topics will include the circulatory, endocrine, digestive, excretory, and reproductive systems. Lectures are supplemented by laboratory sessions which will include dissection and elementary physiologic experiments. 3 hours lecture/3 hours lab.

Prerequisite: BIO 211

BIO 230 Histology 4 CR
In this course, students will recognize the structure and function of cells, tissues, and organs at the microscopic level. They will identify and recognize all of the major cell and tissue types of the human body. Histology is a laboratory course and lectures often take the form of slide demonstrations. The lab and lecture will be combined into a single learning experience. 3 hours lecture/3 hours lab.

Prerequisite: BIO 116

BIO 240 Genetics 4 CR
This course examines the principles of inheritance and gene action, from the molecular to the organism level, and populations. Topics include Mendelian principles, molecular genetics, genetic mapping, population genetics, quantitative genetics, gene regulation, mutations, repair mechanisms, and the modern genetic manipulation. 3 hours lecture/3 hours lab.

Prerequisite: BIO 116

BIO 250 Microbiology 4 CR
This course is geared for individuals entering the medical or health sciences professions. It will encompass a survey of microorganisms with emphasis on bacteria and applications of microbiology. The laboratory sessions will stress isolation, cultivation, and various biochemical and identification techniques of selected bacteria and other microorganisms. 3 hours lecture/3 hours lab.

Prerequisite: BIO 211

CHEMISTRY

CHP 100 Introduction to Chemistry 3 CR
This course is designed for students who have not had high school chemistry and for those who wish to review the subject. The course emphasizes descriptive chemistry. Topics include measurements and units, the periodic table, the atom, nuclear radioactivity, bond formation, simple stoichiometry, acid-base, redox, and organic compounds. The associate laboratory involves common measurement techniques and illustrates the lecture materials presented. 2 hours lecture/2 hours lab.

Prerequisite: Exit CPT Math

CHP 111 College Chemistry I 4 CR
This course is an introduction to common physical and chemical properties of substances and solutions. Topics cover scientific measurements and SI units, atomic structure and the periodic table, inorganic nomenclature, gas laws, chemical stoichiometry, chemical bonding, molecular geometry and polarity, thermochemistry, liquid properties, cubic crystals, and solutions. Laboratory work illustrates common lab techniques as well as chemical principles. 3 hours lecture/3 hours lab.

Co-requisite: MAT 100 or MAT 106

CHP 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, complexon, redox, electrochemistry, nuclear reactions, and thermodynamic quantities. Laboratory work introduces experiments pertinent to lecture subjects and consists of semiqualitative analysis. 3 hours lecture/3 hours lab.

Prerequisite: CHP 111

CHP 225 Organic Chemistry I 4 CR
This is the first of a two-course sequence of introductory organic chemistry. The physical and chemical properties of organic compounds, including aliphatics, alicyclics, and aromatics are studied through an examination of their structure, preparation, reactivity, and spectral properties. The study of organic functionality centers in the hydroxyl and carbonyl groups. The laboratory component includes separation and purification techniques and other synthetic procedures. 3 hours lecture/3 hours lab.

Prerequisite: CHP 211

CHP 230 Organic Chemistry II 4 CR
This course is a continuation of Organic Chemistry I. The studies proceed to aromatic compounds, aldehydes, ketones, carboxylic acids and their functional derivatives, amines, phenols, and arenes. Emphasis is placed on group functionality and reaction mechanisms. Laboratory work illustrates organic synthesis, reactions, chemical analysis, and spectroscopic identification. 3 hours lecture/3 hours lab.

Prerequisite: CHP 225
COLLEGE SURVIVAL SKILLS

CSS 100 College Survival Skills 1 CR
Helps students acquire the skills and perspective they need in order to simultaneously succeed in college and prepare for careers. Students explore the cultures of college and the workplace with an emphasis on the role of communication skills, credentials, and research techniques in each. Time and stress management are also considered. Students submit weekly journals on assigned topics. In addition, they participate in small group discussions and seminars, investigate the support services available in the College and community, and prepare job search portfolios.

COMMUNICATIONS

COM 101 Interpersonal Communication 3 CR
This course is designed to introduce students to the fundamentals of interpersonal communication. Students will learn the basic elements of the communication process, the psychology of communication, the messages in communication, and various types of interpersonal communication, including gender and intercultural communication. Practical experience will be gained through in-class workshops and field research assignments.

COMPUTER SCIENCE

CSC 100 Intro to Computers & Computing 3 CR
This course introduces beginning students to computers and the latest application software. The course includes the history of computers, information processing, file management, discussion of hardware and software, operating systems and utility programs, and the Internet. The laboratory component includes Microsoft Office XP® (Word®, Excel®, Access®, PowerPoint®). This course may not be used for credit by Computer Science or Management Information Systems majors. 2 hours lecture/2 hours lab

CSC 101 Scientific Programming 3 CR
This is an introductory course in scientific programming using FORTRAN 90 to solve science and engineering problems. Emphasis is on the logical analysis of a problem and the formulation of a computer program leading to the solution. 2 hours lecture/2 hours lab. Prerequisite: CSC 100 or equivalent knowledge of computing and exit CPT in Algebra

CSC 102 Understanding Microcomputers 3 CR
This course focuses on the use of the PC in the work environment. The student will learn about PC history, how software and hardware interact, problem-solving techniques, and the use of a personal computer as a workstation. Lab exercises will emphasize the handling of PC microchips, hardware components, and interface techniques. The student will use a mouse, Windows, and basic DOS commands to manipulate files, directories, text, and program execution. 2 hours lecture/2 hours lab.

CSC 109 Web Page Design 3 CR
This course introduces the different tools needed to design and maintain web pages. The standard tool of web page design, HTML (HyperText Markup Language), will be the core design tool. Interactivity through the use of scripts will also be addressed. The process of transferring HTML pages through FTP (File Transfer Protocol) to be published on an official web site will also be addressed. Auxiliary tools such as graphics design, which is an important component of web page design, will also be investigated. 2 hours lecture/2 hours lab. Prerequisite: CSC 100 or permission of instructor

CSC 111 Computer Science I 3 CR
Introduces the fundamentals of computer science. Algorithm design, flowchart, structure, programming methodology, hardware, and software are discussed. A programming language such as Pascal, C++, or Visual Basic 6.0 is used to illustrate these concepts. 2 hours lecture/2 hours lab.

CSC 112 Computer Science II 3 CR
Provides further study of the construction of algorithms and their implementation in a programming language. Techniques of structured programming are featured. Emphasis is placed on the solution of engineering problems. Students are expected to construct and execute programs using top-down step-wise refinement approach. 2 hours lecture/2 hours lab. Prerequisite: CSC 111

CSC 113 Computer Logic and Discrete Mathematics 3 CR
The basics of number systems. Boolean algebra and logic gates lay the foundation for the study of combinational logic and computer science. Combinatorial applications include Karnaugh Map techniques for logic simplification. Co-requisite: MAT 110 or MAT 111

CSC 115 Programming in C++ for Computer Science and Engineering 3 CR
In this course, the fundamentals of computer science are introduced, with emphasis on programming methodology and problem-solving. Topics include, but are not limited to, concepts of computer systems, software engineering, and algorithm design, programming languages, and data abstraction, with applications. A high level language is fully discussed and implemented and serves as a vehicle to illustrate many of the concepts taught. 2 hours lecture/2 hours lab. Prerequisite: MAT 100 or MAT 106 or MAT 107 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. 2 hours lecture/2 hours lab. Prerequisite: CSC 111 or CSC 115

CSC 211 Computer Systems and Assembly Language 3 CR
Includes a detailed study of components of computer systems, structures, machine language instruction set and assembly language for both 8-bit and 32-bit processors. Projects are assigned in assembly language. Other topics covered are addressing techniques, macros, file I/O, storage, program segmentation, and linkage. Data structures are covered by means of program preparation. 2 hours lecture/2 hours lab. Prerequisite: CSC 101, CSC 111 or CSC 115

CSC 212 Computer Organization & Design 4 CR
Please refer to CTC 212 course description. 3 hours lecture/3 hours lab. Prerequisite: CSC 113
CSC 214  Data Structures and
Advanced Programming  3 CR
Examines data structures and their software implementation. Topics
include top-down design; pointer variables and dynamic data struc-
tures; linked lists, stacks, queues, recursion, graphs, tree search and
backtracking; and sorting/searching techniques.
2 hours lecture/2 hours lab. Prerequisite: CSC 115

CSC 226  Database Design and Concepts  3 CR
Provides both the basis for a solid education in the fundamentals of
database technology and an introductory coverage of SQL. Topics
include database management systems, relational database sys-
tems, query languages, and application development systems.
2 hours lecture/2 hours lab.
Prerequisites: CSC 101 or CSC 111 or CSC 115 or CSC 117

CSC 227  Introduction to Operating Systems  3 CR
This course is structured to explain the functions of an operating sys-
tem. 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 stu-
dents a solid background in the components of the operating sys-
tem, their function and goals, and how to interact and interrelate
with them.
2 hours lecture/2 hours lab.

CSC 230  Data Communication Concepts  3 CR
Introduces students to the technology of data communications.
Topics covered include data transmission mode, techniques,
devices, link control and characteristics, use of modems and
multiplexers, fundamentals of communication software, and data
networks. Laboratory exercises will include file transfer, the use of
modems on a dedicated dial-up link, on-line database search,
and use of remote timesharing.
2 hours lecture/2 hours lab.
Prerequisites: CSC 101, CSC 111 or CSC 115 or CSC 117

CSC 231  Information Systems Analysis
and Design  3 CR
The course will cover the basic theoretical and analytical founda-
tions for systems planning, formulating strategic plans, optimizing opera-
tions in business, designing information systems, and augmenting business activities on web. Topics include five systems cycles, hardware selection criteria, input/output design, file structures, and design. This is a case study-oriented course.
2 hours lecture/2 hours lab.
Prerequisites: CSC 101, CSC 111 or CSC 115 or CSC 117

CSC 240  Introduction to Networks
& Networking Concepts  3 CR
This course provides students with the basic concepts of network
computing, the seven layers of the Open System Interconnection
(OSI) Model, Institute for Electrical and Electronics Engineering
(IEEE) 802 networking model, and the benefits of various protocols.
Students will understand peer-to-peer and server-based networks
and their differences. They will become familiar with various net-
working topologies and how to select the best network topology for
an environment. Students will learn how to install and configure
NetWare TCP/IP software, how to use common TCP/IP applications,
and how to troubleshoot common problems that may occur in a
TCP/IP environment. This course also provides the background
information needed in preparation for network management and
certification. 2 hours lecture/2 hours lab.
Prerequisite: CSC 227; Co-requisite: CSC 212, CSC 101 or CSC 111
or CSC 115
CRJ 111  Introduction to Criminal Justice  3 CR
This is an introductory course on the nature of the criminal justice system. The history, development, and current functioning of the system are examined. Emphasis is on the inter-relationship of various elements within this system including the police, the prosecutor, the defense, the courts, corrections, probation, and parole officers.

CRJ 120  Introduction to Criminal Law  3 CR
This course is a case and textbook study of substantive criminal law, and the variations and similarities between the states and the federal system of criminal law principles, with an emphasis on New Jersey criminal law.

CRJ 200  Constitutional Liberties & Rights  3 CR
An introduction to the Constitutional civil liberties and rights assured to the American people. The course provides students with an understanding of the dynamics of the United States Supreme Court’s approach to the Constitution’s guarantees of personal liberties and civil rights. Students will explore such diverse topics as the preferred freedoms of speech, press and religious expression, separation of Church and State, the Constitutional right of privacy, the rights of persons accused of crime, and the civil rights of historically-disadvantaged groups and persons. Prerequisite: ENG 101

CRJ 213  Criminal Justice Report Writing  3 CR
Focuses on report content through interpretation and evaluation of information. Emphasis is placed on accurate terminology.

CRJ 214  Corrections  3 CR
Various correctional settings and approaches are examined. Topics include punishment, probation, the prison community, and parole. Also studied is the role of community resources in treating the non-institutionalized offender, e.g., through halfway houses, alternative programs, and work and study release.

CRJ 215  The Juvenile Justice System  3 CR
An introduction to the American juvenile justice system. The course provides an overview of the history of juvenile justice and a theoretical basis for interpreting the meaning and frequency of delinquent behavior and status offenses. Students will explore the various causes of delinquency, including psychological and sociological theories, the relationship between gangs, drugs and delinquency, and the modes of interaction between law enforcement and juveniles. Students will also examine juvenile court procedures, due process rights of juveniles, alternative dispositions of offenders, including community intervention and residential/institutional confinement, and the future of juvenile justice. Prerequisite: ENG 101

CRJ 220  General Police Organization & Administration  3 CR
Examines the organization and functioning of law enforcement agencies including recruitment, career development, and leadership selection. The historical and contemporary relationships of various levels of police organization are examined as well as the structure of police organizations in the United States.

CRJ 221  The Police Role in the Community  3 CR
Focuses on the nature and responsibilities of the police officer's role. Topics include the following: police work as a profession, image of the police, tensions, conflicts, and the cooperation between the police and the community.

CRJ 222  Criminal Investigation  3 CR
Examines the techniques, methodologies, and procedures of criminal investigation. Topics include conduct at the scene of the crime, recognition, development and the preservation of evidence, and interview and interrogation techniques. Finally, the role of surveillance and use of informants are analyzed. Legal and ethical issues are also discussed.

CRJ 224  Community-Based Corrections  3 CR
This course explores the numerous community-based correctional programs which are intended to rehabilitate offenders and reintegrate them into society. Students will engage in a critical analysis of the theories, practices, and effectiveness of community-based program models. Major topics of the course are probation and parole. Students will also explore the more recent modes of intervention and treatment, including specialized diversionary and self-help programs, intensive supervision programs, half-way houses, house-arrest, community service, fine and restitution, “shock” incarceration, family intervention, and counseling. Students will also examine the needs of special offender populations, including juveniles, women, drug abusers, sex offenders, and the mentally ill. Students will critically examine the problems associated with the management of these various programs, and their interaction with the other components of the criminal justice system.

CRJ 230  Ethics & Justice  3 CR
This course explores a wide range of ethical issues and moral dilemmas confronting practitioners in the field of criminal justice. The student is exposed to the traditional and competing theories of ethics in general; and, using case studies, applies these approaches to contemporary issues and problems confronting persons engaged or practicing in law enforcement, the courts, corrections, and criminal justice policy-making. Prerequisite: ENG 101 and CRJ 111

CRJ 290  Criminal Justice Externship  3CR
The externship in Criminal Justice is designed to develop professional standards and practical skills. This elective course will provide students with the opportunity to integrate theoretical principles learned in the classroom with first-hand experience in actual Criminal Justice agency settings. Students will perform tasks and engage in meaningful learning activities in order to acquire knowledge of the workings of a significant component of the criminal justice system. Students will develop interpersonal skills, values, and the attitudes associated with professional growth. Under the direction of a faculty member and the supervision of an agency Field Supervisor, students will perform agency tasks five to eight (8) hours per week for 15 consecutive weeks for a total of 120 hours. In addition, students will attend weekly seminars at the College during the externship to discuss and share their experiences and observations with faculty and peers.
Prerequisites: ENG 102, CRJ 111, CRJ 120 & CRJ 214.
CULINARY ARTS

CAI 113 Food Service Sanitation 2 CR
An introduction to the application of sanitation concepts in the operation of a food service establishment. General kitchen safety, pest management, and crisis management are discussed. Personal hygiene, fire safety regulations, including state and federal laws pertaining to the handling of food products are stressed. This course includes a nationally-recognized ServSafe certification exam provided by the Educational Foundation of the National Restaurant Association. Stewarding functions are also required for this course.

CAI 114 Table Service I 2 CR
An introduction to the various types of table service styles and settings, including American, French, Russian, banquet, and family style. Emphasis is placed in proper dining room preparations, customer relations, placing and retrieving orders, clearing of tables, and securing the dining room. Students will also be exposed to the role of the dining room in the overall business plan of the restaurant business. The course also covers an introduction of wines and wine making.

CAI 117 Production Kitchen Skills I 2 CR
This course is intended to provide a strong foundation in the basic fundamentals of commercial food preparation and practices. Proper knife skills and the use and care of tools and equipment are 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 123 Storeroom and Purchasing Operations 2 CR
This course introduces the student to the purchasing function in a food service organization. Emphasis is placed on the methods of controlling costs, while maintaining strict quality and quantity standards through the effective purchasing of goods and services. Specification-writing, ordering, receiving, storing, issuing, controlling, and inventory are discussed at each stage of the purchasing process. Students will also receive practical experience in the receiving and issuing of food products.

CAI 124 Table Service II 2 CR
An extension and reinforcement of the skills practiced in Table Service I. Emphasis is placed on knowledge of the menu, suggestive selling techniques, napkin folding, and the use of wines and spirits in the restaurant business. Banquet service will be performed through a designed and scheduled buffet. Prerequisite: CAI 114

CAI 125 Externship I 1 CR
This is a course designed to provide the student with on-the-job food service experience. The course allows the student to gain supervised practical experience working in a variety of food service settings related to the student’s area of interest. Students must successfully complete 150 hours of practical experience in an approved food-service establishment. Prerequisite: CAI 117 & CAI 118

CAI 127 Production Kitchen Skills II 2 CR
A continuation and reinforcement of the concepts and practices of Production Kitchen Skills I. This course exposes the students to more advanced techniques and applications utilizing different cooking methods. Students will be exposed to a variety of seafood items, as well as commercial meat cuts used for beef, lamb, veal, pork, and poultry. Prerequisite: CAI 117

CAI 128 Introduction to Garde Manger 2 CR
This course exposes students to the preparation of brunch items, fish and shellfish, hot and cold hors d’oeuvres, cold canapés, cold plated entrées, and specialty sandwiches as well as the design of salad bar setups. Basic forcemeat preparations used for pâtés, galantines, terrines, and spreads are practiced in the laboratory. This course also includes the preparations of basic cheese-making, relishes, condiments, and chutneys, including jams and jellies. Students will also prepare various entrée salads. Prerequisite: CAI 118

CAI 129 Bakeshop II 2 CR
This course is an extension and reinforcement of the concepts and practices of Bakeshop I. Students will be exposed to a variety of designed menus to strengthen their skills in the preparation of baked goods. They will also learn how to utilize leftover baked goods to prepare various products. Emphasis is placed on the preparation of various cake batters and icings. Prerequisite: CAI 119

CAI 213 Menu Planning & Facilities Design 2 CR
This course is designed to provide the student with the ability to organize, design, and lay-out a food service organization. The student will be able to utilize practices and policies from other courses, along with instruction in the areas of organizational patterns, designs and layout, equipment purchasing, facilities engineering, energy practices, and space allocation. The student will also be able to develop a basic menu design based on learned principles.
CAI 214 Advanced Table Service III 2 CR
The student will gain knowledge of the overall operation of a restaurant, including the training of various techniques and styles of service. Emphasis will be placed on the study of wines from various regions, and the art of pairing wine with food. Hands-on beverage service and mixology are practiced in the laboratory. French culinary terminology will be integrated.
Prerequisite: CAI 124

CAI 215 Externship II 1 CR
This is a course designed to provide the student with on-the-job food service experience. The course allows the student to gain supervised practical experience working in a variety of food service settings related to the student’s area of interest. Students must successfully complete 150 hours of practical experience in an approved food service establishment.
Prerequisite: CAI 125

CAI 216 Restaurant Operations Management I (See HMT 116 Restaurant Operations Management I) 3 CR
The student will gain knowledge of the overall operation and management of a restaurant, including employee training and the organizational structure of the service staff. Emphasis will be placed on strategies of servicing food, wines, and beverages. This course will include management’s perspective on meeting customer expectations and the importance of the interaction with guests. This course will also cover a financial overview of the industry, the major factors affecting the growth of the business, food merchandising, promotion, and sales. Students will learn the crucial elements involved in the successful operation of a restaurant.
Prerequisite: CAI 114

CAI 217 Advanced Kitchen - International 2 CR
Students will become familiar with the characteristics of various national cuisines, as well as the global interaction of cooking techniques, equipment, and ingredients affecting the modern professional kitchen. Students will prepare a variety of international soups, sauces, vegetables, starches, and entrees from various regions around the world, as well as gain an understanding of dietary guidelines and dining habits of numerous regions of the world.
Prerequisite: CAI 127

CAI 218 Intermediate Garde Manger 2 CR
An introduction to the preparation of vegetable and fruit carvings, ice sculpturing, aspics, chaud-froid, and timbales through lectures, demonstrations, and hands-on experience. Emphasis will be placed on the proper techniques of garde manger preparations, terminology, departmental structure and design, and the use of various equipment and tools. Students are also introduced to the preparation of marinades, mousses, pickling, canning, pates, forcemeats, galantines, sausages, and charcuterie. The techniques, terminology, planning, and design of buffets are also learned and practiced.
Prerequisite: CAI 128

CAI 219 Advanced Bakeshop III 2 CR
Students are introduced to advanced pastries, classical desserts, and cake decorations. They will learn various mixing methods, the preparation of mousses, and advanced piping techniques with an overall emphasis on plate presentation.
Prerequisite: CAI 129

CAI 220 Advanced Garde Manger 2 CR
This course is structured to provide the student with theoretical and practical experiences in advanced garde manger. Students will also be introduced to salt sculpturing, cold sauces and dressings, curing and smoking of foods, sushi and sashimi preparations, international appetizers and hors d’oeuvres, and cheese identification and presentation. Emphasis will be placed on the planning, preparation, design, and setup of cold food preparations for a buffet. They will also be introduced to tallow and shortening sculpturing, platter garnishes, and decorative show platters. Lectures will include off-premise catering, food show rules and regulations, food presentation, and platter arrangement.
Prerequisite: CAI 218

CAI 221 Advanced Bakeshop IV - Classical 2 CR
Students will be introduced to classical showpiece mediums, such as nougat, pastillage, chocolate work, and advanced cake preparations. The course will focus on the various techniques needed to produce these mediums, along with learning how to prepare a classical dessert buffet.
Prerequisite: CAI 219
CBP 120 Intro to Professional Baking 3 CR
This course will introduce the student to the basic principles and techniques used in bread baking and the pastry arts. Product identification, proper use of equipment, measurements, baking terminology along with food costing and storeroom procedures will be reviewed. There will be demonstrations of mixing methods for yeast raised breads, cakes, custards, chocolate, sugar, and cream. After completion of the class, the student will have a rudimentary knowledge of the pastry industry.
Prerequisites: CAI 113, CAI 114, CAI 117, CAI 118, CAI 119

CBP 121 Basic Bench Work 2 CR
Emphasis will be on various bread mixing methods and their various 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. Fritters, lean and rich dough, will be produced using hands-on techniques. Also, the craft of artisan breads will be taught using a variety of pre-ferments and sponges showing its advantages and disadvantages. Co-requisite: CBP 120

CBP 122 Quick Breads, Pies and Pastries 2 CR
Students will create a variety of dough, including pate sucree, pate brisee, pie dough, and quick breads using professional methods learned through lecture, demonstration, and hands-on practice. In addition, American and classic pastries will be produced applying basic dessert presentation and its complementary sauces. Prerequisite: CBP 121, Co-requisite: CBP 120

CBP 124 Tarts, Tortes and Gateaux 2 CR
Students will use previously learned cake mixing and baking 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 the today's market. Prerequisite: CBP 122; Co-requisite: CBP 120

CBP 211 Meringues, Soufflés and Frozen Desserts 2 CR
Students will learn how to work with an ice cream machine to create basic frozen desserts, such as sorbets, sherbets, ice creams, and Italian ices. Techniques to produce meringues and their various applications will be taught. An introduction of hot and cold soufflés completes the course. Prerequisite: CBP 124

CBP 212 Desserts for Restaurants and In-Store Retail 2 CR
This class is designed for students to have an understanding of a different career option available in the pastry arts. The class is divided into two distinct styles of desserts. The first half of the class will be devoted to learning restaurant and cafe style pastries along with the art of plating. The second half of the course will cover the mass production aspect of the pastry industry. The focus will be on in-store retail/bakery style desserts using pre-mixes. Prerequisite: CBP 211

CBP 220 Petits Fours, Mignardise and Candies 2 CR
The art of working with chocolate, candy making, and petits fours is the emphasis of this class. Students will learn chocolate tempering, and will be able to apply it to create a wide variety of truffles, molded candies, and decorations. Students will produce popular candies using knowledge gained in Introduction to Professional Baking. Also the production of mignardise, petits fours, such as sec and glace, will be covered. Prerequisite: CBP 124

DIETARY MANAGEMENT

UMDNJ Course Descriptions

NUTR 1100 Food Service Management 5 CR
Food Service Management will introduce meal service systems for health care environments. The course will discuss service and delivery systems, menus and selections, forecasting, purchasing, receiving and storage, food production, employee safety, tools of management, human resource management, and governmental legislation and regulations, productivity, and budgets.

NUTR 1109 Sanitation and Food Safety 3 CR
Sanitation and Food Safety is designed to enhance the student's ability to learn and retain comprehensive food safety knowledge on all aspects of handling food; from receiving and storing to preparing and serving. Specific focus will be given to providing safe food in the micro-world, the flow of food through the operation, cleanliness, sanitation facilities & equipment, and sanitation management. Sanitation and Food Safety clinical practicum is designed to enhance the student's ability to learn and retain comprehensive food safety knowledge on all aspects of handling food; from receiving and storing to preparing and serving. Students will understand through hands-on experience how to provide safe food in the micro-world, the flow of food through the operation, cleanliness, sanitation facilities & equipment, and sanitation management.

NUTR 1209 Practicum in Dietary Management 3 CR
Practicum in Dietary Management will enhance knowledge learned in NUTR 110 regarding meal service systems for health care environments. This clinical rotation is a hands on experience that will allow students to experience service and delivery systems, menus and selections, forecasting, purchasing, receiving and storage, food production, employee safety, human resource management, tools of management, personnel management, and governmental legislation and regulations, productivity, and budgets.

NUTR 1219 Medical Nutrition Therapy for Dietary Managers 4 CR
Medical Nutrition Therapy for Dietary Managers will introduce nutrition concepts and techniques for individuals in healthcare environment. Nutrition risk screening, interviewing/counseling methods, diet evaluation, basic diet calculations, documentation, nutrition care planning, and patient/client education will be included. Students will be exposed to nutrition concepts and techniques for individuals in healthcare environment, and will experience and practice nutrition risk screening, interviewing/counseling methods, diet evaluation, basic diet calculations, documentation, nutrition care planning, and patient/client education.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 100</td>
<td>Child Development Associate (CDA) Workshop I</td>
<td>4 CR</td>
</tr>
<tr>
<td></td>
<td>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. Prerequisite: ECE 100; Co-requisite: ECE 110.</td>
<td></td>
</tr>
<tr>
<td>ECE 110</td>
<td>Child Development Associate (CDA) Workshop II</td>
<td>4 CR</td>
</tr>
<tr>
<td></td>
<td>This course helps students expand their knowledge of the Child Development Associate Credentialing process and provides comprehensive instruction in early childhood education/child development. Students will develop skills in planning curriculum for preschoolers and complete their professional resource file. The course offers 60 contact hours of formal training. Combined with ECE 100, CDA Workshop I, students will satisfy the 120 contact hours of formal training, as required by the CDA National Credentialing System. Students are expected to be employed, or to volunteer, either full- or part-time, in a child care center, preschool, or pre-kindergarten program. This course is required for the Child Care Certificate and can be applied to the A.A.S. degree in Early Childhood Education as a substitute for ECE 211, Early Childhood Curriculum. Prerequisite: ECE 100; Co-requisite: ECE 120.</td>
<td></td>
</tr>
<tr>
<td>ECE 120</td>
<td>Externship for CDA</td>
<td>3 CR</td>
</tr>
<tr>
<td></td>
<td>Students are either placed, or expected to be employed, at a child care center, school, or site that provides care and education to children. Students will demonstrate competence in assisting the regular classroom teacher and gradually assume the responsibilities of a “group teacher.” Students will plan and implement activities that are appropriate to both the age and developmental level of the children. This course is required for the Child Care Certificate and can be applied to the A.A.S. degree program in Early Childhood Education as equivalent to ECE 231, Early Childhood Education Externship I. Prerequisite: ECE 100; Co-requisite: ECE 110.</td>
<td></td>
</tr>
<tr>
<td>ECE 201</td>
<td>Introduction to Early Childhood Education</td>
<td>3 CR</td>
</tr>
<tr>
<td></td>
<td>An introduction to the field of early childhood care and education, core knowledge is introduced in the areas of child development theory, a healthy, safe environment, developmentally-appropriate curriculum, child guidance, family relationships, cultural, and individual diversity and professionalism. Students will understand the importance of early childhood education as part of the whole educational process. Pre- or Co-requisite: ENG 101. (This course meets one of the required components of the New Jersey Infant/Toddler Credential.)</td>
<td></td>
</tr>
<tr>
<td>ECE 211</td>
<td>Early Childhood Curriculum</td>
<td>3 CR</td>
</tr>
<tr>
<td></td>
<td>In this course, students extend their understanding of early childhood education. Emphasis will be on planning programs and activities that are developmentally-appropriate for children ages birth through eight. To help in understanding and meeting the needs of different age groups, developmental characteristics for each age group will be related to planning, curriculum, and general expectations. Students will develop themes and lesson plans, construct learning materials, and collect ideas for interest areas and activities. Prerequisite: ECE 201.</td>
<td></td>
</tr>
<tr>
<td>ECE 213</td>
<td>Creative Experience</td>
<td>3 CR</td>
</tr>
<tr>
<td></td>
<td>Students will develop curricula based on a few important principles. The approach is a practical one, with opportunity to gather a wide repertoire of ideas, as students experience creative and cooperative learning practices. Field trips to museums and places of interest are required. Prerequisite: ECE 201.</td>
<td></td>
</tr>
<tr>
<td>ECE 214</td>
<td>Guiding the Young Child’s Behavior</td>
<td>3 CR</td>
</tr>
<tr>
<td></td>
<td>Students will acquire knowledge, skills, and dispositions in using individual and group guidance and problem-solving techniques to develop positive and supportive relationships with children. Methods will be practiced in promoting positive strategies of conflict resolution, and in developing personal self-control, self-motivation, and positive self-esteem for the child, ages birth to eight. Prerequisite: ECE 201 for all AA Education programs; ECE 110 for Child Care Certificate.</td>
<td></td>
</tr>
<tr>
<td>ECE 215</td>
<td>Emerging Literacy</td>
<td>3 CR</td>
</tr>
<tr>
<td></td>
<td>Students will learn how children acquire communication skills, and how teachers can strengthen children’s natural explorations of speaking, listening, writing, and reading. Whole language, the natural approach, and emerging literacy will be presented. The goal is for students to understand their role in helping children to become readers. Prerequisite: ECE 201.</td>
<td></td>
</tr>
<tr>
<td>ECE 220</td>
<td>The Anti-Bias Curriculum</td>
<td>3 CR</td>
</tr>
<tr>
<td></td>
<td>Course materials and class activities will provide a means for students to develop an appreciation for diversity. Attitudes will be examined, along with the development of knowledge of culture, gender, social class awareness, and physical differences. Strategies for valuing children will prepare future teachers for teaching with dignity in a diverse world. Students will practice, via class discussion, role play, and other process-oriented techniques, the infusion of an anti-biased perspective in all curriculum areas. Prerequisite: ENG 101.</td>
<td></td>
</tr>
<tr>
<td>ECE 230</td>
<td>Infant and Toddler Curriculum</td>
<td>3 CR</td>
</tr>
<tr>
<td></td>
<td>This course is an introduction to the practice of caring for infants and toddlers in a group care setting. Students will become familiar with child development, the role of caregivers, developmentally-appropriate curriculum, and materials associated with the care of infants and toddlers. Students will explore the importance of developing positive relationships with culturally diverse parents and communities. The course will involve students in observations, group discussions and projects, material-making, and reviewing infant and toddler policies and practices. Field work requirement is 12 hours of observations. Prerequisite: ECE 201. (This course meets one of the required components of the New Jersey Infant/Toddler Credential.)</td>
<td></td>
</tr>
</tbody>
</table>
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 120-hour field experience at a child care center, school, or site that provides care and education to children. They are expected to perform the required professional tasks of assisting the regular classroom teacher in implementing the center’s child development and activity program, and to gradually assume the responsibilities of a “group teacher.” Under the direction and supervision of the regular classroom teacher, the student will plan and implement activities that are appropriate to both the age and developmental level of the children. Prerequisites: ECE 201 and ECE 211.

ECE 241  Early Childhood Education Externship II  3 CR
A sequential continuation of ECE 231, Early Childhood Education Externship I, this course will provide the student opportunity to gain firsthand experience and learn the process of integrating knowledge skills and techniques with teaching practice. Students are placed in a field experience at a child care center, school, or site that provides care and education to children. They are expected to perform the required professional tasks of assisting the regular classroom teacher in implementing the center’s child development and activity program, and to gradually assume the responsibilities of a “group teacher.” Under the direction and supervision of the regular classroom teacher, the student will plan and implement activities that are appropriate to both the age and developmental level of the children. Students will work or volunteer 120 hours at the externship site in fulfillment of course requirements. Prerequisites: ECE 231.

ECONOMICS

ECO 201  Principles of Macroeconomics  3 CR
This course introduces students to the basic structure, terminology, and scope of macroeconomics. Topics include a definition of economics; supply, demand, and the resulting macroeconomic problems; national income accounting; determination of output and employment levels; savings and investments; inflation and unemployment; money and banking; and fiscal and monetary policy. Prerequisite: Exit CPT in Basic Math and Algebra.

ECO 202  Principles of Microeconomics  3 CR
This course is a continuation of ECO 201. It covers market structures; theory of consumer behavior; supply, demand and elasticity; costs of production; price and output determination; current economic problems; and international economics. Prerequisite: ECO 201.

EDUCATION

EDU 211  Foundations of American Education  3 CR
Based on the current ideas about teaching in America today, this course is a practical introduction to the teaching profession. It explores the knowledge, attitudes, behaviors, and skills of good teachers and provides a realistic foundation for understanding the field of education and teaching as a profession. Students build a foundation of self-knowledge, knowledge of education as an institution and as a career, knowledge of teaching competencies, and of issues in education. Students are required to spend a minimum of 12 hours in an elementary or secondary school classroom observing and recording child behaviors. Prerequisite: ENG 101; Co-requisite: ENG 102.

ELECTRONICS ENGINEERING TECHNOLOGY

EET 111  Electric Circuits I  4 CR
An integrated study of AC and DC circuits in which the sinusoidal system is introduced early in the course. The course covers the concepts of Ohm’s Law, Kirchhoff’s Laws, and DC circuits such as series circuits, parallel circuits, and series-parallel circuits. The study of capacitors and inductors serves as an introduction to the sinusoidal system and the behavior of R, L, and C in such a system. The laboratory component includes the use of test instruments in experiments dealing with Ohm’s Law, series circuits, parallel circuits, and series-parallel circuits, followed by a study of internal resistance and loading. The final experiment supplies facility in the applications of the oscilloscope. 3 hours lecture/3 hours lab. Pre-requisite: MAT 100 or 106.

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 Thévenin’s Theorem, RC transients, Lissajous figures for phase shift measurement, AC series circuits, AC parallel circuits, and series and parallel resonance. 3 hours lecture/3 hours lab. Prerequisite: EET 111; Co-requisite: MAT 107.

EET 212  Active Electronic Devices  4 CR
Introduces solid state devices. Emphasis on device terminal characteristics and models. The course includes the PN junction transistor characteristics, BJT biasing techniques, BJT models, BJT small signal amplifiers, junction field effect (JFET), and metal oxide silicon-field effect (MOSFET) transistor characteristics. Experiments cover semiconductor diode circuits, half-wave rectifier, full-wave characteristics, common emitter transistor characteristics, and the parameters and components of a transistor amplifier circuit. 3 hours lecture/3 hours lab. Co-requisite: EET 211.

EET 214  Active Circuit Analysis and Design  4 CR
Continuation of EET 212, Active Electronics Devices. Bipolar junction transistor (BJT) small signal multistage amplifiers, decibels, and power amplifiers are studied. Junction field effect and metal-oxide-silicon field effect transistor biasing, and small-signal operations are covered. Consideration will be given to the frequency response characteristics of BJT and JFET circuits. The experiments study the performance of small-signal amplifiers, connected in the common-
emitter mode, the emitter-follower mode, and the common-based mode, followed by an analysis of cascaded RC coupled amplifiers. The analysis and design of biasing, and FET small-signal amplifiers. The final experiment is a detailed analysis of the frequency response of a transistor amplifier.

3 hours lecture/3 hours lab. Prerequisite: EET 212

**EET 216**  
**Pulse and Digital Circuits**  
4 CR  
Examines the characteristics, analyses, and design of wave-shaping, switching, and digital circuits. Emphasis is on circuits and systems which use discrete semiconductor devices. Integrated circuit fundamentals and applications are present in succeeding courses. Topics include switching operation and characteristics of semiconductor devices; clipping, clamping, and limiting circuits; pulse nomenclature; logic circuit fundamentals; binary arithmetic and truth tables; triggered devices, and multivibrator circuits and counter circuits. The laboratory component of the course is intended to analyze circuit components, breadboarding of basic logic circuits, experimental analysis of pulse switching, and triggering circuits. In addition, proper testing techniques for these systems are developed. Experiments cover pulse fundamentals, pulsed response of RC circuits, diode clippers and clamper, BJT and FET switches, logic inverters and gates, discrete logic gates, Schmitt-trigger circuits, the unijunction transistor, the monostable and astable multivibrator, and the bistable multivibrator.

3 hours lecture/3 hours lab. Prerequisite: EET 212

**EET 222**  
**Analog Integrated Circuits**  
4 CR  
Introduces the characterization and operation of integrated circuits in analog systems. Follows the sequence of courses in active electronic devices and their applications. This covers descriptions and applications of operational amplifiers and linear integrated circuits, as well as their use as building-blocks for linear and nonlinear analog systems. Topics include 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-differentiation, integrator and triangular wave generator, and active filters. The student selects a project from the text or other literature.

3 hours lecture/3 hours lab. Prerequisite: EET 214

**EET 223**  
**Integrated Circuits in Digital Systems**  
4 CR  
An introduction to the characterization and operation of integrated circuits in digital systems. A description of the various families of digital integrated circuits are given, including TTL, CMOS, and ECL. 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 combinatorial 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 emitter. Also, counters shift registers and A/D-D/A conversion are discussed. The laboratory component of the course permits the student to properly breadboard, test, and evaluate digital integrated circuits and to observe and verify the applications of these systems by performing experiments in IC logic elements, combinational logic analysis and implementation, decoders, data selectors and data distributors, counter analysis, counters and registers, and trouble-shooting project.

3 hours lecture/3 hours lab. Co-requisite: EET 212

**EET 228**  
**Electronics Project Laboratory**  
2 CR  
This course involves the student in the practical aspects of electronic fabrication from proposal preparation to printed circuit board assembly and test. Application of electronic schematics, parts lists, layouts, and artwork enables the students to produce similar documentation for a personal project that he/she will select as part of the course requirement. Heavy emphasis on parts selection and procurement, breadboarding, printed circuit board fabrication, assembly, soldering techniques and heat sinking are provided in this laboratory-based course.

1 hour lecture/3 hours lab.  
Prerequisites: EET 214 and EET 216; Co-requisite: EET 222

**EET 229**  
**Microprocessors/Microcomputer System Design**  
4 CR  
Presents the architecture and operation of the microcomputer. Topics include an introduction to the 8086 microprocessor including its architecture, operation, and instruction set. The instruction set is studied through programming examples. Interfacing to the 8086 microprocessor is thoroughly studied. Input/output port configuration and interrupt management are introduced and used in numerous design projects. The laboratory experiments consist of designing projects. Students are exposed to projects that include solving both software and hardware issues. The tools used include a PC loaded with an 8086 assembler and connected serially to an SDK-86 kit. Laboratory experiments cover an 8086 arithmetic program, accessing data in memory, using a PC to write a program with an assembler, generating digital waveforms, nested loops programming, reaction time programming, using D/A converters with microprocessors and vector graphics.

3 hours lecture/3 hours lab. Prerequisite: CTC 212 or EET 223

**ENGINEERING SCIENCE**

**EGS 100**  
**Fundamentals of Engineering Design**  
2 CR  
The course employs fundamentals of geometry and engineering design to acquaint students with various disciplines of engineering. The course will utilize an engineering graphics component throughout the semester (freehand and CAD). It will include two engineering modules (chemical and mechanical). In addition to freehand sketching and instrumental drawing, the students are introduced to AUTOCAD. Students may receive credits for both EGS 101 and this course.

1 hour lecture/3 hours lab.
Prerequisite: MAT 100 or equivalent

**EGS 101**  
**Engineering Graphics**  
2 CR  
The course is designed to familiarize students with technical drawing and design, orthographic projections, perspective, freehand sketching, instrumental drawing, tolerance, sectional views, descriptive geometry. Students are introduced to AUTOCAD mid-semester and perform some projects using this software.

1 hour lecture/2 hours lab.  
Prerequisite: MAT 100 or MAT 106

**EGS 230**  
**Statics and Dynamics**  
4 CR  
This course is an extension of engineering physics courses on mechanics. Topics covered include the equilibrium of particle and rigid body systems subject to concentrated and distributed forces, the motion of particles and rigid bodies, the relation of motion of particles to various force distributions and torques, work energy relations, impulse momentum relations, and conservation principles.

Prerequisites: PHY 111 and MAT 112
EMT 101 Introduction to Pre-Hospital Emergency Care 3 CR
This is the introductory course for the Paramedic Program. Students will be introduced to their roles and responsibilities, concepts of illness/injury prevention; medical/legal issues; and communications.
Prerequisites: ENG 101; Co-requisites: EMT 110 & EMT 120

EMT 110 Pre-Hospital Medical Emergencies (Paramedics I) 4 CR
This course covers airway management and ventilation, all areas of patient assessment, and physical examination. Patho-physiology, pharmacology clinical decision-making, communication, and documentation will be emphasized.
Co-requisites: EMT 101 & EMT 120

EMT 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 problems with the following systems: pulmonary, cardiology, neurology, endocrinology, allergy/anaphylaxis, gastroenterology, and renal/urology.
Prerequisites: EMT 101, EMT 110 and EMT 120; Co-requisite: EMT 230

EMT 230 Special Populations in Pre-Hospital Care (Paramedics IV) 4 CR
This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for neonatal, pediatric, geriatric, patients and persons who have sustained abuse/assault, those with special challenges, and those with acute deterioration of a chronic problem.
Prerequisites: EMT 101, EMT 110 and EMT 120; Co-requisite: EMT 220

EMT 240 Pre-Hospital Shock/Trauma Management (Paramedics V) 3 CR
This course covers aspects of trauma care including: mechanisms of injury, hemorrhage, shock, soft tissue trauma, burns, head and facial, spinal, thoracic, abdominal, and musculoskeletal trauma.
Prerequisites: EMT 220 and EMT 230; Co-requisite: EMT 245

EMT 245 Pre-Hospital Special Operations (Paramedics Operations) 2 CR
This course integrates the principles of assessment-based management in the implementation and plan for patients with common complaints. In addition, the course will cover safe and effective ground and air medical transport, general incident management, multiple casualty management, rescue awareness and operations, hazardous material incidents, and crime scene awareness.
Prerequisites: EMT 220 and EMT 230; Co-requisite: EMT 240

EMT 250 Paramedic Field Internship 5 CR
This course provides extensive clinical practice experiences so that the student may apply learned theories and skills while still under the guidance of a preceptor. Once completed, the student will be eligible for the certification examination for EMT– Paramedic status.
ENG 097  Composition Workshop 
for English Language Learners  1 CR
This workshop is required of ENG 101 students whose Writing Sample score is less than 7 and who are enrolled in dedicated sections of College Composition I for former ESL students. The course provides guided practice in writing, revising, and editing while offering additional instruction in two areas where proficiency is needed for communicative competence, but where non-native speakers' less extensive knowledge puts them at a disadvantage: grammar and culture. Students use a word processor to write and revise paragraphs and short essays.
Co-requisite: ENG 101

ENG 101  College Composition I  3 CR
This course offers instruction in essay writing. While some attention is given to common grammatical problems, the course focuses primarily on the writing process. Students are taught pre-writing, composing, and editing techniques through practical demonstrations, in-class exercises, and analysis of readings in expository prose.

ENG 102  College Composition II  3 CR
This course is a continuation of College Composition I. It provides instruction in writing essays, with a special focus on argumentation and research. Required readings survey a range of current social and political issues. The course culminates in a research paper based on library research. Prerequisite: ENG 101

ENG 103  Technical Report Writing  3 CR
This is a writing course that prepares students for the many technical writing tasks they will encounter in the workplace. It provides thorough coverage of the basic skills and common techniques of technical writing. Students will use a wide range of examples and model documents to help them develop the skills necessary to produce clear and effective reports.
Prerequisite: ENG 101

ENG 104  Introduction to ESL Writing I  3 CR
Introduces the beginning ESL student to writing in English using the process approach and self- and peer-editing strategies. Fluency and correctness are developed through the application of basic grammatical structures taught in ESL 031.
Co-requisite: ESL 031, Grammar for ESL Writing I

ENG 105  Introduction to 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 I. Co-requisite: ESL 032, Grammar for ESL Writing II

ENG 106  Introduction to ESL Writing III  3 CR
EFL Writing III provides intensive writing practice for low-intermediate ESL students. Both the writing process and the development of a clearly-written product are addressed. The course introduces multi-paragraph essays and focuses on paragraph and essay development in a variety of rhetorical modes. Use of coherence markers, cohesive devices, and sentence variety is emphasized. Intermediate grammatical structures taught in Grammar for ESL Writing II are applied to writing using self- and peer-editing strategies.
Co-requisite: ESL 033, Grammar for ESL Writing III

ENG 107  Introduction to ESL Writing IV  3 CR
EFL Writing IV builds upon the writing skills acquired in Level III. Using the process/product approach to writing, this course focuses on writing multi-paragraph essays. The thesis statement with appropriate topic sentences and supporting ideas and details is developed in a variety of rhetorical modes. Editing skills are developed through the application of grammatical structures taught in Grammar for ESL IV.
Co-requisite: ESL 034, Grammar for ESL Writing IV
ESL 025  ESL Writing V  3 CR
ESL Writing V builds upon the writing skills acquired in Level IV. Integrating process and product approaches to writing, this course focuses on writing multi-paragraph essays. Editing skills to improve accuracy are developed through the application of grammatical structures reviewed and practiced in Editing for ESL Writing V. The thesis statement, appropriate topic sentences, and supporting ideas and details are developed in a variety of rhetorical modes.
Co-requisite: ESL 025, Editing for ESL Writing V

ESL 030  Introduction to Grammar for ESL Writing  3 CR
Introduction to Grammar for ESL Writing combined with Introduction to ESL Writing supports and develops the ability of beginning writers to express themselves in English. It is designed for those students whose placement scores indicate limited or no knowledge of English. Basic grammatical structures are introduced and practiced in class through speaking and writing. Proficiency in grammar is defined as the ability to use the structures studied in the writing the students do.
Co-requisite: ESL 020, Introduction to ESL Writing

ESL 031  Grammar for ESL Writing I  3 CR
Introduces basic grammatical structures in the context of writing. Structures such as the present and simple past tense verb forms, subject-verb agreement, basic modifiers as well as word order are studied and applied in writing activities using self- and peer-editing strategies.
Co-requisite: ESL 021, ESL Writing I

ESL 032  Grammar for ESL Writing II  3 CR
Grammar for ESL Writing II develops usage of previously learned basic grammatical structures by focusing on word and tense choice in narrative and descriptive writing. Additional basic structures such as adverbs, prepositions, and future forms are addressed in the context of writing. Students apply grammar concepts in writing activities using self- and peer-editing strategies.
Co-requisite: ESL 022, ESL Writing II

ESL 033  Grammar for ESL Writing III  3 CR
Grammar for ESL Writing III continues study and application of grammatical structures in the context of writing. The course refines usage of previously-learned structures and introduces use of perfect tenses, comparatives and superlatives, and adjective clauses. Students apply grammar concepts to writing activities using self- and peer-editing strategies.
Co-requisite: ESL 023, ESL Writing III

ESL 034  Grammar for ESL Writing IV  3 CR
Grammar for ESL Writing IV continues emphasis on structures acquired in previous levels and on self-editing strategies. More complex structures, such as the passive, noun clauses, unreal conditions, and reported speech are introduced and incorporated in writing activities.
Co-requisite: ESL 024, ESL Writing IV

ESL 035  Editing for ESL Writing V  3 CR
Editing for ESL Writing V focuses on refining independent editing skills. The course continues emphasis on structures acquired in previous levels and on self-editing strategies. More complex structures, such as the passive, noun clauses, unreal conditions, and reported speech, which were introduced in the previous level, are practiced and incorporated in writing activities from ESL 025 (Writing V).
Co-requisite: ESL 025, ESL Writing V

ESL 040  Introduction to ESL Reading  3 CR
Introduction to ESL Reading – together with ESL 060, Introduction to ESL Academic Discussion – is designed for those students whose placement scores indicate limited ability to comprehend written English. Phonics and pronunciation, vocabulary, reading strategies, and skills such as comprehension, drawing inferences, identifying main ideas and supporting details are taught and practiced in the context of thematically related readings.
Co-requisite: ESL 060: Introduction to ESL Academic Discussion

ESL 041  ESL Reading I  3 CR
ESL Reading I is taught in conjunction with ESL Academic Discussion I and builds upon the skills acquired in ESL Level 0 courses. Through texts, supplementary readings and audio and visual media related to an academic theme, students learn to read for overall meaning and to identify main ideas and distinguishing them from supporting ideas. They develop critical thinking skills, increase their vocabularies and improve their reading comprehension.
Co-requisite: ESL 061

ESL 042  ESL Reading II  3 CR
ESL Reading II is taught in conjunction with ESL Academic Discussion II and builds upon the skills acquired in ESL Level I courses. Through texts, supplementary readings, and audio and visual media related to an academic theme, students sharpen their critical thinking skills, increase their vocabularies, and improve their reading comprehension.
Co-requisite: ESL 062 ESL Academic Discussion II

ESL 043  ESL Reading III  3 CR
ESL Reading III is taught in conjunction with ESL Academic Discussion III. Through texts, supplementary readings, and audio-visual media related to an academic theme, students increase reading comprehension by developing their understanding of the relationship between textual content and structure. They learn to identify different rhetorical modes, word connotations and denotations, and the writer's purpose.
Co-requisite: ESL 063 ESL Academic Discussion III

ESL 044  ESL Reading IV  3 CR
ESL Reading IV is taught in conjunction with ESL Academic Discussion IV. Through texts, supplementary readings, and audio-visual media related to an academic theme, students refine their critical thinking skills, improve their reading comprehension, and develop an ability of thinking beyond the text.
Co-requisite: ESL 064 ESL Academic Discussion IV

ESL 045  ESL Reading V  3 CR
ESL Reading V prepares ESL students for college-level work. Students hone critical thinking skills that have been learned, but not necessarily mastered, in levels zero through four. Readings include articles, essays, and short stories, with an emphasis on expository writing authored by and for native speakers. Students continue to develop strategies in comprehension, interpretation, understanding content and structure, and thinking beyond the text.
Co-requisite: ESL 065, Academic Discussion V

ESL 054  College Course Workshop  3 CR
College Course Workshop is a co-requisite of any content course offered to ESL students through paired-course-learning communities. It helps students meet linguistic challenges that they may encounter in the content course. At the same time that it helps students meet these challenges, it promotes students’ development of the reading and writing skills that they need to cope with the content course demands. The instructors of both courses share materials and coordinate lessons throughout the semester.
ESL 060  Introduction to ESL Academic Discussion 3 CR
Introduction to ESL Academic Discussion is taught in conjunction with Introduction to ESL Reading. It is the listening and speaking component of a four-course program designed for those students whose placement scores indicate limited or no ability to understand spoken English. Phonics and pronunciation, vocabulary, reading strategies, and skills such as comprehension, drawing inferences, identifying main ideas and supporting details are taught and practiced in the context of thematically related readings. Co-requisite: ESL 040, Introduction to ESL Reading

ESL 061  ESL Academic Discussion I 3 CR
ESL Academic Discussion I is taught in conjunction with ESL Reading I and builds upon the academic and communicative skills acquired in ESL Level 0 courses. Audio and visual media are used to support and enhance the content of the linked reading course. Students also learn to recognize and produce the sounds of American English in the context of the reading course material. Co-requisite: ESL 041, ESL Reading I

ESL 062  ESL Academic Discussion II 3 CR
ESL Academic Discussion II is taught in conjunction with ESL Reading II and builds upon the skills acquired in ESL Level I courses. Audio and visual media are used to support and enhance the content of the linked reading course. Students also learn to recognize and produce the sounds of American English in the context of the reading course material. Co-requisite: ESL 042, ESL Reading II

ESL 063  ESL Academic Discussion III 3 CR
ESL Academic Discussion III is taught in conjunction with ESL Reading III. Audio and video media are used to support and enhance the content of the linked reading course. Students refine their pronunciation and communicative skills through active listening, academic discussion, and presentation. Co-requisite: ESL 043, ESL Reading III

ESL 064  ESL Academic Discussion IV 3 CR
ESL Academic Discussion IV is taught in conjunction with ESL Reading IV. Audio and video media are used to support and enhance the content of the linked reading course. Students learn and practice discussion strategies, debating techniques, presentation skills, and effective academic communication skills required in college-level courses. Co-requisite: ESL 044, ESL Reading IV

ESL 065  ESL Academic Discussion V 3 CR
Academic Discussion V prepares ESL students for college-level work. Students review academic critical thinking skills that have been taught, but not necessarily mastered, in levels zero through four. Whenever possible, authentic college-level reading material that challenges students will be employed. Students will continue to develop discussion strategies to enhance their comprehension of this reading material. Co-requisite: ESL 045, ESL Reading V

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 screenwriters as well as actresses. Students also examine the ways the cinema has shaped the images of women in our society. Prerequisite: ENG 101

GEOGRAPHIC INFORMATION SCIENCE

GIS 104  Introduction to Geographic Information Systems 3 CR
This introductory course covers the evolution of maps and projections as well as the modern uses of GIS and Remote Sensing (RS). This course explores various methods of capturing data for use in GIS, including digitizing from maps, digital photos, satellite imagery, and Global Positioning Systems (GPS). A NASA program used to simulate satellite movements is utilized in this course. 2 hours lecture/2 hours lab Pre-Requisite: Exit All Basic Skills

GIS 105  Cartography and Visualization of Geospatial Data 3 CR
This course provides a comprehensive study of cartography related to Geographic Information Systems (GIS) including visualization of geospatial data, cartographic principles, data acquisition techniques, and methods of base map development. The course includes map projections, map scales, types of thematic maps, field mapping techniques including GPS, and map accuracy. Scanning, digitizing, and coordinate geometry techniques used in GIS base map development are introduced through hands-on exercises and computer-assisted mapping projects using ArcMap™ and ArcCatalog™. 2 hours lecture/2 hours lab Prerequisites: Exit Basic English; MAT 100 or MAT 106 or higher

GIS 201  Surface Analysis 3 CR
Students will use the ArcGIS Spatial Analyst software extension to learn the five types of applications in Surface Analysis. Focus is placed on the various methods and uses of displaying continuous or grid data over a surface. Students map data that differs from one location to the next such as elevation, rainfall and temperature on the surface of the earth. Types of analysis include mapping distance, density, interpolation, surface analysis, and statistics. 2 hours lecture/2 hours lab Prerequisite: GIS 104 or GIS 105

GIS 204  Advanced Applications in Geographic Information Systems 3 CR
In this advanced level Geographic Information Systems course, students learn techniques to display, manage, query, symbolize, and create geospatial data. Students gain experience with spatial analysis, network analysis, 3-D analysis, GIS modeling, geostatistics, and GPS. GPS units are used to collect, store, import, analyze, integrate, and communicate geographic information. Students plan and build an inventory of regional data to be used for analysis and gain knowledge of cartographic principles and practices used for designing maps. 2 hours lecture/2 hours lab. Prerequisite: GIS 104
This course provides an understanding of the principles of remote sensing, image processing, and their many applications. Students learn how to use satellite imagery and aerial photography to better understand Earth's land, atmosphere, and oceanic processes. Emphasis is placed on how remote sensing applications are applied to issues related to geography, environmental science, climate change, and resource management.

2 hours lecture/2 hours lab Prerequisite: GIS 104 or GIS 105

GIS 205  
Fundamentals of Remote Sensing  
3 CR

This course is designed to introduce students to the health care delivery systems within the United States. There is an emphasis on the knowledge of the roles and interrelationships of the allied health care team. The development of medical specialties, the roles and skills of the practitioners who directly impact patient care, and professional, accrediting and licensing organizations are discussed. Professional attitudes, responsibilities, ethics, and standards are covered. An awareness is developed of the changing health care environment and its impact on both consumer and provider.

2 hours lecture/2 hours lab Prerequisite: MDA 106 and Exit Basic English  
Co-requisite: MDA 224

HIS 104  
History of American Immigration and Ethnicity  
3 CR

This course surveys the history of American immigration both forced and voluntary from colonial times to the present. Emphasis is placed on understanding how America changes immigrants and how immigrants have changed America. The course explores the formation of identity and values by different ethnic groups over time and the resultant tensions created within the common bonds of community.

Prerequisite: ENG 101

HIS 105  
U.S. History I  
3 CR

This course examines the various social, cultural, economic, and political currents that led to the formation of the United States of America. The course considers the first Americans, the settlement of North America by Europeans, the American Revolution, Federalism and the Constitution, slavery, the Civil War, and other key issues and events in the American past from pre-Columbian times to 1877.

Prerequisite: ENG 101

HIS 106  
U.S. History II  
3 CR

This course traces the course of American history over the last 110 years. Subjects to be considered include Reconstruction, the destruction of the Plains Indians, the peopling of America, ethnic and racial tension, the rise of America to a global power, the Great Depression, World War II, the Cold War, the Civil Rights Movement, the Sixties, and the recent past.

Prerequisite: HIS 105

HIS 130  
African-American History  
3 CR

The historical experience of African-Americans has often underlined the shortcomings of American society: slavery, Civil War, racism, and Jim Crow laws. Yet, from Jamestown in 1619 to Anytown, USA today, African-Americans have helped build America, fought its wars, and, most importantly, helped to define our unique American identity. This is a story for all Americans.

Prerequisite: ENG 101

HIS 131  
Islamic and African History  
3 CR

This course considers Africa and the Islamic Middle East by examining their often intersecting histories. Key issues include African kingship, the gold and slave trades, the rise and spread of Islam, the Ottoman Empire, European Imperialism, nationalism, and the challenges of the recent past.

Prerequisite: ENG 101

HIS 132  
Latin-American and Caribbean History  
3 CR

This course surveys the broad sweep of Latin American history from the Mayan and Incan civilizations through the recent past. The volatility of the multicultural societies of these lands, spilling over into fractious violence and brilliant creativity, will be a recurrent theme.

Prerequisite: ENG 101

HIS 137  
Women in American History  
3 CR

This course is designed as a survey course that examines the experiences of women in the United States. This course will focus on the history of women from pre-European contact to the present. Students will come to understand the role of women and their contributions by examining their written records from the past to the present.

Prerequisite: ENG 101
**HIS 210  History of Western Civilization I  3 CR**
This course examines the history of Western Civilization from ancient times to about 1400. It covers the development of Greek, Roman, Medieval, and early modern civilizations including Africa and Asia. Topics include the first world religions, the first cities, the origins of democracy, and many other crucial beginnings. While the focus shifts from country to country, the subject always remains the same: the rise of the West from a global perspective.
Prerequisite: ENG 101

**HIS 211  History of Western Civilization II  3 CR**
This course focuses on the principal political, economic, and social revolutions that have swept through Europe, Asia, and Africa over the past 300 years. Students will consider, for example, how the Scientific Revolution and the Enlightenment have shaped our modern world view and its impact on the continents of Asia and Africa. Other topics that will be considered include the impact of the French Revolution on modern politics, and the meaning of “Liberty, Brotherhood, and Equality.” The course will also cover the Industrial Revolution and its effect on the lives of ordinary men and women in Europe, Nationalism, Imperialism, and European expansion. Consideration will be given also to the horrors and accomplishments of the twentieth century on a global level.
Prerequisite: HIS 210

### HOSPITALITY MANAGEMENT

**HMT 104  Culinary for Hospitality  3 CR**
This course is designed for Hospitality Management students with emphasis on equipment, tools, and cooking methods used in the Culinary Arts. The student will develop an understanding of the “back of the house” operations and basic customer service from a management perspective. 2 hours lecture and 2 hours lab

**HMT 106  Culture and Geography in Tourism  3 CR**
This course is designed to provide students with the knowledge and skills necessary to work and travel in a global environment focusing on the interrelationships between geography, tourism, & culture. The course includes the cultural, recreational, and social significance of geography and regional economy to the traveler.
Co-requisite: ESL Writing Level III or Basic English II

**HMT 110  Introduction to the Hospitality Industry  1 CR**
This course is an introduction to the organization and structure of hospitality organizations from a management perspective. It is designed to provide the student with the basic understanding of the dimensions and scale of the hospitality industry, and identify many of the career opportunities available to them. Guest lecturers are utilized to provide a balance from the industry's perspective.

**HMT 111  Introduction to Entrepreneurship  3 CR**
This course is designed to provide a foundation in entrepreneurship. The course will provide students with an understanding of the ongoing challenges for entrepreneurs in the key functional areas such as marketing, finance, and operations. Learning media, such as case studies and business plan templates, will be used to examine the opportunities that exist in new venture planning. Individual and organizational level issues will be addressed. Additionally, the course covers the legal and ethical implications that exist for Entrepreneurial planning.
Prerequisite: Exit Basic Math and Basic English II

**HMT 112  Introduction to Travel and Tourism  3 CR**
This course will cover an overview of the travel & tourism industry, through its involvement of transient clientele. Students will learn about the dynamics of the industry and its many foreign and domestic elements. The course will include an overview of the history of travel, including the characteristics of the popular modes of travel. Favorable destinations and career opportunities that can service those destinations will be covered.
Co-requisite: HMT 110

**HMT 115  The Urban Entrepreneur  3 CR**
The urban approach to entrepreneurship will be discussed, emphasizing the successful use of interpersonal and presentation skills. This course is designed to assist students in identifying the environments within which urban entrepreneurs operate. While not only discussing the significant role that business owners play in urban communities, the course will also offer cross-functional solutions to business problems.
Prerequisite: Exit Basic English, HMT 111 or MAN 121

**HMT 116  Restaurant Operations Management I (Formerly CAI 216)  3 CR**
The student will gain knowledge of the overall operation and management of a restaurant, including employee training and the organizational structure of the service staff. Emphasis will be placed on strategies of servicing food, wines, and beverages. This course will include management's perspective on meeting customer expectations and the importance of the interaction with guests. This course will also cover a financial overview of the industry, the major factors affecting the growth of the business, food merchandising, promotion, and sales. Students will learn the crucial elements involved in the successful operation of a restaurant.
Prerequisite: CAI 114

**HMT 121  Hotel Practicum  2 CR**
Students must successfully complete 300 hours of practical experience within the 15 weeks of the semester at an approved establishment. Practical experiences may include hotel front office, telecommunications, guest reception, cash handling and control, housekeeping, and convention sales and services. Assistance in finding appropriate placement is provided. The employers evaluate the student's performance, and a coordinator monitors each student's progress. Practicum sites must be approved prior to the beginning of the semester by the Coordinator or Executive Director.
Prerequisite: Completion of one semester

**HMT 122  Front Office Operations  3 CR**
This course introduces the student to the overall operations of a hotel through the front office guest cycle. It features information on front office computer/technology, yield management, and reservation systems. Emphasis is on the front office responsibilities and the various tasks involved during a guest's stay.

**HMT 128  Event Planning in Travel & Tourism  3 CR**
This course is designed to introduce students to the methods and techniques utilized in planning, organizing, and promoting events specific to the travel and tourism industry. The course will emphasize the planning process and students will develop the skills expected of meeting and event planners within travel tourism. Topics will include negotiations and contracts, site selection, and program development.
Prerequisite: Exit all Basic Skills
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMT 202</td>
<td>Innovation, Creativity &amp; Marketing</td>
<td>3 CR</td>
</tr>
<tr>
<td>HMT 204</td>
<td>Fundamentals of Wine &amp; Food</td>
<td>3 CR</td>
</tr>
<tr>
<td>HMT 206</td>
<td>Information Systems in Hospitality &amp; Tourism</td>
<td>3 CR</td>
</tr>
<tr>
<td>HMT 209</td>
<td>Tour Marketing, Sales and Promotions</td>
<td>3 CR</td>
</tr>
<tr>
<td>HMT 210</td>
<td>Hospitality &amp; Travel Law</td>
<td>3 CR</td>
</tr>
<tr>
<td>HMT 211</td>
<td>Special Events Practicum I</td>
<td>1 CR</td>
</tr>
<tr>
<td>HMT 212</td>
<td>Special Events Practicum II</td>
<td>3 CR</td>
</tr>
<tr>
<td>HMT 214</td>
<td>Hotel Group &amp; Convention Sales</td>
<td>3 CR</td>
</tr>
<tr>
<td>HMT 215</td>
<td>Housekeeping Management</td>
<td>3 CR</td>
</tr>
<tr>
<td>HMT 216</td>
<td>Restaurant Operations Management II</td>
<td>3 CR</td>
</tr>
<tr>
<td>HMT 217</td>
<td>Franchising</td>
<td>3 CR</td>
</tr>
<tr>
<td>HMT 218</td>
<td>Technology in Hospitality &amp; Travel</td>
<td>3 CR</td>
</tr>
<tr>
<td>HMT 219</td>
<td>Human Resources Management</td>
<td>3 CR</td>
</tr>
<tr>
<td>HMT 220</td>
<td>Marketing, Selling &amp; Promoting</td>
<td>3 CR</td>
</tr>
<tr>
<td>HMT 221</td>
<td>Convention Services</td>
<td>3 CR</td>
</tr>
<tr>
<td>HMT 222</td>
<td>Catering Management</td>
<td>3 CR</td>
</tr>
<tr>
<td>HMT 223</td>
<td>Principles of Hospitality Marketing</td>
<td>3 CR</td>
</tr>
</tbody>
</table>

This course is designed to explore various levels of creativity and innovation within companies. It will entail the use of non-conventional teaching methods, in addition to lecture and discussion. Modern and creative methods of solving problems and finding solutions will be covered. Variables that exist throughout the process of creating new ideas and concepts will be discussed in this course. Prerequisites: HMT 100, ENG 101

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 courtesies, greetings and introductions, communications, and dining etiquette. Pre-requisite: HMT 104

This course introduces Hospitality Management students to the dynamic and critical field of technology within the hospitality and travel industry. Students learn the basics of purchasing, implementing, maintaining, and effectively managing today’s information systems in hospitality and travel. Prerequisites: HMT 128, HMT 112 and CSC 100

This course introduces Hospitality Management students to the dynamic and diverse tourism industry. This course views the industry from a business perspective - examining the management, marketing, and finance issues most important to industry members. Students learn the basics of marketing, selling and promoting to the traveling public, how to connect with tourism service suppliers, and the steps to putting together a tour for a specific market segment. This course offers a view of today’s tourism industry that is as interesting and multi-faceted as the field itself. Prerequisites: HMT 112 and HMT 128

This course is designed to enable the students to identify and understand the principles of laws and their relevance to the hospitality industry. Students will obtain the legal knowledge needed to enhance the guest experience and to prevent hazards that could potentially lead to lawsuits. Prerequisite: ENG 101

This course involves a hands-on approach in the planning and execution of special events. The student will gain supervised practical experience working in a variety of catered functions. Students must complete a minimum of 150 hours of practical experience in this course. Prerequisite: HMT 121 or permission of the practicum coordinator.

The student will gain an understanding of the marketing function in the field of hospitality. Emphasis is placed on marketing, planning, generation and use of marketing information, segmentation, positioning and the development and use of specific marketing tools. The course also covers areas such as menu design, advertising, sales and promotion, merchandising, personal selling, and the use of external advertising media.

This course introduces students to the related responsibilities involved in managing convention and group business. Convention sales, planning, post-convention evaluations, and marketing techniques used to promote ideas into the various market segments are discussed. The course is useful for both meeting planners and convention service managers. Prerequisite: HMT 110

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. Prerequisite: HMT 116 (Formerly CAI 216)

This course is designed to enable the students to identify and understand the principles of laws and their relevance to the hospitality industry. Students will obtain the legal knowledge needed to enhance the guest experience and to prevent hazards that could potentially lead to lawsuits. Prerequisite: HMT 115 & HMT 210 Co-requisite: ENG 101

This course involves an in-depth approach toward the aspects of event planning and execution. Students will receive guidance in all phases of event management. The course includes advanced management concepts and applications. This course incorporates information learned from previous courses. Students must complete a minimum of 150 hours of practical experience in this course. Prerequisite: HMT 211 or permission of the practicum coordinator.

This course provides the student with theoretical and practical information specifically directed toward the management of catering-related businesses. Emphasis is placed on menu development, pricing and controls, and the marketing and overall management of a catering operation.
HUM 101 | Cultures and Values | 3 CR
Integrates materials from literature, the fine arts, the social sciences, and religion. Students learn about cultures and perspectives other than their own and write a series of essays examining value systems and cultural differences. Readings for the course are chosen from novels, short stories, plays, autobiographies, and ethnographic works. Prerequisite: ENG 101

HUM 120 | Introduction to Women’s Studies | 3 CR
An introductory course in Women’s Studies that includes explanation of the origins of traditional male and female roles and the effects of these on work, family, sexuality and education. Prerequisite: ENG 101

HUM 121 | Seminar in Women’s Issues | 3 CR
The Seminar on Women’s Issues examines the principles of feminist literary analysis, scholarship, and research through texts authored by women writers and through diverse theoretical writings on race, language, sexuality, creativity, class, and subordination which form the basis of feminist criticism. Within the theoretical context students will explore writings by women from diverse ethnic and cultural traditions on issues of current feminist scholarship. Prerequisites: ENG 101 and HUM 120

HUM 128 | Food & Culture | 3 CR
This course examines the effect that food acquisition and production has had on the development of civilization. Topics include ancient to modern methods of food-gathering and preparation, as well as technological developments. These topics will be examined for their relationships to the anthropological and sociological evolutions as affected by the diets throughout the history of humanity. Different cultures will be explored in an effort to better understand their origins and how they evolved. Prerequisite: ENG 101

HUM 101 | Introduction to Human Services | 3 CR
This introductory course offers an overview of the human services profession. It emphasizes human needs and social problems; provides an historical perspective of the development of the profession; and introduces students to professional values, ethical behavior, theories, knowledge, and methods necessary for helping others. Pre-requisite: ENG 101

HUS 121 | Helping Strategies and Relationships | 3 CR
Students deepen their understanding of professional values, strategies of intervention, and behavior necessary for helping others. Students learn problem-solving skills and participate in activities to increase self-understanding. Prerequisite: HUS 121

HUS 200 | Groupwork in Human Services | 3 CR
Students experience group dynamics and interpersonal skills by observing and engaging in the process directly. They examine goal setting, decision-making, power and control, conflict resolution, and leadership. Students learn interpersonal skills of small group communication as they express and develop their own behavioral styles. Students learn about types of groups such as discussion groups, counseling groups, and team development. Prerequisites: HUS 121, ENG 101, and ENG 112

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 funeral rites and rituals. Contemporary ethical issues involved with death and technology will also be considered.

INTD 235 | Exploring Multicultural Studies | 3 CR
This course will explore the significance, purpose, and aim of multicultural studies in a diverse society. Relying on history, sociology, anthropology, political science, and education, students will focus on learning the content and meaning of multiculturalism in America. Students will be encouraged and required to participate in activities intended to deepen their understanding of diversity and then reflect on the ways in which this knowledge might inform multicultural
studies in practice. Aspects of culture and identity that will be covered include race, socioeconomic class, religion, ethnicity, gender, and ability. Students will also be encouraged to consider the various approaches to multicultural studies and the schooling practices that result. Prerequisite: ENG 101

INTD 250  The Child, Family and Community  3 CR
This course examines the nature of the contemporary family and its relationship to the school and provides practical advice for developing strong home-school relationships. Examples of building good home-school partnerships and fostering familial involvement in schools with examples of activities and strategies will be practiced. Students are required to spend a minimum of 12 hours in interviewing, observing and recording parent and child behaviors. Co-requisite: ENG 101
(This course meets one of the required components of the New Jersey Infant/Toddler Credential.)

LEGAL ASSISTING

LGA 100  Introduction to Law  3 CR
Study of the origins of law and its relation to other social institutions. Various aspects of the law are examined. These include common, constitutional, civil, and criminal law. The role of law in relationship to criminal investigations, courts, and civil procedures is studied.

LGA 111  Role of the Legal Assistant  3 CR
Course emphasis is upon the relationships between the legal assistants, attorneys, and clients. The course examines law office economics, legal ethics, and confidentiality. Legal interviewing, investigation, research, and writing are stressed.

LGA 112  Civil Litigation  3 CR
A survey of tort law from a historical perspective. Topics include causes of action, choice of law, jurisdiction and venue: drafting of pleadings, complaints, interrogatories, service, and filing of papers; and theories of tort law including negligence, proximate cause, strict liability, and product liability. The rules of civil procedures are covered.

LGA 113  Real Property  3 CR
An overview of the history and development of property law in the United States. Special emphasis is given to procedural aspects of property law such as title search, deeds, filing, and documents needed for closings. Other areas include landlord and tenant law, zoning, mortgages, and liens.

LGA 115  Computers for Paralegals  3 CR
Students will learn word processing as an aid to drafting correspondence and legal documents; information storage and retrieval for use in complex litigation: client file management techniques; time-keeping and billing for paralegal and attorney services; docketing hearings and appointments; and research techniques on the WESTLAW database. Prerequisite: CSC 100

LGA 204  Family Law  3 CR
A survey of the laws governing domestic relations including marital relationships, custody of children, and New Jersey family court. Special emphasis is placed on forms and procedures involving separations, annulments, divorces, alimony, child support, and trusts. Also included are current issues such as tax implications and interstate enforcement of judgments and decrees.

LGA 205  Trusts and Estates  3 CR
The laws of descent and distribution, wills, probate, and administration are covered in a brief substantive overview. The emphasis shifts to the areas that concern legal assistants such as filing forms and procedures, taxes, gifts, collection and transfer of assets, and the ascertainment and payment of debts. Forms for the preparation of wills and trusts are covered in detail.

LGA 206  Tort Law  3 CR
This course examines in depth the underlying legal foundations for causes of action in the civil law field to torts. A study of the substantive areas of negligence, products liability, intentional torts such as assault and battery, torts against the family, torts connected with land, business torts, and the defenses and the privileges and immunities avoiding tort liability will be conducted. Automobile insurance and tort liability will be discussed. This study of the field of civil wrongs will culminate in an introduction to civil procedure and the evidential component of tort law.

LGA 211  Criminal Law and Procedures  3 CR
A brief historical review of criminal law in the United States which includes a general theoretical approach to the constitutional protection and case laws that govern evidence and criminal procedure. An introduction is provided to New Jersey Penal Code 2C with emphasis on forms and filing in areas such as search warrants, motions to suppress evidence, motions for speedy trial, and discovery. Other topics relevant to modern criminal law will include searches, police identification procedures, and the New Jersey pre-trial intervention program. Finally, the course includes a summary of post-conviction procedures and the law of corrections.

LGA 212  Research and Writing for the Legal Assistant  3 CR
Course emphasizes basic skills for legal research and writing often required in a law office. It includes an introduction to several common forms of legal writing which the legal assistant will encounter on a day-to-day basis. The research component familiarizes students with the various codes, regulations, rules, case reports, and other tools used to locate the law on any given topic.

LGA 231  Legal Assisting Externship I  3 CR
The externship courses in the Legal Assisting Program are designed to develop professional standards and practical skills. They provide the student the opportunity to gain first-hand experience and learn the process of integrating theoretical principles and professional legal practice. Students are placed in the offices of participating attorneys to gain practical experience working as legal assistants. Routine duties include drafting and filing legal documents, locating and gathering information, interviewing clients and witnesses, and other tasks. Students gain general insight into the workings of the law. Under the direction of a faculty member and the supervision of a field supervisor, students are expected to fulfill those requirements on the basis of eight hours per week for 16 consecutive weeks. In addition, they attend a weekly seminar to discuss their observations and experiences. Prerequisites: LGA 100, LGA 111 and LGA 212

LGA 241  Legal Assisting Externship II  3 CR
Continuation of Legal Assisting Externship I. Students are placed in a public or private law office and expected to perform the required professional tasks and assume the role of the legal assistant. Under the direction of a faculty member and the supervision of a field supervisor, students are expected to fulfill those requirements on the basis of eight hours per week for 16 consecutive weeks. In addition, they attend a weekly seminar to discuss their observations and experiences. Prerequisite: LGA 231
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIT 201</td>
<td>Introduction to Literature</td>
<td>3 CR</td>
</tr>
<tr>
<td>LIT 202</td>
<td>Survey of American Literature</td>
<td>3 CR</td>
</tr>
<tr>
<td>LIT 203</td>
<td>Caribbean Women Writers</td>
<td>3 CR</td>
</tr>
<tr>
<td>LIT 205</td>
<td>Introduction to Cultural Studies</td>
<td>3 CR</td>
</tr>
<tr>
<td>LIT 207</td>
<td>Introduction to Drama</td>
<td>3 CR</td>
</tr>
<tr>
<td>LIT 209</td>
<td>Children’s Literature</td>
<td>3 CR</td>
</tr>
<tr>
<td>LIT 210</td>
<td>Latin-American Literature</td>
<td>3 CR</td>
</tr>
<tr>
<td>LIT 211</td>
<td>African-American Literature</td>
<td>3 CR</td>
</tr>
<tr>
<td>LIT 212</td>
<td>Introduction to the Latino Literature of the U.S.</td>
<td>3 CR</td>
</tr>
<tr>
<td>LIT 213</td>
<td>Women’s Voices: The Autobiography</td>
<td>3 CR</td>
</tr>
<tr>
<td>LIT 215</td>
<td>World Literature I</td>
<td>3 CR</td>
</tr>
<tr>
<td>LIT 220</td>
<td>Science Fiction</td>
<td>3 CR</td>
</tr>
<tr>
<td>LIT 225</td>
<td>World Literature II</td>
<td>3 CR</td>
</tr>
</tbody>
</table>

**LIT 201 Introduction to Literature 3 CR**
This course aims at fostering appreciation for the language of literature, as well as for literature as an examination of human experience and values. Students read short stories, poetry, drama, and one or two novels. The readings for the course illustrate a variety of cultural perspectives. Students are required to write a series of interpretive essays. Prerequisite: ENG 101

**LIT 202 Survey of American Literature 3 CR**
This course fosters appreciation for the forms and content of American literature as an imaginative exploration of the nation’s experience and values. It is a representative survey of American fictional and non-fictional prose and verse. Students read a variety of writers and genres from all periods of American literature, 1600 to the present. Students are required to write a series of interpretive essays. Prerequisite: ENG 101

**LIT 203 Caribbean Women Writers 3 CR**
This course introduces students to the literature of Caribbean women. Readings highlight Caribbean women’s heroism, grassroots activism, courage, and struggles in their own words from their own perspective. Through a variety of readings, students will gain knowledge and an understanding of the struggles, difficulties, and triumphs in the lives of Caribbean women. Prerequisite: ENG 101

**LIT 205 Introduction to Cultural Studies 3 CR**
This course introduces students to the academic study of culture. Novels, songs, movies, and other cultural artifacts will be analyzed in the context of race, class, gender, ethnicity, etc. The students will read the writings of literary and cultural critics and learn to write and present their own analyses. Prerequisite: ENG 101

**LIT 207 Introduction to Drama 3 CR**
This course introduces students to a wide variety of dramatic forms through the study of plays ranging from ancient Greece to modern times. Students will learn to read, discuss, and write about plays exemplifying a variety of approaches to drama. Prerequisite: ENG 101

**LIT 209 Children’s Literature 3 CR**
In this course, students examine children’s literature in its historical, cultural, and literary contexts. Poetry, fiction, and nonfiction for children from infancy through adolescence are examined in the light of cultural and historical ideas about children and their development. Special attention is given to ways in which issues of culture, ethnicity, race, and gender are represented in children’s literature. Prerequisite: ENG 101

**LIT 210 Latin-American Literature 3 CR**
This course provides an introduction to a variety of literature from Central and South America and the Caribbean. Special attention is given to the ways in which literary works reflect Latin America’s political turmoil, social tensions, and remarkable cultural history. All works are taught in English translation. Prerequisite: ENG 101

**LIT 211 African-American Literature 3 CR**
In African-American Literature, students read a variety of fictional and non-fictional prose and verse by African-Americans from the eighteenth century to the present. In addition to oral literature, autobiographies, slave narratives, and letters, the course surveys poetry, drama, the short story, and the novel. The material is treated in both literary and non-literary contexts in order to foster understanding and appreciation of the African-American experience. Prerequisite: ENG 101

**LIT 212 Introduction to the Latino Literature of the U.S. 3 CR**
This course provides an introduction to the Latino literature of the United States, which is written in English. Although writers from various Latino backgrounds will be studied, the course will primarily examine the literature of the Chicano, Cuban-American, and Nuyorican writers who write from an American perspective. Topics such as identity, assimilation, bilingualism, and growing up in the U.S. are analyzed while exploring this new literature. Prerequisite: ENG 101

**LIT 213 Women’s Voices: The Autobiography 3 CR**
The many changes in women’s autobiographical works of the 20th century now make it possible to explore contemporary issues of and about self in rewarding and challenging ways. Students will read a richly diverse selection of 20th century women writers across cultures. This course develops an understanding of the female experience through women’s autobiographies and participants’ writings including students’ autobiographical essays. Discussions will be focused on literary techniques and the genre of autobiography. Prerequisite: ENG 101

**LIT 215 World Literature I 3 CR**
World Literature I is a historical survey introducing the literary masterworks of the great world civilizations from the first extant creation narratives through the European Renaissance or 16th Century. Attention is also given to religious works underlying major world religions. Prerequisite: ENG 101

**LIT 220 Science Fiction 3 CR**
An introduction to science fiction through a range of novels and short stories. Special attention will be given to ways in which science fiction imagines the impact of scientific and technological change. Prerequisite: ENG 101

**LIT 225 World Literature II 3 CR**
World Literature II is a historical survey introducing the literary masterworks of the great world civilizations from the 17th century to the present. This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Prerequisite: ENG 101
MAN 121  Principles of Management  3 CR
An introduction to the basic functions underlying the sound management of a business enterprise. Topics covered are planning, organizing, staffing, influencing, and controlling.

MAN 221  Marketing  3 CR
A study of business activities involved in the flow of goods from physical production to consumption. Operations management, international management and business ethics are also studied.

MAN 231  Management of the Small Enterprises  3 CR
Introduction to the challenges and problems encountered in small business operations. Specific evaluation of organizational, financial, and personnel aspects are studied. The role of the Small Business Administration is examined as well as other types of assistance to the small enterprise. Prerequisite: MAN 121 or permission of instructor.

MAN 232  Human Resources Management  3 CR
The development and direction of personnel, including job planning, recruitment, selection, career development, evaluation, grievances, and discipline. Prerequisite: MAN 121

MAN 241  Corporate Finance  3 CR
The financial problems and policies of a business corporation are discussed. The following areas are covered: financial planning, management of short-term and intermediate credit, working capital, trade credit, financial statements, retained earnings, credit and collection practices. Prerequisites: ACC 221 and MAT 114

MAN 242  Labor Relations  3 CR
A study of labor/management relations focuses on the collective bargaining process. Federal/state legislation, grievance procedures, and wage issues are discussed. Prerequisite: MAN 121

MAN 251  Consumer Behavior  3 CR
The process of consumer decision making based on individual consumer needs, attitudes, perceptions, lifestyle, and population characteristics. Prerequisite: MAN 221

MANAGEMENT
[FUNERAL SERVICE OPTION]

MFS 101  Funeral Service Internship I  2 CR
MFS 102  Funeral Service Internship II  2 CR
MFS 103  Funeral Service Internship III  2 CR
MFS 104  Funeral Service Internship IV  2 CR

Eligibility for these courses is determined by the funeral service coordinator and is limited to those students who are registered as interns with the New Jersey State Board of Mortuary Science.

These courses are sequential in the Funeral Service Option of the Management degree program. For each internship experience the student will receive two college credits while working under the direction of a Licensed Funeral Director for 16 hours per week. The student must also meet with the faculty member for a one hour per week seminar. In order to receive credit for the Funeral Service Internship courses, the student must submit a monthly report to the Funeral Service Coordinator for each month during the semester.

Students are expected to perform typical intern duties under the supervision of a licensed funeral director. These duties would include removals, embalming, cosmetizing, restorative art, dressing, casketing, and assisting with arrangements, visitations, funeral directing, interment procedures, purchasing, business methods, merchandising, and office procedures including completing and filing forms, certificates, etc. The student may perform other duties as requested by the Funeral Director in the normal operation of a funeral home.

The internship is supervised by the Funeral Service Coordinator and a field supervisor. Student progress and grades are determined by the sponsoring Funeral Director and the Funeral Service Coordinator. Registration with the New Jersey Board of Mortuary Science enables students to receive credit toward the internship requirements in the State of New Jersey. These courses are designed to be a combination of business education and professional work in a cooperating funeral home. It is preferred that students complete the internship courses in sequence, but that is not mandatory. Students may take only one internship per semester. 16 hours per week and 1 hour seminar per week. Prerequisite: Permission of program coordinator.

MATHMATICS

MAT 070  Basic Algebra Workshop  1 CR
This workshop is required for all students taking MAT 073, Basic Algebra I. The workshop emphasizes problem-solving.

MAT 071  Basic Mathematics  3 CR
Basic computational skills and problem-solving using these skills. Topics include whole numbers, 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.

MAT 082  Basic Math Express  1 CR
An intensive, four-day course in basic computation for students who score 40-77 on the College Placement Test or 154-167 on the Math Exit Test. Topics include whole numbers, decimals, percents, ratio and proportion, measurement, geometry, and descriptive statistics.

MAT 083  Basic Algebra Express  1 CR
This is an intensive four-day course in elementary algebra for students who score 55-63 on the College Placement Test or 154 - 167 on the Algebra Exit Test. Topics include signed numbers, linear equations, polynomials, factoring, algebraic fractions, quadratic equations, simultaneous equations, and an introduction to the coordinate system.

MAT 100  College Algebra  3 CR
This course teaches the essentials of college algebra. The topics include polynomials, first-degree equations, word problems, graphing, systems of linear equations, factoring, exponents, quadratic equations, matrices, and radicals. Pre-requisite: Exit CPT in Basic Math and Algebra.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 102</td>
<td>Mathematics for the Health Sciences</td>
<td>3 CR</td>
</tr>
<tr>
<td>MAT 103</td>
<td>Business Mathematics</td>
<td>3 CR</td>
</tr>
<tr>
<td>MAT 104</td>
<td>Contemporary Mathematics</td>
<td>3 CR</td>
</tr>
<tr>
<td>MAT 106</td>
<td>Mathematical Analysis I</td>
<td>3 CR</td>
</tr>
<tr>
<td>MAT 107</td>
<td>Mathematics Analysis II</td>
<td>3 CR</td>
</tr>
<tr>
<td>MAT 108</td>
<td>Mathematical Analysis III</td>
<td>3 CR</td>
</tr>
<tr>
<td>MAT 109</td>
<td>Health Care Statistics</td>
<td>3 CR</td>
</tr>
<tr>
<td>MAT 110</td>
<td>Precalculus</td>
<td>4 CR</td>
</tr>
<tr>
<td>MAT 111</td>
<td>Calculus I</td>
<td>4 CR</td>
</tr>
<tr>
<td>MAT 112</td>
<td>Calculus II</td>
<td>4 CR</td>
</tr>
<tr>
<td>MAT 114</td>
<td>Introduction to Statistics &amp; Probability</td>
<td>3 CR</td>
</tr>
<tr>
<td>MAT 116</td>
<td>Precalculus for Business</td>
<td>4 CR</td>
</tr>
<tr>
<td>MAT 211</td>
<td>Calculus III</td>
<td>4 CR</td>
</tr>
<tr>
<td>MAT 212</td>
<td>Differential Equations</td>
<td>4 CR</td>
</tr>
<tr>
<td>MAT 215</td>
<td>Linear Algebra</td>
<td>3 CR</td>
</tr>
</tbody>
</table>

**MAT 102 Mathematics for the Health Sciences 3 CR**
This course provides an introduction to the logic of mathematics and measurement. The role of mathematics in the health professions and the application to problems encountered by the health professionals are discussed. Topics covered include basic computation with non-negative rational and real numbers, ratios and proportions, scientific notation, and logarithms. The metric system, its nature, and specific applications to medical dosages and other health problems are also examined.
Prerequisite: EXIT Basic Mathematics

**MAT 103 Business Mathematics 3 CR**
This course covers the mathematical and numerical skills for ratios, proportions, rate and percentage problems, and the metric system. Also included are the following: the mathematics of buying, pricing and selling, payrolls, insurance, depreciation and profits, simple and compound interest, bank discounts, consumer credit, corporation stocks and bonds, and other investments.
Prerequisite: Exit CPT in Basic Math and Algebra

**MAT 104 Contemporary Mathematics 3 CR**
This course is intended for non-mathematics/science/technology majors. Topics covered will be chosen from the history of mathematics, number theory, logic, set theory, voting theory, functions, geometry, graph theory, and introductory probability and statistics. The course emphasizes mathematical concepts and understandings of real-life problems that are relevant to liberal arts and social sciences.
Prerequisite: Exit CPT in Basic Mathematics and Algebra

**MAT 106 Mathematical Analysis I 3 CR**
This course covers the basic concepts of college algebra and trigonometry with applications in science and technology. Topics include linear equations, functions and graphs, trigonometry, complex numbers, and graphs of trigonometric functions.
Prerequisite: Exit CPT in Basic Math & Algebra

**MAT 107 Mathematics Analysis II 3 CR**
This course is a continuation of Mathematical Analysis I. Topics include trigonometric, exponential, and logarithmic functions and their graphs; simultaneous equations and determinants; fractional and quadratic equations; and an introduction to analytic geometry.
Prerequisite: MAT 100 or MAT 106

**MAT 108 Mathematical Analysis III 3 CR**
An introduction to differential calculus, with elements of analytical geometry, integral calculus, and its applications. Topics covered include derivatives to curve sketching, motion, rate of change, and maximum-minimum.
Prerequisite: MAT 107 or MAT 110

**MAT 109 Health Care Statistics 3 CR**
This course provides a comprehensive study of the principles of collection, calculation, analysis, and presentation of health care data. Basic statistical, data display, reporting, and research data techniques in the health field are covered. Vital and other health care statistical and computerized reporting formats are presented, and special health care indices and registries are introduced.
2 hours lecture/2 hours lab.
Co-requisite: MDA 106

**MAT 110 Precalculus 4 CR**
This course provides the preparation necessary for students who intend to study calculus for science and engineering programs. Topics include the following: fundamentals of algebra; linear inequalities; functions and relations; polynomial, rational, exponential, and logarithmic functions; trigonometric functions; analytic trigonometry; analytic geometry; complex numbers; and discrete algebra, logic, and proof.
Prerequisite: MAT 100 or MAT 106

**MAT 111 Calculus I 4 CR**
This course considers the limits, continuity, theory, and techniques of differentiation and integration, with applications to both processes to science/engineering. The use of mathematical software in problem-solving is emphasized.
Prerequisite: MAT 110 or MAT 107

**MAT 112 Calculus II 4 CR**
This course is a continuation of MAT 111. Topics include calculus of transcendental functions, integrations by parts, trigonometric integrals, improper integrals, sequences, and infinite series. The use of mathematical software in problem-solving is emphasized.
Prerequisite: MAT 111

**MAT 114 Introduction to Statistics & Probability 3 CR**
This course offers an analysis of the basic ideas and methods of collecting, tabulating, and representing data. Topics include frequency distributions, histograms and frequency polygons: measures of central tendency, variability percentiles; Z-scores, elementary probability, binomial and normal distributions; linear regression and correlation, and hypothesis testing.
Prerequisite: Exit CPT in Basic Math and Algebra

**MAT 116 Precalculus for Business 4 CR**
A course in mathematics with special emphasis on applications to business, economics, and related fields. Topics include linear, quadratic, exponential, and logarithmic functions with applications involving supply, demand, revenue, cost, profit and break-even points, matrices and systems of linear equations, graphing, Leontief Input-Output model, and mathematics of finance. Classroom instructions will be presented using a TI-83+ graphing calculator.
Prerequisite: MAT 100 College Algebra or equivalent.

**MAT 211 Calculus III 4 CR**
Continuation of MAT 112. The main topics considered are conic sections; parameterized curves; polar, cylindrical, and spherical coordinates; vectors in plane and space; functions of two or more variables; multiple integrals; and integrations in vector fields. Use of mathematical software in problem-solving is emphasized.
Prerequisite: MAT 112

**MAT 212 Differential Equations 4 CR**
Methods for solving ordinary differential equations are studied, together with physical and geometrical applications. Laplace transforms and numerical and series solutions are included. Use of mathematical software in problem-solving is emphasized.
Prerequisite: MAT 211

**MAT 215 Linear Algebra 3 CR**
Systems of linear equations, Gauss elimination, matrices, determinants, vector spaces of ordered n-tuples and functions, linear transformations, inner products, orthogonal basis, eigenvalues, eigenvectors, and related vectors. Machine computation will be used to illustrate and supplement mathematical ideas and concepts.
Prerequisite: MAT 112
MDA 106  Medical Terminology  3 CR
This is a basic course in the development of the medical vocabulary commonly used in medical practice. Emphasis is placed on the study of prefixes, suffixes, root words, and combining forms. Physiologic and anatomic terms referring to human tissues and organ systems are introduced. Emphasis is also placed on building the professional vocabulary required of a career in a health care facility. 2 hours lecture/2 hours Lab.
Prerequisite: Exit Basic English
Because of the breadth and depth of material that is to be covered, this course will require a minimum of one hour per week of independent laboratory time.

MDA 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.
2 hours lecture/2 hours lab. Prerequisite: MDA 113

MDA 214  Medical Office Procedures II  3 CR
This course continues the study of the administrative aspects of a medical practice, beginning with professional fees and credit arrangements to an overview of management responsibilities. CPT-4 and ICD9 CM coding will be introduced and the student will code insurance forms. Course is offered only once during the academic year.
2 hours lecture/2 hours lab. Prerequisite: MDA 113

MDA 223  Typing/Medical Machine Transcription  3 CR
The course focuses on the mastery of the typewriter, PC, dictaphone, and care and operation of the equipment. Correct English usage, business letter forms, and the transcription of recorded medical dictation in appropriate report form are stressed. Emphasis is placed on the development of accuracy and speed to meet the special requirements of the medical field.
2 hours lecture/3 hours lab Prerequisite: MDA 106

MDA 224  Pharmacology  3 CR
This course is an introduction to drugs and drug therapy, including sources of drugs, dosage forms, drug legislation, principles of drug action, and pharmacokinetic factors in drug therapy, drug interactions, and incompatibilities. Major drug classifications are identified and studied according to physiologic action and/or body system affected. Course is offered only once during the academic year.
Prerequisite: MDA 106; Co-requisite: HLT 112

MDA 231  Medical Assisting Externship  4 CR
Students are placed in the offices of participating physicians, HMOs, or clinics for a minimum of 200 hours of practical experience in medical assisting during the health care facility’s regular hours of operation. They perform all the duties of a medical assistant under the direction and supervision of the physician and those health care providers employed in the practice. Students gain insight into the operation of health care facilities and will perform all the duties expected of medical assistants. Students will meet for a regularly-scheduled seminar to discuss experiences and to prepare résumés and cover letters. Students are supervised and evaluated by the site supervisor and the faculty member assigned to the externship program. All prerequisite courses must be completed with a grade-point average of 2.0 before the student is permitted to begin the externship. Course is offered only once during the academic year.

MODERN LANGUAGES

MLA 101  Elementary Arabic I  4 CR
Elementary Arabic I is a proficiency-based course designed to develop the linguistic skills necessary for academic, personal, and professional life. The course will develop all four major language skills (listening, speaking, reading, and writing), and will also introduce the student to some aspects of Arab cultures. Arabic is the primary language of instruction. Co-requisite: Students must be in Basic Level II or above or ESL Level IV or above.

MLA 102  Elementary Arabic II  4 CR
Elementary Arabic II is a proficiency-based course designed to continue development of linguistic skills necessary for academic, personal, and professional modes of communication. The course will continue the development of all four major language skills (listening, speaking, reading, and writing), and will expose the student to additional aspects of Arab cultures beyond those to which the students were first introduced in Basic Arabic I, the prerequisite to this course. Arabic is the primary language of instruction. Prerequisite: MLA 101

MLA 111  Arabic for Heritage Speakers I  4 CR
Arabic for Heritage Speakers I is a course designed for students who are familiar with spoken Arabic (‘Ammiyya) to develop proficiency in Modern Standard Arabic (Fusha), the variety of the language that is learned in school. The course is intensive by design, as it combines into one semester all of the material that is taught in two semesters of Basic Arabic. Its focus is on the productive skills (speaking and writing) in Fusha, while simultaneously exposing students to grammar and vocabulary of a high register. Successful completion of this course and its sequel, Arabic for Heritage Speakers II (MLA 112), will permit a student to enroll in Third Year Arabic. Prerequisite: MLA 101

MLA 112  Arabic for Heritage Speakers II  4 CR
Arabic for Heritage Speakers II is a continuation course that follows Arabic for Heritage Speakers I, MLA 111. The course is designed for students of Arabic descent who are familiar with spoken Arabic (‘Ammiyya) to develop proficiency in Modern Standard Arabic (Fusha), the variety of the language that is learned in school. MLA 112, and its predecessor, MLA 111, are intensive by design, as they combine into two semesters all of the material that is taught in four semesters of Basic Arabic. The two courses focus on the productive skills (speaking and writing) in Fusha, while simultaneously exposing students to grammar and vocabulary of a high register. Successful completion of both courses, i.e., MLA 111 and 112, will permit a student to enroll in Third Year Arabic. Prerequisite: MLA 111
**MLS 101 Basic Spanish I 3 CR**
This course provides students with an introduction to the Spanish language and culture through a competency-based approach. Pronunciation and vocabulary are emphasized through guided student interaction with one another and with the instructor. Cultural awareness and grammar are integrated as students progress. NOTE: This course is not open to Spanish speakers.

**MLS 102 Basic Spanish II 3 CR**
This course is a continuation of Basic Spanish I. Students are encouraged to expand acquired listening, speaking, grammar, reading, and writing skills in Spanish by the use of real-life situations in the classroom. In addition, students are introduced to social customs and attitudes of Spanish-speaking people. NOTE: This course is not open to Spanish speakers.

**MLS 103 Spanish for the Health Professions 3 CR**
This course is intended for students who are interested in pursuing a career in one of the health professions or who are already working in a health-related field. In this course, students will be exposed to the terminology needed for basic communication with patients and colleagues in elementary Spanish. No prior knowledge or formal study of the Spanish language is needed.

**MLS 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—work-songs, 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

**NSG 110 Nursing I 6 CR**
This introductory course includes basic nursing concepts and skills. The focus is on wellness. Areas of emphasis will include the profession of nursing, values, communications, nursing process, physical/psychosocial assessment, nutrition, and pharmacodynamics. 3 hours lecture/12 hours lab. Prerequisites: Passing School of Nursing Entrance Examination and acceptance by the School of Nursing; MAT 100 & PSY 101

**NSG 120 Nursing II 8 CR**
This course builds on the knowledge and skills learned in the first nursing course. The student will care for patients with simple acute and chronic health alterations. Content will be arranged in physiologic, self-concept, role function, and interdependent modes. Mental health nursing and physical/psychosocial assessment of those experiencing health deviations will be included. 4 hours lecture/15 hours lab. Prerequisites: NSG 110, ENG 101 and BIO 111

**NSG 210 Nursing III 9 CR**
This course continues to examine more complex acute care and chronic health alterations. Content will be arranged in physiologic, self-concept, role function, and interdependent modes. The Childbearing Family will also be included. Pharmacology will be integrated throughout the course. 4 hours lecture/15 hours lab. Prerequisites: NSG 120, ENG 102, BIO 211 and CSS 100

**MUS 101 Introduction to Music 3 CR**
This course is designed to foster an appreciation for a range of musical forms and styles. Students are introduced to the basic elements of music, including the fundamentals of rhythm, harmony, structure, and instrumentation. The course is centered on a survey of the Western Classical tradition. Varieties of American music and some non-Western traditions are also examined. Special attention is given to the social and cultural roles of music. Co-Requisite: ENG 101

**MUS 102 Introduction to World Music 3 CR**
Introduction to World Music is a survey of musical traditions found around the world. The course examines the interaction of music with larger cultural and social patterns. MUS 102 includes an introduction to the fundamentals of musical sound and the principles of ethnomusicology. Co-requisite: ENG 101

**MUS 104 The African-American Musical Heritage 3 CR**
This course surveys the forms of music associated with the African-American community from the 19th century to the present—work-songs, 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 102 Basic French II 3 CR**
This course is a continuation of Basic French I. Language skills are developed further through intensive practice of listening, speaking, grammar, and writing. Prerequisite: MLS 101 or permission of the instructor.

**MUS 103 Introduction to Music 3 CR**
This course introduces students to the French language and culture. Instruction integrates listening, speaking, grammar, and writing skills.

**MUS 104 The African-American Musical Heritage 3 CR**
This course introduces students to the French language and culture. Instruction integrates listening, speaking, grammar, and writing. Prerequisite: MLS 101 or permission of the instructor.
PHILOSOPHY

PHL 101 Introduction to Philosophy 3 CR
This course introduces students to the nature, history, patterns, and problems of philosophic thought. In addition, students are encouraged to understand philosophy as a means of learning about the world and our place in it.
Prerequisite: ENG 101

PHL 102 Religions of Asia 3 CR
This course offers an introduction to the history, structure, and scriptural doctrines of the major religions of Asia, including Islam, Buddhism, and Hinduism.
Prerequisite: ENG 101

PHL 103 Religions of the West 3 CR
This course is an inquiry into the origin, meaning, and evolution of the three following monotheistic religions: Judaism, Christianity, and Islam. This goal is accomplished through an analysis of the following basic concepts as they pertain to: the beliefs of these three as concerns the divine; their respective heritages and spiritual practices; and the many forms each of these religions takes within its own nexus (for example, historical alterations). Or put differently, interest is in exploring the way of life, structure, practice, and historical reality of each of these three great monotheistic religions.
Prerequisite: ENG 101

PHL 218 Contemporary Moral Issues 3 CR
This course introduces students to a variety of ethical approaches to moral issues and to general problems involved in moral reasoning. Various controversial contemporary moral problems relating to business, science, law, medicine, and personal relations are examined.
Prerequisite: ENG 101

POLITICAL SCIENCE

PSC 101 Introduction to Political Science 3 CR
Provides an introduction to political theories and methods of politics as a science. The course includes analysis of structures and processes that characterize political behavior and political institutions.

PSC 102 American Government 3 CR
Examines the structure and operations of the American political system, the philosophical principles and theories upon which it rests, and the social forces and pressures operating on it.
Co-requisite ENG 101
PSC 200  State and Local Government  3 CR
This course is an introduction to the structures and functions of state and local government in the United States. The student is exposed to state and local institutions, processes and policies including their powers, organizations, functions, and development as well as the interrelationship between the federal, state, and local political jurisdictions.

PSC 210  International Relations  3 CR
This course introduces students to the development and contemporary status of international relations and world politics. The course examines the emergence of the modern nation-state system, competing theories and strategies in foreign policy decision making, the great power rivalries between states, including their causes, consequences, and implications for the future. Other topics include the status of power politics in the 21st century, terrorism, non-state actors in the global system of politics, the emergence of a global-political economy and the Global South in a world of wealthy nation-states.

Prerequisite: ENG 101

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.

Prerequisite: ENG 101

PSY 121  Psychological Methods and Applications  3 CR
A continuation of the Introduction to Psychology (PSY 101), this course is intended for students majoring in Psychology or related fields. A comprehensive analysis of selected topics (sensation, perception, motivation, emotions, etc.) within the science of psychology will be conducted. Theories and research findings within these areas will be presented; critical thinking will be cultivated through the application of the scientific method, and the basic skills of data collection and analysis will be practiced through project-based inquiry.

Prerequisites: ENG 101, PSY 101

PSY 211  Developmental Psychology I  3 CR
This course is designed to investigate human development from the prenatal period through adolescence using a life-span approach. The class will focus on the interaction of biological, social, emotional, and cognitive factors as they affect the developing child. Contemporary developmental theories and research issues will be discussed, and emphasis will be placed on the applications of theory to parenting, education, and therapy.

Prerequisite: PSY 101

PSY 212  Developmental Psychology II  3 CR
This course is designed to study the physical, cognitive, emotional, and social development of the individual from early adulthood through the aging process. Emphasis is placed on understanding the diverse roles the individual plays throughout a lifetime and the importance of historical and cultural contexts to variations in these roles. In addition, the course examines issues relevant to death, dying, and grieving.

Prerequisites: PSY 101, ENG 101

PSY 215  Psychology of Women  3 CR
This course explores the influence of gender, race, culture, and class in the psychological development and experience of women. Topics include the role of gender bias in the history of psychology, female personality development, women in the workplace, women and aging, and the role of gender in health and wellness.

Prerequisites: PSY 101, ENG 101

PSY 260  Lifespan Development  3 CR
Lifespan Development investigates current theories related to the changes that occur from the prenatal period through old age. Emphasis is placed on understanding the complex interactions of biological, cognitive, social, and emotional factors that shape the life course. Students will be expected to apply developmental theories to their own life experiences.

Prerequisite: PSY 101
RDG 071 Basic Reading I 3 CR
This course is intended primarily for students majoring in education or interested in the learning process. Psychological theories related to development, learning, cognition, and motivation will be reviewed and applied to an understanding of student characteristics and differences, the importance of classroom environment, and various means of assessment. Emphasis will be placed on the practical implications of psychological theory, a constructivist approach to learning, and the importance of reflective teaching.
Prerequisite: PSY 101

PSY 270 Psychology of Teaching & Learning 3 CR
This course examines historical views of abnormal behavior and focuses on contemporary causes, classifications and treatments. Major disorders are considered from psychodynamic, cognitive, humanistic, biological, and sociocultural perspectives.
Prerequisites: PSY 101

RDG 070 Fundamentals of Basic Writing 3 CR
This course offers practical application of reading skills. Working with a variety of written texts, students learn to use reference materials to find information, locate central ideas and supporting details, and develop vocabulary through the use of context clues and word parts. Students also learn to apply annotating, note taking, and summarizing skills.

RDG 071 Basic Reading I 3 CR
This course is designed for students who need to develop reading skills before attempting college-level coursework. Students are encouraged to become active readers, listeners, and thinkers through a variety of reading and study experiences. Assistance is given with comprehending, summarizing, analyzing, and evaluating assigned readings, including full-length works of fiction or non-fiction. Offered in conjunction with ENG 071, Basic Writing I.

RDG 072 Basic Reading II 3 CR
This course is designed for students who need to improve reading skills before attempting a full college-level schedule. Students develop their skill in comprehending, summarizing, analyzing, and evaluating assigned readings, including full-length works of fiction or non-fiction. Offered in conjunction with ENG 072, Basic Writing II.

RDG 073 Basic Reading III 3 CR
This course is designed for students who need preparatory work in reading before attempting a full college-level program. Students refine test-taking and study skills and develop comprehension through reading of college-level essays, textbook materials, and novels and/or non-fiction books. Offered in conjunction with ENG 073, Basic Writing III.

RDG 074 Introduction to Analytical and Critical Reading 3 CR
This course is designed for students needing preparatory instruction before entering ENG/RDG 071 and RDG 075. It offers practical application of study skills by using a variety of written materials. Students will learn to identify central ideas, supporting details, and to imply meaning from the text. In addition, they will apply annotating, note taking, and summarizing skills in various content area materials. Vocabulary development will be an important component of instruction in this course.

RDG 075 Developing Analytical Thought I 3 CR
Focuses on analytical reading skills. Students are taught to identify logical patterns of thought in formal written and spoken language. Practice is provided in reading maps and graphs; analyzing and solving word problems; and understanding analogies, making inferences, and drawing conclusions.

RDG 076 Developing Analytical Thought II 3 CR
Focuses on critical thinking and reading skills in order to prepare students for college-level classes. Students learn to identify logical patterns and oral discourse, as well as constraints on logical thinking. Students study analogies, syllogisms, fallacies, propaganda, and advertisements to learn how thought can be altered and logic manipulated for specific purposes. The course is offered for students who score 7 on the College Exit Test (HCCCO) Writing Sample or 5 on the HCCC Writing Placement Test.

RESPIRATORY CARE

RTP 111 Applied Cardiopulmonary Pathophysiology I 3 CR
A study of the anatomy and physiology of the cardiopulmonary system as it relates to respiratory care. Includes basic anatomy of the pulmonary and cardiac systems; physiology of circulation; ventilation; gas exchange and transport; acid-base balance and the control of respiration; an overview of the pathophysiology and treatment of common disorders of the cardiopulmonary system.
Lecture hours: 30. Corequisite: RTP 201

RTP 115 Patient Management in Critical Care 3 CR
An in-depth study of the clinical management of the cardiopulmonary patient in the critical care setting. Emphasizing specialized respiratory assessment, advanced ventilatory management, basic interpretation of the chest film, hemodynamic monitoring, ECG interpretation, and the effects of cardiopulmonary disorders on other major body systems. Lectures, demonstrations, computer-based clinical simulation exercises and case-based problems covering the physiologic principles and clinical procedures are used to provide a comprehensive understanding of respiratory care and support to adults, children, and infants in critical care units.
Lecture hours: 45, Lab Hours: 45
Prerequisites: RTP 205 and RTP 209; Corequisite: RTP 210 and RTP 225

RTP 200 Fundamentals of Respiratory Care 4 CR
An introduction to basic therapeutic modalities employed in contemporary respiratory care, including medical gas therapy, humidity and aerosol therapy, airway pharmacology, chest physical therapy, and lung expansion therapy, and emergency life support. Lectures, lab demonstrations, and experimentation are integrated with clinical practice.
Lecture hours 20, Lab Hours: 10
Prerequisite: Acceptance into Respiratory Care Program; Corequisite: RTP 208

RTP 201 Core Concepts in Respiratory Care 2 CR
An orientation to general patient assessment and examination, to include: infection control, patient safety, interviewing and communication, record keeping, and clinical laboratory studies. Didactic and practical demonstrations provide the basis for proficiencies practiced in the laboratory and then performed during clinical practice.
Lecture hours: 20, Lab hours: 10
Corequisite: RTP 111
RTP 205  Principles of Ventilatory Support  5 CR
Lectures, demonstrations, and lab exercises and computer simulation exercises covering the physiologic principles and clinical procedures used to provide both invasive and noninvasive artificial ventilatory support to adults, children, and infants. Topics include: respiratory failure, airway management, physics and physiology of ventilatory support, initiating and adjusting ventilatory support, managing and monitoring the patient in respiratory failure, and discontinuing ventilatory support. Lecture hours: 45, Lab hours: 90
Prerequisite: RTP 100; Corequisite: RTP 209

RTP 208  Clinical Practice I  1 CR
An orientation to the hospital environment and to the basic non-critical respiratory care procedures covered in both Fundamentals of Respiratory Care and Core Concepts in Respiratory Care. Clinical instruction and supervised practice are provided in the areas of medical record-keeping, basic patient assessment techniques, oxygen administration, humidity and aerosol therapy, drug administration, lung expansion therapy, and bronchial hygiene. Clinical hours: 80
Prerequisite: Acceptance into Respiratory Care Program; Corequisite: RTP 200

RTP 209  Clinical Practice II  2 CR
This clinical practice rotation is designed to provide supervised experience in both acute care and alternative settings, with an emphasis on developing the skills necessary to function independently. Experiences include cardiopulmonary diagnostics; critical care of the adult, infant and child; and long-term, home and rehabilitative care. Clinical hours: 320
Prerequisites: RTP 200 and RTP 208; Corequisite: RTP 205

RTP 210  Clinical Practice III  3 CR
This clinical practice rotation is designed to provide supervised experience in both acute care and alternative settings with an emphasis on developing the skills necessary to function independently. Experiences include cardiopulmonary diagnostics; critical care of the adult, infant and child; and long-term, home and rehabilitative care. Clinical hours: 320
Prerequisites: RTP 209 and RTP 205.
Corequisite: RTP 225 and RTP 115

RTP 211  Applied Cardiopulmonary Pathophysiology II  2 CR
A case-based study of the pathophysiology of common disorders affecting the cardiopulmonary system, with an emphasis on diagnosis and treatment in the clinical setting. Clinical thinking skills in patient and disease management are emphasized.
Lecture hours: 30
Prerequisite: RTP 111 and RTP 201.
Corequisite: RTP 212 and RTP 223

RTP 212  Cardiopulmonary Pharmacology  3 CR
An overview of drugs affecting the cardiopulmonary system, including bronchodilators, steroids, antibiotics, skeletal muscle relaxants, central nervous system depressants, respiratory stimulants, diuretics and cardiovascular agents, including ACLS, PALS, and neonatal resuscitation drugs.
Lecture hours: 30
Prerequisites: RTP101 and RTP 111;
Corequisites: RTP211 and RTP223

RTP 223  Cardiopulmonary Evaluation  3 CR
A lecture and laboratory course on invasive and non-invasive diagnostic and monitoring procedures used in Respiratory Care and Intensive Care Medicine. This course covers indications, techniques, complications, and result interpretation of the following diagnostic procedures: chest radiology, electrocardiography, pulmonary function testing, hemodynamic monitoring, arterial blood gas analysis, patient interviewing, physical assessment, laboratory testing, and mechanical ventilation.
Lecture hours: 30, Lab hours: 15
Prerequisites: RTP101 and RTP 111;
Corequisites: RTP211 and RTP212

RTP 225  Pediatric and Neonatal Respiratory Care  3 CR
This course provides an in-depth analysis of pediatric and neonatal disorders requiring respiratory care intervention, including but not limited to assessment techniques and applicable therapies and protocols. The course combines traditional classroom techniques with a web support element to enhance student learning experience and participation.
Lecture hours: 45, Lab hours: 45
Prerequisites: RTP 209 and RTP 205.
Corequisite: RTP 210 and RTP 115

RTP 237  Long-Term, Home and Rehabilitative Care  3 CR
The course provides an analysis of the goals and methods underlying provision of respiratory care in non-acute settings. Includes standards and regulations governing non-acute respiratory care, team planning, patient selection, program design and provision and documentation of various clinical services in the home and in long-term care and rehabilitation facilities. Includes cost, reimbursement and ethical issues.
Lecture hours: 30, Lab hours: 15
Prerequisites: RTP 211, RTP 212 and RTP 223.

SCIENCE

SCI 101  Introduction to Physical Science  3 CR
This course is for students who have not had high school physics and for those who wish to review the subject. It covers mechanics, electricity and magnetism, elements of heat, work, and waves. The associated laboratory supplements and illustrates the principles discussed in class.
2 hours lecture/2 hours lab.
SOCIOLOGY

SOC 101 Principles of Sociology 3 CR
This course is an introduction to the major concepts, theories, methods, and findings in the field of sociology. It deals with the structure and functioning of society, major social institutions, and such social processes as conflict and change.

SOC 200 Introduction to Gerontology 3 CR
This course examines the aging process and problems of aged people. The biological, psychological, and sociological dimensions of aging are explored. Implications for social policy will be addressed. Prerequisite: ENG 101

SOC 201 Sociology of the Family 3 CR
This course examines the family as a social institution and explores its functions, structure, and change. The family in a multicultural environment is examined and a comparative approach is applied. Challenges of modern times are addressed. Prerequisite: ENG 101

SOC 211 Social Problems 3 CR
This course examines the dysfunctions and contradictions in social institutions, structures, and processes. The role of power in social and individual problems is emphasized. Prerequisite: ENG 101

SOC 230 Religion and Society 3 CR
The course examines the diversity of world religions and their structure and functions from the sociological perspectives. The role of religion in pluralistic societies will be explored. The conflicting trends of fundamentalism and secularization will also be addressed. Prerequisite: 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. Prerequisite: ENG 101

SOC 260 Race & Ethnic Relations 3 CR
This course examines the structure, functions, and conflicts associated with race and ethnic relations, and the interaction between minority and majority groups. Emphasis is placed on the intersection of race, ethnicity, gender, class, and religion and its impact on racial/ethnic identities. Historical and contemporary experiences of various racial/ethnic groups will be explored and various sociological perspectives will be applied. Race and ethnic relations will be explored from both the national (U.S.) and the global perspectives. Prerequisite: ENG 101

SOC 280 Social Research Methods 3 CR
This course offers an introduction to the main concepts and methods of social research. It is designed to develop an understanding of scientific methods of inquiry. Both quantitative and qualitative methods are covered. Students gain expertise in report writing. Creative and critical thinking skills are also emphasized. Prerequisite: SOC 101 or PSY 101

SPECIAL EDUCATION

SED 235 Young Children with Special Needs 3 CR
This course focuses on the origins, theoretical and philosophical foundations, and practical issues associated with education and intervention services for children from birth through eight years of age. This unique group may have disabilities, or may be developmentally delayed, or at risk for problems in learning. Topics include issues related to public laws, effectiveness of early intervention, biological and environmental influences on development, definitions of “at-risk” and “disabled” populations, and assessment. Students will gain knowledge in curriculum design and strategies for teaching young children with special needs in collaboration with their families. Students will gain practical experience via field assignments. They are expected to complete observations of young children with special needs in various settings, as well as implement an extensive case study. Prerequisite: ENG 101; Pre- or Co-requisite: ECE 201 or EDU 211 or PSY 270

SED 290 Introduction to Special Education 3 CR
An introduction to the field of special education, the etiology, societal attitudes, federal and state laws, and responsibility of educators will be explored. Emphasis will be on the exceptional child as a learner by developing an understanding of the handicapping conditions and applying modifications to educational practices and environments. Current programs and services for educating exceptional children in the State of New Jersey will be discussed. Prerequisites: ECE 201 or EDU 211; Pre- or Co-requisite: ENG 101

THEATER ARTS

THA 101 Introduction to Acting 3 CR
This course is designed for the college student possessing little or no background in the performing arts, and for experienced performers who wish to brush up on their skills. Course content includes beginning technique, theory, and methodology needed to grasp the concept of acting. Fundamentals covered are the Stanislavski technique, the monologue/audition technique based on Michael Shurtleff’s tips, improvisation, and other performing exercises. Co-requisite: ENG 101

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
Abreu, Gehan  
Advisement & Counseling  
Counselor  
M.S. Milano School of International Affairs, Management and Urban Policy  
B.A. Montclair State University

Acosta, Gilma  
Administrative Assistant  
Budget & Purchasing  
A.A.S. Hudson County Community College

Almeida, Glenda  
Assistant Controller  
M.S., B.S. New Jersey City University

Alvarado-Bikai, Maribel  
Student Financial Assistance Specialist  
B.A. New Jersey City University

Alvarez, Veronica  
Student Records Coordinator  
Registrar’s Office  
B.A. Montclair State University

Anderson, Dorothy  
Instructor, History  
M.A. Purdue University  
B.A. Caldwell College

Applebee, Jennifer  
Instructor, Math  
M.S. Rensselaer Polytechnic Institute  
B.A. Wellesley College

Arroyo, Maria  
Accountant  
A.A.S. Hudson County Community College

Aviles, Sandra  
Secretary, Information Technology  
A.A.S. Hudson County Community College

Bando, Patricia  
Instructor, Math  
M.S. Rensselaer Polytechnic Institute  
A.S. Hudson County Community College

Bandyopadhyay, Pamela  
Assistant Dean for Academic Affairs  
Ph.D. New York University, Steinhardt School of Culture, Education, and Human Development  
M.A. University of Burdwan, India

Barriere, June  
Administrative Assistant  
Student Services/NHHEC

Bel Haj Abdallah, Mohamed  
Instructor, Computer Science  
M.A. New York University  
B.S. Montclair University  
A.S. Hudson County Community College

Bellanich, Margaret  
Grants Accountant  
B.S. Saint Peter’s College

Bendaoud, Salim  
Instructor, Life Science  
M.S., B.S. University of Algiers, Dental School, Algiers, Algeria  
B.S. New Jersey City University

Bender, Judith  
Associate Professor  
Medical Assisting Program  
M.A., B.A. Jersey City State College

Bensky, Gary  
Assistant Professor, Culinary Arts Institute  
A.O.S. Culinary Institute of America

Berman, Esther  
Assistant Professor, English  
M.A., B.A. Rutgers University

Benio, Nitzia  
Secretary  
ADJ Academic Support Services  
A.A. Hudson County Community College

Biebrich Jr., Robert  
Instructor, ESL  
M.A. C.W. Post  
B.S. SUNY, Brockport

Blanco, Melba  
EOF Counselor  
B.A. Saint Peter’s College  
M.A. Rutgers University

Blinova, Olga  
Instructor, Computer Science  
M.A. Leningrad State University

Booth, Nancy  
Associate Professor, ESL  
Ph.D. Rutgers University  
M.A. (TESOL/ESL) New Jersey City University  
M.A. (Reading) Kean University  
B.S. Columbia University

Brito, Jessica  
Communications Assistant  
A.A.S. Hudson County Community College

Bullock, Sabrina  
Enrollment Support Assistant  
Enrollment Services  
A.A.S. Hudson County Community College

Burns, Gregory  
Security & Safety Coordinator

Cabrera-Triscritti, Ana  
Secretary, Testing & Assessment  
A.A.S. Hudson County Community College

Cafasso, Philip  
Professor, Culinary Arts Institute  
B.S. Kean College

Calandrinio, Constance  
Academic Foundations  
Director, Academic Foundations Mathematics  
B.A. Montclair State University  
M.A. Montclair State University

Canglia, Joseph  
Instructor, English (AF)  
M.A. New Paltz University  
B.A. Mercy College

Carey, Michele  
Counselor  
M.S.W. Fordham University  
B.A. New Jersey City University

Castillo, Cesar  
Safety & Security Coordinator

Chicas, Idalia  
Academic Lab Manager  
A.S. Hudson County Community College

Chicas, Zuany  
Secretary, Center for Distance Education  
B.S. Universidad Nacional Autonoma de Honduras  
B.S. New Jersey City University

Choo-Yick, Anthony  
Head Tutor, English  
B.A. New Jersey City University  
A.A. Hudson County Community College
Franco, Zayda  
Secretary  
ESL/Bilingual Development Education

Frenche, Ann Marie  
Secretary, Academic Affairs  
A.A.S. Hudson County Community College

Friars, Alison  
Instructor, Early Childhood Education  
M.A., B.S. Seton Hall University

Friedman, Eric  
Vice President for Academic Affairs  
Ph.D. The New School for Social Research  
M.A. The New School for Social Research  
M.A. New York University  
B.A. University of Denver

Frink, Valerie  
Admissions Recruiter  
B.A. Saint Peter’s College

Fuentes, Liffny  
Secretary, Humanities & Social Sciences  
A.S. Hudson County Community College

Gabert, Glen  
President  
Ph.D. Loyola University of Chicago  
M.B.A. Rockhurst College  
M.A. Notre Dame University  
B.A. Benedictine University

Garcia, Carmen  
Bursar Clerk  
A.A.S. Hudson County Community College

Goia, Robert  
Facilities Worker

Gonzalez, David  
Purchasing & Scheduling Coordinator  
Culinary Arts Institute  
B.S. Fairleigh Dickinson University  
A.A.S. Hudson County Community College

Gonzalez, Paula  
Human Resources Employment Manager  
B.S. New Jersey City University  
A.A.S. Hudson County Community College

Gorokhova, Elena  
Associate Professor, ESL  
Ed.D. Rutgers University  
M.A. University of Leningrad

Gotlieb, Diane  
Coordinator of Career & Transfer Services  
M.B.A. New York University  
B.A. University of California, Los Angeles

Graham-King, Dorothea  
Administrative Assistant  
Institutional Research and Planning

Green, Alus  
Manager, Purchasing Services  
B.A. Clark College

Groenveldt, Yvon  
Lab Technician  
B.A. New Jersey Institute of Technology  
A.A.S. Hudson County Community College

Guastini, Linda  
Executive Administrative Assistant to the Vice President for Academic Affairs

Guentes, Hope  
Administrative Assistant  
Dean of Arts and Sciences

Guzman, Michele  
Administrative Assistant, Human Resources

Hebert, Angela  
Instructor, English (AF)  
M.A. The City College of New York  
B.A. University of Southern Maine

Hedhli, Nadia  
Health Science & Technology  
Instructor, Biology  
Ph.D. University of Medicine & Dentistry of New Jersey

Hefelle, George  
Community Education  
Director of Conference Center  
B.A. Rutgers University

Hennie, Seth  
PC Technician

Hernandez, Minyam  
Student Accounts  
Accountants Receivable Clerk  
A.S. Hudson County Community College

Herrador, Iris  
Human Resources Recruitment/ Benefits Manager

Hogan, Liliam  
Administrative Assistant, Facilities  
A.A.S. Hudson County Community College

Hsieh, Thomas  
Professor, Chemistry  
Ph.D. Polytechnic Institute of Brooklyn  
M.S. New Mexico Highlands University  
B.S. National Taiwan University

Hubbard, Compton  
Library Assistant, Media Services  
B.A. Rutgers University  
A.A. Hudson County Community College

Imam, Mohammad Nassar  
Assistant Professor, Computer Science  
M.S. City College of New York  
M.Sc. and B.Sc. Physics, Magadh University

Inoa Jr., Felipe  
Information Technology  
Assistant Chief Information Officer  
M.I.S. Florida International University

James, Nydia  
Secretary, Grants Office  
B.A. New Jersey City University  
A.A. Hudson County Community College

Jean-Baptiste, Guerly  
Assistant Director, Testing & Assessment  
M.S.W. Hunter College, CUNY  
B.A. Saint Peter’s College

Jennings, Shameka  
Student Financial Assistance  
Financial Aid Assistant

Jesmin, Syeda  
Assistant Professor, ESL  
M.A., B.A. University of Dhaka  
M.A. New Jersey City University

Joasil, Velino  
Health Science & Technology  
Instructor, Life Science  
Ph.D. Medical University of the Americas  
B.S. Montclair State University

Jones, Ruby  
Payroll Officer

Jones-Lewis, Patricia  
Associate Professor, English  
M.A., B.A. City College of New York

Kahn, Lloyd  
Professor, Life Science  
D.P.M. New York College of Podiatric Medicine  
B.A. Yale University

Karakashian, Ara  
Instructor, Culinary Arts Institute  
M.B.A., B.S., A.S., Johnson & Wales University
Katkanant, Chanida  
Associate Dean Academic Affairs  
Ph.D. University of Nebraska-Lincoln  
M.Ed., B.Ed. Chulalongkorn University, Bangkok, Thailand

Kerwick, Sean  
Program Assistant, Grants  
B.A. University of Warwick

Khan, Javed  
Instructor, English  
M.A., B.A. University of Dhaka, Bangladesh

Kharpertian, Theodore  
Professor, English  
Ph.D., M.A. McGill University  
B.A. University of Pennsylvania

Khouzam, Sarah  
Enrollment Services/Registrar  
Administrative Assistant  
B.S. Rutgers University  
A.A.S Hudson County Community College

Khouzam, Sami  
Associate Professor, Culinary Arts Institute  
A.A.S. Hudson County Community College

Kozenko, Evgeniya  
Instructor, ESL  
M.A. Bladivostok State University of Economics and Services, Russia

Krishan, Kewal  
Instructor, Mathematics  
M.A. Guru-Nanak University, India  
B.S. Punjab University, India

Krishnan, Kris  
Associate Dean of Institutional Research & Planning  
Ph.D. Rowan University  
M.B.A. Texas University  
B.S. Sri Venkateswara University

Kupeksa, Jo Ann  
Enrollment Support Assistant  
Enrollment Services

Kuran, Stephanie  
Career & Transfer Counselor  
M.A. Rowan University  
B.A. Rowan University

Lai, Theodore  
Professor, Mathematics  
Ed.M., M.A. Columbia University  
M.S., B.A. Hunter College

Leon, Luis  
Facilities Worker/Custodial Supervisor

Ligon, Timia  
Coordinator, LEAP Program  
M.S., B.S. University of Kentucky

Louie, Lawrence  
PC Technician

Lowe, Jose  
Assistant Director  
Educational Opportunity Fund  
M.A., B.A. New Jersey City University

Lunenfeld, Ryan  
Instructional Designer  
Center for Distance Education  
M.L.S. Palmer School of Library and Information Systems  
B.S. Hofstra University

Lynn, Vivian  
Instructional Designer  
Center for Distance Education  
M.S. Kean University  
B.S. Kean County University

MacPherson, Liliane  
Associate Professor, English  
M.A., B.A. Jersey City State College

Mahood, Marie  
Counselor  
Center for Academic & Student Success  
M.A., B.A. Montclair State University

Maldonado, Julio  
Facilities Worker/Custodial Supervisor

Malone, Willie  
Enrollment Records Assistant  
Enrollment Services  
A.A.S. Hudson County Community College

Mantilla, Rosa  
Secretary, Educational Opportunity Fund  
A.A.S. Hudson County Community College

Marcucci, Reina  
Secretary, Director of ESL/Bilingual & Developmental Education  
A.A.S. Hudson County Community College

Marshood, Nabil  
Professor, Social Sciences/Sociology  
D.S.W. Columbia University  
M.A., B.A. Hebrew University, Jerusalem

Martin, Ryan  
Grants Officer  
M.A., B.A. New Jersey City University

Martinez, Alexa  
Secretary, Student Activities  
A.A. Hudson County Community College

Martinez, Mercy  
Accounts Receivable Clerk

Mastrella, Antonia  
Instructor, Culinary Arts Institute  
A.A.S. Hudson County Community College

Mastrovincenzo, Victor  
Associate Professor, Mathematics  
M.S., B.S. Fordham University

Matari, Abdullah Mohammad  
Assistant Professor, Life Sciences  
M.S. Seton Hall University  
B.S. New Jersey City University

Matias, Aura  
Secretary, Student Services/NHHEC

Mazzarella, Kitty  
Instructor, ESL  
M.A., B.A. Rutgers University

McFarlane, Deseree  
Communications Assistant  
B.A. Rutgers University

Medina, Frederick  
Office Services Clerk

Medina-Ronquillo, Sonia  
Information Technology  
Academic Lab Coordinator  
B.A. New Jersey City University  
A.S. Hudson County Community College

Meguerditchian, Siroun  
Associate Professor, Culinary Arts Institute  
B.S. College Des P.P. Mechitaristes De Vienne, Lebanon

Mendoza, Sylvia  
Director, Student Financial Assistance  
M.B.A. Capella University  
B.S. St. Paul College of Manila

Mercado, Frank  
Vice President for College Operations  
M.A.S. Fairleigh Dickinson University  
B.S. St. Peter’s College
<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Department</th>
<th>Education/Professional Background</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schonberg, Wendy Ann</td>
<td>Instructor, Culinary Arts Institute</td>
<td>A.O.S. Culinary Institute of America</td>
</tr>
<tr>
<td>Scott-Green, Sheral</td>
<td>Coordinator, Evening/Weekend/Off-Site Services</td>
<td>B.S. Jersey City State College</td>
</tr>
<tr>
<td>Sheridan, Maureen</td>
<td>Academic Affairs</td>
<td>A.O.S. Mercer County Community College</td>
</tr>
<tr>
<td>Seetahal, Niala</td>
<td>Secretary, Academic Foundations</td>
<td>A.S. Hudson County Community College</td>
</tr>
<tr>
<td>Seidman, Cathie</td>
<td>Associate Professor, Criminal Justice</td>
<td>J.D. Yeshiva University</td>
</tr>
<tr>
<td>Siddiqui, Mohamedrafiq A.</td>
<td>Instructor, Computer Science</td>
<td>M.A., B.S. Fairleigh Dickinson University</td>
</tr>
<tr>
<td>Sikorski, Patricia</td>
<td>Executive Administrative Assistant to the Vice President, North Hudson Center/Student Affairs</td>
<td></td>
</tr>
<tr>
<td>Sirangelo-Elbadawy, Catherine</td>
<td>Associate Dean</td>
<td>M.A. Teacher’s College, Columbia University</td>
</tr>
<tr>
<td>Skinner, Richard</td>
<td>Associate Professor, ESL</td>
<td>M.A. New York University</td>
</tr>
<tr>
<td>Smith, Gregory</td>
<td>Accounts Payable Officer</td>
<td>A.S. Manhattan Community College</td>
</tr>
<tr>
<td>Smith III, John A.</td>
<td>Instructor, Legal Assisting</td>
<td>J.D. Fordham University School of Law</td>
</tr>
<tr>
<td>Sommer, John</td>
<td>VP for Finance/Chief Financial Officer, Finance</td>
<td>M.S. Long Island University</td>
</tr>
<tr>
<td>Sorrentino, James</td>
<td>Maintenance Manager</td>
<td>B.A. Bernard M. Baruch College, City University of New York</td>
</tr>
<tr>
<td>Spinnato, Gabriella</td>
<td>Counselor</td>
<td>M.S. Touro College</td>
</tr>
<tr>
<td>Stise, Michael</td>
<td>Safety &amp; Security Coordinator</td>
<td>B.S. Boston University</td>
</tr>
<tr>
<td>Stephenson, Linda</td>
<td>Instructor, ESL</td>
<td>M.A. Hunter College</td>
</tr>
<tr>
<td>Stoduto, John</td>
<td>Facilities Worker</td>
<td>M.S.Ed Queens College</td>
</tr>
<tr>
<td>Sweeting, Catherine</td>
<td>Instructor, English</td>
<td>B.A. SUNY</td>
</tr>
<tr>
<td>Sylla, Djadji</td>
<td>Secretary</td>
<td>M.A. Queens College</td>
</tr>
<tr>
<td>Sylla, Djadji</td>
<td>Secretary</td>
<td>B.A. California State University</td>
</tr>
<tr>
<td>Tabatabaie, Mojdeh, P.E.</td>
<td>Professor, Engineering Science</td>
<td>M.S. IAQT/ISMCM-CESTI, Africa</td>
</tr>
<tr>
<td>Taboso, Russel</td>
<td>Telecommunications &amp; Systems Manager</td>
<td>B.S. Group INSTEC, Africa</td>
</tr>
<tr>
<td>Teipen, Jeremiah</td>
<td>Instructor, Computer Arts</td>
<td>M.A. School of Visual Arts, New York</td>
</tr>
<tr>
<td>Tejada, Mirta</td>
<td>Assistant Dean for Academic Affairs</td>
<td>B.A. Rutgers University</td>
</tr>
<tr>
<td>Varasteh, Shadneh</td>
<td>Instructor, English (AF)</td>
<td>M.A. Ramapo College of New Jersey</td>
</tr>
<tr>
<td>Tejada, Mirta</td>
<td>Assistant Dean for Academic Affairs</td>
<td>B.A. Montclair State University</td>
</tr>
<tr>
<td>Taboso, Russel</td>
<td>Telecommunications &amp; Systems Manager</td>
<td>M.S. Manhattanville College</td>
</tr>
<tr>
<td>Taylor, Kevin</td>
<td>Facilities Worker</td>
<td>B.A. Queens College</td>
</tr>
</tbody>
</table>
Note: All information on Faculty & Administration pages is supplied by Human Resources Department.
North Hudson Higher Education Center
4800 Kennedy Blvd.
Union City, NJ

1st Floor
Bookstore
HCCC Enrollment Center
- Bursar’s Office
- Financial Assistance
- Testing & Assessment
- Academic Advisement
- Community Education Office

2nd Floor
Open-Access Computer Lab
Outdoor Courtyard
Student Lounge/Cyber Café
Multipurpose Room

3rd Floor
Library/Learning Resource Center
Literacy Classroom
Computer Lab
Bridge/Walkway to Light Rail Station

4th Floor
Language Labs (2)
Art Studio
General Classrooms (6)

5th Floor
Biology Lab and Chemistry Lab
Film & Music Studies Room
General Classrooms (6)
Tutorial Services

6th Floor
County of Hudson One-Stop Center
(Only Accessible by 48th Street Entrance)

7th Floor
Administrative Offices
- Office of the Vice President for North Hudson & Student Affairs
- Faculty Offices
- Mail Room/Copy Center
- Conference Rooms
- Outdoor Terrace
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 I-89 North, proceed to second right onto Sip Avenue. Continue on Sip Avenue up the hill to the Journal Square section of Jersey City. The administrative building is located between Bergen & Summit Avenues.

by PATH to Journal Square
Take PATH train to Journal Square Transportation Center. Historic Pathside (25 Journal Square) adjoins the PATH Transportation Center.

by bus to Journal Square
from North Hudson
NJT 82 Union City to Jersey City
NJT 83 Hackensack to Jersey City
NJT 84/86 North Bergen to Jersey City
NJT 87 Hoboken to Jersey City
NJT 88 North Bergen to Jersey City

DIRECTIONS TO
NORTH HUDSON HIGHER EDUCATION CENTER
Via car from Jersey City:
Kennedy Blvd. north to 49th Street.

Via Light Rail:
West Side-Tonnelle Ave. line to Bergenline Ave. (at 49th Street).

Via New Jersey Transit buses
to Bergenline Ave. Transit Center:
22, 22X, 84, 86, 89, 156, 181, 88, 154.
Hudson County Community College
Disability Service Request Form

Hudson County Community College is committed to providing support to students with disabilities through its Disability Support Services. To take advantage of these services as a new student, fill in the form below and submit it to the Center for Academic and Student Success. The Counselor/Coordinator of Disability Support Services will schedule an appointment with you to review your documentation and set up accommodations, if necessary, for taking the College Placement Test and for the coming semester. NOTE: An Individualized Education Plan (IEP) is not sufficient documentation.

Disclosure is voluntary, but must be made if these services are to be arranged and done in a timely manner. This information is confidential.

For further information, call the Office of Advisement and Counseling at (201) 360-4150 or TTY at 201/360-4028. Please indicate the type of disability you have and return this form to:

ATTENTION: Disability Support Services
Center for Academic and Student Success
Hudson County Community College
70 Sip Ave, 2nd Floor
Jersey City, NJ 07306
For more information, go to www.hccc.edu/dss.

Check all that apply:
[ ] Learning disability
[ ] Visual Impairment or Blindness
[ ] Hard of Hearing
[ ] Wheelchair Mobile
[ ] Speech Impairment
[ ] Use of braces or crutches
[ ] Deafness
[ ] Seizures (Epilepsy)
[ ] Neurological Impairments (polio, cerebral palsy, stroke, etc.)
[ ] Cardiac Condition
[ ] Other (describe)__________________________________

Name ____________________________________________________________________________________________
Address ____________________________________________________________________________________________
City________________________________ State ________________________ Zip ______________________
Telephone _______________________________ TTY ___________________________________
Email Address __________________________________________
Social Security Number/Student ID # __________________________________________
Steps to enroll at Hudson County Community College as a student with a disability receiving accommodations:

1- Apply for financial aid.

2- Submit your applications to Enrollment Services.

3- Mail the Disability Service Request Form to the Center for Academic and Student Success in a timely manner.

4- Arrange to provide a copy of your disability documentation to the Counselor/Coordinator of the Disability Support Services. NOTE: An Individualized Education Plan (IEP) is not sufficient documentation.

5- Meet with Counselor/Coordinator of Disability Support Services to review your disability documentation and to make arrangements for taking the College Placement Test. Call for an appointment (201) 360-4150

6- Schedule a follow-up appointment with the Counselor/Coordinator for academic advisement and to arrange accommodations for the semester.