2008-2009 CATALOG

THIS CATALOG REPLACES THE 2007-2009 CATALOG
Academic Calendar

Fall 2008

Last day to drop with 100% refund in person, mail or fax ..........August 31
Labor Day, College closed......................................................September 1
Last day to drop with 100% refund, online* .........................September 1
Drop/Add .........................................................................September 2-8
Classes begin ......................................................................September 2
Last day to drop with 50% refund ........................................September 15
Last day to drop with Withdraw grade.................................September 1
Thanksgiving break .............................................................November 27-30
Last day of classes.............................................................December 13
Final examinations .............................................................December 15-20
Academy of Culinary Arts Graduation.................................December 19
College closed .................................................................December 24-January 1

Winter 2009 – January 2 through 15 (Classes meet for 11 days.)

First day of classes begin.......................................................January 2
Last day to drop with 50% refund.........................................January 2
Last day to drop with Withdraw grade...................................January 3
Last day of classes ...............................................................January 15
(If one of the 11 days is cancelled for inclement weather,
classes will meet on January 17.)

Spring 2009

Last day to drop with 100% refund, in person, mail or fax ..........January 16
Martin Luther King, Jr. Day, College closed..........................January 19
Last day to drop with 100% refund, online* .........January 19
First day of classes .................................................................January 20
Drop/Add .................................................................January 20-26
Last day to drop with 50% refund .......................................February 2
Spring break ........................................................................March 16-21
Last day to drop with Withdraw grade.................................March 27
Last day of classes .................................................................May 9
Final examinations ...............................................................May 11-16
Commencement .................................................................May 21

Summer 2009

Memorial Day, College closed........................................May 25
Accelerated Session "A" .....................................................May 26-June 11
First session, 6 weeks.........................................................May 26-July 2
Accelerated Session "B" .....................................................June 15-July 1
Second session, 8 weeks.....................................................June 29-August 20
Independence Day observed, College closed.........................July 3-4
Third session, 6 weeks .......................................................July 13-August 20
Drop/Add ...............................................................one day after start of class
Last day to drop with 100% refund .....................................one day prior to start of class
Last day to drop with 50% refund .....................................five days after start of class
Last day to drop with Withdraw grade,
6-week session (1st and 3rd sessions) .....................by end of third week
8-week session (2nd session) ........................................by end of fourth week

* www.atlantic.edu/web4students/
RESIDENT’S MESSAGE

To our new and returning students, I am pleased you have chosen Atlantic Cape Community College for your higher education. Whether your goal is preparing for a career, moving on to a four-year college or enriching your life, be confident that ACCC’s faculty and staff are committed to supporting your efforts.

As your president, my primary focus is to foster student learning by promoting access, excellence and stewardship for all programs and services offered at ACCC. I endorse the principle that leaders of publicly funded community colleges have a responsibility to enhance the resources and capacity of the institution to make it more effective and efficient in meeting the needs of future generations.

Accessing the educational and training opportunities the college has to offer is easier than ever. Classes are available through distance education and at our three campuses in Mays Landing, Atlantic City and Cape May Court House. As an educational institution, our obligation remains to provide our students with the most up-to-date and efficient facilities in which to learn. To that end, the College has begun implementation of a new master facilities plan, Blueprint for 2020: Building a Better Future for ACCC, as well as a comprehensive energy and sustainability plan, The Green Campus Initiative.

For students aiming to transfer to a four-year college or university, ACCC is pleased to provide articulation agreements with a growing number of senior colleges and universities. Last year, ACCC and Rutgers University formalized an agreement that enables students to earn baccalaureate and graduate degrees on site at the Mays Landing Campus. Also, in September of 2007, Governor Jon S. Corzine signed into law the New Jersey Statewide Transfer Agreement. Thanks to the hard work and dedication of the New Jersey Commission of Higher Education, the New Jersey State Legislature and my fellow leaders of New Jersey’s two- and four-year institutions, this legislation eases the transfer process for New Jersey community college graduates who pursue baccalaureate degrees at public four-year institutions within the state.

I’m also pleased to share that ACCC, under the new “Beacons by the Sea Visiting Professor Program,” welcomed well-known Philadelphia TV news reporter and anchor, Dick Sheeran, to its Communication department. Professor Sheeran taught Introduction to Mass Media and Special Topics in News Writing/Broadcast Journalism courses during the spring 2008 semester. The visiting professor program is funded by the ACCC Foundation and the College’s Beacons by the Sea Endowment, a public arts and fundraising project. A new visiting professor will be selected for the spring 2009 term.

While accessibility and convenience contribute to a satisfying college experience, satisfaction depends on the breadth and depth of the curriculum, the excellence of the instruction and the level of student services. In the spring of 2008, ACCC measured student satisfaction with the new Community College Survey of Student Engagement (CCSSE). CCSSE asked ACCC students about their college experiences — what they gained from classes, how they assessed relationships and interactions with faculty and staff and how the college supports learning.

It is my expectation that the items I have mentioned above, along with the programs and services outlined in this catalog, will further serve to fulfill ACCC’s legacy to truly serve as the “community’s college.”

Dr. Peter L. Mora
President
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## STATEMENT OF PROVISION

The College catalog is the sole official document detailing information relevant to student academics and procedures. The provisions, statements, policies, tuition and fees and contents listed in this catalog are current as of the date of publication and subject to change without notice. The contents are for information and notice purposes only. Publication of this catalog does not constitute an agreement of warranty by Atlantic Cape Community College that any of the contents of the catalog will be continued as stated. Each student is responsible for knowledge of the information contained in this publication. Failure to read this catalog does not excuse students from the requirements and regulations described in it.

## Executive Administrative Staff

**Peter L. Mora, Ed.D.**
President

**Brittany A. Williams, M.S. Ed.**
Executive Assistant to the President and Director of Board of Trustees Services

**Arthur Wexler, Ed.D.**
Senior Dean of Academic Affairs

**Ronald McArthur, Ed.D.**
Dean of Instruction

**Kelly McClay, B.S.**
Dean of the Academy of Culinary Arts

**Grant Wilinski, M.L.S.**
Associate Dean of Academic Support Services

**Patricia Gentile, M.B.A.**
Dean of Continuing Education and Resource Development

**Douglas Hedges, M. Ed.**
Dean of Information Technology Services

**Richard Perniciaro, Ph.D.**
Dean of Facilities, Planning and Research

**Joseph L. Rossi, Ed.D.**
Dean of the Cape May County Campus and Labor Relations

**Carmen S. Royal, M.A.**
Dean of Students

**Bobby L. Royal, M.A.**
Dean of the Worthington Atlantic City Campus and Community Affairs

**Catherine P. Skinner, C.P.A.**
Dean of Administration and Finance
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About ACCC

ATLANTIC CAPE COMMUNITY COLLEGE

Mission Statement
Comprehensive, Student-centered, Accessible

• Provides superior academic, technical and training programs
• Responds to a variety of community needs
• Encourages the pursuit of lifelong learning
• Promotes responsible citizenship
• Committed to encouraging an environment that is multicultural and diverse

ACCREDITATIONS AND AFFILIATIONS

• The Commission on Higher Education of the Middle States Association of Colleges and Schools is a regional institution accreditating body recognized by the U.S. Department of Education. The Commission is located at 3624 Market St., Philadelphia, PA 19104. Telephone (215)662-5606.
• Approved for veterans educational benefits.
• The American Association of Collegiate Registrars and Admissions Officers, though not an accrediting agency, has given ACCC an A rating which indicates that the credits for ACCC students transferring to other institutions should be given full value.
• The culinary arts programs are accredited by The American Culinary Federation Foundation Accrediting Commission.
• The Nursing program is accredited by the N.J. Board of Nursing and the National League for Nursing Accrediting Commission, Inc.
• The Respiratory Care Program, offered in cooperation with the University of Medicine and Dentistry of New Jersey-School of Health-Related Professions (UMDNJ-SHRP), is accredited by the Commission on Accreditation of Allied Health Education Programs and by the Committee on Accreditation for Respiratory Care. Upon successful completion of the program, students receive a joint Associate in Applied Science degree from ACCC and UMDNJ-SHRP.
• The Paralegal programs have the approval of the American Bar Association.
• The Surgical Technology Program, offered through the continuing education non-credit department, is accredited by the Commission on Accreditation of Allied Health Education Programs.
• Approved education provider for Counseling Skills in Addiction Counseling as prescribed by the Addiction Professionals Certification Board of N.J.
• A charter member of Psi Beta. Psi Beta, the National Honor Society in Psychology for Community and Junior Colleges, is a member of the Association of College Honor Societies and an affiliate of the American Psychological Association and the American Psychological Society.

ORGANIZATIONS

ACCC is a member of the American Association of Community Colleges, the Association of Community College Trustees, the New Jersey Association of Colleges and Universities, the Council for Advancement and Support of Education and the Council of County Colleges of New Jersey.

COLLEGE HISTORY

In December 1963, the N.J. State Department of Education granted approval for the establishment of ACCC, which became the second college to be organized by the state on April 14, 1964. The site for the College was selected on November 19, 1964 and official groundbreaking ceremonies were held in Mays Landing in November 1966. ACCC opened its doors to students in September 1966 using facilities rented from Atlantic City High School. In February 1968, the College moved to the current main campus at 5100 Black Horse Pike (U.S. Route 322) in Mays Landing.

In the spring of 1982, major work was completed on a two-year, $7 million expansion project, which included two new buildings, expanded student service facilities, the Academy of Culinary Arts, and additional classroom and office space. In that same year, the former Atlantic City Electric Company building, located in Atlantic City, was purchased by Atlantic
County for ACCC. By 1984, a $4 million renovation project transformed the aging building into a modern facility. 

With the aid of $5.5 million in state and county funding, the College undertook expansion of the library building in 1990 and built a two-story Academy of Culinary Arts facility in 1991. In 2004-05, a $2.6 million renovation provided upgrades to the HVAC system, and building improvements including new sidewalks, fencing, landscaping and signage.

Since 1973, the College has been the main provider of community college education to Cape May County residents. On January 1, 1999, ACCC officially became a joint college encompassing Atlantic and Cape May counties. The Board of Trustees approved a new name for the joint college, Atlantic Cape Community College (ACCC), in February 1999.

A comprehensive Cape May County Campus on Court House-South Dennisville Road, Cape May Court House, Middle Township, opened in September 2005.

The College’s Atlantic City Campus was renamed in memory of Atlantic County’s first county executive, Charles D. Worthington, in April 2001. A plaque in the building lobby marks the renaming of the College’s Atlantic City facility. Mr. Worthington was involved with the College, first as chairperson of its Educational Opportunity Fund Advisory Board and then as Atlantic County Executive in supporting the establishment of many College programs and the development of the Atlantic City Campus. In fall 2006, construction began for the Health Professions Institute and additional rooms for college credit classes at the Worthington Atlantic City Campus. The Health Professions Institute was completed in the spring of 2008.

ACCC FOUNDATION

The Atlantic Cape Community College Foundation was established in 1978 to build a broad base of financial support for ACCC programs and services. Prominent area businesses and civic leaders serve on the foundation’s board of directors. One of their goals is to establish contacts with and solicit contributions from major corporations, private foundations, local businesses, members of the community and ACCC graduates. The Foundation is exempt from federal income tax under section 501(c) (3) and is a registered charity in the state of New Jersey.

Members of the Foundation are drawn from local industry and small businesses and represent a broad cross-section of active leaders in the community. The Foundation has gifted ACCC more than $2 million dollars for the College to use as scholarship and grants-in-aid funds or to enhance academic programs and the campus environment. As part of its fundraising and outreach efforts, the Foundation sponsors special events throughout the year to which the public is invited.

These include The Atlantic City Restaurant Gala and the Cape May “Scramble fore Scholarships” Golf Tournament. The Foundation provides opportunities for donors to create legacy gifts through planned giving options and is an approved Donor Option agency for the PECC United Way campaign.

ALUMNI ASSOCIATION

The ACCC Alumni Association offers membership to graduates of the College or the Academy of Culinary Arts. The cost is $15 for one year and $150 for a lifetime membership. Members are eligible for discounts at the College bookstore, gourmet restaurant, cultural events and professional development workshops. For information about ACCC’s Alumni Association, call (609)343-5616.

POLICY OF NONDISCRIMINATION

Atlantic Cape Community College is committed to the philosophy of equal opportunity and affirmative action in education and employment. ACCC does not discriminate in admission or access to its programs and activities that offer academic and vocational opportunities or treatment in employment of individuals on the basis of race, color, national origin, religion, disability, age, marital status, pregnancy and related conditions, sex, sexual orientation, union membership or veteran’s status.

Atlantic Cape Community College complies with the Americans with Disabilities Act (ADA) of 1990, and the Rehabilitation Act of 1973, Section 504. Inquiries regarding Section 504 services may be directed to Lucille McGlynn, coordinator, J building, room J174, (609)343-5090. Inquiries regarding Title IX services may be directed to Tom Borucki, coordinator, J building, room J101, (609) 343-5043.

The College is involved in a continuing effort to comply with ADA, Title IX, and civil rights legislation and regulations. Inquiries regarding civil rights compliance may be directed to Bobby L. Royal, Sr., Dean, Worthington Atlantic City Campus, 1535 Bacharach Boulevard, Room 295, Atlantic City, NJ 08401, (609)343-4828.

PHOTO POLICY

Atlantic Cape Community College’s Office of Communications and College Relations often photographs students, faculty, staff and visitors on campus. ACCC reserves the right to use these photographs for College publications and marketing efforts. Students enrolled at ACCC do so with the understanding that their photos could be printed, used electronically or appear in College publicity.
Admission to Atlantic Cape Community College is available to applicants who have graduated from an accredited secondary or preparatory school, have a state General Equivalency Diploma (GED), or are 18 years of age or older. Non-high school graduates who are 18 years of age or older can earn a state-issued high school diploma through ACCC’s Project Second Chance, a program that allows students to complete college credits, and then apply for a state-issued high school diploma. Contact the Admissions Office for details.

Admission to the College does not mean that students can enroll in any course or program offered. Some programs, such as Nursing, have additional admission criteria that must be completed before acceptance to those programs. In addition, many courses have prerequisite requirements that must be met prior to course entry.

APPLYING TO THE COLLEGE
Applications for the fall semester should be received by July 1 and for the spring semester by November 1. An application for admission is available from the Admissions Office at any College location or will be mailed upon request. An application may be downloaded and printed from the College’s Web site at www.atlantic.edu and may be completed online. There is a $35 non-refundable application fee. Applications submitted by mail should include a check or money order payable to Atlantic Cape Community College or ACCC. Do not mail cash.

OUT-OF-COUNTY STUDENTS
Students who reside outside Atlantic and Cape May counties are eligible to apply for admission to ACCC but will be required to provide a chargeback form when registering or pay the out-of-county tuition rate. Contact the Enrollment Services Office for information.

STUDENTS SEEKING A DEGREE
- Complete an application, indicate the desired program of study, and submit the $35 non-refundable application fee.
- Have the student’s high school guidance office send a final official transcript of all courses attempted and grades received to the Admissions Office.
- Students who have earned a GED should send a copy of their certificate and scores to the Admissions Office.
- Complete the Placement Test or submit a transcript showing successful completion of college-level English and mathematics courses, or provide proof of SAT scores, within the last four years, of at least 540 for Critical Reading and 530 for mathematics. (See the Testing section in this catalog for specific information.)

STUDENTS NOT SEEKING A DEGREE
Complete an application and submit the $35 non-refundable application fee. Acceptance to the College is automatic upon receipt of the application and payment of the fee. Students not seeking a degree are not eligible for financial aid.

PLACEMENT TESTING REQUIREMENTS
Students are required to take the Placement Test prior to registering for a mathematics, English or other course requiring a demonstrated level of ability. Students seeking to complete one course for professional development purposes only, may request a waiver of the Test by meeting with the Director of Admissions and Recruitment or the Director of the Career and Academic Planning Center.

CHANGE IN DEGREE STATUS
Students who seek to declare a major or change majors should contact the Career and Academic Planning Center and complete a Change of Major form.

TRANSFERRING COURSES TO ACCC
The policy for the awarding of credit or the waiver of ACCC courses for students transferring into ACCC is as follows:

Program Courses
- Students transferring into ACCC may receive credit for ACCC program courses when equivalent courses have been taken at other regionally accredited institutions provided the following conditions have been met:
  - The course is substantially equivalent to the ACCC program course.
  - The grade in the course is a C (2.0) or better.
  (Transfer courses will not be calculated into the ACCC grade point average.)
  - Courses transferred in from other institutions will not repeat ACCC courses.

Courses required by programs frequently also qualify as general education courses. For this reason, a transferring student deemed to have met general education requirements may still be required to take specific courses as part of the requirements for the student’s program. Where courses/programs have prerequisites, students must satisfy the specific prerequisite, regardless of whether or not the prerequisite is a general education course.

Transcripts that have been sent from another institution to ACCC for the purpose of transferring credits will not be released.
General Education Courses

Students transferring without a degree from a regionally accredited institution must have their transcript evaluated on a course-by-course basis. Credits may be applied to either general education or program courses.

If a student is transferring to ACCC with an:

<table>
<thead>
<tr>
<th>And the student’s degree program at ACCC is an:</th>
<th>The student is presumed to have:</th>
</tr>
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<tbody>
<tr>
<td>Bachelor’s Degree, A.A., A.S.</td>
<td>A.A., A.S., A.A.S.</td>
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<td>A.A.S.</td>
<td>A.A.S.</td>
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<tr>
<td>If student is transferring to ACCC with an:</td>
<td>And the student’s degree program at ACCC is an:</td>
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<td>A.S.</td>
<td>A.A.</td>
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<tr>
<td>A.A.S.</td>
<td>A.A., A.S.</td>
</tr>
</tbody>
</table>

* A maximum of 32 transfer credits are accepted by ACCC.

TRANSFER STUDENTS

- Follow the procedures listed for “Admission to ACCC.”
- If seeking a degree, students must complete the process for “Students Seeking a Degree” and request an Evaluation of Transfer Credits form. Students not seeking a degree who want to take a course with a prerequisite must submit an unofficial transcript showing completion of the required prerequisite or have their home college provide them with a Permission to Take Courses form before registering.
- Credits may be awarded for military training based on an evaluation by the American Council on Education. Students are responsible for contacting ACE and transcripts can be requested online through their Web site at www.acenet.edu. ACE will send ACCC an official transcript. Even if students have no other college-level military training, any military person is awarded credit for HPED150-Concepts of Physical Fitness. Students must send a copy of their DD-214 (discharge form) or basic training diploma to the Admissions Office if an ACE transcript has not been submitted.
- ACCC will accept up to 32 credits and all other transfer procedures must be followed.

Procedures for Evaluation of Transfer Credits

- Request that all previous colleges, universities or institutions (examples: ACE, Advanced Placement, CLEP, military training, Tech Prep Agreement, or a New Jersey police academy) send an official transcript or documentation to the Admissions Office.
- Complete and submit an Evaluation of Transfer Credits form with the $20 processing fee. The form is included in the acceptance packet which may be obtained from the Admissions Office or downloaded from the College’s Web site.
- Mathematics and science courses completed 10 or more years ago, and technology courses completed more than five years ago, are only accepted with the approval of the appropriate department chairperson.

Eligible transfer courses must:

- Be from a regionally accredited college or university (ACE, Advanced Placement, CLEP, military training, Tech Prep Agreement, or a New Jersey police academy and must not comprise more than 32 credits)
- Be in courses similar to those offered at ACCC, apply toward the student’s program of study at ACCC, and be completed with a grade of C (2.0) or better.

Police Training Agreements

- Atlantic County Police Training Academy
- Cape May County Police Training Academy
- New Jersey State Correctional Officers Training Program
- New Jersey State Police Training Academy

Graduates of a New Jersey police academy may be eligible for 16 credits toward the Criminal Justice, A.S. degree. Graduates of a New Jersey corrections academy may be eligible for up to 13 credits toward the Corrections Option, Criminal Justice, A.S. degree.

RE-ENTRY TO ACCC

Students who have withdrawn in good academic standing from ACCC may re-enter by registering for classes through the Enrollment Services Office. Students who have been dismissed or suspended must apply for re-entry, in writing, to the Director of Counseling and Support Services.

Academy of Culinary Arts (ACA) students must request re-entry through the Dean of the Academy. Re-entry to the ACA program is contingent upon available space in the next required class of the culinary block. Re-entry into the Nursing and Allied Health programs must be requested through the department chair of Nursing, Allied Health and Physical Education.
THE ACADEMY OF CULINARY ARTS

Academy of Culinary Arts applicants must:
• Submit an application with a $35 non-refundable fee.
• Take the Placement Test by contacting the Testing Office at (609)343-5099 or provide the appropriate waiver.
• Transfer students must submit an official transcript showing current English and mathematics levels.

Students may attend the ACA on either a full-time or part-time basis. Contact the Admissions Office for an information packet.

NURSING PROGRAM

ACCC’s Nursing program is accredited by the National League for Nursing Accrediting Commission, Inc., 61 Broadway, New York, N.Y. 10006. Telephone (212)363-5555, ext. 153.

The goal of the admission process is to admit qualified students who will be successful in their pursuit of a professional nursing career. All applicants must meet the following eligibility requirements:
• Complete the admission process for “Students Seeking a Degree.”
• Have a high school diploma or GED and submit a copy to ACCC.
• Complete the following prerequisite courses: BIOL120, ENGL101, PSYC101 and SOCL101.
• Effective June 1, 2008, students must complete all prerequisite courses with a minimum GPA of 3.0 and an overall GPA of 2.5 to be eligible to apply to the nursing program.
• All science courses must have been taken within the last 10 years or must be repeated.
• Applicants who transfer prerequisite courses from another accredited institution must have their credits evaluated by the Admissions Office prior to the application deadline.
• Applicants must take the Nursing Entrance Test (NET), administered by the Testing Office, for the Nursing program within three years of applying. Call (609)343-5099 or (609)463-4774, ext. 5099 for information.
• Applicants who meet the stated admission criteria will be offered admission based on the number of seats available and the applicant’s ranking on June 1. Acceptance by the Nursing program assures the student can enter the program in September of the year in which they applied. Students who are not accepted into the fall class will need to reapply to the Nursing program the following year and may retake the NET or any prerequisite courses to improve the likelihood of success in the competition for admission.

Atlantic and Cape May County residents are given priority consideration in the selection process. Residents of other counties are admitted on a space-available basis. Practical nurses (LPNs) currently licensed in the State of New Jersey, who qualify for admission, may be eligible for advanced placement. Call (609)343-5035 or (609)463-4774, ext 5035 for information.

Post Selection Process

Students who are admitted to the program must begin the program in the class to which they are admitted and must have met the Nursing program course requirements at the time of admission. A student who is unable to do so must reapply for a future class. The program must be completed within a five-year period.

Students who are admitted must meet the health requirements of the state of New Jersey and the clinical agencies that are
used for clinical practice. Health forms will be mailed so that requirements can be met before entrance to the first nursing course in the fall. Students who are admitted will be required to complete an Assumption of Risk and Release form, which indicates an understanding of hazards inherent in the health care field.

All Nursing students are required to undergo a criminal background check prior to being assigned to clinical facilities. If an individual fails to pass the criminal background check or is refused by a clinical facility due to results of his/her criminal background check, that individual will be unable to continue in the Nursing program.

A physical examination, rubella screening, tuberculin test (PPD) and other health requirements must be completed prior to beginning any clinical courses. A PPD must be updated annually. Information and health requirement forms may be obtained from the College Health Office on the Mays Landing Campus.

CPR certification is required before entering the Nursing program. The only acceptable CPR certification program for admission to the Nursing program is Basic Life Support for the Health Care Provider offered by the American Heart Association.

Optional Nursing Program
The ACCC Nursing program, in collaboration with Ocean County College, Burlington County College, and The Richard Stockton College of New Jersey offers an AAS degree in Nursing. The clinical portion of the program is completed at Southern Ocean County Hospital (SOCH) in a one-day per week, 12-hour format. The lecture portions of the program are online. The student completing this program receives their AAS degree from Ocean County College. This program has limited seating and the criteria for acceptance differ from the traditional program requirements. Further information about this program can be found on the Ocean County College Web site or by contacting the Nursing department at ACCC.

RESPIRATORY THERAPY PROGRAM
ACCC offers a Respiratory Therapy program in conjunction with the University of Medicine and Dentistry of New Jersey (UMDNJ). Pre-program courses are completed at ACCC and all clinical courses are completed at UMDNJ. Admission to UMDNJ is conditional upon successful completion of various UMDNJ academic and administrative requirements, including health and immunization requirements, and a satisfactory criminal background check. The application deadline for UMDNJ is June 30. All prerequisite courses must be completed and appear on the applicant’s transcript with final grades by the application deadline.

Interested students must:
- Contact ACCC’s Admissions Office for an application to the program.
- Apply and be accepted to ACCC and declare Respiratory Therapy as a major.
- Have a high school diploma or equivalent.
- Complete all prerequisite courses and have any transfer credits evaluated and accepted by the end of the spring semester. See the Respiratory degree program page in this catalog for course requirements.
- Have a minimum GPA for prerequisite courses of 2.75. Multiple attempts at prerequisite courses will be counted into the overall GPA.
- Have a minimum grade of B for Anatomy and Physiology I and II, Microbiology and Chemistry.
- Provide a letter with the application stating why the applicant chose the Respiratory Therapy program as well as listing any hospital or medical work experience. Letters of recommendation from supervisors or other relevant sources are encouraged.
- Request a sealed, official transcript from ACCC.

Once accepted to the clinical portion of the program, students are responsible for travel to the clinical sites and will be charged the tuition and fees at the applicable rate for UMDNJ. A joint diploma will be issued upon successful completion of the program requirements.

For information, visit the UMDNJ School of Health Related Professions Web site.

Acceptance to the program is on a competitive basis. Successful completion of all prerequisites does not guarantee acceptance into the program.

INTERNATIONAL STUDENTS (F-1 VISA)
The U. S. Citizenship and Immigration Service requires that most students receive approval of F-1 status before they can register for classes.

International students must apply for a degree program and maintain full-time status with a minimum of 12 credits per semester. Application deadlines are May 1 for fall and September 1 for spring. International students are charged the out-of-country tuition rate for the first year (24 credits), and in-county rates during their second year in the program.

International students enrolling from non-English-speaking countries are required to take an ESL Placement Test if proficiency in English has not been established. (See ESL Placement Test information in the Testing and Assessment section.)
Transcripts from foreign colleges or secondary schools must be submitted to the World Education Services (WES) before they are evaluated by ACCC. An application form for Evaluation of Foreign Education Credentials can be requested from World Education Services, P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745, 1(212)966-6311, or email info@wes.org. WES applications are also available in the Admissions Office.

ACCC will admit international students to the College using the following criteria:

F-1 applicants applying to ACCC from their home country must submit:
- An application and a non-refundable $100 application fee
- A $9,000 deposit into his or her tuition account
- A completed Sponsorship Agreement form and Supplemental Form

F-1 students transferring from a U.S. high school or college to ACCC must submit:
- An application and a non-refundable $100 application fee
- A $9,000 deposit into his or her tuition account
- A completed Sponsorship Agreement form and Supplemental Form
- An official transcript from the sending school
- A transfer form completed by the foreign student advisor at the sending school
- A copy of their I-20, I-94 and Visa

All forms for international students are available from the Admissions Office or at www.atlantic.edu.

INTERNATIONAL VISITORS

International visitors, whose visa status is other than F-1, must contact the Admissions Office for admission requirements. Tuition for those authorized to attend is calculated at the out-of-country student rate for the first 24 credits. International visitors enrolling in ACCC need to:
- Submit an application and a non-refundable $35 application fee
- Submit a completed Supplemental Form
- Take the ESL Placement Test if visitor’s language is not English
- Take the College’s Placement Test if visitor is from an English-speaking country
- Enroll in selected classes

For information, contact the Admissions Office at (609) 343-4916 or 463-4774, ext. 4916.

ADVANCED PLACEMENT

ACCC awards transfer credit, in selected subjects, up to a maximum of 32 credits for Advanced Placement tests taken in high school when students earn a grade of 3, 4 or 5. A complete list of credits awarded and course equivalencies are available from high school guidance offices or ACCC’s Admissions Office at (609)343-5006 or (609)463-4774, ext. 5006.

HIGH SCHOOL STUDENTS

ACCC offers the opportunity for high school students, who have completed their first year of high school, to apply for admission and attend credit courses on a part-time basis. To be accepted into ACCC, students must provide a written recommendation from their high school principal or guidance counselor and complete the admission application and procedures.

High school students are required to take the Placement Test or provide proof of SAT scores of at least 540 for Critical Reading and 530 for mathematics. Students will be placed in college courses at the level for which they are qualified. Grades and credits will be recorded on a permanent academic record.

Home schooled students must meet the same admission criteria as high school students.

NJ STARS

Students who have graduated in the top 20 percent of their class from a New Jersey high school may be eligible for free tuition and fees at ACCC through NJ STARS, which will cover the full cost of tuition and most fees for up to five semesters at ACCC.

NJ STARS is an initiative created by the state of New Jersey that provides New Jersey’s brightest students with free tuition and fees at their local community college. Students will have up to two years from the date of high school graduation to enroll and begin using the scholarship at their local community college. Students may attend another institution of higher education for one semester before enrolling and still be eligible. Summer classes are not paid for by NJ STARS. NJ STARS is subject to New Jersey state appropriations and budget. ACCC is not responsible for New Jersey state changes within the program that affect student eligibility.

To be eligible, students must:
- File a Free Application for Federal Student Aid (FAFSA) each year. Visit http://www.fafsa.ed.gov/ for information. New students must apply by October 1 for the fall term and March 1 for the spring term. Returning students must apply by June 1, prior to the upcoming fall term.
- Have graduated in the top 20 percent of their New Jersey high school class 2004 or later
• Enroll in an associate degree program at a New Jersey community college
• Take at least 12 or more non-developmental credits each semester
• Achieve a grade point average of 3.0 or higher to continue the scholarship in their sophomore year at the community college
• Atlantic and Cape May county residents must attend ACCC. If their chosen major is not available at ACCC they may attend another New Jersey county college.
• Transfer students must have ACCC listed as their first college choice with the Grants Office of the Higher Education Student Assistance Authority. Students may make this change through the Financial Aid Office or contact the Grants Office of the Higher Education Student Assistance Authority at 1-(800)792-8670.

NJ STAR students are assigned a counselor who monitors their academic progress, assists in assuring continued eligibility in the program, and guides the student through the transfer process to a four-year institution.

NJ STARS II
NJ STARS II is a continuation of NJ STARS that provides successful NJ STARS graduates at New Jersey county colleges with funding to transfer to a New Jersey four-year public institution of higher education to earn a bachelor’s degree. For information on NJ STARS II, visit http://www.njstars.net/

For information on NJ STARS at ACCC, visit www.atlantic.edu/admission/njstars, or contact Linda McLeod, Assistant Director of College Recruitment at (609)343-5009 or (609)463-4774, ext. 5009.

TECH PREP PROGRAM
The Tech Prep program is designed to provide students continuity of learning and educational opportunities. It combines secondary and post-secondary education programs, through a formal articulation agreement, providing a program of studies leading to an associate degree. In addition, it focuses on the design of a strong academic and technical secondary program preparing high school students to continue their education at a two-year college. The procedure to be followed and the criteria for eligibility have been established and agreed upon by the participating schools. Tech Prep credits are considered to be transfer credits and the procedure for transferring credits to ACCC must be followed.

ACCC’s policy requires that high school students complete assigned course work at a designated mastery level. The courses will be applied to the specific degree program in which they were articulated. The credits are applied to the student’s transcript upon matriculation to the degree program. Programs include Accounting, Allied Health, Child Development/Child Care, Computer Information Systems, Criminal Justice, Culinary Arts, Hospitality Management and Office Systems Technology.

For information on the articulation process, high school students should contact their guidance counselor.

ADVIEMENT
Academic planning and course selection are critical factors leading to student success. ACCC academic advisors work with students majoring in liberal arts, general studies or who are in pre-program allied health courses. An advisor will review program plans, transfer options and help the student to select appropriate courses; it is important to see an advisor whenever changing majors or selecting courses for transfer to other colleges or universities. A student working with a faculty advisor should schedule an appointment with him/her for academic advising. Early advisement enables students to have optimum selection of courses for the following academic semester.

The Career and Academic Planning Center is located in J lobby, next to the Admissions Office, at the Mays Landing Campus. Call (609)625-1111, ext. 5621 or 343-5621 for scheduling information and specific details about the center’s services.

New Student Orientation
New Student Orientation is a program that provides incoming students with useful college and academic information necessary for their success at ACCC. First-time students are strongly encouraged to attend.
ENROLLMENT SERVICES
The Enrollment Services Office, located at the Mays Landing Campus, maintains all information concerning enrollment and permanent records of credit students. Call (609)343-5005. In Cape May County call (609)463-4774, ext. 5005.

REGISTRATION
Students may register in person, by mail, fax or online. It is important that all students seek the aid of a faculty member, advisor or counselor in course selection. Unemployed persons (non-Workforce) and SAGES (Senior Adults Gaining Education and Stimulation) may register on a tuition-free, space-available basis, in person at any campus on the last registration day prior to the start of the fall or spring semesters, or the summer or winter sessions. (See page 32.)

No one is permitted to attend a class without being officially registered for the course. Arrangements for a one-time visit to a class can be made through the Admissions Office.

IMMUNIZATION RECORDS
The New Jersey Department of Health requires that all full-time students born after 1956, and pursuing a degree, must furnish proof of the following immunizations by having had one shot each for mumps and rubella, and two shots for measles and three shots for Hepatitis B. Students must present a copy of their immunization record to Enrollment Services. For clinical questions, call the College Health Specialist at (609)343-5112.

TRANSCRIPTS
Students may request, in writing, from the Enrollment Services Office, or via ACCC’s Web for Students (www.atlantic.edu/web4students/), an official listing of courses attempted and grades received at ACCC. Students are required to self-identify repeated courses and courses taken prior to 1986. It is recommended that students allow at least one week for processing a transcript request. At certain peak times, it may take more than a week to process. Every attempt will be made to process requests for transcripts in less than a week.

STUDENT DEVELOPMENT
The Student Development Office assists students in their academic, social and personal development by offering the following activities and services:
• Professional development courses
• Seminars in career transfer or academic planning
• Personal management skills and adjustment to college life
• Individual counseling in career and academic development
• Accommodations for documented disabilities
• Computer-assisted career and transfer planning
• Career, cooperative education and placement services
• Transition services for international students

All services are provided through the Career and Academic Planning Center and the Counseling and Support Services Office.

CAREER AND ACADEMIC PLANNING CENTER
The Career and Academic Planning Center is located in J building next to the Admissions Office at the Mays Landing Campus. The Center houses college catalogs, applications and related transfer data, as well as information on career and occupational outlooks. The Center is designed to provide career planning, career information, workshops and guidance for students who are in need of career services. Call (609)625-1111, ext. 5621 or (609)343-5621 for information.

Job Placement
Placement services are available to students and alumni to answer their questions about job applications, resumes, interviews and information on locating and applying for employment.

Cooperative Education
Cooperative Education courses are available for students majoring in the Culinary Arts, Paralegal and Office Systems Technology programs. Students are supervised by College faculty and receive college credits for working in jobs related to their majors. The Cooperative Education Office is located in the Career and Academic Planning Center on the Mays Landing Campus. Call (609)343-5085 for information.

Counseling-Drug and Alcohol Education
Counselors are available to assist students seeking to resolve chemical dependency and with issues that may interfere with their academic progress. Students are referred to appropriate treatment facilities, agencies or self-help groups for treatment. Assistance is fully confidential and will not jeopardize enrollment or legal status. For information, call (609)343-5096.

EDUCATIONAL OPPORTUNITY FUND PROGRAM (EOF)
The Educational Opportunity Fund is a comprehensive state-funded program that offers a variety of academic support services to a selected group of eligible students who exhibit the potential to be successful in college although they lack the finances and/or academic preparation.

Program staff strives to motivate program participants to become lifelong, independent learners with the tools necessary to meet
the challenges presented by a competitive society. This goal is reached by providing counseling, mentoring, tutoring, workshops/seminars, financial assistance, academic advisement, monitoring academic progress, transfer assistance and student leadership activities. Call (609)343-5646 for information.

**DISABILITY SUPPORT SERVICES**

ACCC provides reasonable accommodations to qualified students with documented disabilities. Students are strongly encouraged to request accommodations at the time of admission to ensure ample time to arrange accommodations. Students are required to submit current documentation to determine eligibility in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act.

**Assistive Technology Resources**

Students with disabilities are encouraged to utilize hardware and software in the designated resource areas at all of ACCC’s campuses. These areas have been designed to offer a diverse array of equipment for students with learning disabilities, low vision and hearing impairments. Some of the products available are Epson Scanner, Jaws Software, ZoomText Screen Reader Software, Openbook Software, Vera Reading Machine, Alladin Sunshine CCTV, Telesensory Video Magnification and the ICommunicator.

**Placement Testing for Students with Disabilities**

If a student does not require a test reader for the Placement Test, they can call the Testing Center to schedule an appointment. To schedule a Placement Test with a reader, requests should be made prior to scheduling an appointment. The Placement Test is also available in several formats for students with visual impairments. Call (609)343-5090 for information and to request accommodations.

**STUDENT SUPPORT SERVICES PROGRAM (SSS)**

The SSS program is a comprehensive federally-funded academic support program that offers a variety of services and activities to increase retention, graduation and transfer rates of first generation (parents have not earned a bachelor’s degree), low-income and/or disabled college students. Services include counseling, academic advisement, workshops/seminars, tutoring, mentoring, monitoring academic progress, transfer assistance and cultural activities to enhance the academic success of program participants. Call (609)343-5641 for information.

**STUDENT LEADERSHIP PROGRAMS**

**Black/Latino Male Retention Program**

This program facilitates activities to increase the retention and graduation rates of the Black/Latino male population who have high attrition rates nation-wide. It is supported by the Diversity and Equity Committee of ACCC’s Board of Trustees. The goals of this program are met by group meetings, guest speakers, cultural activities and attendance at various leadership trainings, workshops and conferences. For information, visit www.atlantic.edu/studentServ/retention.htm or call (609)343-5098.

**Leadership and Education Development (LEAD)**

The LEAD program aspires to develop student leaders through a series of experiential opportunities, educational resources and campus and community support. College faculty and staff nominate students that have demonstrated leadership abilities and a desire to help others. Selected students have the opportunity to attend leadership trainings and participate in various college- sponsored and community activities. In addition to encouraging academic excellence, enhanced leadership skills assist students in becoming more effective leaders on campus and in their communities. For information contact Anita Polanco at (609)343-5098.

**Marjorie Ward Scholars**

Cape May County high school teachers and principals nominate students to become Marjorie Ward Scholars. These students, who have demonstrated leadership potential, are selected to participate in leadership training and represent the College at various activities throughout the year. Selected students are also eligible for a scholarship that covers tuition costs for four consecutive semesters. For information contact Paula Davis at (609)463-5091.

**Peer Leader Program**

Peer Leaders are paired with first-time freshmen who request an upperclassman to assist them in making the transition to college during their first semester. Peer leaders promote an awareness of campus resources and the pursuit of academic excellence. Selected student leaders who have completed an academic year, earned at least 24 credits, and have at least a 2.5 grade point average, are eligible for the program. For information contact Anita Polanco at (609)343-5098.
Student ACCESS Scholarship and Grant-In-Aid Program

The Student Access Scholarship and Grant-In-Aid program identifies new and potential student leaders through nominations from area high schools, churches and community organizations. The program encourages students who are leaders in their high schools and/or communities to engage in leadership activities during their first semester at ACCC. The program provides leadership training and opportunities to allow program participants the opportunity to utilize and enhance their leadership skills.

The Access Program offers scholarships and grant-in-aid awards to defray expenses for the first year of college; the amount is contingent upon the availability of funds and the number of program participants. For information contact Anita Polanco at (609)343-5098.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If ACCC decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom ACCC has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the College may disclose educational records without consent to officials of another school in which a student seeks or intends to enroll.

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

Submit claims to:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, DC 20202-4605

Atlantic Cape Community College hereby designates the following categories of student information as public or "Directory Information." (The College may disclose such information without the student's prior consent under the conditions set forth in FERPA.)

- Name, hometown, classification (freshman or sophomore), degrees awarded, honors, awards, weight/height of athlete, sports participation

Requests for release of Directory Information must be submitted in writing to the Registrar, ACCC, 5100 Black Horse Pike, Mays Landing, NJ 08330-2699.

Students who elect to withhold disclosure of this category of information must conduct all College business in person with a photo ID card. Such students’ name will be published in the commencement program unless the students’ request exclusion in writing. Students in this category are eligible to use Web for Students for transactions including registration, which are protected by a personal identification number (PIN).
Currently enrolled students may withhold disclosure of directory information under FERPA. To withhold disclosure, student(s) must present a student ID in person at the Registrar’s Office (J building), Mays Landing Campus, and complete the Restrict Directory Information form. The form may be submitted at any time throughout the year and will immediately affect prospective disclosures. Atlantic Cape Community College assumes that failure on the part of any student to specifically request the withholding of a category of directory information indicates individual approval for disclosure.

Former students may not place a new request for nondisclosure of directory information on their educational records; however, they may request its removal.

TRANSMITTING TO OTHER COLLEGES
A.A. and A.S. transfer degree options at ACCC are built on a strong foundation of liberal arts and general education courses, in which graduates can feel confident of developing proficiencies in the areas of communication, mathematics, science, technology, social science, humanities, history and diversity. Colleges both within and outside of New Jersey consistently recognize the value of ACCC courses by accepting them into upper division programs. However, as in the case of all transfer situations, student performance and appropriate course selections to the intended academic program are the two most critical factors.

A College counselor or advisor is the key resource to assist students in all their transfer planning needs, such as college and course selections, application preparation and college research. In support of this function, the College has a fully computerized career decision-making program, which also provides students with comprehensive data on nearly every U.S. community college, college or university. Access to Internet-based transfer information is available in the Career and Academic Planning Center.

A.A.S. degrees are not designed to be transfer programs, however, ACCC has articulation agreements for A.A.S. degrees with various colleges and universities. For information about Transfer Articulation Principles for New Jersey Colleges and Universities, see pages 39 and 40.

NJ TRANSFER
NJ Transfer is a Web-based data information system designed to provide a seamless transfer from New Jersey community colleges to New Jersey four-year colleges and universities.

Visit the NJ Transfer Web site, www.njtransfer.org, and

- Discover how courses will satisfy the degree and major requirements at New Jersey four-year colleges and universities.
- Learn which courses to select at the community college.
- Find links to New Jersey two- and four-year college Web sites.
- Obtain information on admissions, financial aid and scholarships, and transfer recruitment events throughout the state.

Thomas Edison State College, Trenton, N.J.
The New Jersey Baccalaureate Completion Program with Thomas Edison State College is designed to offer adults in Atlantic and Cape May counties the opportunity to complete a baccalaureate degree available through Thomas Edison. ACCC graduates will be able to transfer immediately to a baccalaureate program at Thomas Edison, where they can continue their education without leaving their home county. Students may apply up to 80 credits (junior, county or community college and related) toward their four-year degree, as well as any number of four-year school credits, if they apply toward their degree. For information, see the transfer articulation agreements page on ACCC’s Web site, http://venus.atlantic.edu/artic.htm.
TRANSFER AGREEMENTS

Articulation agreements are transfer partnerships between two-year and four-year colleges that allow for the smooth transition of students from junior/community colleges to four-year institutions. Although ACCC graduates may transfer to colleges/universities throughout the United States, they may want to take advantage of one of the articulation agreements below. For additional information on a specific college or university, call the Career and Academic Planning Center at (609)343-5630 or 463-4774 or 625-1111, ext. 5630, or visit www.atlantic.edu.

FOUR-YEAR COLLEGE/UNIVERSITY

Berkeley College

BS Business Administration

Cabrini College

All General Education credits

Champlain College

BS

Drexel University

BA

BS Hospitality Management (Culinary Arts)

Hotel and Restaurant Management

Drexel – College of Nursing and Health Professions

BS Nursing

Drexel (e-Learning) (Distance Education)

BS Communications and Applied Technology

BS Nursing

Excelsior College

BA/BS

Fairleigh Dickinson University

BA Business and Technology

Hotel and Restaurant Management

Culinary Arts

Hospitality

BA General Studies-Hospitality

BA General Studies-Food Service Management

Florida International University

BS

Franklin University (Distance Education)

BA/BS

Johnson & Wales University

BS Culinary Arts

Food Service Management

Food Marketing

Food Service Entrepreneurship

North Carolina Central University

BS Hospitality/Tourism

Northwood University

BS Business Administration

Richard Stockton College of New Jersey

BS Business Studies

BS Computer Science

Mathematics/BA Physics

Chemistry

Education Program

ATLANTIC CAPE COMMUNITY COLLEGE

AA Business Administration

AAS Business Administration

AS Business Administration

AA/AS (Most)

AS Business Administration

AA (Most)

AS (Most)

AAS Culinary Arts

Hospitality Management

AAS Nursing

AA Liberal Arts

AAS Nursing

course-by-course up to 90 credits

AA/AS (Most)

AAS Culinary Arts and Hospitality Management

Food Service Management

AAS Culinary Arts

AA/AS (Most)

AAS Culinary Arts

AA/AS (Most)

AAS Culinary Arts

AA/AS Hospitality Management

AS Business Administration

AAS Hospitality Management

AS Computer Information Systems

Math or Science

Chemistry

Certain courses (contact Social Studies chair, ACCC)
<table>
<thead>
<tr>
<th>FOUR-YEAR COLLEGE/UNIVERSITY</th>
<th>ATLANTIC CAPE COMMUNITY COLLEGE</th>
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<tbody>
<tr>
<td>Rider University</td>
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<tr>
<td>BS  Chemistry</td>
<td>AS Chemistry</td>
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<tr>
<td>BS  Biology</td>
<td>AA Biology</td>
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<tr>
<td>BA1 Psychology</td>
<td>AA Psychology</td>
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<tr>
<td>Rowan University</td>
<td>Course-by-course equivalencies</td>
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<td>BS/BA</td>
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<td>Rutgers State University</td>
<td>Course-by-course equivalencies</td>
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<td>BS/BA</td>
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<tr>
<td>Saint Leo University (Distance Education)</td>
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<tr>
<td>BA  Accounting</td>
<td>AA (Most)</td>
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<tr>
<td>BA  Accounting</td>
<td>AAS Accounting</td>
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<tr>
<td>BS  Business Administration</td>
<td>AS Business</td>
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<tr>
<td>BS  Computer Information Systems</td>
<td>AS Business Administration</td>
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<td></td>
<td>(Distance Education)</td>
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<td>Saint Peter's College</td>
<td>Course-by-course equivalencies</td>
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<td>BA/BS</td>
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<td>Seton Hall University</td>
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<td>BA/BS</td>
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<td>Strayer University</td>
<td>Course-by-course equivalencies</td>
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<td>BA/BS AA/AS</td>
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<td>Temple University</td>
<td>Course-by-course equivalencies</td>
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<td>BA/BS</td>
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<td>Thomas Edison State College (Distance Education)</td>
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<td>BS</td>
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<td>BS/BA</td>
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<td>Thomas Jefferson University</td>
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<tr>
<td>BS  Nursing</td>
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<tr>
<td>The College of New Jersey</td>
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<td>BA/BS</td>
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<td>Trinity College</td>
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<td>BA/BS</td>
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<td>University of Bridgeport</td>
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<td>BS</td>
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<td>University of Delaware (Distance Learning)</td>
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<td>BS</td>
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<td>University of Illinois at Springfield (Distance Education)</td>
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<td>BA</td>
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<td>University of Medicine and Dentistry of New Jersey</td>
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<tr>
<td>BS Nursing</td>
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<td>University of the Sciences in Philadelphia</td>
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<td>BS</td>
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<tr>
<td>University of Phoenix</td>
<td></td>
</tr>
<tr>
<td>Baccalaureate programs</td>
<td></td>
</tr>
<tr>
<td>University of Phoenix (Distance Learning)</td>
<td></td>
</tr>
<tr>
<td>BS</td>
<td></td>
</tr>
<tr>
<td>Widener University</td>
<td></td>
</tr>
<tr>
<td>BS</td>
<td></td>
</tr>
<tr>
<td>Wilmington University</td>
<td></td>
</tr>
<tr>
<td>BS  Corrections Option in Criminal Justice</td>
<td></td>
</tr>
<tr>
<td>BS  Criminal Justice</td>
<td>AS Criminal Justice</td>
</tr>
</tbody>
</table>
ACADEMIC POLICIES AND PROCEDURES
(Additional information can be found on the College Web site www.atlantic.edu and in the Student Handbook/Calendar.)

ACADEMIC HONESTY
ACCC expects unwavering integrity from students in submitted work. Acts of cheating or plagiarism will not be tolerated and the student will be subject to disciplinary action as detailed below. Students are required to give credit to all individuals who contributed to the completion of any assignment. Specific sources of all information, ideas and quotations not original to the author of the assignment must be referenced. Theses references must be cited using standard methods such as those taught in ENGL101-Composition I and ENGL102-Composition II or other formats as specified by the instructor. If group work on an assignment is permissible, specific authorization and instructions pertaining thereto must be provided in writing by the instructor.

It should be noted that persons facilitating plagiarism or cheating by another student are equally culpable and such persons may also be subject to penalties similar to those stipulated below. Examples of such facilitation include, but are not limited to, the following:

1. A student gives a copy of a past assignment, such as a term paper, to a second student with the understanding that the second student may use the assignment as his/her own work.

2. A student observes or has other first-hand knowledge of cheating or plagiarism and fails to report same to the instructor.

All students are reminded that they have an ethical responsibility to guard the academic process against corruption by such acts of dishonesty. In addition to the above, students must follow all course-specific or instructor-specific procedures established for examinations, laboratory experiments, reports and projects.

The following penalties apply in cases of cheating or plagiarism:

1) The instructor may assign a grade of “F” or a zero for an assignment.

OR

The instructor may assign a grade of “F” for the course in cases of repeated dishonesty or in such cases where the assignment in question is so central to the evaluation process that failure in the assignment would preclude any reasonable possibility of the student passing the course.

2) All confirmed breaches of academic honesty will become part of the student’s permanent academic record. Two such offenses will constitute grounds for Academic Dismissal. Said dismissal will be for a duration of no less than two years. After two years, the student may apply for readmission, but this may be attempted only once. Upon readmission, any further act of dishonesty will result in permanent dismissal.

The instructor must, in every case, submit a written report to the Dean of Students and to the Dean of Instruction for whatever action he/she has taken and its justification. The Dean of Students must send a copy of said report to both the student and his/her faculty advisor.

The student has two independent avenues of appeal.

1) The student may appeal the grade through normal channels involving the following steps for purposes of mediation and/or resolution:

   Level I: Student meets with Faculty Member.

   Level II: Student meets with Department Chair.

   Level III: Counseling and Support Services Director presents case to the Academic Standards Committee.

2) The student may appeal the allegations of dishonesty and the specific penalties related thereto to the Student Conduct Appeals Committee via the Director of Counseling.

The normal time frame is as follows: The student has 10 days from the receipt of the faculty member’s report to appeal. This appeal must be in writing and should be directed to the Director of Counseling.


USE OF COLLEGE TECHNOLOGY
Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for
the right to acknowledgment, the right to privacy, and the right to determine the timing, form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and professional expression of others is especially critical in computer environments.

Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the college community.

(Adapted from an EDUCOM and The Information Technology Association of America brochure, “Using Software: A Guide to the Ethical and Legal Use of Software for Members of the Academic Community.” January 1992.)

Users of technology at ACCC will:

- Respect individuals’ rights to privacy.
- Communicate in language and images that are not offensive, profane or obscene.
- Protect the confidentiality of personal communication.
- Adhere to the intellectual property laws regarding copyright protected materials.
- Treat technology hardware and software in a manner that does not damage or interfere with its use.
- Limit use, when necessary, to allow other users access to services.
- Engage only in technology-based activities that are related to the College’s Mission.

Excerpts from ACCC’s Policy Nos. 402 and 411, revised June 2008.

ACADEMIC STANDARDS
To be in “good academic standing,” students must maintain a minimum 2.0 overall GPA. Satisfactory academic progress must also be maintained. Students whose overall GPA falls below the minimum 2.0 will be placed in academic jeopardy on probation, suspension or dismissal status assigned at the prerogative of the College.

ACADEMIC CLASSIFICATIONS

Academic Probation
This is considered to be a “warning” status in which students are advised in writing of their vulnerability for possible future sanctions and, in turn, are urged to avail themselves of College counseling services.

Academic Suspension
This classification involves the restriction of course enrollment to a part-time enrollment basis until the overall GPA reaches the cutoff standard. (See Academic Standards section.) As is the case with the Academic Probation classification, students placed on Academic Suspension are also strongly urged to work closely with College Counselors so that factors leading to the unsatisfactory academic performance can be identified.

Academic Dismissal
This classification prohibits College enrollment entirely for a period of no less than one academic year.

<table>
<thead>
<tr>
<th>CREDITS ATTEMPTED</th>
<th>GPA</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-16</td>
<td>0 – .50</td>
<td>Suspension</td>
</tr>
<tr>
<td></td>
<td>.51 – 1.99</td>
<td>Probation</td>
</tr>
<tr>
<td>17 – 30</td>
<td>0 – .59</td>
<td>Dismissal</td>
</tr>
<tr>
<td></td>
<td>.60 – 1.39</td>
<td>Suspension</td>
</tr>
<tr>
<td></td>
<td>1.40 – 1.99</td>
<td>Probation</td>
</tr>
<tr>
<td>31 – 48</td>
<td>0 – 1.00</td>
<td>Dismissal</td>
</tr>
<tr>
<td></td>
<td>1.01 – 1.79</td>
<td>Suspensio</td>
</tr>
<tr>
<td></td>
<td>1.80 – 1.99</td>
<td>Probation</td>
</tr>
<tr>
<td>49 or more</td>
<td>0 – 1.59</td>
<td>Dismissal</td>
</tr>
<tr>
<td></td>
<td>1.60 – 1.79</td>
<td>Suspension</td>
</tr>
<tr>
<td></td>
<td>1.80 – 1.99</td>
<td>Probation</td>
</tr>
</tbody>
</table>

(fall 2006)

APPEALS TO THE ACADEMIC STANDARDS COMMITTEE
Students placed on any of the academic classifications may appeal such placements to the Academic Standards Committee. Upon written notification of academic classifications, students will be given notice of their right to appeal, appropriate contact information, instructions for requesting appeal and appropriate scheduling information. Upon being granted this opportunity, students may submit their appeal in writing or in person. The committee will judge each case and state its finding to each appellant regarding its disposition of either upholding or reversing the assigned academic status.

CREDIT AMNESTY PROGRAM
A student may petition the Academic Standards Committee for the Credit Amnesty Program whereby a student’s previous academic record may be expunged. This program is for students who have a four-year break in enrollment at ACCC and have re-entered and completed 12 credits of college-level
course work at ACCC with a grade of “C” or better. Credit amnesty will only be granted once. For information or an application, contact the Director of Counseling and Support Services or visit www.atlantic.edu/studentServ/creditApplication/html.

GRADING
Each student’s progress is evaluated by instructors at mid-semester and at the end of the semester. The following grades are used to indicate the caliber of the student’s academic achievement:

A - Consistent performance in mastery of the subject. Achievement of superior quality.
B - Consistent performance in achievement beyond the usual requirements of the course. Achievement of good quality.
C - Performance of a satisfactory nature, demonstrating general understanding of the subject sufficient for continued study in the discipline.
D - Minimal passing grade. Achievement demonstrating general understanding of the basic elements of the course.
F - Failure. Achievement at a level insufficient to demonstrate adequate understanding of the basic elements of the course in order to warrant credit toward the degree.
F to W - A change of grade request from “F” to “W” because of failure to withdraw in a timely manner from the course or non-attendance will only be received and processed by the Registrar.

Procedure for Issuing a W as a Grade after a Final Grade is Issued
- The student must present complete documentation to the Registrar that explains the extenuating circumstances for the change.
- The Registrar notifies the faculty member involved of the student’s request. Documentation will be available for inspection in the Enrollment Services Office.
- If the faculty member does not approve the change, the student may petition the Academic Standards Committee for an appeal.

I - Incomplete - This grade is defined as a failure to complete the requirements of a course, due to illness or other circumstances acceptable to the instructor as beyond the control of the student. An incomplete grade may be changed to a letter grade by the instructor, if the student completes the requirements of the course before the end of the eighth week of the next regular fall or spring semester. A grade of incomplete, which has not been changed by the end of the grace period, becomes an F. The responsibility for the elimination of an incomplete grade entry on the permanent record lies entirely with the student. Requests for change of an incomplete grade to a letter grade must be submitted in written form to the Enrollment Services Office by the instructor. An incomplete grade does not satisfy the prerequisite requirement for the next level course.

NA – Student never attended or never logged into an online course. Grade submitted at mid-semester only.

Auditing a Course
AU – Audited. No credit or regular grade given for the course. In order to receive an AU for a course, the student must register as an audit student by notifying the Enrollment Services Office at the time of registration or through the first week of the semester (drop/add period). Regular attendance and other requirements stipulated by the instructor are required. Final grades of AU will be assigned and will appear on the student’s transcript. AU grades are not computed in the student’s GPA. Audited courses are ineligible for financial aid.

GRADE APPEALS
All student-initiated grade appeals must be submitted within one year of the original date of issuance of the grade.

REPEATING A COURSE
A student may repeat a course for credit with this restriction: No course may be taken a third time without the permission of the appropriate department chair or the Dean of Instruction. All attempts will appear on the transcript, but only the highest grade will be calculated in the semester or cumulative grade point average (for students taking courses after 1998).
- If a student repeats a course for credit in which the final grade of the original attempt was A, B, or C, the higher of the grades will be used.
- A course in which a student received a grade of W, NA, or AU and elected to take again, is not considered a repeated course.
- Courses transferred in from other institutions will not repeat ACCC courses.

WITHDRAWING FROM A CLASS WITH A W GRADE OR WITHDRAWING FROM THE COLLEGE
A student wanting to withdraw from a class may do so in writing until the 10th week of the fall or spring semester. Summer and winter session withdrawal dates vary. A grade of W will be assigned for the course. W grades are not computed in the student’s GPA. Contact Enrollment Services or check the Academic Calendar in this publication or current semester tabloid for dates. It is each student’s responsibility to withdraw from courses, by the deadline, at any ACCC campus or online.
Non-attendance of a class does not constitute an official withdrawal and the student will receive a grade of “F” in the course.

**Procedure for Withdrawals after the W Period Ends and Prior to Final Grades**

If a student can document extenuating circumstances beyond his/her control (sickness, death in family, out-of-town, injury, job change, etc.), the Dean of Students or designee (Registrar) has the authority to allow the student to withdraw. If a student makes a request to a professor for a withdrawal after the W deadline, but prior to the final grades deadline, the professor may approve the request by signing a Drop/Add form. Withdrawal from the College requires written notification, in person or online, of withdrawal to the Enrollment Services Office.

**ATTENDANCE AND LATENESS**

Research has indicated that there is a correlation between academic success and classroom attendance and punctuality. Faculty members announce policies on attendance and it is the student’s responsibility to know and follow the attendance policy for each course.

**EMERGENCY CLOSINGS/CANCELLATIONS OF CLASSES/TEXT ALERTS**

Students are encouraged to sign up for ACCC TxtAlerts to receive up-to-date notifications in case of emergency situations or school closings. Participants can sign up for the text message program at www.atlantic.edu/about/txtMessage.html. ACCC TxtAlerts is an opt-in, permission-based program. Participant contact information and message preferences are kept private. Students are asked not to call the College switchboard to verify closing. See the college Web site at www.atlantic.edu for information on closings.

Announcements of closings are also carried over local radio stations. These should be noted carefully as the closing may be for a specific campus or only the morning, afternoon or night classes may be canceled. Radio stations in Philadelphia use the number 918 for day and 2910 for evening cancellations.

Students may decide whether extreme weather and road conditions prevent their attendance at classes when the College is open. In such cases, students should notify the College in advance and state the reason for their absence by calling (609)343-5114. Students who miss a class must still complete assignments.

Cancellation of a class may also be necessary because of the sudden illness or unexpected absence of an instructor and it is too late for a substitute to be assigned. Students will be notified of the cancellation by a notice posted on the classroom door or delivered in person by another instructor. Further study assignments may be given out by the same means. In the event of a cancellation of an evening class, efforts will be made to contact students in advance by telephone.

If an instructor is late for a class, students should wait at least 10 minutes after the scheduled starting time of the class. After that time, students may leave without prejudice, but one student should inform Faculty Support Services of the instructor’s absence.

**DEAN’S AND PRESIDENT’S LISTS**

Full-time students achieving a GPA of 3.0 are placed on the Dean’s list. Full-time students achieving a GPA of 4.0 are placed on the President’s list, in a given semester. Part-time students are eligible after each increment of 16 credits.

**GRADUATION**

Students must earn a minimum of 64 credits with at least a 2.0 cumulative GPA. Every student is required to demonstrate computer informational literacy, by graduation, by passing CISM125-Introduction to Computers with a “C” or better, testing out or presenting a portfolio. Each degree program will have the option of determining when these competencies should be demonstrated. (Education majors are required to take CISM128-Technology for Educators in place of CISM125.)

Total credits required to complete each degree program are listed in this catalog. In addition, students must complete the required courses for the catalog in effect the date they were enrolled, or any catalog after that date.

Students who transfer from another institution must complete 32 credits at ACCC. Graduates with a GPA of 3.5 to 3.74 are awarded a degree with honors; 3.75 to 3.99 with high honors, and 4.0 with the highest honors.

Although degrees are given at the end of each semester to qualifying students, a formal commencement ceremony is held at the end of the spring semester. Students who have more than two courses to complete for their degree requirements, or who have a cumulative grade point average of less than 2.00, will not be permitted to participate in the commencement ceremony. Students who fail a course in the spring semester, which puts them over the two courses missing or causes their GPA to go below a 2.00, will not be permitted to participate in the commencement ceremony.

**English as a Second Language (ESL) Students**

A student may apply up to 12 hours of ESL courses toward graduation if the student’s program of study provides for free electives.
Graduation Procedures
Candidates who expect to receive an Associate degree must file an application for graduation and pay a graduation fee. A degree audit will be processed when the fee is paid. For information, contact Enrollment Services at any ACCC campus.

STUDENT POLICIES AND PROCEDURES
Additional information can be found on the College Web site www.atlantic.edu and in the Student Handbook/Calendar.

DRUGS AND INTOXICANTS – PROHIBITED
• Alcoholic beverages – Possession, use or distribution of alcoholic beverages on the College premises is prohibited regardless of age. Students who violate these restrictions shall be subject to appropriate disciplinary action up to and including dismissal and criminal prosecution.
• Drugs – Possession or use of illegal drugs or narcotics on campus or at any College-sponsored function is prohibited. Persons found with illegal drugs will be suspended immediately and appropriate law enforcement authorities will be notified. Persons found to be engaged in the sale or distribution of illegal substances anywhere on College premises or at any College-sponsored function will be immediately dismissed from the College and appropriate law enforcement authorities will be notified.

FIREARMS
The possession of firearms by employees and students on College property, College-sponsored housing or at any College activity is prohibited. This policy excludes law enforcement personnel and bank couriers on official business with the College and students who are active duty law enforcement personnel. ACCC Policy No. 862, Revised February 27, 2001.

GRIEVANCE PROCEDURE
ACCC is dedicated to the goals of fairness in all of its procedures and practices. If, for any reason, a student believes he or she is the victim of unjust practices, a comprehensive process for grievance resolution is available. For additional information, refer to the Student Handbook/Calendar.

MISCONDUCT APPEAL PROCESS
Students subject to institutional disciplinary penalties based on violation of acceptable conduct standards may appeal such action by arranging to meet with the College’s Student Conduct Appeals Committee to present an appeal.

The committee will evaluate the student’s appeal with full fairness and objectivity. The committee’s disposition will be recommended to the Director of Admissions and College Recruitment who will then render a binding decision. In all cases of flagrant violations of conduct, the College reserves the right to immediately suspend a student pending a hearing with the Student Conduct Appeals Committee. For information refer to the Student Handbook/Calendar.

SEXUAL HARASSMENT POLICY
ACCC prohibits sexual harassment by any member of the faculty, staff, student body, independent contractors or vendors, on any of the three College campuses. The policy of the College reflects a desire to create and maintain an environment for work and study which permits all employees and students the opportunity to pursue an education or career in which they can progress on their merit and ability.

The sex discrimination provisions of Title VII of the 1964 Civil Rights Act prohibit sexual harassment in the workplace. Sexual harassment in the classroom or in student-related activities is prohibited by the sex discrimination provisions of Title IX of the 1972 Education Amendment.

The U.S. Equal Employment Opportunity Commission (EEOC) has defined harassment on the basis of sex as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct… when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, evaluation, or grade; (2) basis for employment, evaluation or grade decisions affecting such individuals; or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work or school performance or creating an intimidating, hostile, or offensive working or learning environment.

The College’s Office of Affirmative Action is located at the Worthington Atlantic City Campus, Room 295, Office of the Dean, 1535 Bacharach Boulevard, Atlantic City, NJ 08401-4485. The office coordinates efforts to eliminate discrimination including the investigation of any complaint filed by a student or employee. Students, faculty, or staff who feel they have been the subject of possible discriminatory treatment may file a complaint with the Affirmative Action Office. For information, call Bobby L. Royal, Sr., Dean, Worthington Atlantic City Campus at (609) 343-4828 or e-mail broyal@atlantic.edu.

SMOKING
Atlantic Cape Community College supports the rights of its employees, students and visitors to have the benefit of a smoke-free environment while on any of the College campuses. Therefore smoking is prohibited inside all buildings, including...
hallways, stairwells, restrooms and other common areas. Violators will be subject to disciplinary action:
1. Normal administrative disciplinary procedures or the appropriate negotiated agreement grievance procedures will prevail for employee violators.
2. Student violators will be called before the Dean of Students.
3. All violators are subject to the public law governing smoking in public places.

Complaints may be addressed as follows:
1. Employee complaints or inquiries should be directed to the immediate supervisor.
2. Students should direct complaints or inquiries to the Dean of Students.
3. In addition, anyone may register a complaint with a Security officer.

Supervisors and managers will be responsible for enforcing this policy in the same manner as other College policies.

STUDENT CODE OF CONDUCT

On admission to ACCC, each student accepts a commitment to act in a responsible manner, which conforms to generally accepted standards of adult behavior. Students are expected to familiarize themselves with the College’s code of conduct.

It is expected that all students will show courtesy and respect for each other and for administrative officers, faculty and employees. Students must understand and accept the necessity for various College regulations and they must comply with directives of those authorized to enforce regulations. Students are expected to respect the property of the College and that of others. Damage or destruction of such property will be considered a matter for disciplinary action.

All students are expected to present an appearance that is neat, clean and in good taste. Students also are expected to recognize the importance of their personal appearance. Proper dress on campus is expected, which conforms to footwear and shirts inside all College buildings and at all College functions. Some College programs reserve the right to require specific dress/uniform standards.

Any student who acts in a manner contrary to the best interests of the College will be subject to such penalties as the circumstances justify. The College reserves the right to dismiss any student whose attendance, in the judgment of the administration, is detrimental to the College or its students.

ZERO TOLERANCE POLICY – THREATENING AND VIOLENT BEHAVIOR

ACCC is a place where students, staff and guests expect safety and security while pursuing academic excellence and College activities. Accordingly, any ACCC student who verbally or physically threatens the safety of other students, staff, faculty, or campus guests will be immediately suspended from the College pending a disciplinary hearing.

The outcome of that hearing may result in penalties including, but not limited to, additional suspensions or dismissal from the College depending on the circumstances of the offense. Students who are suspended or dismissed from the College are banned from all ACCC campuses, learning sites, and College-sponsored events during the period of their suspension or dismissal.

Students who violate this ban will be charged with trespassing under New Jersey criminal codes.

ACCC Document – 2/27/01

TESTING OFFICE

TESTING OFFICE

The Testing Office offers a variety of services to faculty, students and staff, and is primarily responsible for the administration of the Placement Test. Test results and data are used to provide appropriate information for academic placement, for developing sound academic advisement policies, and for meeting the educational needs of individual students. The office also offers credit-by-examination programs and administers the English as a Second Language Placement Examination (ESL).

Testing Fees
All testing fees must be paid before tests are administered. Fees can be paid at all three campus locations.

Testing Services
• Placement Test
• English as a Second Language Placement Test
• Nursing entrance examinations
• Credit by Examination program
• Online/Make-up testing

Placement Test
Students are required to take the Placement Test prior to registering for a mathematics, English or other course requiring a demonstrated level of ability. Students seeking to complete one course for professional development purposes only, may request a waiver of the Test by meeting with the Director of
Admissions and College Recruitment or the Director of Student Development and Judicial Officer.

The Placement Test (ACCUPLACER) consists of an essay, a test of reading comprehension, sentence skills, arithmetic and elementary algebra. Students whose test scores indicate a need for improved basic skills in English or mathematics will be placed in the appropriate developmental course. Generally, they follow a sequence of developmental courses leading up to college-level work in that area.

Placement into ENGL070-Reading/Writing I significantly limits the number of additional courses for which a student may register. See list of courses below. Students must be admitted to the College before they can take the test.

**Exemptions to the Placement Test include:**
- Students who have taken the SAT test within the last four years and received a minimum score of 540 in Critical Reading and a score of 530 in mathematics.
- Students who have taken the ACT test within the last four years and received a mathematics score of 22 and combined English/Reading score of 47.
- Students who already have a degree (A.A., B.S., etc.) may be exempt from testing.
- Students who have taken the required sections at another New Jersey college within the last four years and submit an official copy of the test results to ACCC.
- Transfer students who have completed a college-level mathematics course within the last 10 years and/or an English course at another college.

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**BASIC SKILLS COURSE SELECTIONS**

* **PLACEMENT INTO ENGL070-READING/WRITING I**

Students may take courses from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS110</td>
<td>Fundamental Drawing</td>
</tr>
<tr>
<td>ARTS111</td>
<td>Crafts</td>
</tr>
<tr>
<td>ARTS112</td>
<td>Introduction to Ceramics</td>
</tr>
<tr>
<td>ARTS120</td>
<td>Introduction to Printmaking Processes</td>
</tr>
<tr>
<td>ARTS128</td>
<td>Introduction to Photographic Methods</td>
</tr>
<tr>
<td>ARTS135</td>
<td>Art with Computers</td>
</tr>
<tr>
<td>ARTS217</td>
<td>Weaving</td>
</tr>
<tr>
<td>CISM102</td>
<td>Computer Fundamentals-Windows</td>
</tr>
<tr>
<td>DANC171</td>
<td>Modern Dance I</td>
</tr>
<tr>
<td>DANC172</td>
<td>Modern Dance II</td>
</tr>
<tr>
<td>DANC173</td>
<td>Jazz Dance I</td>
</tr>
<tr>
<td>DANC175</td>
<td>Tap Dance I</td>
</tr>
<tr>
<td>DANC271</td>
<td>Ballet I</td>
</tr>
<tr>
<td>DEVA110</td>
<td>Introduction to Career Development</td>
</tr>
<tr>
<td>DEVA113</td>
<td>Human Potential Seminar</td>
</tr>
<tr>
<td>HPED117</td>
<td>Archery I</td>
</tr>
<tr>
<td>HPED165</td>
<td>Aerobics Unlimited</td>
</tr>
<tr>
<td><strong>MATH073</strong></td>
<td>Introduction to Algebra I-Prealgebra</td>
</tr>
<tr>
<td><strong>MATH074</strong></td>
<td>Introduction to Algebra II</td>
</tr>
<tr>
<td>OSTM101</td>
<td>Keyboarding</td>
</tr>
<tr>
<td>OSTM110</td>
<td>Keyboarding/Document Production I</td>
</tr>
<tr>
<td>OSTM125</td>
<td>Notetaking</td>
</tr>
<tr>
<td>THEA100</td>
<td>Theater Production</td>
</tr>
<tr>
<td>THEA111</td>
<td>Acting I</td>
</tr>
<tr>
<td>THEA210</td>
<td>Play Production I</td>
</tr>
</tbody>
</table>

**(Based on Placement Test score.)**

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**PLACEMENT INTO ENGL080-READING/WRITING II**

Students testing into ENGL080-Reading/Writing II, or having passed ENGL070, with a grade of C or higher, may select courses from the ENGL070 list or the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDCC103</td>
<td>Roles of the Childcare Professional</td>
</tr>
<tr>
<td>CDCC104</td>
<td>Infant/Toddler Development: Theory/Practice</td>
</tr>
<tr>
<td>CISM125</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>HOSP100</td>
<td>Orientation to Hospitality and Tourism</td>
</tr>
<tr>
<td>HPED150</td>
<td>Concepts of Physical Fitness</td>
</tr>
<tr>
<td>OSTM125</td>
<td>Notetaking</td>
</tr>
<tr>
<td>OSTM141</td>
<td>Word Processing I</td>
</tr>
<tr>
<td>OSTM210</td>
<td>Keyboarding/Document Production II</td>
</tr>
<tr>
<td>SPCH130</td>
<td>Signed English</td>
</tr>
</tbody>
</table>

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**COLLEGE SKILLS COURSES**

If a student is required to enroll in ENGL080 (Reading/Writing II), it is expected that they take DEV5111 (College Skills) with a linked social science course. DEV5111 should be completed before enrolling in other courses except those listed below. DEV5111 is linked with:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDCC110</td>
<td>Child Development: Theory and Practice</td>
</tr>
<tr>
<td>PSYC101</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSYC135</td>
<td>Child Psychology</td>
</tr>
<tr>
<td>SOCL101</td>
<td>Principles of Sociology</td>
</tr>
</tbody>
</table>

Students enrolled in a linked College Skills/Social Science course combination (e.g., DEV5111 and PSYC101) may not withdraw from the DEV5111 course without also having to withdraw from the linked social science course. However, students who choose to remain in the DEV5111 course by itself can do so and may withdraw from the linked social science course only.

(DEVS111, with its linked social science course, and ENGL080 may be taken concurrently.)

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Revised September 2008
Placement Tests, which are at least two hours long, are administered at all three College campuses. Students may retest only once after a 30-day time period has lapsed. There is a $10 retesting fee. Test scores are valid for four years. Students must register with the Testing Office at any of the three campus locations or call for available testing dates. For information call (609)343-5099, 343-4831 or 463-3775.

ESL Placement Test
Students whose native language is not English will be required to take the English as a Second Language Placement Test. Results are used to determine whether a student needs further instruction. Students who have been educated in the U.S.A. since the 8th grade and have graduated from an American high school are exempt from taking the ESL Placement Test. Students who entered the American school system after the 8th grade may be exempt based on an interview with the ESL department chairperson. Other exemptions include a TOEFL result of IBT 54, written 480, CBT157 or an SAT score of 540 in Critical Reading.

Upon successful completion of the ESL program, students are required to take an essay exam for placement into their next English course. Additionally, students are required to take the mathematics portion of the Accuplacer.

Nursing Entrance Test
Nursing program applicants must take the Nursing Entrance Test (NET). To be eligible to take the test, applicants must have completed at least two of the prerequisite courses with a successful passing grade before registering for the NET. The NET is a general, comprehensive assessment tool which evaluates several areas including basic math skills, reading comprehension, learning style, social interaction and stress level profile. Students may retest once per academic year. The last scheduled NET is in April for applicants to be able to meet the June application deadline for the Nursing program. There is a $40 fee for the NET. Call (609)625-1111, ext. 5633 or 343-5633. For the Cape May County Campus call 463-3775, ext. 4100. For the Worthington Atlantic City Campus call 343-4831 for assistance.

Institutional Credit-by-Examination Programs
Credit-by-examination is offered in Keyboarding and Document Production I, Word Processing I, Records and Information Management, Using PC Operating Systems and Introduction to Computers.

Portfolio Assessment
Portfolio assessment is available through the office of Thomas Edison State College. When credit is assigned, the student can transfer the credits back to ACCC by means of an official transcript. Students must initiate this process through Thomas Edison State College.

Online/Make-Up Testing
The Testing Office administers tests for online classes and provides alternate testing opportunities for students unable to take a scheduled classroom test for one of the following reasons:
- A documented disability identified by Counseling Services
- Religious holiday
- Emergency situations

The student should make arrangements with their instructor to initiate the make-up test. Once the instructor and student agree upon arrangements, the student should call or go to the Testing Office to make an appointment. Acts of cheating will not be tolerated. The instructor will be notified and the student will be banned from using the services, as stated in the Student Handbook.

The Mays Landing office is located in D building or call (609)625-1111, ext. 5633 or 343-5633. For the Cape May County Campus call 463-3775, ext. 4100. For the Worthington Atlantic City Campus call 343-4831 for assistance.

Tutoring Services
Tutoring is a support service and not a substitute for classroom instruction.

Tutoring is offered free of charge to students for any of ACCC’s classes dependent upon tutor availability. Although efforts will be made to accommodate student requests, there may be special circumstances (i.e. schedule incompatibility, availability of tutors) in which tutoring services may be delayed or unavailable.

In-person tutoring includes content courses (accounting, chemistry, history, psychology, etc.) and is available to students on an appointment basis. To be eligible for tutoring services, students must be enrolled and attending classes regularly in the content course for which the request is made.
Mays Landing Campus
Visit the Tutoring Office located in D building, room D138, and complete a tutoring request form. For information, call (609)343-4929 or 343-5631.

Cape May County Campus
Visit the tutoring area or call (609)463-3713, ext. 3720 or 343-4833.

Worthington Atlantic City Campus
Tutoring requests may be made in room 276 or call (609)343-4833.

Online Tutoring
ACCC offers free tutoring, depending on the availability of a tutor in the course. Students should complete an Online Tutor Request form, which can be obtained from ACCC’s Web site at www.atlantic.edu. Select the “Student Services” link to “Tutoring.”

LEARNING ASSISTANCE CENTERS (LAC)
LAC’s are located at all ACCC campuses, where hours are posted. For information and schedule information call (609)625-1111, ext. 5340, (609)343-4726 or (609)463-3713.

LAC COMPUTER AND TUTORING LABS
To use the LAC facilities, students must possess a current ACCC student identification card. Computer lab aids are available to provide technical support and tutors are available for registered students. Content tutoring is available on an appointment basis and an ESL tutoring lab operates at the Mays Landing Campus. A language lab is available for student use in Mays Landing and the Worthington Atlantic City campuses on a posted schedule basis.

LAC SKILLS LABS
Tutorial assistance is available in the LAC mathematics and writing skills labs at all ACCC campuses. To receive tutoring in mathematics, students must be currently enrolled in a developmental mathematics course. Any student who is currently enrolled in any course, which requires written assignments, is eligible to receive assistance in the writing lab. Based on availability of tutors, students may use the skills labs on a walk-in basis.

STUDENT ACTIVITIES

STUDENT IDENTIFICATION CARDS
Students will be issued a College photo identification card upon presentation of their current registration and a valid photo identification (ex. drivers license or passport). This card must be carried at all times and must be updated at the beginning of each semester with proof of enrollment. It is required to obtain materials from the library, use the computer labs, sell books back to the bookstore, participate in sports, use the recreation equipment in the Student Life Center and to gain admission to College-sponsored events. Students eligible for financial aid need ACCC identification cards to receive book checks from the business office.

Photo identification cards are issued in the Student Life Center in J building at the Mays Landing Campus. Evening students may contact the Student Life Center at (609)343-5010 for schedules. Worthington Atlantic City Campus and Cape May County Campus students may obtain identification cards according to posted hours. There is a $5 fee to replace lost cards.

STUDENT GOVERNMENT ASSOCIATION
Every ACCC student is a member of the Student Government Association (SGA). The main policy-making body of the SGA is the Student Senate. The senate is responsible for supervising the work of SGA committees, chartering student organizations, determining student organizations, approving budgeting of SGA funds, determining student policy, and working with faculty and administration to improve the College. The office is located in J building at the Mays Landing Campus. For information call (609)343-4900, ext. 5281, or visit www.atlantic.edu/sga.

CLUBS AND ORGANIZATIONS
ACCC sponsors special interest clubs and organizations on campus, which are open to all students regardless of race, creed or color. Each is chartered by the Student Senate of the SGA and has its financial obligations met from the student activities fee. Groups wishing to be officially recognized by the College must meet the requirements established by the SGA. Religious or political groups have the right to organize and be recognized by the SGA. Students registering for a class during activity period cannot attend club meetings. Information can be obtained from the Student Activities Office located in the Mays Landing campuses J building, or call (609)343-5010, or visit www.atlantic.edu.
FRATERNITIES AND SORORITIES
ACCC’s Board of Trustees recognizes fraternities and sororities on campus pursuant to the rules and regulations of the Student Government Association. The College supports such groups on campus because it believes that they can contribute to the growth of individuals by fostering mutual interests.

INTERCOLLEGIATE SPORTS
ACCC is a member of the Garden State Athletic Conference, which determines a state champion and selects All-Conference teams in each sport. In addition, ACCC is one of more than 500 members of the National Junior College Athletic Association (NJCAA). The NJCAA sponsors national championship events and selects All-American teams.

The Buccaneers is the official College team name for all ACCC sports. The College competes in intercollegiate men’s basketball and co-ed archery. For information contact the Athletic Coordinator at (609)343-5043.

STUDENT LIFE CENTER
The Student Life Center at the Mays Landing Campus is available for use by all ACCC students. Housed there are offices for the SGA, the Atlantic Cape Review newspaper, ping-pong tables, video games, and a television room. The center also provides information on Student Government, activities and clubs, and student identification cards, as well as lost and found.

The activities in the Student Life Center are a privilege which can be revoked for non compliance of College policies and Life Center rules.

The SGA and Atlantic Review offices are also located in the Student Life Center. Hours of use are posted throughout campus. For information, call the Student Life Center at (609)343-5010 or visit www.atlantic.edu.

STUDENT PUBLICATIONS
The Atlantic Cape Review is published during the fall and spring semesters and is edited and written by ACCC students with the help of a professional advisor. The publication offers an opportunity for all students to display or to develop skills in writing, photography, layout and graphics. It provides fair and impartial reporting on all topics of interest to all ACCC students. The ACR office is located in the Student Life Center at the Mays Landing Campus.

Rewrites, ACCC’s literary magazine, is published each spring. Staffed and edited by the College’s Creative Writing classes, it contains short fiction, poetry, one-act plays, essays, 2-D pencil, pen and ink drawings and photographs from College students, faculty and staff. Alumni contributions are welcomed.

Official student publications reflect the policy and judgment of the student editors and express students’ points of view. This entails the obligation to be governed by the standards of responsible journalism such as avoidance of libel, obscenity, defamation, and false prejudice. Student publications provide an opportunity for the sincere expression of student opinion.

STUDENT RADIO STATION
WACC, the campus radio station, is located in J building at the Mays Landing Campus and broadcasts daily to the College cafeteria during the fall and spring semesters. Students are invited to participate in programming the station. Contact the Student Activities Office in J building for information.
## Tuition and Fees for 2009

The following information is for the 2008-2009 academic year. ACCC reserves the right to change the tuition and fees for subsequent semesters.

### Tuition, General Education, Per Credit

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlantic and Cape May County residents</td>
<td>$88.40</td>
</tr>
<tr>
<td>Online courses</td>
<td>$107.60</td>
</tr>
<tr>
<td>Out-of-county, New Jersey residents with chargebacks</td>
<td>$88.40</td>
</tr>
<tr>
<td>Out-of-county, New Jersey residents without chargebacks</td>
<td>$176.80</td>
</tr>
<tr>
<td>Out-of-state and out-of-country</td>
<td>$353.60</td>
</tr>
</tbody>
</table>

### Tuition, Academy of Culinary Arts Program Courses, Per Credit

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Culinary Arts students, Atlantic and Cape May counties</td>
<td>$265.20</td>
</tr>
<tr>
<td>Out-of-county, New Jersey residents with chargebacks</td>
<td>$265.20</td>
</tr>
<tr>
<td>Out-of-county, New Jersey residents without chargebacks</td>
<td>$353.60</td>
</tr>
<tr>
<td>Out-of-state and foreign</td>
<td>$530.40</td>
</tr>
<tr>
<td>Culinary Arts program fee, per credit</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

### Application, Enrollment and Registration Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education Registration Fee, Adult Basic Education Program Grant (ESL)</td>
<td>$15.00</td>
</tr>
<tr>
<td>General College Application Fee, includes Placement Test and ESL Placement Test</td>
<td>$35.00</td>
</tr>
<tr>
<td>International Students Application Fee, F1 Visa only, non-refundable</td>
<td>$100.00</td>
</tr>
<tr>
<td>Allied Health/Nursing Program Application Fee, NURS, RESP</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

### Mandatory Fees, All Students

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fee, per credit (excluding online courses)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Information Services Fee, per credit, per semester</td>
<td>$5.00</td>
</tr>
<tr>
<td>Facilities Fee (excluding online courses), per credit</td>
<td>$3.00</td>
</tr>
<tr>
<td>Student Activity Fee, fall and spring semesters, per credit (excluding online)</td>
<td>$1.00</td>
</tr>
<tr>
<td>Student Accident Insurance, summer semester</td>
<td>$1.50</td>
</tr>
<tr>
<td>Student Accident Insurance, fall and spring, per semester</td>
<td>$2.50</td>
</tr>
<tr>
<td>Student Health Insurance, includes fall, spring and summer semesters</td>
<td>$46.00</td>
</tr>
<tr>
<td>Includes spring and summer semesters</td>
<td>$33.00</td>
</tr>
<tr>
<td>Summer semester only</td>
<td>$21.00</td>
</tr>
</tbody>
</table>

### Special Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academy of Culinary Arts</strong></td>
<td></td>
</tr>
<tr>
<td>Culinary Arts Credit-by-Exam Fee</td>
<td>$260.00</td>
</tr>
<tr>
<td>non-refundable, per course</td>
<td></td>
</tr>
<tr>
<td>Culinary Medal</td>
<td>$30.00</td>
</tr>
<tr>
<td>Culinary Online Sections Practicum Fee, per credit</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Allied Health and Nursing Programs</strong></td>
<td></td>
</tr>
<tr>
<td>NET, nursing entrance exam fee</td>
<td>$40.00</td>
</tr>
<tr>
<td>Clinical Fee, NURS, per credit</td>
<td>$210.00</td>
</tr>
<tr>
<td>Professional Liability Insurance Fee, clinical courses</td>
<td>$5.00</td>
</tr>
<tr>
<td><strong>Course-Related</strong></td>
<td></td>
</tr>
<tr>
<td>Developmental Service Fee: DEVS, ENGL070, ENGL080, MATH073, MATH074</td>
<td>$33.00</td>
</tr>
<tr>
<td>English as a Second Language Service Fee</td>
<td>$33.00</td>
</tr>
<tr>
<td>ESL courses</td>
<td></td>
</tr>
<tr>
<td>Heavy Technology Course Fee: science labs, HPED117, HPED118, per credit</td>
<td>$25.00</td>
</tr>
<tr>
<td>High School Dual Credit Enrollment</td>
<td>$20.00</td>
</tr>
<tr>
<td>Independent Study Course Fee, per credit</td>
<td>$10.00</td>
</tr>
<tr>
<td>Light Technology Course Fee: ARTS (except ARTS103, 105, 108, 109) computer labs, per credit</td>
<td>$17.00</td>
</tr>
<tr>
<td>Lab fee kit for ESC100 and BIOL103 online courses</td>
<td>$130.00</td>
</tr>
<tr>
<td>Site Visits Fee, per credit</td>
<td>$17.00</td>
</tr>
<tr>
<td>(fieldwork, internships, practicums)</td>
<td></td>
</tr>
<tr>
<td>Certification Fee, ALHT130, CDCC120</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Graduation</strong></td>
<td></td>
</tr>
<tr>
<td>Graduation Audit Fee, all graduating students</td>
<td>$30.00</td>
</tr>
<tr>
<td><strong>Testing</strong></td>
<td></td>
</tr>
<tr>
<td>Accuplacer Retest Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Institutional Credit-by-Exam Testing Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Upon successful completion, cost  will be the current per-credit rate minus the $25.00 testing fee</td>
<td></td>
</tr>
<tr>
<td>Learning Disability Testing Fee</td>
<td>$200.00</td>
</tr>
<tr>
<td>Proctored External Testing, per exam</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

### Additional Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection Fee, Delinquent Accounts</td>
<td>$25.00</td>
</tr>
<tr>
<td>Deferred Payment Plan Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Late Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Additional Parking Sticker Fee, students</td>
<td>$3.00</td>
</tr>
<tr>
<td>Returned Check Service Charge,*</td>
<td>$35.00</td>
</tr>
<tr>
<td>Student Identification Card, replacement</td>
<td>$5.00</td>
</tr>
<tr>
<td>Transcript Evaluation fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Evaluation of credits from other colleges, articulation agreements, Advanced Placement, CLEP, military, police training agreements, PONSi, and Tech Prep</td>
<td></td>
</tr>
</tbody>
</table>

*A second returned check to the College or the bookstore will place your account on a “cash only” basis for all other College services, including registration. “Cash only” includes money orders, American Express, Discover, MasterCard, or VISA credit card payments.*
REFUNDS
If ACCC cancels a class, or changes the time, day or date of a scheduled course, students may transfer tuition and fees to another course or elect to receive a full refund of tuition and fees. Tuition/fee refunds for withdrawals are calculated on a percentage basis according to the following:

- **Fall and Spring Semesters**
  - Before first day of semester - 100%
  - Before end of the second week of semester - 50%
  - After second week of semester - no refund

- **Summer Semester**
  - Before first day of session - 100%
  - Five days after start of six and eight week sessions - 50%
  - Second day of accelerated sessions - 50%

Exceptions may be made for extenuating circumstances which can be documented. Examples: If the first day of the fall semester is September 2, to get a 100% refund, notification must be served to the Enrollment Services Office by September 1. If September 1 is a holiday, notification must be made by the last business day prior to September 2.

If notification is served after September 1, but before September 16, a 50 percent refund will be issued. Thereafter, no refunds will be made. The College reserves the right to change faculty assignments.

TUITION PAYMENT INFORMATION
All tuition and fees must be paid in full. American Express, Discover, MasterCard and VISA are accepted. Checks or money orders must be payable to Atlantic Cape Community College or ACCC. Vouchers or purchase orders are also accepted from any person or agency that provides a form or letter authorizing ACCC to bill them for tuition and fees. Registrations will not be processed unless payment in full is submitted, arrangements have been made through the Bursar’s office, or the Financial Aid Office has approved financial aid deferments.

Tuition and fees are charged on a per-credit basis. Costs for a course may also include any relevant laboratory fees, other fees, plus the mandatory insurance fees for full- or part-time students. Check ACCC’s current semester’s Schedule of Credit Courses for a current listing of tuition and fees, or contact the Business Office located at the Mays Landing Campus.

CHARGEBACKS
Atlantic and Cape May County Residents
Chargebacks are issued to Atlantic and Cape May County residents who are enrolled in programs not currently offered by ACCC. Eligible students may request a “Certificate of Inability to Admit” (chargeback) from ACCC by October 15 for fall classes, March 1 for spring classes, and July 18 for summer classes. No chargebacks will be issued after these dates.

Atlantic County residents must take the form to the Atlantic County Treasurer’s Office, Atlantic and Tennessee avenues in Atlantic City, (609)343-2257. Cape May County residents must take the form to the Cape May County Treasurer’s Office, 4 Moore Road in Cape May Court House, (609)465-1170. If you are issued a chargeback refusal, you must take the form back to the college you are attending. Call ACCC’s Admissions Office for more information.

Other Counties
Students who are not residents of Atlantic or Cape May counties are required to file chargeback forms every semester upon registration or they must pay out-of-county fees. A chargeback authorizes ACCC to bill the student’s home county in New Jersey for the out-of-county portion of the tuition. It is the student’s responsibility to verify eligibility for a chargeback with the home county. Forms are available from the local county treasurer’s office or community college.

To be eligible for chargebacks, residents of counties other than Atlantic or Cape May will need to:
- Be a valid resident per the requirements of their home county.
- Enroll for a course or program that is not offered by their home county college.
- Demonstrate minimum competency on the Placement Test.
- Request a “Certificate of Inability to Admit” Form (chargeback) from their home county college admissions office certifying they do not offer the course.
- Process necessary paperwork from the home county treasurer’s office to obtain a chargeback.
- Check with the home county for additional information, deadlines and residency requirements.

ACCC will allow registration at the in-county rate for students from counties that require proof of registration to obtain a chargeback. The student must sign a chargeback promissory note. For further information on payments or chargebacks, call the Business Office at (609)343-5105, (609)625-1111, ext. 5105, or (609)463-4774, ext. 5105.

REQUIRED INSURANCE
Insurance rates are subject to change and are listed in the catalog under the Tuition and Fees section. For information, call the Health Office at (609)343-5112, or 625-1111, ext. 5112. For Cape May County, call 463-4774, ext. 5112, or request a brochure from the Enrollment Services Office.
**Health Insurance**

New Jersey state law requires that all full-time students must provide proof of health insurance coverage at the time of registration. ACCC can provide limited coverage, through a group policy, to students who do not have insurance. Full-time students or Nursing and Respiratory Therapy majors, in clinical, are eligible when contact hours are greater than, or equal to, six credits, have the option to participate.

**Accident Insurance**

All students are covered by a mandatory group accident insurance policy. Students are covered during all school-sponsored functions, classes or activities while enrolled.

**FINANCIAL AID INFORMATION**

All students who want to be considered for financial aid, even those only applying for loans, must file a Free Application for Federal Student Aid (FAFSA). Students can obtain an application at the Financial Aid and Veterans Services Office on the main campus, and at the Worthington Atlantic City Campus or the Cape May County Campus. ACCC’s code number is 002596.

Students can file the FAFSA online and should file as soon as possible. Visit www.pin.ed.gov to get a PIN number and file online at www.fafsa.ed.gov. The FAFSA application will determine eligibility for grant, loan and work assistance. This determination is based on a federal methodology that processes application data, such as family income and asset information, and calculates an Expected Family Contribution (EFC).

Students are strongly encouraged to file by May 1, if applying for the fall semester, or by October 1, if applying for the spring semester. Continuing students must re-apply each year by the above stated deadlines. Students not seeking a degree are not eligible for financial aid. For complete information, visit www.atlantic.edu.

**General Eligibility Requirements**

Students must:

- Have a high school diploma or GED, or get a passing score on the Placement Test.
- Be enrolled in a degree or certificate program.
- Demonstrate financial need.
- Maintain satisfactory academic progress.
- Submit all required documentation within the specified deadlines.

When a student is awarded financial aid, their award letter indicates the enrollment status for which the award is based. Financial Aid awards are reviewed and adjusted for changes in enrollment status (credit load changes) through the 10th day (add/drop period) of the term.

**Total Withdrawals**

A student’s award may be adjusted if the student chooses to withdraw. The student’s financial aid award would be prorated to the time the student attended. If the student has not earned all the financial aid originally awarded they may incur a bill. Awards can also change due to funding levels, but this is rare.

**NA Grades**

NA means that the student never attended their class. This information is reported from faculty approximately four to five weeks into the term. If a student receives a grade of NA their awards will be adjusted down to the credits they attended, if any. Financial aid will not pay for courses where a student receives a NA grade. Students may appeal only by having the instructor write or e-mail the Financial Aid Office stating that the grade was submitted in error.

**Total F Grades**

When a student fails to earn a passing grade in any of the classes in which the student was enrolled, the student’s grades do not provide evidence that the student did not officially withdraw. Students who fail to earn a passing grade in all classes will be subject to a return of aid calculation.

**GRANTS AND PROGRAMS**

For additional information visit http://www.atlantic.edu/. Choose “services for students” and “financial aid.”

**Academic Competitiveness Grant-AGC**

A federal grant program that provides additional grants to eligible students who pursued a rigorous program of study in high school on or after January 1, 2005.

**Educational Opportunity Fund-EOF**

A New Jersey grant program for students from educationally disadvantaged backgrounds who have exceptional financial need. It is available to New Jersey residents only.

**Federal Pell Grants**

These grants provide financial assistance to students enrolled in an eligible program as determined by a national formula. The amount of the award is based on eligibility as determined by the Pell Grant formula, the cost of the program, and enrollment status.

**Federal Supplemental Educational Opportunity Grant-SEOG**

A federal program, FSEOG provides money to undergraduate students with financial need. Pell Grant recipients with exceptional need are given priority.
Tuition Aid Grant-TAG
Available to New Jersey residents only, this program provides aid to full-time students. New Jersey county college students enrolled for six to 11 credits may be eligible for awards through the part-time TAG program.

LOAN ASSISTANCE
Visit the College Web-site at www.atlantic.edu for further information on the following loans.

Federal Direct Subsidized Stafford Loans — These are low interest loans. The lender is the U.S. Department of Education. In order to be eligible, the applicant must be enrolled at least half-time and have financial need. Loans range up to $3,500 for freshmen and $4,500 for sophomores. The interest rate as of July 1, 2008 is at a fixed rate of 6.00 percent. No interest is charged on the loan while the student is enrolled on at least a half-time basis, during the grace period, and during deferment periods. In addition to interest, there is a loan fee of 2 percent of the principal amount, which is deducted before the loan money is disbursed.

Federal Direct Unsubsidized Stafford Loans — These are low interest loans. The lender is the U.S. Department of Education. In order to be eligible, the applicant must be enrolled at least half-time. The total borrowed from both Subsidized and Unsubsidized Stafford loans may not exceed $3,500 for freshman or $4,500 for sophomores. Independent students may borrow up to an additional $6,000 per academic year. The interest rate as of July 1, 2008 is at a fixed rate of 6.80 percent. In addition to interest, there is a loan fee of 2 percent of the principal amount, which is deducted before the loan money is disbursed. Because this loan is not subsidized by the government, you are responsible for all interest that accrues while you are in school, in deferment or during your grace period. You may choose to make interest payments while in school or you may defer (and continue to accumulate) the interest until repayment.

Federal Direct PLUS Loans — These are low interest loans for parents to help their children, who are dependent students, meet college costs. Parents may borrow up to the cost of education for each student enrolled at least half-time in college. The interest rate as of July 1, 2008 is at a fixed rate of 7.9 percent.

New Jersey CLASS Loans — Students or parents may apply for a NJCLASS loan after all other sources of student aid are exhausted. NJCLASS may be used for school-related expenses including tuition, fees, books and supplies. There are no annual and/or aggregate loan limits.

OTHER TYPES OF ASSISTANCE

Federal College Work Study Program-FCWSP
FCWSP provides part-time jobs to students who have financial need. Their work schedule is built around their class schedule. An attempt is made to place students in jobs that relate to their course of study, interest and skills. Awards are based on limited federal appropriation.

Hope Lifelong Learning Tax Credits
Students who do not qualify for financial assistance may qualify for a substantial tax credit. Expenses paid via a Pell Grant or other tax-free scholarship or fellowship do not qualify for this credit.

The Hope Credit
The Hope Credit is a tax credit for students in the first two years of college. It is up to 100 percent of the first $1,100 of qualified tuition and up to 50 percent of the second $1,100. A taxpayer can receive up to $1,650 credit for each of the first two years of college. The credit is phased out for joint filers between $94,000 and $114,000 if income, and for single filers between $47,000 and $57,000 of income.

Lifelong Learning
Students attending less than half time are not eligible for HOPE tax credit. However, they may be eligible for the Lifelong Learning Credit, which allows students studying for undergraduate, graduate or job skills training a 20 percent tax credit on the first $10,000 of tuition paid.

New Jersey Army National Guard College Educational Benefits
Guard members may take up to 15 credits per semester tuition-free. Students must apply for all available state and federal grants and/or scholarships for which they are eligible. Call (609)343-5082 for information.

NJ STARS – See the Admissions section of this catalog for information.

Scholarship and Award Program Offered by ACCC
Scholarships are available to returning and graduating students. Each scholarship has a set of criteria that must be met by the applicant. All students maintaining a GPA of 2.5 or better are encouraged to apply. Each applicant is a potential candidate for all of the scholarships. A listing of available scholarships and awards, their respective eligibility requirements, and applications forms are available at the Financial Aid Office in early December.
Senior Adults Program—SAGES
Atlantic and Cape May county residents, 60 years of age or older, are eligible to join ACCC’s SAGES (Senior Adults Gaining Education and Stimulation program). Membership is free.

As a member of SAGES, a senior adult may enroll tuition free in credit courses when space is available. Any senior adult taking a college-credit course will be assessed a general fee per credit hour, a one-time application fee for those attending ACCC for the first time, plus any special fees which apply to specific courses. Refer to the Tuition and Fees schedule for more information.

SAGES students must register for credit courses in person on the designated date. No mail registrations are accepted. Nursing, Culinary Arts, Baking Pastry, Food Service Management or class registrations submitted prior to the designated date are not eligible for tuition waivers. For information, call the Student Development Office at (609)343-5088.

Volunteer Fire Company, First Aid or Rescue Squad
An active member, in good standing, of a volunteer fire company, first aid or rescue squad, and the dependent children and spouse of a volunteer may enroll in courses at ACCC on a tuition-free basis in credit courses when space is available on the designated date. Nursing, Culinary Arts, Baking Pastry, Food Service Management or class registrations submitted prior to the designated date are not eligible for tuition waivers. To register, volunteers or dependent children and spouse must submit a letter of eligibility from their municipality. Contact the municipality for information.

VETERANS AFFAIRS
For information, contact:
• ACCC Office of Financial Aid and Veterans Services, (609)343-5082
• N.J. Department of Higher Education
• U.S. Department of Education, 1-800-4FED-AID

Veterans and eligible dependents attending ACCC may receive assistance by applying for educational benefits, which are provided by the Financial Aid and Veterans Services Office. Students who are eligible for veterans benefits should submit applications at the Mays Landing Campus. Appointments are necessary for assistance and can be scheduled by calling (609)343-5129.

Student enrollment is checked and reported to the VA every 30 days. Student benefits may be affected if they receive a grade of F (failure), W (withdraw) or NA (never attended). Students must contact ACCC’s Financial Aid and Veterans Services Office before withdrawing.

How to Register
Follow the same admission and registration process as all other ACCC students seeking a degree, except before registering for any course contact the Financial Aid and Veterans Services Office to obtain a Transmittal Form.

Enrollment certification to the Veterans Administration will be made only after a properly completed transmittal form and application has been received by the Financial Aid and Veterans Services Office. Benefits usually begin eight to 10 weeks after the application has been sent to the Veterans Administration.

Academic Amnesty
A student may request to have prior academic credits removed from his or her academic record. A student who receives payments from the Veterans Administration and petitions to have academic credits dropped from his or her student record should be aware that ACCC’s Veterans Services Office will not certify any benefits for the credits for which he or she receives amnesty.

Advance Payment
Advance payment may be made to those entering training for the first time and for students who have had a break in training of at least 30 days. An advance pay request must be made by the student through the Financial Aid and Veterans Services Office no later than 45 days prior to the start of classes.

Transfer Students
Students transferring into ACCC must apply to the Veterans Administration for a change in their place of training and/or program of study. Request forms are available in the Financial Aid and Veterans Service Office. Official transcripts from all other post-secondary institutions must be sent to the Admissions Office.

CAMPUSES

MAYS LANDING CAMPUS
ACCC’s 541-acre Mays Landing Campus is built around a quadrangle of lawn. The buildings, designed of split-face brick and natural cedar shakes, are joined by a system of walkways. A central loop connects buildings and parking areas with the Black Horse Pike (Route 322). Facilities for instruction and student services are provided in the following buildings:

A-Simon Lake Hall
Laboratories and preparation rooms for anthropology, biology, chemistry and physics, general-purpose classrooms, lecture hall, faculty support services, faculty offices, student lounge with vending machines and the Dr. Thomas E. Brown greenhouses
B1-Silas Morse Hall
General-purpose classrooms and faculty offices

B2-Charles B. Boyer Hall
General-purpose classrooms, computer labs, ESL lab and faculty offices

B3-Samuel Richards Hall
General-purpose classrooms and faculty offices

C-Walter E. Edge Hall
Center for theater and music instruction, art gallery, dance studio, cafeteria and Academy of Culinary Arts kitchens

D-Richard Somers Hall
Distance education classroom, media viewing rooms, skills laboratory, tutoring, administrative offices, small study/meeting rooms and audiotape rooms

D-Daniel Leeds Hall
William Spangler Library, computer lab, Learning Assistance Lab, Assistive Technology Resources, Instructional Technology Department and testing offices

E-Jonathan Pitney Hall
Gymnasium, faculty offices, locker rooms with showers, general-purpose classroom, Health Services Office and the infirmary

H-Ruth Lee Allied Health Building
General classroom, distance education lecture hall, nursing laboratory, lounge and offices

J-Building
First floor: Student services, admissions, enrollment services, financial aid, cooperative education, counseling, EOF, bookstore, childcare center, business office, Student Life Center.
Second floor: John J. Rosenbaum Conference Center, Oliver Henderson administrative wing; administrative offices: President, Board of Trustees, finance, business services, purchasing, college relations, continuing education and resource development, ACCC Foundation, human resources, planning and research

K-Building – Joins the A, B, and H complex
Academic administration, computer classroom, art studios, student lounge, computer operations center

M-Academy of Culinary Arts
Atrium lobby, teaching kitchens, classrooms, Careme’s Gourmet Restaurant, Strudels retail store, administrative and faculty offices

Mays Landing East Building
Located a short distance east of the Mays Landing Campus on Route 322, the East Building houses general purpose classrooms, offices and Continuing Education offices.

Q-Building
Houses classrooms and offices for Rutgers University

CAPE MAY COUNTY CAMPUS
ACCC’s Cape May County Campus, located at 341 Court House-South Dennis Road in Cape May Court House, opened in September 2005. The nearly 68,000-square-foot building features two connected wings. Facilities include classrooms, computer and science labs, lecture hall, conference room, library services and media, cafeteria, bookstore, advising, counseling, testing, tutoring, financial aid and administrative offices. Credit and non-credit day and evening classes are available. For information call (609)463-3958.

CHARLES D. WORTHINGTON ATLANTIC CITY CAMPUS
The Worthington Atlantic City Campus, located off the Atlantic City Expressway at 1535 Bacharach Boulevard in Atlantic City, provides a broad range of educational and other services to students, especially those who live and/or work in the Atlantic City area. The completion of the Health Professions Institute in the spring of 2008 has expanded the building to 78,000 square feet. Facilities include classrooms, an information commons, student center, multimedia room, computer labs, science lab, conference rooms, cafeteria and a bookstore. Services available for students in credit and non-credit classes include admissions, enrollment and student services, testing, advisement, counseling, financial aid and tutoring. There is also administrative and faculty support. Credit and non-credit day, evening and weekend classes are available. A safe environment is provided by 24-hour security and gated parking facilities. Day and evening classes, library services, tutoring, testing, advisement, counseling and financial aid for credit and non-credit programs are offered.

CONTINUING EDUCATION
The continuing education division provides a wide range of educational and training programs to meet the needs of individuals and businesses in the Atlantic/Cape May region. For those new to the workforce or looking to enhance personal skills, the department provides learning opportunities to students at many sites throughout the two counties. Partnerships with local business and industry ensure that both the companies’ need for skilled workers and the individual’s need to increase their skills is being met. Continuing Education programs include:

Career Training Certificate Programs
Career Training Certificate Programs prepare students for a wide range of career options. These programs are designed to help the student obtain the skills required to begin a new career in a few short months. Experienced teachers utilizing modern, state-of-the-art equipment provide a well-rounded curriculum designed for success in a new career. Visit www.atlantic.edu/conted for a complete list of programs. For additional information call (609)343-5650.
Training Services for Business

ACCC’s Office of Corporate Training can deliver training programs and targeted consulting to businesses and organizations in Atlantic and Cape May counties, and help meet the demands of an increasingly challenging and competitive market. Any professional development course or computer workshop offered by ACCC can be customized to an organization’s specifications. The Corporate Training Office also provides comprehensive needs assessments and assistance with applications for N.J. Department of Labor Workforce Development Grants. For information call (609)343-4816.

Casino Career Institute

The Casino Career Institute provides services to the people and industry of Atlantic County. It has been approved by the N.J. Department of Higher Education and licensed by the N.J. Casino Control Commission. CCI is the first licensed gaming school in the nation affiliated with a community college, and a licensed slot training school in New Jersey. Students receive hands-on training in the fully equipped mock casino floor. CCI offers dealer, surveillance training and slot training. Visit www.atlantic.edu/conted for a complete list of programs. For information call (609)343-4814.

Institute for Service Excellence

The Institute, located at 4403 Black Horse Pike in Mays Landing in the Hamilton Mall, trains workers for the high-growth hospitality and emerging retail industries. The ISE includes two classrooms, a computer lab, conference room, resource room and offices. Operating under a grant from the N.J. Department of Labor and Workforce Development, the ISE provides no-cost ESL and retail, sales and service training to unemployed and underemployed individuals in Atlantic and Cape May counties. For information and class schedules call (609)343-5600.

Adult Basic Skills/Literacy

The program delivers educational services for adults who lack the basic skills necessary for literate functioning, productive employment, effective parenting and citizenship. Courses include Adult Basic Education, GED Preparation and English as a Second Language integrated with Civics Education. To apply, visit the Admissions Office at the Worthington Atlantic City Campus. The application center is open Monday to Friday, 9 a.m. to 4:30 p.m. For information call (609)343-4817.

New Health Professions Institute

ACCC’s Health Professions Institute, opened in early 2008, occupies approximately 5,600 square feet. HPI features a science lab, lecture classrooms and a computer center. Students will receive comprehensive allied and auxiliary health training for a number of health care careers, such as Surgical Technician, Certified Nurse Aide, Medical Terminology, Phlebotomy, Clinical Medical Assistant and Medical Administrative Office Specialist and Patient Care.

The HPI was funded by a $1.2 million capital grant from the U.S. Department of Commerce and $1.8 million in state and Atlantic County funds. The project is also backed by Workforce Investment Board Healthcare Partnerships and executives in the healthcare industry.

The creation of the Health Professions Institute came in response to the growing demand for skilled healthcare workers in the region. By 2010, there will be 98,700 new healthcare jobs created in New Jersey, according to the N.J. Department of Labor. Nearly 10 percent of all workers in Atlantic and Cape May counties will be employed in the healthcare sector. The Health Professions Institute provides opportunities for low income individuals to acquire skills for these demand occupations with high wage potential, benefits and career mobility. The programs prepare students for the necessary certification exams and/or entry-level positions in their selected field.

Professional Development and Personal Enrichment

ACCC’s Continuing Education department provides courses to meet the educational training and personal and professional development needs of Atlantic and Cape May county residents. Community Education programs offer a wide range of workshops and seminars to help professionals continue their learning process to enhance their skills or learn new ones. Personal enrichment classes are offered from dance, to how to buy a computer, to learning the latest software applications. Classes are offered days, evenings and weekends at all three ACCC sites and at various locations throughout Atlantic and Cape May counties. Additional information is available at www.atlantic.edu or by calling (609)343-4829.

Meeting and Conference Services

The College provides full meeting and conference services assistance to the community. Utilizing the resources available at ACCC’s three locations and the Institute for Service Excellence located at the Hamilton Mall, meeting and conference services staff can assist any group to meet their need for computer labs, meeting rooms, video conferencing, catering and registration services. Quality service is standard while maintaining affordable rates for the local community. Call (609)343-4802 for information.

CAMPUS SERVICES

Athletic Facilities—Mays Landing

ACCC’s indoor athletic facilities include a gymnasium with a seating capacity of 800, lockers and showers. Outdoor facili-
ties include softball and soccer fields, an archery range and exercise trail. Use of these facilities must be scheduled with the facilities coordinator at the Mays Landing Campus, or call (609)343-5039.

Audiovisual Services
All audiovisual services for the College sites are provided by the Audiovisual Services Department. Audiovisual materials for classroom use are produced by College personnel including photos (both digital and print) and videotape programs. The video (VHS) collection is cataloged and maintained in the library. Students are not permitted to borrow videotapes, but may view them in the library. The department also manages the reception and distribution of satellite-based teleconferences and programs.

Auditorium/Theater-Mays Landing Campus
The College’s cultural events are staged in the auditorium/theater, which seats more than 460 people and includes disabled guest spaces. Located in Walter E. Edge Hall, the auditorium is available for rental by community groups. For information, call (609)343-5039.

Bookstore
The bookstore is an independently operated service with stores at all campuses. The bookstore in Mays Landing is the largest facility selling both ACCC and Rutgers University course materials. The store carries a complete line of culinary formal and functional chef clothing along with a variety of traditional ACCC College sportswear and sundry items. The two satellite stores on the Atlantic City and Cape May County campuses are stocked with course materials and items that meet the needs of student populations.

All stores accept cash, personal checks (with proper identification), VISA, MasterCard, American Express and Discover cards. Financial aid book checks are honored with proper identification (Seventy-five percent of the check amount must be used within the bookstore before cash change can be disbursed).

Store hours are posted at all locations. Students can call (609) 625-5205 for additional dates and extended times of operations during the fall and spring rush. Avoid the rush by ordering course materials online at http://www.acccbkstr.com or order course materials via fax at (609)625-5205. To have course materials delivered to your home, call (609)625-1111, ext. 5130.

For bookstore questions call (609)343-5130 or 625-1111, ext. 5130.

Bus Service
NJ Transit buses run hourly, Monday through Friday, 8 a.m. to 9:45 p.m., between Atlantic City and ACCC’s Mays Landing Campus. NJ Transit line 552 stops at the Cape May County Campus. For information, call the NJ Transit’s Telephone Information Center at 1(800)582-5946.

Campus Access Roads and Walkways
Only authorized vehicles are permitted on College access roads and walkways. To receive authorization for use, written permission must be obtained from the Facilities Management Office. The use of skateboards, roller blades, roller skates, bicycles and scooters is prohibited.

Careme’s Gourmet Restaurant
The Academy of Culinary Arts operates ACCC’s gourmet restaurant, Careme’s. This elegant dining room is located on the Mays Landing Campus. Careme’s is run by students under the direction of culinary educators as part of the ACA curriculum. The restaurant is named after famed chef Marie-Antoine Careme and is open to the public for lunch and dinner while ACA classes are in session. The changing menu features classical, international and American cuisine, seasonal specialties and tableside cooking, as well as desserts. Careme’s seats 100 people and offers a beautiful view of the campus. Call (609)343-4940 for reservations.

Childcare Facilities—Mays Landing
Barbarito and Beyers Preschools, Inc. operates a preschool on the Mays Landing Campus. It is licensed to enroll children one to six years of age and is open to the community, ACCC students and staff. It features age-separated groups, certified staff and state-of-the-art developmentally appropriate curriculum. A summer camp program is available in conjunction with Barbarito and Beyers Preschools’ other locations. For information call (609)343-4949.

Food Service
All ACCC campuses offer food amenities either through traditional cafeteria service and/or vending operations. Hours for traditional cafeteria service are posted at all campuses. Primary services are offered between 8 a.m. and 2 p.m. Vending operations are available during all campus hours. Vending operations at the Atlantic City and Cape May County campuses are centrally located within the buildings. In Mays Landing, vending machines are located in buildings A, D, H, K, C, the gym lobby and the Mays Landing East building.

John J. Rosenbaum Conference Center
As part of its community service function, the Mays Landing Campus has multipurpose conference rooms available for use for off-campus, not-for-profit organizations and agencies, educational, cultural, charitable, social, civic and recreational purposes. Business enterprises may rent the conference room for workshops and conferences. For information call (609)343-5039.
Housing
ACCC does not have dormitories. The College offers information on housing only to its Academy of Culinary Arts and Hospitality program students who live outside ACCC’s regular service area. For information, call (609)625-1111, ext. 5274.

Information Technology Services (ITS)
ITS provides, administers and maintains the computing and network infrastructure for all ACCC’s campuses. Systems include MIS (SIS, HRS, and FRS), Internet access, LAN/MAN campus networks, multi-user operating systems, voice, video, administrative and academic desktop support, file and print services, e-mail, Web and distance education systems.

ITS has final authority over the connection and proper use of systems attached to ACCC’s network facilities (voice, video and data). All users of such are expected to use them responsibly; this includes, but is not limited to, understanding and adhering to a code of conduct that promotes respect for authorial integrity and copyrights. For information, call (609)343-4910.

William Spangler Library
Library resources and facilities are available to the College community and residents of Atlantic and Cape May counties. The library owns more than 71,000 books, audiocassettes, VHS videos, and music CDs, as well as subscriptions to more than 187 periodicals. In addition, 12 computer workstations and 16 wireless laptops are available for student and faculty use in the library. Professional (MLS) librarians and several library graduate assistants are available to provide assistance to students, faculty and staff.

Atlantic County Library’s online integrated system (book catalog) is shared by the College library, four high schools, the Atlantic County Institute of Technology and 15 public library collections in the countywide system, making over one million volumes available to students, faculty and staff at ACCC through interlibrary loan. In addition, over 4,700 electronic books (eBooks) are also available via the library’s Web site and can be accessed in the library and off-campus. A valid ACCC identification card is needed to borrow material. Identification cards may be obtained at the Student Life Center.

The library subscribes to 10 research databases, including EBSCOhost, Lexis-Nexis, and Literature Resource Center database services, which provide access to over 13,000 digitized newspaper, magazine, and scholarly journal publications. Off-campus access is available to these resources through the library’s proxy server.

Books, articles and other materials not owned by the Spangler Library can be obtained for students and faculty, free of charge, from over 40,000 libraries worldwide via the library’s interlibrary loan service.

Videos in VHS format are available to students for viewing in the library only. Selected titles from the library’s video collection have been placed on the College video server and can be viewed from any computer at ACCC’s three sites. Off-campus access to videos is not permitted at present.

Cape May County and the Worthington Atlantic City Campuses Information Commons
The Cape May County and Worthington Atlantic City campuses each have an Information Commons with library, computer lab and tutoring services. If materials are not available at the branch campuses, students may submit a request. All electronic databases and other resources can be accessed from the Learning Assistance Centers at all campuses.

Cape May County Campus hours when classes are in session:
Monday through Thursday, 9 a.m. to 9:30 p.m. • Friday, 9 a.m. to 4:30 p.m. • Saturdays, closed

Worthington Atlantic City Campus hours when classes are in session:
Monday through Thursday, 8 a.m. to 9:30 p.m. • Friday, 9 a.m. to 4:30 p.m. • Saturdays, 9 a.m. to 1 p.m.

When classes are not in session, the libraries are open Monday through Friday from 9 a.m. to 4:30 p.m. or they may be closed.
Contact the Associate Dean of Academic Support Services at (609)343-4937 or e-mail wilinski@atlantic.edu for information.

Nurse
Accidents or illnesses occurring at any ACCC site must immediately be reported to the College Health Specialist at (609)343-5112. When that person is not on duty, calls will be automatically directed to security at ext. 5125. In Atlantic City, call security at (609)343-4800 and in Cape May call (609)463-6390.

Parking
Parking is available for students at all ACCC locations. Students must provide proof of registration at ACCC when applying for a parking decal. A current parking sticker must be displayed on the vehicle’s rear passenger window, driver’s side. Parking permits will not be issued to persons charged with delinquent fines unless payment for all charges accompanies the permit application.

All vehicles must be parked in designated lots, unless otherwise directed by Security personnel. Students may park vehicles in white-lined spaces only. No parking is permitted on grass areas, road shoulders, or tow away zones. Parking in handicapped zones without a handicapped parking permit is strictly forbidden. Stickers and a copy of the motor vehicle regulations brochure can be obtained from campus Security.
Public Telephones
Public telephones are available at ACCC’s three sites.

Security
Security guards are available at all sites. In the event of an emergency, information will be posted to the College Web site. The College also has the ability to send e-mails and text messages to faculty, staff and students; visit www.atlantic.edu to sign up for the ACCC TxtAlerts feature.

Accidents or thefts should be reported immediately. To contact Security at the Mays Landing Campus, pick up an internal telephone in the main hallway of any building for a direct line to the Security Office. Students may also dial ext. 5125 from any phone on campus. At the Worthington Atlantic City Campus, contact the Security Desk on the first floor or call (609)343-4841. At the Cape May County Campus visit the Welcome Desk (main lobby) or call 463-6390.

ACADEMIC PROGRAMS
ACCC offers curricula leading to three degrees: the Associate in Arts (A.A.), the Associate in Science (A.S.), and the Associate in Applied Science (A.A.S.). These degrees are designed so that full-time, academically prepared students may complete their studies in four semesters, over a two-year period. (This does not apply to the Nursing and Respiratory Therapy Assistant programs.)

Part-time students are free to work at a self-determined pace. In addition, both full-time and part-time students may require additional time to master verbal, written and elementary mathematics skills that are prerequisite to their programs of study. For degree-seeking students, this need is determined prior to registration when they take the Placement Test.

A.A., A.S., and A.A.S. degrees require 45, 30 and 20 credits, respectively, in general education and that students successfully complete course work in a designated program of study. Refer to the individual program listings for course requirements.

General education courses are mandated by the state of New Jersey to facilitate the development of the broadly educated person, one who is able to think effectively, communicate thoughts, make relevant judgments and distinguish among values. Some program courses are designed for transfer into major fields of study at four-year colleges or for job placement.

STUDENT STATUS
Full-time Status
A typical, full-time program consists of two semesters, a fall term beginning in early September and concluding in December, and a spring term beginning in January and ending in May. Students are considered full-time when they carry 12 or more credits each semester; 16 credits is a normal full-time load. Students may not carry a course load of more than five major subjects (those having three or four semester credits), or a total of more than 18 hours of credits per semester, without special permission from their advisor.

Part-time Status
A student who registers for fewer than 12 credits per semester is considered part-time. Two courses with a total of six or seven credits is a normal part-time load.

STUDY OPTIONS
Distance Learning
ACCC, a leader in educational technology and distance learning in the state of New Jersey, offers associate degrees that can be completed through online courses. The typical community college student often juggles full-time work and family priorities in addition to attending class, so the ease of “anytime, anyplace” learning helps them achieve their education goals conveniently. The degree programs available at a distance include:

• Business Administration, A.A.S.
• Business Administration, A.S.
• Computer Information Systems, A.S.
• General Studies, A.S.
• Office Systems Technology, A.A.S.
• Liberal Arts, A.A. options: Business Administration, History, Humanities Literature, Psychology and Social Science

It is highly recommended that students taking distance education courses possess excellent organizational and time management skills. Students interested in taking a distance education course are encouraged to fill out the online survey “Are Online Courses Right for You?” located at http://www.atlantic.edu/online.

Independent Study
An independent study allows a student to pursue study in a course not offered in a given semester. The student contacts a faculty member in the course discipline, requests the independent study, and initiates the Application for Independent Study. Upon approval from the Dean of Instruction, the Enrollment Services Office notifies the student that they can register for the course, which includes a $10 per credit Independent Studies fee.
Non-Credit Courses
ACCC’s Continuing Education department provides courses and services to meet the educational training and personal and professional development needs of the residents of Atlantic and Cape May counties. Classes are offered days, evenings and weekends at all three College sites and at various locations throughout Atlantic and Cape May counties. Additional information is available in the Continuing Education Program Guide, by visiting www.atlantic.edu or by calling (609)343-4829.

Online Courses
For information about distance education visit http://www.atlantic.edu/online
ACCC offers over 120 different courses online. Students taking courses online use their home computer connected to the Internet to “attend” class. (Students without home computers may use the computers in the library or in the Learning Assistance Centers at all three College sites.) Students generally complete all course requirements (assignments and tests) online, and communicate with their instructor and fellow classmates using e-mail, class bulletin boards and chat.

There are different course management systems used by ACCC to conduct online courses. Most of the classes use WebCT (Web Course Tools), which can be accessed through a common Web browser. This system has e-mail, discussions, chat, online testing and many other features that enhance the overall online learning experience. Some courses use different course management systems. Students are given very specific information on how to log into courses no matter which course management system is used.

Professional Series
Designed for students to develop entry-level skills for specific jobs, each series is a cluster of courses which can be completed in one year. General education courses are not required. Upon successful completion of all courses, students receive a letter of recognition. All credits earned may be used toward an appropriate associate degree.

NEW JERSEY COMMISSION ON HIGHER EDUCATION DEGREE PROGRAM CRITERIA

Each educational program leading to an associate degree shall consist of college courses totaling at least 60 but not more than 66 semester credit hours or the equivalent in quarter hours, courses, or other measurement used by the institution. The 66-credit-hour maximum may be exceeded when required for licensure or accreditation by a recognized agency or for student transfer to full junior status.

Associate in Arts – A.A. Degree
The associate in arts (A.A.) degree nomenclature is appropriate for programs in the liberal arts, humanities, or fine and performing arts; such programs are transfer-oriented. For A.A. degrees, general education courses should total no fewer than 45 semester credit hours or the equivalent.

Associate in Science – A.S. Degree
The associate in science (A.S.) degree nomenclature is appropriate for programs in mathematics, the sciences, business, or in allied health fields if the program is intended as prebaccalaureate work; such programs are transfer-oriented. General education courses for the A.S. degree should total no fewer than 30 semester credit hours or the equivalent.

Associate in Applied Science – A.A.S. Degree
The associate in applied science (A.A.S.) degree nomenclature is appropriate for programs that emphasize career preparation in the applied arts and sciences, typically at the technical or semiprofessional level. Such programs are designed to prepare students for job entry at completion of the program, notwithstanding any articulation agreements with four-year programs that may be in effect for a particular A.A.S. program. General education courses shall total no fewer than 20 semester credit hours or the equivalent.

A General Education Foundation for Associate in Arts, Associate in Science, Specialized Associate, and Certificate Programs in New Jersey’s Community Colleges
(1997 Adoption; 2007 Reaffirmation; August 15, 2007 Revision)
The goals and objectives developed by the N.J. County College General Education Project are a suitable basis on which to establish a collaborative approach to general education transfer across institutions and sectors. Each participating community college agrees to offer programs with a common foundation of general education courses as provided in the table on page 39. The balance of each program (which typically provides a range of required and elective courses) will be designed at the discretion of the community college.
<table>
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<tr>
<th>General Education Goal(s) addressed</th>
<th>Course category (Goal categories)</th>
<th>AA credits</th>
<th>AS credits</th>
<th>AAS, AFA AS NURSING credits</th>
<th>CERTIFICATE credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Communication (Written and Oral Communication)</td>
<td>9</td>
<td>6</td>
<td>6</td>
<td>3</td>
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<tr>
<td>2</td>
<td>Mathematics — Science — Technology</td>
<td>12</td>
<td>9</td>
<td>3</td>
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<tr>
<td>3</td>
<td>Mathematics: 3 – 8 cr.</td>
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<td>4</td>
<td>Science: 3 – 8 cr.</td>
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<tr>
<td>5</td>
<td>Technology 0-4 cr. (Technological Competency or Information Literacy)</td>
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<td></td>
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<tr>
<td>6</td>
<td>Social Science (Society and Human Behavior)</td>
<td>6</td>
<td>3</td>
<td>3</td>
<td></td>
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<tr>
<td>7</td>
<td>Humanities (Humanistic Perspective)</td>
<td>9</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>History (Historical Perspective)</td>
<td></td>
<td>6</td>
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<tr>
<td>9</td>
<td>Diversity courses (Global and Cultural Awareness)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Unassigned general education credit</td>
<td></td>
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<td>8</td>
<td></td>
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<tr>
<td></td>
<td>General Education Foundation total</td>
<td>45</td>
<td>30</td>
<td>20</td>
<td>6</td>
</tr>
</tbody>
</table>

**Ge. Ed. Foundation Course Categories**

<table>
<thead>
<tr>
<th>NJCC Goal Categories*</th>
<th>Course Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Communication</td>
<td>An array of courses which prepare students to speak, read, and write effectively. At least two of these must be composition courses for A.A. and A.S. degrees. At least one of these must be a composition course for specialized degree programs and certificates.</td>
</tr>
<tr>
<td>2 Mathematics</td>
<td>Any college-level mathematics course including statistics, algebra, or calculus course(s). These courses should build upon a demonstrated proficiency in basic algebra.</td>
</tr>
<tr>
<td>3 Science</td>
<td>Any course(s) in the biological or physical sciences — including non-majors survey courses. At least one of these courses must have a laboratory component.</td>
</tr>
<tr>
<td>4 Technology</td>
<td>Any course that emphasizes common computer technology skills (e.g. computer science, information technology) that helps students to access, process, and present information. This component is not required for students who can demonstrate competency.</td>
</tr>
<tr>
<td>5 Social Science</td>
<td>Any introductory course(s) from among anthropology, economics, geography, political science, psychology, or sociology.</td>
</tr>
<tr>
<td>6 Humanities</td>
<td>Any broad-based course(s) in the appreciation of art, music, or theater; literature; foreign language; history; philosophy and/or religious studies.</td>
</tr>
<tr>
<td>7 History</td>
<td>Any broad-based course(s) or sequence of courses in World, Western, non-Western, or American History.</td>
</tr>
<tr>
<td>8 Diversity Courses</td>
<td>Any course whose primary purpose is to expose students to a multicultural society or people, possibly within the context of non-introductory study of a foreign language. If this goal is integrated into one or more general education course(s), the three credits may be moved from this category to another general education category.</td>
</tr>
<tr>
<td>9 Ethical Reasoning and Action</td>
<td>This ethical reasoning and action goal may be infused in any of the above categories. These courses should include the ethical implications of issues and situations.</td>
</tr>
</tbody>
</table>

**Programs Allocation Notes: The credit allocation below is consistent with the 1997 Gen. Ed. Foundation grid.**

**AA**
The Associate in Arts (AA) program requires a minimum of 45 semester credit hours of general education coursework from among the indicated categories.

**AS**
The Associate in Science (AS) program requires a minimum of 30 semester credit hours from among the indicated categories, with minimum distributions as shown. Beyond these minimums, any 30-credit subset of the AA program credit distribution will be accepted. General education coursework in excess of the 24 credits listed should follow the AA distribution limits.

**Specialized Associate AAS, AFA & AS Nursing**
The specialized associate degrees shall include Applied Associate in Science (AAS), Associate in Fine Arts (AFA), and AS in Nursing. These programs shall require no fewer than 20 semester credit hours of General Education. Notwithstanding any articulation agreements, the General Education courses should support career preparation. General Education coursework in excess of the 12 credits listed should follow the AS distribution limits.

**Certificate**
The Certificate (or Academic Certificate) shall prepare students to read and write effectively. At least one other General Education course is required. The Certificate of Achievement (COA) requires no General Education courses beyond those that support career education. The Certificate of Completion (COC) is a noncredit certification program, which is not applicable within the General Education context.
ATLANTIC CAPE COMMUNITY COLLEGE
GENERAL EDUCATION STATEMENT

General Education courses will enable students to develop the skills of inquiry, to communicate effectively, and to make informed judgments about themselves and their natural, cultural and social worlds.

The General Education core of A.A., A.S., and A.A.S. degrees will:

- Introduce students to the knowledge, skills and attitudes that promote their responsible interaction with the natural, cultural and political worlds.
- Contribute to the students’ lifelong intellectual growth.
- Contribute to the students’ personal development.

The goals of the General Education core are to encourage:

- Critical thinking leading to independent thought and intellectual breadth.
- Cultural and global awareness.
- Ethical and civic awareness.
- An understanding of problem-solving and analytical thinking.
- Physical and mental well-being.
- An understanding of human behavior and social institutions.

NEW JERSEY COMMUNITY COLLEGE
GENERAL EDUCATION GOALS (OCTOBER 4, 2007)

Students are empowered to meet twenty-first century challenges by achieving learning that involves knowledge acquisition, skills mastery, critical thinking and the exercise of personal social and civic responsibilities.

Written and Oral Communication – Communication
Students will communicate effectively in both speech and writing.

Quantitative Knowledge and Skills – Mathematics
Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.

Scientific Knowledge and Reasoning – Science
Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.

Technical Competency or Information Literacy – Technology
Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

Society and Human Behavior – Social Science
Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.

Humanistic Perspective – Humanities
Students will analyze works in the fields of art, music, or theater; history; literature; and philosophy and/or religious studies; and will gain competence in the use of a foreign language.

Historical Perspective – History
Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.

Global and Cultural Awareness – Diversity Courses
Students will understand the importance of a global perspective and cultural diverse peoples.

Ethical Reasoning and Action
Students will understand ethical issues and situations.
See the New Jersey Community College’s General Education Foundation on page 39 for specific general education degree requirements for the Associate in Applied Science, the Associate in Arts and the Associate in Science degrees. For the Associate in Applied Science degree, all students must meet the Basic Skills requirement in mathematics. Academic departments determine the General Education requirements for their programs and options.

**COMMUNICATION**
COMM110-Interpersonal Communication
COMM120-Public Speaking
ENGL101-Composition I – ACCC requirement for all degrees
ENGL102-Composition II – ACCC requirement for all degrees

**MATHEMATICS-SCIENCE-TECHNOLOGY**

**MATHEMATICS**
MATH121-Application of Mathematics
MATH122-College Algebra
MATH128-Trigonometry
MATH150-Precalculus
MATH152-Linear Algebra
MATH155-Calculus I
MATH156-Calculus II
MATH220-Statistical Methods
MATH255-Calculus III

**SCIENCE**
ANTH/BIOL101-Biological Anthropology
BIOL103-Biology of Our World
BIOL109-General Biology I
BIOL118-The Human Body
BIOL120-Human Anatomy and Physiology I
BIOL121-Human Anatomy and Physiology II
CHEM100-Introduction to College Chemistry
CHEM102-Introduction to Forensic Science
CHEM110-General Chemistry I
ESCI100-Earth Science
PHYS100-Conceptual Physics
PHYS105-Basic Physics
PHYS125-College Physics I
PHYS126-College Physics II
PHYS225-General Physics I
PHYS226-General Physics II

**TECHNOLOGY**
CISM125-Introduction to Computers
(Computer Literacy is an ACCC graduation requirement for all students. Students who test out of CISM125, or present a portfolio in lieu of taking CISM125 must pay tuition for credit to satisfy this requirement.)

**HUMANITIES**
ARTS103-Art Appreciation
ARTS108-Art History from Ancient Times to the Gothic Period
ARTS109-Art History from the Renaissance to Modern Times
ARTS115-Introduction to Visual Arts
DANCE170-Introduction to Dance
ENGL104-Introduction to Literature
ENGL201-World Literature
ENGL205-19th Century American Literature
ENGL206-20th Century American Literature
ENGL213-Western Literature I
ENGL214-Western Literature II
FREN112-Elementary French II
HIST101-Heritage of the Western World I
HIST102-Heritage of the Western World II
HIST103-U.S. History I
HIST104-U.S. History II
HUMT200-Introduction to the Arts and Humanities
ITAL112-Elementary Italian II
MUSC100-Music Appreciation
PHIL101-Introduction to Logic
PHIL102-Introduction to Philosophy
PHIL105-World Myths and Legends
PHIL106-Introduction to Social and Political Philosophy
PHIL110-Introduction to Ethics
PHIL/RELG111-World Systems of Ethics
PHIL115-Introduction to Philosophy and Literature
RELG110-World Religions
SPAN112-Elementary Spanish II
THEA110-Introduction to Theater

**SOCIAL SCIENCE**
ANTH103-Cultural Anthropology
CDCC/PSYC110-Child Development: Theory and Practice
(for Child Care majors only)

**DIVERSITY COURSES** – 3 Credits are required for the Associate in Arts degree. The following two courses from the Social Science category meet this requirement:
ANTH103-Cultural Anthropology
SOCL101-Principles of Sociology

**UNASSIGNED GENERAL EDUCATION CREDIT**
This category is for the Associate in Science and the Associate in Applied Science degrees, which require 6 and 8 credits, respectively. If a program page has a “General Education Elective” category, students choose courses from any of the above categories.
Culinary Arts
Associate in Applied Science

This program offers training for culinary and food and beverage personnel for careers in the growing food service and hospitality industries. Students learn different styles and techniques for ordering, preparing and serving food, planning menus, incorporating computer technology, as well as working with an assortment of modern tools and equipment. Nearly 75% of the study will be "hands on" experience under the supervision of the faculty in the academy's fully equipped modern facility.

Students who test into ENGL080-Reading/Writing II and MATH074-Introduction to Algebra II must complete these courses, with a C or better, to earn the ACA certificate/medal. General education courses may be taken as offered during the program. For information, contact Connie LaMonaca, Administrative Secretary, at (609) 343-4944.

General Education Courses – 22 credits
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

Communication (6 credits)
ENGL101 Composition I 3
ENGL102 Composition II 3

Mathematics-Science-Technology (7 credits)
General Education Laboratory Science course 4
CISM125 Introduction to Computers 3

Social Science (3 credits)
General Education Social Science course 3

Humanities (3 credits)
Choose one: HIST101, HIST102 or HUMT200 (4 credits) 3

General Education Elective (3 credits)
General Education course 3

Program Courses – 43 credits
ALHT160 Essentials of Culinary Nutrition 3
CUBP110 Fundamentals of Baking 2
CUBP120 Basic Pastry Preparation 2
CUBP210 Advanced Baking 2
CULN101 Introduction to Culinary Arts 3
CULN105 Applied Culinary Skills I 2
CULN106 Applied Culinary Skills II 2
CULN107 Introduction to Diversified Cuisines 2
CULN109 Introduction to Garde Manger 2
ENGL101 Composition I 3
HOSP134 Restaurant Operations 4

Recommended sequence of courses:
(Culinary 280-Cooperative Education may be taken in any semester.)

First Semester
CULN101 Introduction to Culinary Arts 3
CULN105 Applied Culinary Skills I 2
CULN106 Applied Culinary Skills II 2
CULN107 Intro to Diversified Cuisine 2
CULN109 Introduction to Garde Manger 2
ENGL101 Composition I 3
HOSP134 Restaurant Operations 4

Second Semester
ALHT160 Essentials of Culinary Nutrition 3
CUBP110 Fundamentals of Baking 2
CULN117 Fundamentals of Dining Room Service 3
CULN204 Buffet Service/Catering 3
CULN217 Applied Dining Room Operations: Intro to Wine, Beer, Spirits 3
CULN223 Applied Restaurant Production 3
Choose CULN209 or CULN222 2
Choose CULN220 or CULN221 2

Third Semester
CISM125 Introduction to Computers 3
CUBP120 Basic Pastry Preparation 2
CULN217 Applied Dining Room Operations: Intro to Wine, Beer, Spirits 3
CULN223 Applied Restaurant Production 3
Choose CULN209 or CULN222 2
Choose CULN220 or CULN221 2

Fourth Semester
General Education course 3
Choose HIST101, HIST102 or HUM200 3
Gen Ed Laboratory science course 4
Gen Ed Social Science course 3

Note: The laboratory science and general education course requirements can be taken during the summer semesters.

Total Credits Required 65
(CULN-Fall 2008)
Baking and Pastry — Option
Culinary Arts, Associate in Applied Science

The Baking and Pastry option provides students with an opportunity to explore their interests in the pastry field while maintaining fundamental concepts in core culinary courses. Students may use this degree to transfer to a four-year institution.

Students who test into ENGL080-Reading/Writing II and MATH074-Introduction to Algebra II must complete these courses, with a C or better, to earn the ACA certificate and medal. General education courses may be taken as offered during the program. For information contact Connie LaMonaca, Administrative Secretary, at (609) 343-4944.

General Education Courses – 22 credits
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

Communication (6 credits)
ENGL101 Composition I 3
ENGL102 Composition II 3

Mathematics-Science-Technology (4 credits)
General Education Laboratory Science course 4
CISM125 Introduction to Computers 3

Social Science (3 credits)
General Education Social Science course 3

Humanities (3 credits)
Choose one: HIST101-Heritage of the Western World I 3
HIST102-Heritage of the Western World II or HUMT200-Introduction/Arts and Humanities (4 cr.)

General Education Elective (3 credits)
General Education course 3

Program Courses – 42 credits
ALHT160 Essentials of Culinary Nutrition 3
CUBP101 Baking Theories and Applications 3
CUBP110 Fundamentals of Baking 2
CUBP120 Basic Pastry Preparation 2
CUBP210 Advanced Baking 2
CUBP211 Principals of Baking Artisan Breads 2
CUBP220 Advanced Classical Pastry 2
CUBP221 Advanced Decorative Concepts/Pastry Arts 2
Choose CUBP222-Specialty Cakes or CUBP223-Elements 2
Choose CUBP222-Specialty Cakes or CUBP223-Elements 2
Choose CUBP222-Elements of Wedding Cake Design 2
CUBP224 Centerpiece Artistry 2
CUBP225 Classical Confections 2
CULN101 Introduction to Culinary Arts 3
CULN105 Applied Culinary Skills I 2
CULN109 Introduction to Garde Manger 2
CULN217 Applied Dining Room Ops/Principles of Management 3
CULN280 Cooperative Education 1
Choose CULN204-Buffet Service/Catering or CULN223-Applied Restaurant Production 3
Choose CULN204-Buffet Service/Catering or CULN223-Applied Restaurant Production 3
HOSP134 Restaurant Operations 4

Total Credits Required 64

Recommended sequence of courses:
(CULN280-Cooperative Education may be taken in any semester.)

First Semester
CULN101 Introduction to Culinary Arts 3
CULN105 Applied Culinary Skills I 2
CULN109 Introduction to Garde Manger 2
CUBP110 Fundamentals of Baking 2
CUBP210 Advanced Baking 2
ENGL101 Composition I 3

Second Semester
ALHT160 Essentials of Culinary Nutrition 3
CUBP101 Baking Theories and Applications 3
CUBP120 Basic Pastry Preparation 2
CUBP211 Principles/Baking Artisan Breads 2
ENGL102 Composition II 3
Choose CUBP222 or CUBP223 2

Third Semester
CUBP220 Advanced Classical Pastry 2
CUBP221 Advanced Decorative Concepts 2
CUBP224 Centerpiece Artistry 2
CUBP225 Classical Confections 2
CULN217 Applied Dining Rm Ops/Mgmt 3
HOSP134 Restaurant Operations 4
Choose CULN204 or CULN223 3

Fourth Semester
CISM125 Introduction to Computers 3
Choose General Education course 3
Choose HIST101, HIST102 or HUMT200 3
Gen Ed Laboratory Science course 4
Gen Ed Social Science course 3

This sequence of courses presumes completion of all required developmental courses as suggested by the Placement Test in reading, writing and mathematics. Some courses can also be taken during the summer or online.
**Food Service Management**

**Associate in Applied Science**

Designed to provide the skills needed to manage a restaurant or food service outlet, this degree puts graduates on the track to manage food service operations, such as those in hospitals, corporate cafeterias, upscale fast food operations and chain restaurants. This can also be taken as a dual degree with Culinary Arts.

Students who test into ENGL080-Reading/Writing II and MATH074-Introduction to Algebra II must complete these courses, with a C or better, to earn the ACA certificate and medal. General education courses may be taken as offered during the program. For information, contact Connie LaMonaca, Administrative Secretary, at (609) 343-4944.

### General Education Courses – 22 credits

When a general education course is not specified, refer to the list of approved General Education courses on page 41.

**Communication (6 credits)**
- ENGL101 Composition I 3
- ENGL102 Composition II 3

**Mathematics-Science-Technology (7 credits)**
- General Education Laboratory Science course 4
- CISM125 Introduction to Computers 3

**Social Science (3 credits)**
- General Education Social Science course 3

**Humanities (3 credits)**
- Choose one: HIST101-Heritage of the Western World I 3, HIST102-Heritage of the Western World II 3, HUMT200-Introduction/Arts and Humanities (4 cr.)

**General Education Elective (3 credits)**
- General Education course 3

**Program Courses – 30 credits**
- CUBP110 Fundamentals of Baking 2
- CULN101 Introduction to Culinary Arts 3
- CULN105 Applied Culinary Skills I 2
- CULN106 Applied Culinary Skills II 2
- CULN107 Introduction to Diversified Cuisines 2
- CULN109 Introduction to Garde Manger 2
- CULN117 Fundamentals of Dining Room Service 3
- CULN204 Buffet Service/Catering 3
- ACCT130 Financial Accounting 4
- Choose one: BUSN102-Principles of Marketing or OSTM260-Business Communications 3
- Choose BUSN120-Principles of Management or HOSP205-Human Resources Management 3
- Choose BUSN210-Business Law or HOSP225-Hospitality Law 3

**Management Related Courses – 13 credits**
- HOSP134 Restaurant Operations 4
- HOSP215 Beverage Operations: Wine, Beer and Spirits 3
- HOSP250 Catering and Events Planning 3

**Recommended sequence of courses:**

(CULN280-Cooperative Education may be taken in any semester.)

**First Semester**
- CULN101 Introduction to Culinary Arts 3
- CULN105 Applied Culinary Skills I 2
- CULN106 Applied Culinary Skills II 2
- CULN107 Introduction/Diversified Cuisines 2
- CULN117 Fundamentals of Dining Room Service 3
- ENGL101 Composition I 3

**Second Semester**
- Choose BUSN102 or OSTM260 3
- Choose BUSN120 or HOSP205 3
- CUBP110 Fundamentals of Baking 2
- CULN109 Introduction to Garde Manger 2
- CULN204 Buffet Service/Catering 3
- CULN110 Fundamentals of Food Service 3
- CULN117 Fundamentals of Dining Room Service 3
- BUSN205 Human Resources Management 3

**Third Semester**
- ACCT130 Financial Accounting 4
- HOSP134 Restaurant Operations 4
- HOSP215 Beverage Operations 3
- HOSP250 Catering and Events Planning 3
- Choose BUSN210 or HOSP225 3

**Fourth Semester**
- CISM125 Introduction to Computers 3
- Choose General Education course 3
- Choose HIST101, HIST102 or HUMT200 3
- Gen Ed Laboratory Science course 4
- Gen Ed Social Science course 3

This sequence of courses presumes completion of all required developmental courses as suggested by the Placement Test in reading, writing, and mathematics. Some courses can also be taken during the summer or online.

**Total Credits Required** 65

(CFSM-Fall 2008)
## BAKING AND PASTRY SPECIALIZATION

This eight-course series is designed to provide an opportunity for non-degree seeking students to learn and develop expertise in the field of baking and pastry. Students are required to take the Placement Test to enroll in these courses. A 2.0 grade point average is required to earn a letter of recognition and to articulate into the diploma/degree program.

For information, contact Connie LaMonaca, Administrative Secretary at (609) 343-4944.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULN101 Introduction to Culinary Arts</td>
<td>3</td>
</tr>
<tr>
<td>CUBP110 Fundamentals of Baking</td>
<td>2</td>
</tr>
<tr>
<td>CUBP120 Basic Pastry Preparation</td>
<td>2</td>
</tr>
<tr>
<td>CUBP210 Advanced Baking</td>
<td>2</td>
</tr>
<tr>
<td>CUBP220 Advanced Classical Pastry</td>
<td>2</td>
</tr>
<tr>
<td>CUBP221 Advanced Decorative Concepts in Pastry Arts</td>
<td>2</td>
</tr>
<tr>
<td>CUBP211 Principles of Baking Artisan Breads</td>
<td>2</td>
</tr>
<tr>
<td>CUBP223 Elements of Wedding Cake Design</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS REQUIRED</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

## CATERING SPECIALIZATION

The Catering Specialization is designed for students who would like to upgrade their skills or enter the field of catering. Students are required to take the Placement Test to enroll in these courses. A 2.0 grade point average is required to earn a letter of recognition and to articulate into the diploma/degree program.

For information, contact Connie LaMonaca, Administrative Secretary at (609) 343-4944.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUBP110 Fundamentals of Baking</td>
<td>2</td>
</tr>
<tr>
<td>CULN101 Introduction to Culinary Arts</td>
<td>3</td>
</tr>
<tr>
<td>CULN105 Applied Culinary Skills I</td>
<td>2</td>
</tr>
<tr>
<td>CULN106 Applied Culinary Skills II</td>
<td>2</td>
</tr>
<tr>
<td>CULN109 Introduction to Garde Manger</td>
<td>2</td>
</tr>
<tr>
<td>BUSN210 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>HOSP215 Beverage Operations: Wine, Beer and Spirits</td>
<td>3</td>
</tr>
<tr>
<td>HOSP250 Catering and Events Planning</td>
<td>3</td>
</tr>
<tr>
<td>Choose one: BUSN102-Principles of Marketing or BUSN104-Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS REQUIRED</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>
The Food Service Management Specialization Series is designed for students who are seeking entry into food service management positions. The series provides a foundation in food service management while focusing on basic food preparation, management and business practices. Included is the ServSafe certificate course from the National Restaurant Association Educational Foundation. Students are required to take the Placement Test to enroll in these courses. A 2.0 grade point average is required to earn a letter of recognition and to articulate into the diploma/degree program.

For information, contact Connie LaMonaca, Administrative Secretary, at (609) 343-4944.

### FOOD SERVICE MANAGEMENT SPECIALIZATION

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CULN101 Introduction to Culinary Arts</td>
<td>3</td>
</tr>
<tr>
<td>CULN105 Applied Culinary Skills I</td>
<td>2</td>
</tr>
<tr>
<td>CULN106 Applied Culinary Skills II</td>
<td>2</td>
</tr>
<tr>
<td>HOSP134 Restaurant Operations</td>
<td>4</td>
</tr>
<tr>
<td>HOSP250 Catering and Events Planning</td>
<td>3</td>
</tr>
<tr>
<td>Choose one: BUSN210-Business Law I or HOSP225-Hospitality Law</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED**

(20)

### HOT FOOD SPECIALIZATION

The Hot Food Specialization Series is designed for students who would like to upgrade their skills or concentrate on the fundamentals of advanced hot food preparation. Students are required to take the Placement Test to enroll in these courses. A 2.0 grade point average is required to earn a letter of recognition and to articulate into the diploma/degree program.

For more information, contact Connie LaMonaca, Administrative Secretary at (609) 343-4944.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUBP110 Fundamentals of Baking</td>
<td>2</td>
</tr>
<tr>
<td>CULN101 Introduction to Culinary Arts</td>
<td>3</td>
</tr>
<tr>
<td>CULN105 Applied Culinary Skills I</td>
<td>2</td>
</tr>
<tr>
<td>CULN106 Applied Culinary Skills II</td>
<td>2</td>
</tr>
<tr>
<td>CULN107 Introduction to Diversified Cuisines</td>
<td>2</td>
</tr>
<tr>
<td>CULN207 Advanced Hot Food Preparation</td>
<td>2</td>
</tr>
<tr>
<td>CULN220 International Food Preparation</td>
<td>2</td>
</tr>
<tr>
<td>CULN221 Italian Regional Cuisine</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED**

(17)
### Accounting

**Associate in Applied Science**

This degree prepares students to enter the business world and successfully accept positions in accounting, business administration and related fields. Students may also continue to pursue a Bachelor of Science degree in accounting and/or business.

Basic Skills requirements must be met before entry into the program. Some courses require prerequisites; check the Course Description section of this catalog.

For information, contact the department chairperson Daniel Thoren at (609) 343-4996.

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**General Education Courses – 20 credits**
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

<table>
<thead>
<tr>
<th>Communication (6 credits)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL102 Composition II</td>
<td>3</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Mathematics-Science-Technology (11 credits)</th>
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<tbody>
<tr>
<td>*MATH150 Precalculus</td>
<td>4</td>
</tr>
<tr>
<td>General Education Laboratory Science course</td>
<td>4</td>
</tr>
<tr>
<td>CISM125 Introduction to Computers</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities (3 credits)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Choose HIST101, HIST102 or HUMT200 (4 cr.)</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Program Courses – 44 credits</th>
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</thead>
<tbody>
<tr>
<td>ACCT130 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT131 Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT150 Computerized Accounting Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACCT162 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACCT230 Intermediate Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT245 Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACCT260 Federal Taxation</td>
<td>4</td>
</tr>
<tr>
<td>BUSN101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN120 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN210 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUSN247 Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECON110 Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>MATH220 Statistical Methods</td>
<td>4</td>
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</tbody>
</table>

**Recommended sequence of courses:**

<table>
<thead>
<tr>
<th>First Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ACCT130 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUSN101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*MATH150 Precalculus</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>ACCT131 Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUSN210 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>CISM125 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENGL102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Gen Ed HIST101, HIST102 or HUMT 200</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
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</thead>
<tbody>
<tr>
<td>ACCT162 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Using Spreadsheets</td>
<td></td>
</tr>
<tr>
<td>ACCT260 Federal Taxation</td>
<td>4</td>
</tr>
<tr>
<td>BUSN120 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ECON110 Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>MATH220 Statistical Methods</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT150 Computerized Accounting Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACCT230 Intermediate Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT245 Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUSN247 Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>Gen Ed Laboratory Science course</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits Required**

64

*If you are planning on transferring to a four-year institution, it is strongly recommended that you take MATH155-Calculus I and speak with a transfer advisor.

(ACCG-Fall 2008)
ACCOUNTING INFORMATION SYSTEMS – OPTION
ACCOUNTING, ASSOCIATE IN APPLIED SCIENCE

The Accounting Information Systems option prepares students to enter the business world and successfully accept positions in accounting information systems, business administration and related fields. Students may also continue to pursue a Bachelor of Science degree in accounting and/or business.

Basic Skills requirements must be met before entry into the program. Some courses require prerequisites; check course descriptions.

For information, contact the department chairperson Daniel Thoren at (609) 343-4996.

General Education Courses – 20 credits
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

Communication (6 credits)
ENGL101 Composition I 3
ENGL102 Composition II 3

Mathematics-Science-Technology (11 credits)
*MATH150 Precalculus 4
CISM125 Introduction to Computers 3

Humanities (3 credits)
Choose HIST101, HIST102 or HUMT200 (4 cr.) 3

Program Courses – 45 credits
ACCT130 Financial Accounting 4
ACCT131 Managerial Accounting 4
ACCT150 Computerized Accounting Applications 3
ACCT162 Microcomputer Applications Using Spreadsheets 3
ACCT230 Intermediate Accounting 4
ACCT245 Accounting Information Systems 3
BUSN101 Introduction to Business 3
BUSN120 Principles of Management 3
BUSN210 Business Law I 3
BUSN247 Management Information Systems 3
CISM160 Systems Analysis and Design 3
CISM164 Microcomputer Applications 3
CISM222 Issues in Computer Safety 3
ECON110 Principles of Economics I 3

Total Credits Required 65

*If you are planning on transferring to a four-year institution, it is strongly recommended that you take MATH155-Calculus I and speak with a transfer advisor.

(ACIS-Fall 2008)
Biology — Option
Science and Mathematics, Associate in Science

This option is designed for students who wish to major in biology and who plan to transfer into the junior year of pre-professional programs, such as ecology, biology, pharmacy, chiropractics, medical, dental, mortuary, horticulture, veterinary, and education. It is appropriate for technician-level job opportunities when two years of academic preparation in biology is required.

It is strongly recommended that students entering the program have a minimum of one year of high school biology, chemistry and mathematics at an advanced level. Electives should be selected based on the student’s interest, the requirements of the transfer institution or technical-level vocation opportunities.

Basic Skills requirements must be met before entry into the program. Some courses require prerequisites; check course descriptions. For information, contact the department chairperson Dr. Godfrey Barlatt at (609) 343-5047.

General Education Courses – 31 credits
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

Communication (6 credits)
ENGL101 Composition I 3
ENGL102 Composition II 3

Mathematics-Science-Technology
MATH155 Calculus I 5
BIOL109 General Biology I 4
General Education Laboratory Science course 4

Social Science (3 credits)
General Education Social Science course 3

Humanities (6 credits)
Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 3
General Education Humanities course 3

General Education Elective (3 credits)
General Education course 3

Program Courses – 16 credits
BIOL110 General Biology II 4
CHEM110 General Chemistry I 4
CHEM111 General Chemistry II 4
CHEM210 Organic Chemistry I 4

Program Electives – 12 credits minimum 12
Choose three: BIOL203, CHEM211, MATH152, MATH156, MATH255 (PHYS125, PHYS126, PHYS225, PHYS226 - See advisor for best option.)

Free Elective(s) 5

Computer Literacy: 0-3 Credits
(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

Total Credits Required 64
(BIOL-Fall 2008)
BUSINESS ADMINISTRATION — OPTION
LIBERAL ARTS, ASSOCIATE IN ARTS

This option allows students to explore business courses within a liberal arts framework. It provides flexibility for business students who have not decided on a specialization within the business area and is for students who only want to minor in Business. It serves students who wish to transfer to a four-year institution and is designed to present students with general knowledge of the business environment. Students learn the theoretical principles of business, providing them with a conceptual foundation of the American business and capitalist environment.

For information, contact the department chairperson Daniel Thoren at (609) 343-4996.

General Education Courses - 45 credits
When a General Education course is not specified, refer to the list of approved General Education courses on page 41.

Communication (9 credits)
ENGL101 Composition I 3
ENGL102 Composition II 3
Choose one: COMM110-Interpersonal Communication or COMM120-Public Speaking 3

Mathematics-Science-Technology (12 credits)
MATH121 or higher General Education mathematics course 4
General Education Laboratory Science course 4
General Education Mathematics or Science course 4

Social Science (9 credits)
PSYC101-General Psychology 3
ECON110-Principles of Economics 3
SOC101-Principles of Sociology (Meets the General Education Diversity/Cultural and Global Awareness requirement.) 3

Humanities (9 credits)
General Education Humanities course 3
Choose one: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 3
Choose one: ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214 3

History (6 credits)
Choose two: HIST101, HIST102, HIST103 or HIST104 6

Diversity/Cultural and Global Awareness
See Social Science category above.

Program Courses - 15 credits
BUSN101-Introduction to Business 3
BUSN102-Principles of Marketing 3
BUSN120-Principles of Management 3
BUSN210-Business Law I 3
BUSN247-Management Information Systems 3

Liberal Arts Elective 4

Computer Literacy: 0-3 Credits
(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

Total Credits Required 64
(BUSA2008)
BUSINESS ADMINISTRATION
ASSOCIATE IN APPLIED SCIENCE

Designed for students who wish to enter careers in management, real estate, sales, marketing, accounting and computer information systems upon completion of their degree, this course of study emphasizes those skills necessary for success in entry-level supervision and management positions.

For information, contact the department chairperson Daniel Thoren at (609) 343-4996.

Recommended sequence of courses:

First Semester
- BUSN101 Introduction to Business 3
- CISM125 Introduction to Computers 3
- ECON110 Economics I 3
- ENGL101 Composition I 3
- MATH121 Applications of Mathematics, or higher 4

Second Semester
- ECON111 Economics II 3
- ENGL102 Composition II 3
- SOCL101 Principles of Sociology 3
- Gen Ed Laboratory Science course 4
- Gen Ed HIST101, HIST102 or HUMT200 3

Third Semester
- ACCT130 Financial Accounting 4
- BUSN102 Principles of Marketing 3
- BUSN210 Business Law I 3
- BUSN211 Business Law II 3
- BUSN247 Management Information Systems 3
- CISM125 Introduction to Computers 3
- ECON110 Principles of Economics I 3
- ECON111 Principles of Economics II 3
- Choose one course from ACCT, BUSN, CISM, HOSP, LEGL or OSTM. OSTM260 is recommended. 3

Fourth Semester
- ACCT131 Managerial Accounting 4
- BUSN205 Human Resource Management 3
- BUSN211 Business Law II 3
- BUSN247 Management Information Systems 3
- Free Elective 3

General Education Courses - 20 credits
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

Communication (6 credits)
- ENGL101 Composition I 3
- ENGL102 Composition II 3

Mathematics-Science-Technology (8 credits)
- MATH121 Applications of Mathematics or higher General Education mathematics course 4
- General Education Laboratory Science course 4

Social Science (3 credits)
- SOCL101 Principles of Sociology 3

Humanities (3 credits)
- Choose HIST101, HIST102 or HUMT200-Introduction to the Arts and Humanities (4 cr.) 3

Program Courses - 41 credits
- ACCT130 Financial Accounting 4
- ACCT131 Managerial Accounting 4
- BUSN101 Introduction to Business 3
- BUSN102 Principles of Marketing 3
- BUSN120 Principles of Management 3
- BUSN205 Human Resources Management 3
- BUSN210 Business Law I 3
- BUSN211 Business Law II 3
- BUSN247 Management Information Systems 3
- CISM125 Introduction to Computers 3
- ECON110 Principles of Economics I 3
- ECON111 Principles of Economics II 3
- Choose one course from ACCT, BUSN, CISM, HOSP, LEGL or OSTM. OSTM260-Business Communications is recommended. 3

Free Elective 3

Total Credits Required 64

(BUSI-Fall 2008)
Recommended sequence of courses:

**First Semester**
- **BUSN101** Introduction to Business 3
- **CISM125** Introduction to Computers 3
- **ECON110** Principles of Economics I 3
- **ENGL101** Composition I 3
- **MATH121** Applications of Mathematics or higher

**Second Semester**
- **ECON111** Principles of Economics II 3
- **ENGL102** Composition II 3
- **MATH220** Statistical Methods 4
- **Gen Ed Laboratory Science course** 4
- **Gen Ed Humanities course** 3

**Third Semester**
- **ACCT130** Financial Accounting 4
- **BUSN120** Principles of Management 3
- **BUSN210** Business Law I 3
- **BUSN211** Business Law II 3
- **BUSN247** Management Information Systems 3
- **CISM125** Introduction to Computers 3
- **ECON111** Principles of Economics II 3

**Fourth Semester**
- **ACCT131** Managerial Accounting 4
- **BUSN102** Principles of Marketing 3
- **BUSN211** Business Law II 3
- **BUSN247** Management Info Systems 3
- **Liberal Arts course** 3

*Students planning on transferring to a four-year institution are strongly advised to take MATH150-Precalculus or MATH155-Calculus I and speak with a transfer advisor.

(BUSN-Fall 2008)
BUSINESS MANAGEMENT — OPTION
TECHNICAL STUDIES, ASSOCIATE IN APPLIED SCIENCE

This program is offered exclusively for student apprentices enrolled in a recognized training and workforce program and for those employed as electricians, ironworkers, carpenters, plumbers, pipe fitters or heat and frost insulators. It consists of 20 General Education course credits and 25 Technical Core credits transferred in from the American Council of Education (ACE) or another similar service, or through departmental review of skills acquired in the work place. The remaining 19 program credits are related to the business management field.

For information, contact the department chairperson Daniel Thoren at (609) 343-4996.

General Education Courses – 20 credits
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

Communication (6 credits)
- ENGL101-Composition I 3
- ENGL101-Composition II 3

Social Science (3 credits)
- General Education Social Science course 3

Humanities (3 credits)
- HIST101-Heritage of the Western World I or HIST102-Heritage of the Western World II 3

Mathematics-Science-Technology (8 credits)
- MATH121-Applications of Mathematics or higher General Education mathematics course 4
- General Education Laboratory Science course 4

Technical Core Credits
- ACE or similar recommendation 25

Program Courses – 19 credits

ACCT130-Financial Accounting (required) 4
BUSN101-Introduction to Business (required) 3
BUSN120-Principles of Management (required) 3

Choose three courses from this list: 9
- ACCT131-Managerial Accounting 4 cr.
- BUSN102-Principles of Marketing 3 cr.
- BUSN104-Small Business Management 3 cr.
- BUSN205-Human Resource Management 3 cr.
- BUSN210-Business Law I 3 cr.
- BUSN211-Business Law II 3 cr.
- ECON110-Principles of Economics I 3 cr.
- ECON111-Principles of Economics II 3 cr.

Computer Literacy: 0-3 Credits
(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

Total Credits Required 64
(BTEC-Fall 2008)
CHEMISTRY — OPTION
SCIENCE AND MATHEMATICS, ASSOCIATE IN SCIENCE

This option can lead to a baccalaureate degree in chemistry at accredited colleges or universities. With the addition of biology courses, and some modifications, it is also appropriate for those interested in pharmacy, medicine, dentistry, environmental science and chemical engineering.

Electives should be selected based on the student’s interest, the requirements of the transfer institution or technician-level vocational opportunities. Basic Skills requirements must be met before entry into the program. Some courses require prerequisites; check course descriptions.

For information, contact the department chairperson Dr. Godfrey Barlatt at (609) 343-5047.

**General Education Courses — 32 credits**
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

**Communication (6 credits)**
ENGL101 Composition I 3  
ENGL102 Composition II 3

**Mathematics-Science-Technology (14 credits)**
MATH155 Calculus I 5  
MATH156 Calculus II 5  
CHEM110 General Chemistry I 4

**Social Science (3 credits)**
General Education Social Science course 3

**Humanities (6 credits)**
Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 3  
General Education Humanities course 3

**General Education Elective (3 credits)**
General Education course 3

**Program Courses — 27 credits**
CHEM111 General Chemistry II 4  
CHEM210 Organic Chemistry I 4  
CHEM211 Organic Chemistry II 4  
Choose from: (PHYS225 and PHYS226 should be taken for transfer into a baccalaureate chemistry program.)  
BIOL109, BIOL110, CISM135, MATH152, MATH255, PHIL104 or PHIL104, PHYS125, PHYS126, PHYS225, PHYS226 15

Free Electives 5

**Computer Literacy: 0-3 Credits**
(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

**Total Credits Required** 64

(CHEM-Fall 2008)

**Recommended sequence of courses:**

**First Semester**
CHEM110 General Chemistry I 4  
ENGL101 Composition I 3  
MATH155 Calculus I 5  
Option A Program elective —  
Option B Choose two from: —  
Humanities, Social Science  
or Elective

**Second Semester**
CHEM111 General Chemistry II 4  
ENGL102 Composition II 3  
MATH156 Calculus II 5  
Option A Program elective —  
Option B Choose two from: —  
Humanities, Social Science  
or Elective

**Third Semester**
CHEM210 Organic Chemistry I 4  
PHYS225 General Physics I 4  
Option A Choose three from: —  
Humanities, Social Science  
or Elective  
Option B Program elective and choose one: —  
Humanities, Social Science  
or Elective

**Fourth Semester**
CHEM211 Organic Chemistry II 4  
PHYS226 General Physics II 4  
Option A Choose three from: —  
Humanities, Social Science  
or Elective  
Option B Program elective and choose one: —  
Humanities, Social Science  
or Elective
**Child Development/Child Care — Option**

**Liberal Arts, Associate in Arts**

This option prepares students to work with children in day care centers, nursery schools, hospitals and social service agencies. It is an ideal choice for those who anticipate a break in their academic training between the associate’s and bachelor’s degrees because of the mid-level job possibilities and state recognition for group teachers.

It provides the student with approved academic training for group teacher positions in state-licensed day care facilities. With the addition of one year’s work experience, (some of which can be completed through field placements), the student receives recognition by the state as a group teacher. The option also provides a foundation of courses suitable for students interested in certification in early childhood education at a bachelor's degree level.

Note: If placed into required Basic Skills courses, review enrollment policies on the Basic Skills page. For further information about this degree, contact the department chairperson Dr. Barbara Warner at (609) 343-5031.

**General Education Courses — 46 credits**

**Communication (9 credits)**

- ENGL101 Composition I 3
- ENGL102 Composition II 3
- COMM110-Interpersonal Communication or COMM120-Public Speaking 3

**Mathematics-Science-Technology (12 credits)**

- MATH220 Statistical Methods 4
- Laboratory Science course (life science, BIOL) 4
- Laboratory Science course (physical science, CHEM, ESCI or PHYS) 4

**Social Science (9 credits)**

- CDCC110: Child Development: Theory and Practice 4
- SOCL101-Principles of Sociology (Meets the General Education Diversity/Cultural Awareness requirement.) 3
- Choose one: ANTH103 (Meets the General Education Diversity/Cultural Awareness requirement.), 3
  - ECON110, GEOG102, GEOG110, GOVT101 or GOVT110 (GOVT110 is recommended.) 3

**Humanities (9 credits)**

- Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 3
  - (THEA110 is recommended.)
- General Education Humanities course 3
- Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214 3

**History (6 credits)**

- Choose two: HIST101, HIST102, HIST103 or HIST104 6

**Cultural and Global Awareness**

- ANTH103 or SOCL101 meet this requirement in the Social Science category.

**Program Courses — 18 credits**

- CDCC103-Roles of the Child Care Professional 2
- CDCC115-Planning the Preschool Curriculum 3
- CDCC120-Physical Development: Health of the Young Child 3
- CISM128-Technology for Educators 3
- EDUC101-Historical Foundations of American Education 3
- EDUC226-Psychology of Exceptionality 3
- HPED150-Concepts of Physical Fitness 1

**Liberal Arts Elective**

**Total Credits Required** 65

(CDCC-Fall 2008)
COMMUNICATION — OPTION
LIBERAL ARTS, ASSOCIATE IN ARTS

This option helps prepare students to work in the communication industry or to successfully transfer to four-year schools. The program provides opportunities to learn about careers within communication including newspapers, radio, television, magazines, film, public relations, advertising and new media. Courses in the Communication Option are taught from a real-world perspective and emphasize the development of strong writing skills, one of the most important ingredients to success in the communication field. *Students choose a specialization within the Communication option following either a journalism track or creative writing track. For information, contact the department chairperson Cheryl Knowles-Harrigan at (609) 343-4993.

General Education Courses – 45 credits
When a General Education course is not specified, refer to the list of approved General Education courses on page 41.

Communication (9 credits)
ENGL101 Composition I 3
ENGL102 Composition II 3
Choose COMM110 or COMM120 3

Mathematics-Science-Technology (12 credits)
MATH122-College Algebra or higher General Education mathematics course 4
General Education Laboratory Science course 4
General Education Mathematics or Science course 4

Social Science (9 credits)
PSYC101-General Psychology 3
SOCL101-Principles of Sociology (Meets the General Education Diversity/Cultural Awareness requirement.) 3
Choose one: ANTH103 (Meets the General Education Diversity/Cultural Awareness requirement.), ECON110, GEOG102, GEOG110, GOVT101 or GOVT110 (GOVT110 is recommended.) 3

Humanities (9 credits)
Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 3
( THEA110 is recommended.)
General Education Humanities course 3
Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214 3

History (6 credits)
Choose two: HIST101, HIST102, HIST103 or HIST104 6

Cultural and Global Awareness
ANTH103 or SOCL101 meet this requirement in the Social Science category.

Program Courses - 15 credits
COMM103 Introduction to Mass Media 3
COMM104 Introduction to Public Relations 3

*Choose Journalism Track
COMM/ENGL209 News Writing
COMM/ENGL210 Special Topics in News Writing
or 6

*Choose Creative Writing Track
COMM/ENGL220 Creative Writing I
COMM/ENGL221 Creative Writing II

Communication Elective – choose one 3
COMM110 Interpersonal Communication (if student took COMM120)
COMM120 Public Speaking (if student took COMM110)
COMM209 News Writing (if student took COMM/ENGL220)
COMM/ENGL220 Creative Writing I (if student took COMM/ENGL209)

Liberal Arts Electives 6

Computer Literacy: 0-3 Credits
(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

Total Credits Required 66
(COMM-Fall 2008)
COMPUTER INFORMATION SYSTEMS
ASSOCIATE IN SCIENCE

This program emphasizes the business applications of the computer. Graduates will have the theoretical, conceptual and practical background to use computers in business settings. Designed to facilitate transfer to Bachelor of Science programs, it provides a liberal arts or general education base, which enables students to have career mobility and/or to continue study beyond the associate’s degree.

The program responds to the increased demand from area business and industry for trained computer professionals. Supporting the program are the college’s computer facilities and equipment, including personal computers and a variety of related hardware and current software.

For information, contact the department chairperson Otto Hernandez at (609) 343-4978.

General Education Courses – 31 credits
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

Communication (6 credits)
- ENGL101 Composition I 3
- ENGL102 Composition II 3

Mathematics-Science-Technology (16 credits)
- MATH150 Precalculus 4
- MATH155 Calculus I 5
- General Education Laboratory Science course 4
- CISM125 Introduction to Computers 3

Social Science (3 credits)
- General Education Social Science course 3

Humanities (6 credits)
- PHIL110 Introduction to Ethics 3
- General Education Humanities course 3

Program Courses – 34 credits
- ACCT130 Financial Accounting 4
- BUSN120 Principles of Management 3
- CISM154 Computer Programming-Java 4
- CISM160 Systems Analysis and Design 3
- CISM222 Issues in Computer Security 3
- CISM254 Advanced Computer Programming-Java 4
- ECON110 Principles of Economics 3
- MATH153 Discrete Mathematics 4
- Electives CISM courses 6

Total Credits Required 65

Recommended sequence of courses:

First Semester
- BUSN120 Principles of Management 3
- CISM125 Introduction to Computers 3
- ENGL101 Composition I 3
- MATH150 Precalculus 4
- Gen Ed Laboratory Science course 4

Second Semester
- CISM154 Computer Programming-Java 4
- ECON110 Principles of Economics I 3
- ENGL102 Composition II 3
- MATH155 Calculus I 5
- Gen Ed Social Science course 3

Third Semester
- CISM254 Advanced Computer Programming-Java 4
- MATH153 Discrete Mathematics 4
- PHIL110 Introduction to Ethics 3
- Elective CISM course 3

Fourth Semester
- ACCT130 Financial Accounting 4
- CISM160 Systems Analysis and Design 3
- CISM222 Issues in Computer Security 3
- Gen Ed Humanities course 3
- Elective CISM course 3
**Computer Programming**

**Associate in Applied Science**

Many students are not interested in transferability, but rather mobility into the job market, with the career goal of a programmer. This degree strongly emphasizes programming and includes Java, C++ and Visual Basic. These are languages routinely used by computer programmers. Students will be well prepared for entry-level positions in programming or computer operations.

For information, contact the department chairperson Otto Hernandez at (609) 343-4978.

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### General Education Courses – 20 credits

When a general education course is not specified, refer to the list of approved general education courses on page 41.

**Communication (6 credits)**

- ENGL101 Composition I 3
- ENGL102 Composition II 3

**Mathematics-Science-Technology (11 credits)**

- MATH121 Applications of Mathematics 4
- General Education Laboratory Science course 4
- CISM125 Introduction to Computers 3

**General Education Elective (3 credits)**

- General Education Humanities or Social Science course 3

### Program Courses – 44 credits

**First Semester**

- CISM125 Introduction to Computers 3
- ENGL101 Composition I 3
- MATH121 Applications of Mathematics 4
- Gen Ed Laboratory Science course 4

**Second Semester**

- CISM130 Using PC Operating Systems 4
- CISM135 Computer Programming C++ 4
- CISM154 Computer Programming-Java 4
- ENGL102 Composition II 3
- Gen Ed Humanities or Social Science course 3

**Third Semester**

- BUSN120 Principles of Management 3
- CISM159 Intermediate Programming C++ 4
- CISM160 Systems Analysis and Design 3
- CISM174 Computer Programming-Visual BASIC 4
- CISM254 Advanced Computer Programming-Java 4
- CISM259 Advanced Programming C++ 4
- OSTM260 Business Communications 3
- Choose Any other CISM course or MATH122 4

Total Credits Required 64

(CPRO-Fall 2008)
**Computer Systems Support**  
**Associate in Applied Science**

This program serves students who are not interested in transferring to a four-year school or students who seek a degree in computing, but are not interested in programming. Strong emphasis is given to application software packages most popular in many organizations: spreadsheets, database, word processing and multimedia presentation. In addition, popular system software including MS Windows will be emphasized. Upon graduation, employment opportunities may include systems support administrator, software trainer and PC coordinator.

For information, contact the department chairperson Otto Hernandez at (609) 343-4978.

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**General Education Courses - 20 credits**

When a general education course is not specified, refer to the list of approved General Education courses on page 41.

**Communication (6 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL102</td>
<td>Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Mathematics-Science-Technology (11 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH121</td>
<td>Applications of Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>CISM125</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

**General Education Elective (3 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Social Science or Humanities course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Courses - 45 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN120</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CISM127</td>
<td>The Internet and the World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>CISM130</td>
<td>Using PC Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>CISM142</td>
<td>Help Desk Support</td>
<td>3</td>
</tr>
<tr>
<td>CISM154</td>
<td>Computer Programming-Java</td>
<td>4</td>
</tr>
<tr>
<td>CISM160</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CISM162</td>
<td>Microcomputer Applications Using Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>CISM164</td>
<td>Microcomputer Applications Using Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>CISM167</td>
<td>Programming in Oracle SQL</td>
<td>3</td>
</tr>
<tr>
<td>CISM174</td>
<td>Computer Programming-Visual BASIC</td>
<td>4</td>
</tr>
<tr>
<td>CISM222</td>
<td>Issues in Computer Security</td>
<td>3</td>
</tr>
<tr>
<td>OSTM260</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OSTM262</td>
<td>Business Presentations Using Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>Choose:</td>
<td>Any CISM course or OSTM126-Office Automation or OSTM141-Word Processing I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits Required**  
65

(CPSS-Fall 2008)
**Computing for Small Business — Option**

**Office Systems Technology, Associate in Applied Science**

This option to the Office Systems Technology, Associate in Applied Science degree is designed for a person who is or wishes to be an owner or operator in a small business setting. They will expand their skills in the use of computer applications, management principles and accounting fundamentals. The option will provide preparation in using information technology for problem solving, information retrieval, marketing, billing and other business functions.

Students must take the placement test and complete all mathematics courses required, up to and including MATH074-Introduction to Algebra II.

For further information, contact the department chairperson Otto Hernandez at (609) 343-4978.

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**General Education Courses — 20 credits**

When a general education course is not specified, refer to the list of approved General Education courses on page 41.

**Communication (6 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL102</td>
<td>Composition II</td>
<td>3</td>
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</tbody>
</table>

**Mathematics-Science-Technology (11 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Mathematics or Laboratory Science course</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>General Education Laboratory Science course</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CISM125</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

**General Education Elective (3 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Humanities or Social Science course</td>
<td>3</td>
<td></td>
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</tbody>
</table>

**Program Courses — 33 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT130</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUSN130</td>
<td>Applied Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>CISM162</td>
<td>Microcomputer Applications Using Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>OSTM110</td>
<td>Keyboarding and Document Production I</td>
<td>3</td>
</tr>
<tr>
<td>OSTM141</td>
<td>Word Processing I</td>
<td>3</td>
</tr>
<tr>
<td>OSTM230</td>
<td>Administrative Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OSTM260</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OSTM261</td>
<td>Records and Information Management</td>
<td>3</td>
</tr>
<tr>
<td>OSTM262</td>
<td>Business Presentations Using Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>OSTM263</td>
<td>Publishing for Business</td>
<td>3</td>
</tr>
<tr>
<td>Choose</td>
<td>OSTM125-or-OSTM280</td>
<td>3</td>
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</tbody>
</table>

**Program Option Courses — 12 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT150</td>
<td>Comp. Acct. Apps/QuickBooks Pro</td>
<td>3</td>
</tr>
<tr>
<td>BUSN104</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>CISM164</td>
<td>Microcomputer Applications/Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>OSTM160</td>
<td>Computer Application for Small Business</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits Required** 65

(OSCB Fall 2008)
CORRECTIONS – OPTION
CRIMINAL JUSTICE, ASSOCIATE IN SCIENCE

The Corrections option provides students with the knowledge and skills to work in the areas of institutional or community-based corrections. The expansion in the number of prisons and community-based corrections has resulted in career opportunities for criminal justice majors. The traditional skills required for institutional corrections work are developed and enhanced by the study of psychology, sociology and social work. These disciplines provide the knowledge and techniques needed for effective community-based corrections.

This course of study can transfer to four-year baccalaureate programs in Criminal Justice. Students should become familiar with transfer school requirements and work closely with an academic advisor to assure maximum credit transfer. Graduates of a New Jersey corrections academy may be eligible for up to 13 credits toward the Corrections Option, Criminal Justice, A.S. degree.

For information, contact the department chairperson Daniel Thoren at (609) 343-4996.

General Education Courses – 30 credits
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

Communication (6 credits)
- ENGL101 Composition I 3
- ENGL102 Composition II 3

Mathematics-Science-Technology (12 credits)
- MATH220 Statistical Methods 4
- CHEM102 Forensic Science 4
- General Education Mathematics or Science course 4

Social Science (9 credits)
- GOVT110 American National Government 3
- PSYC101 General Psychology 3
- SOCL101 Principles of Sociology 3

Humanities (3 credits)
- General Education Humanities course 3

Program Courses – 34 credits
- COMM110 Interpersonal Communications 3
- CRIM101 Introduction to Criminal Justice 3
- CRIM106 Introduction to Corrections 3
- CRIM201 Criminal Law 3
- CRIM202 Constitutional Law 3
- CRIM206 Juvenile Justice 3
- CRIM210 Community-Based Corrections 3
- CRIM214 Organized Crime 3
- HPED150 Concepts of Physical Fitness 1

Choose two SOCL102-Contemporary Social Problems or SOCL110-Minority Groups and Relations 6

Computer Literacy: 0-3 Credits
(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

Total Credits Required 64
(COCI-Fall 2008)
The Criminal Justice curriculum is dedicated to provide the theoretical, practical and professional knowledge needed in today’s environment to be successful in the fields of policing, corrections, courts, probation, parole, private security and related service careers. Emphasis is placed on preparing the student for the professional workplace or continued studies in a four-year institution. The curriculum is designed to provide the student with expert instruction on the most current trends, policies and practices in the field. Graduates of a New Jersey police academy may be eligible for up to 16 credits toward the Criminal Justice, A.S. degree. For information, contact the department chairperson Daniel Thoren at (609) 343-4996.
DATABASE DESIGN AND DEVELOPMENT — OPTION

COMPUTER PROGRAMMING, ASSOCIATE IN APPLIED SCIENCE

Many students are not interested in transferability, but rather mobility into the job market with the career goal of a database designer, developer or administrator. This degree strongly emphasizes business and database programming and design techniques and includes Oracle SQL and Oracle design concepts. Students will be prepared for entry level positions in database operations.

For information, contact the department chairperson Otto Hernandez at (609) 343-4978.

Recommended sequence of courses:

First Semester
ENGL101  Composition I  3
CISM125  Introduction to Computers  3
MATH121  Applications of Mathematics  4
Gen Ed  Laboratory Science course  4

Second Semester
CISM130  Using PC Operating Systems  4
CISM135  Computer Programming C++  4
CISM154  Computer Programming-Java  4
ENGL102  Composition II  3
Gen Ed  Humanities or Social Science course  3

Third Semester
BUSN120  Principles of Management  3
CISM159  Intermediate Programming C++  4
CISM160  Systems Analysis and Design  3
CISM254  Advanced Computer Programming-Java  4
OSTM260  Business Communications  3
Choose  Any other CISM courses or MATH122  4

Fourth Semester
CISM164  Microcomputer Applications/Relational Databases  3
CISM167  Programming in Oracle SQL  3
CISM170  Database Design Using Oracle  3
CISM222  Issues in Computer Security  3
Choose  CISM course or MATH122  4

General Education Courses — 20 credits
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

Communication (6 credits)
ENGL101  Composition I  3
ENGL102  Composition II  3

Mathematics-Science-Technology (11 credits)
MATH121  Applications of Mathematics  4
General Education Laboratory Science course  4
CISM125  Introduction to Computers  3

General Education Elective (3 credits)
General Education Social Science or Humanities course  3

Program Courses — 45 credits
BUSN120  Principles of Management  3
CISM130  Using PC Operating Systems  4
CISM135  Computer Programming C++  4
CISM154  Computer Programming-Java  4
CISM159  Intermediate Programming-C++  4
CISM160  Systems Analysis and Design  3
CISM254  Advanced Computer Programming-Java  4
OSTM260  Business Communications  3
Choose  Any other CISM courses or MATH122  4

Program Option Courses
CISM164  Microcomputer Applications/Relational Databases  3
CISM167  Programming in Oracle SQL  3
CISM170  Database Design Using Oracle  3
CISM222  Issues in Computer Security  3

Total Credits Required  65

(DBSE-Fall 2008)
**General Education Courses – 45 credits**
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

**Communications (9 credits)**
- ENGL101 Composition I 3
- ENGL102 Composition II 3
- Choose COMM110 or COMM120 3

**Mathematics-Science-Technology (12 credits required)**
- MATH122-College Algebra or higher Gen. Ed. Math course 4
- General Education Laboratory Science course 4
- General Education Mathematics or Science course 4

**Social Science (9 credits)**
- PSYC101 General Psychology 3
- SOCL101 Principles of Sociology 3
(SOCL101 meets the General Education Diversity/Cultural and Global Awareness requirement.)
- Choose one: ANTH103 (Meets the General Education Diversity/Cultural and Global Awareness requirement.), 3
- ECON110, GEOG102, GEOG110, GOVT101 or GOVT110

**Humanities (9 credits)**
- Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 3
- General Education Humanities course 3
- Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214 3

**History (6 credits)**
- Choose two: HIST101, HIST102, HIST103 or HIST104 6

**Diversity/Cultural and Global Awareness**
See Social Science category above.

**Program Courses – 18 credits**
- ARTS100-Color and 2-D Design (offered only in spring) 3
- ARTS116-Graphic Design 3
- ARTS135-Art with Computers 3
- ARTS165-Web Graphics and Animation 3
- CISM163-Web Page Design 3
- Choose a 200-level ARTS course 3
- Liberal Arts Elective - ARTS110 recommended 3

**Computer Literacy: 0-3 Credits**
(Is fulfilled with CISM125, testing out or reviewed departmental portfolio.)

**Total Credits Required**

66

(DSGN-Fall 2008)
ECONOMICS — OPTION
BUSINESS ADMINISTRATION, ASSOCIATE IN SCIENCE

This option is designed for students who wish to transfer to a four-year institution. It offers an introduction to economics within the broader framework of business administration and the social sciences. Students take basic general education courses in addition to the business and economic courses listed.

Students are provided with the background necessary to move into baccalaureate majors in economics, business administration and the social sciences.

For information, contact the department chairperson Daniel Thoren at (609) 343-4996.

General Education Courses – 30 credits
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

Communication (6 credits)
ENGL101 Composition I 3
ENGL102 Composition II 3

Mathematics-Science-Technology (12 credits)
MATH150 Precalculus 4
MATH220 Statistical Methods 4
General Education Laboratory Science course 4

Social Science (6 credits)
ECON110 Principles of Economics I 3
General Education Social Science course 3

Humanities (6 credits)
Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 3
General Education Humanities course 3

Program Courses – 34 credits
ACCT130 Financial Accounting 4
ACCT131 Managerial Accounting 4
BUSN101 Introduction to Business 3
BUSN103 Money and Banking 3
BUSN120 Principles of Management 3
BUSN210 Business Law I 3
BUSN211 Business Law II 3
ECON111 Principles of Economics II 3
GOVT101 Introduction to Government and Politics 3
MATH155 Calculus I 5

Total Credits Required 64

Computer Literacy: 0-3 Credits
(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)
(BUSE-Fall 2008)

Recommended sequence of courses:

First Semester
BUSN101 Introduction to Business 3
BUSN120 Principles of Management 3
ENGL101 Composition I 3
GOVT101 Introduction to Government and Politics 3
MATH150 Precalculus 4

Second Semester
ACCT130 Financial Accounting 4
ECON110 Principles of Economics I 3
ENGL102 Composition II 3
MATH155 Calculus I 5

Third Semester
ACCT131 Managerial Accounting 4
BUSN210 Business Law I 3
ECON111 Principles of Economics II 3
Gen Ed Social Science course 3
Gen Ed Laboratory Science course 3

Fourth Semester
BUSN103 Money and Banking 3
BUSN211 Business Law II 3
MATH220 Statistical Methods 4
Gen Ed ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100, or THEA110 3
Gen Ed Humanities course 3
**Education — Option**  
**Liberal Arts, Associate in Arts**

Designed as a transfer program for students interested in teaching certification, this option maximizes transfer of credits and academic status to a professional teacher education program. However, the transfer requirements of the four-year college must be satisfied for admittance into that college and its teacher certification program. To gain certification in New Jersey, students must complete a discipline major and a professional sequence of courses in education. For maximum transfer of credits, students should select a discipline major as soon as possible and schedule elective courses accordingly. ACCC has a transfer agreement with The Richard Stockton College of NJ for Education majors specializing in chemistry, history, psychology, sociology, computer science, geography, English, life science, political science, economics, mathematics, physical science and liberal arts. The department chairperson has specific course recommendations for each major. To ensure that the specific requirements of the transfer college are met, all students interested in this option should contact the department chairperson, Dr. Barbara Warner at (609) 343-5031.

<table>
<thead>
<tr>
<th>General Education Courses — 45 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication (9 credits)</strong></td>
</tr>
<tr>
<td>ENGL101 Composition I 3</td>
</tr>
<tr>
<td>ENGL102 Composition II 3</td>
</tr>
<tr>
<td>Choose COMM110 or COMM120 3</td>
</tr>
<tr>
<td><strong>Mathematics-Science-Technology (12 credits)</strong></td>
</tr>
<tr>
<td>MATH220 Statistical Methods 4</td>
</tr>
<tr>
<td>Laboratory Science (life science) course – Choose a BIOL course 4</td>
</tr>
<tr>
<td>Laboratory Science (physical science) course – Choose a CHEM, ESCI or PHYS course 4</td>
</tr>
<tr>
<td><strong>Social Science (9 credits)</strong></td>
</tr>
<tr>
<td>PSYC101 or PSYC135-Child Psychology 3</td>
</tr>
<tr>
<td>SOCL101 Principles of Sociology* 3</td>
</tr>
<tr>
<td>Choose one: ANTH103 (Meets the General Education Diversity/Cultural and Global Awareness requirement.), ECON110, GEOG102, GEOG110, GOVT101 or GOVT110 3</td>
</tr>
<tr>
<td><strong>Humanities (9 credits)</strong></td>
</tr>
<tr>
<td>Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 3</td>
</tr>
<tr>
<td>Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214 3</td>
</tr>
<tr>
<td>Choose a General Education Humanities course 3</td>
</tr>
<tr>
<td><strong>History (6 credits)</strong></td>
</tr>
<tr>
<td>Choose two: HIST101, HIST102, HIST103 or HIST104 6</td>
</tr>
<tr>
<td><strong>Diversity/Cultural and Global Awareness</strong></td>
</tr>
<tr>
<td>See Social Science category above.</td>
</tr>
<tr>
<td><strong>Program Requirements — 20 credits</strong></td>
</tr>
<tr>
<td>CISM128 Technology for Educators 3</td>
</tr>
<tr>
<td>EDUC101 Historical Foundations of American Education 3</td>
</tr>
<tr>
<td>EDUC213 Educational Psychology 3</td>
</tr>
<tr>
<td>*EDUC220 Field Placement in Educational Psychology (40 hours) 1</td>
</tr>
<tr>
<td>EDUC/PSYC226 Psychology of Exceptionality 3</td>
</tr>
<tr>
<td>HPED150 Concepts of Physical Fitness 1</td>
</tr>
<tr>
<td>Choose CDC/PSYC110-Child Development: Theory and Practice (4 credits) 3</td>
</tr>
<tr>
<td>or PSYC135-Child Psychology (3 credits)</td>
</tr>
<tr>
<td>Choose SOCL110-Contemporary Social Problems or SOCL110-Minority Groups and Interpersonal Relations 3</td>
</tr>
</tbody>
</table>

**Total Credits Required** 65

*Students planning to attend Rowan University should take EDUC100- Teaching: An Introduction to the Profession in place of EDUC220.

(EDUC—Fall 2008)
The English as a Second Language program is designed for students, whose native language is not English, who want to improve their ability to read, write, speak and understand American English, and who want to study at ACCC to earn a certificate or degree. The focus is on reading, writing, listening, speaking and American culture with emphasis on group interaction and active learning. Students practice writing at all levels and read extensively. Instruction includes computer laboratory work, using the Internet, and language laboratory work, where appropriate. Class sizes are small with courses offered during the day and evening in the fall, spring and summer.

Students are required to take the English as a Second language (ESL) Placement Test. Results are used to determine whether the student needs further instruction. Students, who entered the American school system before the 8th grades, are exempt from the ESL placement test. Graduates of American high schools, whose native language is not English, may be exempt from this requirement based on an interview with the department chairperson.

Students who have graduated from an American High School, and placed into ESLN 080, will move directly into ESLN 100 after successful completion of ESLN 080. Students who are placed into ESLN 100, Academic Reading/Writing, are also required to take ESLN 099, Strategies for the American Classroom. When students have successfully completed ESLN 100, they will then be required to take the College Placement Test in order to be appropriately placed into their English Course.

**PROGRAM COURSES** – See the Course Description section for course content.

**Required courses:**
- ESLN 060 - Elementary ESL I
- ESLN 062 - Elementary ESL II
- ESLN 070 - Intermediate ESL I
- ESLN 072 - Intermediate ESL II
- ESLN 080 - Academic Foundations
- ESLN 090 - Advanced ESL I
- ESLN 092 - Advanced ESL II
- ESLN 099 - Strategies for the American Classroom
- ESLN 100 - Academic Reading/Writing

**Optional courses:**
- ESLN 074 - Vocabulary Strategies
- ESLN 092 - Adv. Listening/Speaking
- ESLN094 - Advanced ESL: Grammar (May be required depending on ELPT result.)
- ESLN096 - Advanced ESL: Listening and Speaking for the Workplace

The offices of the English as a Second Language Program are located at the Charles D. Worthington Atlantic City Campus. For information, contact the Admissions Desk at (609) 343-4878 or the ESL department chairperson, Christina Cavage at (609) 343-4881.

**Adult Education – English as a Second Language**
This program is part of the Atlantic County Consortium and funded by the N.J. Department of Labor. It offers non-credit English as a Second Language classes for students who do not speak English or who want to improve their English skills. Immediate survival/communication skills are stressed, as well as job skill needs. Classes are free and are held at the Worthington Atlantic City Campus. A $15 registration fee applies.
# General Studies — Option

**Liberal Arts, Associate in Science**

Designed for students who are undecided about a career and who wish to explore different fields, this option can lead to various baccalaureate degrees. Nearly three-quarters of the required courses are traditional liberal arts and easily transfer to four-year institutions. The remaining courses can be in any subject area, but students should be aware that courses in specific career areas may not easily transfer.

It is important that students meet with an advisor to choose their courses, based on their career plans. It is recommended that they take the elective courses in their first two semesters in order to best explore various career possibilities. Students take basic general education courses, which they can use to transfer to a four-year institution, or should they decide on a specific career area, they may apply them to an A.A.S. degree.

For information, contact department chairpersons Dr. Godfrey Barlatt at (609) 343-5047 or Cheryl Knowles-Harrigan at (609) 343-4993.

## General Education Courses — 30 credits

When a general education course is not specified, refer to the list of approved General Education courses on page 41.

### Communication (6 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL102 Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

### Mathematics-Science-Technology (12 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Mathematics course</td>
<td>4</td>
</tr>
<tr>
<td>General Education Laboratory Science course</td>
<td>4</td>
</tr>
<tr>
<td>General Education Mathematics or Science course</td>
<td>4</td>
</tr>
</tbody>
</table>

### Social Science (3 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Science course</td>
<td>3</td>
</tr>
</tbody>
</table>

### Humanities (6 credits)

Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Humanities course</td>
<td>3</td>
</tr>
</tbody>
</table>

### General Education Program Elective (3 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education course</td>
<td>3</td>
</tr>
</tbody>
</table>

### Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCL101 Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>History course</td>
<td>3</td>
</tr>
<tr>
<td>Literature course</td>
<td>3</td>
</tr>
</tbody>
</table>

### Free Electives

22 Credits

### Computer Literacy:

0-3 Credits

(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

## Total Credits Required

64 Credits

(GENS-Fall 2008)
**Health Professions — Option**

**Technical Studies, Associate in Applied Science**

This program is designed for individuals who possess a license or certificate from an accredited program in a health care field, which would include pharmacy technician, licensed practical nurse, dental assistant, paramedic or a hospital-based program such as nursing diploma, radiology, respiratory and surgical technician.

To be accepted into the program, the candidate must present proof of completion of an accredited program and have received a license, diploma or certification from that program. (Students must have their Technical Core credits approved before they can matriculate in this degree.)

The option consists of 20 General Education course credits, 20 to 25 Technical Core credits transferred in from the American Council of Education (ACE) or another similar service, 17 program course credits and 2 to 8 Free Elective credits, depending on the amount of Technical Core credits.

For information, contact department chairperson Carol Mohrfeld at (609) 343-5035.

### General Education Courses – 20 credits
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

#### Communication (6 credits)
- ENGL101 Composition I 3
- ENGL101 Composition II 3

#### Social Science (3 credits)
- PSYC101 General Psychology 3

#### Humanities (3 credits)
- HIST101 Heritage of the Western World I or HIST102 Heritage of the Western World II 3

#### Mathematics-Science-Technology (8 credits)
- MATH121 Applications of Mathematics or higher General Education mathematics course 4
- BIOL120 Anatomy and Physiology I 4

### Technical Core – 20 to 25 credits
ACE or similar recommendation

#### Program Courses
- BIOL121 Anatomy and Physiology I 4
- MATH220 Statistical Methods 4
- PHIL104 Bioethics-Realities of the New Millennium 3
- PHIL110 Introduction to Ethics 3
- SOCL101 Principles of Sociology 3

#### Free Electives – 2 to 7 credits
The amount of credits is based on the approved Technical Core Credits

#### Computer Literacy: 0-3 credits
(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

### Total Credits Required
64

(TSHP-Fall 2008)
## History — Option

**Liberal Arts, Associate in Arts**

A degree in History provides a well-rounded liberal arts background to students seeking to continue their education. Careers directly related to history include teaching, museum work and research. Students seeking a baccalaureate degree in history from a four-year institution should obtain an A.A. degree in liberal arts. It is recommended that not more than 15 credits be earned in history courses at ACCC to avoid any possible transfer problems. Most four-year institutions prefer that courses in a student’s major be taken there.

A history emphasis at ACCC has no special entrance requirements, other than completing college entrance criteria, and can be earned both full- and part-time.

For information, contact the department chairperson Cheryl Knowles-Harrigan at (609) 343-4993.

<table>
<thead>
<tr>
<th>General Education Courses – 45 credits</th>
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</thead>
<tbody>
<tr>
<td>When a general education course is not specified, refer to the list of approved General Education courses on page 41.</td>
<td></td>
</tr>
</tbody>
</table>

### Communication (9 credits)
- ENGL101 Composition I 3
- ENGL102 Composition II 3
- COMM110 or COMM120 3

### Mathematics-Science-Technology (12 credits)
- MATH122-College Algebra, or higher General Education mathematics course 4
- General Education Laboratory Science course 4
- General Education Mathematics or Science course 4

### Social Science (9 credits)
- PSYC101-General Psychology 3
- SOCL101-Principles of Sociology (Meets the General Education Diversity/Cultural and Global Awareness requirement.) 3
- Choose one: ANTH103 (Meets the General Education Diversity/Cultural and Global Awareness requirement.), 3
- ECON110, GEOG102, GEOG110, GOVT101 or GOVT110

### Humanities (9 credits)
- Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 3
- General Education Humanities course 3
- Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214 3

### History (6 credits)
- HIST101-Heritage of the Western World I 3
- HIST102-Heritage of the Western World II 3

### Diversity/Cultural and Global Awareness
See Social Science category above.

### Program Courses – 9 credits
- HIST103 U.S. History I 3
- HIST104 U.S. History II 3
- Choose GOVT101, GOVT110, GOVT111, HIST109, HIST110 or HIST117 3

### Liberal Arts Electives
12

### Computer Literacy: 0-3 Credits
(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

### Total Credits Required
66

(HIST-Fall 2008)
HOSPITALITY MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE

The hospitality industry is the number one employer in Atlantic County. This degree prepares students for management careers in hospitality including hotels, restaurants, casinos, casino hotels, institutions, private clubs, consulting firms, travel agencies, and cruise ships. In addition to hotel management courses, students are exposed to a variety of courses in business administration, which enable them to make appropriate business decisions.

In their final semester, students are required to complete a mandatory 135-hour internship in a hospitality-related business. Many classes are scheduled in three-hour blocks to reduce travel time. Transfer credits are accepted pending approval from the Admissions Office. The degree can be earned part-time. For information, contact the department chairperson Daniel Thoren at (609) 343-4996.

Recommended sequence of courses:

**First Semester**
- ACCT130 Financial Accounting 4
- BUSN120 Principles of Management 3
- CISM125 Introduction to Computers 3
- ENGL101 Composition I 3
- HOSP100 Orientation to Hospitality and Tourism 3
- HOSP132 Food Service Sanitation 1
- HOSP134 Restaurant Operations 4
- HOSP150 Hospitality Sales and Marketing 3
- HOSP200 Hotel Operations 4
- HOSP205 Human Resources Management 3
- HOSP250 Catering and Events Planning 3
- HOSP295 Internship in Hospitality Management 4
- HOSP299 Seminar in Hospitality Management 3
- HPED150 Concepts of Physical Fitness 1
- Choose BUSN or HOSP course 3
- Total Credits: 19 credits

**Second Semester**
- ACCT130 Financial Accounting 4
- BUSN120 Principles of Management 3
- CISM125 Introduction to Computers 3
- ENGL101 Composition I 3
- HOSP100 Orientation to Hospitality and Tourism 3
- HOSP132 Food Service Sanitation 1
- HOSP134 Restaurant Operations 4
- HOSP150 Hospitality and Sales Marketing 3
- HOSP200 Hotel Operations 4
- HOSP205 Human Resources Management 3
- HOSP250 Catering and Events Planning 3
- HOSP295 Internship in Hospitality Management 4
- HOSP299 Seminar in Hospitality Management 3
- HPED150 Concepts of Physical Fitness 1
- Choose BUSN or HOSP course 3
- Total Credits: 19 credits

**Third Semester**
- ACCT130 Financial Accounting 4
- BUSN120 Principles of Management 3
- CISM125 Introduction to Computers 3
- ENGL101 Composition I 3
- HOSP100 Orientation to Hospitality and Tourism 3
- HOSP132 Food Service Sanitation 1
- HOSP134 Restaurant Operations 4
- HOSP150 Hospitality and Sales Marketing 3
- HOSP200 Hotel Operations 4
- HOSP205 Human Resources Management 3
- HOSP250 Catering and Events Planning 3
- Choose BUSN210-Business Law I or HOSP225-Hospitality Law 3
- Choose a course 3
- Total Credits: 18 credits

**Fourth Semester**
- ACCT130 Financial Accounting 4
- BUSN120 Principles of Management 3
- CISM125 Introduction to Computers 3
- ENGL101 Composition I 3
- HOSP100 Orientation to Hospitality and Tourism 3
- HOSP132 Food Service Sanitation 1
- HOSP134 Restaurant Operations 4
- HOSP150 Hospitality and Sales Marketing 3
- HOSP200 Hotel Operations 4
- HOSP205 Human Resources Management 3
- HOSP250 Catering and Events Planning 3
- Choose BUSN or HOSP course 3
- Total Credits: 17 credits

**Includes summer and winter sessions options**

General Education Courses - 22 credits
Communication (9 credits)
- COMM120 Public Speaking 3
- ENGL101 Composition I 3
- ENGL102 Composition II 3

Mathematics-Science-Technology (7 credits)
- CISM125 Introduction to Computers 3
- General Education Mathematics or Science Course 4

Social Science (3 credits)
- General Education Social Science course 3

General Education Elective (3 credits)
- General Education course 3

Program Courses - 42 credits
- ACCT130 Financial Accounting 4
- BUSN120 Principles of Management 3
- HOSP100 Orientation to Hospitality and Tourism 3
- HOSP132 Food Service Sanitation 1
- HOSP134 Restaurant Operations 4
- HOSP150 Hospitality Sales and Marketing 3
- HOSP200 Hotel Operations 4
- HOSP205 Human Resources Management 3
- HOSP250 Catering and Events Planning 3
- HOSP295 Internship in Hospitality Management 4
- HOSP299 Seminar in Hospitality Management 3
- HPED150 Concepts of Physical Fitness 1
- Choose BUSN or HOSP course 3
- Total Credits: 64

*If you are planning on transferring to a four-year institution, it is strongly recommended that you take MATH150-Precalculus or MATH155-Calculus I and speak with an advisor (HOSP- Fall 2008)
General Education Courses – 32 credits
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

Communication (6 credits)
ENGL101 Composition I 3
ENGL102 Composition II 3

Mathematics-Science-Technology (11 credits)
CISM125 Introduction to Computers 3
MATH220 Statistical Methods 4
BIOL103-Biology of our World or BIOL118-The Human Body 4
(BIOL118 recommended for students transferring to BSW programs.)

Social Science (9 credits)
ECON110 Principles of Economics I 3
PSYC101 General Psychology 3
SOCL101 Principles of Sociology 3

Humanities (6 credits)
Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 3
General Education Humanities course 3

Program Courses – 32 credits
HPED150 Concepts of Physical Fitness 1
HSRV115 Introduction to Social Work and Human Services 3
HSRV116 Social Agency Skills and Processes 3
HSRV215 Field Work in Human Services 4
PSYC135 Child Psychology 3
PSYC230 Psychology of Adulthood 3
SOCL110 Minority Groups and Intergroup Relations 3
Choose three: ANTH103, GEOG102, HSRV130, HSRV141, 9
HSRV142, HSRV143, HSRV144, HSRV145, PSYC150, PSYC212, PSYC214, 9
SOCL102, SOCL202, SOCL204, SOCL206, SOCL207, SOCL221 or SPCH130

Total Credits Required 64
(HUSV-Fall 2008)

Recommended sequence of courses:

First Semester
CISM125 Introduction to Computers 3
ENGL101 Composition I 3
HSRV115 Intro to Social Work/Human Services 3
MATH220 Statistics 4
SOCL101 Principles of Sociology 3

Second Semester
ECON110 Principles of Economics 3
ENGL102 Composition II 3
HSRV116 Social Agency Skills/Processes 3
PSYC101 General Psychology 3
BIOL103 or BIOL118 4

Third Semester
ARTS103, ARTS108, ARTS109, ARTS115 3
DANCE170, MUSC100 or THEA110 3
HSRV215 Field Work in Human Services 4
PSYC135 Child Psychology 3
SOCL110 Minority Groups and Intergroup Relations 3
Choose two program courses 6

Fourth Semester
GOVT101 or GOVT110 3
HPED150 Concepts of Physical Fitness 1
PSYC230 Psychology of Adulthood 3
Gen Ed Humanities course 3
Choose two program courses 6

An overview of the social service field, this degree presents the theoretical approaches to the development of human services and helps students explore careers in the social welfare system. Beginning skills are taught in some courses. Social Work education can begin at the Associate in Science level and may advance through a baccalaureate program, a master’s degree and a doctorate in Social Work and/or related fields. Rewarding career possibilities exist at all levels. Jobs are available in family services, aging, health and mental health, addictions, disabilities and numerous other areas. This degree may be earned part-time.

For information, contact the department chairperson Dr. Barbara Warner at (609) 343-5031.
**Humanities — Option**

**Liberal Arts, Associate in Arts**

Designed to give students an opportunity to explore various disciplines before selecting a specific career area, this option can lead to a baccalaureate degree in history, literature, philosophy, religion or the arts. An A.A. degree with a humanities option can lead to careers in education, the arts, communications, law and many other non-technical fields.

For information, contact the department chairperson Cheryl Knowles-Harrigan at (609) 343-4993.

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**General Education Courses – 45 credits**

When a general education course is not specified, refer to the list of approved General Education courses on page 41.

**Communication (9 credits)**

- ENGL101 Composition I 3
- ENGL102 Composition II 3
- COMM110 or COMM120 3

**Mathematics-Science-Technology (12 credits)**

- MATH220 Statistical Methods 4
- ANTH/BIOL101- Biological Anthropology or BIOL103-Biology of Our World 4
- ESCI100-Earth Science or PHYS100-Conceptual Physics 4

**Social Science (9 credits)**

- PSYC101-General Psychology 3
- SOCL101-Principles of Sociology (Meets the General Education Diversity/Cultural and Global Awareness requirement.) 3

Choose one:
- ANTH103 (Meets the General Education Diversity/Cultural and Global Awareness requirement.) 3
- ECON110, GEOG102, GEOG110, GOVT101 or GOVT110 3

**Humanities (9 credits)**

Choose:
- ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 3
- PHIL102 Introduction to Philosophy or PHIL115-Introduction to Philosophy and Literature 3

Choose:
- ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214 3

**History (6 credits)**

Choose:
- HIST101, HIST102, HIST103 or HIST104 6

**Diversity/Cultural and Global Awareness**

See Social Science category above.

**Program Courses – 12 credits**

- History (HIST) course 3
- Literature (ENGL) course 3
- Philosophy (PHIL) course or RELG110-World Religions 3
- Non-studio art course: ARTS103, DANC170, MUSC100 or THEA110 3

**Liberal Arts Electives**

Total Credits Required 66

(HEMT-Fall 2008)
LIBERAL ARTS
ASSOCIATE IN ARTS

This degree prepares students for transfer to four-year liberal arts programs. In the core general education courses, emphasis is on major fields of academic inquiry, their approaches to creating knowledge, important developments in these fields and the implications that these fields have for decision-making in our private and public lives.

For information, contact Denise-Marie Coulter, English Department Chair, at (609) 343-4961 or Cheryl Knowles-Harrigan, Arts and Humanities Department Chair, at (609) 343-4993.

General Education Courses – 45 credits
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

Communication (9 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL101</td>
<td>3</td>
</tr>
<tr>
<td>ENGL102</td>
<td>3</td>
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<tr>
<td>COMM110 or COMM120</td>
<td>3</td>
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</tbody>
</table>

Mathematics-Science-Technology (12 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH121 or higher General Education mathematics course</td>
<td>4</td>
</tr>
<tr>
<td>General Education Laboratory Science course</td>
<td>4</td>
</tr>
<tr>
<td>General Education Mathematics or Science course</td>
<td>4</td>
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</tbody>
</table>

Social Science (9 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose PSYC101 or PSYC135</td>
<td>3</td>
</tr>
<tr>
<td>SOCL101 (Meets the General Education Diversity/Cultural and Global Awareness requirement.)</td>
<td>3</td>
</tr>
<tr>
<td>Choose one: ANTH103 (Meets the General Education Diversity/Cultural and Global Awareness requirement.), ECON110, GEOG102, GEOG110, GOVT101 or GOVT110</td>
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Humanities (9 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110</td>
<td>3</td>
</tr>
<tr>
<td>Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214</td>
<td>3</td>
</tr>
<tr>
<td>General Education Humanities course</td>
<td>3</td>
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</tbody>
</table>

History (6 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose two: HIST101, HIST102, HIST103 or HIST104</td>
<td>6</td>
</tr>
</tbody>
</table>

Diversity/Cultural and Global Awareness
See Social Science category above.

Program Courses – 19 credits
Students are strongly encouraged to meet with an academic advisor prior to making their course selections.
Liberal Arts electives – choose from the following course alphas:
ANTH, ARTS, BIOL, CHEM, COMM, DANC, ECON, ENGL, ESCI, FREN, GEOG, GOVT, HIST, HUMT, ITAL, MATH, MUSC, PHIL, PHYS, PSYC, RELG, SOCL, SPAN, SPCH, and THEA (Exceptions: ENGL065, ENGL070, ENGL080, MATH070, MATH073, MATH074)

Computer Literacy: 0-3 credits
Is fulfilled with CISM125, testing out, or reviewed department portfolio.

Total Credits Required 64

If you are interested in one of the following options to the Liberal Arts degree, refer to the catalog page for information:
- Business Administration
- Child Development/Child Care
- Communication
- Digital Design
- Education
- History
- Humanities
- Literature
- Performing Arts
- Philosophy
- Psychology
- Social Science
- Sociology
- Studio Art

(LIBA-Fall 2008)
The Literature option is designed for students who wish to major in English and/or linguistics. A broad base in the humanities prepares students for transfer to a four-year college for the baccalaureate degree. English studies may lead to careers in advertising, broadcasting, journalism, law, teaching and writing.

For information, contact the department chairperson Denise-Marie Coulter at (609) 343-4961.
**Mathematics Option**

**Science and Mathematics, Associate in Science**

This degree is designed for students who wish to major in mathematics and plan to transfer to four-year institutions. It is appropriate for students interested in engineering, physics or other physical sciences. Electives should be selected based on the student’s interest and the requirements of the transfer institution or technician-level vocation opportunities.

For information, contact the department chairperson Dr. Godfrey Barlatt at (609) 343-5047.

**General Education Courses - 32 credits**

When a general education course is not specified, refer to the list of approved General Education courses on page 41.

**Communication (9 credits)**

ENGL101 Composition I 3
ENGL102 Composition II 3
COMM110 or COMM120 3

**Mathematics-Science-Technology (14 credits)**

MATH155 Calculus I 5
MATH156 Calculus II 5
PHYS225 General Physics I 4

**Social Science (3 credits)**

General Education Social Science course 3

**Humanities (6 credits)**

Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 3
General Education Humanities course 3

**Program Courses - 33 credits**

MATH152 Linear Algebra 4
MATH153 Discrete Mathematics 4
MATH255 Calculus III 5
MATH256 Differential Equations 4
PHYS226 General Physics II 4
Choose CISM135 or CISM154 4
Choose electives from the following courses (8 credits minimum): CISM159, CHEM110, CHEM111 (4-credit courses), ECON110, ECON111 (3-credit courses) or Liberal Arts course(s) 8

**Computer Literacy: 0-3 Credits**

(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

**Recommended sequence of courses:**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL101</td>
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<tr>
<td>MATH153</td>
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<td>MATH155</td>
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<tr>
<td>Choose</td>
<td>4</td>
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<tr>
<td>Gen Ed</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL102</td>
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<tr>
<td>MATH152</td>
<td>4</td>
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<tr>
<td>MATH156</td>
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</tr>
<tr>
<td>Gen Ed</td>
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**Third Semester**

<table>
<thead>
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<th>Course</th>
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</thead>
<tbody>
<tr>
<td>MATH255</td>
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<tr>
<td>PHYS225</td>
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<tr>
<td>Gen Ed</td>
<td>3</td>
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**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH256</td>
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<tr>
<td>PHYS226</td>
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<tr>
<td>Choose</td>
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</table>

**Total Credits Required** 65

(MATH-Fall 2008)
Microsoft Certified Systems Engineer – Option
Technical Studies, Associate in Applied Science

The Microsoft Certified Systems Engineer (MCSE) credential serves as the premier certification for network professionals. The graduate will analyze the business requirements and design and implement the infrastructure for business solutions based on the Windows platform and Microsoft server software. Implementation responsibilities include installing, configuring and troubleshooting network systems.

Offered in partnership with ACCC’s Continuing Education Program, this program provides a comprehensive analysis of Microsoft Professional and Server technology. Students acquire key skills to understand server infrastructure, application support, network administration, directory services, security and SQL Server administration. This option supplements the technical certification with conceptual skills in analysis, decision making and problem solving.

For further information, contact the department chairperson Otto Hernandez, at (609) 343-4978.

General Education Courses – 20 credits
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

Communication courses (6 credits) 6
ENGL101-Composition I
ENGL101-Composition II

Mathematics-Science-Technology (8 credits) 4
MATH121 or higher General Education mathematics course
General Education Laboratory Science course

Social Science (3 credits) 3
General Education Social Science course

Humanities course (3 credits) 3
Choose HIST101, HIST102 or HUMT200 (4 cr.)

Technical Core – 15 credits 25
ACCC’s Continuing Education MCSE program and evidence of having passed Microsoft’s MCSE certification examination.

Program Electives – 19 credits 4
CISM154-Computer Programming-Java
CISM160-Systems Analysis and Design
CISM167-Structured Query Language
CISM222-Issues in Computer Security
CISM247-Management Information Systems
Any CISM course (CISM130 or higher)

Computer Literacy: 0-3 Credits
(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

Total Credits Required 64
(MCSE-Fall 2008)
NURSING
ASSOCIATE IN APPLIED SCIENCE

This program prepares students for first-level positions as Registered Nurses by providing curriculum composed of theoretical and clinical study. The theoretical component is comprised of general education and nursing courses. The clinical component, within the nursing courses, affords the student the opportunity to practice giving direct nursing care to clients in acute, long-term and community health care agencies under the guidance of qualified nursing faculty. Upon successful completion of the program, graduates receive an Associate in Applied Science degree and have the educational requirements necessary to take the National Council Licensure Examination (NCLEX) for RN licensure.


An applicant for a license to practice professional nursing in the State of New Jersey must also submit evidence to the New Jersey Board of Nursing, that he or she: (1) “has attained his/her eighteenth birthday; (2) is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded nolo contendere, non vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to chemical abuse substances; (3) holds a diploma from an accredited four-year school or the equivalent thereof as determined by the New Jersey State Department of Education.” Applicants should contact the Board if there is any question of eligibility due to violation of the Federal narcotics laws or other criminal offense.

In an effort to encourage nurses to continue their education and provide for advancing job opportunities, the nursing program has an advanced placement process for Licensed Practical Nurses and articulation agreements with several institutions, which offer a baccalaureate degree in nursing for graduates of the program.

Admission to the nursing program is competitive. See the “Admissions” section of this catalog for information. Atlantic and Cape May County residents are given priority consideration. Residents of other counties will be considered only if all seats cannot be filled with qualified Atlantic and Cape May County students. NOTE: Acceptance into the program is on a competitive basis. Successful completion of all prerequisites does not guarantee acceptance into the program. Students must pass each program course with a “75” or better to remain in the program, and must complete the program in five years from the date of acceptance. Students who are unable to progress to the next consecutive nursing course at the planned time, for any reason, must withdraw from the program. They must request re-admission through the department chairperson, in writing, and letters must be received by June 1 of the year in which they wish to re-enter the Nursing program. Re-entry is contingent on available space in the course required by the re-entering student.

Students who fail one nursing course and repeat it, and then fail a second nursing course, or the same course a second time, will not be permitted to repeat again and will be required to withdraw from the Nursing program until ten years have elapsed. If ten years or more have elapsed, students may reapply to the Nursing program.

Students must complete and pass a standardized “exit exam” to receive their letter of program completion (required by the state of New Jersey) to take their NCLEX.

The Nursing program is challenging. Students are encouraged to consider limiting time commitments outside of school, as much as possible, during the two-year period of their nursing studies. Locations and hours of clinical assignments vary; significant additional travel time may be required. Promptness and attendance are crucial to the successful completion of the Nursing program. Travel to the clinical setting is the student’s responsibility.

Licensed Practical Nurses may be admitted to the nursing program via an advanced placement process. LPNs should contact the department chair, Carol Mohrfeld, for additional information at (609) 343-5035.

Continued on next page.
NURSING
ASSOCIATE IN APPLIED SCIENCE

Requirements:

- Students accepted into the Nursing Program are required to show proof of certification for Cardiopulmonary Resuscitation (CPR) for the Health Care Provider from the American Heart Association. A criminal background check is required once the student is accepted into the program. (Instructions for completing this are given at the time of acceptance.)
- Effective June 1, 2008 all prerequisite courses must be completed with a minimum GPA of 3.0 and an overall GPA of 2.5 to be accepted into the nursing program.
- The Nursing Entrance Test (NET) is required for admission to the Nursing program. The test must have been completed within the last three years. Applicants must receive a minimum score of 75 for their application to be considered.
- All science courses must have been taken within the last ten years or must be repeated.
- LPN applicants are required to take NURS109-LPN Transition Course and complete the prerequisites BIOL121-Human Anatomy and Physiology II and BIOL203-Microbiology before being admitted to the Nursing program.

For information, contact the Admissions Office at (609) 343-5000.

General Education Courses – 20 credits
Courses with “Prerequisite” next to them must be completed before entry into the Nursing program. See top of page.

Communication (6 credits)
ENGL101 Composition I (Prerequisite) 3
ENGL102 Composition II 3

Mathematics-Science-Technology (8 credits)
BIOL120 Human Anatomy and Physiology I (Prerequisite) 4
BIOL121 Human Anatomy and Physiology II 4

Social Science (6 credits)
PSYC101 General Psychology (Prerequisite) 3
SOCL101 Principles of Sociology (Prerequisite) 3

Program Courses – 46 credits
ALHT110 Comprehensive Medical Terminology 3
BIOL203 Microbiology 4
Choose HIST101 or HIST102 3
NURS110 Nursing I 8
NURS112 Nursing II 8
NURS200 Nursing III 9
NURS204 Nursing Management 1
NURS206 Nursing IV 9
NURS208 Nursing Trends and Issues 1

Computer Literacy: 0-3 credits
(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

Total Credits Required 66
(NURS-Fall 2008)
Office Systems Technology
Associate in Applied Science

Skilled office personnel are vital to the smooth, efficient running of a business. Without them, corporations, government and thousands of public and private organizations would come to a standstill. Busy executives rely on secretaries and assistants to manage offices.

Administrative office careers offer a variety of exciting opportunities. A graduate can become an administrative professional in the fields of medicine, education, the legal and/or hospitality industry, as well as specializing in bilingual, multimedia and/or record and information management. This degree may be earned full- or part-time. Specialist series certificates can be acquired while completing this degree program.

Students must take the placement test and complete all mathematics courses required, up to and including MATH074-Introduction to Algebra II.

For further information, contact the department chairperson Otto Hernandez at (609) 343-4978.

General Education Courses – 20 credits
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

Communication (6 credits)
ENGL101 Composition I 3
ENGL102 Composition II 3

Mathematics-Science-Technology (11 credits)
General Education Mathematics or Laboratory Science course 4
General Education Laboratory Science course 4
CISM125 Introduction to Computers 3

General Education Elective (3 credits)
General Education Humanities or Social Science course 3

Program Courses – 45 credits

ACCT130 Financial Accounting 4
BUSN120 Principles of Management 3
BUSN130 Applied Human Relations 3
CISM162 Microcomputer Applications Using Spreadsheets 3
OSTM110 Keyboarding and Document Production I 3
OSTM126 Office Automation 3
OSTM141 Word Processing I 3
OSTM142 Word Processing II–Desktop Publishing 3
OSTM210 Keyboarding and Document Production II 3
OSTM230 Administrative Office Procedures 3
OSTM260 Business Communications 3
OSTM261 Records and Information Management 3
OSTM262 Business Presentations Using Multimedia 3
OSTM263 Publishing for Business 3
Choose one OSTM125-Notetaking or OSTM280-Cooperative Education 2

Total Credits Required 65
(OSTM-Fall 2008)

Recommended sequence of courses:

First Semester
BUSN130 Applied Human Relations 3
CISM125 Introduction to Computers 3
OSTM110 Keyboarding and Document Production I 3
OSTM141 Word Processing I 3
OSTM261 Records and Information Management 3

Second Semester
ACCT130 Financial Accounting 4
OSTM142 Word Processing II–Desktop Publishing 3
OSTM210 Keyboarding and Document Production II 3
OSTM230 Administrative Office Procedures 3
OSTM260 Business Communications 3

Third Semester
BUSN120 Principles of Management 3
ENGL101 Composition I 3
OSTM263 Publishing for Business 3
Choose OSTM125-Notetaking or OSTM280-Cooperative Education 2
Gen Ed Humanities or Social Science Course 3
Gen Ed Mathematics or Laboratory Science course 4

Fourth Semester
CISM162 Microcomputer Applications Using Spreadsheets 3
ENGL102 Composition II 3
OSTM126 Office Automation 3
OSTM262 Business Presentations Using Multimedia 3
Gen Ed Laboratory Science course 4
Recommended sequence of courses:

**First Semester**
- CISM125 Introduction to Computers 3
- ENGL101 Composition I 3
- LEGL110 Introduction to Law/Litigation 3
- LEGL140 Legal Research and Writing 4
- Gen Ed Social Science course 3

**Second Semester**
- ENGL102 Composition II 3
- LEGL150 Legal Ethics and Professional Responsibility 1
- LEGL246 Litigation Assistant Procedures 3
- LEGL249 Wills and Estates 3
- LEGL251 Real Estate Transactions 3
- OSTM141 Word Processing I 3

**Third Semester**
- LEGL145 Law Office Management 1
- LEGL200 Bankruptcy Law and Practice 3
- LEGL248 Family Law 3
- LEGL250 Torts/Personal Injury Litigation 3
- Choose HIST101, HIST102 or HUMT200 (4 cr.) 3
- Gen Ed Social Science course 3

**Fourth Semester**
- LEGL203 Administrative Law 3
- LEGL212 Trial Advocacy 3
- LEGL280 Cooperative Education 3
- Choose BUSN210, COMM120 or a course approved by the paralegal coordinator 3
- Gen Ed Laboratory Science course 4

General Education Courses – 22 credits
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

**Communication (6)**
- ENGL101 Composition I 3
- ENGL102 Composition II 3

**Mathematics-Science-Technology (7 credits)**
- CISM125 Introduction to Computers 3
- General Education Laboratory Science course 4

**Social Science (6 credits)**
Choose two General Education Social Science courses 6

**Humanities (3 credits)**
Choose HIST101, HIST102 or HUMT200 (4 cr.) 3

**Program Courses 42 credits**
- LEGL110 Introduction to Law and Litigation 3
- LEGL140 Legal Research and Writing 4
- LEGL145 Law Office Management 1
- LEGL150 Legal Ethics and Professional Responsibility 1
- LEGL200 Bankruptcy Law and Practice 3
- LEGL203 Administrative Law 3
- LEGL212 Trial Advocacy 3
- LEGL246 Litigation Assistant Procedures 3
- LEGL248 Family Law 3
- LEGL249 Wills and Estates 3
- LEGL250 Torts/Personal Injury Litigation 3
- LEGL251 Real Estate Transactions 3
- OSTM141 Word Processing I 3
- Choose BUSN210, COMM120 or a course approved by the paralegal coordinator 3

Total Credit Required 64

(LEGA-Fall 2008)
**Paralegal Studies**

**Associate in Science**

This program is designed to offer a wide range of courses that provide legal training so the student can assume paralegal responsibilities under the supervision of an attorney. It is for students interested in transferring to a four-year institution. If a student plans to transfer, transfer career counselors are available to answer questions concerning future plans.

The program provides general education courses and paralegal profession introductory courses, as well as courses giving specific skills in various areas including, but not limited to, legal research and writing, fact investigation, client contact, document preparation, litigation preparation including tools of discovery, computer literacy, real estate transactions, family law issues, torts and personal injury issues and ethics.

All students are required to work in the field through a three-credit cooperative education course, which is taken after all required program paralegal courses are satisfactorily completed. Students working in the paralegal field, who wish to increase their proficiency or enhance their career opportunities, will find this program valuable. The purpose of this program is for training students to become paralegals and is not intended to be a program for training lawyers or legal administrators. Paralegals may not provide legal services directly to the public, except as permitted by law.

The program has been approved by the American Bar Association and is a member of the American Association for Paralegal Education. This degree can be earned on a part-time basis. (An Associate in Applied Science degree is also offered in Paralegal Studies, see previous page.) For further information, contact the program coordinator Marilyn Malerba Keiner, Esq. at (609) 343-4941.

**General Education Courses – 30 credits**
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

**Communication (6 credits)**
- ENGL101 Composition I 3
- ENGL102 Composition II 3

**Mathematics-Science-Technology (11 credits)**
- MATH121 Applications of Mathematics or higher 4
- General Education mathematics course (MATH121 suggested)
- General Education Laboratory Science course 4
- CISM125 Introduction to Computers 3

**Social Science (6 credits)**
- Choose two General Education Social Science courses 6

**Humanities (7 credits)**
- Choose one ARTS103, ARTS105, ARTS108, ARTS109, HIST101, HIST102 or MUSC100 3
- HUMT200 Introduction to the Arts and Humanities 4

**Program Courses – 36 credits**
- LEGL110 Introduction to Law and Litigation 3
- LEGL140 Legal Research and Writing 4
- LEGL145 Law Office Management 1
- LEGL150 Legal Ethics and Professional Responsibility 1
- LEGL212 Trial Advocacy 3
- LEGL246 Litigation Assistant Procedures 3
- LEGL248 Family Law 3
- LEGL249 Wills and Estates 3
- LEGL250 Torts/Personal Injury Litigation 3
- LEGL251 Real Estate Transactions 3
- LEGL280 Cooperative Education 3
- OSTM141 Word Processing I 3
- Choose LEGL200-Bankruptcy Law and Practice or LEGL203-Administrative Law 3

**Total Credits Required** 66

Students transferring to Thomas Edison State College should take LEGL200 and LEGL203.
(LEGL-Fall 2008)
Performing Arts — Option
Liberal Arts, Associate in Arts

The Performing Arts option serves as a platform for students interested in transferring to four-year institutions in a performing arts area. It fulfills the general education requirements and provides a foundation in the basic courses associated with the discipline. This degree includes a broad-based exposure to many of the disciplines in the area of performing arts and consists primarily of entry-level or introductory courses. The student would specialize at the senior institutional level.

For information, contact the department chairperson Cheryl Knowles-Harrigan at (609) 343-4993.

General Education Courses - 45 credits
When a General Education course is not specified, refer to the list of approved General Education courses on page 41.

Communication (9 credits)
- ENGL101 Composition I 3
- ENGL102 Composition II 3
- COMM110 or COMM120 3

Mathematics-Science-Technology (12 credits)
- MATH121-Applications of Mathematics or higher General Education Mathematics course 4
- General Education Laboratory Science course 4
- General Education Mathematics or Science course 4

Social Science (9 credits)
- PSYC101-General Psychology 3
- SOCL101-Principles of Sociology (Meets the General Education Diversity/Cultural and Global Awareness requirement.) 3
- Choose one: ANTH103 (Meets the General Education Diversity/Cultural and Global Awareness requirement.), ECON110, GEOG102, GEOG110, GOVT101 or GOVT110 3

Humanities (9 credits)
- Choose ARTS103, ARTS108 or ARTS109 3
- General Education Humanities course 3
- Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214 3

History (6 credits)
- Choose two: HIST101, HIST102, HIST103 or HIST104 6

Diversity/Cultural and Global Awareness
See Social Science category above.

Program Courses - 19 credits
- ARTS115-Introduction to Visual Arts 3
- DANC170-Introduction to Dance 3
- Choose two: DANC171 and DANC172-Modern Dance I and II, DANC173 and DANC174-Modern Jazz Dance I and II, DANC175 and DANC176-Tap Dance I and II, DANC271 and DANC272-Ballet I and II 4
- MUSC100-Music Appreciation 3
- THEA110-Introduction to Theater 3
- Choose THEA111-Acting I or THEA112-Acting II 3

Computer Literacy: 0-3 Credits
(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

Total Credits Required 64
(PERF-Fall 2008)
PHILOSOPHY — OPTION
LIBERAL ARTS, ASSOCIATE IN ARTS

A degree in Philosophy provides a well-rounded liberal arts background by providing training in how to think, especially about the most important questions of life. It is a gateway to many other disciplines, professions, and careers such as teaching, research, business and others. It provides methodologies for success in continuing academic studies beyond the program as well as in careers.

Students seeking a baccalaureate degree in philosophy from a college or university should obtain an A.A. degree in liberal arts. It is recommended that not more than 15 credits in philosophy be earned at ACCC to avoid any possible transfer problems. Most granters of baccalaureate degrees prefer that the upper level courses be taken at their institution. A student who successfully completes the requirements of the A.A. degree in philosophy should be able to think critically about issues, create arguments that show sound reasoning, demonstrate diversity through understanding Eastern and Western philosophies, evaluate philosophy’s influence on society and culture and read and write at a sophisticated conceptual level.

For information, contact the department chairperson Cheryl Knowles-Harrigan at (609) 343-4993.

General Education Courses – 45 credits
When a General Education course is not specified, refer to the list of approved General Education Courses on page 41.

Communication (9 credits)
ENGL101 Composition I 3
ENGL102 Composition II 3
COMM110 or COMM120 3

Mathematics-Science-Technology (12 credits)
MATH220 Statistical Methods 4
ANTH/BIOL101-Biological Anthropology or BIOL103-Biology of Our World 4
PHYS100 Conceptual Physics 4

Social Science (9 credits)
PSYC101-General Psychology 3
SOCL101-Principles of Sociology (Meets the General Education Diversity/Cultural and Global Awareness requirement.) 3
Choose one: ANTH103 (Meets the General Education Diversity/Cultural and Global Awareness requirement.), ECON110, GEOG102, GEOG110, GOVT101 or GOVT110 3

Humanities (9 credits)
Choose ARTS103, ARTS108 or ARTS109 3
Choose PHIL102, PHIL115 or RELG110 3
Choose ENGL104 or ENGL201 3

History (6 credits)
Choose two: HIST101, HIST102, HIST103 or HIST104 6

Diversity/Cultural and Global Awareness
See Social Science category above.

Program Courses (select 5) 15
PHIL101 Introduction to Logic
PHIL102 Introduction to Philosophy
PHIL105 World Myths and Legends
PHIL106 Introduction to Social and Political Philosophy
PHIL/RELG111 World Systems of Ethics
PHIL115 Introduction to Philosophy through Literature
Choose PHIL104 or PHIL110 (Students may take PHIL104 or PHIL110, not both.)

Liberal Arts Electives (may include PHIL courses) 6

Computer Literacy: 0-3 Credits
(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

Total Credits Required 66
(PHIL-Fall 2008)
Psychology offers a scientific framework for understanding the how and why of human behavior. Understanding the thinking, actions and motives of self and others has direct vocational use in many career areas, such as education, social work and allied health. Knowledge of psychology is required in many professional and paraprofessional fields. The program offers a range of courses designed to meet the varied interests and needs of undergraduate students. This option can be earned part-time.

ACCC is a charter member of Psi Beta. Psi Beta, the National Honor Society in Psychology for Community and Junior Colleges, is a member of the Association of College Honor Societies and is an affiliate of the American Psychological Association and the American Psychological Society.

For information, contact the department chairperson Dr. Barbara Warner at (609) 343-5031.

General Education Courses – 45 credits
When a General Education course is not specified, refer to the list of approved General Education Courses on page 41.

Communication (9 credits)
ENGL101 Composition I 3
ENGL102 Composition II 3
COMM110 or COMM120 3

Mathematics-Science-Technology (12 credits)
MATH220 Statistical Methods 4
General Education Laboratory Science course – choose a BIOL course 4
General Education Mathematics or Science course 4

Social Science (9 credits)
PSYC101 or PSYC135 3
SOCL101-Principles of Sociology (Meets the General Education Diversity/Cultural and Global Awareness requirement.) 3
Choose one: ANTH103 (Meets the General Education Diversity/Cultural and Global Awareness requirement.), ECON110, GEOG102, GEOG110, GOVT101 or GOVT110 3

Humanities (9 credits)
General Education Humanities course 3
Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 3
Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214 3

History (6 credits)
Choose two: HIST101, HIST102, HIST103 or HIST104 6

Diversity/Cultural and Global Awareness
See Social Science category above.

Program Courses – 13 credits
HPED150-Concepts of Physical Fitness 1
Choose four: PSYC130, PSYC135, PSYC204, PSYC207, PSYC212, PSYC213, PSYC214, PSYC226 or PSYC230 12

Liberal Arts Electives 6

Computer Literacy: 0-3 Credits
(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

Total Credits Required 64

(PSYC-Fall 2008)
Recommended sequence of courses:

**FIRST YEAR – ACCC Pre-Clinical**

Students must pass each course with a grade of B- or better (UMDNJ’s grade standard).

**First Semester**

- BIOL120 Human Anatomy/Physiology I 4
- CHEM100 Introduction to College Chemistry 4
- MATH122 College Algebra 4
- ENGL101 Composition I 3
- PSYC101 General Psychology 3

**Second Semester**

- BIOL120 Human Anatomy/Physiology II 4
- BIOL203 Microbiology 4
- ENGL102 Composition I 3
- Gen Ed HIST101 or HIST102 3

**Total Credits Required**

65

(RESP-Fall 2008)
SCIENCE AND MATHEMATICS
ASSOCIATE IN SCIENCE

The Science and Mathematics Associate in Science Degree offers three options in Biology, Chemistry, and Mathematics. The options are designed for students who wish to transfer to baccalaureate programs in mathematics and science. Students should consult with an academic advisor to select the option that is appropriate for their careers goals. To be admitted to a program, students must meet the College’s basic skills requirements.

There are separate catalog program entries describing course requirements for the degree options. Students should refer to the catalog pages of the following options for details:

- **BIOLOGY**
- **CHEMISTRY**
- **MATHEMATICS**

For information, contact the department chairperson Dr. Godfrey Barlatt at (609) 343-5047.

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**General Education Courses** – 31 or 32 credits (depending on the option)

**Communication (6 or 9 credits)**
- ENGL101 Composition I 3
- ENGL102 Composition II 3
- COMM110 or COMM120 (if required for option) 3

**Mathematics-Science-Technology (13 credits)**
- MATH155 Calculus I 5
- General Education Laboratory Science course, refer to option page 4
- General Education Mathematics or Science course, refer to option page 4

**Social Science (3 credits)**
- General Education Social Science course 3

**Humanities (6 credits)**
- Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 3
- General Education Humanities course 3
- General Education Program Elective – 3 credits (if required for option) 3
- General Education course – refer to option page 3

**Program Courses** – Refer to option page
- Biology option
- Chemistry option
- Mathematics option

**Free Electives** – Refer to option pages

**Computer Literacy: 0-3 credits**
(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

**Total credits required (depending on option)** 64 or 65

(Fall 2008)
SOCIAL SCIENCE — OPTION
LIBERAL ARTS, ASSOCIATE IN ARTS

Designed to help students explore various disciplines before selecting a specific career area, this option can lead to a baccalaureate degree in psychology, sociology, social work, economics, law and other fields related to the study of social institutions. Although jobs in the social sciences are available for those with a bachelor’s degree, many positions require a master’s degree.

An A.A. degree in social science can lead to work in law, social work, education, business, government, psychology or almost any non-technical field. This option can be earned part-time.

For information, contact the department chairperson Dr. Barbara Warner at (609) 343-5031.

General Education Courses – 45 credits
When a General Education course is not specified, refer to the list of approved General Education courses on page 41.

Communication (9 credits)
- ENGL101 Composition I 3
- ENGL102 Composition II 3
- COMM110 or COMM120 3

Mathematics-Science-Technology (12 credits)
- MATH220 Statistical Methods 4
- General Education Laboratory Science (life science) course — Choose a BIOL course 4
- General Education Mathematics or Science course 4

Social Science (9 credits)
- PSYC101 or PSYC135 3
- SOCL101-Principles of Sociology (Meets the General Education Diversity/Cultural and Global Awareness requirement.) 3
- Choose one: ANTH103 (Meets the Gen Ed Diversity/Cultural and Global Awareness requirement.), ECON110, GEOG102, GEOG110, GOVT101 or GOVT110 3

Humanities (9 credits)
- General Education Humanities course 3
- Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 3
- Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214 3

History (6 credits)
- Choose two: HIST101, HIST102, HIST103 or HIST104 6

Diversity/Cultural and Global Awareness
See Social Science category above.

Program Courses – 13 credits
- HPED150-Concepts of Physical Fitness 1
- Psychology course 3
- Sociology course 3
- Choose ECON110, GEOG102 or GEOG110 3
- Choose GOVT101, GOVT110 or GOVT111 3

Liberal Arts Electives

Computer Literacy: 0-3 Credits
(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

Total Credits Required 64
(SOCS-Fall 2008)
Sociology – Option
Liberal Arts, Associate in Arts

The Sociology option prepares students to pursue a degree in sociology or a related field. Careers open to sociology graduates include the fields of education, social services, urban affairs, urban planning, criminology and the law. Some of these careers require a master’s degree.

This program can be earned part-time and can lead to a baccalaureate degree at four-year institutions.

For information, contact the department chairperson Dr. Barbara Warner at (609) 343-5031.

General Education Courses - 45 credits
When a General Education course is not specified, refer to the list of approved General Education courses on page 41.

Communication (9 credits)
ENGL101 Composition I 3
ENGL102 Composition II 3
COMM110 or COMM120 3

Mathematics-Science-Technology (12 credits)
MATH220 Statistical Methods 4
General Education Laboratory Science (life science) course – Choose a BIOL course 4
General Education Mathematics or Science course 4

Social Science (9 credits)
PSYC101 or PSYC135 3
SOCL101-Principles of Sociology (Meets the General Education Diversity/Cultural and Global Awareness requirement.) 3
Choose one: ANTH103 (Meets the General Education Diversity/Cultural and Global Awareness requirement.), ECON110, GEOG102, GEOG110, GOVT101 or GOVT110 3

Humanities (9 credits)
Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 3
General Education Humanities course 3
Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214 3

History (6 credits)
Choose two: HIST101, HIST102, HIST103 or HIST104 6

Diversity/Cultural and Global Awareness
See Social Science category above.

Program Courses - 13 credits
HPED150-Concepts of Physical Fitness 1
SOCL102-Contemporary Social Problems 3
Choose three: ANTH103, GEOG102, HSRV115, SOCL110, SOCL202, SOCL204, SOCL206, SOCL207, SOCL221 9

Liberal Arts Electives
6

Computer Literacy: 0-3 Credits
(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

Total Credits Required 64
(SOCL-Fall 2008)
# Studio Art — Option

**Liberal Arts, Associate in Arts**

The Studio Art option emphasizes the exploration of the various modes of two and three-dimensional art, with special attention placed upon the development of a portfolio and it prepares the student for transfer to a four-year institution or art school. This option can lead to a baccalaureate in art education or in the fine arts. Careers in teaching, graphic design, ceramics and various related studio arts and graphic arts fields can be pursued with this study.

For information, contact the department chairperson Cheryl Knowles-Harrigan at (609) 343-4993.

## General Education Courses – 45 credits

When a General Education course is not specified, refer to the list of approved General Education Courses on page 41.

<table>
<thead>
<tr>
<th>Communication (9 credits)</th>
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<td>ENGL101 Composition I</td>
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<tr>
<td>ENGL102 Composition II</td>
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<tr>
<td>COMM110-Interpersonal Communication or COMM120-Public Speaking</td>
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<th>Mathematics-Science-Technology (12 credits)</th>
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<td>MATH121 Applications of Mathematics, or higher General Education Mathematics course</td>
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<tr>
<td>General Education Laboratory Science course</td>
<td>4</td>
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<tr>
<td>General Education Mathematics or Science course</td>
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<table>
<thead>
<tr>
<th>Social Science (9 credits)</th>
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<tbody>
<tr>
<td>PSYC101-General Psychology</td>
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<tr>
<td>SOCL101-Principles of Sociology (Meets the General Education Diversity/Cultural and Global Awareness requirement.)</td>
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<td>Choose one: ANTH103 (Meets the General Education Diversity/Cultural and Global Awareness requirement.), ECON110, GEOG102, GEOG110, GOVT101 or GOVT110</td>
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<td>Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110</td>
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</tr>
<tr>
<td>General Education Humanities course</td>
<td>3</td>
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<tr>
<td>Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214</td>
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<tr>
<th>History (6 credits)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose two: HIST101, HIST102, HIST103 or HIST104</td>
<td>6</td>
</tr>
</tbody>
</table>

## Diversity/Cultural and Global Awareness

See Social Science category above.

## Program Courses - 18 credits

| ARTS100 Color and 2-D Design | 3 |
| ARTS110 Fundamental Drawing | 3 |
| ARTS112 Introduction to Ceramics | 3 |
| ARTS128 Introduction to Photographic Methods | 3 |
| ARTS135 Art with Computers | 3 |
| 200-level ARTS course | 3 |

## Liberal Arts Elective

3

## Computer Literacy: 0-3 Credits

(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

## Total Credits Required

66

(ARTS-Fall 2008)
General Education Courses – 20 Credits Required
When a general education course is not specified, refer to the list of approved General Education courses on page 41.

Communication (6 credits)
- ENGL101-Composition I
- ENGL101-Composition II

Social Science (3 credits)
- Social Science General Education course

Humanities (3 credits)
- HIST101-Heritage of the Western World I or HIST102-Heritage of the Western World II

Mathematics-Science-Technology (8 credits)
- MATH121-Applications of Mathematics or higher General Education mathematics course
- General Education Laboratory Science course

Technical Core – Refer to specific option.
ACE or similar recommendations

Directed Electives – Refer to specific option.

Computer Literacy: 0-3 Credits
(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)

Total Credits Required – Refer to specific option.
(Fall-2008)
**WEB TECHNOLOGIES — OPTION**

**COMPUTER SYSTEMS SUPPORT, ASSOCIATE IN APPLIED SCIENCE**

The Web Technologies option serves students who are not interested in transferring to a four-year institution. It is designed to present various aspects of Web page design and give both an academic and a professional perspective. Students learn the theoretical principles of Web page and Web site design, providing a conceptual foundation while using the industry-standard tools for their development.

The option also offers individuals already working in the Web publishing industry the opportunity to advance their knowledge. Upon graduation, employment opportunities may include Web page designer, Web developer and Web analyst.

For information, contact the department chairperson Otto Hernandez at (609) 343-4978.

---

**General Education Courses – 20 credits**

When a general education course is not specified, refer to the list of approved General Education courses on page 41.

**Communication (6 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101</td>
<td>Composition I</td>
</tr>
<tr>
<td>ENGL102</td>
<td>Composition II</td>
</tr>
</tbody>
</table>

**Mathematics-Science-Technology (11 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH121</td>
<td>Applications of Mathematics</td>
</tr>
<tr>
<td>CISM125</td>
<td>Introduction to Computers</td>
</tr>
</tbody>
</table>

**General Education Elective (3 credits)**

<table>
<thead>
<tr>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Humanities or Social Science course</td>
</tr>
</tbody>
</table>

**Program Courses – 44 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN120</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>CISM127</td>
<td>The Internet and the World Wide Web</td>
</tr>
<tr>
<td>CISM130</td>
<td>Using PC Operating Systems</td>
</tr>
<tr>
<td>CISM154</td>
<td>Computer Programming-Java</td>
</tr>
<tr>
<td>CISM160</td>
<td>Systems Analysis and Design</td>
</tr>
<tr>
<td>CISM164</td>
<td>Microcomputer Applications Using Relational Databases</td>
</tr>
<tr>
<td>CISM167</td>
<td>Introduction to Structured Query Language</td>
</tr>
<tr>
<td>CISM174</td>
<td>Computer Programming-Visual Basic</td>
</tr>
<tr>
<td>OSTM260</td>
<td>Business Communications</td>
</tr>
<tr>
<td>OSTM262</td>
<td>Business Presentations Using Multimedia</td>
</tr>
</tbody>
</table>

**Web Technologies Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS116</td>
<td>Graphic Design</td>
</tr>
<tr>
<td>CISM163</td>
<td>Web Page Design</td>
</tr>
<tr>
<td>CISM165</td>
<td>Web Graphics and Animation</td>
</tr>
<tr>
<td>OSTM263</td>
<td>Publishing for Business</td>
</tr>
</tbody>
</table>

**Total Credits Required**

64

(WEBT-Fall 2008)

---

**Recommended sequence of courses:**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISM125</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>CISM127</td>
<td>The Internet and the World Wide Web</td>
</tr>
<tr>
<td>ENGL101</td>
<td>Composition I</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISM163</td>
<td>Web Page Design</td>
</tr>
<tr>
<td>CISM165</td>
<td>Web Graphics and Animation</td>
</tr>
<tr>
<td>ENGL102</td>
<td>Composition II</td>
</tr>
<tr>
<td>OSTM262</td>
<td>Business Presentations Using Multimedia</td>
</tr>
<tr>
<td>Gen Ed</td>
<td>Humanities or Social Science course</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN120</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>CISM130</td>
<td>Using PC Operating Systems</td>
</tr>
<tr>
<td>CISM154</td>
<td>Computer Programming-Java</td>
</tr>
<tr>
<td>CISM164</td>
<td>Microcomputer Applications Using Relational Databases</td>
</tr>
<tr>
<td>ARTS116</td>
<td>Graphic Design</td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISM160</td>
<td>Systems Analysis and Design</td>
</tr>
<tr>
<td>CISM167</td>
<td>Introduction to Structured Query Language</td>
</tr>
<tr>
<td>CISM174</td>
<td>Computer Programming-Visual Basic</td>
</tr>
<tr>
<td>OSTM260</td>
<td>Business Communications</td>
</tr>
<tr>
<td>OSTM263</td>
<td>Publishing for Business</td>
</tr>
</tbody>
</table>
This certificate is a joint effort between the New Jersey Education Association (NJEA) and New Jersey’s community colleges for a career ladder certificate program. It is designed for Educational Support Services (ESP) personnel and secretarial/clerical office personnel who wish to obtain a college certificate and/or pursue a degree.

The certificate program includes 18 credit hours of ACCC business related courses and 12 credit hours of a *Certificate of Competency in Education Support Services (earned by completing 200 clock hours of non-credit instruction plus 24 months of employment and NJEA membership).

General Education Courses
Communication (3 credits)
   COMM110-Public Speaking 3
Social Science (3 credits)
   PSYC101-General Psychology 3
Mathematics-Science-Technology (8 credits)
   CISM125-Introduction to Computers 3

Program Courses
   BUSN120-Principles of Management 3
   CISM162-Microcomputer Applications Using Spreadsheets 3
   OSTM260-Business Communications 3

*Certificate of Competency in Educational Support Services 12
(See top of page for specifics)

Total Credits Required 30
The Professional Series are groups of selected courses in related subject areas which provide students with entry-level skills for specific jobs. Each series can be taken on a part-time basis, with many courses being offered online. Students can complete many of the series in less than a year; others have certain sequence courses, which may take longer. Students begin and end a series at their own pace. Upon completion of a series, students receive a letter of recognition from the College. All credits earned may be applied toward an associate degree in one of ACCC’s degree programs.

Students should review the Course Description section of this catalog for information about prerequisites that may be required for courses. For other information, contact the program coordinator or department chairperson listed in each series.
ACCOUNTING SPECIALIST

The Accounting Specialist Series is designed for the individual who is interested in acquiring a concentrated core of accounting information. It provides a solid foundation in accounting from the entry-level course through the advanced principles covered in Intermediate Accounting. Students will learn correct accounting procedures, accounting terminology, and proper organization of accounting records from beginning through advanced accounting principles.

The series can be completed in one year. Students can take all four courses on a part-time basis and can begin and end the program at their own pace. Credits can be applied to ACCC’s Accounting degree programs.

For information, contact the department chairperson Daniel Thoren at (609)343-4996 or e-mail thoren@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT130</td>
<td>4</td>
</tr>
<tr>
<td>ACCT131</td>
<td>4</td>
</tr>
<tr>
<td>ACCT230</td>
<td>4</td>
</tr>
<tr>
<td>ACCT260</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL CREDITS REQUIRED (ZACT) 16

ADDITION COUNSELING SPECIALIST

The Addiction Counseling Specialist series is designed for those interested in a career as substance abuse counselors or those in other human service fields seeking more knowledge about working with chemically dependent persons. The series consists of a general helping skills course along with five addiction counseling-specific courses.

The courses follow the domain topics as prescribed by the Addiction Professional Certification Board of New Jersey, Inc. and can be used toward completion of the requirements for a CADC (Certified Alcohol and Drug Counselor).

For information, contact the department chairperson Barbara Warner at (609)343-5031 or e-mail warner@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSRV116</td>
<td>3</td>
</tr>
<tr>
<td>HSRV141</td>
<td>3</td>
</tr>
<tr>
<td>HSRV142</td>
<td>3</td>
</tr>
<tr>
<td>HSRV143</td>
<td>3</td>
</tr>
<tr>
<td>HSRV144</td>
<td>3</td>
</tr>
<tr>
<td>HSRV145</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS REQUIRED (ZACT) 18
AESTHETICS SERIES

The series in aesthetics can broaden the student’s intellectual horizons for both personal pleasure and professional growth and enhancement. It provides a way to interact with some of the most creative human minds since the beginning of recorded history. Credits earned through this series can be applied towards general education requirements for an associate’s degree.

For information, contact the department chairperson Cheryl Knowles-Harrigan at (609)343-4993 or e-mail cknowles@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS103 Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>Choose one:</td>
<td></td>
</tr>
<tr>
<td>ARTS108 Art History from Ancient Times to the Gothic Period</td>
<td>3</td>
</tr>
<tr>
<td>ARTS109 Art History from the Renaissance to Modern Era</td>
<td>3</td>
</tr>
<tr>
<td>ENGL104 Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>HUMT200 Introduction to the Arts and Humanities</td>
<td>4</td>
</tr>
<tr>
<td>MUSC100 Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL CREDITS REQUIRED</td>
<td>16</td>
</tr>
<tr>
<td>(ZAES)</td>
<td></td>
</tr>
</tbody>
</table>

BILINGUAL OFFICE SPECIALIST

The Bilingual Office Specialist Series provides students with the knowledge and skills needed for entry to a clerical position that requires communication skills in English and Spanish. The series prepares the student with a foundation in basic secretarial skills and knowledge as well as communication skills appropriate to work in offices that serve those whose native language is not English, including governmental offices, health service organizations, educational institutions, and private business. After completing the series, students may continue in Office Systems Technology and earn an A.A.S. Degree.

For information, contact the department chairperson Otto Hernandez at (609)343-4978 or e-mail hernande@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISM125 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ESLN096 Advanced ESL: Listening and Speaking for the Workplace (Native English-speaking students may replace this course with proficiency in Spanish demonstrated by passing an oral examination.)</td>
<td>3</td>
</tr>
<tr>
<td>OSTM210 Keyboarding and Document Production II</td>
<td>3</td>
</tr>
<tr>
<td>OSTM230 Administrative Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OSTM260 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL CREDITS REQUIRED</td>
<td>15</td>
</tr>
<tr>
<td>(ZBIL)</td>
<td></td>
</tr>
</tbody>
</table>
CHILD DEVELOPMENT ASSOCIATE (CDA)

This series is designed to provide the educational component of the national credentialing program administered by the Council for Early Childhood Professional Recognition. Students may pursue the Infant/Toddler CDA or the Preschool CDA credential. The CDA is accepted by the Department of Human Services for group teacher positions in licensed day care centers. In addition to coursework and portfolio preparation, the candidate needs to meet work experience requirements. Candidates work closely with a CDA advisor (ACCC instructors may serve as advisors) to document the educational and work experience in preparation of a formal assessment by a Council representative. (Additional non-college fees are assessed by the Council.) It is strongly recommended that the student take the Placement Test and enroll in the required reading/writing courses to assure that the portfolio requirements are met. These courses can be applied toward ACCC’s Child Development/Child Care Option, Associate in Arts degree.

For information, contact the department chairperson Barbara Warner at (609)343-5031 or e-mail warner@atlantic.edu.

---

### Infant/Toddler Child Development Associate

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDCC103 Roles of the Child Care Professional</td>
<td>2</td>
</tr>
<tr>
<td>CDCC130 Early Childhood Practicum</td>
<td>3</td>
</tr>
<tr>
<td>CDCC104 Infant/Toddler Development: Theory and Applications</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL CREDITS REQUIRED 9

### Preschool Child Development Associate

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDCC103 Roles of the Child Care Professional</td>
<td>2</td>
</tr>
<tr>
<td>CDCC110 Child Development: Theory and Practice</td>
<td>4</td>
</tr>
<tr>
<td>CDCC115 Planning the Preschool Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>CDCC130 Early Childhood Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS REQUIRED 12 (ZCDA)

---

### CIVICS SERIES

This series will familiarize the student with the history and governmental functions of the United States. It will help the student be more aware of the past and become a much more informed citizen and voter. The courses can also be used as general education requirements for an associate degree.

For information, contact the department chairperson Cheryl Knowles-Harrigan at (609)343-4993 or e-mail cknowles@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT101 Introduction to Government and Politics</td>
<td>3</td>
</tr>
<tr>
<td>GOVT110 American National Government</td>
<td>3</td>
</tr>
<tr>
<td>HIST103 U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST104 U.S. History II</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS REQUIRED 12 (ZCIV)
COMPUTERIZED ACCOUNTING SPECIALIST

This series will familiarize the student with the history and governmental functions of the United States. It will help the student be more aware of the past and become a much more informed citizen and voter. The courses can also be used as general education requirements for an associate degree.

For information, contact the department chairperson Cheryl Knowles-Harrigan at (609)343-4993 or e-mail cknowles@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT130 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT131 Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT162 Microcomputer Applications Using Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>ACCT150 Computerized Accounting Applications-QuickBooks Pro</td>
<td>3</td>
</tr>
<tr>
<td>CISI125 Introduction to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS REQUIRED (ZCAT) 17

DESKTOP PUBLISHING SPECIALIST

This series provides students with an opportunity to learn and develop expertise in publishing documents for business and personal use. The Desktop Publishing Specialist may be completed in a year; however, a student may begin and end the series at their own pace. Credits earned may be applied to the Office Systems Technology, A.A.S. degree.

For information, contact the department chairperson Otto Hernandez at (609)343-4978 or e-mail hernande@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT150 Computerized Accounting Applications-QuickBooks Pro</td>
<td>3</td>
</tr>
<tr>
<td>ARTS116 Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>CISI125 Introduction for Computers</td>
<td>3</td>
</tr>
<tr>
<td>OSTM141 Word Processing I</td>
<td>3</td>
</tr>
<tr>
<td>OSTM142 Word Processing II-Desktop Publishing</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS REQUIRED (ZDES) 15
EDUCATIONAL OFFICE SPECIALIST

ACCC’s Educational Office Specialist Series provides students with the knowledge needed for entry to a clerical position in educational systems or in organizations concerned with public education. Students learn to transcribe educational information; type educational documents, reports and other correspondence; perform office duties in schools, school administration offices and educational or training departments of various businesses; and keep files to manage an educational department. Students learn New Jersey school law, how to prepare educational documents, educational terminology, human relations, machine transcription, word processing, office procedures, technology, and related skills and business communications.

Credits received in the series can be applied to ACCC’s Office Systems Technology, A.A.S. degree or other degree programs. Completion of this series supports the Professional Development Program established by the New Jersey Association of Educational Office Professionals.

For information, contact the department chairperson Otto Hernandez at (609)343-4978 or e-mail hernande@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC101 Historical Foundations of American Education</td>
<td>3</td>
</tr>
<tr>
<td>OSTM141 Word Processing I</td>
<td>3</td>
</tr>
<tr>
<td>OSTM230 Administrative Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OSTM260 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>PSYC101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL CREDITS REQUIRED (ZEOS)</td>
<td>15</td>
</tr>
</tbody>
</table>

ELECTRONIC BUSINESS PROFESSIONAL SERIES


For information, contact the department chairperson Daniel Thoren at (609)343-4996 or e-mail thoren@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least six credits must be taken online.</td>
<td></td>
</tr>
<tr>
<td>ACCT130 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUSN102 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUSN104 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>Choose one:</td>
<td></td>
</tr>
<tr>
<td>BUSN109 Introduction to e-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>CISM127 The Internet and the World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL CREDITS REQUIRED (ZEIB)</td>
<td>13</td>
</tr>
</tbody>
</table>
**ENTREPRENEUR BUSINESS SPECIALIST**

This series provides students with an opportunity to learn and develop expertise in small business application documents used in small business operations. The series may be completed in a year; however, a student may begin and end the series at their own pace.

For information, contact the department chairperson Otto Hernandez at (609)343-4978 or e-mail hernande@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISM125 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>OSTM160 Computer Applications for Small Business</td>
<td>3</td>
</tr>
<tr>
<td>OSTM260 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OSTM263 Desktop Publishing for Business</td>
<td>3</td>
</tr>
<tr>
<td>Choose one: Elective in CISM or OSTM</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED**

(ZENT)  
15

---

**HELP DESK SPECIALIST**

The Help Desk Specialist Professional Series prepares students for computer technical support. Upon completing the series, they will be qualified to assist customers, troubleshoot hardware and software problems, and document solutions. Utilizing knowledge and skills from the series, students will be able to educate users in resolving computer difficulties. The Help Desk Specialist Professional Series facilitates a higher level of understanding of the vital communication skills necessary for conflict management and effective user training as well as to provide a strong technical foundation which students may adapt to any environment.

For information, contact the department chairperson Otto Hernandez at (609)343-4978 or e-mail hernande@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISM125 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CISM130 Using PC Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>CISM142 Help Desk Support</td>
<td>3</td>
</tr>
<tr>
<td>Choose two:</td>
<td></td>
</tr>
<tr>
<td>CISM127 The Internet and the World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>CISM162 Microcomputer Applications Using Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>CISM164 Microcomputer Applications Relational Databases</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED**

(ZHEP)  
16
HOSPITALITY MARKETING PROFESSIONAL

This series is designed to prepare students with the skills to meet the ever-increasing employment opportunities in entry-level hospitality positions. Students completing this series may apply for front-of-the-house positions including front desk, special events, concierge, or guest/marketing services with hotel properties or event planning organizations. Credits earned in this series can be applied towards an A.A.S. degree in Hospitality Management.

For information, contact Donna Vassallo at (609)343-4972 or e-mail dvassal@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>HOSP100 Orientation to Hospitality and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>HOSP150 Hospitality Sales and Marketing</td>
<td>3</td>
</tr>
<tr>
<td>HOSP200 Hotel Operations</td>
<td>4</td>
</tr>
<tr>
<td>HOSP250 Catering and Events Planning</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS REQUIRED (ZHOS) 13

HUMAN RESOURCES PROFESSIONAL SERIES

The Human Resources Professional Series provides students with the knowledge needed for entry-level human resources and supervisory positions. Students are provided with a foundation that includes applied human relations, employment law, human resources management, interpersonal communication, management, and self-management. The course work draws on the psychological and management principles known to create an effective and productive work environment.

For information, contact the department chairperson Daniel Thoren at (609)343-4996 or e-mail thoren@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>BUSN120 Principles of Management</td>
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<tr>
<td>BUSN205 Human Resources Management</td>
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<tr>
<td>BUSN215 Employment Law</td>
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Choose one:

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<tr>
<td>BUSN/PSYC130 Applied Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>COMM110 Interpersonal Communication</td>
<td>3</td>
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</table>

TOTAL CREDITS REQUIRED (ZHRP) 12
LEGAL OFFICE SPECIALIST

This series provides the knowledge needed for entry to a clerical position in the legal field. Students are provided with a foundation that prepares them for entry to careers in law offices, municipal organizations, courts, etc. Students will learn legal terminology, business law, and how to prepare legal documents.

For information, contact the program coordinator Marilyn Malerba Keiner, Esq. at (609)343-4941 or e-mail keiner@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>CISM125 Introduction to Computers</td>
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<tr>
<td>LEGL110 Introduction to Law and Litigation</td>
<td>3</td>
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<tr>
<td>OSTM141 Word Processing I</td>
<td>3</td>
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<tr>
<td>OSTM230 Administrative Office Procedures</td>
<td>3</td>
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<tr>
<td>OSTM260 Business Communications</td>
<td>3</td>
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</tbody>
</table>

TOTAL CREDITS REQUIRED 15 (ZLOS)

LITERARY ENRICHMENT SERIES

Students will explore major literary genres, discuss major literary works, and experiment with their own work. Each of the courses has prerequisites, which may be waived with permission of the instructor. See the Course Description section of the catalog for the prerequisite and descriptive information for each course. Credits from some of these courses can be applied towards ACCC’s Education and Literature degrees.

For information, contact the department chairperson Denise-Marie Coulter at (609)343-4961 or e-mail dcoulter@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>ENGL104 Introduction to Literature</td>
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<tr>
<td>ENGL201 World Literature</td>
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<tr>
<td>ENGL205 19th Century American Literature</td>
<td>3</td>
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<td>Choose one:</td>
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<tr>
<td>ENGL207 Introduction to Creative Writing</td>
<td>3</td>
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<tr>
<td>ENGL223 Poetry Workshop (offered in fall of odd years)</td>
<td>3</td>
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</table>

TOTAL CREDITS REQUIRED 12 (ZLES)
MEDICAL OFFICE SPECIALIST

Designed to be completed in less than one year, this series provides students with the knowledge needed for entry to a clerical position in the medical field, health information management, medical records, and medical information. This series will also assist students in pursuing an A.A.S. degree in Office Systems Technology.

For information, contact the department chairperson Otto Hernandez at (609)343-4978 or e-mail hernande@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>ALHT110 Comprehensive Medical Terminology</td>
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<tr>
<td>CISM125 Introduction to Computers</td>
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<tr>
<td>OSTM210 Keyboarding and Document Production II</td>
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<tr>
<td>OSTM230 Administrative Office Procedures</td>
<td>3</td>
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<tr>
<td>OSTM261 Records and Information Management</td>
<td>3</td>
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<tr>
<td><strong>TOTAL CREDITS REQUIRED</strong></td>
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MICROSOFT OFFICE SPECIALIST

The Microsoft Office Specialist Professional Series is a two-semester program designed for individuals who are seeking to gain personal computer knowledge and skills with an emphasis on the Microsoft Office Certification.

Students should attend if they own a business, or want to pursue an office career integrating Word, Access, Excel, and PowerPoint. They will learn how to use Microsoft Office to perform word processing, spreadsheet, database, and calendaring and presentation tasks. Students will be encouraged to take a Microsoft Office User Specialist exam.

For information, contact the department chairperson Otto Hernandez at (609)343-4978 or e-mail hernandez@atlantic.edu.

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<tr>
<th>COURSES</th>
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<tr>
<td>CISM125 Introduction to Computers</td>
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<tr>
<td>CISM162 Microcomputer Applications Using Spreadsheets</td>
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<tr>
<td>CISM164 Microcomputer Applications Using Relational Databases</td>
<td>3</td>
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<tr>
<td>OSTM126 Office Automation</td>
<td>3</td>
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<tr>
<td>OSTM141 Word Processing I</td>
<td>3</td>
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<tr>
<td>OSTM142 Word Processing II-Desktop Publishing</td>
<td>3</td>
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<td><strong>TOTAL CREDITS REQUIRED</strong></td>
<td><strong>18</strong></td>
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</tbody>
</table>
**MULTIMEDIA SPECIALIST**

The Multimedia Professional Series provides students with an understanding of the development and use of multimedia that includes integrating text, graphics, animation, video, and sound. The student will learn to develop and use multimedia for presentations and will explore the use of business presentations for training and marketing.

It provides students with the opportunity to develop multimedia productions, improve employability, or update their technological skills. Students will learn word processing and desktop publishing skills, how to explore and utilize the Internet and the World Wide Web, and how to produce multimedia presentations.

For information, contact the department chairperson Otto Hernandez at (609)343-4978 or e-mail hernande@atlantic.edu.

<table>
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<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>CISM127 The Internet and the World Wide Web</td>
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<td>OSTM101 Keyboarding</td>
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<td>OSTM142 Word Processing II-Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>OSTM262 Business Presentations Using Multimedia</td>
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</tbody>
</table>

**TOTAL CREDITS REQUIRED (ZMMS)**

13

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**OFFICE ASSISTANT SPECIALIST**

The Office Assistant Specialist Series provides students with the opportunity to learn and develop basic office skills for job entry and continued achievement. The series consists of recommended initial courses for ACCC's A.A.S. degree in Office Systems Technology. Students may achieve other specialist certifications while accumulating credits for a degree.

For information, contact the department chairperson Otto Hernandez (609)343-4978 or e-mail hernande@atlantic.edu.

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<th>COURSES</th>
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<tbody>
<tr>
<td>BUSN130 Applied Human Relations</td>
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<td>OSTM110 Keyboarding and Document Production I</td>
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<td>OSTM141 Word Processing I</td>
<td>3</td>
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<tr>
<td>OSTM261 Records and Information Management</td>
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**TOTAL CREDITS REQUIRED (ZOFA)**

15
OFFICE AUTOMATION SPECIALIST

The Office Automation Specialist Series provides students with the opportunity to learn and develop expertise in modern office functions using a personal computer. Students will learn word processing skills, electronic filing, graphics, report writing, calendaring, and spreadsheets while participating in practical hands-on projects. For information, contact the department chairperson Otto Hernandez at (609)343-4978 or e-mail hernande@atlantic.edu.

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<tr>
<td>OSTM230 Administrative Office Procedures</td>
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<tr>
<td>OSTM262 Business Presentations Using Multimedia</td>
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TOTAL CREDITS REQUIRED (ZOAS) 15

OFFICE PROFESSIONAL SPECIALIST

The Office Professional Specialist is a two-semester series designed for individuals who are seeking a career as an office professional or desire skills to assist them in efficiently managing their own business. Students learn how to use Microsoft Office to perform word processing, spreadsheet, database, calendaring and presentation tasks, how to write correspondence for business as well as office procedure skills and how to set up records and information. For information, contact the department chairperson Otto Hernandez at (609)343-4979 or e-mail hernande@atlantic.edu.

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<tr>
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<tbody>
<tr>
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<tr>
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TOTAL CREDITS REQUIRED (ZOFP) 15
OFFICE RECEPTIONIST SPECIALIST

This series provides an opportunity for students to learn and develop expertise for a clerical or receptionist position and improve their skills for job entry. Included are keyboarding and computer skills and concepts, how to relate to others, and the operations of an office.

The entire series can be completed in one year, but students can begin and end the program at their own pace. Credits earned can be applied to the Office Systems Technology degree program. When the course work is complete, students receive a letter of recognition stating that they have successfully completed the series.

For information, contact the department chairperson Otto Hernandez at (609)343-4979 or e-mail hernande@atlantic.edu.

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<tr>
<td>OSTM110 Keyboarding and Document Production I</td>
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<td>OSTM210 Keyboarding and Document Production II</td>
<td>3</td>
</tr>
<tr>
<td>OSTM230 Administrative Office Procedures</td>
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</table>

TOTAL CREDITS REQUIRED (ZORS) 15

PC SPECIALIST

This series is designed for the working person who needs user skills in personal computers. Students should complete this series if they own a business, work in an office, want to develop Internet proficiency, or simply need to update their skills.

They will learn how to select hardware and software for a business, use a PC to enhance efficiency and productivity, and skills to supervise a small PC operation. Students will also learn the most common business software applications: word processing, spreadsheets, and database. In addition, there is coursework on PC operating system software (Windows), file management, multimedia, and the Internet and the World Wide Web.

For information, contact the department chairperson Otto Hernandez at (609)343-4979 or e-mail hernande@atlantic.edu.

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<thead>
<tr>
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<tbody>
<tr>
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<tr>
<td>CISM127 The Internet and the World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>CISM130 Using PC Operating Systems</td>
<td>4</td>
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<tr>
<td>CISM162 Microcomputer Applications Using Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>CISM164 Microcomputer Applications Using Relational Databases</td>
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<tr>
<td>OSTM262 Business Presentations Using Multimedia</td>
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Choose two of the following:

TOTAL CREDITS REQUIRED (ZPCS) 16
RECORDS AND INFORMATION MANAGEMENT SPECIALIST
This series provides students with the opportunity to learn and develop expertise in the field of records and information management. The series may be completed in a year; however, a student may begin and end the series at their own pace. Credits earned may be applied to the Office System Technology, A.A.S. degree.

For information, contact the department chairperson Otto Hernandez at (609)343-4979 or e-mail hernande@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>ACCT130 Financial Accounting</td>
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<tr>
<td>BUSN130 Applied Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>CISM125 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>OSTM261 Records and Information Management</td>
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TOTAL CREDITS REQUIRED (ZCRIM) 13

RESTAURANT SUPERVISION PROFESSIONAL
This series is designed to prepare students with the skills necessary to meet the challenges and rewards of entry- and mid-level supervision within the restaurant industry. Students completing this series will also receive examinations in Training for Intervention Procedures (TIPS) and ServSafe, both nationally recognized certification examinations in responsible alcohol service and food service sanitation. Credits earned in this series can be applied towards an A.A.S. degree in Hospitality Management.

For information, contact Donna Vassallo at (609)343-4972 or e-mail dvassall@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>HOSP132 Food Service Sanitation</td>
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<tr>
<td>HOSP134 Restaurant Operations</td>
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<tr>
<td>HOSP135 Food Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>HOSP215 Beverage Operations</td>
<td>3</td>
</tr>
<tr>
<td>HOSP250 Catering and Events Planning</td>
<td>3</td>
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</table>

TOTAL CREDITS REQUIRED (ZRSP) 14
SMALL BUSINESS MANAGEMENT SPECIALIST

This series is designed for the small business owner or prospective owner and prepares them to do the basic accounting, management, and marketing tasks required for business success.

For information, contact the department chairperson Daniel Thoren at (609)343-4996 or e-mail thoren@atlantic.edu.

COURSES CREDITS
ACCT150 Computerized Accounting Applications-QuickBooks Pro.................................................................3
BUSN102 Principles of Marketing .....................................................................................................................3
BUSN104 Small Business Management...........................................................................................................3

Choose one:
ACCT162 Microcomputer Applications Using Spreadsheets ...........................................................................3
CISM125 Introduction to Computers ................................................................................................................3

TOTAL CREDITS REQUIRED 12
(ZSBM)

VISUAL COMMUNICATION PROFESSIONAL SERIES

Students will gain an understanding of the design and development techniques that underlie basic graphic and Web communications. They will learn to effectively storyboard and design print and Web materials for business or personal communications. Students will study traditional drawing methods, illustrative computer art, basic print and Web design and Web graphics, and animation.

For information, contact the department chairperson Cheryl Knowles-Harrigan at (609)343-4993 or e-mail cknowles@atlantic.edu.

COURSES CREDITS
ARTS110 Fundamental Drawing ........................................................................................................................3
ARTS116 Graphic Design ................................................................................................................................3
ARTS135 Art with Computers ...........................................................................................................................3
ARTS165 Web Graphics and Animation ............................................................................................................3
CISM163 Web Page Design ................................................................................................................................3

TOTAL CREDITS REQUIRED 15
(ZVIS)
WEB DESIGN PROFESSIONAL SERIES

The Web Design Professional Series is a two-semester series designed for the working professional needing to become proficient in Web page design technologies. Students design and develop Web sites that are graphically rich, well thought out, and professional. They use industry-standard design applications while exploring theoretical Web design concepts and generally-accepted development techniques for both Web and Web graphics and animation design. Upon completion of these courses, participants will be prepared to sit for the Macromedia Dreamweaver Developer Certification exam.

For information, contact the department chairperson Otto Hernandez at (609)343-4979 or e-mail hernande@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
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<td>ARTS116</td>
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<td>CISM125</td>
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<td>CISM127</td>
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<td>The Internet and the World Wide Web</td>
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<td>CISM163</td>
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<td>Web Page Design</td>
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<td>CISM165</td>
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<td>Web Graphics and Animation</td>
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TOTAL CREDITS REQUIRED (ZWDP) 15
**Course Descriptions**

Course descriptions are listed alphabetically by subject area. The four letters of the acronym identify the subject area, followed by three numbers identifying the course. The first number to the right of this information indicates lecture hours, the middle number laboratory, clinical or field study hours, and the third is the total credits for the course.

All college-level courses require a demonstrated level of proficiency in English. Some courses list prerequisites or corequisites under the title. Prerequisites are courses or requirements which must be satisfied before enrolling in a course. A corequisite may have been taken prior to enrolling for the course or may be taken at the same time, concurrently.

The College strongly recommends students meet with an advisor before registering for courses.

**Liberal Arts Courses**
The following alphas include courses that are liberal arts: ANTH, ARTS, BIOL, CHEM, COMM, DANC, ECON, ENGL, ESCI, FREN, GEOG, GOVT, HIST, HUMT, ITAL, MATH, MUSC, PHIL, PHYS, PSYC, RELG, SOCL, SPAN, SPCH, THEA. (Exceptions: ENGL065, ENGL070, ENGL080, MATH070, MATH073, and MATH074)

**ACCT – ACCOUNTING**

**ACCT130  4-0-4**
**Financial Accounting**
Study of financial accounting emphasizing income measurement, the valuation of assets, and accounting for liabilities and shareholder’s equity. Proper financial statement presentation and disclosure covered in detail. (1996)

**ACCT131  4-0-4**
**Managerial Accounting**
*Prerequisite: ACCT130*
Study of the accounting information needs of internal management. Examines responsibility of accounting and techniques for analyzing managerial accounting information for decision-making and control. (2005)

**ACCT150  3-0-3**
**Computerized Accounting Applications-QuickBooks Pro**
*Prerequisites: CISM125 and ACCT130 or permission of instructor*
Designed with a hands-on approach in applying the accounting cycle for service and merchandising businesses utilizing a computerized accounting software package, QuickBooks Pro. (2006)

**ACCT/CISM162  3-0-3**
**Microcomputer Applications Using Spreadsheets**
*Prerequisite: CISM125*
Presentation of the most common spreadsheet applications in a business environment including graphics, limited accounting packages, and state-of-the-art integration. Emphasis will be on competence in developing spreadsheets in the micro lab. No programming experience required. (1997)

**ACCT230  4-0-4**
**Intermediate Accounting**
*Prerequisites: ACCT130, ACCT131, CISM125*
Comprehensive study of the principles, concepts, and techniques of accounting for assets and liabilities; reviews the accounting cycle and changing concepts of economic measurements and their application to business in a dynamic economy. Offered in spring. (2003)

**ACCT236 3-0-3**
**Auditing**
*Prerequisites: ACCT130, ACCT131*
One-semester accounting course designed to acquaint students with the principles, standards, and procedures of auditing financial statements for determining whether these statements conform to generally-accepted accounting principles which currently exist. Emphasis will be placed on the current pronouncements of the profession with particular emphasis on the Statements on Auditing Standards and Code of Ethics of the American Institute of Certified Public Accountants. Emphasis will be placed on the methods used to evaluate the internal control system of a company and the importance this evaluation serves as to the nature, timing, and extent of procedures used to determine if financial statements conform to generally-accepted accounting principles. (1994)

**ACCT/CISM245  3-0-3**
**Accounting Information Systems**
*Prerequisites: ACCT130, ACCT131, CISM125*
Study of the integration of accounting theory, information systems development and database structures. Course addresses the specifics of systems development and control framework related to standard automated accounting modules. Addresses the mid-range to large-scale accounting information system and its importance to enterprise philosophy, planning, and reporting of modern organizations. (2002)

**ACCT260  4-0-4**
**Federal Taxation**
*Prerequisites: ACCT130, CISM125, or permission of instructor*
Study of the concepts, theory, and law of federal taxation as it applies to individuals. (2003)
**ALHT – ALLIED HEALTH**

**ALHT103** 3-0-3
Introduction to Empathy
Presents the concept of empathy and its application to individuals within society and the problems and stressors which impact residents of the community as they progress through the life cycle. (2004)

**ALHT108** 3-0-3
Fundamentals of Nutrition
Introduction to human nutrition, including classes, sources and functions of nutrients; digestion, absorption and metabolism with application to normal developmental and therapeutic nutritional needs. Issues surrounding food marketing and safety are discussed. Students are required to complete dietary analyses and develop a food plan adaptable for their individual use. (1997)

**ALHT110** 3-0-3
Comprehensive Medical Terminology

**ALHT130** 2-0-2
Standard First Aid, Personal Safety, and Basic Life Support
American Red Cross procedures for administration of emergency first aid care, individual personal safety and accident prevention and training in basic life support techniques including cardiopulmonary resuscitation. (1988)

**ALHT160** 3-0-3
Essentials of Culinary Nutrition
Designed for students in hotel, restaurant, institutional management, and culinary programs. They will learn to use the principles of nutrition to evaluate and modify menus and recipes. Students will be able to respond knowledgeably to customers’ questions and needs and apply nutrition to selecting, cooking, and planning menus in commercial, industrial, and institutional operations. (2006)

**ANTH – ANTHROPOLOGY**

**ANTH/BIOL101** 3-3-4
Biological Anthropology—Human Origins and Evolution
Prerequisite: ENGL080 and meets minimum requirements to enroll in MATH074
Introduction to biological anthropology. Study of human genetics, biochemistry, anatomy, physiology and primatology including the primate fossil record. Demonstrates how biological aspects of humans have evolved and how biological evolution is intertwined with human culture, human behavior, and the environment. Only anthropology course that fulfills laboratory science requirements. Meets General Education requirement for Science. (1997)

**ANTH103** 3-0-3
Cultural Anthropology
Prerequisite: ENGL080
Introduction to the anthropological study of the nature and functions of human culture. Examines human societies including their communication, belief, and exchange systems; their social, economic, and political organization; their healing practices, and their general patterns of life. Diverse cultural realities, world views, and value systems are emphasized. Concepts, methodology, readings, activities, and fieldwork projects are directly applicable to today’s multicultural work environment. Meets General Education requirement for Social Science and Diversity. (2003)

**ARTS - ARTS**

**ARTS100** 2-2-3
Color and 2-D Design
Introductory lecture/studio course dealing with the art elements and principles of design. Through a series of structured black and white and color projects, students learn to manipulate these elements and principles to create visual solutions to a variety of conceptual problems. (Offered in spring only.) (2008)

**ARTS103** 3-0-3
Art Appreciation
Slide lecture survey to develop appreciation and use of art criticism of the visual arts. Elements and principles of design, art terminology, style of expressions and function of ancient, primitive, and contemporary art concepts, objects, and types of art criticism are studied. Through a series of structured exercises in
art criticism, students develop and practice these skills in the writing of art criticism. Meets General Education Humanities requirement. (2008)

**ARTS105**

**Film History Appreciation**

*Prerequisite: ENGL101 or permission of instructor*

History of film from the days of Thomas Edison through the great era of the Hollywood studio system and on into today’s industry. Students closely examine the elements and principles of filmmaking and criticism. (1992)

**ARTS108**

**Art History from Ancient Times to the Gothic Period**

Multi-mediated lecture survey of the world’s art chronologically from prehistoric times to the beginning of the 14th century. Examined are the arts and architecture of Western tradition, Islamic, Indian, Chinese, Japanese, ancient African, and the early Americas in their own terms. Topics include the roles and functions of art and their creators, art terminology, art genres, mediums and techniques, and styles within a background of social, religious, and intellectual influences. Through a series of structured exercises in judging works of art, students produce several original works of art criticism. Meets General Education humanities requirement. (2008)

**ARTS109**

**Art History from the Renaissance to the Modern Era**

Multi-mediated lecture survey of the world’s art chronologically from the beginning of the 14th century to our modern era. Examined are the arts and architecture of Western tradition, Islamic, Indian, Chinese, Japanese, African, the Pacific Islands, and the Americas in their own terms. Topics include the roles and functions of art and their creators, art terminology, art genres, mediums and techniques, and styles within a background of social, religious, and intellectual influences. Through a series of structured exercises in viewing works of art historically, students produce several original works of art criticism. Meets General Education humanities requirement. (2008)

**ARTS110**

**Fundamental Drawing**

An introductory lecture/studio course that explores anatomy, figure, dimensional and fundamental drawing forms, concepts, and techniques. Students express form in traditional ways and experiment in personal style and technique. (2008)

**ARTS111**

**Crafts**

Introductory lecture/studio course on the fundamentals of several crafts including rug punch, ceramics, weaving, spinning, basketry, paper making, batik, tie dye and bookbinding. Materials, techniques, and concepts are examined to understand crafts as a means of personal expression, exploration, and effective communication. (2008)

**ARTS112**

**Introduction to Ceramics**

Introductory lecture/studio course on the fundamentals of clay-forming processes. Includes hand-building forms (pinch, coil, and slab) and wheel-thrown pottery. Examines both functional and sculptural aspects of clay forms. Glaze applications, kilns, and various pieces of ceramics equipment will be studied. Emphasis is on personal mastery of materials, self-expression, and exploration in various techniques of clay forming. (2008)

**ARTS115**

**Introduction to the Visual Arts**

Provides students with an introduction to the visual arts by examining origins, cultural context, processes and artistic trends and movements. It is intended to broaden the appreciation of the visual arts and enhance personal aesthetics through the exploration of the principles and elements of all types of visual arts. Meets General Education humanities requirement. (2008)

**ARTS116**

**Graphic Design**

*Prerequisite: ARTS135 or CISM125 or permission of instructor*

Provides students with an introductory understanding of print and Web technologies, basic concepts and terminology used in computer graphics and design and exploration of related software. Through a series of computer-based projects, students will design for hardcopy and Web distribution. Emphasis will be on effective design, problem solving, design analysis, and self-analysis of designed products that include images and text generated through the use of computer technology. (2006)

**ARTS120**

**Introduction to Printmaking Processes**

Introductory lecture/studio course, which examines the fundamentals of several printmaking processes including monotype, monoprint, embossing, relief prints, dry point, etching, collographs, and chine collé. To understand printmaking as a means
of exploration, personal expression, and effective communica-
tion, students will examine materials and understand tech-
niques and concepts. (2008)

**ARTS128** 3-0-3
**Introduction to Photographic Methods**
Learning the creative controls of the still camera with an
introduction to the digital medium. Using color and/or black
and white film, students will demonstrate knowledge of small
format camera skills and an understanding of digital output
using scanning methods and Adobe Photoshop. (Students
must provide a camera with manual controls. Off-premises
film processing is required.) (2004)

**ARTS135** 3-0-3
**Art with Computers**
Provides students with an understanding of the theory and
operation of a computer as an artist’s tool. Students will use
microcomputers and drawing and scanning techniques as
found in various software programs to produce computer art-
work. (1992)

**ARTS/CISM165** 3-0-3
**Web Graphics and Animation**
Prerequisite: ARTS135 or CISM125 or permission of instructor.
(ARTS/CISM165 is not a substitute for a 200-level ARTS course
for Studio Arts majors.)
Introduces students to the techniques, tools, and concepts nec-
essary to design and develop graphics and animation for the
Internet. Students will work with professional graphic and ani-
mation tools to develop a graphics and animation portfolio.
(2005)

**ARTS200** 2-2-3
**Intermediate Drawing**
Prerequisite: ARTS110 or permission of instructor
Continuation of ARTS110-Fundamental Drawing. A lecture/stu-
dio course that further explores value systems, light and shade,
perspective, proportion, composition and various transfer tech-
niques within both traditional and contemporary modes of
drawing. Students learn to work with such media as pencil,
colored pencils, charcoal, conte crayon, pen and ink, pastels,
and collage. (2008)

**ARTS205** 2-2-3
**Introduction to Watercolor**
Prerequisite: ARTS100 or ARTS110 or permission of instructor.
No previous knowledge or experience of watercolor is required.
Introductory lecture/studio course in watercolor, a transparent
painting medium. Focuses on drawing, color, and composition
as they apply to the medium of watercolor. Through a series of
structured exercises, students develop familiarity and skills with
paint, brushes and painting techniques; washes, glazes, texture
applications, brush manipulations and stretched paper. (2008)

**ARTS206** 2-2-3
**Intermediate Watercolor**
Prerequisite: ARTS205 or permission of instructor
A lecture/studio course that further explores watercolor materi-
als, techniques, and concepts. Students learn to paint from still-
life, figure, and landscapes. Emphasizes personal expression
while developing watercolor skills. (2008)

**ARTS207** 2-2-3
**Figure Drawing**
Prerequisite: ARTS110 or permission of instructor
A lecture/studio drawing course based on the visual structure
of the human figure—both skeletal and muscular. Students
learn to draw from life and costumed figures to strengthen
their understanding of figure articulation, action, proportion,
and anatomical construction. (2008)

**ARTS208** 3-0-3
**Advanced Art with Computers**
Prerequisite: ARTS135
Provides students with an extended understanding of the theo-
y and operation of a computer as an artist’s tool. Students will
use computers and various software programs to produce com-
puter-generated artwork. Students will receive hands-on expe-
rience creating, developing, and producing original artwork
and projects in the exciting field of graphic design. Emphasis
will be on graphic computer skills, developing ability for self-
critique and artistic problem solving. (1999)

**ARTS209** 2-2-3
**Intermediate Ceramics**
Prerequisite: ARTS112 or permission of instructor
Continuation of ARTS112-Introduction to Ceramics, a
lecture/studio course that further explores the clay forming
processes, hand building and wheel throwing, glaze applica-
tion, and other clay materials, techniques, concepts, and
equipment. Emphasis is on skill building and personal expression while examining both functional and sculptural ceramics. (2008)

**ARTS210** 2-2-3
**Oil and Acrylic Painting**
*Prerequisite: ARTS100 or ARTS110*
A lecture/survey of oil and acrylic painting techniques and their relation to classic and contemporary styles, painting and quick studies, under painting, color mixing, glazing, impasto, mediums and use of various brushes and painting knife techniques using models and still life. (2008)

**ARTS211** 2-2-3
**Mixed Media Painting**
*Prerequisite: ARTS100 or ARTS110*
A lecture/studio survey of painting techniques using various kinds of 2-D and 3-D found objects and material in addition to oil and acrylic paints, drawing and painting techniques combined, paper collage and magazine collages, montages and other forms of high relief and 3-D painting. (2008)

**ARTS212** 2-2-3
**Sculpture and 3-D Design**
*Prerequisite: ARTS100 or ARTS110 or ARTS112 or permission of instructor*
A lecture/studio course on the fundamentals of sculpture and on its viability as a means of artistic expression and exploration. Approach is through tactile and visual perceptions, using a variety of materials and techniques. Sculptural issues studied are the recognition and construction of space and form, scale, weight, balance, organic and geometric qualities, modalities, transformations, and symbolic meaning. Both relief and 3-dimensional (freestanding) forms are explored through a series of problems, using modeling, carving, and casting techniques for construction. (2008)

**ARTS214** 2-2-3
**Wood and Linocut Block Printing**
*Prerequisite: ARTS100 or ARTS110 or ARTS120*
A lecture/studio course that concentrates on the relief printing processes of printmaking including woodcut, wood engraving, and linoleum block printing. (2008)

**ARTS217** 2-2-3
**Weaving**
*Prerequisite: ARTS111*
Lecture/studio studio course on the fundamentals of weaving and its materials, techniques and concepts as a means of artistic expression. Methods are explored through a variety of assignments, such as weaving process (plain weave, tapestry), various frame looms, non-loom technique (basketry), and yarn design (hand spinning of fiber on a drop spindle and spinning wheel). Emphasis is on mastery of materials and the exploration of various techniques as a means of creative expression. (2008)

**ARTS218** 2-2-3
**Advanced Drawing**
*Prerequisite: ARTS110 or ARTS200 or permission of instructor*
A lecture/studio course that takes the student beyond the basic methods, materials, media, and concepts found in ARTS200-Intermediate Drawing. Students will be encouraged to develop a personal style and vision through the use of traditional and contemporary modes of drawing. Includes subjective and objective drawing, anatomical and portraitive drawing, group drawing, and the creation and development of a drawing notebook and/or journal. (2008)

**ARTS221** 2-2-3
**Advanced Ceramics**
*Prerequisite: ARTS209 or permission of instructor*
A lecture/studio course that allows students to work in formulating clay bodies and glazes. Skills on the potter's wheel and in various hand-building ceramic construction techniques will be developed. Emphasis is on mastery of materials, personal creative expression, and exploration. (2008)

**ARTS222** 2-2-3
**Intermediate Printmaking Processes**
*Prerequisite: ARTS120 or ARTS211 or permission of instructor*
Intermediate lecture/studio course which examines in-depth exploration of several printmaking processes including reduction linocut, multi-color woodcuts, non-toxic etching, basic hand-crafted books, and overprint, and hand-coloring methods in order to understand printmaking and book arts as a means of exploration, personal expression, and effective communication. Students will examine a variety of related materials and understand creative techniques and the importance of planning and design. (2008)
BIOL – BIOLOGY

BIOL/ANTH101 3-3-4
Biological Anthropology: Human Origins and Evolution
Prerequisite: ENGL080 and meets minimum requirements to enroll in MATH074
Introduction to biological anthropology. Study of human genetics, biochemistry, anatomy, physiology, and primatology including the primate fossil record. Demonstrates how biological aspects of humans have evolved and how biological evolution is intertwined with human culture, human behavior, and the environment. Only anthropology course that fulfills laboratory science requirements. Meets General Education requirement for Science. (1997)

BIOL103 3-3-4
Biology of Our World
Prerequisites: ENGL080, MATH074
Recommended for non-science majors requiring one semester of biological science.
A survey of biological principles including cell theory, diversity of living organisms, bioenergetics, genetics, and evolution. Continuity is maintained via an ecological emphasis and the application of biology to everyday life. This course includes animal dissection. Will not serve as a prerequisite for upper-level biology offerings. Meets General Education requirement for Science. (2003)

BIOL/PHIL104 3-0-3
Bioethics: Realities of the New Millennium
Deals with the controversial biological issues of today: animal welfare, bioengineering, death and dying issues concerning the unborn to the aged, etc. Focus is on student opinions and in-depth discussions. Of particular interest to students in Allied Health. May be used as a liberal arts or free elective. (2003)

BIOL109 3-3-4
General Biology I
Prerequisites: ENGL080, MATH074. Recommended for science majors or students requiring two semesters of biological science.
Introduction to biological principles through observations of the physical and chemical aspects of life, cellular structure, metabolism, cellular growth and differentiation, reproduction, genetics, current and past evolution and the diversity of the kingdoms of life. Includes some animal and plant dissection. Prerequisite for the sequential course, BIOL110-General Biology II. BIOL109-General Biology I and BIOL103-Biology of Our World are not equivalent or sequential courses. Students may use only one of these introductory courses to meet the lab science requirement. Meets General Education requirement for Science. (2003)

BIOL110 3-3-4
General Biology II
Prerequisite: BIOL109. Recommended for students seeking to complete their two-semester General Biology sequence with an emphasis on the animal and plant kingdoms.
Aspects of animal and plant life, anatomy, physiology, development, control mechanisms, behavior, evolution, and distribution. Investigative laboratory experience with living and preserved material. This course includes animal and plant dissection. (2003)

BIOL118 3-3-4
The Human Body
Prerequisites: ENGL080, MATH074
Study of the structure and function of the organ systems stressing their role in keeping the body alive. Cannot be used as a prerequisite for any biology course. Credit will not be given for both BIOL118 and BIOL120. This course includes animal dissection. Meets General Education requirement for Science. (2002)

BIOL120 3-3-4
Human Anatomy and Physiology I
Prerequisites: ENGL080, MATH074. CHEM100 is strongly recommended for students with a minimal science background.
Study of basic cell biology, integumentary, muscular, skeletal, nervous, and endocrine systems. This course includes animal dissection. Meets General Education requirement for Science. (2002)

BIOL121 3-3-4
Human Anatomy and Physiology II
Prerequisite: BIOL120
Study of circulatory, respiratory, digestive, excretory, and reproductive systems. This course includes animal dissection. Meets General Education requirement for Science. (2008)

BIOL203 3-3-4
Microbiology
Prerequisites: Two college lab science courses or permission of instructor
Introductory survey of microorganisms including bacteria, yeast, molds, viruses, rickettsiae, protozoa, and algae. Emphasis on bacteria in their various ecological niches. Attention given to the medical, sanitary, and industrial aspects of microbiology. (1980)
BUSN – BUSINESS ADMINISTRATION

BUSN101 3-0-3
Introduction to Business
The nature of American business, its opportunities, and capitalistic environment. Topics include various types of ownership, organization, management, marketing, industries, personnel, labor, and legal considerations.

BUSN102 3-0-3
Principles of Marketing
Introduces the basic elements of the marketing mix including product, pricing, distribution, and promotional concepts. Acquaints students with marketing terminology and prepares them for advanced study in component areas of marketing. This course is the logical first step for those planning further study in advertising, retailing, small business, sales, and international marketing or for students seeking to add a dimension of business basics to their non-business program. (1985)

BUSN103 3-0-3
Money and Banking
Study of basic economic principles, practical application to individual banks, money supply, bank investment and loans, Federal Reserve System and the international monetary system.

BUSN104 3-0-3
Small Business Management
Study of the problems in operating a small business. Includes site selection, insurance, record keeping, inventory control, buying, promotion, and employee relations.

BUSN109 3-0-3
Introduction to e-Commerce
Prerequisites: CISM125 and BUSN101, or CISM125 and BUSN120, or permission of instructor
Designed for those with little or no knowledge of e-Commerce. Intended to provide an introduction to the topic for business or computer science students who may or may not pursue further studies in the field. Students will learn the basic concepts of business on the Internet, the driving forces of electronic commerce, the demographics of Internet consumers, the difference between Internet and Intranet, and the infrastructure within the organization necessary to support e-Commerce. Introduction to rudimentary Web page creation and programming from the e-Commerce perspective. This is not a comprehensive Web page programming course. (2002)

BUSN120 3-0-3
Principles of Management
Principles and techniques used by managers to achieve the objectives of an organization. Emphasis on the basic functions performed by the manager includes organizing, staffing, directing, planning, and controlling. (1989)

BUSN125 – see BUSN205 (effective spring 2009)

BUSN/PSYC130 3-0-3
Applied Human Relations
Concepts of human behavior relevant to employee problems. Topics include human relations themes and the workplace, motivation, communication styles, relationship of values and attitudes to perception and application, fostering creativity, select aspects of group behavior and leadership styles. (1984)

BUSN142 3-0-3
Introduction to Personal Finance
Personal investing with emphasis on the risk and returns of various types of securities including mutual funds, sources of information, operation of stock exchanges, timing and tax aspects of investment decisions.

BUSN153 5-0-5
Real Estate Salesperson
Property interests in rights, mortgages, leases, business opportunity sales, municipal and state laws and regulations, law of agency, and the license act and rules and regulations. Approved by the Division of the New Jersey Real Estate Commission as a certified real estate salesperson’s course for state licensing examination. In accordance with the regulations of the New Jersey Real Estate Commission, students have the option to take this course without receiving credit.

BUSN/HOSP205 3-0-3
Human Resources Management
Prerequisite: BUSN120 (may be taken concurrently) or with permission of instructor
Studies the internal problems of management related to the administration of staffing, interviewing, selection, labor relations, promotion and separation policies, and expatriate training, roles and responsibilities. (2008)

BUSN210 3-0-3
Business Law I
Foundations of the law of contracts, elements, rights, remedies, and discharge; sources of law, court systems, torts, and agency; application of the Uniform Commercial Code.
BUSN211 3-0-3  
Business Law II  
Prerequisite: BUSN210  
Application of law in varied business transactions including negotiable instruments under the Uniform Commercial Code; sales and the formation, operation and dissolution of the sole proprietorship, partnership, and corporation.

BUSN215 3-0-3  
Employment Law  
Comprehensive understanding of the legislative and administrative laws and the judicial rulings affecting the human resource professional from the perspective of both employer and employee will be considered. Federal employment laws, as well as employment laws of New Jersey and surrounding states, will be emphasized and compared. Topics of study include U.S. Constitutional Protections, Federal Acts Impacting Employment (Title VII of the Civil Rights Act, ADEA, ADA, FMLA, ERISA, COBRA, OSHA, and NLRA), Affirmative Action, the Employment at Will Doctrine, Wages and Unemployment, Employment Investigating and Testing, Union-Management Relations, and Collective Bargaining and Arbitration. (2000)

BUSN226 3-0-3  
Principles of Investments  
Prerequisites: ACCT130, CISM125, and either ECON110 or ECON111, or permission of instructor  
Examines the fundamentals of investment theory and provides an overview of equity and debt investment instruments. Material addresses investment risk and assessing an individual’s risk tolerance, and appropriate investment strategies. Topics include stocks, debt instruments, mutual funds, money market funds, and options and derivatives. (2003)

BUSN/CISM247 3-0-3  
Management Information Systems  
Prerequisites: BUSN120, CISM125  
Introduces the concept of information as a resource in business and the integration and management of various information resources in a business organization, including management information systems, decision support systems, telecommunications, data management, and office automation. Analysis of the manager’s role in information system design and the management of information system departments. (2002)

CDCC – CHILD DEVELOPMENT/CHILD CARE

CDCC103 2-0-2  
Roles of the Child Care Professional  
Roles and professional skills that support the organization and management of a quality childcare program will be discussed. The role of families, effective program operation, multiculturalism, and diversity, and the ethical and professional responsibilities of the staff as essential components of programs for children will be stressed. A professional resource file will be completed. (This course, with two cooperative education credits, will meet Child Development Associate competency goals IV, V, and VI.) (2000)

CDCC104 4-0-4  
Infant and Toddler Development: Theory and Applications  
Prerequisite: CDCC103 (may be taken concurrently)  
In-depth examination of the developmental patterns of infants and toddlers. Theoretical principles are applied to program design and delivery with an emphasis on promoting optimum development. (Meets Infant/Toddler Child Development Associate competency goals, I, II & III.) Offered every other spring. (2000)

CDCC/PSYC110 3-3-4  
Child Development: Theory and Practice  
Principles and theories of the development of the child from birth through age 12. Intellectual, psychosocial, and physical development will be studied with an emphasis on the role of family and care-giving adults in the optimal growth and development of the child. In addition to the lecture, students must be available for a three-hour-per-week practicum with a children’s group. (Placements usually occur during the day; daycare employees may use their workplace as the placement.) Meets General Education requirement for social science for CDCC majors only. Offered in fall. (1989)

CDCC115 2-3-3  
Planning the Preschool Curriculum  
Prerequisite: CDCC110  
Theoretical study of programming activity and its relationship to the total growth and development of children in a preschool setting. Students design and carry out activities and experiences for children. In addition to the lecture, students must be available for a three-hour-per-week practicum with a children’s group. (1990)
CDCC120 3-0-3
Physical Development and Health of the Young Child
Interdisciplinary study of the physical development of the young child. Health problems of young children and the effects of physical well-being or lack of it, on the emotional, social, and intellectual development of the child will be studied. (1981)

CDCC130 1-6-3
Early Childhood Practicum
Prerequisites: CDCC110, CDCC115
Teaching practicum and integration seminar for Child Development Associate candidates and Child Development/Child Care majors. During the 90 hours of placement, students will observe and interact with children and teaching professionals. Focus will be on development and implementation of appropriate curriculum. There will be an assessment for CDA compliance or degree completion. A series of seminars will integrate the teaching practicum with core concepts of the early childhood profession. (Placements usually occur during the day; child care employees may use their workplace as the placement.) (2002)

CDCC140 4-0-4
Early Childhood Directors Course
An in-depth study of supervisory skills, management practices, financial accounting, budgeting and developmental appropriate practices. Upon completion of this course, the student will have an action plan to aid in managing a childcare center. Offered to current directors, staff or individuals affiliated in preschool or childcare settings. (Meets the 60-hour Abbott director and non-degreed director’s education requirements.) (2008)

CHEM – CHEMISTRY

CHEM100 3-3-4
Introduction to College Chemistry
Prerequisites: ENGL080, MATH074
Study of the basic principles of chemistry for the student with little or no chemistry background. Topics include matter, bonding, reactions, acid-bases, ionization, equilibrium, and nuclear changes. Brief introduction to organic and biological chemistry. Appropriate course for students in Allied Health, pre-science or non-science curricula. Meets General Education requirement for Science. (2002)

CHEM102 3-3-4
Introduction to Forensic Science
Students study the portions of chemistry, biology, and physics necessary to identify and individualize physical and biological evidence for legal purposes. Includes methods of collection and evaluation and laboratory procedures. Meets General Education science requirement for the Criminal Justice A.S. and the Corrections Option, Criminal Justice A.S. degree majors only. (2008)

CHEM110 3-3-4
General Chemistry I
Prerequisites: ENGL080, MATH074
General theories and principles of chemistry are introduced and emphasized in the lecture and reinforced in the laboratory. Topics include mathematical review, significant figures, scientific notation, scientific method, the metric system, problem solving, dimensional analysis, nomenclature, chemical equations, stoichiometry, heats of reaction, calorimetry, Hess’s Laws, gas laws, atomic and molecular theory, structure, and chemical bonding. Meets General Education requirement for Science. (2001)

CHEM111 3-3-4
General Chemistry II
Prerequisite: CHEM110
Continuation of CHEM110-General Chemistry I. Topics include solution chemistry, molecular weight determination, concentration, kinetics, thermodynamics, equilibrium systems (Ka, Kb, Ksp), qualitative and instrumental analysis, acid-base chemistry, redox reactions, electrochemistry, nuclear, organic, polymer, and biochemistry. Offered in spring. (2001)

CHEM210 3-3-4
Organic Chemistry I
Prerequisite: CHEM110
Modern theories of molecular structure, reaction mechanisms, nomenclature classification, and synthesis of various organic compounds. Topics include stereochemistry, hydrocarbons, halogenated hydrocarbons, alcohols, thiols, ethers, and epoxides. Laboratory sessions will emphasize techniques for the synthesis, purification, and identification of organic compounds. Offered in fall. (2001)

CHEM211 3-3-4
Organic Chemistry II
Prerequisite: CHEM210
Continuation of CHEM210-Organic Chemistry I. Topics include carbonyl chemistry, aromatic hydrocarbons, phenols, amines, proteins, and carbohydrates. Laboratory will emphasize synthesis, purification, and spectroscopic identification of organic compounds. Offered in spring. (2001)
CISM – COMPUTER INFORMATION SYSTEMS

CISM102  1-0-1
Computer Fundamentals - Windows
Designed for those with no prior knowledge of computer operations. Students will become oriented to a microcomputer, and will learn introductory skills such as navigating the desktop and folder hierarchy, Recycle Bin, simple word processing and drawing, and browsing the Internet. This course uses Windows. (2005)

CISM125  3-0-3
Introduction to Computers
Students with prior computer knowledge and experience can opt to test out of CISM125. Contact the Testing Office at (609) 343-5099 for information.
Designed for those with little or no knowledge of computer operations. Students will learn the basic components of a microcomputer, terminology of computing, and fundamentals of integrated software using a word processor, spreadsheet, and filer program. Other topics include computers in society, business, and government as well as jobs and careers in computing. Meets General Education requirement for Technology.

CISM127  3-0-3
The Internet and the World Wide Web
Prerequisite: CISM125 (may be taken concurrently)
Provides an introduction to the Internet and the World Wide Web. The course focuses on the history of the Internet, how the Internet works, and the media which comprise the Internet. Topics include various forms of online communication, techniques for effective online research, and societal impacts of the Internet. Students will construct Web pages using HTML and a Web and graphics editor. (2002)

CISM128  3-0-3
Technology for Educators
Students will learn the basic components of computer operations, terminology and fundamentals of instructional multimedia, Web page design and development, databases, spreadsheets, word processing, and the evaluation of educational software. Additionally, there will be a review of current learning theory that supports the integration of technology into instruction. Students will apply technology to promote effective learning in the classroom and develop a product portfolio containing samples of their work. (2006)

CISM130  4-0-4
Using PC Operating Systems
Prerequisite: CISM125
Students will obtain fundamental, practical knowledge about personal computer operating systems. Introduces students to an assortment of the most popular operating systems available today. (2005)

CISM135  4-0-4
Computer Programming-C++
Prerequisite: CISM125 (may be taken concurrently)
Designed to give students a chance to obtain fundamental practical knowledge about personal computer operating systems. Students will be introduced to an assortment of the most popular operating systems available today. Experience using DOS, Windows, and UNIX will be the focus of the course. (2005)

CISM142  3-0-3
Help Desk Support
Prerequisite: CISM125
Provides an overview of the topics relevant to working at a help desk including customer service skills. Topics discussed include help desk concepts, roles and responsibilities, help desk operations, help desk processes and procedures, tools and technologies, performance measures, customer satisfaction, listening and communication skills, solving and preventing problems, and training. (2005)

CISM154  4-0-4
Computer Programming-Java
Prerequisite: CISM125
Introduces programming concepts and methodologies using the Java programming language. Emphasizes object-oriented structured programming techniques. Covers control structures, arrays and strings, Abstract Windows Toolkit, and External Data. Applications are converted to applets throughout the course. No prior programming experience is required. (2003)

CISM159  4-0-4
Intermediate Programming-C++
Prerequisite: CISM135
Programming in C++ on microcomputers including topics such as functions, pointers, classes, data composition, and inheritance. Emphasis on algorithmic development and object-oriented programming. (2000)
CISM160 3-0-3
Systems Analysis and Design
Prerequisite: one of the following: CISM135, CISM154, CISM162, CISM163, CISM164, or CISM174
Investigation of information systems with respect to their existence and identification and development of needed informational improvements within an organization. Recommended methods and procedures considering computer involvement are reviewed, designed, and implemented using the case-study approach. (2004)

CISM/ACCT162 3-0-3
Microcomputer Applications Using Spreadsheets
Prerequisite: CISM125
Presentation of the most common spreadsheet applications in a business environment including graphics, limited accounting packages, and state-of-the-art integration. Emphasis will be on competence in developing spreadsheets in the micro lab. No programming experience required. (1997)

CISM163 3-0-3
Web Page Design
Prerequisite: CISM127 or permission of instructor
Covers concepts and techniques related to designing and developing professional Web sites. The course enables students to design and develop a professional Web site using industry-standard tools. (2006)

CISM164 3-0-3
Microcomputer Applications Using Relational Databases
Prerequisite: CISM125
Advanced concepts in relational database development. Emphasis on the structured techniques for program design, development, testing, and documentation to build business applications. Includes the creation of data entry screens for interactive environments with emphasis on report generation for business applications. (2002)

CISM/ARTS165 3-0-3
Web Graphics and Animation
Prerequisite: ARTS135 or CISM125 or permission of instructor. (ARTS/CISM165 is not a substitute for a 200-level ARTS course for Studio Art majors.)
Introduces students to the techniques, tools, and concepts necessary to design and develop graphics and animation for the Internet. Students will work with professional graphic and animation tools to develop a graphics and animation portfolio. (2005)

CISM167 3-0-3
Programming in Oracle SQL
Prerequisite: CISM125
Provides an introduction to the Structured Query Language using Oracle databases and techniques. Course covers design and programming using diagrammatic techniques and the SQL language. Programming will be done using SQL and students will learn how it can be used to maintain, retrieve, manipulate, and design new and used databases. This course will help prepare the student to take an Oracle industry certification exam. (2006)

CISM170 3-0-3
Database Design Using Oracle
Prerequisite: CISM125
An introductory course in database management and database development. Course includes the role of databases and their development in organizations, data modeling, and data design using ERD and Oracle SQL, Client/Server environment, Internet Database environment, data warehousing, database administration, Object-Oriented data modeling, and Object-Oriented database development. (2006)

CISM174 4-0-4
Computer Programming-Visual Basic
Prerequisite: CISM125
Uses Visual Basic, an object-oriented/event-driven language, to teach fundamental programming concepts. Students with no previous programming experience learn how to plan and create their own interactive Windows applications. Graphic User Interface design skills are emphasized. Students will be able to develop business-related applications. (2007)

CISM180 3-0-3
Radio Broadcasting
Prerequisite: CISM125
This course is designed to introduce the student to all aspects of radio station operations. Both technical and conceptual strategies and techniques will be covered. Emphasis will be on production of Internet-based radio programming. Course topics include, but are not limited to, basic audio production, streaming media, and the impacts of Internet media on society. (2008)

CISM222 3-0-3
Issues in Computer Security
Prerequisite: CISM160
Outlines the basic tasks necessary for safeguarding a computer system. Topics covered include personal computer security, organizational computer security, internet security, and network
security. Course explains how to prepare for attacks and what to do when attacks occur. (2005)

**CISM240**  
*Introduction to Computer Forensics*  
*Prerequisite: CISM130 or department exam*  
Students are introduced to computer forensics and the various skills needed to collect and analyze digital evidence for various uses. They will be shown various methods to properly conduct a computer forensics investigation, beginning with a discussion of ethics, while mapping to the International Association of Computer Investigative Specialists (IACIS) certification. Students should have a working knowledge of hardware and operating systems to maximize their successes on projects and exercises throughout the course. (2006)

**CISM/ACCT245**  
*Accounting Information Systems*  
*Prerequisites: ACCT130, ACCT131, CISM125*  
Study of the integration of accounting theory, information systems development, and database structures. Course addresses the specifics of systems development and control framework related to standard automated accounting modules. Addresses the mid-range to large-scale accounting information system and its importance to enterprise philosophy, planning, and reporting of modern organizations. (2002)

**CISM/BUSN247**  
*Management Information Systems*  
*Prerequisites: BUSN120, CISM125*  
Introduces the concept of information as a resource in business. Integration and management of various information resources in a business organization, including management information systems, decision support systems, telecommunications, data management, and office automation. Analysis of the manager’s role in information system design and the management of information system departments. (2002)

**CISM254**  
*Advanced Computer Programming-Java*  
*Prerequisite: CISM154*  
Addresses the advanced topics of object orientation used in software engineering, the theory behind data abstraction, inheritance, and GUI design. Additional topics will include sorting and searching algorithms, dynamic data structures, and Java database connectivity. (2005)

**CISM259**  
*Advanced Programming-C++*  
*Prerequisite: CISM159*  
Covers the advanced topics of object-orientation used in software engineering, and the theory behind polymorphism, inheritance, data composition, and exception handling using classes. In addition, data structures and the algorithms associated with them will be studied. These topics will include recursion, stacks, queues, binary trees, and sorting. (2000)

**COMM – COMMUNICATION**

**COMM103**  
*Introduction to Mass Media*  
Studied the impact on our daily lives of television, radio, films, magazines and newspapers, and online media. Students examine how the media influence politics, purchases, and entertainment, and how they affect the culture in shaping beliefs and attitudes. It discusses how each of the media operates and what each accomplishes. By developing their media literacy, students are able to examine the gap between real life and “mediated” reality. (This course does not qualify as a Communication choice for the New Jersey Colleges and Universities General Education A. A. and A.S. Transfer Programs Agreement.) (2005)

**COMM104**  
*Introduction to Public Relations*  
Study of the history and role of public relations in society. Students explore mass media, persuasion, publicity, and radio and television. Students examine special events, crisis management, communication techniques, research and evaluation, communication law, and ethics. Basically a theory course, this introduction also applies ideas practically to real clients and organizations. (This course does not qualify as a Communication choice for the New Jersey Colleges and Universities General Education A. A. and A.S. Transfer Programs Agreement.) (2005)

**COMM110**  
*Interpersonal Communication*  
*Prerequisite: ENGL080 or placement into ENGL101*  
Observation and study of linguistic and behavior patterns as persons participate in one-to-one and group communications transactions. Meets General Education communication requirement. (2008)
COMM120 3-0-3
Public Speaking
Prerequisite: ENGL080 or placement into ENGL101
Study of elements of rhetoric and speech composition as
applied to informative speaking; also instruction and practice
in the basic techniques of extemporaneous delivery. Meets
General Education communication requirement. (2008)

COMM/ENGL209 3-0-3
News Writing
Prerequisite: ENGL102 or permission of instructor
Introduction to basic news writing and reporting. Students will
use a basic word processing software package. (Offered in fall.)

COMM/ENGL210 3-0-3
Special Topics in News Writing
Prerequisite: COMM/ENGL209 or permission of instructor
Students continue to cultivate journalistic and writing skills
developed in COMM/ENGL209-New Writing through an inten-
sive writing workshop that emphasizes an examination of
different journalism genres including public relations writing,
magazine writing, broadcast journalism, creative non-fiction,
and others. (See the latest course schedule for the genre
currently presented.) (2007)

COMM/ENGL220 3-0-3
Creative Writing I
Prerequisite: ENGL102 or permission of instructor
Study of and practice in the technique of writing for three
major genres of imaginative literature: poetry, short fiction,
and short drama. (2006)

COMM/ENGL221 3-0-3
Creative Writing II
Prerequisite: COMM/ENGL220 or permission of instructor
An intensive course in writing, critiquing, revising, presenting,
and publishing in four major genres of imaginative literature:
poetry, short fiction, short drama, and creative non-fiction.
(2006)

CRIM – CRIMINAL JUSTICE

CRIM101 3-0-3
Introduction to Criminal Justice
History, development, and philosophy of law enforcement in
democratic society. Introduction to agencies involved in the
administration of criminal justice career orientation.

CRIM102 3-0-3
Introduction to Criminology
Introduction to deviant behavior and current criminological
theories. Emphasis on synthesis and police applications, crime

CRIM105 3-0-3
Police Operations
Intense study of the roles and functions of American police
departments and their evolution in society. A thorough exami-
nation is made of police organizations, their philosophies,
operations, management, and related concepts and techniques.
Also emphasized will be issues of police culture, ethics, and
civil liability and how they affect services provided to the
public. (2002)

CRIM106 3-0-3
Introduction to Corrections
History of corrections, types of inmate control and treatment,
the offender in the community, re-entry problems, corrections
as part of the criminal justice system and problems in
administration. (2007)

CRIM201 3-0-3
Criminal Law
Prerequisite: CRIM101
Study of local, state, and federal criminal laws including
their classification, nature, evolution, and development. Both
statutory and common law are explored as well as topics of
the adversary system, such as principles of justification and
excuse, laws of arrest, and the laws of search and seizure.
Special attention is given to the New Jersey Code of Criminal

CRIM202 3-0-3
Constitutional Law
Prerequisite: CRIM101
Study of procedural law focusing on the effect of decisions
by the United States Supreme Court in establishing ethical
CRIM203
Criminal Investigation
Exploration and analysis of modern criminal investigative theories and procedures. Directing criminal investigation for maximum effectiveness with attention to the justice system criteria for evidence submission and testimony in criminal proceedings. (2003)

CRIM204 - See CHEM102 (Effective fall 2008)

CRIM/SOCL206
Juvenile Justice
For CRIM206 the prerequisite is CRIM101 or PSYC101. For SOCL206 the prerequisite is PSYC101 or SOCL101.
Theoretical and applied concepts of prevention, treatment, and control of juvenile delinquency and recent legislative and philosophical decisions. (2002)

CRIM210
Community-Based Corrections
Focuses on the community-based aspect of the correctional system. Strategies of supervision used in probation and parole, theories underlying these strategies and evaluative methods of assessing the impact of these strategies are highlighted. Particular emphasis is given to the role of the helping relationship in the probation/parole agency setting. (2003)

CRIM/LEGL212
Trial Advocacy
Prerequisite: CRIM101, CRIM201
Increases comprehension of the historical, ethical, and philosophical basis of the American legal system. Each student will have the opportunity to participate in an actual trial preparation and presentation. This course will demystify the operations of the law, court procedures, and the legal system. (2003)

CRIM214
Organized Crime
A foundation course in systematic criminality, which examines those criminal organizations whose method of operation includes fear, violence, and corruption to achieve strategic and tactical goals. The course investigates these highly structured, perpetual organizations as well as law enforcement responses to them. (2004)

CRIM250
Internship in Criminal Justice
Prerequisites: CHEM102, CRIM101, CRIM201, CRIM202
Designed to give students the opportunity to apply formal education to an actual work situation with a criminal justice agency under the supervision of the course instructor. The completed internship (minimum of 135 hours) prepares the student for continued academic studies at a four-year college or university or preparedness for selected positions with a criminal justice agency. The internship site must be an agency of police, courts or the correctional system approved by the Business department chairperson. (2007)

CUBP, CULN – CULINARY ARTS

CUBP101
Baking Theories and Applications
Prerequisite: CUBP120
Designed to introduce students to the bakeshop. Areas covered include equipment identification and usage, formula conversions, and pricing. (2005)

CUBP110
Fundamentals of Baking
Prerequisite: CUBP101
Fundamentals of baking science. Identification and use of tools and equipment in the bakeshop. Explanation of baking terms and instruction in formula conversion and weights and measures. Includes the preparation of yeast products, quick breads, and puff dough. (2005)

CUBP120
Basic Pastry Preparation
Prerequisite: CUBP210
Methods and techniques in preparing basic desserts including cakes, pies, puddings, mousses, cheesecakes, tarts, and glace pastries. Emphasis is on a variety of decorations, icings, crusts, shortenings, and butter creams. (2005)

CUBP210
Advanced Baking
Prerequisite: CUBP110
Builds on the skills and knowledge acquired in CUBP110-Fundamentals of Baking. Emphasis on the proper application of formulas and their relationship to mixing methods used in the preparation of cakes, cookies, roll-in doughs, pate choux, etc. (2005)

CUBP211
Principles of Baking Artisan Breads
Prerequisite: CUBP110
Designed to expand CUBP110-Fundamentals of Baking. Students will be exposed to methods of baking a variety of
international breads. The skills acquired will be applied to create bread sculptures, centerpieces, and displays. (2005)

**CUBP220**  
**Advanced Classical Pastry**  
Prerequisite: CUBP120  
Preparation of tortes, pastries, and frozen desserts. Emphasis is placed on platter and plate presentation of pastries, desserts, chocolates, and formula development. (2005)

**CUBP221**  
**Advanced Decorative Concepts in Pastry Arts**  
Prerequisite: CUBP220  
Advanced course which enhances practical skills and professional growth of individuals who have a working knowledge in the field of pastry arts. The mediums of chocolate, marzipan, and sugar will be applied to innovative individual plate presentations. Emphasis will be placed on creative and artistic garnishing techniques. (2005)

**CUBP222**  
**Specialty Cakes**  
Prerequisite: CUBP220  
Designed to present retail concepts in the preparation of special occasion cakes. Emphasis is placed on creative décor utilizing basic ingredients. (2005)

**CUBP223**  
**Elements of Wedding Cake Design**  
Prerequisite: CUBP221  
Artistic techniques applied to wedding cake design. Emphasis is placed on enhancing basic skills in pulled sugar, chocolate plastic, and butter cream décor. Gum paste decorative work will be introduced. (2005)

**CUBP224**  
**Centerpiece Artistry**  
Prerequisite: CUBP223  
Designed to provide an opportunity for students to enhance previously learned techniques. Emphasis placed on artistic interpretations utilizing various mediums including sugar, chocolate, and pastillage. (2005)

**CUBP225**  
**Classical Confections**  
Prerequisite: CUBP224  
Designed to provide an understanding of various ingredients and techniques associated with pastry production and presentation styles from Austria, Italy, France, and Switzerland.

Emphasis will be placed on miniatures, petit four, and French pastry requiring a high level of artistic presentation. (2005)

**CULN101**  
**Introduction to Culinary Arts**  
Prerequisites: Basic Skills Test, ENGL080 or higher, MATH073 or higher  
Introduction to the culinary arts with concentration on the Academy's policies and procedures, culinary math, National Restaurant Association Educational Foundation Sanitation Certification, proper knife usage, and basic cutting skills. This course is a prerequisite for all culinary courses. (2005)

**CULN105**  
**Applied Culinary Skills I**  
Prerequisite: CULN101  
Prerequisite for all hot food culinary lab courses. Provides a thorough knowledge of the aspects, techniques, and applications in the preparation of basic stocks, thickening agents, sauces, and soups. Introduces the basic cooking methods for meats, poultry, seafood, and vegetables such as stewing, steaming, frying, sautéing, braising, roasting, broiling, and grilling. (2005)

**CULN106**  
**Applied Culinary Skills II**  
Prerequisite: CULN105  
Designed to build on the accumulated skills and knowledge gained in CULN105-Applied Culinary Skills I, and to further those skills by implementing principles and concepts utilizing different ingredients and products in the production of complete menus. (2005)

**CULN107**  
**Introduction to Diversified Cuisines**  
Prerequisite: CULN106  
Designed and divided into three segments which introduce the student to the fundamentals of breakfast, vegetarian, and American regional cooking. Emphasis is placed on the most common breakfast items found on the American menu including brunch as well as stressing the fundamentals of vegetarian cooking and the diversity of American regional cooking. (2005)

**CULN109**  
**Introduction to Garde Manger**  
Prerequisite: CULN101  
Fundamentals of garde manger and pantry departments. Introduces the proper techniques for the preparation of cold appetizers, salad dressings, cold soups, cold sandwiches, hors d’oeuvres, canapés, salads, marinades, cold sauces, aspics, and garnishes.
CULN117 1-6-3
Fundamentals of Dining Room Service
Prerequisite: CULN101
Introduces and familiarizes the student with the functions of an operational dining room, emphasizing skills in various dining room services, such as American, Russian, buffet, as well as setting and clearing tables, talking orders and serving food and beverages. (2005)

CULN135 0-2-1
Culinary Special Topics
Examination of current trends in the culinary field. Students work with newly introduced ingredients and equipment as well as classical selections. Focus is on technique, preparation, and presentation. See the latest course schedule for the topics currently being offered. (2003)

CULN204 1-6-3
Buffet Service/Catering
Prerequisite: CULN107
Designed to bring understanding and exposure to buffet and catering operations. Emphasis is placed on, but not limited to, daily practical and theoretical application in the back-of-the-house for the Academy’s functional restaurant, Careme’s, under realistic industrial conditions in a preparation and finishing type kitchen operation. (2005)

CULN207 1-4-2
Advanced Hot Food Preparation
Prerequisite: CULN107
Introduces students to the methods and techniques in the classical cuisine accepted and practiced in international kitchens. Included are cooking methods, garnishes, preparation, and application of basic sauces and their derivatives as well as their presentation using the principles and techniques of Auguste Escoffier. Emphasized are the concepts and appreciation of diverse new American cuisine utilizing local ingredients, stressing nutrition, freshness, lightness, and a simple but elegant presentation. (2005)

CULN209 1-4-2
Advanced Garde Manger
Prerequisite: CULN109
Preparation and techniques of classical cold food. Study of buffet planning, food materials utilization, service, and buffet layout. Advanced concentration on the decorating of cold food platters and garnishes. (2005)

CULN217 1-6-3
Applied Dining Room Operations/Principles of Management
Prerequisite: CULN117 or permission of culinary advisor
Designed to give students an understanding of a public restaurant’s front-of-the-house operation. Emphasis is on the proper greeting, seating of guests, taking and writing orders, the serving of food and beverages, as well as tabletop cooking under realistic industrial conditions. Students are introduced to the identification of various grapes used in the production of wines, the main wine producing countries and their regions, and the characteristics of those wines in relation to menus. (2008)

CULN220 1-4-2
International Food Preparation
Prerequisite: CULN107
Emphasis on the respective cuisines and customs from a variety of ethnic backgrounds. (2005)

CULN221 1-4-2
Italian Regional Cuisine
Prerequisite: CULN107
Designed to introduce students to the cooking, wines and cuisines of the eight major regions in Italy: Piedmont, Emilia-Romagna, Tuscany, Umbria, Abruzzi, Latium, Campania, and Calabria. Emphasizes ingredients, presentation styles, and cooking techniques. (2005)

CULN222 1-4-2
Charcuterie
Prerequisite: CULN109
Introduction to the art of charcuterie with concentration on various forcemeats, confits, and rillette. Includes curing, drying, and smoking techniques. Strong emphasis is placed on sanitary practices. (2005)

CULN223 1-6-3
Applied Restaurant Production
Prerequisite: CULN207
Designed for back-of-the-house students to apply and demonstrate the practical and theoretical skills learned in all prerequisite courses in hot/cold, pastry/baking, menu design, and costing. Emphasis is placed on the realistic operation of a restaurant kitchen producing foods prepared from an a la carte and table d’hôte menu for the Academy’s restaurant, Careme’s. (2005)
CULN224  1-4-2
Introduction to Culinary Competitions
Prerequisites:  CUBP120, CULN207, CULN209 or CULN222
Introduces students to the fundamental concepts and practices of culinary hot and cold food competitions. Emphasis is placed on competition standards, rules and regulations, team dynamics, menu development, judging, and the scoring process. (2006)

CULN280  1 credit
Cooperative Education
Students use practical skills learned at the Academy of Culinary Arts in an approved foodservice establishment. The cooperative experience may also take place in a College-approved overseas culinary site. (Minimum of 400 hours of cooperative experience required.) (2005)

DANC – DANCE

DANC170  3-0-3
Introduction to Dance
Broad survey of the dance field through lecture, discussion, and audiovisual presentations. Explores historical and contemporary perspectives of dance. Meets General Education requirement for Humanities. (2002)

DANC171  0-2-2
Modern Dance I

DANC172  0-2-2
Modern Dance II
Prerequisite: DANC171 or permission of instructor
Dance technique workshop aimed at continuing to develop movement experiences begun in DANC171-Modern Dance I. Movement is explored in relation to time, space and energy, the development of ease and sensitivity and an articulate movement vocabulary. (1974)

DANC173  0-2-2
Jazz Dance I
Introduction to techniques used by jazz dancers. Includes a variety of styles with stress on technical facility and the pleasure of moving well. (2005)

DANC174  0-2-2
Jazz Dance II
Prerequisite: DANC173 or permission of instructor
Continuation of DANC173-Jazz Dance I with additional emphasis on technique and contemporary styling. (2005)

DANC175  0-2-2
Tap Dance I
Introduction to the basic movements of tap dancing and to experiment with movement patterning as well as the study of its origin, history, and development of styles. (1992)

DANC176  0-2-2
Tap Dance II
Prerequisite: DANC175 or permission of instructor
Continuation of DANC165-Tap Dance I. (1992)

DANC271  0-2-2
Ballet I
Fundamental course in classical ballet. Students learn the vocabulary and techniques of ballet movement with emphasis on body alignment and effective methods of gaining strength and flexibility for proper ballet deportment through (barre) bar and center floor exercises. (1992)

DANC272  0-2-2
Ballet II
Prerequisite: DANC271 or permission of instructor
Continuation of DANC271-Ballet I. (1992)
DEVA, DEVS – DEVELOPMENTAL STUDIES

DEVA102 2-0-2
Study Management
(This course is on inactive status.)
Designed to aid students in understanding the inner workings of ACCC with emphasis on teaching and the teaching staff. On an individual basis, the student will be given information leading to improved study habits and skills. Major topics and skills will include: knowledge of ACCC’s academic facilities and their use, a study and assessment of learning styles, how to get academic help, an understanding of the evaluative tools (homework and tests), construction of courses, syllabi, textbooks, how to take notes, building self-confidence, and adapting to college. (1985)

DEVA110 2-0-2
Introduction to Career Development
Designed to help students examine the world of work. Through various learning activities they will examine their interests, attitudes, abilities and how they relate to work. Students will develop skills in seeking employment as they relate to the lifelong process of career development. (1974)

DEVA113 2-0-2
Human Potential Seminar
Examination and identification of personal strengths, self-concept, values, attitudes, and goals to increase an individual’s self-determination, self-motivation, self-worth, and self-confidence.

DEV5111 3-0-3
College Skills
Prerequisite: Placement Test score and enrollment in related content course
Instruction and guided practice in the skills necessary to succeed in college courses, especially note taking, text reading, and writing papers and test answers. Students must be simultaneously registered in the designated content course. Required of students on the basis of standardized test results or on academic probation. (1988)

ECON – ECONOMICS

ECON110 3-0-3
Principles of Economics I
Prerequisite: MATH074 or permission of instructor
Introduction to macroeconomic analysis stressing national income and product, employment, monetary and fiscal policies and their interrelationship, and economic growth. Meets General Education requirement for Social Science. (1994)

ECON111 3-0-3
Principles of Economics II
Prerequisite: ECON110
Microeconomic analysis of markets, stressing price and output determination by the firm; and income distribution through wages, rents, interests, and profits. Discussions on select domestic and international economic problems.

EDUC – EDUCATION

EDUC100 3-0-3
Teaching: An Introduction to the Profession
An introductory course designed for students considering a career in teaching. It provides students both a theoretical and experience-based exposure to the profession, its foundations, organization, realities, challenges, and rewards. Through the use of case studies and field observations, students are provided an in-depth opportunity to explore their career assumptions in relation to the realities of the teaching profession and culture of American education. A ten-hour guided field observation is required. (2005)

EDUC101 3-0-3
Historical Foundations of American Education
Historical and philosophical foundations of education in America. Providing students a research-based understanding of the teaching profession and the issues and controversies affecting education today. (2005)

EDUC105 1-0-1
Orientation to Substitute Teaching
Provides the student with fundamental knowledge and skills to become a substitute teacher in grades pre-K through 12. Students will be introduced to basic planning, observation, classroom management, and teaching techniques. The application process and expectations of local school districts will be discussed. Applicants must apply for a substitute certificate through the county superintendent of schools office. (2000)
EDUC/HSRV126 3-0-3
Introduction to Special Services
Prerequisite: PSYC135 or CDCC/PSYC110 or HSRV115, or permission of instructor
Interdisciplinary survey of current research, practice, and trends in the identification of children and adults with developmental disabilities and other special needs. The services required supporting quality education, training and development through the life span will be described. Intended for students interested in the fields of special education and human services for the developmentally disabled. Offered in spring. (1997)

EDUC/PSYC213 3-0-3
Educational Psychology
Prerequisite: PSYC101 or CDCC/PSYC110 or PSYC135 with a grade of C or better
The teaching-learning process is examined through a study of the major psychological theories of learning, motivation, and maturation. These psychological principles are applied to practices of classroom instruction that consider the developmental stage, abilities, and learning styles of the learner. (2004)

EDUC/PSYC220 0-3-1
Field Placement in Educational Psychology
Provides observational and application experience to students who will transfer into teacher certification programs. Forty hours of placement at an elementary or secondary school are required. Five hours of group work will be done online. Students will complete a series of observations and assignments based on major developmental theorists and educational methods. (2006)

EDUC/PSYC226 3-0-3
Psychology of Exceptionality
Prerequisite: PSYC101 or CDCC/PSYC110 or PSYC135
Survey of the major categories and types of exceptionality (e.g. mental retardation, learning disabilities, giftedness). Topics include characteristics, causes, identification/assessment, educational remediation approaches, and transition to adulthood. (1997)

ENGL – ENGLISH

ENGL065 1-0-1
Language Skills/Grammar Review
An intense review of grammar with practice in language skills. Beneficial for all students who want to “brush up” before a writing course. (2007)

ENGL070 4-0-4
Reading/Writing I
Prerequisite: Placement Test score
Introduction to those processes vital to understanding discursive prose. Students will read extensively and write thoughtfully, responding to topics of general or popular interest while increasing their facility with the print code. Required for students with significant difficulties in literacy skills. Does not meet General Education requirement for communication. (2004)

ENGL080 3-0-3
Reading/Writing II
Prerequisite: ENGL070 with grade of C or better or Placement Test score
Guidance in those processes vital to understanding academic prose. Students will read intensively and write thoughtfully, responding to prose sampled from other disciplines while increasing their facility with the conventions of writing. Required for students with moderate difficulties in literacy skills. Does not meet General Education requirement for communication. (2000)

ENGL101 3-0-3
Composition I
Prerequisite: ENGL080 with grade of C or better or Placement Test score
Instruction and guided experience in reading and writing, with application of invention and revision techniques, including peer feedback, collaboration, and dialogue. Emphasis is on establishing dialectic relationships with the ideas of others and on writing essays in response to readings. Meets General Education requirement for Communication. (2000)

ENGL102 3-0-3
Composition II
Prerequisite: ENGL101 with a grade of C or better
Continued instruction and guided experience in reading and writing with continued application of invention and revision techniques including peer feedback, collaboration, and dialogue. Emphasis is on interpretive and critical responses to fiction and nonfiction and on research and documentation. Meets General Education requirement for Communication. (2004)
ENGL104  
Introduction to Literature  
Prerequisite: ENGL101  
Examines the three primary literary genres: prose fiction, poetry, drama. Readings will include selections from classical and contemporary authors. Students will write essays in response to the readings. Meets General Education requirement for Humanities. (1995)

ENGL201  
World Literature  
Prerequisite: ENGL102 or ENGL104, or permission of instructor  
Study of literary masterpieces from a variety of cultures, emphasizing appreciation and comparison. Meets General Education requirement for Humanities. Offered in the fall. (1992)

ENGL203  
British Literature I  
Prerequisite: ENGL102 or ENGL104 or permission of instructor  
Study of the Middle Ages, the Early Modern (Renaissance), and the Restoration and the 18th century periods of British literature, including fiction, poetry, and drama. Students will read and evaluate materials from the time periods, developing a greater awareness of the genres, the movements, and key literary figures. Offered in fall of odd years. (2004)

ENGL204  
British Literature II  
Prerequisite: ENGL102 or ENGL104 or permission of instructor  
Study of the Romantic, Victorian, Modern, and Contemporary periods of British literature, including fiction, poetry, and drama. Students will read and evaluate materials from the time periods, developing a greater awareness of genres, movements, and key literary figures. Offered in spring of even years. (2004)

ENGL205  
19th Century American Literature  
Prerequisite: ENGL102 or ENGL104 or permission of instructor  
Writers and works of the 19th century in their social and cultural context. Meets General Education requirement for Humanities. Offered in fall of even years. (1992)

ENGL206  
20th Century American Literature  
Prerequisite: ENGL102 or ENGL104 or permission of instructor  
Writers and works of the 20th century and their social and cultural context. Meets General Education requirement for Humanities. Offered in spring of odd years. (1992)

ENGL/COMM209  
News Writing  
Prerequisite: ENGL102 or permission of instructor  
Introduction to basic news writing and reporting. Students will use a basic word processing software package. (Offered in fall.)

ENGL/COMM210  
Special Topics in News Writing  
Prerequisite: COMM/ENGL209 or permission of instructor  
Students continue to cultivate journalistic and writing skills developed in ENGL/COMM209-News Writing through an intensive writing workshop that emphasizes an examination of different journalism genres including public relations writing, magazine writing, broadcast journalism, creative non-fiction, and others. See the latest course schedule for the genre currently presented. (2007)

ENGL212  
Significant Themes in Literature  
Prerequisite: ENGL102 or ENGL104 or permission of instructor  
Examines fiction, drama, poetry, and nonfiction from a thematic base. See the latest course schedule for the theme currently being presented. Offered in spring of even years. (1992)

ENGL213  
Western Literature I  
Prerequisite: ENGL102 or ENGL104 or permission of instructor  
Study of masterpieces of the European and New World not written in English, from the Greek World up to the Renaissance. Works are read in English translations. Emphasis on appreciation and comparison of themes as they evolved. Meets General Education requirement for Humanities. Offered in fall of even years. (1992)

ENGL214  
Western Literature II  
Prerequisite: ENGL102 or ENGL104 or permission of instructor  
Study of masterpieces of the European and New World not written in English, from 1600 to the present. Works are read in English translations. Emphasis on appreciation and comparison of themes as they evolved. Meets General Education requirement for Humanities. Offered in fall of odd years. (1992)

ENGL215  
20th Century African-American Literature  
Prerequisite: ENGL102 or ENGL104 or permission of instructor  
Course will examine the literature written by and about African Americans from the First World War through the end of the 20th century. (2006)
ENGL216 3-0-3
Shakespeare
Prerequisite: ENGL102 or ENGL104 or permission of instructor
Study of Shakespeare’s major plays and selected sonnets. Offered in fall of even years. (2002)

ENGL218 3-0-3
Literature for Children
Prerequisite: ENGL102 or ENGL104 or permission of instructor
Study of the history and diversity of fiction, non-fiction, and poetry written for children aged two through 14. Students will extensively read and evaluate samples of literature through the children’s literary canon and develop criteria for selecting and using literature with children at various stages in their development. Offered in spring of even years. (2003)

ENGL/COMM220 3-0-3
Creative Writing I
Prerequisite: ENGL102 or permission of instructor
Study of and practice in the technique of writing for three major genres of imaginative literature: poetry, short fiction, and short drama. (2006)

ENGL/COMM221 3-0-3
Creative Writing II
Prerequisite: COMM/ENGL220 or permission of instructor
An intensive course in writing, critiquing, revising, presenting, and publishing in four major genres of imaginative literature: poetry, short fiction, short drama, and creative non-fiction. (2006)

ENGL222 3-0-3
Professional Writing
Prerequisite: ENGL102 or equivalent
Gives students the rhetorical practice in the writing, researching, and revising activities common to most careers coupled with document design. Assignments include resumes and cover letters, field and progress reports, abstracts, and proposals, including forms and conventions. Skills include critical thinking, analysis, and discovering conventions particular to various fields. Students will deliver brief oral presentations and practice collaboration. (2004)

ENGL223 3-0-3
Poetry Workshop
Prerequisite: ENGL207 or permission of instructor
Instruction and practice in classical and contemporary techniques and forms of poetry. Emphasis will be on mastering the basic rhythms, patterns, and forms of poetry. Offered in fall of odd years. (2006)

ESCI – EARTH SCIENCE

ESCI100 3-3-4
Earth Science
Prerequisites: ENGL080, MATH074
Designed to give an overview of the disciplines of geology, oceanography, meteorology, and astronomy. Topics include the metric system, minerals, rocks, water, soil, weathering and erosion, earthquakes, floods, waves, tides, currents, coastal erosion, air masses, clouds, the greenhouse effect, global warming, atmosphere, humidity, tornadoes, hurricanes, weather systems and fronts, nor’easters, thunderstorms, constellations, eclipses, stars, the solar system, galaxies, and the universe. Laboratory and fieldwork are required. Meets General Education requirement for Science. (2002)

ESLN – ENGLISH AS A SECOND LANGUAGE

ESLN060 6-0-6
Elementary ESL I
Prerequisite: Placement Test score
Beginning level course for students whose native language is not English. Introduces the student to the basic sounds, vocabulary, sentence patterns, and communicative functions of English. Emphasis on speaking and listening with an introduction to writing and reading. American cultural conventions are also presented and discussed. (2008)

ESLN062 6-0-6
Elementary ESL II
Prerequisite: ESLN060 with a grade of C or better or Placement Test score
Second level course for students whose native language is not English. Continued practice in the basic sounds, sentence patterns and functions of English. Additional grammatical forms and ways to communicate in different situations are studied, as well as continued discussion of American culture. Equal emphasis on listening, speaking, reading, and writing skills. (2008)

ESLN070 6-0-6
Intermediate ESL I
Prerequisite: ESLN062 with a grade of C or better or Placement Test score
ESLN072 6-0-6
Intermediate ESL II
Prerequisite: ESLN070 with a grade of C or better or Placement Test score

ESLN074 3-0-3
Vocabulary Strategies
Prerequisite: ESLN072 with a grade of C or better or Placement Test score
Development of vocabulary and related learning strategies in English at the intermediate level for non-native speakers of English. Students will read a diverse range of writings including short stories, essays, poetry, and articles from newspapers, magazines, and the Internet. Students will employ learning strategies for unfamiliar words and write their reaction to their reading. Students will use new vocabulary in writing assignments to practice appropriate use of word forms. Additionally, vocabulary and learning activities specific to computer technology and the Internet will be explored. (2008)

ESLN080 12-0-12
ESL Academic Foundations
Prerequisite: Completion of three or more years at an American high school and ESL Placement Test
Course will allow students to acquire the English language skills needed to produce multiparagraph compositions that are correctly written at the intermediate-advanced level. Contemporary reading selections and discussion activities will serve to prepare students to write short compositions. Grammatical skills will be developed through traditional instruction, group editing workshops, and computer-assisted instruction. (2008)

ESLN090 6-0-6
Advanced ESL I
Prerequisites: ESLN072 with a C or better or ESL Placement Test.
Course will develop the ability of students, whose native language is not English, to read, write, listen, and speak effectively at an Advanced level. Students will develop fluency and clarity in their writing and pronunciation while developing their vocabulary in standard American English to read and listen successfully. A grade of C or better is required to progress to the next level. (2008)

ESLN092 6-0-6
Advanced ESLII
Prerequisite: ESLN090 with a C or better or ESL Placement Test.
Course will further develop the ability of students, whose native language is not English, to read, write, listen, and speak at a High-Advanced level. Students will develop fluency and clarity in their writing and pronunciation while developing their vocabulary in standard American English to read and listen successfully. A grade of C or better is required to progress to the next level. (2008)

ESLN093 4-0-4
Advanced ESL: Listening and Speaking Skills
Prerequisite: ESLN072 with a grade of C or better or Placement Test score
Practice in speaking, listening to, and correctly pronouncing American English. Students will listen to various native speakers of English and discuss what they have heard. Extensive practice in pronunciation will include speech patterns like stress, intonation, and rhythm. Laboratory assignments will be given for further development in the acquisition of standard American English speech patterns. This course is required for all students, whose native language is not English, before moving into General Education or program courses. (2008)

ESLN094 2-2-3
Advanced ESL: Grammar
Prerequisite: ESLN072 with a grade of C or better or Placement Test score
Discussion and practice of discrete grammatical points necessary for successful oral and written communication. Students will practice using grammatical forms in various situations, such as informal conversations and short writing assignments. Class meets two hours a week; however, students are required to participate in the lab component for an additional two hours per week. Lab assignments are online to allow students to work at their own pace. (2008)

ESLN096 3-1-3
Advanced ESL: Listening and Speaking for the Workplace
Prerequisite: ESLN072 with a grade of C or better or Placement Test score
Discussion and practice of verbal and nonverbal skills needed in a professional environment: problem solving, vocabulary building, practice of appropriate idiomatic phrases to communicate effectively in typical work and social situations. For non-native speakers of English who have reached an advanced level of proficiency in English and who want to refine their skills. (2008)
ESLN099
Strategies for the American Classroom
Prerequisite: ESLN080 or ESLN092 with a grade of C or better or Placement Test score
Instruction and guided practice in the skills necessary to succeed in an American college classroom, especially asking questions, answering questions, participating in small and large group discussions, note-taking, lecture listening, text reading, and vocabulary development. Required of students on the basis of ESL placement. (2008)

ESLN100
Academic Reading and Writing
Prerequisite: ESLN080 with a grade of C or better or ESLN092 with a grade of C or better or Placement Test score
Course focuses on preparing English Language Learners’ ability to read academic text, respond critically and to prepare formal essays that are well developed and fluent. (2008)

FREN – FRENCH

FREN111
Elementary French I
Introduction to the French language, emphasizing the four skills of comprehension, speaking, reading, and writing. Develops basic communication skills in the language that allow the students to succeed in simple, everyday situations encountered in French-speaking communities. (2002)

FREN112
Elementary French II
Prerequisite: FREN111 or permission of instructor
Continuation of FREN111-Elementary French I, emphasizing the four skills of comprehension, speaking, reading, and writing. To use previous skills as a basis for continuing the development of more advanced communication skills in the language that allow the students to succeed in everyday situations encountered in French-speaking communities. Meets the General Education requirement for Humanities. (2008)

GEOG – GEOGRAPHY

GEOG102
Introduction to Cultural Geography
Introductory course using the topic approach. The course is concerned with social institutions, which are commonly shared by all societies, such as language, religion, technology, and agriculture as found on the continents of Africa, Australia, Europe, Asia, North and South America. Meets General Education requirement for Social Science. (1970)

GEOG110
World Geography
Systematic coverage of fundamental geographical principles and concepts with emphasis on the interaction of cultural, social, economic, political, and geographic factors in shaping the development of major world regions. Meets General Education requirement for Social Science. (1987)

GOVT – GOVERNMENT

GOVT101
Introduction to Government and Politics
Principles and processes of political science. Examination of state-society relationships with emphasis on democratic institutions in the contemporary world; comparative ideologies. Meets General Education requirement for Social Science. (1981)

GOVT110
American National Government
Examination of the American Federal System including the Constitution, political parties, pressure groups, elections, and the organization and functions of legislative, executive, and judicial branches of government. Meets General Education requirement for Social Science. (1979)

GOVT111
State and Local Government
Analysis of politics, legal structures, and functions of state and local governments including their relationships to each other in federal systems.

HIST – HISTORY

HIST101
Heritage of the Western World I
Study of past political, social, economic, and intellectual developments in ancient, medieval, and early modern times. Emphasis on historical problems and forces, which have shaped the present. Meets General Education requirement for Humanities. (1983)

HIST102
Heritage of the Western World II
Study of political, social, economic, and intellectual developments from early modern times to the present. Emphasis on historical problems and forces, which have shaped the present. Meets General Education requirement for Humanities. (1981)
HIST103 3-0-3
U.S. History I
Social, economic, and political forces from the Age of Discovery to the period of Reconstruction in 1877. Meets General Education requirement for Humanities. (1994)

HIST104 3-0-3
U.S. History II
Social, economic, and political forces that shaped the nation from 1870 to the present. Meets General Education requirement for Humanities. (1995)

HIST109 3-0-3
The History and Culture of China
The study of social, economic, geographical, and political forces which have molded China and its people from ancient times to the country’s emergence as a modern state. Offered in fall. (2003)

HIST110 3-0-3
The African-American
Examination of the Black American experience from the development of slavery through modern times. (1997)

HIST111 3-0-3
The History and Culture of Ireland
Prerequisite: ENGL080
The study of the social, intellectual, economic, geographical, and political forces which have molded Ireland and its people from ancient times to the country’s emergence as a modern free state. (2004)

HIST117 3-0-3
The Holocaust and Genocide
Study of the causes and roots of genocide with particular attention given to the Holocaust during the Nazi regime in Germany. (2002)

HIST119 3-0-3
History of South Jersey
Social, economic, and cultural history of the six southernmost counties of New Jersey from early explorations to the present. Research methods in local history and genealogy are emphasized.

HIST135 3-0-3
Selected Topics in History
A study of the social, political, and/or economic developments concerning a specific topic of historical interest. See the current course schedule for the theme currently being presented. (2004)

HOSP – HOSPITALITY

HOSP100 3-0-3
Orientation to Hospitality and Tourism
Provides a basic overview of the hospitality and tourism industries. Hotels, restaurants, casinos, clubs, travel agencies, and cruise ships will be discussed. Career opportunities within both industries will be explored. (2005)

HOSP125 – see HOSP205 - (effective spring 2009)

HOSP132 1-0-1
Food Service Sanitation
Examines the causes and prevention of outbreaks of food-borne illnesses. Studies the principles of food microbiology, food-borne diseases, regulatory agency standards, food storage, and preparation and awareness of food allergens. Prepares students for the National Restaurant Association’s ServSafe Certification and N.J. State Food Manager’s Certification. (2005)

HOSP134 4-0-4
Restaurant Operations
Prerequisite: HOSP100, HOSP132, or permission of instructor
Covers restaurant operations from concept to inception to daily operation. Topics include site selection, kitchen design, purchasing, and storage. Beverage topics include operating a bar and serving alcoholic beverages. Menu design and food and labor costs will be supported by use of an industry-recognized computer software system. (2005)

HOSP135 2-2-3
Food Fundamentals
Prerequisite: Successful completion of sanitation certification or HOSP132 (may be taken concurrently)
Examines culinary operations as they relate to front-of-the-house personnel. Includes product identification, appropriate choice of cooking method, nutritional information and its application. Students will acquire skills in recipe writing, designing appropriate menu items and cultural associations with food. Focus is placed on kitchen organization and flow. (2008)

HOSP150 3-0-3
Hospitality Sales and Marketing
Examines all aspects of hospitality sales and marketing techniques: developing a marketing plan, effective sales techniques, advertising and public relations efforts, and generational
marketing trends as they pertain to the hospitality industry. The increased role of hospitality technology to improve hospitality sales will also be addressed. (2005)

**HOSP200**  4-0-4  
**Hotel Operations**  
Prerequisite: HOSP100 or permission of instructor. 
*CISM125 is recommended.*  
Covers hotel operations from a daily operation including the operational strategy to address guest needs. Yield management concepts, housekeeping, and security measures are also discussed. All aspects of this course are supported by a computer-based property management system actually used in the industry. (2005)

**HOSP/BUSN205**  3-0-3  
**Human Resources Management**  
Prerequisite: BUSN120 (may be taken concurrently) or with permission of instructor  
Studies the internal problems of management related to the administration of staffing, interviewing, selection, labor relations, promotion and separation policies, and expatriate training, roles and responsibilities. (2008)

**HOSP215**  3-0-3  
**Beverage Operations: Wine, Beer, and Spirits**  
Provides a basic understanding of the theory and operation of the bar and beverage business. Focuses on the products, equipment, consumer tastes, community attitudes, and laws and regulations affecting the industry. Strong emphasis will be placed on pairing food and alcoholic beverages in a restaurant establishment for customer knowledge and awareness. (2005)

**HOSP225**  3-0-3  
**Hospitality Law**  
Rights and responsibilities that the law grants to, or imposes upon, the hotel industry and illustrates the possible consequences of failure to satisfy legal obligations. Court cases will be utilized. Casino and travel law and their effects on operations will be included. (2005)

**HOSP250**  3-0-3  
**Catering and Events Planning**  
Examines the social and economic impact of catering and events planning, including trends and their effects. Styles of catering operations, event coordination, and quality service standards will be addressed. The importance of risk management and crisis management in catering and events planning will be emphasized. (2006)

**HOSP295**  1-9-4  
**Internship in Hospitality Management**  
Prerequisite: All required program courses must be completed. Internship students having special circumstances must have written approval by faculty.  
Designed to give students the opportunity to apply formal education to an approved work situation. Students will spend a minimum of 135 hours under the supervision of program faculty. (2005)

**HOSP299**  3-0-3  
**Seminar in Hospitality Management**  
Open to senior Hospitality Management students only. Problem identification and development of solutions through group assignments and specific case studies of area hotels. Current industry trends will be highlighted by guest speakers. This course will be offered once a year. Offered in fall. (1998)

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**HPED – HEALTH & PHYSICAL EDUCATION**

**HPED117**  0-2-1  
**Archery I**  
Skills in target shooting and practical experience. (1983)

**HPED118**  0-2-1  
**Archery II**  
Prerequisite: HPED117 or permission of instructor  
Skill advancement and the psychology of competition in archery. For those students who have already developed skill, but want to improve their performance through assessing their weaknesses and correcting their errors. (1983)

**HPED150**  0-2-1  
**Concepts of Physical Fitness**  
Physical fitness through a series of lectures and laboratories. Requires mastering selected concepts concerning physical fitness and the development of individual physical fitness profiles. (2000)
**HUMAN SERVICES**

**HSRV115**

**3-0-3**

**Introduction to Social Work and Human Services**

Introduces students to the history, practice, and values of the social work profession. The course provides an overview of the American social welfare system and the roles and skills utilized in human service areas of practice in which social workers and other human service workers are involved. Students will become aware of private and public agencies in the community to facilitate an understanding of jobs in the social welfare system. (2006)

**HSRV116**

**3-0-3**

**Social Agency Skills and Processes**

Introduces primary skills used in social agencies by human service workers to help clients and to bring about social change. These include interviewing and problem-solving counseling, data collection and assessment skills, case planning and management skills, referral skills, documentation skills, and social change skills. Emphasis is placed on connecting these helping skills to the conceptual frameworks and guiding principles of the social work and human services professions upon which they are based. These topics conform to Topics C201-Introduction to Counseling and C202-Introduction to Techniques and Approaches as approved by the Addictions Professional Certification Board of N. J., Inc. (2006)

**HSRV/EDUC126**

**3-0-3**

**Introduction to Special Services**

Prerequisite: PSYC135 or CDCC/PSYC110 or HSRV115 or permission of instructor

Interdisciplinary survey of current research, practice, and trends in the identification of children and adults with developmental disabilities and other special needs. The services required to support quality education, training and development through the life span will be described. Intended for students interested in the fields of special education and human services for the developmentally disabled. Offered in spring. (1997)

**HSRV141**

**3-0-3**

**Assessment Skills in Addiction Counseling**

Provides knowledge and skills used in the assessment of addiction. Topics include the pharmacology of addiction, the initial interviewing process, biopsychosocial assessment and differential diagnosis, and diagnostic summaries of chemical addictions and compulsive gambling. These topics conform to Domain I of the CADC coursework as prescribed by the Addiction Professionals Certification Board of N.J., Inc. (2007)

**HSRV142**

**3-0-3**

**Counseling Skills in Addiction Counseling**

Prerequisite: HSRV116

Examines the theory and practice of counseling in the addiction counseling field. Individual, family and group approaches as well as the topic of crisis intervention are covered. These topics conform to Topics C203 through C206, Domain II of the CADC coursework as prescribed by the Addiction Professionals Certification Board of N.J., Inc. Offered in fall. (2006)

**HSRV143**

**3-0-3**

**Case Management with Addicted Populations**

Focuses on the referral, consultation, and documentation skills in case management with addicted populations. The special needs of and approaches to case management with HIV clients are studied. These topics conform to Domain III of the CADC coursework as prescribed by the Addiction Professionals Certification Board of N.J., Inc. Offered in spring.

**HSRV144**

**3-0-3**

**Client Education with Addicted Populations**

Prerequisite: HSRV141 or permission of instructor

Provides students with the knowledge and skills to give information concerning addiction to clients, their families and significant others. The course also prepares students to provide education about addiction to colleagues and community organizations. These topics conform to Domain IV of the CADC coursework as prescribed by the Addiction Professionals Certification Board of N.J., Inc. Offered in fall. (2007)

**HSRV145**

**3-0-3**

**Professional Issues in Addiction Counseling**

Sociocultural and growth issues related to professional effectiveness will be studied. Topics include legal and ethical responsibilities, cultural competency, personal and professional growth, the use of supervision and consultation, and community involvement. These topics conform to Domain V of the CADC coursework as prescribed by the Addiction Professionals Certification Board of N.J., Inc. Offered in spring. (2007)

**HSRV215**

**1-9-4**

**Fieldwork in Human Services**

Prerequisite: For Social Work majors the prerequisite is HSRV116 with HSRV115 to be taken either as a prerequisite or concurrently. For Addiction Counseling Professional Series students the prerequisites are HSRV116, HSRV141, HSRV142, and HSRV145. Field experience and integration seminar for social work majors. During the 135 hours of placement, students are exposed to the operations of a human services program and
they implement practice and principles and helping skills learned in previous courses. A weekly one-hour seminar integrates the field experience with core concepts of the profession. (2007)

**HUMT – HUMANITIES**

**HUMT200**
Introduction to the Arts and Humanities
Prerequisite: ENGL101
Reflections on representative definitions of the good life as seen through art, history, literature, and philosophy. Meets General Education requirement for Humanities. (1986)

**ITAL – ITALIAN**

**ITAL111**
Elementary Italian I
Introduction to Italian language and culture for students with little or no knowledge of the Italian language. Instruction in listening, speaking, reading, and writing skills to enable students to interact in everyday situations at a basic level. Focus on grammar, vocabulary and pronunciation, as well as customs and culture. Instruction will include practice in both oral and written communication. (2004)

**ITAL112**
Elementary Italian II
Prerequisite: ITAL111 or permission of instructor
Continuation of ITAL111-Elementary Italian I, emphasizing listening, speaking, reading, and writing, including a basic knowledge of grammar, vocabulary, and pronunciation. Instruction will focus on conversational practice with the purpose of enabling students to interact in everyday situations at a high basic level. Meets the General Education requirement for Humanities. (2008)

**LEGL – PARALEGAL**

**LEGL110**
Introduction to Law and Litigation
Introduction to the meaning and functions of law and the powers and jurisdiction of the courts. Orientation to the law library and legal publications including the use of researching case law and statutes through the use of the Internet and Lexis-Nexis. Students will review the various stages of a lawsuit from commencement through discovery and conclusion. (2000)

**LEGL140**
Legal Research and Writing
Prerequisite: LEGL110 (may be taken concurrently)
Emphasizes the legal writing and research skills needed in a law office. Provides the mechanics needed to prepare a memorandum of law and the proper methods for briefing and Shepardizing a case, including rules that govern citation form. (2000)

**LEGL145**
Law Office Management
Prerequisite: CISM125 or permission of the Paralegal Studies Program Coordinator
Course encompasses a variety of aspects of law office management and technology including the organization and efficient operation of the law office, office structures and systems, timekeeping and billing procedures, scheduling, information storage and retrieval systems, office equipment, and record and files management. (2008)

**LEGL150**
Legal Ethics and Professional Responsibility
Introduces the types of ethical dilemmas that students will face in the work force; generally, the ethical rules developed by the American Bar Association, and specifically, to the rules adopted by the state of New Jersey for the regulation of attorney and paralegal conduct. Offered in spring. (1999)

**LEGL200**
Bankruptcy Law and Practice
Prerequisites: LEGL110, LEGL140
Designed to provide a practical approach to Bankruptcy practice for paralegal students. Offers a review of basic theories of bankruptcy law as well as a comprehensive background in procedure and the preparation of documents. (2000)

**LEGL203**
Administrative Law
Prerequisites: LEGL110, LEGL140
Details the law governing federal and New Jersey administrative agencies. Provides an in-depth review of the practical, procedural, and substantive aspects of administrative law and administrative agencies. (2000)

**LEGL/CRIM212**
Trial Advocacy
Prerequisite: LEGL110
Increases comprehension of the historical, ethical, and philosophical basis of the American legal system. Each student will
have the opportunity to participate in an actual trial preparation and presentation. This course will demystify the operations of the law, court procedures, and the legal system. (2003)

LEGL246  3-0-3
**Litigation Assistant Procedures**
*Prerequisites: LEGL110, LEGL140*
Reviews the procedural process of civil litigation and the attendant role of the paralegal. Provides practical instructions from the inception of a legal case to the time of trial including client interviews, case evaluation, file preparation, preparation of pleadings, filing and service, discovery procedure, pre-trial motion practice, settlement practice, and alternative dispute resolution. The paralegal will be exposed to both federal and state rules of procedure, with emphasis on the latter. Offered in spring. (2003)

LEGL248  3-0-3
**Family Law**
*Prerequisites: LEGL110, LEGL140*
Reviews basic concepts and scope of domestic relations law and family law practice, including the preparation of divorce pleadings, the early settlement memorandum, and the disclosure statement. Specific areas reviewed and supplemented with New Jersey law include divorce, custody and visitation, equitable distribution of marital assets, child support, alimony, and domestic violence. Offered in fall. (2000)

LEGL249  3-0-3
**Wills and Estates**
*Prerequisites: LEGL110, LEGL140*
Basic concepts, practice, and procedures in wills and probate. Includes interviewing for and preparation of a will and the procedures involved in probate, New Jersey State Inheritance Tax, and fundamentals of testate and intestate property transfer. Introduces students to basic concepts of estate planning and administration, including how to draft wills with a focus on New Jersey procedures for estate planning and probate administration. (2000)

LEGL250  3-0-3
**Torts/Personal Injury Litigation**
*Prerequisites: LEGL110, LEGL140*
In-depth study of torts and personal injury law. Specific areas of law covered include negligence, strict liability, product liability, vicarious liability, and automobile insurance. Emphasis is placed on New Jersey law, including leading case law and documents used in the preparation of a personal injury case. Offered in fall. (2000)

LEGL251  3-0-3
**Real Estate Transactions**
*Prerequisites: LEGL110, LEGL140*
Provides an in-depth study of the concepts and the mechanics of real estate transactions in New Jersey. A practical how-to approach to real estate practice for paralegals. The paralegal will receive a thorough understanding of legal principles necessary to recognize issues involved in the representation of a buyer and seller in a typical real estate transaction. All aspects of the real estate transaction are reviewed. Offered in spring. (2000)

LEGL280  0-10-3
**Cooperative Education**
*Prerequisites: LEGL110, LEGL140, LEGL150, LEGL246, LEGL248, LEGL250, LEGL251, OSTM141, and permission of the Paralegal Studies Program Coordinator*
Provides students with the opportunity to apply formal education to a work situation under the supervision of a practicing attorney in the public or private sector. Placement may be in private law firms, corporate legal departments, government, or other settings in which practical experience may be gained. Students must work a minimum of 150 hours and attend four class sessions during the semester. Students will work with the Paralegal Studies Program Coordinator during the semester before enrollment to secure appropriate site placement. (2004)

**MATH — MATHEMATICS**

MATH070  1-0-1
**Math Skills Review**
Review of basic arithmetic and algebraic concepts for students preparing for the mathematics portion of the Placement Test. Topics of review include basic arithmetic, positive and negative numbers, algebraic expressions, solving equations, algebra word problems, multiplying and dividing expressions with exponents, factoring, graphing equations, and inequalities. Intended strictly for review; concepts will be reviewed, not taught. Enrollment in this course does not guarantee improved performance on the mathematics portion of the Placement Test. Credit does not apply toward graduation. (2002)

MATH073  4-0-4
**Introduction to Algebra I—Prealgebra**
*Prerequisite: Placement Test score*
First of two courses designed for students who need remediation in some areas of arithmetic and beginning algebra as demonstrated by the results of the Placement Test. Concentration is on developing reasoning and problem-solving
skills while emphasizing powers and roots of whole numbers, significant digits, order of operations, integers, fractions, first degree linear equations, percents and their applications, polynomials and an introduction to SI units, ratio, proportion, and factor analysis. Does not meet General Education requirement for Mathematics. (1999)

MATH074 4-0-4
Introduction to Algebra II
Prerequisite: MATH073 with a grade of C or better or Placement Test score
Second of two courses designed for students who need remediation in some areas of arithmetic and beginning algebra as demonstrated by their results on the Placement Test. Concentration is on developing reasoning and problem skills. Major topics include exponents, factoring of polynomials, graphing, rational expressions, systems of equations in two variables, radicals, and quadratic equations and their applications. Does not meet General Education requirement for Mathematics. (2001)

MATH121 4-0-4
Applications of Mathematics
Prerequisite: MATH074 with a grade of C or better or Placement Test score or SAT score
One-semester course that is intended for students who are not mathematics or science majors. Concepts are introduced through examples with a strong emphasis on practical applications. Topics of study include critical thinking skills, sets, logic, systems of numeration, geometry, mathematical systems, consumer mathematics, probability, statistics, and graph theory. Students will be required to work with a calculator and a computer software program. Meets General Education requirement for Mathematics. (2007)

MATH122 4-0-4
College Algebra
Prerequisite: MATH074 or equivalent with a grade of C or better or Placement Test score or SAT score
Includes properties of real numbers, equations, inequalities, linear functions, polynomial and rational functions, exponential and logarithmic functions, inverse functions, analyzing graphs of functions, systems of equations, and complex numbers. Meets General Education requirement for Mathematics. (2007)

MATH128 4-0-4
Trigonometry
Prerequisite: MATH122 or equivalent with a grade of C or better
Includes polynomial and rational functions, trigonometric functions, angles and right triangles, radian measure, circular functions, graphs of circular functions, trigonometric identities, inverse trigonometric functions, trigonometric equations, applications of trigonometry, vectors, complex numbers, and polar equations. Students will be required to work with a graphing calculator and a mathematical software program. Meets General Education requirement for Mathematics. (2001)

MATH150 4-0-4
PreCalculus
Prerequisite: MATH074 or equivalent with a grade of C or better or Placement Test score or SAT score
Includes equations and inequalities, relations, linear functions, polynomial and rational functions, exponential and logarithmic functions, trigonometric functions, inverse trigonometric functions, trigonometric identities and equations, applications of trigonometry, systems of equations, and complex numbers. Students will be required to work with a graphing calculator and a mathematical software program. Meets General Education requirement for Mathematics. (2007)

MATH152 4-0-4
Linear Algebra
Prerequisite: MATH122 or MATH150 with a C or better or Placement Test score or SAT score
Includes linear equations and matrices, linear dependence and independence, dimension and basis of a vector space, linear transformations, inner product and cross product, orthogonality, eigenvalues and eigenvectors. Students will be required to work with a graphing calculator and a computer software program. Meets General Education requirement for Mathematics. (2005)

MATH153 4-0-4
Discrete Mathematics
Prerequisite: MATH122 or MATH150 with a C or better or Placement Test score or SAT score
Students study concepts and techniques that are fundamental to mathematics and computer science. Selected topics are explored in depth from areas of set theory, logic, Boolean algebra, number systems, combinatorics, graph theory, complexity of algorithms, and data structure and representation. (2007)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Prerequisite</th>
<th>Description</th>
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<tbody>
<tr>
<td>MATH155</td>
<td>5-0-5</td>
<td>Calculus I</td>
<td>Prerequisite: MATH128 or MATH150 or equivalent with a grade of C or better or SAT score</td>
<td>Includes properties of functions and their graphs, properties of limits, differentiation, applications of differentiation, integration, differentiation and integration of logarithmic and exponential functions, differentiation and integration of trigonometric and inverse trigonometric functions, Newton’s Method, differentials, and hyperbolic functions. Students will be required to work with a graphing calculator and a mathematical software program. Meets General Education requirement for Mathematics. (2001)</td>
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<tr>
<td>MATH156</td>
<td>5-0-5</td>
<td>Calculus II</td>
<td>Prerequisite: MATH155 or equivalent with a grade of C or better</td>
<td>Includes applications of integration, integration techniques, indeterminate forms, improper integrals, sequences and series, conics, parametric equations, and polar coordinates. Students will be required to work with a graphing calculator and a mathematical software program. Meets General Education requirement for Mathematics. (2001)</td>
</tr>
<tr>
<td>MATH220</td>
<td>4-0-4</td>
<td>Statistical Methods</td>
<td>Prerequisite: MATH074 with a grade of C or better or Placement Test score or SAT score</td>
<td>Includes frequency distributions and graphs, data description, counting techniques, probability, discrete probability distributions, the normal distribution, confidence intervals and sample size, hypothesis testing, analysis of variance, correlation, and regression. Students will be required to work with a graphing calculator and a computer software program. Meets General Education requirement for Mathematics. (2001)</td>
</tr>
<tr>
<td>MATH255</td>
<td>5-0-5</td>
<td>Calculus III</td>
<td>Prerequisite: MATH156 or equivalent with a grade of C or better</td>
<td>Includes vectors in the plane, three-dimensional space, vectors in three-dimensional space, differentiation and integration of vector-valued functions, functions of several variables, multiple integration and vector analysis. Students will be required to work with a graphing calculator and a mathematical software program. Meets General Education requirement for Mathematics. (2001)</td>
</tr>
<tr>
<td>MATH256</td>
<td>4-0-4</td>
<td>Differential Equations</td>
<td>Prerequisite: MATH255 with a grade of C or better</td>
<td>Topics of study include first and higher order equations, phase portraits and stability, numerical methods, initial-value, and boundary value problems. Students will be required to work with a graphing calculator and a computer software program. (2006)</td>
</tr>
<tr>
<td>MUSC100</td>
<td>3-0-3</td>
<td>Music Appreciation</td>
<td></td>
<td>Study of musical elements, eras, forms, and intelligent and discriminating listening combined with a series of creative activities for solo and group expression in some musical form through the use of voice, or instrumentation and/or electronic recording devices. Meets General Education requirement for Humanities. (1989)</td>
</tr>
<tr>
<td>NURS109</td>
<td>7-3-8</td>
<td>LPN Transition Course</td>
<td>Prerequisites: Current NJ LPN License and acceptance into the LPN advanced placement program; completion of all prerequisites for NURS112 and NURS200</td>
<td>Bridges the LPN into the second year of nursing. Successful completion enables the LPN student to receive eight credits and an additional eight credits for NURS110 (held in escrow). The LPN student is introduced to the role of the RN, emphasizing the nursing process, communication, physical assessment, along with mental health and medical-surgical nursing concepts specific to the adult. Nursing skills specific to the RN are introduced in skills labs. (1999)</td>
</tr>
<tr>
<td>NURS110</td>
<td>4-12-8</td>
<td>Nursing I</td>
<td>Prerequisites: Completion of Nursing prerequisites and admission to the Nursing Program</td>
<td>Introduction to nursing as a profession. Focuses on Bio-Psycho-Social needs common to all human beings: health promotion, maintenance, and restoration. Fundamental nursing skills required to deliver safe and therapeutic nursing care are taught in supervised laboratory and clinical settings. Emphasis is placed on principles of biological and social sciences applicable to nursing care, the nursing process, and the needs of the aged. Offered in fall. (2001)</td>
</tr>
</tbody>
</table>
NURS112 4-12-8
Nursing II
Prerequisites: Completion of BIOL121 and NURS110 with grades of C or better
Introduction to Medical-Surgical Nursing utilizing and building upon concepts and skills learned and practiced in NURS110. Emphasis upon the application of the nursing process to the care of the adult client. Incorporated will be mental health and rehabilitation concepts related to the care of the adult medical-surgical patient. Offered in spring. (2001)

NURS200 5-12-9
Nursing III
Prerequisites: Completion of BIOL203 and NURS112 with grades of C or better. Corequisite: NURS204
Builds upon concepts and skills learned in NURS112-Nursing II to assist adults to health. Specific concepts of family will be introduced as well as major mental health issues. Additional acute and chronic health problems will be addressed. Delegation, patient education, and outcome attainment while caring for patient groups will be emphasized. Offered in fall. (2001)

NURS204 1-0-1
Nursing Management
Prerequisite: NURS112. Corequisite: NURS200. Open to RN’s and LPN’s with permission of instructor
Beginning elements of management of care for groups of patients in health care settings by building upon communication techniques, collaborative skills, planning delivery of care, and healthcare economics. (2001)

NURS206 4-15-9
Nursing IV
Prerequisite: Completion of NURS200 with grade of C or better. Corequisite: NURS208
Focuses on the childbearing and childrearing family and community. Includes the family’s adaptation to the normal antepartal, intrapartal, and postpartal periods; continues with the growth and development of the child from conception through adolescence. Content includes the family’s adaptation to the complications of pregnancy, the high-risk infant, and the child with special needs. Emphasis is upon the nursing process to meet the individual needs of the childbearing and childrearing families in both the community and the hospital. This course stresses application of the nursing process to help families prevent illness and/or regain health. Included in the classroom experience is an introduction to care of groups of patients in the community. Included in the clinical experience is a medical-surgical rotation introducing students to more independence when caring for small groups of adult patients. Offered in spring. (2001)

NURS208 1-0-1
Nursing Trends and Issues
Prerequisites: NURS200, NURS204. Corequisite: NURS206
Assists the senior student to embark upon a career in nursing; become a contributing member within the discipline of nursing; and understand the political, economic, social, and cultural influences upon nursing and health care. (2001)

OSTM – OFFICE SYSTEMS TECHNOLOGY

OSTM101 1-0-1
Keyboarding
Development of basic keyboarding skills by the touch method for the input of data. Taught on personal computers. OSTM101 is not recommended for OSTM majors and credit will not be given for both OSTM101 and OSTM110. (2006)

OSTM110 3-0-3
Keyboarding and Document Production I
Development of keyboarding skills by the touch method using personal computers. Business applications include letters, tabulations, rough drafts, and business forms. Development of the ability to type at a minimum rate of 25 words per minute for three minutes with a maximum of four errors. Credit will not be given for both OSTM101 and OSTM110. (2006)

OSTM125 2-0-2
Notetaking
Notetaking is a shorthand system that is based primarily on the alphabet. The focus is on concentration on applying the principles, or rules, of Speedwriting Shorthand for taking notes, building speed, and transcribing dictation and the development of good writing and study habits. (2006)

OSTM126 3-0-3
Office Automation
Prerequisite: CISM125
Emphasizes advanced word processing, spreadsheets, and database applications utilized in today’s electronic office. PowerPoint, graphing, calendars, and integration of all functions covered in CISM125 will be expanded upon. Students will be given business situations and will creatively use their computer knowledge and skills.
OSTM141  3-0-3
Word Processing I
Prerequisite: OSTM110. May be taken concurrently or waived with permission of instructor.
Study of word processing concepts, terminology, and procedures. Completion of projects and practical applications. Includes basic document editing and formatting functions, searching, replacing, copying, moving text between documents, and merging documents. (2001)

OSTM142  3-0-3
Word Processing II – Desktop Publishing
Prerequisite: OSTM141 or permission of instructor
Study of advanced word processing features and applications including tables, columns, outlines, footnotes, advanced merging, macros, sorting and selecting, and desktop publishing with graphics. Completion of projects and practical applications. (1997)

OSTM160  3-0-3
Computer Applications for Small Business
Prerequisite: CISM125
Course explores the use of PC applications for information retrieval and problem-solving for small business. (2007)

OSTM210  3-0-3
Keyboarding and Document Production II
Prerequisite: OSTM110 or permission of instructor
Development of professional-level skill in the preparation of business letters, tabulations, financial statements and legal papers. Development of ability to type at a minimum rate of 35 words a minute for five minutes with a maximum of three errors. Includes instruction on the proper use of dictation transcribing equipment.

OSTM230  3-0-3
Administrative Office Procedures
Prerequisite: OSTM110
Capstone course that profiles a study of the office professional. Interpersonal communications, channeling information, processing written communications and administrative responsibilities are explored through job-related projects and simulated office experiences.

OSTM260  3-0-3
Business Communications
Principles of writing letters, memoranda, and reports. Problem solving or case study approach relating to typical business and personal communication situations.

OSTM261  3-0-3
Records and Information Management
Introduction to the basic principles of alphabetic, numeric, geographic and subject methods of classifying and storing records. Planning, organizing, and controlling the creations, protection, use, storage, and disposition of records.

OSTM262  3-0-3
Business Presentations Using Multimedia
Prerequisite: CISM125
Development and use of multimedia, which includes integrating text, graphics, animation, video, and sound. Business presentation for training and marketing will be explored.

OSTM263  3-0-3
Publishing for Business
Prerequisite: CISM125
Provides instruction utilizing Microsoft Publisher for designing business publications. It will also introduce Adobe Acrobat for formatting in Portable Document Format (PDF) to engage success when providing documents. (2006)

OSTM280  0-4-2
Cooperative Education
Prerequisites: OSTM141, OSTM230 (may be taken concurrently)
Student employment and observation in a field directly related to the office profession through student designed career learning objectives. Supervision of this approved employment by a college coordinator and company manager/supervisor. Student will participate and observe the administrative management, communications, computer applications and procedures presented in the courses and through employment. (2004)

PHIL – PHILOSOPHY

PHIL101  3-0-3
Introduction to Logic
The study of how to evaluate deductive and inductive arguments using various techniques including qualitative and quantitative analytical models. Topics include the vocabulary of logic, formal patterns of reasoning, language and semantics in argument, informal fallacies, and ordinary problems of reasoning in everyday life. Increases one’s ability to understand, analyze, evaluate, and construct arguments. Meets General Education requirement for Humanities. (2004)
PHIL102 3-0-3
Introduction to Philosophy
Introduction to philosophical thinking with emphasis on the acquisition of methodologies designed to apply to concepts of morality, knowledge, reality, ethics, logic, and social/political philosophy. Basic problems and applications of philosophy are examined through the study of multicultural and multidiscipline works of classical and modern thinkers/philosophers. Meets General Education requirement for Humanities. (2003)

PHIL/BIOL104 3-0-3
Bioethics: Realities of the New Millennium
Deals with the controversial biological issues of today: animal welfare, bioengineering, death and dying, issues concerning the unborn to the aged, etc. Focus is on student opinions and in-depth discussions. Of particular interest to students in Allied Health. May be used as a liberal arts or free elective. (2003)

PHIL105 3-0-3
World Myths and Legends
The study of the myths, legends, and beliefs of diverse cultures including Greece and Rome, the Middle East, Far East and Pacific Islands, Africa, Northern Europe, British Isles, and the Americas. Emphasis will be placed upon the transformation of the myths through time and the impact on culture formation. Meets General Education requirement for Humanities. (2004)

PHIL106 3-0-3
Introduction to Social and Political Philosophy
Examines the introduction of social and political philosophies in their ideal normative constructions including variations and interpretations throughout history. Analysis and constructive criticism will be applied to both historical and “post-modern” concepts and applications. Emphasis will be given to Western concepts with comparison to the understandings of selected world cultures. Meets General Education requirement for Humanities. (2005)

PHIL110 3-0-3
Introduction to Ethics
Prerequisite: ENGL101 or PHIL101
Introduction to the study of the meaning of human conduct with emphasis on the critical analysis of the principal ethical theories. Basic problems and applications of philosophical ethics and how they relate to the problems of the individual and community are examined through the study of multicultural and multidiscipline works of classical and modern thinkers/philosophers. Meets General Education requirement for Humanities. (2003)

PHIL/RELG111 3-0-3
World Systems of Ethics
Examines ethical systems in use around the world and their application to ethical issues of the day. Ethical analysis is applied to Asian, African, European, Mid-Eastern, and American ethical dilemmas using the dominant ethical thought of each culture. Meets General Education requirement for Humanities. (2005)

PHIL115 3-0-3
Introduction to Philosophy and Literature
Philosophical concepts and methods will be extracted from the reading of selected fiction. Plot, characters, and style of writing will be analyzed to find examples of how a philosophical view is dramatized in the fiction. Following the framework of PHIL102- Introduction to Philosophy, the basic branches of philosophy and some of the standard issues in these branches will be analyzed and constructively criticized. Meets General Education requirement for Humanities. (2006)

PHYS – PHYSICS

PHYS100 3-3-4
Conceptual Physics
Prerequisites: ENGL080 and MATH074
Topics include scientific method, Newton’s laws, motion, energy, momentum, rotational motion, gravitation, fluids, heat, electrostatics, DC circuits, sound, light, and properties of waves. Laboratory utilizes computers for data acquisition and analysis. Meets the General Education requirement for science. (2006)

PHYS105 3-3-4
Basic Physics
Prerequisites: ENGL080 and MATH074
Includes measurement, motion, vectors, Newton’s laws and equilibrium, work and energy, simple machines, rotational motion and rotational equilibrium, fluids, heat, waves, electricity, magnetism, and AC and DC circuits. Laboratory utilizes computers for data acquisition and analysis. Meets General Education requirement for Science. (2001)

PHYS125 3-3-4
College Physics I
Prerequisite: MATH122 or MATH150 (either may be taken concurrently)
Algebra/trigonometry-based. Topics include measurement, kinematics in one and two dimensions, Newton’s laws, energy, momentum, rotational kinematics and dynamics, and temperature and heat. Laboratory utilizes computers for data acquisition and analysis. Meets General Education requirement for Science. Offered in fall. (2005)
PHYS126  
**College Physics II**  
*Prerequisite: PHYS125*  
Algebra/trigonometry-based. Topics include simple harmonic motion, wave phenomena, interference phenomena, electricity, magnetism, simple AC and DC circuits, light and optics. Laboratory utilizes computers for data acquisition and analysis. Meets General Education requirement for Science. Offered in spring. (2001)

PHYS225  
**General Physics I**  
*Prerequisite: MATH155 (may be taken concurrently)*  
Calculus-based. Topics include measurement, kinematics in one and two dimensions, Newton's laws, energy, momentum, rotational kinematics and dynamics, equilibrium, and temperature and heat. Laboratory utilizes computers for data acquisition and analysis. Meets General Education requirement for Science. Offered in fall. (2001)

PHYS226  
**General Physics II**  
*Prerequisites: PHYS225 and MATH156 (MATH156 may be taken concurrently)*  
Calculus-based. Topics include simple harmonic motion, wave motion, sound, interference phenomena, electricity and magnetism, AC and DC circuits, and electromagnetic waves. Modern Physics is a running theme. Laboratory utilizes computers for data acquisition and analysis. Meets General Education requirement for Science. Offered in spring. (2001)

PSYC – PSYCHOLOGY

PSYC101  
**General Psychology**  
Survey of selected major topics within the field of psychology. Topics include stress, psychotherapy, testing, emotions, drives and motives, and memory and learning. Emphasis will be placed on the psychobiological processes that influence behavior. Meets General Education requirement for Social Science. (1992)

PSYC/CDCC110  
**Child Development: Theory and Practice**  
Principles and theories of the development of the child from birth through age 12. Intellectual, psychosocial, and physical development will be studied, with an emphasis on the role of family and care-giving adults in the optimal growth and development of the child. In addition to the lecture, students must be available for a three-hour-per-week practicum with a children’s group. (Placements usually occur during the day; daycare employees may use their workplace as the placement.) Meets General Education requirement for social science for CDCC majors only. Offered in fall. (1989)

PSYC135  
**Child Psychology**  
Topical examination of the psychological factors that influence life from conception through adolescence. A special emphasis is placed on the psychobiological and social processes governing human behavior. Meets General Education requirement for Social Science. (1992)

PSYC140  
**Principles of Guidance for Parents and Teachers**  
Considers the role of adults as parents and teachers in the experience of the developing child. Theoretical examination of the dynamics of the child-adult relationship from infancy through adolescence will be coupled with practical strategies for promoting positive development through each stage.

PSYC143  
**Self Management (This course is on inactive status.)**  
Theoretical perspectives and principles of self-management will be studied. Techniques such as biofeedback, visual imagery, progressive relaxation, conflict resolution, cognitive restructuring, active listening, values clarification, goal setting, and stress reduction will be reviewed. The psychological, physiological, and behavioral factors that influence self-management will be emphasized.

PSYC/SOCL204  
**Social Psychology**  
*Prerequisite: PSYC101 or SOCL101*  
Examines the social environment and its relationship to students and their behavior. Topics include social roles, group process, and aggression.
PSYC/SOCL207 3-0-3
Introduction to Gerontology
Prerequisite: PSYC101 or PSYC135 or SOCL101
Examines the physiological, psychological, and social aspects of aging. Topics include cognitive and personality adaptations, sensory and other health changes, and social and community relationships. Offered in spring.

PSYC212 3-0-3
Personality and Adjustment
Prerequisite: PSYC101 or PSYC135 with grade of C or better
In-depth study of select personality theories and the dynamics of adjustment mechanisms. Emphasis is placed on motivation and stress in personal development; disturbances in behavior and their resolution; social forces in personal development; and fostering mental health.

PSYC/EDUC213 3-0-3
Educational Psychology
Prerequisite: PSYC101 or CDCC/PSYC110 or PSYC135 with grade of C or better
Teaching-learning process is examined through a study of the major psychological theories of learning, motivation, and maturation. These psychological principles are applied to practices of classroom instruction that consider the developmental stage, abilities, and learning styles of the learner. (2004)

PSYC214 3-0-3
Abnormal Psychology
Prerequisite: PSYC101 or PSYC135
Particular behavioral traits are evaluated positively and negatively with respect to the individual and social functioning. Study of methods, concepts, principles, and findings of deviant behaviors and experiences.

PSYC/EDUC226 3-0-3
Psychology of Exceptionality
Prerequisite: PSYC101 or CDCC/PSYC110 or PSYC135
Survey of the major categories and types of exceptionality (e.g. mental retardation, learning disabilities, giftedness). Topics include characteristics, causes, identification/assessment, educational remediation approaches, and transition to adulthood. (1997)

PSYC230 3-0-3
Psychology of Adulthood
Prerequisite: PSYC101 or PSYC135
Topical examination of the psychological factors that influence life from young adulthood through old age. Special emphasis is placed on the psychobiological factors of the aging process.

RELG – RELIGION

RELG110 3-0-3
World Religions
Introduction to the major religions of the world with an emphasis on their origins and essential ideas. Included are oral religions, Hinduism, Buddhism, Jainism, Sikhism, Taoism, Confucianism, Shinto, Judaism, Christianity, Islam, and several extant alternative paths. The study is accomplished through key characteristics and patterns of religions including worldview community, central myths, ritual, ethics, emotional experiences, material expression, and sacredness. Meets General Education requirement for Humanities. (2003)

RELG/PHIL111 3-0-3
World Systems of Ethics
Examines ethical systems in use around the world and their application to ethical issues of the day. Ethical analysis is applied to Asian, African, European, Mid-Eastern, and American ethical dilemmas using the dominant ethical thought of each culture. Meets General Education requirement for Humanities. (2005)

SOCL – SOCIOLOGY

SOCL101 3-0-3
Principles of Sociology
Primary concepts, terminology, and methods of investigation used in sociology. Includes analysis of social stratification, various types of groups, social class, social change, deviancy, population growth, and development of human resources. Meets General Education requirement for Social Science and Diversity.

SOCL102 3-0-3
Contemporary Social Problems
Prerequisite: SOCL101
Examination of contemporary social problems such as the operation of bureaucracy, family disorganization, poverty, and social deviancies of drug addiction, alcoholism, and suicide. Also examines minority group conflicts in a pluralistic society with implications for community action and social planning.

SOCL110 3-0-3
Minority Groups and Intergroup Relations
Prerequisite: SOCL101 or permission of instructor
Racial, ethnic, and religious groups in the United States, intergroup attitudes and conflicts, racism, the nature and effects of prejudice and discrimination, current inter-group problems in the community.
SOCL201 3-0-3
Urban Sociology (This course is on inactive status.)
Prerequisite: SOCL101 or permission of instructor
Examination of the growth and development of the city, the nature, and problems of the urban social system. Special focus on urban diversity and its effect upon family, community, religion, education, government, and economics. Influence of demographic factors and social changes on urbanization and implications for planning in urban areas. Offered in spring.

SOCL202 3-0-3
Marriage and the Family
Prerequisite: SOCL101 or permission of instructor
Nature and functions of the family from a sociology perspective. Courtship and marriage systems in the United States, the dynamics of pair interaction before and after marriage, influence of the family in individual social development, and family interaction.

SOCL/PSYC204 3-0-3
Social Psychology
Prerequisite: PSYC101 or SOCL101
Examines the social environment and its relationship to students and their behavior. Topics include social roles, group processes, and aggression.

SOCL/CRIM206 3-0-3
Juvenile Justice
For SOCL206 the prerequisite is PSYC101 or SOCL101. For CRIM206 the prerequisite is CRIM101 or PSYC101. Theoretical and applied concepts of prevention; treatment and control of juvenile delinquency; and recent legislative and philosophical decisions. Offered in fall. (2002)

SOCL/PSYC207 3-0-3
Introduction to Gerontology
Prerequisite: PSYC101 or PSYC135 or SOCL101
Examines the physiological, psychological, and social aspects of aging. Topics include cognitive and personality adaptations, sensory and other health changes, and social and community relationships. Offered in spring.

SOCL221 3-0-3
Environmental Sociology: Nature, Culture, and Society
Prerequisite: SOCL101
Course explores historical, cross-cultural, and contemporary beliefs and practices of people in relationship to the natural environment as well as some current debates in our own society about environmental challenges. As part of the course, students will explore the nature-society relationship in the southern shore region of New Jersey (or other ecological region) and the cultural beliefs and actions in relation to important local ecological systems - seashore, pinelands, farmlands, and urban-suburban green space (or alternate regional ecological system). (2008)

SPAN – SPANISH

SPAN111 3-0-3
Elementary Spanish I
Introduces Spanish language and culture to students with little or no background in Spanish. It emphasizes the development of listening and speaking skills including recognizing basic word and sentence sound patterns and communicative functions in Spanish. It also introduces basic reading and writing skills. Short writing assignments will reflect basic grammatical understanding of Spanish verbs. Activities will give students practice using the language in everyday situations. Classroom activities will also present students with information about the culture of Spanish-speaking countries as well as Latin-American traditions assimilated in the American culture. (2004)

SPAN112 3-0-3
Elementary Spanish II
Prerequisite: SPAN111 or permission of instructor
Broadens students' basic skills in reading, writing, listening and speaking introduced in SPAN111-Elementary Spanish I. Reading and writing activities will encourage longer writing pieces with grammatical applications of the different tenses in the indicative mood. Oral activities will reinforce appropriate intonation patterns of Spanish. Readings and conversation activities will continue presenting students with customs and traditions from Spanish-speaking countries as well as Latin-American cultural characteristics assimilated in the American culture. Meets the General Education requirement for Humanities. (2008)

SPAN201 3-0-3
Intermediate Spanish I
Prerequisite: SPAN112 or two years of secondary school Spanish or permission of instructor
Provides a low intermediate introduction to reading, writing, listening, and speaking in Spanish. Reading and writing activities will emphasize appropriate application of punctuation rules, particularly the usage of accent marks. Extensive writing assignments will require grammatical understanding of verbs in the indicative mood. The course will also introduce basic verb conjugations in the subjective mood. Oral activities will give students practice of the intonation patterns in conversations,
debates, and long reading passages. Class activities will engage students in small research projects on topics related to Spanish-speaking countries as well as Latin-American groups living in the United States. Offered in fall. (2004)

**SPAN202 Intermediate Spanish II** 3-0-3
Prerequisite: SPAN201, or two years of secondary school Spanish, or permission of instructor
Emphasizes high intermediate reading, writing, listening, and speaking skills in Spanish. Reading and writing activities will encourage accurate application of grammatical rules. Writing assignments will require grammatical understanding of Spanish verb conjugations in the indicative, the subjunctive, and the conditional mood. Writing activities will also target editing, critical thinking, and analysis. Oral activities will continue to develop appropriate intonation patterns in Spanish. Students will begin reading, discussing, and analyzing Latin American and Spanish literature. Offered in spring. (2004)

**SPCH – SPEECH**

**SPCH130 Signed English** 3-0-3
Prerequisite: ENGL070 or placement into ENGL080

**THEA – THEATER**

**THEA100 Theater Production** 0-3-1
Practical training in technical elements of theater as they relate to specific ACCC theater productions. Students select a task and work under the supervision of the creative arts department. May be repeated for a total of four credits. (1989)

**THEA110 Introduction to Theater** 3-0-3
Survey of theater arts from the classical period to the present, with practical experience in producing a play. Students will participate in backstage work. The elements of theater will be compared to other art forms. Meets General Education requirement for Humanities. (1989)

**THEA111 Acting I** 3-0-3
Theory and practice of basic acting techniques through lecture and individual and group practice. (1972)

**THEA112 Acting II** 3-0-3
Prerequisite: THEA111 or permission of instructor
Emphasis is placed on performance and practical application of the theories of acting.

**THEA208 The Art and Craft of Playwriting** 3-0-3
Prerequisite: THEA110
Provides students with an introductory understanding of the art and craft of playwriting, the basic concepts of storytelling and the terminology used with the three-act structure. Through a series of writing exercises, students will write a play. Emphasis will be on effective exposition, conflict, plot development, and character development within the three-act structure. (2006)

**THEA210 Play Production I** 3-0-3
Theoretical and practical introduction to the technical aspects of theater production. Types of staging, scenic styles, fundamentals of scene design and stage lighting studied. Students are required to be involved in the semester’s dramatic production. (1983)

**THEA211 Play Production II** 3-0-3
Prerequisite: THEA210 or permission of instructor
Advanced theoretical and practical experience in technical theater; stage-managing, lighting design and staging leadership responsibility will be required. A natural continuation of THEA210-Play Production I and will be scheduled at the same time. (1986)
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Judy McLaughlin
Geralyn Michelfelder
Carol Mohrfield
Peter Mora
Barbara Mottola
Jocelyn Parker
Mary Parsons
Joanne Peopple
Patricia Scherle
Glenda Stogel
Ann Walker
Arthur Wexler
Ellen Wolownik
Karen Zaniewski

**Paralegal Studies**
Cynthia Ann Brassington
Nancy Cattie
Phyllis Childs
Carol Connor
Michelle Devine-Hartnett
Joann Ellison
Christine English-Martin
Joel Fleishman
Paul Gallagher
Jackie Hawkins Styles
Kathy Headley
Irving Allen Kleiner
Marilyn Malerba-Keiner
Mary Mausdeley
Jean McAlister
Ronald McArthur
Dana Merrill
Peter Mora
Mary O’Hanlon
Sharlene Pratt
Richard Russell
William Subin
Daniel Thoren
Carl Tripician
Thomas Vesper
Neil Vincent
Mitchell Waldman
Arthur Wexler

**Hospitality Management**
Karen Adams
Timothy Adams
Daniel Anderson
Howard Bacharach
Anthony Bertino
Vicki Clark
Teresa Davila
Carol Drea
Dorothea Dunayer
Ed Hitzel
Donald Hoover
Signe Huff
Larry Huttinger
Josette Katz
Jason Kaye
Patricia Laveglia
Rita Mack
Jean McAlister
Ronald McArthur
Kathleen McCabe
Patricia McClay
Peter Mora
Rummy Pandit
Beth Petuskey
Karl Ratz
Michael Reynolds
Joseph Rossi
James Ruberton
Carol Salden
Christine Schrader
Jennifer Siciliano
Paige Snow
Daniel Thoren

**Office Technology**
Lisa Apel-Gendron
JoAnne Barbieri
Rachelle Cruse
Irene Curry
Tammy DeFranco
Loretta Dicker
William Dougherty
Dorothea Dunayer
Vickie Fisher
Joy Greenway
Linda Gruchowski
Otto Hernandez

**Technology**
Lisa Apel-Gendron
JoAnne Barbieri
Rachelle Cruse
Irene Curry
Tammy DeFranco
Loretta Dicker
William Dougherty
Dorothea Dunayer
Vickie Fisher
Joy Greenway
Linda Gruchowski
Otto Hernandez

**Office Systems Technology**
Lisa Apel-Gendron
JoAnne Barbieri
Rachelle Cruse
Irene Curry
Tammy DeFranco
Loretta Dicker
William Dougherty
Dorothea Dunayer
Vickie Fisher
Joy Greenway
Linda Gruchowski
Otto Hernandez

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Daniel Thoren
Carl Tripician
Thomas Vesper
Neil Vincent
Mitchell Waldman
Arthur Wexler
TELEPHONE DIRECTORY

Any College number can be reached by calling (609)625-1111 (Mays Landing), 343-4900 (Atlantic City), or 463-4774 (Cape May) and dialing the last four digits. Extensions 5200 and 5400 are not direct dial. The TTY number for hearing impaired persons is 625-3636.

Academy of Culinary Arts ............................................................ 343-4944
Fax ........................................................................................ 343-4924
Admissions Office ..................................................................... 343-5000
Fax ........................................................................................ 343-4921
Advisement .............................................................................. 343-5621
Fax ........................................................................................ 343-5617
Art Gallery ................................................................................ 343-5346
Atlantic City, Charles D. Worthington Campus ....................... 343-5616
Athletics Office ........................................................................ 343-5043

Bookstore ...................................................................................... 343-5130
Business Office ............................................................................. 343-5104

Cape May County Campus .......................................................... 463-3960
Careme’s Gourmet Restaurant
Reservations .............................................................................. 343-4940
Career and Academic Planning Center ...................................... 343-5621
Casino Career Institute ............................................................. 343-4848
Fax ........................................................................................ 343-4807
Child Care Center ...................................................................... 625-0382
College Relations/Marketing ..................................................... ext. 4907
Cooperative Education .............................................................. 343-5085
Counseling .................................................................................. 343-5667
Fax ........................................................................................ 343-4926
Dean of Students ........................................................................ 343-5083
Disability Support Services ......................................................... 343-5090
Distance Education .................................................................... 343-4918
Distance Education Tech Support ............................................. 1(800)617-2191
Enrollment Services .................................................................... 343-5005
Fax ........................................................................................ 343-4914
Educational Opportunity Fund Program (EOF) ......................... 343-5646

Faculty Support (Division Office) ................................................ 343-5114
Fax ........................................................................................ 343-5122
Financial Aid .............................................................................. 343-5082
Fax ........................................................................................ 343-4935
Graduation Audits ...................................................................... 343-5005
Graduation Cap and Gowns ....................................................... ext. 5130
Housing .................................................................................... 343-5274
Human Resources/Personnel ..................................................... 343-5610
Fax ........................................................................................ 343-5030
Identification cards for students .................................................. 343-5010
Job Placement Service ............................................................... 343-5274
Learning Assistance Center (LAC) ........................................... ext. 5340
Library ..................................................................................... 343-4951
Mays Landing Campus ............................................................... 625-1111
646-4950
(after hours emergency) ............................................................ 343-5125

N.J. Stars .................................................................................... 343-5627
Non-Credit/Workshops .............................................................. 343-4829

President’s Office ....................................................................... 343-4901
Security ..................................................................................... 343-5125
Atlantic City ............................................................................. 343-4841
Cape May County ................................................................. 463-6390
Student Activities ...................................................................... 343-5010
Student Government (SGA) ...................................................... ext. 5281
Student Life Center .................................................................. 343-5089
Student Support Services ......................................................... 343-5641
Testing Office, Mays Landing .................................................... 343-5099
Atlantic City ............................................................................ 343-4831
Cape May ............................................................................... 463-3775
Transfer Credits and Transcript Evaluation .................................. 343-5006
Tutoring ..................................................................................... 343-4929

ACADEMIC DEPARTMENTS
Senior Dean of Academic Affairs ............................................. 343-4909
Dr. Arthur Wexler

Dean of Instruction ................................................................. 343-5007
Dr. Ronald McArthur

Associate Dean of Academic Support Services ...................... 343-5094
Grant Wilinski

Academic Affairs Office
Fax ........................................................................................ 343-5678

DEPARTMENT CHAIRS
Arts/Humanities
Cheryl Knowles-Harrigan .................................................. 343-4993

Business
Daniel Thoren .................................................................. 343-4996

Computer Information Systems
Otto Hernandez ................................................................ 343-4978

English
Denise-Marie Coulter .......................................................... 343-4961

English as a Second Language/Modern Languages
Christina Cavage .................................................................. 343-4881

Mathematics/Science
Dr. Godfrey Barlatt .............................................................. 343-5047

Nursing/Allied Health/Physical Education
Carol Mohrfield ................................................................. 343-5035

Social Science
Dr. Barbara Warner .............................................................. 343-5031

ACADEMY OF CULINARY ARTS
Kelly McClay, Dean .............................................................. 343-4939
DIRECTIONS TO ACCC SITES

Cape May County Campus
341 Court House-South Dennis Road
Cape May Court House 08210

From the north take Garden State Parkway south to exit 10A for Cape May Court House. Turn right onto Route 657 West (Court House-South Dennis Road) which turns into Route 657 North. Drive 1.3 miles; the entrance to ACCC is on the left.

From the south take Garden State Parkway north to exit 10A for Cape May Court House. Turn left onto Route 657 West (Court House-South Dennis Road) which turns into Route 657 North. Drive 1.3 miles, the entrance to ACCC is on the left.

From the east take Route 657 West (Court House-South Dennis Road) which turns into Route 657 North. Cross the Garden State Parkway. Drive 1.3 miles, the entrance to ACCC is on the left.

From the west take Route 47 to Route 657 South (Court House-South Dennis Road). Turn onto Route 657 South. Drive 4.9 miles, the entrance to ACCC is on the right.

Mays Landing Campus
5100 Black Horse Pike
Mays Landing, NJ 08330 2699

The campus is situated on U.S. Route 322 (Black Horse Pike) midway between the Pike’s intersection with U.S. Routes 40 and 50. It is 2.2 miles west of the Hamilton Mall.

From the east take U.S. Route 322 west. Or take the Atlantic City Expressway (toll road) to exit 12. Turn left at exit. Turn right onto Route 322 west. ACCC is 2.2 miles on the left. Take U-turn.

From the north take the Garden State Parkway (toll road) to exit 38A. Take the Atlantic City Expressway (toll road) to exit 12. Turn left at exit. Turn right onto Route 322 west. ACCC is 2.2 miles on the left. Take U-turn.

From the south take the Garden State Parkway (toll road) to exit 38A. Take the Atlantic City Expressway (toll road) to exit 12. Turn left at exit. Turn right onto Route 322 west. ACCC is 2.2 miles on the left. Take U-turn.

From Philadelphia and west take U.S. Routes 42 and 322 east. Or take the Atlantic City Expressway (toll road) to exit 17. Turn right at exit. Drive 2.8 miles to top of overpass and turn left onto U.S. Route 322 east. ACCC is 1.8 miles on right.

For Building T and East Campus – Follow the directions from points above and take the third entrance, marked “East Campus.”

Charles D. Worthington
Atlantic City Campus
1535 Bacharach Boulevard
Atlantic City, NJ 08401 4485

From the Atlantic City Expressway take the Expressway (toll road) to its end. Turn left at the second traffic light onto Arctic Avenue. Proceed to New York Avenue. Turn left onto New York Avenue, continue for one block and turn left onto Baltic Avenue. Turn left into ACCC’s fenced-in parking lot.

From the White Horse Pike (Route 30) take Route 30 to Kentucky Avenue. Turn right onto Kentucky Avenue. Cross Baltic Avenue and enter ACCC’s fenced-in parking lot on the left.

From the Black Horse Pike (Route 322 or Route 40) entering Atlantic City at the World War I Memorial monument, turn left onto Atlantic Avenue. Continue to New York Avenue and turn left. Proceed for two blocks and turn left onto Baltic Avenue. Turn left into ACCC’s fenced-in parking lot.

View ACCC’s home page, www.atlantic.edu, under “About ACCC” then “Maps and Directions” for further information.
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Three Convenient Locations:

ACCC Mays Landing Campus
5100 Black Horse Pike
Mays Landing, NJ 08330-2699
609/343-5000

WACC Charles D. Worthington Atlantic City Campus
1535 Bacharach Blvd.
Atlantic City, NJ 08401-4485
609/343-4800

CMCC Cape May County Campus
341 Court House-South Dennis Road
Cape May Court House, NJ 08210-1972
609/463-4774

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