**Academic Calendar**

**Fall 2009**
- Last day to drop with 100% refund in person, mail or fax: August 28
- Labor Day, College closed: September 7
- Last day to drop with 100% refund, online*: August 30
- Drop/Add: August 31-September 6
- Classes begin: August 31
- Last day to drop with 50% refund: September 9
- Last day to drop with Withdraw grade: November 6
- Thanksgiving break: November 26-28
- Last day of classes: December 12
- Final examinations: December 14-19
- Academy of Culinary Arts Graduation: December 18
- College closed: December 24-January 1

**Winter 2010**
- 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 14
- (If one of the 11 days is cancelled for inclement weather, classes will meet on January 16.)

**Spring 2010**
- Last day to drop with 100% refund, in person, mail or fax: January 14
- Dr. Martin Luther King, Jr. Day, College closed: January 18
- Last day to drop with 100% refund, online*: January 18
- Classes begin: January 19
- Drop/Add: January 19-25
- Last day to drop with 50% refund: February 1
- Spring break: March 15-20
- Last day to drop with Withdraw grade: March 26
- Last day of classes: May 8
- Final examinations: May 10-15
- Commencement: May 20

**Summer 2010** (There are no Friday classes.)
- Memorial Day, College closed: May 31
- Accelerated Session “A”: May 24-June 10
- First session, 6 weeks: May 24-July 1
- Accelerated Session “B”: June 14-June 30
- Second session, 8 weeks: June 28-August 19
- Independence Day observed, College closed: July 5
- Third session, 6 weeks: July 12-August 19
- 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 (accelerated session) with 50% refund: second day of class
- Last day to drop (6 to 8 week sessions) 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/](http://www.atlantic.edu/web4students/)

### ADDITIONAL COURSE REQUIREMENTS AND SERVICE LEARNING

There may be additional costs for supplies, supplements, and/or access codes in some classes. Students may also be required to dedicate time outside of class meetings for service learning projects and/or group work. Course requirements will be addressed by faculty with their students during the first week of classes.
To our new and returning students, I am pleased you have chosen Atlantic Cape Community College for your higher education. Whatever your goal, preparing for a career, moving on to a four-year college, or enriching your life, be confident that the ACCC faculty and staff are committed to supporting your efforts.

As college 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. ACCC and Rutgers University are in the second year of a successful agreement that enables students to earn baccalaureate and graduate degrees from Rutgers while on site at the Mays Landing Campus.

I’m also pleased to share that ACCC, under the “Beacons by the Sea Visiting Professor Program,” welcomed well-known Judge and legal scholar, the Honorable Robert Switzer, to its Business, Paralegal Studies and Criminal Justice departments. Judge Switzer taught three classes that focused on case law and judicial processes during the spring 2009 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 2010 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 2009, ACCC measured student satisfaction with the Community College Survey of Student Engagement (CCSSE). CCSSE asked you, the students, about your college experiences – what you felt you had gained from classes; how you assessed relationships and interactions with faculty and staff; how the college supported your learning; and so on. Feedback from the survey will be instrumental in driving decision making at the college.

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.”

Sincerely,

Dr. Peter L. Mora
President
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 Williams, M.S. Ed.
Associate Dean of Human Resources, President and Board Services

Arthur Wexler, Ed.D.
Vice President of Academic Affairs

Otto Hernandez, M.B.A.
Associate Dean, Technical Studies Institute/GIS Program

Ronald McArthur, Ed.D.
Dean of Instruction

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

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

Patricia Gentile, Ed.D.
Dean of Continuing Education, Resource Development and Cape May County Campus Operations

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

Jean McAlister, B.S.
Associate Dean of Continuing Education Operations

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

Paula Pitcher, M.B.A.
Assistant Dean of Institutional Research and Assessment

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

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

Catherine P. Skinner, C.P.A.
Dean of Administration and Finance
### Programs of Study

#### Degrees

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting, A.A.S.</td>
<td>47</td>
</tr>
<tr>
<td>Accounting Information Systems, A.A.S. in Accounting</td>
<td>48</td>
</tr>
<tr>
<td>Baking and Pastry, A.A.S. in Culinary Arts</td>
<td>43</td>
</tr>
<tr>
<td>Biology, A.S. in Science and Mathematics</td>
<td>49</td>
</tr>
<tr>
<td>Business Administration, A.A. in Liberal Arts</td>
<td>50</td>
</tr>
<tr>
<td>Business Administration, A.A.S.</td>
<td>51</td>
</tr>
<tr>
<td>Business Administration, A.S.</td>
<td>52</td>
</tr>
<tr>
<td>Business Management, A.A.S. in Technical Studies</td>
<td>53</td>
</tr>
<tr>
<td>Chemistry, A.S. in Science and Mathematics</td>
<td>54</td>
</tr>
<tr>
<td>Child Development/Child Care, A.A. in Liberal Arts</td>
<td>55</td>
</tr>
<tr>
<td>Communication, A.A. in Liberal Arts</td>
<td>56</td>
</tr>
<tr>
<td>Computer Information Systems, A.S.</td>
<td>57</td>
</tr>
<tr>
<td>Computer Programming, A.A.S.</td>
<td>58</td>
</tr>
<tr>
<td>Computer Systems Support, A.A.S.</td>
<td>59</td>
</tr>
<tr>
<td>Computing for Small Business, A.A.S. in Office Systems Technology</td>
<td>60</td>
</tr>
<tr>
<td>Corrections, A.S. in Criminal Justice</td>
<td>61</td>
</tr>
<tr>
<td>Criminal Justice, A.S.</td>
<td>62</td>
</tr>
<tr>
<td>Culinary Arts, A.A.S.</td>
<td>42</td>
</tr>
<tr>
<td>Database Design and Development, A.A.S. in Computer Programming</td>
<td>63</td>
</tr>
<tr>
<td>Digital Design, A.A. in Liberal Arts</td>
<td>64</td>
</tr>
<tr>
<td>Economics, A.S. in Business Administration</td>
<td>65</td>
</tr>
<tr>
<td>Education, A.A. in Liberal Arts</td>
<td>66</td>
</tr>
<tr>
<td>Food Service Management, A.A.S.</td>
<td>44</td>
</tr>
<tr>
<td>General Studies, A.S. in Liberal Arts</td>
<td>68</td>
</tr>
<tr>
<td>Health Professions, A.A.S. in Technical Studies</td>
<td>69</td>
</tr>
<tr>
<td>History, A.A. in Liberal Arts</td>
<td>70</td>
</tr>
<tr>
<td>Hospitality Management, A.A.S.</td>
<td>71</td>
</tr>
<tr>
<td>Human Services, A.S.</td>
<td>72</td>
</tr>
<tr>
<td>Humanities, A.A. in Liberal Arts</td>
<td>73</td>
</tr>
<tr>
<td>Liberal Arts, A.A.</td>
<td>74</td>
</tr>
<tr>
<td>Literature, A.A. in Liberal Arts</td>
<td>75</td>
</tr>
<tr>
<td>Mathematics, A.S. in Science and Mathematics</td>
<td>76</td>
</tr>
<tr>
<td>Microsoft Certified IT Professional, A.A.S. in Technical Studies</td>
<td>77</td>
</tr>
<tr>
<td>Nursing, A.A.S.</td>
<td>78, 79</td>
</tr>
<tr>
<td>Office Systems Technology, A.A.S.</td>
<td>80</td>
</tr>
<tr>
<td>Paralegal Studies, A.A.S.</td>
<td>81</td>
</tr>
<tr>
<td>Paralegal Studies, A.S.</td>
<td>82</td>
</tr>
<tr>
<td>Performing Arts, A.A. in Liberal Arts</td>
<td>83</td>
</tr>
<tr>
<td>Philosophy, A.A. in Liberal Arts</td>
<td>84</td>
</tr>
<tr>
<td>Psychology, A.A. in Liberal Arts</td>
<td>85</td>
</tr>
<tr>
<td>Respiratory Therapy, A.A.S.</td>
<td>86</td>
</tr>
<tr>
<td>Science and Mathematics, A.S.</td>
<td>87</td>
</tr>
<tr>
<td>Social Science, A.A. in Liberal Arts</td>
<td>88</td>
</tr>
<tr>
<td>Sociology, A.A. in Liberal Arts</td>
<td>89</td>
</tr>
<tr>
<td>Studio Art, A.A. in Liberal Arts</td>
<td>90</td>
</tr>
<tr>
<td>Technical Studies, A.A.S.</td>
<td>91</td>
</tr>
<tr>
<td>Web Technologies, A.A.S. in Computer Systems Support</td>
<td>92</td>
</tr>
</tbody>
</table>

#### Program (not a degree)

<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>English as a Second Language</td>
<td>67</td>
</tr>
</tbody>
</table>

#### Certificate

- Business Paraprofessional Management

#### Professional Series

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Specialist</td>
<td>96</td>
</tr>
<tr>
<td>Addiction Counseling Specialist</td>
<td>96</td>
</tr>
<tr>
<td>Aesthetics Series</td>
<td>97</td>
</tr>
<tr>
<td>Baking and Pastry Specialization</td>
<td>45</td>
</tr>
<tr>
<td>Bilingual Office Assistant Specialist</td>
<td>97</td>
</tr>
<tr>
<td>Catering Specialization</td>
<td>45</td>
</tr>
<tr>
<td>Child Development Associate (CDA)</td>
<td>98</td>
</tr>
<tr>
<td>Civics Series</td>
<td>98</td>
</tr>
<tr>
<td>Computer Security Specialist</td>
<td>99</td>
</tr>
<tr>
<td>Computerized Accounting Specialist</td>
<td>99</td>
</tr>
<tr>
<td>Desktop Publishing Specialist</td>
<td>100</td>
</tr>
<tr>
<td>Educational Office Specialist</td>
<td>100</td>
</tr>
<tr>
<td>Electronic Business Professional</td>
<td>101</td>
</tr>
<tr>
<td>Entrepreneur Business Specialist</td>
<td>101</td>
</tr>
<tr>
<td>Food Service Management Specialization</td>
<td>46</td>
</tr>
<tr>
<td>Help Desk Specialist</td>
<td>102</td>
</tr>
<tr>
<td>Hospitality Marketing Professional</td>
<td>102</td>
</tr>
<tr>
<td>Hot Food Specialization</td>
<td>46</td>
</tr>
<tr>
<td>Human Resources Professional</td>
<td>103</td>
</tr>
<tr>
<td>Legal Office Specialist</td>
<td>103</td>
</tr>
<tr>
<td>Medical Office Specialist</td>
<td>104</td>
</tr>
<tr>
<td>Microsoft Office Specialist</td>
<td>104</td>
</tr>
<tr>
<td>Multimedia Specialist</td>
<td>105</td>
</tr>
<tr>
<td>Office Assistant Specialist</td>
<td>105</td>
</tr>
<tr>
<td>Office Automation Specialist</td>
<td>106</td>
</tr>
<tr>
<td>Office Professional Specialist</td>
<td>106</td>
</tr>
<tr>
<td>Office Receptionist Specialist</td>
<td>107</td>
</tr>
<tr>
<td>PC Specialist</td>
<td>107</td>
</tr>
<tr>
<td>Records and Information Management Specialist</td>
<td>108</td>
</tr>
<tr>
<td>Restaurant Supervision Professional</td>
<td>108</td>
</tr>
<tr>
<td>Small Business Management Specialist</td>
<td>109</td>
</tr>
<tr>
<td>Visual Communications Professional</td>
<td>109</td>
</tr>
<tr>
<td>Web Design Professional</td>
<td>110</td>
</tr>
</tbody>
</table>
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 accrediting 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 Hospitality Management program is accredited by the Commission on Accreditation for Hospitality Management.
- 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 is 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 Council for Advancement and Support of Education and the Council of County Colleges of New Jersey, the National Institute for Staff and Organizational Development, the New Jersey Association of Colleges and Universities, and the New Jersey Council of County Colleges.

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 as the Charles D. Worthington Atlantic City Center. 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 Cape Community College Restaurant Gala and the Cape May “Scramble for 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 J101, (609)343-5090. Inquiries regarding Title IX services may be directed to Nancy Porfido, J building, room J101, (609) 343-5095.

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 Admissions 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 classes. 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. See the Testing section for other waivers of the Test.

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.

<table>
<thead>
<tr>
<th>If a student is transferring to ACCC with a(n)</th>
<th>And the student's degree program at ACCC is an</th>
<th>The student is presumed to have:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor's Degree, A.A., A.S.</td>
<td>A.A., A.S., A.A.S.</td>
<td>* General Education requirements met, up to 32 credits</td>
</tr>
<tr>
<td>A.A.S.</td>
<td>A.A.S.</td>
<td></td>
</tr>
<tr>
<td>If student is transferring to ACCC with an A.S.</td>
<td>A.A.</td>
<td>Course-by-course evaluation of credits</td>
</tr>
<tr>
<td>A.A.S.</td>
<td>A.A., A.S.</td>
<td></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.

- Military – All military personnel are awarded credit for HPED150-Concepts of Physical Fitness (if required for degree). Students must send a copy of their DD-214 (discharge form) or basic training diploma to the Admissions Office. If student has college-level military training, military transcripts can be requested from the following Web sites:
  - Army – http://aarts.army.mil

  Coast Guard personnel who are degree seeking students at ACCC must submit a SOC Student Agreement listing their military information and degree plan. Students must also have an official Coast Guard Institute transcript sent to the Admissions office, along with any transcripts from previously attended colleges.

- Non-Degree Seeking and Visiting Students

  Non-degree seeking and visiting students from other colleges taking a course or courses at ACCC may submit an unofficial transcript as proof of completing course prerequisites.
  Visiting students should verify that the home college will accept the course or courses being taken. Visiting students do not need to complete the Evaluation of Transfer Credits form or pay the processing fee. Unofficial transcripts can be e-mailed or faxed to the Admissions Office.

- NJ PLACE

  New Jersey Pathways Leading Apprentices to College Education (NJ PLACE) is a statewide program that awards college credit for participating registered apprenticeships in the building and construction trades. The program was developed under the leadership of the State Employment and Training Commission (SETC), New Jersey Department of Labor and Workforce Development and the NJ AFL/CIO. In collaboration with New Jersey’s 19 community colleges, organized labor and several state agencies, American Council on Education (ACE) College Credit Recommendation Service procedures were developed to recognize that college-level learning takes place in union apprenticeship training programs. Those credit recommendations can be applied toward associate degree programs at New Jersey’s 19 community colleges and, shortly, as part of the next phase of the NJ PLACE initiative, toward baccalaureate degrees at New Jersey’s senior colleges and universities.

  ACCC awards eligible NJ PLACE applicants with 25 technical core credits to be applied toward an Associate in Applied Science degree in Technical Studies. See the degree program listed in this catalog for specific course requirements and total credits required to graduate.

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 in writing for re-entry, to the Director of Counseling and Support Services.

Academy of Culinary Arts students must apply for 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 a 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 have completed all prerequisite courses with a minimum GPA of 3.0 and an overall GPA of 2.5 and a grade of C or better 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.

The Nursing Entrance Test (NET), with a grade of 75 or higher, is required for admission to the Nursing program. The NET is a general, comprehensive assessment tool, which evaluates several areas. These include basic math skills, reading comprehension, learning style, social interaction, and stress level profile. Applicants may retake the NET one time during the academic year. Students must have completed at least two Nursing prerequisite courses with a grade of ‘C’ or better before taking the NET.

When all criteria have been met, applicants should submit their credentials to the Admissions Office with the completed Nursing Program Admissions Application form. Credentials must be presented by June 1 for admission to the program the following fall. Only completed applications will be accepted. For more information, contact the Admissions Office at (609)343-4922 or 463-4774, ext. 4922.

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

Selection Process
Admission to the Nursing program is on a competitive basis due to the limited number of spaces available in courses that require clinical practice in hospitals and other health care settings. The number of spaces can vary from year to year.
Selection of students is made once a year at the end of the spring semester. The deadline for applying to the Nursing program fall semester is June 1 of that year. All students who meet the admission criteria are ranked according to the NET score and the prerequisite GPA. The highest ranking students are offered the available program seats.

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 A.A.S. 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 A.A.S. 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 website 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 an agency such as the World Education Services (WES) before they can be 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 students transferring from a U.S. high school or college to ACCC must submit:
• An application and a non-refundable $100 application fee
• An $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 must test at college level
to enroll in classes and meet any course prerequisites. Grades
and credits will be recorded on a permanent academic record.
High school students may have the option of earning ACCC
credit while enrolled in high school through special agreements
with the schools. High school courses are reviewed by ACCC to
be approved for college credit. Contact the high school guidance
office to verify if agreements with ACCC are in place and for
the courses or programs that are approved for dual credit.
Home schooled students must meet the same admission
criteria as high school students.

NJ STARS
Students who have graduated in the top 15 percent of their
class and completed a rigorous high school course of study and
achieve the required score on a college placement test 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. 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 stu-
dents 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.
• Meet the established requirements to be a resident of New
  Jersey. A dependent child of a parent/guardian transferred to a
  military installation located in New Jersey shall be considered a
  resident of the state for the purposes of NJ STARS eligibility.
• Have graduated in the top 15 percent of their high school
class 2004 or later.
• Complete a rigorous high school course of study and achieve
  the required score on a college placement test.
• 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.
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.

PROJECT SECOND CHANCE PROGRAM
The New Jersey Department of Education’s Division of Adult
Education offers non-high-school graduates an opportunity
to earn a state-issued high school diploma. Non-high-school
graduates who are at least 18 years of age are eligible to apply.
Applicants must:
• Submit an application for admission to ACCC
• Take the Placement Test
• If required, complete developmental courses,
  which do not apply to program
• Submit an application to the program
Applications and program details are available from
the Career and Academic Planning Center. Call (609)343-5621,
or (609)463-4774, ext. 5621.

TECH PREP PROGRAM
The Tech Prep program is designed to provide students continuity
of learning and educational opportunities. It combines second-
ary 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.

ADVISEMENT

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.

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.

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, 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, which are provided through the Career and Academic Planning Center and the Counseling and Support Services Office.

• Individual counseling to improve academic performance
• Personal and professional development courses
• Workshops for personal and professional development
• Career and transfer planning
• Assistance with adjustment to college life
• Accommodations for documented disabilities
• Career, cooperative education and placement services
• Transition services for international students

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, transfer, advising and career workshops and guidance for students who are in need of career or transfer services. Call (609)625-1111, ext. 5621 or (609)343-5621 for scheduling information and specific details about the center’s services.
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. For information call (609)343-5090 or email lmcglynn@atlantic.edu.

Assistive Technology Resources
Students with disabilities are encouraged to utilize hardware and software which is available in designated resource areas at all ACCC campuses. Equipment includes, but is not limited to: Epson Scanner, Jaws Software, ZoomText Screen Reader Software, Openbook Software, Vera Reading Machine, Alladin Sunshine CCTV, Telesensory Video Magnification and the ICommunicator. For information, call (609)343-5090 or email lmcglynn@atlantic.edu.

Placement Testing for Students with Disabilities
If a student requires accommodations for the Placement Test, appointments can be scheduled by calling the Testing Center at (609)343-5099. To schedule a Placement Test with a reader, requests must be made prior to scheduling an appointment. The Placement Test is also available in alternate formats for students with visual impairments. Call (609)343-5090 or email lmcglynn@atlantic.edu 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
ACCESS Scholarship and Grant in Aid Program
This program identifies and develops new student leaders selected by the Student Leadership Committee. Participants gain leadership skills through seminars and workshops. Program participants utilize skills by assisting College staff and representing the College at various college-sponsored events. The program encourages participants to excel academically and be active citizens in the College and surrounding communities.

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 call (609)343-5098 or email apolanco@atlantic.edu.
Black/Latino Male Retention Program
The Black/Latino Male Retention Program, supported by the Diversity and Equity Committee of the College’s Board of Trustees, facilitates activities to increase the retention and graduation rates of Black and Latino male students. In addition to speakers, group meetings and activities, students have the opportunity to attend cultural and student leadership events. For information, call (609)343-5614 or e-mail dpringle@atlantic.edu.

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 who have demonstrated leadership abilities and a desire to help others. Selected students have the opportunity to attend leadership training 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 or e-mail apolanco@atlantic.edu.

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 or email pdavis@atlantic.edu.

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)463-5098 or email apolanco@atlantic.edu.

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 or email apolanco@atlantic.edu.

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, D.C., 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.

**TRANSFERRING 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.

**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.
**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.

<table>
<thead>
<tr>
<th>FOUR-YEAR COLLEGE/UNIVERSITY</th>
<th>ATLANTIC CAPE COMMUNITY COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berkeley College</td>
<td>AA     AAS Business Administration</td>
</tr>
<tr>
<td></td>
<td>BA     AS Business Administration</td>
</tr>
<tr>
<td>Cabrini College</td>
<td>All General Education credits</td>
</tr>
<tr>
<td>Champlain College</td>
<td>BS     AS Business Administration</td>
</tr>
<tr>
<td>Drexel University</td>
<td>BA     (Most)</td>
</tr>
<tr>
<td></td>
<td>BS     AS (Most)</td>
</tr>
<tr>
<td></td>
<td>BS     (Most)</td>
</tr>
<tr>
<td>Drexel College of Nursing and Health Professions</td>
<td>BS Nursing</td>
</tr>
<tr>
<td>Drexel (e-Learning) (Distance Education)</td>
<td>BS Communications &amp; Applied Technology</td>
</tr>
<tr>
<td></td>
<td>BS     Nursing</td>
</tr>
<tr>
<td>Excelsior College</td>
<td>BA/BS  course-by-course up to 90 credits</td>
</tr>
<tr>
<td>Fairleigh Dickinson University</td>
<td>BA     (Most)</td>
</tr>
<tr>
<td>Florida International University</td>
<td>BS     AA/AS (Most)</td>
</tr>
<tr>
<td>Franklin University (Distance Education)</td>
<td>BA/BS  AAS (Most)</td>
</tr>
<tr>
<td>Johnson &amp; Wales University</td>
<td>BA     AAS Culinary Arts</td>
</tr>
<tr>
<td></td>
<td>BS     AAS Culinary Arts and Hospitality Management</td>
</tr>
<tr>
<td></td>
<td>BS     AAS Food Service Management</td>
</tr>
<tr>
<td>Kaplan University</td>
<td>Advanced Start Baccalaureate option</td>
</tr>
<tr>
<td>North Carolina Central University</td>
<td>BS     AA/AS Hospitality Management</td>
</tr>
<tr>
<td>Northwood University</td>
<td>BS     AAS Hospitality Management</td>
</tr>
<tr>
<td></td>
<td>AS     Business Administration</td>
</tr>
<tr>
<td></td>
<td>AAS    Accounting</td>
</tr>
<tr>
<td></td>
<td>AAS    Culinary Arts</td>
</tr>
<tr>
<td></td>
<td>AAS    Food Service Management</td>
</tr>
<tr>
<td></td>
<td>AAS    Hospitality Management</td>
</tr>
<tr>
<td>Richard Stockton College of New Jersey</td>
<td>BS Business Administration</td>
</tr>
<tr>
<td></td>
<td>BS     AS Business Administration</td>
</tr>
<tr>
<td></td>
<td>BS     AAS Hospitality Management</td>
</tr>
<tr>
<td></td>
<td>AS     Computer Information Systems</td>
</tr>
<tr>
<td></td>
<td>AAS    Math or Science Chemistry</td>
</tr>
<tr>
<td></td>
<td>Certain ACCC courses (contact Social Science chair)</td>
</tr>
<tr>
<td></td>
<td>Certain ACCC courses (contact Social Science chair)</td>
</tr>
</tbody>
</table>

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.
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<th>FOUR-YEAR COLLEGE/UNIVERSITY</th>
<th>ATLANTIC CAPE COMMUNITY COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rider University</td>
<td></td>
</tr>
<tr>
<td>BS  Chemistry</td>
<td>AS Chemistry</td>
</tr>
<tr>
<td>BS  Biology</td>
<td>AS Biology</td>
</tr>
<tr>
<td>BA  Psychology</td>
<td>AA Psychology</td>
</tr>
<tr>
<td>Rowan University</td>
<td></td>
</tr>
<tr>
<td>BS/BA</td>
<td>Course-by-course equivalencies</td>
</tr>
<tr>
<td>Rutgers State University</td>
<td></td>
</tr>
<tr>
<td>BS/BA</td>
<td>Course-by-course equivalencies</td>
</tr>
<tr>
<td>Saint Leo University</td>
<td></td>
</tr>
<tr>
<td>BS/BA</td>
<td></td>
</tr>
<tr>
<td>Saint Peter’s College</td>
<td>BS/BA</td>
</tr>
<tr>
<td>BS/BA</td>
<td></td>
</tr>
<tr>
<td>Thomas Edison State College</td>
<td>BS/BA</td>
</tr>
<tr>
<td>BS/BA</td>
<td></td>
</tr>
<tr>
<td>University of Bridgeport</td>
<td>BS/BA</td>
</tr>
<tr>
<td>BS/BA</td>
<td></td>
</tr>
<tr>
<td>University of Delaware</td>
<td>BS/BA</td>
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<tr>
<td>BS/BA</td>
<td></td>
</tr>
<tr>
<td>University of Illinois</td>
<td>BS/BA</td>
</tr>
<tr>
<td>BS/BA</td>
<td></td>
</tr>
<tr>
<td>University of Medicine and</td>
<td>BS/BA</td>
</tr>
<tr>
<td>Dentistry of New Jersey</td>
<td>BS/BA</td>
</tr>
<tr>
<td>University of the Sciences</td>
<td>BS/BA</td>
</tr>
<tr>
<td>BS/BA</td>
<td></td>
</tr>
<tr>
<td>University of Phoenix</td>
<td>BS/BA</td>
</tr>
<tr>
<td>BS/BA</td>
<td></td>
</tr>
<tr>
<td>University of Phoenix (</td>
<td>BS/BA</td>
</tr>
<tr>
<td>Distance Learning)</td>
<td>BS/BA</td>
</tr>
<tr>
<td>WSU College</td>
<td>BS/BA</td>
</tr>
<tr>
<td>BS/BA</td>
<td></td>
</tr>
<tr>
<td>Widener University</td>
<td>BS/BA</td>
</tr>
<tr>
<td>BS/BA</td>
<td></td>
</tr>
<tr>
<td>WSU College</td>
<td>BS/BA</td>
</tr>
<tr>
<td>BS/BA</td>
<td></td>
</tr>
<tr>
<td>Wilmington College</td>
<td>BS/BA</td>
</tr>
<tr>
<td>BS  Corrections Option in</td>
<td>BS  Corrections Option in</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>BS  Criminal Justice</td>
<td>Criminal Justice</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

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, studio work, reports and projects.

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 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.
- Engage only in technology-based activities that are related to the College’s Mission.

Excerpts from ACCC’s Policy Nos. 402 and 411.

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 above.) 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>Suspension</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 an 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, 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
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, by the instructor, via Web for Faculty. 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, to the instructor that submitted the grade. Students who need assistance with this process should contact the Director of Counseling and Support Services. Contact Paula Davis at (609)343-5091 or email pdavis@atlantic.edu.

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. A withdrawal in a course may impact Financial Aid awards and/or status.

**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’s 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 such 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 3.0-3.99 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 while maintaining a cumulative GPA of 3.0-3.99 or 4.0.

**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.
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.

CYBER HARASSMENT POLICY
ACCC requires a college community free from threats, intimidation, stalking, harassment and other harassing behaviors. These behaviors may include, but are not limited to, the following: Repeated, unwanted/unsolicited contact that includes face-to-face contact, telephone calls, voice messages, text messages, electronic video and/or photography, electronic mail, instant messages, written letters, unwanted gifts; Verbal or written abuse, threats, harassment, coercion, or any other conduct that places another individual in reasonable fear of his or her safety through words or actions directed at that person, or substantially interferes with the working, educational or personal environment of the individual; Persistent offensive, threatening communication through the internet, via e-mail, chat rooms or other electronic devices. Students who are found responsible for Cyber Harassment will be in direct violation of the Student Code of Conduct Policy.


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 2/27/01.

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.

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 more
information call the Dean of the Worthington Atlantic City Campus/Community and Cultural Affairs, Affirmative Action Office, (609)343-4827, 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.
All employees share the responsibility of monitoring the smoking prohibition.
ACCC Procedure No. 6.1, Adopted 4/23/96

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, therefore, is expected. Some College programs reserve the right to require specific dress/uniform standards.

Indiscriminate, obscene language shows lack of respect for self and others. Students should show courtesy and respect for themselves and others by refraining from this practice.

Any threat or hindrance of the instructional process or the daily life of the campus should be rejected and resisted by all members of the College community.

Possession, use or distribution of alcoholic beverages on the College campus premises is prohibited regardless of age. This includes all College sponsored off-campus housing (apartments, townhouses and/or condominiums).

Students who violate these restrictions shall be subject to appropriate disciplinary action up to and including dismissal and criminal prosecution.

Possession or use of illegal drugs or narcotics on campus or at any College sponsored function is prohibited.
ACCC Policy No. 208, Revised 5/23/06

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 SERVICES
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 the list of courses below. Students must be admitted to the College before they can take the test.

BASIC SKILLS COURSE SELECTIONS

*PLACEMENT INTO ENGL070-READING/WRITING I
**(Based on Placement Test score.)
Students may take courses from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</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>**MATH073</td>
<td>Introduction to Algebra I-Prealgebra</td>
</tr>
<tr>
<td>**MATH074</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>

Revised September 2008

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 Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDCC103</td>
<td>Roles of the Child Care Professional</td>
</tr>
<tr>
<td>CDCC104</td>
<td>Infant/Toddler Development: Theory/ Apps.</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>

COLLEGE SKILLS COURSES
If a student is required to enroll in ENGL080 (Reading/Writing II), it is expected that they take DEVS111-College Skills with a linked social science course. DEVS111 should be completed before enrolling in other courses except as those listed below. DEVS111 is linked with:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</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., DEVS111 and PSYC101) may not withdraw from the DEVS111 course without also having to withdraw from the linked social science course. However, students who choose to remain in the DEVS111 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.)
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.

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 Compass ESL 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 chairperson. Other exemptions include a TOEFL result of iBT54, PBT480, CBT157 or an SAT score of 540 in Critical Reading. Test scores are valid for four years. Students may retest only once after a 90-day time period has lapsed. There is a $10 retesting fee. Upon successful completion of the ESL program, students are required to take the Accuplacer Placement Test.

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 test 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 application fee for the NET. Call (609)625-1111, 343-4900 or 463-4774, ext 5449 for information.

CREDIT FOR PRIOR LEARNING
Credit for prior learning may be earned through tests on specific subjects, Tech-Prep, articulation agreements or ACCC non-credit courses which have been validated for credit.

Credit-by-examination policies
• No duplication of credit is permitted.
• Credit-by-examination in any subject may be taken only once.
• Credit-by-examination is not permitted for courses in which a failing grade has previously been assigned.
• There is a 32-credit limit and students must pay tuition for credits earned.

Institutional Credit-by-Examination
Credit-by-examination courses are Keyboarding and Document Production I, Word Processing I, Records and Information Management, 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
• A religious holiday
• An emergency situation

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. Students using these services as an accommodation must contact Counseling and Support Services for alternate testing arrangements.
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. 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)**
LACs are located at all ACCC campuses, where the 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. driver license/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, (609)343-5010 for schedules. Worthington Atlantic City and Cape May County campuses 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 and women’s basketball, men’s soccer, women’s softball and co-ed archery. For information contact the Athletic and Fitness Manager at (609)343-5043.

INTRAMURAL SPORTS
Intramural activities are offered in basketball, aerobics, co-ed volleyball, bowling and ping pong. Students may participate by calling (609)343-5043, or visiting the Student Life Center on the Mays Landing campus. Tournaments and various other activities are planned throughout the semester.

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 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 the 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

The following information is for the 2009-2010 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>$93.00</td>
</tr>
<tr>
<td>Online courses</td>
<td>$114.00</td>
</tr>
<tr>
<td>Out-of-county, New Jersey residents with chargebacks</td>
<td>$93.00</td>
</tr>
<tr>
<td>Out-of-county, New Jersey residents without chargebacks</td>
<td>$186.00</td>
</tr>
<tr>
<td>Out-of-state and foreign</td>
<td>$372.00</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>$280.00</td>
</tr>
<tr>
<td>Out-of-county, New Jersey residents with chargebacks</td>
<td>$280.00</td>
</tr>
<tr>
<td>Out-of-county, New Jersey residents without chargebacks</td>
<td>$372.00</td>
</tr>
<tr>
<td>Out-of-state and foreign</td>
<td>$558.00</td>
</tr>
<tr>
<td>Culinary Arts program fee, per credit</td>
<td>$258.00</td>
</tr>
</tbody>
</table>

### Application, Enrollment and Registration Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Accident Insurance, summer semester</td>
<td>$1.50</td>
</tr>
<tr>
<td>Information Services Fee, per credit, per semester</td>
<td>$5.00</td>
</tr>
<tr>
<td>General Fee, per credit (excluding online courses)</td>
<td>$11.50</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</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>

### Mandatory Fees, All Students

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fee, per credit (excluding online courses)</td>
<td>$11.50</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</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>Program/Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy of Culinary Arts</td>
<td>$260.00</td>
</tr>
<tr>
<td>Culinary Arts Credit-by-Exam Fee</td>
<td></td>
</tr>
<tr>
<td>non-refundable, per course</td>
<td>$260.00</td>
</tr>
<tr>
<td>Culinary Medal</td>
<td>$30.00</td>
</tr>
<tr>
<td>Allied Health and Nursing Programs</td>
<td>$40.00</td>
</tr>
<tr>
<td>NET, nursing entrance exam fee</td>
<td></td>
</tr>
<tr>
<td>Clinical Fee, NURS, per credit</td>
<td>$216.00</td>
</tr>
<tr>
<td>Professional Liability Insurance Fee, clinical courses</td>
<td>$5.00</td>
</tr>
<tr>
<td>Course-Related Liberal Arts</td>
<td>$33.00</td>
</tr>
<tr>
<td>Developmental Service Fee: DEV1, ENGL070</td>
<td></td>
</tr>
<tr>
<td>ENGL080, MATH073, MATH074</td>
<td>$33.00</td>
</tr>
<tr>
<td>English as a Second Language Service Fee</td>
<td></td>
</tr>
<tr>
<td>ESLN courses</td>
<td>$33.00</td>
</tr>
<tr>
<td>Heavy Technology Course Fee: science labs, HPED117</td>
<td></td>
</tr>
<tr>
<td>HPED118, per credit</td>
<td>$25.00</td>
</tr>
<tr>
<td>High School Dual Credit Enrollment, per credit</td>
<td>$40.00</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,</td>
<td></td>
</tr>
<tr>
<td>109), computer labs, per credit</td>
<td></td>
</tr>
<tr>
<td>Lab fee kit for ESC100 and BIOL103 online sections</td>
<td>$130.00</td>
</tr>
<tr>
<td>Site Visits Fee</td>
<td>$17.00</td>
</tr>
<tr>
<td>(fieldwork, internships, practicums), per credit</td>
<td></td>
</tr>
<tr>
<td>Certification Fee, ALHT130, CDDC120</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

### Graduation Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation Audit Fee, all graduating students</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

### Testing

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<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</td>
<td></td>
</tr>
<tr>
<td>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>Fee</th>
<th>Amount</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,</td>
<td></td>
</tr>
<tr>
<td>Advanced Placement, CLEP, military, police training agreements,</td>
<td></td>
</tr>
<tr>
<td>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% refund will be issued. Thereafter, no refunds will be made. The College reserves the right to change faculty assignments.

Refunds will be processed and returned in the manner in which they are received. If payment is made in more than one form, all refunds will be applied to the credit card first.

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). 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 information, visit www.atlantic.edu.

General Eligibility Requirements
Students must:
• Have a high school diploma or GED, or have 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 or never logged into their online 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 their 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. An additional $2,000 may be awarded to qualifying students. Interest rates are adjusted each July 1 of the academic year. 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 Subsidized and Unsubsidized Stafford loans may not exceed $3,500 for freshmen and $4,500 for sophomores. Independent students may borrow up to an additional $6,000 per academic year. 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 the 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. Interest rates are adjusted each July 1 of the academic year.

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.

Federal Tax Credits
There are two tax credits available to help you offset the costs of higher education by reducing the amount of your income tax. They are the American Opportunity Tax credit (modified Hope credit) and the Lifetime Learning credit. If you are eligible to claim the lifetime learning credit and you are also eligible to claim the American opportunity tax credit for the same student in the same year, you can choose to claim either credit, but not both.

Please refer to IRS Publication 970 at www.irs.gov and, or consult with your tax accountant for more information.

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. Classes in 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 the designated date, on a tuition-free basis in credit courses when space is available. Classes in 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 Services Office. Official transcripts from all other post-secondary institutions must be sent to the Admissions office.

CAMPUSSES

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
Technical Studies Institute, distance education classroom, instructional technology department, media viewing rooms, skills laboratory, tutoring, offices, and audiotape rooms

D-Daniel Leeds Hall
William Spangler Library Information Commons, computer lab, Learning Assistance Lab, testing offices

E-Jonathan Pitney Hall
Gymnasium, faculty offices, fitness center, locker rooms with showers, Health Services Office and the infirmary

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

J-Building
First floor: Admissions, cooperative education, counseling, enrollment services, financial aid, student services, EOF, bookstore, childcare center, business office and the student life center.
Second floor: John J. Rosenbaum Conference Center and the Oliver Henderson administrative wing. Administrative offices for the President, Board of Trustees, finance, business services, purchasing, college relations, human resources, planning and research.

K-Building
Academic administration, computer lab, art studios, student lounge, ITS 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 main Mays Landing Campus on Route 322, the East Building houses general purpose classrooms, offices and Continuing Education offices.

Q-Building
Rutgers University classrooms and offices

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 who live and work in the Atlantic City area. The completion of the Health Professions Institute in 2008 expanded the building to 78,000 square feet. Facilities include classrooms, an information commons, student center, multimedia room, computer and science labs, conference rooms, a cafeteria and bookstore. Services available for credit and non-credit students include admissions, enrollment services, testing, advisement, counseling, financial aid and tutoring. Credit and non-credit day, evening and weekend classes are available. A safe environment is provided by 24-hour security and gated parking facilities.

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 subjects and 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 the only licensed slot training school in New Jersey. Students receive hands-on training in the fully equipped mock casino floor. CCI offers dealer, slot and surveillance training. Visit [www.atlantic.edu/conted](http://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 facility includes two classrooms, a computer lab, conference room, resource room and offices. 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. There is no fee for eligible applicants. 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.

**Health Professions Institute**

ACCC’s Health Professions Institute, opened in 2008, features a science lab, lecture classrooms and a computer center. Students receive comprehensive allied and auxiliary health training for the following health care careers: 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 backed by Workforce Investment Board Healthcare Partnerships and executives in the healthcare industry.

**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 also offered. 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 in the Continuing Education Program Guide, by calling (609)343-4829 or visiting [www.atlantic.edu/conted](http://www.atlantic.edu/conted).

**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, and 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. Beginning in 2010, a fitness center equipped with state-of-the-art exercise equipment will be available for students, faculty and staff. Outdoor facilities 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**

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 other items. The two satellite stores on the Atlantic City and Cape May County campuses are stocked with course materials and items to meet students’ needs.

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, and children of 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 machines, which are located through the campus’ buildings, are available during all campus hours.

**John J. Rosenbaum Conference Center**

As part of its community service function, the Mays Landing Campus has multipurpose conference rooms available for use to 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, 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, Mays Landing Campus
Library resources and facilities are available to the College community and residents of Atlantic and Cape May counties. The library provides 71,000 books, videos and music CD’s, 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. Private study rooms are available. Professional (MLS) librarians and several library graduate assistants are available to provide assistance to students, faculty and staff. Research assistance is available in person, by phone and via email. In addition, 24/7 access to a professional librarian can be easily accessed through the Q&ANJ service. In order to make full and effective use of library resources, librarians can provide Information Literacy instruction to individuals, groups and formal classes. During the summer of 2009, the library will undergo renovations which will greatly improve library/information services and resources.

Symphony, the 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 several online periodical database services, including EBSCOhost, Lexis-Nexis, and WestLaw, which provide access to over 13,000 digitized newspapers, magazines and scholarly journals. 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, staff 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.

The Disabled Student Services room, located in the library, provides state-of-the-art technology to assist students with visual and other physical disabilities.

When classes are in session, the library is open Monday through Thursday from 8 a.m. to 10 p.m., Friday, from 8 a.m. to 4:30 p.m., and on Saturday from 11 a.m. to 4 p.m. When classes are not in session, the library is open Monday through Friday, 8 a.m. to 4:30 p.m.

Cape May County and the Worthington Atlantic City Campuses Resources
A full service Information Commons, combining library, computer lab, tutoring and other support services is available at the Cape May and Worthington Atlantic City campuses. The Cape May facility contains an 8,000-volume book collection, 32 computers for student use, paper copy magazines and major newspapers. The newly created Worthington campus Information Commons has provision for a 20,000-volume library, 29 computers for students use and a computer/lab classroom containing 22 computers.

Both campus facilities provide access to the Atlantic County Library’s Symphony online book catalog and online periodical databases. A current student identification is required to borrow books and other library material. Assistive technology is available for students with visual and other physical disabilities. Tutoring services are also available.

Contact the Associate Dean of Academic Support Services at (609)343-4937 or e-mail wilinski@atlantic.edu for additional 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 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 on duty 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.

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 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.

**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

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 Blackboard, 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.

**Certificate**
Certificate programs consist of 30 to 36 course credits, including six credits of General Education.

**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. 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**

**Title 9A-Higher Education, Associate degree programs**


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.
GENERAL EDUCATION

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.

A General Education Foundation for Associate in Arts, Associate in Science, Specialized Associate, and Certificate Programs in New Jersey’s Community College

(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 following table. 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.

NEW JERSEY COMMUNITY COLLEGE
GENERAL EDUCATION GOALS

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.

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

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

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

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

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

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

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

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

Ethical Reasoning and Action
Students will understand ethical issues and situations.

October 5, 2007
See the New Jersey Community College’s General Education Foundation on the following page 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 – Written and Oral Communication

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

### MATHEMATICS-SCIENCE-TECHNOLOGY

#### MATHEMATICS – Quantitative Knowledge and Skills
- MATH121-Application of Mathematics
- MATH122-College Algebra
- MATH128-Trigonometry
- MATH150-Precalculus
- MATH128-Trigonometry
- MATH155-Calculus I
- MATH156-Calculus II
- MATH220-Statistical Methods
- MATH255-Calculus III

#### SCIENCE – Scientific Knowledge and Reasoning
- 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 (for Criminal Justice and Corrections Option majors only)
- CHEM110-General Chemistry I
- ESC100-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 – Technological Competency or Information Literacy
- CISM125-Introduction to Computers
  (Technological competency 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.)

#### SOCIAL SCIENCE – Society and Human Behavior
- ANTH103-Cultural Anthropology
- CDCC/PSYC110-Child Development: Theory and Practice (for Child Care majors only)
- ECON110-Principles of Economics
- GEOG102-Introduction to Cultural Geography
- GEOG110-World Geography

### HUMANITIES – Humanistic Perspective

#### Art, Music, or Theater
- 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
- MUSC100-Music Appreciation
- THEA110-Introduction to Theater

#### Literature
- 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

#### Foreign Language – World Language
- FREN112-Elementary French II
- ITAL112-Elementary Italian II
- SPAN112-Elementary Spanish II

#### History (as Humanities)
- HIST101-Heritage of the Western World I
- HIST102-Heritage of the Western World II
- HIST103-U.S. History I
- HIST104-U.S. History II

#### Philosophy or Religious Studies
- PHIL101-Introduction to Logic
- 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

#### HISTORY – Historical Perspective
- HIST101-Heritage of the Western World I
- HIST102-Heritage of the Western World II
- HIST103-U.S. History I
- HIST104-U.S. History II

#### DIVERSITY – Global and Cultural Awareness
- ANTH103-Cultural Anthropology
- ENGL201-World Literature
- GEOG102-Cultural Geography
- GEOG110-World Geography
- PHIL105-World Myths and Legends
- PHIL106-Introduction to Social and Political Philosophy
- PHIL/RELG111-World Systems of Ethics
- RELG110-World Religions
- SOC101-Principles of Sociology
<table>
<thead>
<tr>
<th>General Education Goal(s) addressed</th>
<th>New Jersey County Colleges Course Category (Goal categories)</th>
<th>AA credits</th>
<th>AS credits</th>
<th>AAS, AFA AS NURSING</th>
<th>CERTIFICATE credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9 Communication (Written and Oral Communication)</td>
<td>9</td>
<td>6</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>2 3 4</td>
<td>9 Mathematics – Science – Technology</td>
<td>12</td>
<td>9</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics: 3 – 8 cr.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Science: 3 – 8 cr.</td>
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<tr>
<td></td>
<td>Technology 0-4 cr. (Technological Competency or Information Literacy)</td>
<td></td>
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<tr>
<td>5</td>
<td>9 Social Science (Society and Human Behavior)</td>
<td>6</td>
<td>3</td>
<td>3</td>
<td></td>
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<tr>
<td>6</td>
<td>9 Humanities (Humanistic Perspective)</td>
<td>9</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>9 History (Historical Perspective)</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9 Diversity courses (Global and Cultural Awareness)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Unassigned general education credit</td>
<td>6</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General education foundation total</td>
<td></td>
<td>45</td>
<td>30</td>
<td>20</td>
<td>6</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Ge. Ed. Foundation Course Categories</th>
<th>NJCC Goal Categories*</th>
<th>Course Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Communication</td>
<td>1 Written and Oral 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>2 Quantitative Knowledge and Skills</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>3 Scientific Knowledge and Reasoning</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>4 Technological Competency or Information Literacy</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>5 Society and Human Behavior</td>
<td>Any introductory course(s) from among anthropology, economics, geography, political science, psychology, or sociology.</td>
</tr>
<tr>
<td>6 Humanities</td>
<td>6 Humanistic Perspective</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>7 Historical Perspective</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>8 Global and Cultural Awareness</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></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.
**Academy of Culinary Arts**

**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 are required to take the Placement Test and, if applicable, complete all mathematics and reading courses with a C or better, up to and including MATH074-Introduction to Algebra I and ENGL080-Reading/Writing II. General Education courses may be taken as offered during the program. For information, contact the culinary department at (609) 343-4944.

**General Education Courses – 22 credits**

When a course is not specified, refer to the list of approved General Education courses.

**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 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
- CULN117-Fundamentals of Dining Room Service 3
- CULN204-Buffet Service/Catering 3
- CULN207-Advanced Hot Food Preparation 2
- CULN223-Applied Restaurant Production 3
- Choose CULN209 or CULN222 2
- Choose CULN220 or CULN221 2
- CISM125-Introduction to Computers 3
- CUBP120-Basic Pastry Preparation 2

**Recommended sequence of courses:**

**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
- CULN207 Advanced Hot Food Preparation 2
- CUBP210 Advanced Baking 2
- ENGL102 Composition II 3
- (CULN280 Cooperative Education 1)

**Third Semester**
- CULN209-Advanced Garde Manger or CULN222-Charcuterie 2
- CULN220-International Food Preparation or CULN221-Italian Regional Cuisine 2
- CULN280-Cooperative Education 1
- HOSP134-Restaurant Operations 4

**Total Credits Required**

65

(CULN-Fall 2008)

**Note:** Cooperative education, laboratory science and general education course requirements can be taken during the summer semesters.
**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 are required to take the Placement Test and, if applicable, complete all mathematics and reading courses with a C or better, up to and including MATH074-Introduction to Algebra I and ENGL080-Reading/Writing II. General Education courses may be taken as offered during the program. For information, contact the culinary department at (609) 343-4944.

**General Education Courses — 22 credits**

When a course is not specified, refer to the list of approved General Education courses.

**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 HIST101, HIST102 or HUMT200 (4 credits) 3

**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 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-Coopeative Education 1
- Choose CULN204-Buffet Service/Catering or CULN223-Applied Restaurant Production 3
- HOSP134-Restaurant Operations 4

**Total Credits Required**

64 (BAKE-Fall 2008)

**Recommended sequence of courses:**

**First Semester**
- CULN101-Introduction to Culinary Arts 3
- CUBP110-Fundamentals of Baking 2
- CUBP210-Advanced Baking 2
- CUBP120-Basic Pastry Preparation 2
- 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
- HOSP134-Restaurant Operations 4

**Second Semester**
- CULN105-Applied Culinary Skills I 2
- CULN109-Introduction to Garde Manger 2
- CUBP220-Advanced Classical Pastry 2
- CUBP225-Classical Confections 2
- Choose CULN204 or CULN223 3
- CULN217-Applied Dining Rm Ops/Mgmt 3
- HOSP134-Restaurant Operations 4

**Third Semester**
- CULN105-Applied Culinary Skills I 2
- CULN109-Introduction to Garde Manger 2
- CUBP220-Advanced Classical Pastry 2
- CUBP225-Classical Confections 2
- Choose CULN204 or CULN223 3
- CULN217-Applied Dining Rm Ops/Mgmt 3
- HOSP134-Restaurant Operations 4

**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.
Recommended sequence of courses:

**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
- ENGL102 Composition II 3
- CULN280 Cooperative Education 1

**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.
## 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 the culinary department at (609) 343-4944.

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

**TOTAL CREDITS REQUIRED** 17

## 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 the culinary department at (609) 343-4944.

<table>
<thead>
<tr>
<th>COURSES</th>
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<td>CUBP110</td>
<td>Fundamentals of Baking</td>
</tr>
<tr>
<td>CULN101</td>
<td>Introduction to Culinary Arts</td>
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<tr>
<td>CULN105</td>
<td>Applied Culinary Skills I</td>
</tr>
<tr>
<td>CULN106</td>
<td>Applied Culinary Skills II</td>
</tr>
<tr>
<td>CULN109</td>
<td>Introduction to Garde Manger</td>
</tr>
<tr>
<td>BUSN210</td>
<td>Business Law I</td>
</tr>
<tr>
<td>HOSP215</td>
<td>Beverage Operations: Wine, Beer and Spirits</td>
</tr>
<tr>
<td>HOSP250</td>
<td>Catering and Events Planning</td>
</tr>
<tr>
<td>Choose one: BUSN102-Principles of Marketing or BUSN104-Small Business Management</td>
<td>3</td>
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</table>

**TOTAL CREDITS REQUIRED** 23
# Professional Series

## Food Service Management Specialization

The Food Service Management Specialization 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 the culinary department at (609) 343-4944.

<table>
<thead>
<tr>
<th>COURSES</th>
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</thead>
<tbody>
<tr>
<td>BUSN101 Introduction to Business</td>
<td>3</td>
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<tr>
<td>CULN101 Introduction to Culinary Arts</td>
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<tr>
<td>CULN105 Applied Culinary Skills I</td>
<td>2</td>
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<tr>
<td>CULN106 Applied Culinary Skills II</td>
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<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 information, contact the culinary department at (609) 343-4944.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>CUBP110 Fundamentals of Baking</td>
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<tr>
<td>CULN101 Introduction to Culinary Arts</td>
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<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>
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<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.

<table>
<thead>
<tr>
<th>General Education Courses – 20 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>When a course is not specified, refer to the list of approved General Education courses.</td>
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<table>
<thead>
<tr>
<th>Communication (6 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101-Composition I 3</td>
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<tr>
<td>ENGL102-Composition II 3</td>
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<table>
<thead>
<tr>
<th>Mathematics-Science-Technology (11 credits)</th>
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<tbody>
<tr>
<td>*MATH150--Precalculus 4</td>
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<tr>
<td>General Education Laboratory Science course 4</td>
</tr>
<tr>
<td>CISM125-Introduction to Computers 3</td>
</tr>
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<table>
<thead>
<tr>
<th>Humanities (3 credits)</th>
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<tbody>
<tr>
<td>Choose HIST101, HIST102 or HUMT200 (4 cr.) 3</td>
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<table>
<thead>
<tr>
<th>Program Courses – 44 credits</th>
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<tbody>
<tr>
<td>ACCT130-Financial Accounting 4</td>
</tr>
<tr>
<td>ACCT131-Managerial Accounting 4</td>
</tr>
<tr>
<td>ACCT150-Computerized Accounting Applications 3</td>
</tr>
<tr>
<td>ACCT162-Microcomputer Applications Using Spreadsheets 3</td>
</tr>
<tr>
<td>ACCT230-Intermediate Accounting 4</td>
</tr>
<tr>
<td>ACCT245-Accounting Information Systems 3</td>
</tr>
<tr>
<td>ACCT260-Federal Taxation 4</td>
</tr>
<tr>
<td>BUSN101-Introduction to Business 3</td>
</tr>
<tr>
<td>BUSN120-Principles of Management 3</td>
</tr>
<tr>
<td>BUSN210-Business Law I 3</td>
</tr>
<tr>
<td>BUSN247-Management Information Systems 3</td>
</tr>
<tr>
<td>ECON110-Principles of Economics I 3</td>
</tr>
<tr>
<td>MATH220-Statistical Methods 4</td>
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</table>

<table>
<thead>
<tr>
<th>Recommended sequence of courses:</th>
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</table>

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

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

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

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

*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 course is not specified, refer to the list of approved General Education courses.

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

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

Humanities (3 credits)
Choose HIST101, HIST102 or HUMT200 (4 credits) 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 Using Relational Databases 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 are 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 course is not specified, refer to the list of approved General Education courses.

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

Mathematics-Science-Technology (13 credits)
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
General Education Humanities course 3

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
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)

Recommended sequence of courses:

First Semester
BIOL109 General Biology I 4
CHEM110 General Chemistry I 4
ENGL101 Composition I 3
MATH155 Calculus I 5

Second Semester
BIOL110 General Biology II 4
CHEM111 General Chemistry II 4
ENGL102 Composition II 3
Choose Program Elective -

Third Semester
CHEM210 Organic Chemistry I 4
Gen Ed Humanities course 3
Gen Ed Laboratory Science course 4
Choose Gen Ed course 3
Choose Program Elective -

Fourth Semester
Gen Ed ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110
Gen Ed Social Science course 3
Choose Free Elective -
Choose Program Elective -
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 four-year institutions and is designed to present them 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 course is not specified, refer to the list of approved General Education courses.

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

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

Social Science (6 credits)
Choose two: ANTH103, ECON110, GEOG102, GEOG110, GOVT101, GOVT110, 6
PSYC101, PSYC135, SOCL101

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 (3 credits)
Choose ANTH103, ENGL201, GEOG102, GEOG110, PHIL105, PHIL106, PHIL/RELG111, RELG110 or SOCL101 3

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

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

Total Credits Required 64
(BUSA2009)
# 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.

### General Education Courses - 20 credits
When a course is not specified, refer to the list of approved General Education courses.

**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 (4 credits) 3

### Program Courses - 41 credits

**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**
- BUSN101-Introduction to Business 3
- BUSN101-Principles of 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 a course from ACCT, BUSN, CISM, HOSP, LEGL or OSTM. (OSTM260-Business Communications is recommended.) 3

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

**Recommended sequence of courses:**

<table>
<thead>
<tr>
<th>First Semester</th>
<th></th>
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<tbody>
<tr>
<td>BUSN101</td>
<td>Introduction to Business 3</td>
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<tr>
<td>CISM125</td>
<td>Introduction to Computers 3</td>
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<tr>
<td>ECON110</td>
<td>Economics I 3</td>
</tr>
<tr>
<td>ENGL101</td>
<td>Composition I 3</td>
</tr>
<tr>
<td>MATH121</td>
<td>Applications of Mathematics, or higher 4</td>
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<table>
<thead>
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<th>Second Semester</th>
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<tbody>
<tr>
<td>ECON111</td>
<td>Economics II 3</td>
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<tr>
<td>ENGL102</td>
<td>Composition II 3</td>
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<td>SOCL101</td>
<td>Principles of Sociology 3</td>
</tr>
<tr>
<td>Gen Ed</td>
<td>Laboratory Science course 4</td>
</tr>
<tr>
<td>Gen Ed</td>
<td>HIST101, HIST102 or HUMT200 3</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
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<tr>
<td>ACCT130</td>
<td>Financial Accounting 4</td>
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<tr>
<td>BUSN101</td>
<td>Principles of Management 3</td>
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<tr>
<td>BUSN210</td>
<td>Business Law I 3</td>
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<tr>
<td>Choose</td>
<td>a course from ACCT, BUSN or CISM, HOSP, LEGL, OSTM. (OSTM260 is recommended.) 3</td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
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<tbody>
<tr>
<td>ACCT131</td>
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<td>BUSN205</td>
<td>Human Resource Management 3</td>
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<td>BUSN211</td>
<td>Business Law II 3</td>
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<tr>
<td>BUSN247</td>
<td>Management Information Systems 3</td>
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<tr>
<td>Choose</td>
<td>Free Elective 3</td>
</tr>
</tbody>
</table>

Total Credits Required: 64 (BUSI-Fall 2008)
# Business Administration

## Associate in Science

Designed for students who wish to transfer to a four-year institution, this degree offers a broad introduction to business administration and provides the background necessary to move into baccalaureate majors in fields such as accounting, management, economics and computer information systems.

ACCC provides many different and flexible opportunities in business education to meet the varied needs and interests of its student body. The Associate in Applied Science, the Associate in Arts and the Associate in Science degrees are designed to facilitate these needs and interests.

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

**General Education Courses – 30 credits**

When a course is not specified, refer to the list of approved General Education courses.

**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>*MATH121 or higher Mathematics course</td>
<td>4</td>
</tr>
<tr>
<td>MATH220-Statistical Methods</td>
<td>4</td>
</tr>
<tr>
<td>General Education Laboratory Science course</td>
<td>4</td>
</tr>
</tbody>
</table>

**Social Science (6 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Social Science course</td>
<td>3</td>
</tr>
<tr>
<td>ECON110-Principles of Economics I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Humanities (6 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose ARTS103, ARTS108, ARTS115, DANC170,</td>
<td>3</td>
</tr>
<tr>
<td>MUSC100 or THEA110</td>
<td></td>
</tr>
<tr>
<td>General Education Humanities course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Courses – 32 credits**

<table>
<thead>
<tr>
<th>Course</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>BUSN101-Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN102-Principles of Marketing</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>BUSN211-Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BUSN247-Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CISM125-Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ECON111-Principles of Economics II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Liberal Arts Course**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits Required**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>65</td>
</tr>
</tbody>
</table>

*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 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 course is not specified, refer to the list of approved General Education courses.

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

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

Humanities (3 credits)
Choose HIST101 or HIST102 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 – 25 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 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 – 32 credits
When a course is not specified, refer to the list of approved General Education courses.

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, ARTS115, DANC170, MUSC100 or THEA110
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 15 credits from: (PHYS225 and PHYS226 should be taken for transfer into a baccalaureate chemistry program.)
BIOL109, BIOL110, CISM135, MATH152, MATH255, PHIL101 or PHIL104,
PHYS125, PHYS126, PHYS225, PHYS226

Free Elective(s) 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

When a course is not specified, refer to the list of approved General Education courses.

#### Communication (9 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>
<tr>
<td>COMM110 or COMM120</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>MATH220-Statistical Methods</td>
<td>4</td>
</tr>
<tr>
<td>General Education Laboratory Science course (life science, BIOL)</td>
<td>4</td>
</tr>
<tr>
<td>General Education Laboratory Science course (physical science, CHEM, ESCI or PHYS)</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Social Science (7 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDCC110: Child Development: Theory and Practice</td>
<td>4</td>
</tr>
<tr>
<td>SOCL101-Principles of Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

#### 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 (THEA110 is recommended.)</td>
<td>3</td>
</tr>
<tr>
<td>General Education Humanities course</td>
<td>3</td>
</tr>
<tr>
<td>Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214</td>
<td>3</td>
</tr>
</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 (3 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose GEOG102 or GEOG110</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Program Courses – 18 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDCC103-Roles of the Child Care Professional</td>
<td>2</td>
</tr>
<tr>
<td>CDCC115-Planning the Preschool Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>Choose CDCC120 Physical Devel/Health Young Child or PSYC140-Principles/Guidance/Parents/Teachers</td>
<td>3</td>
</tr>
<tr>
<td>CISM128-Technology for Educators</td>
<td>3</td>
</tr>
<tr>
<td>EDUC101-Historical Foundations of American Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC226-Psychology of Exceptionality</td>
<td>3</td>
</tr>
<tr>
<td>HPED150-Concepts of Physical Fitness</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Credits Required** 64

(CDCC-Fall 2009)
## 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 Richard Benner at (609) 343-4976.

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

#### 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 Mathematics course 4
- General Education Laboratory Science course 4
- General Education Mathematics or General Education Laboratory Science course 4

#### Social Science (6 credits)
- PSYC101-General Psychology 3
- SOCL101-Principles of Sociology 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

#### Diversity (3 credits)
- Choose ANTH103, ENGL201, GEOG102, GEOG110, PHIL105, PHIL106, PHIL/RELG111 or RELG110 3

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

*Choose Journalism Track
- COMM/ENGL209-News Writing 3
- COMM/ENGL210-Special Topics in News Writing 3
  or 6

*Choose Creative Writing Track
- COMM/ENGL220-Creative Writing I 3
- COMM/ENGL221-Creative Writing II 3

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

#### Liberal Arts Electives
6

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

### Total Credits Required
66

(COMM-Fall 2009)
Recommended sequence of courses:

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN120</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CISM125</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH155</td>
<td>Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>Gen Ed</td>
<td>Laboratory Science course</td>
<td>4</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISM154</td>
<td>Computer Programming-Java</td>
<td>4</td>
</tr>
<tr>
<td>ECON110</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH156</td>
<td>Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>Gen Ed</td>
<td>Social Science course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISM254</td>
<td>Advanced Computer Programming-Java</td>
<td>4</td>
</tr>
<tr>
<td>CISM153</td>
<td>Discrete Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>PHIL110</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>CISM or GIST course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT130</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CISM160</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CISM222</td>
<td>Issues in Computer Security</td>
<td>3</td>
</tr>
<tr>
<td>Gen Ed</td>
<td>Humanities course</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>CISM or GIST course</td>
<td>3</td>
</tr>
</tbody>
</table>

**General Education Courses – 31 credits**

When a course is not specified, refer to the list of approved General Education courses.

**Communication (6 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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 (17 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH155</td>
<td>Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH156</td>
<td>Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>Gen Ed</td>
<td>Laboratory Science course</td>
<td>4</td>
</tr>
<tr>
<td>CISM125</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

**Social Science (3 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen Ed</td>
<td>Social Science course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Humanities (6 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL110</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Gen Ed</td>
<td>Humanities course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Courses – 34 credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT130</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUSN120</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CISM160</td>
<td>Computer Programming-Java</td>
<td>4</td>
</tr>
<tr>
<td>CISM154</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CISM222</td>
<td>Issues in Computer Security</td>
<td>3</td>
</tr>
<tr>
<td>CISM254</td>
<td>Advanced Computer Programming-Java</td>
<td>4</td>
</tr>
<tr>
<td>ECON110</td>
<td>Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>MATH153</td>
<td>Discrete Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Electives</td>
<td>Choose two CISM or GIST courses</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total Credits Required**

66

(CISM-Fall 2009)
**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 James Taggart at (609) 343-4950.

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

**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**
- BUSN120-Principles of Management 3
- CISM130-Using PC Operating Systems 4
- CISM135-Computer Programming C++ 4
- CISM142-Help Desk Support 3
- CISM154-Computer Programming-Java 4
- 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 or GIST course or MATH122 4

**Total Credits Required** 64
(CPRO-Fall 2009)

---

**Recommended sequence of courses:**

**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

**Fourth Semester**
- CISM142 Help Desk Support 3
- CISM259 Advanced Programming C++ 4
- OSTM260 Business Communications 3
- Choose CISM or GIST course or MATH122 4
# Computer Systems Support  
Associate in Applied Science

This degree serves students who seek a career in computing, but are not interested in programming or transferring to a four-year school. 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 James Taggart at (609) 343-4950.

<table>
<thead>
<tr>
<th>General Education Courses - 20 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication (6 credits)</td>
</tr>
<tr>
<td>ENGL101-Composition I 3</td>
</tr>
<tr>
<td>ENGL102-Composition II 3</td>
</tr>
<tr>
<td>Mathematics-Science-Technology (11 credits)</td>
</tr>
<tr>
<td>MATH121-Applications of Mathematics 4</td>
</tr>
<tr>
<td>General Education Laboratory Science course 4</td>
</tr>
<tr>
<td>CISM125-Introduction to Computers 3</td>
</tr>
<tr>
<td>General Education Elective (3 credits)</td>
</tr>
<tr>
<td>General Education Humanities or Social Science course 3</td>
</tr>
<tr>
<td>Program Courses - 45 credits</td>
</tr>
<tr>
<td>BUSN120-Principles of Management 3</td>
</tr>
<tr>
<td>CISM127-The Internet and the World Wide Web 3</td>
</tr>
<tr>
<td>CISM130-Using PC Operating Systems 4</td>
</tr>
<tr>
<td>CISM142-Help Desk Support 3</td>
</tr>
<tr>
<td>CISM154-Computer Programming-Java 4</td>
</tr>
<tr>
<td>CISM160-Systems Analysis and Design 3</td>
</tr>
<tr>
<td>CISM162-Microcomputer Applications Using Spreadsheets 3</td>
</tr>
<tr>
<td>CISM164-Microcomputer Applications Using Relational Databases 3</td>
</tr>
<tr>
<td>CISM167-Programming in Oracle SQL 3</td>
</tr>
<tr>
<td>CISM174-Computer Programming-Visual Basic 4</td>
</tr>
<tr>
<td>CISM222-Issues in Computer Security 3</td>
</tr>
<tr>
<td>OSTM260-Business Communications 3</td>
</tr>
<tr>
<td>OSTM262-Business Presentations Using Multimedia 3</td>
</tr>
<tr>
<td>Choose Any other CISM or GIST course or OSTM126 or OSTM141 3</td>
</tr>
</tbody>
</table>

**Total Credits Required** 65  
(CPSS-Fall 2009)

<table>
<thead>
<tr>
<th>Recommended sequence of courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
</tr>
<tr>
<td>BUSN120 Principles of Management 3</td>
</tr>
<tr>
<td>CISM125 Introduction to Computers 3</td>
</tr>
<tr>
<td>CISM127 The Internet and the World Wide Web 3</td>
</tr>
<tr>
<td>ENGL101 Composition I 3</td>
</tr>
<tr>
<td>MATH121 Applications of Mathematics 4</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>CISM142 Help Desk Support 3</td>
</tr>
<tr>
<td>CISM154 Computer Programming-Java 4</td>
</tr>
<tr>
<td>CISM167 Programming in Oracle SQL 3</td>
</tr>
<tr>
<td>ENGL102 Composition II 3</td>
</tr>
<tr>
<td>Choose Any CISM or GIST course or OSTM126 or OSTM141 3</td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
</tr>
<tr>
<td>CISM130 Using PC Operating Systems 4</td>
</tr>
<tr>
<td>CISM160 Systems Analysis and Design 3</td>
</tr>
<tr>
<td>CISM162 Microcomputer Applications Using Spreadsheets 3</td>
</tr>
<tr>
<td>OSTM260 Business Communications 3</td>
</tr>
<tr>
<td>Gen Ed Social Science or Humanities course 3</td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
</tr>
<tr>
<td>CISM164 Microcomputer Applications Using Relational Databases 3</td>
</tr>
<tr>
<td>CISM174 Computer Programming-Visual Basic 4</td>
</tr>
<tr>
<td>CISM222 Issues in Computer Security 3</td>
</tr>
<tr>
<td>OSTM262 Business Presentations Using Multimedia 3</td>
</tr>
<tr>
<td>Gen Ed Laboratory Science course 4</td>
</tr>
</tbody>
</table>
### 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 those who are, or wish to be, an owner/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 James Taggart at (609) 343-4950.

---

**General Education Courses – 20 credits**

When a course is not specified, refer to the list of approved General Education courses.

**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 (11 credits)**

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

**General Education Elective (3 credits)**

General Education Humanities or Social Science course 3

**Program Courses – 33 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT130-Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUSN130-Applied Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>CISM162-Microcomputer Applications Using Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>OSTM110-Keyboarding and Document Production I</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>OSTM261-Records and Information Management</td>
<td>3</td>
</tr>
<tr>
<td>OSTM262-Business Presentations Using Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>OSTM263-Publishing for Business</td>
<td>3</td>
</tr>
<tr>
<td>Choose OSTM125 or OSTM280</td>
<td>2</td>
</tr>
</tbody>
</table>

**Program Option Courses – 12 credits**

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

**Recommended sequence of courses:**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN130-Applied Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>CISM125-Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>OSTM110-Keyboarding and Document Production I</td>
<td>3</td>
</tr>
<tr>
<td>OSTM141-Word Processing I</td>
<td>3</td>
</tr>
<tr>
<td>OSTM261-Records and Information Management</td>
<td>3</td>
</tr>
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</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT130-Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CISM164-Microcomp. Apps. Rel/Databases</td>
<td>3</td>
</tr>
<tr>
<td>OSTM160-Computer Applications for Small Business</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>
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</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT150-Comp. Acct. Apps/QuickBooks</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101-Composition I</td>
<td>3</td>
</tr>
<tr>
<td>OSTM263-Publishing for Business</td>
<td>3</td>
</tr>
<tr>
<td>Choose OSTM125-Notetaking or OSTM280-Cooperative Education</td>
<td>2</td>
</tr>
<tr>
<td>Gen Ed-Humanities or Social Science Course</td>
<td>3</td>
</tr>
<tr>
<td>Gen Ed-Mathematics or Laboratory Science course</td>
<td>4</td>
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</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUSN104-Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>CISM162-Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Using Spreadsheets</td>
<td></td>
</tr>
<tr>
<td>ENGL102-Composition II</td>
<td>3</td>
</tr>
<tr>
<td>OSTM262-Business Presentations Using Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>Gen Ed-Laboratory Science course</td>
<td>4</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 course is not specified, refer to the list of approved General Education courses.

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 SOCL102 or SOCL110 3
Choose two: HSRV116, PSYC/SOCL204 or PSYC214 6

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

Total Credits Required 64
(COCJ-Fall 2008)
Criminal Justice
Associate in Science

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, Associate in Science degree.

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

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

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 Communication 3
CRIM101-Introduction to Criminal Justice 3
CRIM105-Police Operations 3
CRIM106-Introduction to Corrections 3
CRIM201-Criminal Law 3
CRIM202-Constitutional Law 3
CRIM203-Criminal Investigation 3
CRIM206-Juvenile Justice 3
HPED150-Concepts of Physical Fitness 1
Choose two: CRIM210, CRIM214, CRIM250 (4 cr.) or SOCL110 6

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

Total Credits Required 64

(CRIM-Fall 2008)
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 James Taggart at (609) 343-4950.

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 or GIST course or MATH122 4

Fourth Semester
- CISM164 Microcomputer Applications Using Relational Databases 3
- CISM170 Database Design Using Oracle 3
- CISM222 Issues in Computer Security 3
- OSTM260 Business Communications 3
- Choose CISM or GIST course or MATH122 4

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

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 or GIST course 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 2009)
**Digital Design – Option**  
**Liberal Arts, Associate in Arts**

This Digital Design option emphasizes the exploration of the concepts and techniques related to graphic design, Web design and fine arts skills with special attention placed upon the development of a portfolio. It prepares the student for transfer to a four-year institution or art school. This option can lead to a baccalaureate in computer design or the digital arts. Careers in graphic design, advertising and various related computer art fields can be pursued with this study.

For information, contact the department chairperson Richard Benner at (609) 343-4976.

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

**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 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 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 (3 credits)**
- Choose ANTH103, ENGL201, GEOG102, GEOG110, PHIL105, PHIL106, PHIL/RELG111 or RELG110 3

**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 2009)
**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.

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.

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**General Education Courses — 30 credits**

When a course is not specified, refer to the list of approved General Education courses.

**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>MATH150-Precalculus</td>
<td>4</td>
</tr>
<tr>
<td>MATH220-Statistical Methods</td>
<td>4</td>
</tr>
<tr>
<td>General Education Laboratory Science course</td>
<td>4</td>
</tr>
</tbody>
</table>

**Social Science (6 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON110-Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>General Education 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>

**Program Courses — 34 credits**

<table>
<thead>
<tr>
<th>Course</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>BUSN101-Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN103-Money and Banking</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>BUSN211-Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>ECON111-Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>GOVT101-Introduction to Government and Politics</td>
<td>3</td>
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<tr>
<td>MATH155-Calculus I</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits Required**

64

**Recommended sequence of courses:**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN101-Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN120-Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101-Composition I</td>
<td>3</td>
</tr>
<tr>
<td>GOVT101-Introduction to Government and Politics</td>
<td>3</td>
</tr>
<tr>
<td>MATH150-Precalculus</td>
<td>4</td>
</tr>
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</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT130-Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ECON110-Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL102-Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH155-Calculus I</td>
<td>5</td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</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>ECON111-Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>Gen Ed-Social Science course</td>
<td>3</td>
</tr>
<tr>
<td>Gen Ed-Laboratory Science course</td>
<td>4</td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN103-Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>BUSN211-Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>MATH220-Statistical Methods</td>
<td>4</td>
</tr>
<tr>
<td>Gen Ed-Arts103, Arts108, Arts109, Arts115, Danc170, MUSC100, or THEA110</td>
<td>3</td>
</tr>
<tr>
<td>Gen Ed-Humanities course</td>
<td>3</td>
</tr>
</tbody>
</table>


**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.

**General Education Courses – 45 credits**

When a course is not specified, refer to the list of approved General Education courses.

**Communication (9 credits)**

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

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

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

**Social Science (6 credits)**

Choose PSYC101 or PSYC135 3
SOCL101-Principles of Sociology 3

**Humanities (9 credits)**

Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 3
Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214 3
General Education Humanities course 3

**History (6 credits)**

Choose two: HIST101, HIST102, HIST103 or HIST104 6

**Diversity (3 credits)**

Choose GEOG102 or GEOG110 3

**Program Requirements – 20 credits**

CISM128-Technology for Educators 3
EDUC101-Historical Foundations of American Education 3
EDUC213-Educational Psychology 3
EDUC220-Field Placement in Educational Psychology (40 hours) 1
EDUC/PSYC226-Psychology of Exceptionality 3
HPED150-Concepts of Physical Fitness 1
Choose CDCC/PSYC110-Child Development: Theory and Practice (4 credits) 3
or PSYC135-Child Psychology (3 credits)
Choose SOCL102-Contemporary Social Problems or SOCL110-Minority Groups and Interpersonal Relations 3

**Total Credits Required** 65

(EDUC-Fall 2009)
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 are also required to take ESLN 099. When students have successfully completed ESLN 100, they will then be required to take the College Placement Test in order to be placed into their appropriate 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 - Advanced 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. Should they decide on a specific career area, they may apply them to an Associate in Applied Science degree.

For information, contact department chairperson Christina Cavage at (609) 343-4881.

<table>
<thead>
<tr>
<th>General Education Courses – 30 credits</th>
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<tbody>
<tr>
<td>When a course is not specified, refer to the list of approved General Education courses.</td>
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<tr>
<td><strong>Communication (6 credits)</strong></td>
</tr>
<tr>
<td>ENGL101-Composition I</td>
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<tr>
<td>ENGL102-Composition II</td>
</tr>
<tr>
<td><strong>Mathematics-Science-Technology (12 credits)</strong></td>
</tr>
<tr>
<td>General Education Mathematics course</td>
</tr>
<tr>
<td>General Education Laboratory Science course</td>
</tr>
<tr>
<td>General Education Mathematics or Science course</td>
</tr>
<tr>
<td><strong>Social Science (3 credits)</strong></td>
</tr>
<tr>
<td>General Education Social Science course</td>
</tr>
<tr>
<td><strong>Humanities (6 credits)</strong></td>
</tr>
<tr>
<td>Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110</td>
</tr>
<tr>
<td>General Education Humanities course</td>
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<tr>
<td><strong>General Education Program Elective (3 credits)</strong></td>
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<tr>
<td>General Education course</td>
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<tr>
<th>Program Courses – 12 credits</th>
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<tbody>
<tr>
<td>PSYC101-General Psychology</td>
</tr>
<tr>
<td>SOCL101-Principles of Sociology</td>
</tr>
<tr>
<td>History course</td>
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<tr>
<td>Literature course</td>
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<table>
<thead>
<tr>
<th>Free Electives</th>
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<tr>
<td>22</td>
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</table>

<p>| Computer Literacy: 0-3 Credits          |</p>
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<tr>
<th>(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)</th>
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<tr>
<th><strong>Total Credits Required</strong></th>
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<tr>
<td>64</td>
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</tbody>
</table>

(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 7 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 course is not specified, refer to the list of approved General Education courses.

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

Social Science (3 credits)
PSYC101-General Psychology 3

Humanities (3 credits)
Choose HIST101 or HIST102 3

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

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

Program Courses – 17 credits
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
2/7
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 Richard Benner at (609) 343-4976.

## General Education Courses — 45 credits
When a course is not specified, refer to the list of approved General Education courses.

### 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 (6 credits)
Choose two: ANTH103, ECON110, GEOG102, GEOG110, GOVT110, PSYC101 or SOCL101 6

### Humanities (9 credits)
Choose three: ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 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 (3 credits)
Choose ANTH103, ENGL201, GEOG102, GEOG110, PHIL105, PHIL106, PHIL/RELG111, RELG110 or SOCL101 3

### 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 2009)
**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, private clubs, consulting firms and travel agencies. 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.

<table>
<thead>
<tr>
<th>General Education Courses - 22 credits</th>
<th>Recommended sequence of courses:</th>
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<tbody>
<tr>
<td>When a course is not specified, refer to the list of approved General Education courses.</td>
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</tr>
<tr>
<td><strong>Communication (9 credits)</strong></td>
<td><strong>First Semester</strong></td>
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<tr>
<td>COMM120-Public Speaking</td>
<td>BUSN120 Principles of Management 3</td>
</tr>
<tr>
<td>ENGL101-Composition I</td>
<td>CISM125 Introduction to Computers 3</td>
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<tr>
<td>ENGL102-Composition II</td>
<td>ENGL101 Composition I 3</td>
</tr>
<tr>
<td><strong>Mathematics-Science-Technology (7 credits)</strong></td>
<td>HOSP100 Orientation to Hospitality and Tourism 3</td>
</tr>
<tr>
<td>CISM125-Introduction to Computers</td>
<td>Gen Ed Social Science course 3</td>
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<tr>
<td>General Education Mathematics or Science Course 4</td>
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<tr>
<td><strong>Social Science (3 credits)</strong></td>
<td><strong>Second Semester</strong> **</td>
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<tr>
<td>General Education Social Science course</td>
<td>ACCT130 Financial Accounting 4</td>
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<tr>
<td><strong>General Education Elective (3 credits)</strong></td>
<td>ENGL102 Composition II 3</td>
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<tr>
<td>General Education course 3</td>
<td>HOSP205 Human Resources Management 3</td>
</tr>
<tr>
<td><strong>Program Courses - 42 credits</strong></td>
<td>HOSP132 Food Service Sanitation 1</td>
</tr>
<tr>
<td>ACCT130-Financial Accounting</td>
<td>HOSP134 Restaurant Operations 4</td>
</tr>
<tr>
<td>BUSN120-Principles of Management</td>
<td>HOSP150 Hospitality and Sales Marketing 3</td>
</tr>
<tr>
<td>HOSP100-Orientation to Hospitality and Tourism</td>
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<tr>
<td>HOSP132-Food Service Sanitation</td>
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<tr>
<td>HOSP134-Restaurant Operations</td>
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<td>HOSP150-Hospitality Sales and Marketing</td>
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<tr>
<td>HOSP200-Hotel Operations</td>
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<td>HOSP250-Catering and Events Planning</td>
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<td>HOSP295-Internship in Hospitality Management</td>
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<td>HOSP299-Seminar in Hospitality Management</td>
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<tr>
<td>HPED150-Concepts of Physical Fitness</td>
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<tr>
<td>Choose BUSN or HOSP course 3</td>
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<tr>
<td>Choose BUSN120-Business Law I or HOSP225-Hospitality Law</td>
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<tr>
<td><strong>Total Credits Required</strong></td>
<td><strong>Fourth Semester</strong> **</td>
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<tr>
<td>64</td>
<td>HOSP295 Internship in Hospitality Management 4</td>
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<td></td>
<td>HOSP299 Seminar in Hospitality Management 3</td>
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<td></td>
<td>HPED150 Concepts in Physical Fitness 1</td>
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<td></td>
<td>Gen Ed Mathematics or Science course 4</td>
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<td></td>
<td>Choose BUSN or HOSP course 3</td>
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</table>

*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)*

**Includes summer and winter sessions options**
HUMAN SERVICES
ASSOCIATE IN SCIENCE

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.

General Education Courses – 32 credits
When a course is not specified, refer to the list of approved General Education courses.

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 GOVT101 or GOVT110 3
Choose three: ANTH103, GEOG102, HSRV130, HSRV141, HSRV142, HSRV143, HSRV144, HSRV145, PSYC150, PSYC212, PSYC214, SOCL102, SOCL202, PSYC/SOCL204, CRIM/SOCL206, SOCL207, SOCL221 or SPCH130 9

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
Choose BIOL103 or BIOL118 4

Third Semester
Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 3
HSRV215 Field Work in Human Services 4
PSYC135 Child Psychology 3
Choose Program course 3

Fourth Semester
Choose 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
**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 Associate in Arts Liberal Arts 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 Richard Benner at (609) 343-4976.

<table>
<thead>
<tr>
<th>General Education Courses – 45 credits</th>
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<th>Communication (9 credits)</th>
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<tbody>
<tr>
<td>ENGL101-Composition I 3</td>
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<tr>
<td>ENGL102-Composition II 3</td>
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<tr>
<td>Choose COMM110 or COMM120 3</td>
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<thead>
<tr>
<th>Mathematics-Science-Technology (12 credits)</th>
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<tr>
<td>MATH220-Statistical Methods 4</td>
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<tr>
<td>Choose ANTH/BIOL101 or BIOL103 4</td>
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<td>ESCI100 or PHYS100 4</td>
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<tr>
<th>Social Science (6 credits)</th>
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<tbody>
<tr>
<td>PSYC101-General Psychology 3</td>
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<tr>
<td>SOCL101-Principles of Sociology (Meets the General Education Diversity/Cultural and 3</td>
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<th>Humanities (9 credits)</th>
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<tbody>
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<td>Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 3</td>
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<tr>
<td>Choose PHIL102 or PHIL115 3</td>
</tr>
<tr>
<td>Choose ENGL104, ENGL201, ENGL205, ENGL206, ENGL213 or ENGL214 3</td>
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<tr>
<th>History (6 credits)</th>
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<td>Choose two: HIST101, HIST102, HIST103 or HIST104 6</td>
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<tr>
<th>Diversity (3 credits)</th>
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<td>Choose ANTH103, ENGL201, GEOG102, GEOG110, PHIL105, PHIL106, PHIL/RELG111 or RELG110 3</td>
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<thead>
<tr>
<th>Program Courses – 15 credits</th>
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<tr>
<td>History (HIST) course 3</td>
</tr>
<tr>
<td>HUMT210-Seminar in Humanities/Philosophy 3</td>
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<tr>
<td>Literature (ENGL) course 3</td>
</tr>
<tr>
<td>Philosophy (PHIL) course or RELG110-World Religions 3</td>
</tr>
<tr>
<td>Non-studio art course: ARTS103, DANC170, MUSC100 or THEA110 3</td>
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<tr>
<td>Liberal Arts Electives 6</td>
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<tr>
<th>Computer Literacy: 0-3 Credits</th>
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<tr>
<td>(Is fulfilled with CISM125, testing out, or reviewed departmental portfolio.)</td>
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</tbody>
</table>

**Total Credits Required** 66

(HUMT-Fall 2009)
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 the Department Chair, Denise-Marie Couler at (609) 343-4961.

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

Communication (9 credits)
ENGL101-Composition I 3
ENGL102-Composition II 3
Choose COMM110 or COMM120 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 (6 credits)
Choose PSYC101 or PSYC135 3
SOCL101-Principles of Sociology 3

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

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

Diversity (3 credits)
Choose ANTH103, ENGL201, GEOG102, GEOG110, PHIL105, PHIL106, PHIL/RELG111 or RELG110 3

Program Courses – 19 credits
Students are strongly encouraged to meet with an academic advisor prior to making their course selections.

Liberal Arts electives – choose 19 credits 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  History  Psychology
Child Development/Child Care  Humanities  Social Science
Communication  Literature  Sociology
Digital Design  Performing Arts  Studio Art
Education  Philosophy

(LIBA-Fall 2009)
LITERATURE — OPTION
LIBERAL ARTS, ASSOCIATE IN ARTS

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.

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

Communication (9 credits)
ENGL101-Composition I 3
ENGL102-Composition II 3
Choose COMM110 or COMM120 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 (6 credits)
PSYC101-General Psychology 3
SOC101-Principles of Sociology 3

Humanities (9 credits)
ENGL104-Introduction to Literature 3
Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110 3
Choose PHIL101 or PHIL102 3

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

Diversity/Cultural (3 credits)
ENGL201-World Literature 3

Program Option Courses
Choose three: ENGL203, ENGL204, ENGL205, ENGL206, ENGL212, ENGL213, ENGL214, ENGL215, ENGL216, ENGL218, ENGL220, ENGL221 or ENGL223 9

Liberal Arts Electives
10

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

Total Credits Required 64
(LITE-2009)
### 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.

<table>
<thead>
<tr>
<th>General Education Courses - 32 credits</th>
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<td>When a course is not specified, refer to the list of approved General Education courses.</td>
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</tr>
<tr>
<td><strong>Communication (9 credits)</strong></td>
<td></td>
</tr>
<tr>
<td>ENGL101-Composition I 3</td>
<td></td>
</tr>
<tr>
<td>ENGL102-Composition II 3</td>
<td></td>
</tr>
<tr>
<td>Choose COMM110 or COMM120 3</td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics-Science-Technology (14 credits)</strong></td>
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</tr>
<tr>
<td>MATH155-Calculus I 5</td>
<td></td>
</tr>
<tr>
<td>MATH156-Calculus II 5</td>
<td></td>
</tr>
<tr>
<td>PHYS225-General Physics I 4</td>
<td></td>
</tr>
<tr>
<td><strong>Social Science (3 credits)</strong></td>
<td></td>
</tr>
<tr>
<td>Choose ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100 or THEA110</td>
<td></td>
</tr>
<tr>
<td><strong>Humanities (6 credits)</strong></td>
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<tr>
<td>General Education Humanities course 3</td>
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</tr>
<tr>
<td><strong>Program Courses - 33 credits</strong></td>
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</tr>
<tr>
<td>MATH152-Linear Algebra 4</td>
<td></td>
</tr>
<tr>
<td>MATH153-Discrete Mathematics 4</td>
<td></td>
</tr>
<tr>
<td>MATH255-Calculus III 5</td>
<td></td>
</tr>
<tr>
<td>MATH256-Differential Equations 4</td>
<td></td>
</tr>
<tr>
<td>PHYS226-General Physics II 4</td>
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</tr>
<tr>
<td>Choose CISM135 or CISM154 4</td>
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<tr>
<td>Choose electives from the following courses (8 credits minimum):</td>
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<tr>
<td>CISM159, CHEM110, CHEM111 (4-credit courses), ECON110, ECON111 (3-credit courses) or Liberal Arts course(s)</td>
<td></td>
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<tr>
<td><strong>Computer Literacy: 0-3 Credits</strong></td>
<td></td>
</tr>
<tr>
<td>(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)</td>
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<tr>
<td><strong>Recommended sequence of courses:</strong></td>
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<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>ENGL101 Composition I 3</td>
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<tr>
<td>MATH153 Discrete Mathematics 4</td>
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<tr>
<td>MATH155 Calculus I 5</td>
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</tr>
<tr>
<td>Choose CISM135 or CISM154 4</td>
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<tr>
<td>Gen Ed Social Science course 3</td>
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<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ENGL102 Composition II 3</td>
<td></td>
</tr>
<tr>
<td>MATH152 Linear Algebra 4</td>
<td></td>
</tr>
<tr>
<td>MATH156 Calculus II 5</td>
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<tr>
<td>Gen Ed ARTS103, ARTS108, ARTS109, ARTS115, DANC170, MUSC100, or THEA110 3</td>
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<tr>
<td><strong>Third Semester</strong></td>
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<tr>
<td>MATH255 Calculus III 5</td>
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<tr>
<td>PHYS225 General Physics I 4</td>
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<tr>
<td>Gen Ed Humanities course 3</td>
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<td>Choose Program elective</td>
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<td><strong>Fourth Semester</strong></td>
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<tr>
<td>MATH256 Differential Equations 4</td>
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<tr>
<td>PHYS226 General Physics II 4</td>
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<tr>
<td>Choose COMM110 or COMM120 3</td>
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<tr>
<td>Choose Program Elective</td>
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<tr>
<td>Choose Program Elective</td>
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</tbody>
</table>

Total Credits Required 65

(MATH-Fall 2008)
MICROSOFT CERTIFIED IT PROFESSIONAL — OPTION TECHNICAL STUDIES, ASSOCIATE IN APPLIED SCIENCE

The Microsoft Certified IT Professional 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 James Taggart at (609) 343-4950.

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

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 – 25 credits 25
ACCC’s Continuing Education MCITP

Program Courses – 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
Choose 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)
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. The Nursing program is accredited by The National League for Nursing Accrediting Commission, Inc., 61 Broadway, New York, NY, 10006, (212) 363-5555, ext.153.

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 "C" 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. LPN’s 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 and a grade of C or better to be eligible to apply to 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 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
SOC101-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)

General Education Prerequisite Courses for Nursing Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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<tbody>
<tr>
<td>BIOL120</td>
<td>Human Anatomy and Physiology I 4</td>
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<tr>
<td>ENGL101</td>
<td>Composition I 3</td>
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<tr>
<td>PSYC101</td>
<td>General Psychology 3</td>
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<tr>
<td>SOCL101</td>
<td>Principles of Sociology 3</td>
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General Education Courses

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<thead>
<tr>
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<tbody>
<tr>
<td>BIOL21</td>
<td>Human Anatomy and Physiology II 4</td>
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<tr>
<td>ENGL102</td>
<td>Composition II 3</td>
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Nursing Program Courses

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ALHT110</td>
<td>Comp. Medical Terminology 3</td>
</tr>
<tr>
<td>BIOL203</td>
<td>Microbiology 4</td>
</tr>
<tr>
<td>Choose HIST101 or HIST102 3</td>
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Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>NURS110</td>
<td>Nursing I 8</td>
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Spring Semester

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<th>Course</th>
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<tbody>
<tr>
<td>NURS112</td>
<td>Nursing II 8</td>
</tr>
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</table>

Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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<tbody>
<tr>
<td>NURS200</td>
<td>Nursing III 9</td>
</tr>
<tr>
<td>NURS204</td>
<td>Nursing Management 1</td>
</tr>
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</table>

Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>NURS206</td>
<td>Nursing IV 9</td>
</tr>
<tr>
<td>NURS208</td>
<td>Nursing Trends and Issues 1</td>
</tr>
</tbody>
</table>
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 James Taggart at (609) 343-4950.

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

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

Mathematics-Science-Technology (11 credits)
General Education Laboratory Science or Mathematics 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 OSTM125 or OSTM280 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 Laboratory Science or Mathematics 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
**Paralegal Studies**

**Associate in Applied Science**

The Paralegal Studies program offers the student a wide range of courses that provide legal training so the student can assume paralegal responsibilities under the supervision of an attorney. Designed to meet both the professional and educational needs of the student, the Associate in Applied Science degree is suggested for those who desire to enter the paralegal profession upon earning this degree. The program provides General Education courses and paralegal 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 paralegal program 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 Science degree is also offered in Paralegal Studies, see the next page. For further information, including specific questions concerning course sequencing, contact the program coordinator Marilyn Malerba Keiner, Esq. at (609)343-4941.

### General Education Courses – 22 credits

When a course is not specified, refer to the list of approved General Education courses.

**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
- LEGL280-Cooperative Education 3
- OSTM141-Word Processing I 3
- Choose BUSN210, COMM120 or a course approved by the paralegal coordinator 3

### Total Credits Required 64

(LEGa-Fall 2008)

### 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 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
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 course is not specified, refer to the list of approved General Education courses.

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) 1
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 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-Coooperative Education 3
OSTM141-Word Processing I 3
Choose LEGL200 or LEGL203 3

Total Credits Required 66

Students transferring to Thomas Edison State College should take LEGL200 and LEGL203.

(LEGL-Fall 2008)

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
LEGL251 Real Estate Transactions 3
OSTM141 Word Processing I 3
MATH121 Applications of Mathematics or higher (MATH121 suggested)

Third Semester
HUMT200 Intro to Arts/Humanities 4
LEGL145 Law Office Management 1
LEGL248 Family Law 3
LEGL249 Wills and Estates 3
LEGL250 Torts/Personal Injury Litigation 3
Choose LEGL200 or LEGL203 3

Fourth Semester
LEGL212 Trial Advocacy 3
LEGL280 Cooperative Education 3
Gen Ed ARTS103, ARTS105, ARTS108, ARTS109, HIST101, HIST102 or MUSC100 3
Gen Ed Laboratory Science course 4
Gen Ed Social Science course 3
**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 Richard Benner at (609) 343-4976.

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**General Education Courses - 45 credits**

When a course is not specified, refer to the list of approved General Education courses.

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<thead>
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<table>
<thead>
<tr>
<th>Mathematics-Science-Technology (12 credits)</th>
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<tbody>
<tr>
<td>MATH121-Applications of Mathematics or higher Mathematics course</td>
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</tr>
<tr>
<td>General Education Laboratory Science course</td>
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<tr>
<td>General Education Mathematics or Science course</td>
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<table>
<thead>
<tr>
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<tr>
<td>PSYC101-General Psychology</td>
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<tr>
<td>SOCL101-Principles of Sociology</td>
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<tr>
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<thead>
<tr>
<th>Diversity (3 credits)</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose ANTH103, ENGL201, GEOG110, PHIL105, PHIL106, PHIL/RELG111 or RELG110</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Courses - 19 credits</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS115-Introduction to Visual Arts</td>
<td></td>
</tr>
<tr>
<td>DANC170-Introduction to Dance</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
<tr>
<td>MUSC100-Music Appreciation</td>
<td></td>
</tr>
<tr>
<td>THEA110-Introduction to Theater</td>
<td></td>
</tr>
<tr>
<td>Choose THEA111-Acting I or THEA112-Acting II</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Computer Literacy: 0-3 Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Is fulfilled with CISM125, testing or reviewed departmental portfolio.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Credits Required</th>
<th>64</th>
</tr>
</thead>
<tbody>
<tr>
<td>(PERF-Fall 2009)</td>
<td></td>
</tr>
</tbody>
</table>
# 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 sophisticate’s conceptual level.

For information, contact the department chairperson Richard Benner at (609) 343-4976.

## General Education Courses — 45 credits

When a course is not specified, refer to the list of approved General Education courses.

### Communication (9 credits)

<table>
<thead>
<tr>
<th>Course Description</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>
<tr>
<td>Choose COMM110 or COMM120</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH220-Statistical Methods</td>
<td>4</td>
</tr>
<tr>
<td>ANTH/BIOL101-Biological Anthropology or BIOL103-Biology of Our World</td>
<td>4</td>
</tr>
<tr>
<td>PHYS100-Conceptual Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

### Social Science (6 credits)

<table>
<thead>
<tr>
<th>Course Description</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>
</tbody>
</table>

### Humanities (9 credits)

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose ARTS103, ARTS108 or ARTS109</td>
<td>3</td>
</tr>
<tr>
<td>Choose PHIL102, PHIL115 or RELG110</td>
<td>3</td>
</tr>
<tr>
<td>Choose ENGL104 or ENGL201</td>
<td>3</td>
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### History (6 credits)

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

### Diversity (3 credits)

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose ANTH103, ENGL201, GEOG102, GEOG110, PHIL105, PHIL106, PHIL/RELG111 or RELG110</td>
<td>3</td>
</tr>
</tbody>
</table>

### Program Courses

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL210-Seminar in Humanities/Philosophy</td>
<td>3</td>
</tr>
</tbody>
</table>

Select four courses from:

- 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 2009)*
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 course is not specified, refer to the list of approved General Education courses.

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

**Mathematics-Science-Technology (12 credits)**
- MATH220-Statistical Methods 4
- General Education Laboratory Science course (BIOL) 4
- General Education Mathematics or General Education Science course 4

**Social Science (6 credits)**
- Choose PSYC101 or PSYC135 3
- SOCL101-Principles of Sociology 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

**Diversity (3 credits)**
- Choose GEOG102 or GEOG110 3

**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**

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

**Total Credits Required** 64

(PSYC-Fall 2009)
**Respiratory Therapy**

**Associate in Applied Science**

Respiratory Therapy is a cooperative program in conjunction with the University of Medicine and Dentistry of New Jersey-School of Health Related Professions (UMDNJ-SHRP). The pre-clinical phase of the curriculum will be conducted at ACCC. Program graduates will be eligible for the National Board for Respiratory Care (NBRC) entry-level examinations for the Respiratory Therapy practitioners, and the subsequent therapist level component of the NBRC credentialing process. By virtue of having completed 65 college credits and receiving a certificate of all program requirements, ACCC and UMDNJ will grant an Associate in Applied Science joint degree.

Acceptance to the Respiratory Therapy course sequence is competitive. To be considered for admission, all ACCC first year courses must be completed by the end of June for fall admission. (All classes must be completed and appear on an ACCC transcript for an application to UMDNJ to be considered.) A minimum of a 2.75 GPA is required for admission.

ACCC is allotted a maximum of three student spaces annually, so student selection is based on the GPA of the required first year (pre-clinical) courses. The number of seats is dependent on available clinical placements.

Students transferring credits to ACCC must have their transcripts evaluated prior to meeting for program advising. Due to the limited enrollment and the competitive nature of this program, admission is limited to Atlantic and Cape May County residents.

For admission information, contact (609) 343-5000.

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**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIOL120</td>
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<tr>
<td>CHEM100</td>
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</tr>
<tr>
<td>ENGL101</td>
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<tr>
<td>MATH122</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIOL203</td>
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<tr>
<td>CHEM100</td>
<td>4</td>
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<tr>
<td>ENGL102</td>
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</tbody>
</table>

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**General Education Courses – 20 credits**

**Communication (6 credits)**

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

**Mathematics-Science-Technology (8 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIOL120-Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>MATH122-College Algebra</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>PSYC101-General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Humanities (3 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose HIST101 or HIST102</td>
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</tbody>
</table>

**ACCC Program Courses – 12 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL121-Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL203-Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM100-Introduction to College Chemistry</td>
<td>4</td>
</tr>
</tbody>
</table>

**Computer Literacy: 0-3 credits**

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

**UMDNJ Respiratory Therapy Courses – 33 credits**

All respiratory therapy courses are taken on the Stratford campus of UMDNJ-SHRP, located on Laurel Road, in Stratford, N.J. Some courses may be Web-enhanced.

**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 (depends on the option)**

**Communication (6 or 9 credits)**

- ENGL101-Composition I 3
- ENGL102-Composition II 3
- Choose COMM110 or COMM120 (Mathematics option) —

**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)**

- General Education course (Biology and Chemistry options) —

**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)** 64/65

(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 Associate in Arts 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 course is not specified, refer to the list of approved General Education courses.

**Communication (9 credits)**

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

- Choose PSYC101 or PSYC135 3
- Choose ANTH103, ECON110, GEOG102, GEOG110, GOVT101, GOVT110 or PSYC110 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 (3 credits)**

- SOCL101-Principles of Sociology 3

**Program Courses – 13 credits**

- HPED150-Concepts of Physical Fitness 1
- Psychology (PSYC) course 3
- Sociology (SOCL) course 3
- Choose ECON110, GEOG102 or GEOG110 3
- Choose GOVT101, GOVT110 or GOVT111 3

**Liberal Arts Electives**

6

**Computer Literacy: 0-3 Credits**

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

**Total Credits Required**

64

(SOCS-Fall 2009)
**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.

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**General Education Courses — 45 credits**

When a course is not specified, refer to the list of approved General Education courses.

**Communication (9 credits)**

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

Choose PSYC101 or PSYC135 3
Choose ANTH103, ECON110, GEOG102, GEOG110, GOVT101, GOVT110 or PSYC110 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 (3 credits)**

SOCL101-Principles of Sociology 3

**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 or 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 2009)
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 Richard Benner at (609) 343-4976.

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

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

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

Social Science (6 credits)
PSYC101-General Psychology 3
SOCL101-Principles of Sociology 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 (3 credits)
Choose two: HIST101, HIST102, HIST103 or HIST104 6

Diversity (3 credits)
Choose ANTH103, ENGL201, GEOG102, GEOG110, PHIL105, PHIL106, PHIL/RELG111 or RELG110 3

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 2009)
**Technical Studies**

**Associate in Applied Science**

This program provides students, who have gained skill and knowledge in the workforce, the opportunity to pursue an associate in applied science degree. It consists of a minimum 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 required directed discipline-specific electives will be determined by the appropriate academic department.

There are separate catalog program entries describing course requirements for the degree options. Students should refer to the following program pages of the catalog for details:

- Business Management Option
- Health Professions Option
- Microsoft Certified Systems Engineer IT Professional Option

**General Education Courses – 20 Credits Required**

When a course is not specified, refer to the list of approved General Education courses.

- **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 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 James Taggart at (609) 343-4950.

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**General Education Courses – 20 credits**

When a course is not specified, refer to the list of approved General Education courses.

**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**

BUSN120-Principles of Management 3
CISM127-The Internet and the World Wide Web 3
CISM130-Using PC Operating Systems 4
CISM154-Computer Programming-Java 4
CISM160-Systems Analysis and Design 3
CISM164-Microcomputer Applications Using Relational Databases 3
CISM167-Introduction to Structured Query Language 3
CISM174-Computer Programming-Visual Basic 3
OSTM260-Business Communications 3
OSTM262-Business Presentations Using Multimedia 3

**Web Technologies Courses**

ARTS116-Graphic Design 3
CISM163-Web Page Design 3
CISM165-Web Graphics and Animation 3
OSTM263-Publishing for Business 3

**Total Credits Required** 64

(WEBT-Fall 2008)
Certificate

Business Paraprofessional Management

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).

For information, contact the department chairperson James Taggart at (609) 343-4950.

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

CBPM (Fall 2008)
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>
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<tbody>
<tr>
<td>ACCT130 Financial Accounting</td>
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<tr>
<td>ACCT131 Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT230 Intermediate Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT260 Federal Taxation</td>
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</tr>
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**TOTAL CREDITS REQUIRED (ZACT)**

16

### ADDICTION 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 Dr. 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 Social Agencies and Processes</td>
<td>3</td>
</tr>
<tr>
<td>HSRV141 Assessment Skills in Addiction Counseling</td>
<td>3</td>
</tr>
<tr>
<td>HSRV142 Counseling Skills in Addiction Counseling</td>
<td>3</td>
</tr>
<tr>
<td>HSRV143 Case Management with Addicted Populations</td>
<td>3</td>
</tr>
<tr>
<td>HSRV144 Client Education with Addicted Populations</td>
<td>3</td>
</tr>
<tr>
<td>HSRV145 Professional Issues in Addiction Counseling</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 the General Education requirements for an associate's degree.

For information, contact the department chairperson Richard Benner at (609)343-4976 or e-mail rbenner@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ARTS103 Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>Choose one:</td>
<td>3</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 the 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>
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</tr>
</tbody>
</table>

TOTAL CREDITS REQUIRED (ZAES) 16

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 apply the credits, with the exception of ESLN096, towards the Office Systems Technology, A.A.S. degree.

For information, contact the department chairperson James Taggart at (609)343-4950 or e-mail jtaggart@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>
</tbody>
</table>

TOTAL CREDITS REQUIRED (ZBIL) 15
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 course work and portfolio preparation, the candidate must 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, A.A. degree.

For information, contact the department chairperson Dr. Barbara Warner at (609)343-5031 or e-mail warner@atlantic.edu.

**Infant/Toddler Child Development Associate**

<table>
<thead>
<tr>
<th>COURSES</th>
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</tr>
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<tbody>
<tr>
<td>CDCC103 Roles of the Child Care Professional</td>
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</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>
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</tbody>
</table>

TOTAL CREDITS REQUIRED 9

**Preschool Child Development Associate**

<table>
<thead>
<tr>
<th>COURSES</th>
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</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>
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</tbody>
</table>

TOTAL CREDITS REQUIRED (ZCDA) 12

**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 Richard Benner at (609)343-4976 or e-mail rbenner@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>GOVT101 Introduction to Government and Politics</td>
<td>3</td>
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<tr>
<td>GOVT110 American National Government</td>
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<tr>
<td>HIST103 U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST104 U.S. History II</td>
<td>3</td>
</tr>
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</table>

TOTAL CREDITS REQUIRED (ZCIV) 12
COMPUTERIZED SECURITY SPECIALIST

The Computer Security Specialist is a two-semester series designed for students to gain computer skills with a focus on computer security. Included are selection of hardware and software, computer applications and introductory programming. Credits earned may be applied to the Computer Systems Support, A.A.S. degree.

For information, contact the department chairperson, James Taggart at (609) 343-4950 or e-mail jtaggart@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>CISM125 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CISM160 Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CISM222 Issues in Computer Security</td>
<td>3</td>
</tr>
<tr>
<td>Choose one:</td>
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</tr>
<tr>
<td>CISM154 Computer Programming-Java</td>
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<tr>
<td>CISM174 Computer Programming-Visual Basic</td>
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</tbody>
</table>

TOTAL CREDITS REQUIRED 13 (ZCSS)

COMPUTERIZED ACCOUNTING SPECIALIST

The Computerized Accounting Specialist Series is designed for students who are interested in acquiring a concentrated core of entry-level accounting courses with a mixture of computerized accounting. Students apply accounting skills using spreadsheets and a computerized accounting software package. The series can be completed within one year. Credits earned may be applied to ACCC’s Associate in Applied Science Accounting Degree.

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>ACCT130 Financial Accounting</td>
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<tr>
<td>ACCT131 Managerial Accounting</td>
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</tr>
<tr>
<td>ACCT150 Computerized Accounting Applications-QuickBooks Pro</td>
<td>3</td>
</tr>
<tr>
<td>ACCT162 Microcomputer Applications Using Spreadsheets</td>
<td>3</td>
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<tr>
<td>CISM125 Introduction to Computers</td>
<td>3</td>
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TOTAL CREDITS REQUIRED 17 (ZCAT)
**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, students may begin and end the series at their own pace.

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>ACCT150</td>
<td>3</td>
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<tr>
<td>ARTS116</td>
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<tr>
<td>CISM125</td>
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<tr>
<td>OSTM141</td>
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</tr>
<tr>
<td>OSTM142</td>
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</tbody>
</table>

**Total Credits Required (ZDES)** 15

For information, contact the department chairperson James Taggart at (609) 343-4950 or e-mail jtaggart@atlantic.edu.

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**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 James Taggart at (609) 343-4950 or e-mail jtaggart@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>EDUC101</td>
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<td>OSTM141</td>
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<tr>
<td>OSTM230</td>
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<tr>
<td>OSTM260</td>
<td>3</td>
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<tr>
<td>PSYC101</td>
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</table>

**Total Credits Required (ZEOS)** 15
ENTREPRENEUR BUSINESS SPECIALIST

This series provides students with an opportunity to learn and develop expertise in 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 James Taggart at (609) 343-4950 or e-mail jtaggart@atlantic.edu.

COURSES

<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:</td>
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</tr>
<tr>
<td>Elective in CISM or OSTM</td>
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</table>

TOTAL CREDITS REQUIRED

(2ENT) 15

ELECTRONIC BUSINESS PROFESSIONAL


For information, contact the department chairperson Daniel Thoren at (609)343-4996 or e-mail thoren@atlantic.edu.

COURSES

At least six credits must be taken online.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<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>CISM127 The Internet and the World Wide Web</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS REQUIRED

(ZEIB) 13
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 dvassall@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>HOSP100 Orientation to Hospitality and Tourism</td>
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<tr>
<td>HOSP150 Hospitality Sales and Marketing</td>
<td>3</td>
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<tr>
<td>HOSP200 Hotel Operations</td>
<td>4</td>
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<tr>
<td>HOSP250 Catering and Events Planning</td>
<td>3</td>
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<td>TOTAL CREDITS REQUIRED</td>
<td>13</td>
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<td>(ZHOS)</td>
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</table>

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. This series facilitates a high 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 James Taggart at (609) 343-4950 or e-mail jtaggart@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>
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<tr>
<td>Choose two:</td>
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</tr>
<tr>
<td>CISM127 The Internet and the World Wide Web</td>
<td></td>
</tr>
<tr>
<td>CISM162 Microcomputer Applications Using Spreadsheets</td>
<td></td>
</tr>
<tr>
<td>CISM164 Microcomputer Applications Using Relational Databases</td>
<td></td>
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<tr>
<td>TOTAL CREDITS REQUIRED</td>
<td>16</td>
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<tr>
<td>(ZHEP)</td>
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</table>
HUMAN RESOURCES PROFESSIONAL

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>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>BUSN120 Principles of Management</td>
<td>3</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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<tr>
<td>BUSN/PSYC130 Applied Human Relations</td>
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<tr>
<td>COMM110 Interpersonal Communication</td>
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</tr>
</tbody>
</table>

TOTAL CREDITS REQUIRED
(20HP)

12

LEGAL OFFICE SPECIALIST

This series provides the knowledge needed for 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 1</td>
<td>3</td>
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<tr>
<td>OSTM230 Administrative Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OSTM260 Business Communications</td>
<td>3</td>
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</tbody>
</table>

TOTAL CREDITS REQUIRED
(20OS)

15
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 following fields: medical, health information management, medical records and medical information. Most of the courses may be applied to the 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>
<td>3</td>
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<tr>
<td>CISM125 Introduction to Computers</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>OSTM261 Records and Information Management</td>
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</tbody>
</table>

TOTAL CREDITS REQUIRED (ZMES) 15

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, calendar and presentation tasks. Students will be encouraged to take a Microsoft Office User Specialist exam.

For information, contact the department chairperson James Taggart at (609) 343-4950 or e-mail jtaggart@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>CISM125 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CISM162 Microcomputer Applications Using Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>CISM164 Microcomputer Applications Using Relational Databases</td>
<td>3</td>
</tr>
<tr>
<td>OSTM126 Office Automation</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>
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</tbody>
</table>

TOTAL CREDITS REQUIRED (ZMOS) 18
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.

Students are provided 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 James Taggart at (609) 343-4950 or e-mail jtaggart@atlantic.edu.

**COURSES CREDITS**

<table>
<thead>
<tr>
<th>COURSES</th>
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</thead>
<tbody>
<tr>
<td>CISM127 The Internet and the World Wide Web</td>
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<tr>
<td>OSTM101 Keyboarding</td>
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<tr>
<td>OSTM141 Word Processing I</td>
<td>3</td>
</tr>
<tr>
<td>OSTM142 Word Processing II-Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>OSTM262 Business Presentations Using Multimedia</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED**

(2MMS) 13

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 James Taggart at (609) 343-4950 or e-mail jtaggart@atlantic.edu.

**COURSES CREDITS**

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>BUSN130 Applied Human Relations</td>
<td>3</td>
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<tr>
<td>CISM125 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>OSTM110 Keyboarding and Document Production I</td>
<td>3</td>
</tr>
<tr>
<td>OSTM141 Word Processing I</td>
<td>3</td>
</tr>
<tr>
<td>OSTM261 Records and Information Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**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, calendar and spreadsheets while participating in practical hands-on projects.

For information, contact the department chairperson James Taggart at (609) 343-4950 or e-mail jtaggart@atlantic.edu.

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
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<td>OSTM262 Business Presentations Using Multimedia</td>
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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 who need skills to assist them in efficiently managing their own business.

Students learn how to use Microsoft Office to perform word processing, spreadsheet, database, calendar 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 James Taggart at (609) 343-4950 or e-mail jtaggart@atlantic.edu.

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<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>OSTM141 Word Processing I</td>
<td>3</td>
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<tr>
<td>OSTM142 Word Processing II-Desktop Publishing</td>
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<tr>
<td>OSTM230 Administrative Office Procedures</td>
<td>3</td>
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<tr>
<td>OSTM260 Business Communication</td>
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<tr>
<td>OSTM261 Records and Information Management</td>
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<tr>
<td><strong>TOTAL CREDITS REQUIRED</strong></td>
<td><strong>15</strong></td>
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OFFICE RECEPTIONIST SPECIALIST

This series is for students who want 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, A.A.S. degree program.

For information, contact the department chairperson James Taggart at (609) 343-4950 or e-mail jtaggart@atlantic.edu.

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<tr>
<th>COURSES</th>
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<tr>
<td>BUSN130 Applied Human Relations</td>
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<tr>
<td>CISM125 Introduction to Computers</td>
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<tr>
<td>OSTM110 Keyboarding and Document Production I</td>
<td>3</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>
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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 develop 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 James Taggart at (609) 343-4950 or e-mail jtaggart@atlantic.edu.

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<tr>
<td>CISM125 Introduction to Computers</td>
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<tr>
<td>CISM127 The Internet and the World Wide Web</td>
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<td>CISM130 Using PC Operating Systems</td>
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<tr>
<td>Choose two of the following:</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></td>
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<tr>
<td>OSTM262 Business Presentations Using Multimedia</td>
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</tbody>
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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 James Taggart at (609) 343-4950 or e-mail jtaggart@atlantic.edu.

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<tr>
<td>ACCT130 Financial Accounting</td>
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<tr>
<td>CISM125 Introduction to Computers</td>
<td>3</td>
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<tr>
<td>OSTM261 Records and Information Management</td>
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</table>

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.

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<th>COURSES</th>
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<tr>
<td>HOSP132 Food Service Sanitation</td>
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<td>HOSP134 Restaurant Operations</td>
<td>4</td>
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<tr>
<td>HOSP135 Food Fundamentals</td>
<td>3</td>
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<tr>
<td>HOSP215 Beverage Operations: Wine, Beer and Spirits</td>
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<tr>
<td>HOSP250 Catering and Events Planning</td>
<td>3</td>
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TOTAL CREDITS REQUIRED (ZRSP) 14
VISUAL COMMUNICATION PROFESSIONAL

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, Web graphics and animation.

For information, contact the department chairperson Richard Benner at (609)343-4976 or e-mail rbenner@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

The Web Design Professional two-semester series is 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 graphics and animation design. Upon completion of these courses, students will be prepared to sit for the Macromedia Dreamweaver Developer Certification exam.

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<tr>
<td>CISM165 Web Graphics and Animation</td>
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TOTAL CREDITS REQUIRED (ZWDP) 15
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 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. (2003)

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

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
Comprehensive Medical Terminology
Study of English meanings of common basic words and phrases used in the medical field. Includes spelling, prefixes, suffixes, word roots, derivations and usage, and the meanings of common words and phrases. Supplemental topics: pathological conditions, diagnostic procedures, documentation, life span considerations, pathogenesis, and nutrition. (2006)

ALHT130
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
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
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
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 Diversity and Social Science. (2003)

ARTS – ARTS

ARTS100
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. (2008)

ARTS103
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 requirement for Humanities. (2008)

ARTS105
Film History and 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 requirement for Humanities. (2008)
ARTS109 3-0-3
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 requirement for Humanities. (2008)

ARTS110 2-2-3
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 2-2-3
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 2-2-3
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 3-0-3
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 requirement for Humanities. (2008)

ARTS116 3-0-3
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 2-2-3
Introduction to Printmaking Processes
(This course is on inactive status.)
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 communication, students will examine materials and understand techniques and concepts. (2008)

ARTS128 3-0-3
Introduction to Photographic Methods
Study of the 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 artwork. (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 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)

ARTS200 2-2-3
Intermediate Drawing
Prerequisite: ARTS110 or permission of instructor
Continuation of ARTS110-Fundamental Drawing. A lecture/studio course that further explores value systems, light and shade, perspective, proportion, composition and various transfer techniques 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 materials, 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 theory and operation of a computer as an artist’s tool. Students will use computers and various software programs to produce computer-generated artwork. Students will receive hands-on experience 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 application, 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/studio 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, papier colle 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
(This course is on inactive status.)
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 with a grade of C or better. 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. Meets General Education requirement for Science. (2009)

BIOL118 3-3-4
The Human Body
Prerequisite: 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 with a C or better
Study of circulatory, respiratory, digestive, excretory, and reproductive systems. This course includes animal dissection. Meets General Education requirement for Science. (2009)

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.
BUSN120 Principles of Management
Principles and techniques used by managers to achieve organizational objectives. Emphasis is on the basic functions performed by managers, including planning, directing, organizing and controlling. (2009)

BUSN/PSYC130 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 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 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 the 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 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 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 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 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)

BUSN/CISM247 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; day-care employees may use their workplace as the placement.) Meets General Education requirement for Social Science only for CDCC majors. (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. This is a one-semester course for non-science majors.
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. (2009)
CHEM102 3-3-4
Introduction to Forensic Science
Meets General Education Science requirement for the Criminal Justice A.S. and the Corrections Option and the Criminal Justice A.S. degree majors only. 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. (2008)

CHEM110 3-3-4
General Chemistry I
Prerequisites: ENGL080, MATH074. This is a two-semester sequence (with CHEM111) recommended for science majors who intend to transfer to four-year institutions.
General theories and principles of chemistry are introduced and emphasized in the lecture and reinforced in the laboratory. Topics include mathematic 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. (2009)

CHEM111 3-3-4
General Chemistry II
Prerequisite: CHEM110 with a C or better. This is a two-semester sequence (with CHEM110) recommended for science majors who intend to transfer to four-year institutions.
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. (2009)

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, thioles, 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 with a grade of C or better
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. (2009)

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
Education majors should take CISM128-Technology for Educators.
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  
Technology for Educators  
3-0-3
Students will learn the basic components of computer operations, terminology and fundamentals of instructional multi-media, 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  
Using PC Operating Systems  
4-0-4
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. (2009)

CISM135  
Computer Programming-C++  
4-0-4
Prerequisite: CISM125
Covers programming concepts and methodologies using the C++ programming language. Emphasizes structured programming techniques in procedural programs. Covers control structures, arrays, and strings. (2000)

CISM142  
Help Desk Support  
3-0-3
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  
Computer Programming-Java  
4-0-4
Prerequisite: CISM125 (may be taken concurrently)
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. (2009)

CISM159  
Intermediate Programming-C++  
4-0-4
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  
Systems Analysis and Design  
3-0-3
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  
Microcomputer Applications Using Spreadsheets  
3-0-3
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  
Web Page Design  
3-0-3
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  
Microcomputer Applications Using Relational Databases  
3-0-3
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 ART5 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 (may be taken concurrently)
This course 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. (2009)

CISM180 3-0-3
Radio Broadcasting
Prerequisite: CISM125
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)

CISM185 3-0-3
Special Topics in Information Technology
Introduces students to a specific topic in information technology. Topics may include new and emerging technologies and/or technology’s impact on our world. See the current course schedule for the course topic and prerequisite information. (2009)

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 4-0-4
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 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)

CISM/BUSN247 3-0-3
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**
3-0-3
Students study 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. (2005)

COMM104
**Introduction to Public Relations**
3-0-3
Students study 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. (2005)

COMM110
**Interpersonal Communication**
3-0-3
*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
**Public Speaking**
3-0-3
*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
**News Writing**
3-0-3
*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
**Special Topics in News Writing**
3-0-3
*Prerequisite: COMM/ENGL209 with a C or better or permission of instructor*
Students continue to cultivate journalistic and writing skills developed in COMM/ENGL209-New 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 current course schedule for the topic being offered. (2007)

COMM/ENGL220
**Creative Writing I**
3-0-3
*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
**Creative Writing II**
3-0-3
*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)
COOPERATIVE EDUCATION

Cooperative Education courses combine classroom study with planned, supervised, on-the-job training directly related to the student's major field of study or career goals. The culinary arts, office systems technology, and paralegal programs have cooperative education courses. (See the course descriptions for CULN280, LEGL280 and OSTM280.)

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

CRIM105 3-0-3
Police Operations
Intense study of the roles and functions of American police departments and their evolution in society. A thorough examination 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)

CRIM107 3-0-3
Introduction to Cyber Crime
Prerequisites: CISM125, CRIM101
An overview of the legal and practical issues, theories and methods utilized in the investigation of a Cyber Crime. The basic concepts of Cyber Crime are introduced including the types of crimes, the elements and methods of commission, the technologies necessary for the commission, and the legal and investigative issues. (2009)

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 Justice. (2003)

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 criminal justice procedures. (2003)

CRIM203 3-0-3
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)

CRIM/SOCL206 3-0-3
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 3-0-3
Community-Based Corrections
Focuses on the community-based aspect of the correctional system. Strategies of supervision used in probation and parole and 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 3-0-3
Trial Advocacy
Prerequisites: 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  3-0-3
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  1-9-4
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  2-3-3
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  1-4-2
Fundamentals of Baking
Prerequisite: CULN101
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  1-4-2
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  1-4-2
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  1-4-2
Principles of Baking Artisan Breads
Prerequisite: CUBP120
Methods of baking a variety of international breads. The skills acquired will be applied to creating bread sculptures, centerpieces and displays. (2009)

CUBP220  1-4-2
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  1-4-2
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  1-4-2
Specialty Cakes
Prerequisite: CUBP221
Designed to present retail concepts in the preparation of special occasion cakes. Emphasis is placed on creative décor utilizing basic ingredients. (2005)

CUBP223  1-4-2
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 1-4-2
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 1-4-2
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 2-3-3
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 1-4-2
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 1-4-2
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 1-4-2
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 1-4-2
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, taking 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 current course schedule for the topic 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 restaurant, Careme’s, under realistic industrial conditions in a preparation and finishing type kitchen operation. (2005)
CULN207
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
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
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 tableside 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
International Food Preparation
Prerequisite: CULN107
Emphasis on the respective cuisines and customs from a variety of ethnic backgrounds. (2005)

CULN221
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
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
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
Introduction to Culinary Competitions
Prerequisites: CUBP120, CULN207
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. (2009)

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
(This course is on inactive status.)
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
(This course is on inactive status.)
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, DEV'S – DEVELOPMENTAL STUDIES

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.

DEV'S111 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

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)

EDUC220 0-3-1
Field Placement in Educational Psychology
Prerequisite: EDUC/PSYC213 (may be taken concurrently)
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. (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. (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)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL102</td>
<td>3-0-3</td>
<td>Composition II</td>
</tr>
<tr>
<td>Prerequisite: ENGL101 with a grade of C or better</td>
<td></td>
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</tr>
<tr>
<td>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)</td>
<td></td>
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</tr>
</tbody>
</table>

| ENGL104     | 3-0-3   | Introduction to Literature |
| Prerequisite: ENGL101 |
| Examines the three primary literary genres: prose fiction, poetry and drama. Readings will include selections from classical and contemporary authors emphasizing appreciation, comparison, and differences of diverse cultures, world views and value systems. Students will write essays in response to the readings. Meets General Education requirement for Humanities. (2009) |

| ENGL201     | 3-0-3   | World Literature |
| Prerequisite: ENGL102 or ENGL104 or permission of instructor |
| A study of literary masterpieces from a variety of non-Western cultures, emphasizing appreciation, comparison and differences of diverse cultures, world views and value systems. Emphasis also on the historic/geographic influences on a people and its literature. Meets General Education requirement for Diversity and Humanities. Offered in fall. (2009) |

| ENGL203     | 3-0-3   | 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     | 3-0-3   | 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     | 3-0-3   | 19th Century American Literature |
| Prerequisite: ENGL102 or ENGL104 or permission of instructor |
| Study of 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     | 3-0-3   | 20th Century American Literature |
| Prerequisite: ENGL102 or ENGL104 or permission of instructor |
| Study of 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 | 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.) |

| ENGL/COMM210 | 3-0-3   | Special Topics in News Writing |
| Prerequisite: COMM/ENGL209 with a C or better 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 current course schedule for the topic being offered. (2007) |

| ENGL212     | 3-0-3   | Significant Themes in Literature |
| (When there are two different themes in a semester, one may be ENGL211.) |
| Prerequisite: ENGL102 or ENGL104 or permission of instructor |
| Examines fiction, drama, poetry and nonfiction from a thematic base. See the current course schedule for the theme being offered. Offered in spring of even years. (1992) |

| ENGL213     | 3-0-3   | 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  3-0-3
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 require-
ment for Humanities. Offered in fall of odd years. (1992)

ENGL215  3-0-3
20th Century African-American Literature
Prerequisite: ENGL102 or ENGL104 or permission of instructor
Study of 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, present-
ing 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

ENGL223  3-0-3
Poetry Workshop
Prerequisite: COMM/ENGL220 or permission of instructor
Instruction and practice in classical and contemporary tech-
niques 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  3-0-4
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 intro-
duction 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: ESLN070 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 ESL II
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: ESLN090 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  
Advanced ESL: Grammar  
Prerequisite: ESLN092 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  
Advanced ESL: Listening and Speaking for the Workplace  
Prerequisite: ESLN090 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: 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  
Guided experience for English Language Learners in academic reading and writing. Students will critically read academic texts and prepare academic essays. Students will be guided through the stages of writing as well as critical thinking activities in relation to text. (2008)

FREN – FRENCH

FREN111  
Elementary French I  
Prerequisite: FREN111 or permission of instructor  
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 General Education requirement for Humanities. (2008)

GEOG – GEOGRAPHY

GEOG102  
Introduction to Cultural Geography  
Introductory course using the topic approach to geography. 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, and North and South America. Meets General Education requirement for Diversity and Social Science. (2009)

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 Diversity and Social Science. (2009)
**GIST – GEOGRAPHIC INFORMATION SYSTEMS**

**GIST101  4-0-4**  
Introduction to Geographic Information Systems  
A broad-based overview of Geographic Information Systems (GIS) and their applications in the analysis and decision-making process. Students learn how maps are used to collect, analyze, display and evaluate facts and ideas for solving problems in multidisciplinary applications. These skills will help students prepare for careers in fields that use spatial data, including (but not limited to), natural and social sciences, environment, business, hospitality management, history, social work, public safety, health, real estate, criminal justice, engineering and military science. Students are required to have basic computer skills. (2008)

**GOVT – GOVERNMENT**

**GOVT101  3-0-3**  
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  3-0-3**  
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  3-0-3**  
State and Local Government  
(This course is on inactive status.)  
Analysis of politics, legal structures and functions of state and local governments including their relationships to each other in federal systems.

**HIST – HISTORY**

**HIST101  3-0-3**  
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 History and Humanities. (1983)

**HIST102  3-0-3**  
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 History and 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 History and 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 History and 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  
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  
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  
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 being offered. (2004)

HOSP – HOSPITALITY

HOSP100  
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)

HOSP132  
Food Service Sanitation  
Examines the causes and prevention of foodborne illness outbreaks. Includes methods of safe food handling, receiving, preparation, service, food allergens and food safety regulations and standards. Students must complete the National Restaurant Association’s ServSafe Food Protection Manager Certification Examination. (2009)

HOSP134  
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  
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  
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  
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  
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  
Beverage Operations: Wine, Beer and Spirits  
Prerequisite: HOSP100, HOSP132, or permission of instructor  
Provides a basic understanding of the bar and beverage business. Focuses on the products, equipment, consumer preferences, and regulations for responsible alcohol service. Emphasizes pairing food and alcoholic beverages. Students must complete the TIPS (Training for Intervention Procedures) Certification Examination. (2009)
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOSP225</td>
<td>3-0-3</td>
<td>Hospitality Law</td>
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<tr>
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<td>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)</td>
</tr>
<tr>
<td>HOSP250</td>
<td>3-0-3</td>
<td>Catering and Events Planning</td>
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<td>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)</td>
</tr>
<tr>
<td>HOSP295</td>
<td>1-9-4</td>
<td>Internship in Hospitality Management</td>
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<tr>
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<td>Prerequisite: All required hospitality program courses must be completed. Designed to give students the opportunity to apply classroom theory in a faculty-approved, 135-hour hospitality internship. Students will be required to secure an approved site prior to the start of the course, attend class sessions and complete required hours by the end of the course. Students must complete this internship within the hospitality management program at ACCC. (2009)</td>
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<tr>
<td>HOSP299</td>
<td>3-0-3</td>
<td>Seminar in Hospitality Management</td>
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<td>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. (1998)</td>
</tr>
<tr>
<td>HPED – HEALTH AND PHYSICAL EDUCATION</td>
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<tr>
<td>HPED117</td>
<td>0-2-1</td>
<td>Archery I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Skills in target shooting and practical experience. (1983)</td>
</tr>
<tr>
<td>HPED118</td>
<td>0-2-1</td>
<td>Archery II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prerequisite: HPED117 or permission of instructor</td>
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<tr>
<td></td>
<td></td>
<td>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)</td>
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<tr>
<td>HPED150</td>
<td>0-2-1</td>
<td>Concepts of Physical Fitness</td>
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<td>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)</td>
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<tr>
<td>HSRV – HUMAN SERVICES</td>
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<tr>
<td>HSRV115</td>
<td>3-0-3</td>
<td>Introduction to Social Work and Human Services</td>
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<tr>
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<td></td>
<td>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)</td>
</tr>
<tr>
<td>HSRV116</td>
<td>3-0-3</td>
<td>Social Agency Skills and Processes</td>
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<tr>
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<td>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)</td>
</tr>
<tr>
<td>HSRV/EDUC126</td>
<td>3-0-3</td>
<td>Introduction to Special Services</td>
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<td>Prerequisite: CDCC/PSYC110 or HSRV115 or PSYC135 or permission of instructor</td>
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<tr>
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<td>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)</td>
</tr>
</tbody>
</table>
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 course work 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 course work 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 Human Services 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 Human Services 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 4-0-4
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)

HUMT/PHIL210 3-0-3
Seminar in Humanities/Philosophy
Prerequisite: Permission of instructor
This is a “capstone” course for an Associate in Arts, Liberal Arts degree with either the Humanities option or the Philosophy option. Emphasis is placed upon personal development of both oral and written expressions of the relationships between the uses of humanities/philosophy with other academic disciplines and cultural/social influences. (2009)
### ITAL – ITALIAN

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ITAL111</td>
<td>3-0-3</td>
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<tr>
<td><strong>Elementary Italian I</strong></td>
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<tr>
<td>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)</td>
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<tr>
<td>ITAL112</td>
<td>3-0-3</td>
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<tr>
<td><strong>Elementary Italian II</strong></td>
<td></td>
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<tr>
<td>Prerequisite: ITAL111 or permission of instructor</td>
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<tr>
<td>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)</td>
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### LEGL – PARALEGAL

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>LEGL110</td>
<td>3-0-3</td>
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<tr>
<td><strong>Introduction to Law and Litigation</strong></td>
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<tr>
<td>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)</td>
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<th>Course Code</th>
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<tr>
<td>LEGL140</td>
<td>4-0-4</td>
</tr>
<tr>
<td><strong>Legal Research and Writing</strong></td>
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<tr>
<td>Prerequisite: LEGL110 (may be taken concurrently)</td>
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<tr>
<td>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)</td>
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<th>Course Code</th>
<th>Credits</th>
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<tbody>
<tr>
<td>LEGL145</td>
<td>1-0-1</td>
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<tr>
<td><strong>Law Office Management</strong></td>
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<tr>
<td>Prerequisite: CISM125 or permission of the Paralegal Studies Program Coordinator</td>
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<tr>
<td>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)</td>
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<tr>
<td>LEGL150</td>
<td>1-0-1</td>
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<tr>
<td><strong>Legal Ethics and Professional Responsibility</strong></td>
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<tr>
<td>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)</td>
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<th>Course Code</th>
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<tr>
<td>LEGL200</td>
<td>3-0-3</td>
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<tr>
<td><strong>Bankruptcy Law and Practice</strong></td>
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<tr>
<td>Prerequisites: LEGL110, LEGL140</td>
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<tr>
<td>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)</td>
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<tr>
<td>LEGL203</td>
<td>3-0-3</td>
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<tr>
<td><strong>Administrative Law</strong></td>
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<tr>
<td>Prerequisites: LEGL110, LEGL140</td>
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<tr>
<td>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)</td>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>LEGL/CRIM212</td>
<td>3-0-3</td>
</tr>
<tr>
<td><strong>Trial Advocacy</strong></td>
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<tr>
<td>Prerequisite: LEGL110</td>
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<tr>
<td>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)</td>
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<th>Course Code</th>
<th>Credits</th>
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<tbody>
<tr>
<td>LEGL246</td>
<td>3-0-3</td>
</tr>
<tr>
<td><strong>Litigation Assistant Procedures</strong></td>
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<tr>
<td>Prerequisites: LEGL110, LEGL140</td>
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</tr>
<tr>
<td>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)</td>
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</tbody>
</table>
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 MATH150 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)

MATH155 5-0-5
Calculus I
Prerequisite: MATH128 or MATH150 or equivalent with a grade of C or better or SAT score
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)
MATH156 5-0-5  
Calculus II  
Prerequisite: MATH155 or equivalent with a grade of C or better  
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)

MATH220 4-0-4  
Statistical Methods  
Prerequisite: MATH074 with a grade of C or better or Placement Test score or SAT score  
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)

MATH255 5-0-5  
Calculus III  
Prerequisite: MATH156 or equivalent with a grade of C or better  
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)

MATH256 4-0-4  
Differential Equations  
Prerequisite: MATH255 with a grade of C or better  
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)

MUSC – MUSIC  
MUSC100 3-0-3  
Music Appreciation  
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)

NURS – NURSING  
NURS109 7-3-8  
LPN Transition Course  
Prerequisites: Current NJ LPN License and acceptance into the LPN advanced placement program; completion of all prerequisites for NURS112 and NURS200  
Bridges the LPN into the second year of nursing. Successful completion enables the LPN to receive eight credits and an additional eight credits for NURS110-NURS1 (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 lab. (1999)

NURS110 4-12-8  
Nursing I  
Prerequisites: Completion of Nursing prerequisites and admission to the Nursing Program  
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)

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-NURS1. 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-Introduction to Computers 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
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
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
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
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
Business Communications
Principles of writing letters, memoranda and reports. Problem solving or case study approach relating to typical business and personal communication situations.

OSTM261
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
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
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
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
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
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 Diversity and Humanities. (2009)

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 the General Education requirement for Diversity and Humanities. (2009)

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 the General Education requirement for Diversity and Humanities. (2009)

PHIL115 3-0-3  
Introduction to Philosophy through 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)

PHIL/HUMT210 3-0-3  
Seminar in Humanities/Philosophy  
Prerequisite: Permission of instructor  
This is a “capstone” course for an Associate in Arts, Liberal Arts degree with either the Humanities option or the Philosophy option. Emphasis is placed upon personal development of both oral and written expressions of the relationships between the uses of humanities/philosophy with other academic disciplines and cultural/social influences. (2009)

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 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 tempera-
ture 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 with a C or better*  
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 fall. (2005)

**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 with a C or better 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. (2009)

**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)

**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)

**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 only for CDCC majors. (1989)

**PSYC/BUSN130**  
**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)

**PSYC/SOCL204**  
**Social Psychology**  
Examines the social environment and its relationship to students and their behavior. Topics include social roles, group process and aggression.

**PSYC/SOCL207**  
**Introduction to Gerontology**  
*Prerequisite: PSYC101 or PSCL101*  
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.
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 Diversity and Humanities. (2009)

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 Diversity and 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 Diversity and Social Science.

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 deviances 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*  
Studies the racial, ethnic and religious groups in the United States, intergroup attitudes and conflicts, racism, the nature and effects of prejudice and discrimination and current intergroup problems in the community.
SOCL120
Sociology of Gender
Prerequisite: SOCL101
Explores the social construction of gender, traditional and post-modern gender roles, impact of changing expectations for men and women in social settings such as family, work, political arenas, women’s and men’s social activist movements and the psychosocial effects of inequality of the sexes in American and globally. (2008)

SOCL201
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
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
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
Juvenile Justice
For SOCL206 the prerequisite is PSYC101 or SOCL101. For CRIM206 the prerequisite is CRIM101 or PSYC101.
Studies the theoretical and applied concepts of prevention; treatment and control of juvenile delinquency; and recent legislative and philosophical decisions. Offered in fall. (2002)

SOCL/PSYC207
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.

SOCL221
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
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
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 General Education requirement for Humanities. (2008)
SPAN201  Intermediate Spanish I  3-0-3
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. (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, the study of theater, its origins, development as literature and performance, and cultural impact, from the classical period to the present. The study of the diverse elements of theater includes selected dramatic literature and the workings of theater from script to stage, and the critical assessment of theater. Meets General Education requirement for Humanities. (2009)

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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1535 Bacharach Boulevard
Atlantic City, NJ 08401-4485

From the Atlantic City Expressway take the Atlantic City 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 and 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.

Mays Landing Campus
5100 Black Horse Pike
Mays Landing, NJ 08330-2699

The campus is situated off of 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 the right.

For Building T and East Campus – Follow the directions from points above and take the third entrance, marked “East Campus.”

View ACCC’s home page, www.atlantic.edu, under “About ACCC” then “Maps and Directions” for further information.
INDEX

About ACCC, 4
Academic Honesty-Plagiarism, 18
Academic Policies and Procedures, 18
Academic Standards/Appeals, 19
Academy of Culinary Arts, 8, 42
ACCC Foundation, 5, 148
Accounting Degrees, 47, 48
Accounting Specialist, 96
Accreditation, 4
Addiction Counseling Specialist, 96
Admission Procedures, 6
  Academy of Culinary Arts Program, 8
Applying to ACCC, 6
  Nursing Program, 8, 78, 79
  Respiratory Therapy Program, 9, 86
Advanced Placement, 10
Advisement, 12
Advisory Boards, 155
Aesthetics Series, 97
Affirmative Action/Equal Opportunity, 5
Alumni Association, 5
Americans with Disabilities Act, 5
Articulation with four-year colleges, 16, 17, 18
Associate in Applied Science Degree, 38
Associate in Arts Degree, 38
Associate in Science Degree, 38
Athletic Facilities, 34
Atlantic City - Charles D. Worthington Center, 33, 36
Attendance and Lateness, 21
Audiovisual Services, 34
Auditing a Course, 20
Auditorium and Theater, 35
Baking and Pastry Degree, 43
Baking and Pastry Specialization, 45
Basic Skills, 24
Bilingual Office Assistant, 97
Biology Degree, 49
Board of Trustees, 148
Bookstore, 35
Bus Service, 35
Business Administration Degrees, 50-53
Business Management Option, Technical Studies Degree, 53
Business Paraprofessional Management Certificate, 93
Cafeterias, 35
Calendar, inside front cover
Campuses/Sites and Facilities, 32
Cancellation of Classes/Emergency Closings, 21
Cape May County Campus, 33, 36
Career and Academic Planning Center, 12
Careme’s Gourmet Restaurant, 35
Catering Specialization, 45
Cafeteria, 34
Change in Degree Status, 6
Changebacks, 29
Charles D. Worthington Atlantic City Campus, 33-36
Chemistry Degree, 54
Child Development Associate, 98
Child Development /Child Care Degree, 55
Childcare Facilities, 35
Civics Series, 98
Clubs and Organizations, 27
Code of Conduct- Student, 23
College History, 4
College Technology, 19
Communication Degree, 66
Computer Degrees, 57, 58, 59
Computer Security Specialist, 99
Computerized Accounting Specialist, 99
Computing for Small Business Degree, 60
Conference Center, John J. Rosenbaum, 35
Continuing Education/Community Resources, 33
Cooperative Education, 13
Corrections Degree, 61
Course Descriptions, 111
Credit Amnesty Program, 19
Credit for Prior Learning, 25
Criminal Justice Degree, 62
Culinary Arts Degrees, 8, 42-44
Cyber Harassment, 22
Database Design and Development Degree, 63
Dean’s List, 21
Degree Programs, 3, 37, 42
Desktop Publishing Specialist, 100
Digital Design Degree, 64
Directions to ACCC sites, 158
Disability Support Services, 13
Dismissal-Academic, 19
Distance Learning, 37
Drugs and Intoxicants, 22
Economics Degree, 65
Education Degree, 66
Elected Office Specialist, 100
Educational Opportunity Fund Program, 13
Electronic Business Professional Series, 101
Emergency Closings/Cancellation of Classes, 21
English as a Second Language, 25, 67
Enrollment Services, 12
Entrepreneur Business Specialist Series, 101
Equal Opportunity/Affirmative Action, 5
Faculty, 149
Family Education Rights and Privacy Act (FERPA), 14
Financial Aid Information, 30
Firearms, 22
Food Services Management Degree, 44
Food Service Management Specialization, 46
Fraternities, 27
Freedom of Speech, 30
Full-time Status, 37
General Education, 39, 40, 41
General Studies Degree, 68
Governance, 2, 148
Grade Appeals, 20
Graduation, 21
Grants, 30
Grievance Procedure, 22
Health Professions Degree, 69
Help Desk Specialist, 102
High School Students, 10
History Degree, 70
Hospitality Management Degree, 71
Hospitality Marketing Professional, 102
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot Food Specialization</td>
<td>46</td>
</tr>
<tr>
<td>Housing</td>
<td>35</td>
</tr>
<tr>
<td>Humanities Degree</td>
<td>73</td>
</tr>
<tr>
<td>Human Resources Professional Series</td>
<td>103</td>
</tr>
<tr>
<td>Human Services Degree</td>
<td>72</td>
</tr>
<tr>
<td>Identification Cards-Student</td>
<td>26</td>
</tr>
<tr>
<td>Immunization Records</td>
<td>12</td>
</tr>
<tr>
<td>Independent Study</td>
<td>37</td>
</tr>
<tr>
<td>Information Technology Services (ITS)</td>
<td>36</td>
</tr>
<tr>
<td>Insurance</td>
<td>30</td>
</tr>
<tr>
<td>International Students/Visitors</td>
<td>10</td>
</tr>
<tr>
<td>Job Placement</td>
<td>13</td>
</tr>
<tr>
<td>John J. Rosenbaum Conference Center</td>
<td>35</td>
</tr>
<tr>
<td>Learning Assistance Centers (LAC)</td>
<td>26</td>
</tr>
<tr>
<td>Legal Office Specialist</td>
<td>103</td>
</tr>
<tr>
<td>Liberal Arts Degree</td>
<td>74</td>
</tr>
<tr>
<td>Library Services/Librarians</td>
<td>36</td>
</tr>
<tr>
<td>Literature Degree</td>
<td>75</td>
</tr>
<tr>
<td>Loan Assistance</td>
<td>31</td>
</tr>
<tr>
<td>Mathematics Degree</td>
<td>76</td>
</tr>
<tr>
<td>Mays Landing Campus</td>
<td>32</td>
</tr>
<tr>
<td>Mays Landing Campus Map, inside back cover</td>
<td></td>
</tr>
<tr>
<td>Medical Office Specialist</td>
<td>104</td>
</tr>
<tr>
<td>Microsoft Certified Systems Engineer degree</td>
<td>77</td>
</tr>
<tr>
<td>Microsoft Office Specialist</td>
<td>104</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>4</td>
</tr>
<tr>
<td>Multimedia Specialist</td>
<td>105</td>
</tr>
<tr>
<td>New Jersey Colleges &amp; Universities</td>
<td></td>
</tr>
<tr>
<td>General Education Foundation</td>
<td>39</td>
</tr>
<tr>
<td>New Jersey Commission on Higher Education</td>
<td>41</td>
</tr>
<tr>
<td>Degree Program Criteria</td>
<td>38</td>
</tr>
<tr>
<td>New Jersey Transfer</td>
<td>15</td>
</tr>
<tr>
<td>N.J. Place</td>
<td>7</td>
</tr>
<tr>
<td>N.J. Stars</td>
<td>11</td>
</tr>
<tr>
<td>Non-Credit Courses</td>
<td>37</td>
</tr>
<tr>
<td>Nurse/College Health Specialist</td>
<td>36</td>
</tr>
<tr>
<td>Nursing Degree</td>
<td>8, 78, 79</td>
</tr>
<tr>
<td>Nursing Entrance Examination (NET)</td>
<td>25, 79</td>
</tr>
<tr>
<td>Nursing Program</td>
<td>78, 79</td>
</tr>
<tr>
<td>Office Assistant Specialist</td>
<td>105</td>
</tr>
<tr>
<td>Office Automation Specialist</td>
<td>106</td>
</tr>
<tr>
<td>Office Professional Specialist</td>
<td>106</td>
</tr>
<tr>
<td>Office Receptionist Specialist</td>
<td>107</td>
</tr>
<tr>
<td>Office Systems Technology Degree</td>
<td>80</td>
</tr>
<tr>
<td>Online Courses</td>
<td>38</td>
</tr>
<tr>
<td>Organizations</td>
<td>4</td>
</tr>
<tr>
<td>Out-of-County Students</td>
<td>6</td>
</tr>
<tr>
<td>Paralegal Studies Program Degrees</td>
<td>81, 82</td>
</tr>
<tr>
<td>Parking</td>
<td>37</td>
</tr>
<tr>
<td>Part-time Status</td>
<td>37</td>
</tr>
<tr>
<td>PC Specialist</td>
<td>107</td>
</tr>
<tr>
<td>Peer Leadership Program</td>
<td>14</td>
</tr>
<tr>
<td>Performing Arts Degree</td>
<td>83</td>
</tr>
<tr>
<td>Philosophy Degree</td>
<td>84</td>
</tr>
<tr>
<td>Photo Policy</td>
<td>5</td>
</tr>
<tr>
<td>Placement Tests</td>
<td>6, 13</td>
</tr>
<tr>
<td>Plagiarism-Academic Honesty</td>
<td>18</td>
</tr>
<tr>
<td>Police Training Agreements</td>
<td>8</td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td>5</td>
</tr>
<tr>
<td>Portfolio Assessment</td>
<td>25</td>
</tr>
<tr>
<td>President's List</td>
<td>21</td>
</tr>
<tr>
<td>President's Message</td>
<td>1</td>
</tr>
<tr>
<td>Probation-Academic</td>
<td>19</td>
</tr>
<tr>
<td>Professional Series</td>
<td>38, 95</td>
</tr>
<tr>
<td>Programs-Academic</td>
<td>3, 37, 42</td>
</tr>
<tr>
<td>Project Second Chance Program</td>
<td>11</td>
</tr>
<tr>
<td>Psychology Degree</td>
<td>85</td>
</tr>
<tr>
<td>Publications-Student</td>
<td>27</td>
</tr>
<tr>
<td>Radio Station- Student</td>
<td>27</td>
</tr>
<tr>
<td>Records/Information Management Specialist</td>
<td>108</td>
</tr>
<tr>
<td>Re-entry to ACCC</td>
<td>8</td>
</tr>
<tr>
<td>Refunds</td>
<td>29</td>
</tr>
<tr>
<td>Registration</td>
<td>12</td>
</tr>
<tr>
<td>Repeating a Course</td>
<td>20</td>
</tr>
<tr>
<td>Respiratory Therapy Degree</td>
<td>9, 86</td>
</tr>
<tr>
<td>Restaurant Supervision Professional</td>
<td>108</td>
</tr>
<tr>
<td>Science and Mathematics Degree</td>
<td>87</td>
</tr>
<tr>
<td>Scholarships</td>
<td>31</td>
</tr>
<tr>
<td>Security</td>
<td>37</td>
</tr>
<tr>
<td>Senior Adults Program (SAGES)</td>
<td>31</td>
</tr>
<tr>
<td>Sexual Harassment and Affirmative Action</td>
<td>22</td>
</tr>
<tr>
<td>Small Business Management Specialist</td>
<td>109</td>
</tr>
<tr>
<td>Smoking</td>
<td>23</td>
</tr>
<tr>
<td>Social Science Degree</td>
<td>88</td>
</tr>
<tr>
<td>Sociology Degree</td>
<td>89</td>
</tr>
<tr>
<td>Sororities</td>
<td>27</td>
</tr>
<tr>
<td>Sports</td>
<td>27</td>
</tr>
<tr>
<td>Staff</td>
<td>149</td>
</tr>
<tr>
<td>Statement of Provision</td>
<td>2</td>
</tr>
<tr>
<td>Student Activities</td>
<td>26</td>
</tr>
<tr>
<td>Student Code of Conduct</td>
<td>23</td>
</tr>
<tr>
<td>Student Development</td>
<td>12</td>
</tr>
<tr>
<td>Student Government Association (SGA)</td>
<td>26</td>
</tr>
<tr>
<td>Student Leadership Program</td>
<td>13</td>
</tr>
<tr>
<td>Student Life Center</td>
<td>27</td>
</tr>
<tr>
<td>Student Policies and Procedures</td>
<td>22</td>
</tr>
<tr>
<td>Student Support Services Program (SSS)</td>
<td>13</td>
</tr>
<tr>
<td>Students Seeking/Not Seeking a Degree</td>
<td>6</td>
</tr>
<tr>
<td>Study Options</td>
<td>37</td>
</tr>
<tr>
<td>Suspension-Academic</td>
<td>19</td>
</tr>
<tr>
<td>Tech Prep Program</td>
<td>11</td>
</tr>
<tr>
<td>Technical Studies degree</td>
<td>91</td>
</tr>
<tr>
<td>Telephone Directory/Public Telephones</td>
<td>37, 157</td>
</tr>
<tr>
<td>Testing</td>
<td>23</td>
</tr>
<tr>
<td>Theater/Auditorium</td>
<td>35</td>
</tr>
<tr>
<td>Thomas Edison State College</td>
<td>18</td>
</tr>
<tr>
<td>Transcripts</td>
<td>12</td>
</tr>
<tr>
<td>Transfer Information</td>
<td>6, 7, 15-18</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>28, 29</td>
</tr>
<tr>
<td>Tutoring</td>
<td>26</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>32</td>
</tr>
<tr>
<td>Visual Communication Professional</td>
<td>109</td>
</tr>
<tr>
<td>Volunteer Fire Company, First Aid, Rescue Squad</td>
<td>32</td>
</tr>
<tr>
<td>Web Design Professional</td>
<td>110</td>
</tr>
<tr>
<td>Web Technologies Degree</td>
<td>92</td>
</tr>
<tr>
<td>Withdrawal from a Class or the College</td>
<td>20</td>
</tr>
<tr>
<td>Zero Tolerance Policy</td>
<td>23</td>
</tr>
</tbody>
</table>
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